

THE UNIVERSITY OF GLASGOW

REGULATIONS FOR THE ELECTION OF THE CHANCELLOR AND GENERAL COUNCIL ASSESSORS

The following regulations were approved by the Business Committee of the General Council on XXXX. They came into effect following the approval by Privy Council of Ordinance No 208 on XXXX and should be read in conjunction with that Ordinance.

Part 1: Election of the Chancellor

- 1.1 Ordinance No. 208 *Election of the Chancellor; and Election of General Council Assessors to the University Court*, provided the following procedure for the election of a Chancellor:

PART II

ELECTION OF CHANCELLOR

2. The Chancellor shall be elected for life by members of the General Council whose details are contained within the General Council Register. The election shall be by means of an alternative vote system. The election shall be conducted in accordance with this Ordinance and arrangements determined from time to time by the Business Committee of the General Council.
3. A Chancellor may resign from office on giving not less than one year's notice in writing in which event the election of his/her successor shall be made at the statutory half-yearly meeting of the General Council occurring immediately prior to the date on which such notice of resignation shall take effect.
4. In the event that the office of Chancellor falls vacant by the incapacity or death of the incumbent, the election shall be made at the statutory half-yearly meeting of the General Council occurring next after the vacancy arises, unless such vacancy arises within a period of ninety-one clear days immediately before such statutory half-yearly meeting, when the election shall be made at an adjourned meeting of the General Council on such day (not being less than ninety-one clear days after the vacancy has arisen) as the General Council in conjunction with the University Court may fix or, should the General Council so decide, at the next following statutory half-yearly meeting.
5. No person who is a member of staff of the University of Glasgow ("the University") or who is a registered student of the University shall be eligible for nomination for the election as Chancellor.
6. At the statutory half-yearly meeting or adjourned meeting at which the election of a Chancellor forms part of the business, it shall be taken up as soon as the Chair has taken the chair and before the meeting proceeds to any other business. If a single candidate has been nominated, the Chair shall declare such candidate to be duly elected. If the case be otherwise, the Chair shall declare the candidate most preferred in the election as aforesaid to be duly elected to fill the vacancy. The result of the election shall be transmitted to the

University Secretary by the Clerk to the General Council as soon as that result is established and the University shall publish the said result.

1.2 In accordance with paragraph 2 of the Ordinance detailed above the Business Committee has approved the following additional procedures for the nomination and election of candidates:

1. The Clerk to the General Council shall by advertisement on the University Website, intimate the nomination day and state the conditions for the nomination of candidates. There shall be at least 21 days between the date such advertisement appears on the University website and the nomination day.
2. Each nomination shall be made by a proposer and a seconder, both of whom are members of the General Council, in writing in the form of Schedule A attached and shall be delivered to the Clerk to the General Council by the nomination day. Along with the nomination paper there shall be delivered to the Clerk a written statement in the form of Schedule B attached, signed by the candidate intimating consent to such nomination. The proposer and seconder of any candidate may submit along with the nomination paper and statement of consent a statement of not more than 250 words about the candidate.
3. On receipt of the nomination form the Clerk will check the validity of any statement about any office or position connected with the University claimed by the candidate.
4. In the event of there being more than one nomination, the Clerk to the General Council shall, on expiry of the nomination period, intimate to each candidate and to each candidate's proposer and seconder the names and designations of all the candidates nominated, together with the names and designations of their proposers and seconders.
5. If, after the expiry of the nomination period, only one valid nomination shall have been received, such candidate shall be held to have been elected, and a notice of such effect shall be given by the Clerk to the General Council on the University Website.
6. The Clerk to the General Council shall, in the event of there being more than one nomination, intimate by advertisement on the University Website the names and designations of the candidates along with the names of the proposers and seconders and the date of the polling day by which votes require to be lodged.
7. All General Council members eligible to vote and for whom a valid email address is held shall not less than 30 days prior to the close of polling be sent, by email, instructions outlining how to vote through a secure voting website before the voting period opens. At least one reminder will be sent by email during the voting period to encourage participation among General Council members. Where no valid email address is held for a General Council member eligible to vote and a valid postal address is held, instructions on how to request a postal ballot paper will be issued by post. A postal ballot paper will be issued to any General Council member who requests one from the Clerk of the General Council provided they do so normally by no later than 21 days prior to the close of voting. Where the election period

in question is 21 days in duration, the Clerk will make the appropriate arrangements for the ballot communication to be issued in appropriate time to enable a request for a postal ballot paper to be made 21 days prior to the close of voting. The said paper ballot may be returned by post, email or fax but it will be the responsibility of the voter to ensure that vote is returned by the close of voting. All member of the General Council will receive by email the intimation and statements about the candidates provided by proposer and seconders.

8. If a candidate dies or withdraws after expiry of the nomination period but before the declaration of the result of the poll, the Clerk of the General Council in consultation with the University Secretary shall decide on the best course of action to be taken.
9. The voting period will be for a minimum of 21 days with the dates for the opening and closing of voting to be agreed by the Business Committee and University Court.
10. Voting will be via a secure online voting system administered by the University and under the supervision of the Clerk. All postal ballots received by the close of voting will be entered into the online system.
11. In accordance with Ordinance 208 the method of election shall be by the alternative Vote system. The counting of the votes shall be in accordance with the regulations of the Electoral Reform Society in force at the time of the count. No vote shall be reckoned in an election unless it is recorded on a voting paper issued by the Clerk of the General Council, and unless it has been returned to the Clerk by the close of elections, signed by the member to whom the voting paper has been issued or through the appropriate procedure for the return of the ballot papers electronically.
12. Any candidate, an agent nominated by any candidate, and the proposer and seconder of any candidate shall be entitled to attend with the Clerk of the General Council at the opening of the voting papers, at the count of the votes and at the declaration of the result of the election, but only one of those so entitled to attend shall have the right at any one time on behalf of the respective candidates to scrutinise the voting papers.
13. The result of the election shall be transmitted to the University Secretary as soon as it is established, and the University community of staff and students shall be advised of the result. Intimation shall also be made on the University Website by the Clerk to the General Council.

Part 2: Election of General Council Assessors

- 2.1 Ordinance No.208 : *Election of the Chancellor and Election of General Council Assessors to the University Court*, provided the following procedure for the election of General Council Assessors:

PART III

ELECTION OF GENERAL COUNCIL ASSESSORS

7. In the ordinary course, up to two Assessors, commensurate with the number of vacancies existing and who shall be members of the General Council, shall be elected at the second statutory half-yearly meeting held in the year of election. The term of office of such Assessor or Assessors shall extend from the first day of August that year to the thirty first day of July of the fourth succeeding year or such lesser period as may at the time of election be determined by the University Court in consultation with the Business Committee of the General Council. The election shall be by means of a single transferable vote system. The Assessors shall be elected in accordance with this Ordinance and the arrangements for the election of General Council Assessors as determined from time to time by the Business Committee of the General Council.
 8. Only members of the General Council can be nominated for election as a General Council Assessors. No member of the Senatus Academicus or member of staff of the University or registered student of the University shall be eligible for nomination for election as a General Council Assessor notwithstanding that he or she may be a member of the General Council.
 9. A General Council Assessor shall only be eligible for nomination for re-election as a General Council Assessor for one further term of office (whether consecutive or not).
 10. In the case of a vacancy for a General Council Assessor arising from the resignation, death or legal incapacity of an Assessor, or upon an elected Assessor becoming a member of the Senatus Academicus, a member of staff of the University or a registered student of the University, the Business Committee of the General Council in conjunction with the University Court shall determine the appropriate course of action to fill the vacancy.
 11. No member of the Senatus Academicus of the University shall be entitled to vote or otherwise take part in the election.
 12. The result of the election shall be transmitted to the University Secretary by the Clerk of the General Council as soon as it is established and the University shall publish the said result.
- 2.2 In accordance with paragraph 7 of the Ordinance detailed above the Business Committee has approved the following additional procedures for the nomination and election of candidates:

1. The Clerk to the General Council shall by advertisement on the University Website, intimate the nomination day and state the conditions for the nomination of candidates. There shall be at least 21 days between the date such advertisement appears on the University website and the nomination day.
2. Each nomination shall be made by a proposer and a seconder, both of whom are members of the General Council, in writing in the form of Schedule C attached and shall be delivered to the Clerk to the General Council by the nomination day. Along with the nomination paper there shall be delivered to the Clerk a written statement in the form of Schedule B attached, signed by the candidate intimating consent to such nomination. The proposer and seconder of any candidate may submit along with the nomination paper and statement of consent a statement of not more than 250 words about the candidate.
3. On receipt of the nomination form the Clerk will check the validity of any statement about any office or position connected with the University claimed by the candidate.
4. The Clerk of the General Council shall, on expiry of the nomination period, intimate to each candidate and to each candidate's proposer and seconder the names and designations of all the candidates nominated, together with the names and designations of their proposers and seconders.
5. If at the close of nominations the number of candidates nominated is not greater than the number of vacancies to be filled, the Clerk of the General Council shall declare such candidate or candidates to be duly elected and shall intimate this in the manner as prescribed in paragraph 12 of Ordinance 208
6. If after the close of nominations the number of candidates nominated exceeds the number of vacancies to be filled, the Clerk shall call an election to be held in the manner hereinafter provided and subject to the provisions of Ordinance 208.
7. When a poll is to be taken, the Clerk of the General Council shall in accordance with an appropriate timeframe agreed with the Business Committee publish on the University Website details of the candidates, proposers and seconders and election communication of not more than 250 words. The Clerk will also publish the voting period dates and information about the role of the General Council Assessors on the University Court. All General Council members eligible to vote and for whom a valid email address is held will be sent, by email, instructions outlining how to vote through a secure voting website before the voting period opens. At least one reminder will be sent by email during the voting period to encourage participation among General Council members.
8. Where no valid email address is held for a General Council member eligible to vote and a valid postal address is held, instructions on how to request a postal ballot paper will be issued by post. A postal ballot paper will be issued to any General Council member who requests one from the Clerk to the General Council provided they do so normally by no later than 21 days prior to the close of voting. Where the election period in question is 21 days in duration, the Clerk will make appropriate arrangements for the ballot communication to be issued in appropriate time to enable a request for a postal ballot paper to be made 21 days

prior to the close of voting. The said paper ballot may be returned by post, email or fax but it will be responsibility of the voter to ensure the vote is returned by the close of voting.

9. The voting period will be for a minimum of 21 days with the dates for the opening and closing of voting to be agreed by the Business Committee.
10. If on any occasion when a poll is to be taken, and before voting papers have been issued, there has been a change of circumstances which in the opinion of the Business Committee would make the periods for the issue and return of voting papers by post or electronically insufficient to enable a representative vote of the members of Council to be obtained under the special conditions ruling at the time, the Business Committee may extend the said periods as it may deem advisable. Such extension shall be intimated to any nominated candidates and to their proposers and seconders.
11. Voting will be via a secure online voting system administered by the University and under the supervision of the Clerk. All postal ballots received by the close of voting will be entered into the online system.
12. In accordance with Ordinance 208, the method of election shall be by the Single Transferable Voting System and each person to whom a voting instruction is issued shall be entitled to as many preferential votes as there are candidates. The counting of the votes shall be in accordance with the regulations of the Electoral Reform Society in force at the time of the count. No vote shall be reckoned in an election unless it is recorded on a voting paper issued by the Clerk of the General Council, and unless it has been returned to the Clerk by the close of elections, signed by the member to whom the voting paper has been issued or through the appropriate procedure for the return of the ballot papers electronically.
13. At any time before voting closes a candidate may withdraw or any candidate's proposer and seconder may withdraw the nomination of that candidate or of the candidate's proposer and seconder as the case may be. If in consequences of such withdrawal or in the event of the death of a candidate during the said period the number of candidates remaining is not greater than the number of vacancies to be filled, the counting of the votes lodged will not take place but such remaining candidate or candidates will be declared to be duly elected by the Clerk of the General Council and intimated as provided in section [12] of Ordinance 208. Where the withdrawals result in vacancies remaining, the vacancy will be deemed to be a casual vacancy and the Business Committee *in conjunction with the University Court* will determine the appropriate course of action to fill the vacancy in accordance with section 10 of Ordinance 208.
14. In the event of a vacancy arising from the resignation, death or legal incapacity of an Assessor, or as a result of an Assessor becoming a member of the Senatus Academicus, a member of staff of the University of Glasgow or a registered student of the University of Glasgow, the Assessor who fills the vacancy will normally hold office only for the remainder of the term of office of the Assessor being replaced.

3. Ordinance 208 provides the following conditions relating to the validity of elections and a procedure to be followed if the Clerk to the General Council is incapacitated

PART IV

VALIDITY OF AN ELECTION

13. The validity of any election held in terms of this Ordinance shall not be affected by any defect in the procedure in carrying out such an election unless, on the application of a candidate or an individual designated as a candidate's representative made to the Clerk to the General Council prior to the results of the election being declared, the Convener or Acting Convener of the Business Committee of the General Council, after due enquiry, declares the election to be invalid.

PART V

INCAPACITY OF CLERK TO THE GENERAL COUNCIL

14. If the Clerk to the General Council is incapacitated by illness or otherwise from discharging the duties in reference to an election imposed by this Ordinance, or if the office of Clerk to the General Council is vacant, the Business Committee of the General Council shall appoint a person to discharge such duties only in so far as the purposes of the election are concerned, and the person so appointed shall act as, and be deemed to be, the Clerk to the General Council for the purposes of the election.