**Regulation for the Election of Two Members of the Academic Staff, not being Pro-Vice-Chancellors, or Senior Academic Managers to Membership of the Senate**

**Election**

1. The academic staff of the University, as defined under Statute I, not being Pro-Vice-Chancellors or Senior Academic Managers, shall elect two members of their number to membership of the Senate, to hold office for four years or such shorter periods as may from time to time, be determined by the Senate.

2. The Election, which shall be conducted by electronic vote shall be held in the first Semester during the fourteen days preceding a date in early December to be determined by the Senate for the closure of the Poll.

**Electorate**

3. The electorate shall consist of all members of the academic staff, other than Pro-Vice-Chancellors and Senior Academic Managers, who hold appointments (including joint appointments), extending in duration for one year or more, and are in post on 1 October in the year of the election.

**Returning Officer**

4. The President and Vice-Chancellor (hereafter “the Vice-Chancellor”) shall appoint a Returning Officer to be responsible for the conduct of the Election. The Returning Officer shall not be a member of the academic staff of the University.

# **Request for Nominations**

5. The Returning Officer shall issue notice of the Election to all staff, calling for nominations and providing nomination forms, six weeks before the date upon which the Poll will close. Every effort should be made to ensure that all relevant staff are made aware of arrangements for the Election. As a minimum, notice should be made by an all staff email and included in staff payslips, on the University website and in the University newspaper.

# **Nominations**

6. Nominations shall be lodged with the Returning Officer within two weeks of the election being announced.

7. Nominations shall be supported by fifteen members of the electorate, as defined in paragraph 3 above, and shall be accompanied by evidence in writing, and signed by the candidate, of his or her acceptance of nomination. In the event of nominations being received by email or through the University website, the Returning Officer shall seek evidence, in writing, and signed by the candidate, of his/her acceptance of the nomination.

8. Candidates shall be required to submit a supporting statement, including brief biographical details, not exceeding 100 words, to accompany the election papers.

9. The Returning Officer shall be responsible for the scrutiny of nominations to establish their validity.

10. Candidates shall be permitted to withdraw nominations up to three weeks before the date upon which the Poll will close. Withdrawals shall be intimated in writing and signed by the candidate.

### Poll

11. Should the numbers of persons duly nominated be not greater than the number of vacancies to be filled, the Returning Officer shall declare the person(s) so nominated to be duly elected.

12. Should the number of persons duly nominated be greater than the number of vacancies to be filled, an election shall be held on the principle of proportional representation and each member of the electorate shall have a single transferable vote.

13. Voting shall take place electronically through the University’s intranet during the fourteen day period specified under paragraph 2 above. Voting will close at midnight on the last day of the Poll. Provision shall be made to accommodate members of the electorate who have no regular access to the University’s computer network.

# **Counting of Votes**

14. The counting of votes will be conducted electronically on the day following the close of the Poll. In any case of doubt as to the validity of a vote, the question shall be referred to, and be determined by, the Returning Officer, whose decision shall be final.

# **Declaration of Result**

15. The result of the Election shall be posted on the University’s website and the result communicated to all staff by email within three days and published in the next edition of the University’s newspaper.

# **Casual Vacancies**

16. In the event of a death or resignation of a representative from this constituency on the Senate, where possible Senate shall appoint to the vacancy, the candidate with the highest number of votes after those originally elected. The person so elected to fill the vacancy shall serve for the unexpired period of tenure. If a reserve list is not available, a by-election shall be called.

**ELECTORATE: DEFINITION**

1. For the purposes of this Election, members of the academic staff shall be defined as those members of staff other than the Pro-Vice-Chancellors, or Senior Academic Managers, as defined by Statute, holding appointments (including joint appointments), extending in duration for one year or more, who were in post on 1 October 2013.
2. Under the Regulations, a “Senior Academic Manager” means a Dean, a Head of School or the Director of the Institute of Professional Legal Studies.
3. For the purposes of this election, members of the academic staff are also taken to include:
* Professors
* Readers
* Senior Lecturers
* Lecturers
* Senior Teaching Fellows
* Teaching Fellows
* Senior Research Fellows
* Research Fellows
* Senior Research Officers
* Research Officers
* Research Assistants

October 2013 Dominic Doherty

Returning Officer