

Rules for conduct of elections of Staff to Senate

1. The role and authority of the rules

- 1.1 These rules derive from Part A of the Ordinances - specifically Ordinance A15: The Senate.
- 1.2 The purpose of the rules is to provide a framework approved and overseen by the Returning Officer.

2. Membership and Constituency

Senate

- 2.1 The Membership of the Senate provides for an overall elected majority of academic staff. The total number of elected members is subject to variation as it is calculated on the basis of the numbers of Heads of Schools and Institutes across the faculties. At the point of producing the Regulations as prescribed in Ordinance A15, the total number of elected academic staff on Senate was 34.
- 2.2 The constituencies are as follows:
 - Constituency One [Humanities and Social Sciences]: 9 elected academic staff members.
 - Constituency Two [Medicine and Dentistry]: 12 elected academic staff members.
 - Constituency Three [Science and Engineering]: 13 elected academic staff members.

Term of Office

- 2.3 The elected staff members on Senate shall serve for a period of office of up to four years. Members are eligible to stand for re-election for a second term of four years.
- 2.4 Where a casual vacancy arises because an elected member ceases to be a member before his/her term of office expires, the replacing member shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.

3. Eligibility: Electors

- 3.1 Electors may be defined as individuals eligible to vote and stand for election.
- 3.2 The following staff shall be eligible to participate as Academic Staff Electors in the election of academic staff members of and Senate:
 - all members of staff appointed to full time or part time posts on either a permanent academic contract or a fixed-term academic contract extending at least two years beyond the point at which the call for nominations is made.

- 3.3 Electors will only be eligible to vote for candidates for election in the constituency from which they are drawn.
- 3.4 In addition to the core eligibility required for standing for election specified above, candidates for election.

4. Returning Officer

- 4.1 The Director of Governance and Legal Services shall be the Returning Officer for the election.
- 4.2 The Returning Officer shall be responsible for issuing notices of Senate elections and declaring results and may delegate the conduct of elections to nominees within the framework provided by this document.

5. Nomination

- 5.1 Nominations for election of staff members shall be made via a prescribed form which shall be made available to electors in electronic format.
- 5.2 One supporting nomination is required for each candidate nominating themselves for election, evidence of which should accompany the nomination form.
- 5.3 Electors may not support more than one nomination.
- 5.4 In the case of Senate elections, electors may support the nomination of any other elector if they are standing for election themselves.
- 5.5 Candidates for election are required to submit an accompanying statement of information, which shall not exceed 150 words in length. Statements will address how the candidate meets duties of office, drawing on external reference points such as the Terms of Reference of Senate.
- 5.6 A statement of information supporting a nomination for election shall be released to all electors in the relevant constituency in the event of a ballot.
- 5.7 Candidates must declare in their submission, their agreement to the publication of the statement for election purposes.
- 5.8 The absence of a statement of supporting information shall not invalidate a nomination for election.

6. Election without ballot

- 6.1 A ballot will not need to take place in the event that the number of candidates nominated is less than or the same as the number[s] of vacancies to be filled in the relevant constituency. In this event, the candidate[s] shall be declared elected by the Returning Officer.

7. Election System and Process

- 7.1 A ballot will be held in all instances where the number of candidates is greater than the number[s] of vacancies to be filled in the relevant constituency.

- 7.2 Votes will be cast for all elections using the first past the post voting system. The candidate(s) who receive the most votes shall be elected to Senate.
- 7.3 Elections shall normally be held six months prior to the commencement of the academic year by which a vacancy needs to be filled. In the case of establishment of new Committee structures as an outcome of governance review exercises, the Returning Officer has the right to depart from this schedule.
- 7.4 The Returning Officer will determine the mechanisms through which the ballot is conducted [i.e. the means through which ballot papers are circulated to members, and processes for submission and collation of completed ballot papers].
- 7.5 A scrutineer independent of the constituency in which votes are being counted [i.e. not an elector in that constituency] will verify the count on behalf of the Returning Officer.
- 7.6 A declaration of results showing the number of votes cast for each constituency and the outcome of the election will be published to all staff of the College on the ARCS website and/or other channels including the College Intranet and All Staff e-mails.

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for
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