



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 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 as an academic staff member:

All current staff employed across the University on academic or research staff terms and conditions, apart from the President and Principal, Vice-Principals and Chief Officers, shall be entitled to stand for election as one of the four academic staff members of Council.

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

All current staff employed across the University on professional or support staff terms and conditions, apart from the President and Principal, Vice-Principals and Chief Officers, shall be entitled to stand for election as the staff member of Council who is not an academic staff member.

3.3 All current staff employed across the University on academic, research, professional or support staff terms and conditions shall be entitled to vote in every election.

4. Returning Officer

4.1 The Head of Secretariat shall be the Returning Officer for the election.

5. Nomination

5.1 All nominations will be self-nominations; no seconder is required.

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

5.2 Candidates for election will be required to submit an accompanying statement of information ('election statement'), which shall not exceed 250 words in length. Statements will be required to address how the candidate meets the duties of office with reference to the Statement of Primary Responsibilities of Council.

- 5.3 In the event of a ballot, candidate's election statements will be released to all electors. Candidates will be encouraged to declare in their submission their agreement to the publication of the statement for election purposes. The absence of an election statement will invalidate a nomination.
- 5.4 On nomination, candidates will be required to complete the UK government's Fit and Proper Persons Test. Candidates will also 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.
- 5.5 Before the ballot, candidates will be invited to have an informal conversation with a current member of Council to discuss the role and how they might enhance their election statement.

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. 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 any department outside of the Secretariat 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 Council webpage.

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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