



Senatus Academicus (Senate) College Professional Services Election Regulations

1. The composition of the Senatus Academicus (Senate) is outlined in Ordinance 212, Paragraphs 1-3 and 5.
2. The election of academic staff to the Senatus Academicus (Senate) operate under separate Election regulations. Elected academic staff are elected for a term of up to three years, and hold membership as an elected member for the duration of their term of Senate.
3. The Senatus Academicus (Senate) Election Regulations are the referencing authority for detail on the composition of Senate, including *ex-officio* and elected staff, information regarding student membership, and the election of academic staff to Senate.
4. College professional services staff will be considered *ex officio* for the duration of their term on Senate, in line with Appendix 1 of the Senatus Academicus (Senate) Election Regulations.

Term of Office

5. Elected College professional services staff will stand for a term of office which will not exceed three years from the first day of August of the year of election. Elected College professional services staff will demit office on 31 July of their final year in office.
6. There is no cap on the number of terms of office for which College professional services staff members may stand; College professional services staff members will be eligible for re-election for the same term of office provided they demit office on ceasing to hold a contract of employment with the University.
7. Elected College professional services staff members may resign membership at any time. Their membership will remain vacant until the next scheduled Senate election.

The Electoral Roll

8. College professional services staff members who are eligible to stand for *ex officio* membership of Senate and elect members from their own number will hold appointments from the University Court, as attested by a contract of employment issued by the University. In practice, 'Professional services staff' will apply to all members of staff who are categorised as 'Professional, Administration and Operational' in the University's Human Resources records and who hold a contract of employment for the relevant College.
9. Members of professional services staff who do not hold a contract of employment for the relevant College will not be eligible to stand and vote in the relevant College Professional services staff election. The electoral roll will be compiled from Human Resources' records on 31 March preceding the call for nominations meaning that nominees for the elected College professional services staff places will need to have been in post from this date in order to be eligible for nomination.

10. Professional services staff will be eligible to stand for the place within the College of which they are a member. If a professional services staff member is a member of multiple Colleges, they will stand in the College where they work a greater proportion of their time (based on full-time equivalent). If a professional services staff member works for equal amounts of time across multiple Colleges, they will be permitted to select the College in which they intend to stand, on condition that they only stand for election in one College, and that they declare in writing to the Senate Support Team in which College they intend to stand.

Election of College professional services staff members to Senate

11. Elections for College professional services staff members will be held on a triennial basis, or where a vacancy has arisen due to a member demitting office before their term of office was due to conclude. The election will be run by the Senate Support team.

Election Dates

12. The call for nominations for each election will be made after 31 January, normally at the next Senate meeting. No nominations will be accepted before this date. At this meeting, Senate will agree a deadline for the submission of nomination forms.
13. The elections will be conducted on a date which will be determined by the Senate and all elections to Senate will usually take place on the same date in a given year. The elections will usually take place in time to communicate the results to Senate before its final meeting of the academic session, and the results must be communicated to Senate no later than 30 June each year.

Role of the Returning and Deputy Returning Officers

14. On an annual basis, Senate will appoint a Returning Officer and Deputy Returning Officer, who will be responsible for the management of the academic staff elections and the declaration of the results of the elections. The Returning Officer and Deputy Returning Officer for the academic staff elections will be the same for the College professional staff elections.
15. The Deputy Returning Officer will provide nomination forms calling for nominations and will draw attention to the correct procedure for making nominations. The call for nominations will be published by the Deputy Returning Officer and advertised via agreed channels.

Nomination and Validation of Candidates

16. Only members of the electorate in each category, as defined in paragraph 8, will be eligible to stand for election in that category. Eligible individuals will be entitled to nominate themselves as a candidate using the process specified in the call for nominations.
17. All nominations must be received by the deadline agreed. No nominations will be accepted after this date and time.
18. If the Deputy Returning Officer receives a nomination from an individual who is not eligible to stand for election under the terms defined in these regulations, the Deputy Returning Officer will contact the individual to inform them that their nomination will not be accepted. Where the individual whose nomination has not been accepted wishes to challenge the rejection of their nomination, they may do so by contacting the Returning Officer. The decision of the Returning Officer is final.

19. In the event of there being only one valid candidate for each vacancy and therefore an uncontested election, the Deputy Returning Officer will declare and publicise as soon as practicable the name of the valid candidate elected for each vacancy.

Conduct of election process

20. Each candidate will receive from the Deputy Returning Officer a copy of these Regulations.
21. If the Deputy Returning Officer has reason to believe that a candidate may have breached these Regulations, the Deputy Returning Officer will request a written explanation or clarification from the candidate. If the Deputy Returning Officer concludes that a material breach has occurred, the Deputy Returning Officer will inform the Returning Officer. The Returning Officer has the authority to disqualify a candidate, subject to the right of appeal by the candidate to the University Secretary (or specified delegated authority) within two working days of receiving written notification of the disqualification. The decision of the University Secretary (or delegated authority) will be final.
22. The validity of the elections will not be affected in the event that a candidate is unavailable to continue for any reason prior to the results of the election being announced and, where there is a greater number of candidates remaining than vacancies in any category, the election will proceed as planned. In the event of there being only one remaining candidate for each vacancy in any category and therefore an uncontested election in that category, the Deputy Returning Officer will declare and publicise as soon as practicable, and no later than two working days after confirmation of the uncontested election status, the names of the valid candidates elected.
23. The Deputy Returning Officer will distribute to each member of the electorate via email a link to the voting system along with a link to the relevant web page to view information about the candidates.

Voting arrangements

24. The elections will be conducted by means of the Single Transferrable Vote, Weighted Inclusive Gregory Method (STV WIGM). The candidates with the greatest share of the vote will automatically be elected.
25. Voting will be conducted by staff online. All those on the electoral roll will be permitted access and will be able to vote on the online voting system on the election date(s).
26. Members of staff who are formally employed in more than one College will be entitled to vote in all Colleges in which they are employed.

Counting

27. All votes cast online will be counted together using an electronic counting system.
28. In the event of a tie, the successful candidate or candidates will be determined by the drawing of lots. The Returning Officer will draw lots from the pool of candidates whose votes are tied until the available vacancies are filled.

Declaration

29. The Deputy Returning Officer will ensure that the result of the election is posted to the Senate webpages as soon as is practicable after the result or results have been declared. The result of the election will be communicated to Senate at the first meeting following the elections.

22 April 2024

Document control

Date of approval / amendment	Details
22/04/24	Approved by University Court

Senate Ex Officio membership, as provided in Appendix 1 of the Senatus Academicus (Senate) Election Regulations

Position	Membership	Membership Breakdown
Principal	1	(Required under Ordinance 212)
<i>Ex officio</i> appointments	Approximately 70, with a maximum 80 <i>ex officio</i> members in total.	Heads of Schools (Required under Ordinance 212) and Heads (Deans) of the Deaneries of the Edinburgh Medical School.
		Heads of College (Required under Ordinance 212)
		Provost
		Vice-Principals
		Assistant Principals
		Director of Library and University Collections
		Director of the Institute for Academic Development
		University Leads on Climate Responsibility and Sustainability; Equality, Diversity and Inclusion
		Up to 6 College-level office holders per College nominated by that College. 5 office holders must hold academic posts (for example, Deans and Associate Deans) 1 office-holder will be a professional services staff member elected to that role by their peers.
		Office-holders who are specifically entitled to Senate membership under the terms of collaborative agreements. 2 Senate Assessors on the University Court if not serving a term as an elected member.
		1 Academic Staff member on the University Court if not already a Senate member.
		1 Professional Services member on the University Court