

**UNIVERSITY OF NORTHUMBRIA AT NEWCASTLE: ELECTION REGULATIONS – STAFF GOVERNOR
NOMINATED BY ACADEMIC BOARD**

Effective From:	29 April 2024	Next Review Date	June 2027
Approval Authority:	Board of Governors	Approved:	29 April 2024

ELECTION REGULATIONS – STAFF GOVERNOR NOMINATED BY ACADEMIC BOARD

1	INTRODUCTION TO THE ELECTION REGULATIONS	
1.1	<p>Status These Regulations were endorsed by Nominations Committee on 19 March 2024 and approved by Board of Governors on 29 April 2024, and came into effect on that date. They should be reviewed in June 2027.</p> <p>Any questions on the interpretation and implementation of these Regulations should be addressed to the Director of Governance and Secretary to the Board.</p>	
2	SCOPE	
2.1	The Regulations govern the nomination of a Staff Governor from its membership by Academic Board.	
3	RETURNING OFFICERS	
3.1	The Returning Officer for elections to the Board of Governors will be the Secretary to the Board.	
3.2	Returning Officers may appoint Assistant Returning Officers, who shall be employees of the University or of any subsidiary company, to manage the day-to-day running of elections as they see fit.	
3.3	Returning Officers are responsible for the administration and good conduct of elections and ensuring that the elections are run in accordance with these Regulations.	
3.4	Any appeal against the ruling of the Returning Officer must be made to the Vice-Chancellor for elections to the Board of Governors, in line with Section 14 of these Regulations.	
4	TIMING OF ELECTIONS	
4.1	Wherever possible, elections shall be held so that the elected candidate can take office at the start of an academic year.	
4.2	Elections shall be held so that a new Staff Governor is able to take office immediately following the completion of the term of office of their predecessor.	
4.3	Where a nominated Staff Governor leaves office with at least one year of their term of office remaining, an election shall be held for the remainder of the unserved term. If this situation occurs during the final year of a term of office, the Returning Officer shall consult with Nominations Committee to determine whether to (i) have a vacancy for the remainder of the term of office, or (ii) to hold an election for a term of office of greater than three years.	

5	ELECTORATES	
5.1	For the nomination of a Staff Governor from Academic Board those invited to vote will all be members of Academic Board.	
6	CANDIDACY	
6.1	Staff who may put themselves forward for nomination as Staff Governor from Academic Board are Faculty Representatives on Academic Board with at least two years remaining of their term of office.	
6.2	This must be by email to the Returning Officer according to the timetable at 8.2 below.	
6.3	Candidates for the nominated Academic Board Staff Governor are only required to produce an election statement if more than one expression of interest in the post is submitted.	
7	PUBLICISING ELECTIONS AND ARRANGEMENTS	
7.1	For the election of the Staff Governor nominated by Academic Board, publicity is less likely to be required and may, at the discretion of the Returning Officer, be restricted to an agenda item at a meeting of the Academic Board.	
8	ELECTION TIMETABLES	
8.1	The election process will be timed to allow the successful candidate to take up their post as soon as the term of office of their predecessor comes to an end.	
8.2	The table below outlines the timetable for the nomination of a Staff Governor by Academic Board as a countdown, with the declaration of the result being 0.	

Day	Actions
tbc	Upcoming vacancy discussed at Academic Board meeting.
28	E-mail call for expressions of interest in nomination from the Faculty Representatives. <i>Election Regulations and, Governor/Trustee Role Description to be made available at this stage.</i>
21	Notify Electorate of requirement for ballot if more than one expression of interest is received.
16	Deadline for receipt of written election statements (300 words maximum). Circulate election statements to Electorate.
15 - 1	Voting (Ballot) Period.
0	Declaration of election result by the Returning Officer.

9	CAMPAIGNING	
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9.1	There is no campaigning as such for the nominated Academic Board Staff Governor; members of Academic Board will decide which candidate to support on the basis of their election statements.	
10	VOTING	
10.1	For the nominated Academic Board Staff Governor, the election shall be carried out using the Jisc online surveys facility or similar online facility.	
11	COUNTING OF VOTES	
11.1	For the nominated Academic Board Staff Governor, the Returning Officer shall download the result from the Jisc online surveys facility or similar online facility.	
12	ANNOUNCEMENT OF RESULTS	
12.1	For the nominated Academic Board Staff Governor, the Returning Officer shall announce the result the working day following the closure of the ballot. Before the announcement to Academic Board and the members of the Board to which the successful candidate has been elected, the Returning Officer shall inform the successful candidate, then all other candidates.	

Version No.	Reviewer	Date	Changes
1.0	Board of Governors	29.04.2024	<i>Approved by Board for implementation on 29 April 2024</i>
1.1	Beth Lenney	12.12.2025	<i>Added links to Instruments and Governing documents, header table and version control matrix</i>