

## Ordinance 12

### The Council: Election of Non-academic Staff Member

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**Policy owner:** University Secretary

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## **ORDINANCE 12**

### **THE COUNCIL: ELECTION OF NON-ACADEMIC STAFF MEMBER**

#### **1. Non-Academic Staff Member**

One member shall be elected to the Council by and from the Staff other than the Academic Staff, in accordance with the following procedure:

1. The election of a non-academic staff member to serve on Council shall be run by the Clerk to the Council.
2. A notice of election shall be issued to all members of Staff who are not members of the Academic Staff as defined in Statute 1 and whose substantive relationships with the University are as employees (hereinafter called the “non-academic staff”), which shall include an invitation to submit nominations within a reasonable period of notice.
3. Members of the non-academic staff who have been continuously employed by the University for not less than twelve months on the day on which the notice of election is issued shall be eligible to be nominated for election. Each nomination, to be valid, must be proposed and seconded in writing by at least two other members of the non-academic staff, and shall signify the consent of the nominee.
4. If more than one nomination is received, an election shall be held by ballot of all members of the non-academic staff, regardless of length of contract or service. The ballot shall be conducted using the Alternative Transferable Vote (ATV) system.
5. Where the ballot is to be primarily conducted by electronic means, the Clerk to the Council shall make provision for members of the non-academic staff to request a ballot paper.
6. The Clerk to the Council shall appoint two scrutineers for an election by ballot, at least one of whom shall be a member of the Academic Staff or an Independent Member of Council. One representative of each of the recognised Trade Unions shall be invited to act as observers during the counting of ballot papers and the verification of any votes cast electronically.

#### **2. Term of office and eligibility for re-election**

1. The term of office of the member appointed shall be for four years commencing on the following 1 August.
2. A member whose term of office is coming to an end shall be eligible for re-election for not more than one further term of office. When a person has served the maximum permitted period, they shall be ineligible for further re-appointment as a non-academic staff member on Council until a period of three years has elapsed.
3. A casual vacancy shall usually be filled for the remainder of the term of office of the member vacating his/her place. A notice of election shall be issued to all non-academic staff, inviting nominations in acceptance with paragraph 1.3 above, by a prescribed date. In the event of a contested election to fill a casual vacancy, the procedure defined in paragraphs 1.4 to 1.6 above shall apply.
4. If a member elected to Council in accordance with this provision ceases to be a member of the non-academic staff, their tenure of membership shall terminate forthwith.