

Elections and Appointments to Governance Committees Procedure

Section 1 - Introduction

Purpose and Parent Policy

(1) This procedure sets out the steps for the election and/or appointment of people to seats on governance committees within the College, as set out in the [Governance and Management Policy](#).

Responsibilities

Staff Responsibilities

(2) The Registrar (or nominee, if the Registrar is unavailable) is the returning officer for elections to governance committees.

(3) The Quality Assurance and Enhancement Manager (or nominee, if the Quality Assurance and Enhancement Manager is unavailable) is responsible for recording elections and appointments and for the logistics of running elections.

Chairperson's Responsibilities

(4) The Chairperson of a particular governance committee is responsible for appointing members to the committee with the approval of the committee.

Section 2 - Procedure

Part A - Procedure for Elections

Vacancy

(5) A vacancy is identified when:

- a. A new position is created
- b. An incumbent resigns in writing to the Chairperson
- c. An incumbent no longer meets the criteria for inclusion in their constituency
- d. An incumbent is removed from office by the committee with the approval of the Academic Board

(6) The Quality Assurance and Enhancement Manager identifies the vacancy and notifies the Chairperson and Registrar, noting the constituency and a proposal for election dates.

(7) The Chairperson grants approval for the calling for an election.

Calling for Nominations for an Election

(8) The Quality Assurance and Enhancement Manager notifies the constituency of the dates for an election, including:

- a. A minimum two-week nomination period
- b. A minimum two-week election campaign period
- c. A minimum one-week polling period, which may include the second week of the campaign period

(9) The Quality Assurance and Enhancement Manager invites nominations from the constituency.

Nominations

(10) Members of the constituency may nominate themselves.

(11) Nominations may include a statement of suitability for election of a maximum of 150 words to be circulated to the rest of the constituency.

(12) At the end of the nomination period, the Quality Assurance and Enhancement Manager notifies the Chairperson and returning officer of the nominated candidates for election.

(13) The Quality Assurance and Enhancement Manager then circulates details of the nominees, their statements of suitability and details of the election to the constituency.

Election

(14) The Quality Assurance and Enhancement Manager organises a poll that is:

- a. Anonymous
- b. Online
- c. Secure

(15) Members of the constituency may cast a single vote before the end of the polling period.

(16) The candidate with the largest number of votes is deemed elected.

(17) The Quality Assurance and Enhancement Manager notifies the Registrar of the result, who returns the result to the constituency and other members of the relevant committee in writing.

(18) The successful candidate is deemed elected from the point of the first meeting of the committee to which they have been elected until their term of office has ended.

Appeals

(19) Candidates may appeal the result of an election.

(20) In the event of an appeal, the Records and Data Manager will investigate the conduct of the election.

(21) In the event that the election was not conducted in line with College policy and procedure, the election will be re-run.

Part B - Procedure for Appointments

Vacancy

(22) A vacancy is identified when:

- a. A new position is created
- b. An incumbent resigns in writing to the Chairperson
- c. An incumbent no longer meets the criteria for inclusion in their constituency
- d. An incumbent is removed from office by the committee with the approval of the Academic Board

(23) The Quality Assurance and Enhancement Manager identifies the vacancy and notifies the Chairperson, noting the constituency and the need for an appointment.

Appointment

(24) The Chairperson selects an appropriate appointee.

(25) The Chairperson offers the position to the appointee in writing.

Acceptance of an Appointment

(26) The appointee must accept the appointment in writing.

Confirmation of the Appointment

(27) The appointment must be confirmed by the relevant committee.

(28) The appointment must be notified to the Quality Assurance and Enhancement Manager.

Rejection of an Appointment

(29) Where the appointee does not accept the position, this Chairperson may select another appointee. The appointment process recommences as detailed above.

Status and Details

Status	Current
Effective Date	2nd November 2020
Review Date	2nd November 2023
Approval Authority	Academic Board
Approval Date	23rd September 2020
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Procedure" - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.