

ELECTION NOTICE - PROFESSIONAL SERVICES STAFF

Election of two members of Professional Services Staff (*) to membership of Senate.

NOTICE IS HEREBY GIVEN:

1. That under University Statute VII, and the relevant Regulation of Senate, an election of two members of Professional Services Staff to membership of Senate will be held by electronic ballot between 1 - 14 December 2025 inclusive.
 2. That those nominated for election must be members of the Professional Services Staff of the University, who were in post on 1 November 2025 and who remain in that constituency until the opening of the relevant poll.
 3. That nomination forms and copies of the supporting Regulation may be obtained from the Returning Officer from 3 November 2025.
 4. That an Electoral Roll of those members of staff eligible to stand for election, and qualified to vote in the election, shall be available for consultation during normal office hours via the Returning Officer from 3 November 2025.
 5. That eligible members of the Professional Services Staff, whose names do not appear upon the Electoral Roll may apply to the Returning Officer, prior to the last date for receipt of nominations, to have their names included on the Electoral Roll on production of an appropriate contract of employment.
 6. That nominations should be lodged with Damien Corridan, Returning Officer, d.corridan@qub.ac.uk, not later than 4.00 pm on 17 November 2025.
 7. That each nomination form must be signed by at least fifteen members (**) of the Electorate and must be accompanied by evidence, in writing, and signed by the candidate, of his/her acceptance of the nomination. Electronic signatures will be accepted. An electronic signature shall be a digitised physical signature (e.g. scanned); or a typed name accompanied by an email from the signee's QUB email address certifying the signature. It is required that all certification emails be submitted with the relevant nomination form. The names of the nominators will be published on the University's website and made available to members of the Electorate.
 8. That candidates are required to submit a supporting statement, including brief biographical details, not exceeding 100 words, to accompany the election papers. This statement will be published on the University's website and made available to members of the Electorate.
 9. That failure to comply with the Regulations shall automatically invalidate a nomination.
 10. That the summing of votes cast in the Election, which shall be held on the principle of proportional representation, with each member of the Electorate having a single transferable vote, will be held on 15 December 2025. The result of the election will be posted on the University's website and the result communicated to all staff by email within three days.
 11. Any candidate who has reason to believe that there was any irregularity of any kind regarding the conduct of an election will have the right to lodge an Election Petition with the Registrar. At the Registrar's discretion, an Election Court may be called to consider any alleged irregularity.
- (*) *For the purposes of this election, "Professional Services staff" is defined as "the members of the staff of the University, who are not academic staff, and includes academic-related, clerical, operational and technical staff".*
- (**) *Candidates are encouraged to seek additional signatures from members of the Electorate and include these additional signatures on the nomination form. Additional signatures shall be used to certify a nomination if other signatures are deemed to be invalid.*