Appointment of Teaching (Academic) and Non-Teaching (Support) Staff Members to the Board of Management of Inverness College UHI

Lead Officer	Chair of the Board of Management
Review Officer	Board of Management Secretary
Date first approved by BoM	Mar 2017
First Review Date	Mar 2020
Date review approved by BoM	01 December 2020
Next Review Date	December 2023
Equality impact assessment	N/A
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
Secretary to the BoM	01/12/2020	Approved by BoM.

Election Rules

1   In accordance with Schedule 2 to the Further and Higher Education (Scotland) Act 1992 ("Schedule 2"), the Board must include two members of staff. One shall be appointed by being elected by the teaching ("academic") staff of the college from amongst their own number and the other shall be appointed by the non-teaching ("support") staff of the college from amongst their own number.

2   Paragraph 3B (1) of Schedule 2 provides that such elections must be held in accordance with rules made by the Board.

3   Before making, varying or replacing these Election Rules, the Board must, as required under 3B of Schedule 2, consult the representatives of any trade union which the Board recognises as being, or which otherwise appears to the Board to be, representative of the academic/support staff of the College.

4   Having consulted relevant representatives as required under paragraphs 3(B)(2) and (3) of Schedule 2, these election rules have been made by the Board under paragraph 3(B)(1) of Schedule 2. These rules were made by the Board on 28th March 2017 and come into effect on that same date.

5   For the purposes of these election rules, staff groups are defined as follows:

   - **Teaching Staff/Academic Staff** – all staff (including Managers) who are on the academic staff payroll.
   - **Non-Teaching Staff/Support Staff**– all staff (including Managers) who are on the support staff payroll.

6   Appointments shall proceed as follows:

   (a)   The appointment shall be made by election administered by the Returning Officer (the Returning Officer shall normally be the Secretary to the Board. Where the Secretary to the Board is unavailable, the Board must appoint another staff member to act as Returning Officer).

   (b)   The Returning Officer shall communicate to staff any vacancies that arise and request nominations for membership from the Academic or Support Staff as relevant.

   (c)   Such nominations must be received by the Returning Officer by the date specified in the communication, being not less than fourteen days from the date of the communication.

   (d)   Each nomination must be signed by the nominee, the proposer and one other person all being members of the academic or support staff as appropriate. Only academic members of staff may nominate the academic member and only support staff may nominate the support staff member.

   (e)   If more than one nomination is received, the Returning Officer shall thereafter arrange for an election to be conducted using an appropriate electronic system and shall notify each member of the academic or support staff of the college as appropriate of the names of the nominees and the process to be followed.

   (f)   The election shall be completed by the date and time specified in the notice issued by the Returning Officer being not less than seven days from the date of the issue of the notice of the election. Only academic members of staff may vote for the academic member and only support staff may vote for the support

staff member. All staff members who are eligible to vote shall each be entitled to one vote.

7   The following rules shall be followed as regards counting votes:

(a)   The Returning Officer shall offer each nominee the opportunity to be present or represented at the counting of votes.

(b)   The counting of votes shall take place within 24 hours of the time set for the close of the election and shall be done by the Returning Officer in the presence of such nominees or their representatives as have chosen to attend.

(c)   The nominee receiving the most votes shall be declared elected.

(d)   In the event of a tie the election shall be decided by the drawing of cards or lots amongst the nominees with the most number of votes.

(e)   In the event of elections for academic and support staff members being held concurrently, the counting of votes shall be done as a separate and consecutive process for each election.

(f)   The Returning Officer may use such staff of the College as may be necessary to assist in the counting of votes.

(g)   The names of the persons elected shall be reported to the next meeting of the Board after the election and announced to all staff.

The 'counting of votes' may be a physical count of ballot papers where a paper system has been used, or the opening of an electronic report where an electronic voting system has been used.

8   The following rules shall apply in the event of a vacancy arising in respect of the appointment for a staff member

(a)   In the event of an election requiring to be held because of the expiry of the term of office of the respective members of the Board the procedures set out above shall be completed no later than four weeks prior to the date of expiry.

(b)   In the event of an election requiring to be held because of a resignation or death of the respective members of the Board the procedures set out shall be completed no later than eight weeks after the vacancy occurs. The eight weeks excludes College vacation periods to ensure that all staff have the opportunity to participate.

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Sample Advertisement

As you may be aware, membership of the College Board of Management includes two places for College staff members (one academic and one support). The position of [**academic/support**] member will become vacant on [**date**]. The Board has a strong commitment to equality and diversity and particularly welcomes Board members from those groups under-represented on Scotland's public bodies.

Staff members of the Board of Management are full members and have the same rights, responsibilities and obligations as other Board members. Staff members are **not** there as 'representatives' of the staff, they are there to bring knowledge and expertise of the day-to-day workings of the College into Board meetings, processes and decision-making.

Nominations are sought to fill the current vacancy. Nominations must come from current members of [**academic/support**] staff. Each nomination will require a proposer and seconder, both also current members of [*academic/support*] staff. The nominee must also prepare a support statement, which should give a brief outline of why they should be elected to the Board. This will be used in the event of an election being required.

Where only one nomination is received, that nominee will automatically be elected to the Board. Where more than one nomination is received, an election by electronic secret ballot will take place and the nominee receiving the most votes shall become elected to the Board. In the event of a tie the nominee shall be determined by the drawing of cards or lots.

The term of appointment shall be for a period of four years.

Information about the role and on the role of a Board member is available ....

Nomination forms can be found ....

Should you require any additional information or have any queries, the Board Secretary would be happy to meet with you – [*insert name*] – [*insert e mail*]

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Sample Nomination Form

We, the undersigned, wish to nominate:

Name: ....

[**Curriculum Area / Department**]: ....

For election as the [**academic/support**] staff member of the Board of Management. Our nominee has agreed to stand for election, and has provided a supporting statement overleaf.

PROPOSER

Name: ....

Signed: ....

Department: ....

Date: ....

SECONDER

Name: ....

Signed: ....

Department: ....

Date: ....

Notes
- All proposers, seconders and nominees must be eligible to stand for election as the [**academic/support**] staff member on the Board of Management.
- Proposers can only propose one person and cannot be a nominee or seconder.
- Seconders can only second the nomination of one person and cannot themselves be a nominee or proposer,
- Nominees cannot act as a proposer or seconder to any other nominee.
- Proposers, seconders and nominees shall be entitled to one vote in the event that an election is required.
- Return Form to: [**insert name**] Secretary to the Board of Management, 1 Inverness Campus, Inverness, IV2 5NA or e mail [**insert e mail**] by [**insert date and time**]. Late returns shall not be accepted.

Nominee's Supporting Statement
(Maximum 150 Words)

I accept the nomination to stand for election as the [**academic/support**] staff member of the Board of Management.

Name: ....

Signed: ....

[Curriculum area / Department]: ....

Date: ....