ELECTION GUIDELINES

ELECTION OF MEMBERS OF THE SENATE TO SERVE ON THE
SENATE ACADEMIC ASSURANCE COMMITTEE – AUGUST 2020

Process:
Details of how to vote, candidate information (as provided above) and the closing date of the
election will be circulated to members of Senate in advance of the election itself. Eligible staff
vote once for a single candidate.

Returning Officer:
The University Secretary is the University’s Returning Officer for elections to Council, Senate
and their respective sub-committees and all communications related to elections and
associated administration is conducted through the University’s Secretary’s Office.

The University Secretary ensures that the Election runs fairly and democratically and is
responsible for upholding the rules of the Election and making decisions about any
complaints that arise during the Election.

Any complaints about the conduct of the Election or the conduct of candidates during the
Election should be made to the University Secretary, who can exclude candidates in respect
of any breach of these election guidelines or postpone or nullify the result of an election in
respect of any irregularity.

Any complaints regarding the conduct of the Election should be submitted in writing to the
University Secretary on or before the closing date for voting. The University Secretary shall
decide on any complaints, and report the outcome to the Senate.

Nominations:
Eligible members of staff can only nominate themselves once, using the form provided.

If any nomination is deemed to be invalid, in accordance with the Senate Academic
Assurance Committee Terms of Reference, the University Secretary shall inform the person
nominated. Any member of the electorate may challenge the validity of a nomination, within 2
days following the publication of nominations, on the grounds that it does not comply with
the Senate Academic Assurance Committee Terms of Reference. The Returning Officer shall
rule on the challenge and their decision shall be final.

If insufficient nominations have been received to fill all vacancies at the close of nominations,
a decision will be made by the Returning Officer either to extend the period for nominations
or to appoint members from those nominated as elected if unopposed.
The Returning Officer will circulate to the electorate a statement of persons nominated for each election before the opening of the ballot.

**Important (for colleagues accessing emails via a MacBook):** In some cases elections and invitations for nominations are sent via "announce", which is a 'do not reply' email address. This may not be apparent to users of MacBooks and you should ensure that any email correspondence is sent to the contact details specified in the announcement.

**Important Information for Candidates:**

Colleagues are invited to vote based on the statements provided by candidates on their nomination form (as above), which is included as part of the online ballot.

Information provided by the nominee for election will be provided to those who are eligible to vote by the University. Staff who are eligible to vote will receive the ballot by email. Those eligible to vote will be sent a reminder closer to the deadline and information on the election and the candidates will be provided via the staff website. In fairness to the other candidates, you should not formally contact individuals yourself.

Candidates themselves do not canvass for votes or campaign directly or through third-parties. Third parties, either external to the University or any internally organised networks or fora, are not permitted to promote, endorse or campaign for candidates. The Returning Officer may require whatever action they deem necessary to prevent the publication or broadcast of any item that conflicts with this requirement.

This is to maintain impartiality and out of fairness for each of the candidates, given that those elected will be expected to act independently in the best interests of the University within the remit of the body to which they are elected, rather than to specifically represent the interests of a particular constituency.

Nominees will of course be known to and speak informally to colleagues, but all votes are expected to be cast based on the information provided in the ballot. The same rules and procedures, and the same principle of independence, would also apply whether an election is being held in respect of membership of the Council, Senate or any of their sub-committees.

**Supporting Statements:**

Supporting statements must be brief and must not exceed 150 words. The statements will be checked upon receipt. If the text exceeds the word limit, the candidate will be asked to delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. In the absence of a revised statement only the first 150 words will be used to avoid unfair advantage.

**The Count:**

Two counting officers will be nominated to check the results of the ballot after the closing date has passed, and report the outcome of the vote to the Returning Officer. Candidates will be elected in order of the number of votes they receive.
In the event of a tie between two or more candidates for one vacancy, the University Secretary will arrange for lots to be drawn to break the tie. The affected candidates will be notified in advance and given the opportunity to attend the drawing of lots or to send a representative to attend on their behalf.

**Elected Members of the Senate Academic Assurance Committee:**
Once the count has been conducted those elected will be informed. The names of those elected will be shared internally by the University. This may include the total number of votes cast, but not the numbers of votes cast for individual candidates.

Members are expected at all times to act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.

**Terms of Office:**
Successful candidates will be elected from the period beginning 1 August 2020 until the end of their current term as a member of the Senate (for a maximum of three years).