

Framework for Elections and Appointments to Council, Court, Senate, Academic Assembly and Boards of Studies

Introduction

This Framework sets out the process for elections and appointments to Council, Court, Senate, Academic Assembly and Boards of Studies. The contents are as follows:

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1. Introduction

University committees consist of members from various categories, each selected through different processes. Each committee typically includes individuals from the following categories:

- **Ex Officio** – are members by virtue of their office in the University, e.g. the Vice-Chancellor, Chief Operating Officer, Deans, Associate Deans etc.
- **Appointed** – are nominated by an individual or committee, or via a recruitment process and usually a single name is put forward for a vacancy, which would then be approved or rejected by designated body (e.g. Nominations Committee)
- **Elected** - will be nominated initially from the specified constituency. If there are more nominations than vacancies an election is held in which all members of the constituency may vote. Nominations and votes for elections may be submitted electronically.
- **Co-Opted** - Some committees have explicit reference to co-opted members in their composition. Such arrangements permit the inclusion of members who have expertise to offer to the business of the committee but who may not be clear representatives of any particular grouping associated with the committee. Names are usually discussed informally and put forward by the Chair to the committee for approval.

When making **appointments**, the designated body must have regard to:

- The **strategic priorities of the University**, and the ability of committee members to make a meaningful contribution to them.
- The **diversity** of its overall membership, both in terms of protected characteristics under the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation) and diversity of experience, skills and knowledge.
- **Inclusivity**, ensuring, as far as possible, that there is no section of the University community that is disproportionately over- or under-represented.
- **Impartiality**: Council needs to have confidence that members of committees will be able to serve the interests of the University fairly and impartially.

Amendments to the Framework are subject to the approval of Council and can be proposed by Court, Senate or Council.

2. Protocol for Elections

The Governance Team plan a yearly timetable for elections to fill vacancies arising in the upcoming academic year. Some elections are annual, whilst others are only required every three years. An indicative schedule is included below, with all elections due for completion by June of the preceding academic year.

Start	Election
September (Triennial)	Chair of Academic Assembly (A1)
October (Triennial)	Court (Ct1, Ct2, Ct3, Ct4)
November (Annual)	Senate – Professors (S1)
November (concurrent with S1) (Annual)	Senate – Members of Academic Assembly (S2)
January (after S1 and S2) (Triennial)	Council – member of Senate by Senate (C1)
January (Concurrent with C1) (Triennial)	Council – Professional services staff member elected by Professional services staff members (C2)
April (Annual)	Boards of Studies – Members of Academic Assembly

The process for nominations and elections is as follows:

Step 1 – Call for Nominations

The Governance Team issue a call for nominations via email to all eligible staff members. They will include information on available vacancies, eligibility criteria and term lengths. They may ask for a supporting statement, along with the names of two supporting colleagues.

The call for nominations is typically open for 3 weeks

Step 2 – Review of Nominations

If there are more nominations than vacancies, this will initiate an election.

The Governance Team will set up an online election site. They will populate the site using nominations information (names and supporting statements).

An election is set up using Single Transferable Vote. This means voters have the option to rank candidates, and their vote may be transferred according to alternative preferences if their preferred candidate is eliminated or elected with surplus votes, so that their vote is used to elect someone they prefer over others in the running.

A number of Unique Voting Codes are generated, and an email is distributed with all relevant information to staff eligible to vote. The election will typically remain open for 3 weeks.

Once the election has closed, all nominees are notified of the outcome, including the votes cast at each stage of the election process. Following this all eligible voters will be told the outcome with the final voting tally, ideally as a screenshot from the preferred voting platform.

Specific election processes for each committee are set out in the Framework below.

3. Council

a. Membership & Terms

This information relates to Statute 9 and Ordinance 4

Committee	Member	Process	Term
Council	Vice-Chancellor	Ex Officio	Unlimited / whilst holding position
	UEB Representative	Appointed	Unlimited / whilst nominated by the VC and approved by Nominations Committee
	Chair of Academic Assembly	Ex Officio	Unlimited / whilst holding position
	Chair of Council	Appointed	2 x terms of 3 years (save in exceptional circumstances)
	Chair of Finance Committee	Appointed	2 x terms of 3 years (save in exceptional circumstances)
	Senior Independent Director	Appointed	Tenure as determined by council on appointment
	5 x Lay Members	Appointed	2 x terms of 3 years (but could be up to 3 further years following council wide skills audit))
	1 x Senate member elected by Senate	Elected (C1)	1 x term of 3 years (provided they remain a member of AA) with re-election up to 3 terms 9 years max. - continuous or otherwise. As per Ordinance 4.5
	1 x Professional services staff member elected by Professional services staff members	Elected (C2)	1 x term 3 years (provided they remain a member of PS and not AA) with re-election up to 3 terms 9 years max.- continuous or otherwise As per Ordinance 4.6
	2 x members appointed by the Students Union from amongst student members of Senate	Appointed	For as long as they remain a student member of Senate

- A Member of Council elected by Senate who is subsequently appointed to posts of Deputy Vice Chancellor, Pro-Vice-Chancellor or Dean would be required to resign their elected membership of Council. Persons routinely in attendance at meetings of Council shall not be permitted to vote in this election.

- Council members are not members in any representative capacity and should exercise the responsibilities of Council in the best interests of the University as a whole. They should abide by the principle of collective responsibility.

b. Appointments to Council: Eligibility & Process

- Lay members of Council shall not be members of the Staff or Students of the University.
- At least one lay member shall be an alumna/us of the University.
- One of the lay members shall also be the Chair of the Finance Committee.
- A recruitment process for the appointment of Council members will be carried out. In consultation with the Chair of Council and the Head of Governance and a candidate pack prepared.
- The person specification will be agreed by Nominations Committee.
- Shortlisted candidates are interviewed by a panel approved by Nominations Committee.
- Successful candidates are confirmed by Nominations Committee and then Council.
- In the case of the appointment of Chair, Council will appoint a lead lay member to chair the selection committee and the incumbent Chair of Council will have no role in appointing their successor. In all other respects the process remains the same.

c. Elections to Council: Eligibility & Process

- There are two elections for Council members:
 - Election C1 - a member of Senate by Senate to serve on Council
 - Election C2 - a member of Professional Services Staff to serve on Council.

The eligibility criteria and process for each of these elections is set out below.

Election C1 - a Member of the Senate by the Senate to serve on the Council.

- The candidates in this election shall be all those members of Senate elected in accordance with Ordinance 6.1 who are not otherwise members of Council and whose period of office on Senate extends for at least one complete academic session after the election.
- When there is a vacancy for a member of Senate to serve on Council, the Governance Team shall give notice to members of Senate by email, inviting seconded nominations for election to be submitted by email not later than a specified date. Staff may suggest themselves for election but require both a separate proposer and seconder, all of whom must be eligible to vote.
- If more nominations than vacancies are received this will result in an election. The Governance Team shall provide to all members of Senate voting instructions, the names of the candidates nominated and the latest date by which votes must be cast.
- The votes shall be counted under the direction of the Governance Partner to Council, using the voting system of Single Transferable Vote (STV).

Election C2 - a Member of Professional Services Staff to serve on the Council.

- i. Any member of professional services staff who is on a full-time or fractional contract is eligible to stand for election to Council in this election. Members of staff who are not members of the Academic Assembly and who are on a full-time or fractional contract shall elect a person to fill the vacancy on the University Council for a period of three years, or such lesser period as the person elected remains a member of University staff but is not a member of the Academic Assembly.
- ii. When there is a vacancy for a member of professional services staff to serve on Council, the Governance Team shall give notice to members of professional staff by inviting seconded nominations for election to be submitted by email not later than a specified date. Staff may suggest themselves for election but require both a separate proposer and seconder, all of whom must be eligible to vote.
- iii. After receipt of nominations the Governance Team shall provide to all members of professional services staff and who are on a full-time or fractional contract voting instructions, the names of the candidates nominated and the latest date by which votes must be cast.
- iv. The votes shall be counted under the direction of the Governance Partner to Council, using the voting system of Single Transferable Vote (STV).
- v. Once the election has closed, all nominees are notified of the outcome, including the votes cast at each stage of the election process. Following this all eligible voters will be told the outcome with the final voting tally, ideally as a screenshot from the preferred voting platform.

4. Court

This section sets out:

- Details about the process for making nominations and recommendations for appointments to Court;
- The criteria for elections to Court; and
- Details about the process for elections to Court.

The Framework should be read in conjunction with Statute 8 (Membership of Court) and Ordinance 3 (Membership of Court).

a. Membership & Terms

Membership of Court is extensive and can be viewed on our web pages [here](#).

All members of Court, other than those appointed ex-officio, shall be subject to a term of office of a maximum of three years and shall be eligible for re-appointment or re-election for no more than three terms.

b. Appointments to Court: Eligibility & Process

There are a number of sub-categories for Court membership, each with different eligibility criteria. This information is outlined below in the 'process section'.

Unless otherwise specified, appointments to Court are made by Council on the recommendation of the Nominations Committee. These recommendations are informed by nominations made by the holders of designated posts, according to the category of membership, as follows:

a. Fourteen current students and student union officers of the University

The President of the Students' Union shall nominate fourteen current students, including the Students' Union Officers of the University who are ex-officio.

b. Six University senior office holders

The Vice-Chancellor shall nominate five senior office holders in addition to the Vice-Chancellor who is an ex-officio member.

c. Six members of the Council of the University

The Chair of Council shall nominate three Council members.

The other three members in this category are ex-officio: The Chair of Council, the Chair of Finance Committee and the Senior Independent Director.

d. Six alumni of the University

The Director of Advancement shall nominate six members of the University's alumni community.

e. Six representatives of local and regional elected bodies

The six members of Court who are representatives of local and regional elected bodies shall be appointed as follows:

- The Member of Parliament for Bath;
- The Mayor of Bath;
- From Bath and North East Somerset Council:
 - The Leader of the Council or nominee, and
 - The Chair of the Council, or nominee.
- From the West of England Combined Authority:
 - The Mayor of the Combined Authority or nominee, and
 - The Chair of the West of England Local Enterprise Partnership or nominee.

f. Eight representatives of communities of strategic importance to the University

The Pro-Chancellors shall jointly nominate eight representatives of communities of strategic importance to the University.

g. Six representatives of local or regional educational institutions or trusts

The Director of Student Recruitment and Admissions shall nominate four heads of state-funded schools or academies and/or chief executive officers of multi-academy trusts within the local area or region.

The remaining two places will be held by the Vice Chancellor of Bath Spa University or their nominee; and the Principal and Chief Executive of Bath College or their nominee.

h. Five representatives of research funders and business partners

The Pro-Vice-Chancellor for Research shall nominate five representatives of University funders and business partners.

i. Five representatives of employers, placement providers and professional bodies

The Director of Employability and Student Success shall nominate five representatives of employers and professional bodies.

j. Four members of the University's international stakeholder community

The International Relations Office shall nominate four representatives of the University's international stakeholder community.

k. Three representatives of the campus trade unions who are not members of the University

The branch secretaries of UCU, UNISON and UNITE shall each nominate one representative of their trade union who is not a member of the University.

c. Elections to Court – Eligibility & Process

Ordinance 3 provides that there shall be 14 current members of Staff of the University who are members of Court. Ordinance 6.1 stipulates that these shall be:

- The Chair of the Academic Assembly *ex officio*.
- Six members of the Senate, as follows:
 - Three elected professorial members of the Senate, elected by secret ballot;
 - Three elected non-professorial members of the Senate, elected by secret ballot.
- Seven members of professional services staff elected by secret ballot.

Ordinance 3 provides that there shall be ten Emeritus Professors of the University who are members of Court. These shall be elected by secret ballot.

All elections to Court follow the process below:

- All elections to Court shall be conducted electronically by default.
- The election shall be conducted by secret ballot under the supervision of the Governance Partner to Court, using the voting system of Single Transferable Vote (STV).
- In the event of a tie, the result will be determined by the drawing of lots.

The criteria and process to stand for election in one of these categories of Court membership is as follows:

a. Three elected professorial members of the Senate (Ct1)

All Professors who have been elected to the Senate under the provisions of Ordinance 6.1 shall automatically be eligible for election to Court.

Three professorial members of the Senate shall be elected to Court by an electorate consisting of the Professors elected to the Senate under the provisions of Ordinance 6.1.

b. *Three elected non-professorial members of the Senate (Ct2)*

All non-professorial members of the Academic Assembly who have been elected to the Senate under the provisions of Ordinance 6.1 shall automatically be eligible for election to Court.

Three non-professorial members of the Senate shall be elected to Court by an electorate consisting of the non-professorial members of the Academic Assembly who have been elected to the Senate under the provisions of Ordinance 6.1.

c. *Seven Members of professional services staff (Ct3)*

All members of professional services staff are eligible for election to Court under the provisions of Ordinance 3.1, except those who are eligible for ex officio membership. The electorate for each of the three elections will consist of members of the individual job family only.

- i. There are 7 vacancies in this category as follows:
 - a. 2 x Management Specialist and Administration
 - b. 2 x Operations and Facilities Support
 - c. 2 x Technical and Experimental
 - d. 1 x member of professional services staff who received the highest number of votes of any candidate unsuccessful in the secret ballot.
- ii. In addition, the member of staff must not be a member of the Academic Assembly.
- iii. When a vacancy arises in this category, the Governance Partner to Court shall give notice to all members of professional service staff, by inviting nominations for election to be submitted by email by no later than a specified date. Only those in the same job family can propose or second a nominee.
- iv. Nominations shall be valid providing that the candidate meets the eligibility criteria and that the nomination has been seconded.
- v. Both nominator and seconder must be members of professional services staff of the University. A candidate may nominate themselves for election, but will still require two seconders.
- vi. The two candidates with the most votes from each of the three eligible job families will be deemed to have been elected to Court.
- vii. The unsuccessful candidate with the highest number of votes from any of the three eligible job families will be deemed to have been elected to Court.
- viii. If there are no more than two candidates in any of the three eligible job families, those two candidates will be deemed to have been elected by acclamation.
- ix. If, as a result of a lack of candidacies for election, any vacancy within this category remains unfilled for a period of six months following a call for nominations, the Chief Operating Officer shall consult the three campus unions and the relevant Heads of Department and, on the basis of these consultations, shall nominate members of staff to be appointed from within the job families concerned. These nominations shall be subject to approval by Council

on the recommendation of the Nominations Committee. In making nominations, the Chief Operating Officer must have regard to the criteria for appointment set out in section 1 of this Framework.

d. *Ten Emeritus Professors (Ct4)*

- i. All Emeritus Professors of the University shall be eligible to stand for election to Court under the provisions of Ordinance 3.1.
- ii. Ten Emeritus Professors shall be elected to Court by an electorate consisting of the Emeritus Professors of the University.
- iii. When a vacancy arises in this category, the Governance Partner to Court shall give notice to Emeritus Professors by inviting self-nominations for election to be submitted by email no later than a specified date.
- iv. Self-nominations shall be accepted and shall consist of a short personal statement setting out the candidate's background and rationale for standing for election.
- v. The ten candidates with the most votes from will be deemed to have been elected to Court.
- vi. In the event of a tie, the result will be determined by the drawing of lots.
- vii. If there are fewer candidates than vacancies, those candidates will be deemed to have been elected by acclamation and a further election process shall be initiated, with the aim of bringing the total number of members in this category up to ten.

a. *Vacancy arising within six months of an election:*

- i. If a vacancy arises in any of the categories of elected membership of Court within six months of an election having taken place in that category, the vacancy may be filled by the unsuccessful candidate with the highest number of votes.
- ii. The Governance Partner to Court has discretion to initiate a further election in the event of a disputed result from an earlier election.

5. Senate

a. Membership & Terms

This information relates to Ordinance 6.1 – Composition of Senate

Committee	Member	Process	Term
Senate	The Vice-Chancellor (Chair of Senate)	Ex Officio	Unlimited / whilst holding position
	The Deputy Vice-Chancellor and Provost	Ex Officio	Unlimited / whilst holding position

	The Pro-Vice-Chancellors; (as many as may be in post in accordance with Charter Paragraph 9)	Ex Officio	Unlimited / whilst holding position
	The Faculty Deans and Dean & Head of School of Management;	Ex Officio	Unlimited / whilst holding position
	The Chair of the Academic Assembly;	Ex Officio	Unlimited / whilst holding position
	The University Librarian;	Ex Officio	Unlimited / whilst holding position
	The President, the Education Officer and the Postgraduate Officer of the Students' Union	Elected (via SU)	1 year
	12 x Professors of the Academic Assembly with no fewer than two from each Faculty and School, elected by members of the Academic Assembly	Elected (S1)	1 term of 3 years, then eligible for re-election for another term of 3 years. Then 1 year's break required before any re-election.
	12 x non-professorial members of the Academic Assembly with no fewer than two from each Faculty and School, elected by members of the Academic Assembly.	Elected (S2)	1 term of 3 years, then eligible for re-election for another term of 3 years. Then 1 year's break required before any re-election.
	1 x student elected by the Students' Union from among its members.	Elected (via SU)	1 year

Elected members will bring their individual experiences and expertise to the Senate while having the duty to represent the University's interests as a whole.

b. Elections to Senate: Eligibility & Process

Persons eligible to be elected are full members of the Academic Assembly.

Assuming there is an elected vacancy, an election shall be held once per year.

The elections for members from the Academic Assembly shall run according to the following process:

- i. The Governance Partner to Senate shall give notice of the number and nature of vacancies to all members of the Academic Assembly, and that seconded nominations for election to the relevant categories are to be submitted by email by a specified date. Staff may suggest themselves for election but require both a separate proposer and seconder, all of whom must be eligible to vote.

- ii. If there are more nominations than vacancies, an election will be called. Candidates will be requested to submit a 150-word statement. A voting page will be set up electronically and Academic Assembly will be emailed with voting instructions:
 - All members of the Academic Assembly are eligible to vote for all vacancies within elections S1 and S2.
 - Members of the Academic Assembly have one vote per vacancy within categories elections S1 and S2.
 - Where there is more than one vacancy in one of the categories within election S1 or S2 and from a single Faculty or School, the relevant candidates with the sequentially highest numbers of votes shall be elected to fill the vacancies.
- iii. The votes shall be counted under the direction of the Governance Partner to Senate, using the voting system of Single Transferable Vote (STV).
- iv. The votes for members of the Senate by the Academic Assembly shall be counted under the direction of the Governance Partner to Senate. If there is a tie, this will be resolved by drawing lots.
- v. If one or more of the vacancies is for an elected member to serve for less than the full term, the person with the lowest number of votes among those elected shall serve for the shortest period.
- vi. An 'in-year' vacancy may be filled by the eligible candidate with the next highest number of votes from a previous election if held within the past six months. The incoming member would complete the term of the person who has stood down as opposed to 'restarting' a new term. If an in-year vacancy arises within 3 months of the next election date, the vacancy will be filled at that election.
- vii. The elected student member will be elected by a campus vote.
- viii. The election timetable shall be made available to all eligible staff at the commencement of the election period using the University's main communication channels to announce elections.

Lack of candidates for an election

- i. If, as a result of a lack of candidacies for election, any vacancy within this category remains unfilled following a call for nominations, the Vice Chancellor as Chair of Senate shall co-opt an eligible candidate for a period of 1 year. After this time the co-opted member is welcome to stand for election, and their year of co-option would count towards their term length if successful. In co-opting this member, the Vice Chancellor must have regard to the criteria for appointments set out in section 1.

6. Senate Sub-committee and Joint Committee Appointments

There are several Senate sub-committees and joint committees which include a Senator in their membership or ask Senate to nominate / elect a member on their behalf. A full list of these positions is included below. **Table 1** shows the vacancies which are filled by the Senate Appointments Committee. **Table 2** lists the committee vacancies which are not covered by the Senate Appointments Committee and are filled by other processes (i.e. elections or appointed by another designated committee).

The expectation, laid out in Standing Orders, is that all Senate members will serve on at least one committee/statutory body.

The term of office of any Senate member on a Senate or joint committee will normally be three years, subject to any exceptions set out in the committee's terms of reference. Senate will prescribe the maximum duration of any ad-hoc committees and working groups it establishes, which will not normally exceed two years.

a. List of Committee Appointments

Table 1 - Sub Committee Appointments covered via Senate Appointments Committee	
Body/committee	Academic staff members
Academic Programmes Committee	2 Senate members
Academic Staff Committee	2 members E&R job family from each Faculty/School
	2 senior academics
Chancellor's Prize Committee	3 Professors
Courses and Partnerships Approval Committee	Chair
Curriculum Committee	1 member of Senate
Education, Quality and Standards Committee	1 current member of Senate
Research and Knowledge Exchange Committee	4 academics with significant research/KE expertise
Equality, Diversity and Inclusion Committee	1 member of Senate
Honorary Degrees Committee	2 members of Senate
	2 members of academic staff

Senior Academic Appointments Committee	3 elected members of Senate
Redundancy Committee	1 members of Senate

Table 2 - Sub Committee Appointments and Elections NOT covered via Senate Appointments Committee		
Body / Committee	Academic Staff Members	Appointment Process
Academic Staff Appeals Committee	1 member of Senate	Appointed by the Head of Governance for each new case after conflict of interest check
Council	1 member of Senate	Elected by Senate (S1)
Court	6 elected members of Senate (3 Professors, 3 non-Professors)	Elections governed by Framework (Ct1 – Ct4)
Finance Committee	1 staff member of Council	Appointed by Council on recommendation of the Nominations Committee
Nominations Committee	1 staff member of Council	Appointed by Council on the recommendation of the Nominations Committee
Remuneration Committee	1 staff member of Council	Appointed by Council on recommendation of the Nominations Committee
Student Academic Appeals Committee	4 academic members of staff (2 members of Faculty/School BoS; 2 members of panels appointed by Faculty/School to serve on Review Sub-Committees	Appointed by the Head of Governance for each new case after conflict-of-interest check
Student Disciplinary and Misconduct Committee	Volunteer members of Senate	Expressions of interest

University Commercialisation Executive Board	1 member of academic staff	Appointed by Council on the recommendation of the Nominations Committee
University Ethics committee	1 staff member of Council	Appointed by Council on the recommendation of the Nominations Committee

b. Senate Sub Committees and Joint Committees: Senate Appointments Committee Process

The vacancies set out in **Table 1** are filled via the Senate Appointments Committee with the aim of ensuring that they are subject to a rigorous and consistent process. The Committee adhere to the process outlined as follows:

- One member of the Appointments Committee is elected by Senate, and a second Senate member is appointed by the Equality, Diversity and Inclusion Committee (**see link for full membership**) this ensures balance and independence in decision-making on membership issues.
- There is a transparent process to invite expressions of interest and nominations for all vacant posts at one point in each year (except for out-of-cycle vacancies, which are dealt with at the appropriate moment).
- The Senate Appointments Committee use published criteria for decision-making, including:
 - equality, diversity and inclusion;
 - expressions of interest;
 - assessment against a skills matrix of Senate members against the requirements of the role; and
 - distribution of posts amongst Senate members.
- All recommendations made by the Senate Appointments Committee on appointments are subject to formal ratification by Senate.

7. Academic Assembly

a. Membership & Terms

This information relates to Ordinance 11 – Membership of the Academic Assembly

Committee	Member	Process	Term
Academic Assembly	Chair	Elected (A1)	1 term of 3 years, eligible for re-election after a 1 year break.
	Vice Chancellor	Ex Officio	Unlimited / whilst holding position
	Deputy Vice Chancellor	Ex Officio	Unlimited / whilst holding position
	PVCs	Ex Officio	Unlimited / whilst holding position
	Members of the Academic Staff	Ex Officio	Unlimited / whilst holding position
	University Librarian	Ex Officio	Unlimited / whilst holding position
	Holders of other posts in the University / other members as designated by Senate	Ex Officio	Unlimited / whilst holding position Full membership of Academic Assembly is extended to all members of the Education and Research Job Family, as agreed by the Senate (Senate minute 12827, 22nd October 2008).

b. Elections to Academic Assembly: Eligibility & Process

The Chair of the Academic Assembly shall be elected by the Academic Assembly from its own number.

The process for electing the Chair of the Academic Assembly is as follows:

(a) The Governance Partner to Academic Assembly shall give notice to all members of Academic Assembly that seconded nominations for the election of Chair are required by a specified date.

(b) After receipt of nominations, the Governance Partner to Academic Assembly shall provide all members of Academic Assembly with voting instructions, the names of the candidates and the latest date by which votes must be cast.

(c) The votes shall be counted under the direction of the Governance Partner to Academic Assembly, using the voting system of Single Transferable Vote (STV).

8. Boards of Studies

a. Membership & Terms

This information relates to Ordinance 10.

Committee	Member	Process	Term
Boards of Studies	The Vice Chancellor	Ex Officio	Unlimited / whilst holding position
	The Dean of Faculty (Chair)	Ex Officio	Unlimited / whilst holding position
	The Associate Deans of Faculty	Ex Officio	Unlimited / whilst holding position
	The Heads of Department in the Faculty	Ex Officio	Unlimited / whilst holding position
	9 x elected members from Faculty including at least 1 from each department within Faculty.	Elected (Via Faculty Assistant Registrars)	1 term of 3 years, then eligible for re-election for another term of 3 years. Then 1 year's break required before any re-election.
	Up to 5 additional members as Board required	Co-opted	1 year at a time, maximum 3 successive years
	1 x representative from each other faculty	Appointed by Faculty	3 years (renewable)
	1 x representative from School of Management (Faculties only)	Appointed by SoM	3 years (renewable)
	3 x students (at least 1 UG and one PG)	Elected by Students	1 term of 1 year, then eligible for re-election for another 2 periods of 1 year. Then 1 year's break required before any re-election.
	1 x SU officer	Appointed by SU	1 year (renewable)
	Head of Learning Partnerships Office or Nominee	Ex Officio	Unlimited / whilst holding position

The Board of Studies will, as per Ordinance 10.6, invite other persons to attend for specific items of business. These persons will not have voting rights.

A member filling a casual vacancy will serve only for the unexpired period of office of the original member.

b. Elections to Boards of Studies: Eligibility & Process

Only members of Academic Assembly may propose and second nominations, be nominated for and vote in the election for vacancies on the Board of Studies for the Faculty/School of which they are a member.

The election of members of Academic Assembly to serve on a Board of Studies shall be conducted in accordance with the following procedure:

- a) The Governance Partner to Academic Assembly shall give notice to all members of Academic Assembly in the Faculty/School who are on a full-time or fractional contract of the number of vacancies for which nominations are required and the latest date by which these are to be submitted.
- b) Staff may suggest themselves for election but require both a separate proposer and seconder, all of whom must be eligible to vote.
- c) After receipt of nominations, the Chair of the Board of Studies or nominee shall provide to all members of Academic Assembly in the Faculty/School who are on a full-time or fractional contract voting instructions, the names of the candidates nominated and the latest date by which votes must be cast.
- d) The votes shall be counted under the supervision of the Secretary to Boards of Studies or nominee using the voting system of Single Transferable Vote (STV).
- e) The candidates with the highest number of votes will be declared elected. In the event of a tie, the person to be declared elected will be determined by lot.
- f) A candidate nominated in accordance with Ordinance 10 will be elected unopposed if no other nominations are received for the vacancy for which they have been nominated.