



## Rules for the conduct of elections of staff to Council

### 1. Membership and category

2.1 The staff membership of Council includes:

- [a] four elected academic staff members
- [b] one elected staff member other than academic staff

2.2 The constituencies for the election of academic staff members are as follows:

- [a] The Faculty of Humanities and Social Sciences
- [b] The Faculty of Science and Engineering
- [c] The School of Medicine and Dentistry
- [d] Cross-Faculty

2.3 Elected staff members serve for a period of four years in the first instance, extendable by a further period of four years, subject to re-election.

2.4 Where a casual vacancy arises because an elected member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office and be eligible for re-election in the same way as other members.

### 3. Eligibility: for election and electors

3.1 The following staff are eligible to stand for election within one of the four academic staff constituencies:

*all current academic staff who are appointed to full time or part time posts on either a permanent academic or research contract or a fixed term academic or research contract extending to at least the end of the term of office.*

3.2 Staff can only vote for nominees within their constituency. The following staff are eligible to vote in the election of a staff member within one of the four academic staff constituencies:

*all current academic staff who are appointed to full time or part time posts on either a permanent academic or research contract or a fixed term academic or research contract.*

3.3 In the case of the election of an academic staff member in the Cross-Faculty constituency, all eligible academic staff members may vote and stand in the election. In the case where two positions are available including one position in Cross-Faculty and one position in a constituency other than Cross-Faculty, eligible academic staff may nominate and vote in both categories.

3.4 Individuals who cast a vote in the election of an academic staff member to Council are defined as Academic Staff Electors.

3.5 Nominees eligible to stand for election in the Elected Staff – Non-Academic category are defined as:

- all current professional staff and support staff, including technical and operational staff, appointed to full time or part time posts on either a permanent or fixed term contact extending at least to the end of the term of office.

3.6 Individuals who cast a vote in the election of a Staff member – Non-Academic are defined as Non-Academic Staff Electors.

#### **4. Returning Officer**

4.1 The Governance Officer shall be the Returning Officer for the election.

#### **5. Nomination**

5.1 All nominations shall be self-nominations, no seconder is required.

5.2 Nominations shall be made on a prescribed form made available to electors via a secure unique website link.

5.2 Candidates for election shall be required to submit an accompanying statement of information, which shall not exceed 2000 characters in length. Statements will be expected to address how the candidate meets the duties of office, drawing on external reference points such as the Statement of Primary Responsibilities of Council.

5.3 A statement of information supporting a nomination for election shall be released to all electors in the relevant category in the event of a ballot.

5.4 Candidates shall be encouraged to declare in their submission their agreement to the publication of the statement for election purposes.

5.5 The absence of a statement of supporting information shall not invalidate a nomination for election.

5.6 Candidates shall be invited to complete an equality monitoring form, which will be used by the Council Secretariat to understand whether any areas of the staff population are underrepresented in the election process.

#### **6. Election without ballot**

6.1 A ballot will take place only where there are more candidates than the number of vacancies to be filled in the relevant category. Where a ballot is not required, the candidate shall be declared elected by the Returning Officer.

#### **7. Election system and process**

7.1 Electors shall be eligible to vote for candidates as described in section 3 above.

7.2 Votes shall be cast using the single transferable voting system (STV). The STV model requires electors to preferentially rank candidates, and is based on the allocation of votes to an elector's most preferred candidate. After candidates have been either elected or eliminated, any surplus or unused votes are transferred according to the voters' stated preferences.

7.3 Elections shall normally be held one term prior to the end of an elected member's period of office.

7.4 A list of staff eligible to vote in the elections will be generated by HR.

- 7.5 The Returning Officer shall determine how the ballot is conducted. Eligible staff will receive a secure unique link to the online voting system. The Returning Officer shall be responsible for maintaining a confidential register of unique ballot entries.
- 7.6 A member of staff from outside the category for which elections are being held [i.e. not an elector in that category] shall verify the count on behalf of the Returning Officer.
- 7.7 A declaration of results showing the number of votes cast for each category and the outcome of the election shall be published on the ARCS website.

*These rules derive from Ordinance A4: The Membership of Council. Ordinance A is available online at: <http://www.arcs.qmul.ac.uk/governance/council/charter/>.*

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