

Nomination, Election and Ballot Procedure for the Appointment of Staff Members to the Board of Governors

1. **Introduction**

This procedure is for use in the nomination and election of members of College staff to the Board of Governors.

2. **Responsibilities**

It is the responsibility of the Corporation Secretary to conduct the management of the election procedures when required to do so by the Board of Governors. These responsibilities include:-

- notification of the election to all relevant staff
- inviting nominations for vacant positions, stating where necessary the category of staff eligible for nomination being either academic or non-academic
- administration of the nomination, election and ballot process, including, where appropriate, the appointment of staff and/or trade union representatives to witness key aspects of the process
- declaration of ballot results.

The Corporation Secretary is appointed as Returning Officer for the purposes of this procedure and is therefore ineligible to be nominated for appointment, act as a proposer or seconder or vote in any ballot.

3. **Eligibility to Stand for Office or Vote**

Standing for Office

All members of College staff, who have a contract of employment with the College, are eligible to be nominated within their relevant category of appointment (academic or non-academic), subject to the ineligibility criteria detailed in the Instrument and Articles of Government. (Copy attached)

Voting

A list of eligible voters will be produced by the Human Resources Department against the above criteria. Any staff in doubt of their status with regard to voting should check directly with the Returning Officer.

All members of staff are eligible to have one vote in an election for their category of staff.

4. **Election Process**

The election process is initiated upon the authority of the Board of Governors, or upon the cessation of the term of office of a current Staff Member. This will normally be supported by an entry in the minutes of the appropriate meeting.

The Returning Officer will publish notification of the election on the College's intranet 'Teaming' and via email to all staff.

The Returning Officer will distribute nomination details to all eligible staff via email, including a nomination slip and details of the vacancy.

Completed nomination slips must include the name of the proposer and seconder, and be signed by the nominee. The proposer, seconder and nominee must all be from the relevant category of staff.

Nominees will also be required to sign a declaration stating that to the best of their knowledge and belief they are eligible for membership of the Board of Governors.

Completed nomination slips must be returned by the deadline set by the Returning Officer. An election statement, not exceeding 250 words, must be submitted with the nomination slip. Nominees are not allowed to canvas support from College staff, other than the submission and publication of their election statement.

Following the deadline for receipt of nominations by the Returning Officer, all nominees, proposers and seconds will be validated as eligible by the Returning Officer with the Human Resources Department.

Each nominee will be provided with a job description for the role of member of the Board of Governors, together with general information regarding the Board, its membership and committee structure.

Nominees will be invited to meet with the Principal, Corporation Secretary, and the second Staff Member and, where possible, some members of the Search Committee prior to a staff election taking place in order to assist nominees in being fully aware of the responsibilities of being a Staff Member and the time commitment required.

If only one nomination is received the nominee will be asked to complete a Nomination Form. This will then be submitted to the next meeting of the Board of Governors for consideration and approval. (Please go to paragraph 7)

If more than one nomination is received the Returning Officer will arrange for a ballot of relevant staff to be held.

5. **Ballot Procedure**

It will be the responsibility of the Returning Officer to:-

- a) determine the opening and closing dates and times for the ballot.
- b) obtain from the Human Resources Department details of staff that are eligible to vote, together with their person codes.
- c) notify all staff of the ballot via email and Teaming.

- d) arrange for the ILT Department to establish an electronic voting system utilising the College's virtual learning system staff area or Teaming.
- e) arrange for the ILT Department to review the detailed voting process should a written notification be received by the Returning Officer, that fraudulent voting may have taken place. Should any such issues be evidenced the ballot will be re-run.
- f) inform all candidates of the outcome of the vote and provide them with a copy of the ballot result before the results are made public. If the Returning Officer has been unable to contact all candidates within 24 hours of the ballot count, the results will be published.
- g) publish the result of the ballot to all staff by email and/or Teaming.
- h) retain ballot documentation for a period of three months from the date on which the votes are counted, when the documentation will be destroyed.
- i) request that the successful candidate completes a Nomination Form. This will be submitted together with the outcome of the ballot, to the Board of Governors for consideration and approval.

6. **Electronic Voting System**

The voting system, referred to in 5 (d) above, will be populated with the names and person codes of staff who are eligible to vote, as provided by the Human Resources Department, together with:-

- i) an explanation of the ballot process
- ii) candidates nomination slips
- iii) candidates election statements
- iv) a ballot paper

The electronic voting system will open and close for voting at dates and times determined by the Returning Officer. All staff will be notified of these dates and times by email and/or Teaming, together with instructions on how to access the voting system and how to cast votes.

Staff will cast their vote anonymously, however, the system will maintain a record of votes cast, which will prevent staff from casting more than one vote. Staff who are eligible to vote will be asked to ensure that they cast their own vote and must not knowingly allow another person to logon and cast a vote on their behalf.

Access to the number of votes cast will only be available at the end of the ballot, when the Returning Officer requests that the number of votes cast be released to him/her. Candidates and/or staff/trade union representatives will be invited to witness the release of the number of votes cast. A record of the candidates' names and the number of votes cast will be recorded. Witnesses will sign the record confirming the results as witnessed.

7. **Appointing Authority and Appointment of Staff Members**

The Board of Governors, as the appointing authority, shall decline to appoint a person as a Staff Member if they prove to be ineligible for membership.

The Board of Governors may decline to appoint a person as a Staff Member if it is satisfied that the person has, within ten years before his/her appointment would otherwise have taken effect, been removed from office as a member of a further education corporation, or, if the person is ineligible for membership.

If the Board approves the appointment, the nominee will be notified, in writing, of their appointment, term of office and provided with appropriate information and documentation.

If the Board of Governors rejects the appointment, the nominee will be formally notified of the reasons for that decision. The decision of the Board of Governors is final. In such cases, it will be necessary for the Returning Officers to repeat the nomination and election process.

7. **Review of Procedure**

The Search Committee will review this procedure, on behalf of the Board of Governors, at least every three years

JB/CSU
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