PROCEDURE FOR UNIVERSITY ELECTIONS

1 SCOPE

This procedure applies to elections of staff members to the Academic Board. The procedure may also be used for other elections which take place in the University.

2 RETURNING OFFICER

In the case of elections to the Academic Board, the Registrar, or in his/her absence the Deputy Registrar or Head of Governance and Secretariat Team, acts as Returning Officer. During the period from the declaration of a vacancy to the declaration of a result the Returning Officer’s decision is final.

3 PROCEDURE

3.1 Timing of Election
Elections for teaching staff are held during term time. Elections for non teaching staff may be carried out at any time of the year. In both cases, dates designated as public holidays which occur during term time are included in election timetables.

3.2 Notice of Election
Members of the electorate will be informed about the election prior to the start date of the nomination period.

3.3 Nominations

3.3.1 The Nomination period is open for ten working days.

3.3.2 Nominations are made on an official nomination form which is available on the University website or from the Governance and Secretariat Team.

3.3.3 In order to be valid, each nomination form shall be signed by two members of the electorate in support of the nomination. The nomination form should also be signed by the nominee. When a vacancy arises where the electorate would consist of five or less members then the vacancy shall be filled by the electorate nominating a candidate. An elector may only support as many nominations as there are vacancies to be filled.

3.3.4 Completed nomination forms must be returned to the Returning Officer, to arrive by no later than 4.30pm on the last day for the receipt of nominations.
3.3.5 Candidates are entitled to submit a summary relating to their candidature of not more than 200 words. Such a summary should be submitted with the nomination form and will be made available to electors.

3.3.6 The period of five working days after the closing of nomination lists is set aside for scrutiny, during which errors in nomination may be corrected and candidates may exercise the right to withdraw.

3.4 Uncontested Elections

If the number of nominations received is equal to or fewer than the number of vacancies, the nominated candidates will be deemed elected and no ballot will be required.

3.5 Contested Elections

If the number of nominations is greater than the number of vacancies, the Returning Officer will arrange a ballot.

3.6 Voting

3.6.1 Voting shall be by online or postal ballot five working days after the closure of the scrutiny period. Voting instructions are sent to all electors.

3.6.2 Votes should be cast by the date specified in the correspondence, which must not be earlier than ten working days after the end of the scrutiny period.

3.6.3 The voting communication must contain the full name of each candidate and, if sending out manually, be in such a form that it can be sealed so that the vote(s) cannot be seen and the signature of the elector torn off before the paper is opened for counting.

3.7 Count of Votes

3.7.1 The count of votes is overseen by the Returning Officer and candidates will be informed of the result as soon as possible after the count.

3.7.2 In the event of a tie in the number of votes given for two or more candidates, the election is decided by the drawing of lots for which straws of different lengths are used by the Returning Officer and the candidates concerned draw alphabetically.
3.8 Declaration of Results

The election results should be published as soon as possible after the count of votes. The results should show the number of votes cast for each candidate.

4 DISPUTES

Any dispute arising from the conduct of elections should be referred to the Returning Officer, who shall be the final arbiter.

<table>
<thead>
<tr>
<th>Version</th>
<th>1.0</th>
<th>Author Name &amp; Job Title</th>
<th>Gwyn Arnold, Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Date</td>
<td>25 March 2011</td>
<td>Approved by: (Board/Committee)</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>Date of last Review:</td>
<td>15 May 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date for Review:</td>
<td>15 May 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>