



# Ordinance 17

## The Senate: Election of Departmental Representatives

**Approving Body:** Council

**Date of Approval:** 06 July 2018

**Policy owner:** University Secretary

**Policy contact:** Dr Gwawr Taylor, [saastaff@aber.ac.uk](mailto:saastaff@aber.ac.uk) / 01970 622048

**Policy status:** Revised

**Version:** 3.0

**Last review date:** September 2022

**Next review date:** July 2024

## **ORDINANCE 17**

### **THE SENATE: ELECTION OF DEPARTMENTAL REPRESENTATIVES**

1. For the purposes of this Ordinance, Senate agreed on 10 June 2015 that Academic Staff be defined as “those members of staff on an academic contract, as defined by the relevant HESA Academic Employment Function record in the Human Resources records system, whose substantive roles at the University are as employed academics”.
2. Members and Alternates
  1. The Academic Staff in each academic Department (which for the purposes of this Ordinance shall also signify other academic sub-unit including School/Institute) shall be eligible to elect one member of Senate and one alternate. All members and alternates shall be elected for a term of four years.
  2. The relevant alternates may attend Senate where members have tendered their apologies to the meeting in question. On such occasions, alternates will assume the full voting rights and entitlements offered to members.
3. Electoral Roll
  1. An electoral roll of all academic members of a department shall be prepared by the University Secretary for each election in consultation with the Human Resources department.
  2. Individuals whose names do not feature on the electoral roll but who believe that they should be eligible to participate in the election may appeal for inclusion to the University Secretary within a reasonable period of notice. Where such appeals are received, the University Secretary shall seek advice from the Director of Human Resources prior to referring the matter for determination by a sub-group of at least three Senate members nominated by the Vice-Chancellor as Chair of Senate. This group’s determination shall be relayed to the appellant by the University Secretary and subsequently reported to the next meeting of Senate.
  3. Once elected, members may at any time request from the University Secretary a list of current academics in their departments whom they represent on Senate.
4. Election Procedures
  1. Elections to Senate shall be run centrally and appointments shall be made by and from academic members of the departments. A notice of election shall be issued to all academic members of a department with a vacancy and nominations shall be invited for representative(s) within a reasonable period of notice.
  2. Each nomination, to be valid, shall be proposed and seconded by academic members of the department concerned. A nominee may either propose themselves, or signify in writing their consent to be nominated.
  3. Should only one nomination come forward from each department (or two individuals in the case of IBERS) then there will be no alternate. If the number of nominations exceeds the number of places allocated to a department then an election shall be held by ballot of all academic members of the Department.
  4. Any ballot shall be conducted by the Alternative Transferable Vote method (or Single Transferable Vote method in the case of IBERS). The candidate in first place shall become the

representative (or the first two in the case of IBERS) and the first runner up shall become the alternate.

5. Ballots may be conducted electronically or using hardcopy papers, at the discretion of the University Secretary.
6. Election processes shall usually be held so that the result can be presented to the last Senate meeting of an academic year for ratification.

5. Terms of Office

1. The term of office of each member and alternate elected as provided above shall commence on the following 1 September.
2. A casual vacancy for a member shall be filled for the remainder of the term of office of the member vacating their place, in accordance with the procedure outlined in 4.1 to 4.4 above.
3. Casual vacancies for alternate members will not be filled for the remainder of the term of office.

6. Scrutineers

Where ballots are not conducted electronically, the University Secretary shall invite two scrutineers from among the ex officio members of Senate to oversee the counting of votes for the elections prescribed above.

7. Resolution of doubt

Except as provided in the foregoing paragraphs any matters relating to the academic membership of departments and the conduct of elections shall be determined by resolution of the Senate.