



# Ordinance 18

## The Senate: Election of Non-academic Representatives

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## **ORDINANCE 18**

### **THE SENATE: ELECTION OF NON-ACADEMIC REPRESENTATIVES**

#### 1. Non-Academic Staff Members

Two members and one alternate shall be elected to the Senate by and from the Staff other than the Academic Staff (the 'non-academic staff'), in accordance with the following procedure:

1. The election of non-academic staff members to serve on Senate shall be run by the University Secretary.
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. Should only two nominations come forward then there will be no alternate, and they will automatically become members of Senate.
5. If more than two nominations are 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 Single Transferable Vote (STV) system.
6. The candidates in the first and second place shall become the representatives, and the first runner up shall become the alternate.
7. Where the ballot is to be primarily conducted by electronic means, the University Secretary shall make provision for members of the non-academic staff to request and receive a ballot paper.
8. The University Secretary shall appoint two scrutineers for an election by ballot, at least one of whom shall be a member of the Academic Staff. 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.
9. Election processes shall usually be held so that the result can be presented to the last Senate meeting of an academic year for ratification.

#### 2. Terms of Office

1. All members and alternates shall be elected for a term of three years.
2. The term of office of each member elected as provided above shall commence on the following 1 September.

3. A casual vacancy (i.e. if the member resigns from Senate or ceases to be employed as a member of the non-academic staff) shall be filled for the remainder of the term of office of the member vacating his or her place, in accordance with the procedure outlined above.

3. Resolution of doubt

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