

PROCEDURES FOR THE APPOINTMENT OF MEMBERS

1. Applicability of these Rules

- 1.1 These Rules shall apply to Senate and all associated Committees.

2. Elected Positions

- 2.1 'Elected Positions', for the purposes of these Procedures, are as set out in the relevant Terms of Reference.
- 2.2 Elected members shall normally serve for three years, with the possibility of an additional year's extension, and shall be eligible for re-election on one occasion only for a maximum period of six years in total.
- 2.3 Elected members are expected to consult their constituencies with regard to Committee business where practicable and to relay decisions back to them. However, as elected representatives rather than delegates, they shall not be subject to recall during their period of appointment.
- 2.4 Where academic representative elections are uncontested, the Dean of Faculty may nominate a representative to serve in place of the elected representative. University-wide vacancies shall remain vacant, however, pending the re-opening of nominations.
- 2.5 The Chair of each Committee shall be its Returning Officer, but his/her duties will be discharged, on a day-to-day basis, by its Secretary/Clerk.

3. Nominated and Co-opted Positions

- 3.1 Where representatives are nominated by a Dean of Faculty, the Dean shall be authorised to replace them at any time.
- 3.2 Representatives may only be co-opted on exceptional grounds in the case of specific expertise needed for a limited period of time, with the agreement of the Vice-Chancellor.

4. Procedures for Elections

- 4.1 Nominations shall be sought from all constituents. Normally, the nomination period should not be less than ten working days, although a reduced period can be set, in exceptional circumstances, with the agreement of the Academic Registrar. Candidates must indicate their willingness to stand in person, by way of an e-mail or memorandum; nominations received after the end of the nomination period will not be accepted.
- 4.2 Where the number of candidates is less than the number of vacancies, the candidates shall be duly elected and the procedures set out in 2.4 above will apply to the remaining vacancy or vacancies.
- 4.3 Where the number of candidates is equal to the number of vacancies, the candidates shall be duly elected.
- 4.4 Where the number of candidates exceeds the number of vacancies, the following regulations shall apply:
 - 4.4.1 Elections shall be by online ballot, the arrangements for which will be jointly agreed by the Academic Registrar and the Returning Officer.
 - 4.4.2 The voting period will not be less than five working days.

4.4.3 Where the number of candidates exceeds the number of vacancies by one, constituents will be entitled to a single vote for each vacancy. The candidate receiving the fewest number of votes will be eliminated from the contest, and the remaining candidates elected.

4.4.4 Where the number of candidates exceeds the number of vacancies by more than one, the Alternative Voting System will be applied and constituents will be asked to rank the candidates in order of preference. The candidate receiving the fewest number of first-place votes will be eliminated from the contest and their second-place votes re-distributed. This process will be repeated until the number of remaining candidates is equal to the number of vacancies, at which point the remaining candidates shall be elected.

4.4.5 In the event of a tie, the Vice-Chancellor shall have the casting vote.

4.5 The outcome of all elections will be publicised to the wider University community, and all candidates will be contacted, simultaneously, as soon as possible after the result has been determined.

5. Challenges to the Conduct of Elections

5.1 Any challenge to the conduct of an election must be made in writing to the Vice-Chancellor. The Vice-Chancellor's response shall be communicated, along with the challenge itself, to all constituents; where a fresh election is called in response to such a petition, the nominations process will re-commence as if for the first time.

6. Equality and Diversity

6.1 The University is strongly committed to equality and diversity and expects its appointment procedures to be conducted in accordance with its Equality and Diversity Scheme. The Scheme pays attention to the many strands of equality

rather than just race, disability and gender issues and provides a framework to enable the University to meet its legal obligations and aspire to best practice in relation to the nine protected groups which are as follows:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

6.2 The University expects the Chairs, Secretaries/Clerks and members of all committees to be aware of the equality and diversity aspects of their work and to conduct these procedures in an appropriate way at all times.

Issuing Institution	University of St Mark & St John
Issuing Authority	Senate
Document Title	Procedures for the appointment of members
Document Reference	L:\ Committees\Terms of Reference
Version	1.17
Custodian	Academic Standards Officer and Clerk to Senate
Document Date	24th September 2010 in current format
Last Amended	11 th March 2026
Sensitivity	Unclassified
Circulation	Website, e-mail on request
Effective from	Date of most recent amendment
Review Date	By start of 2027-28 academic session
Effective until	Ongoing
History	Previous versions included in Committee Handbook. Version 1.1 updated to reflect institutional restructuring, November 2010. Versions 1.2 and 1.3 subject to minor revision. Version 1.4 amended to reflect University title, April 2013. Version 1.5 subject to minor amendment agreed at AB 401. Version 1.6 approved at AB 409, 24th September 2014. Version 1.7 approved by Chair's Action, 17th October 2016. Version 1.8 approved at AB 16/06, 21st June 2017. Version 1.9 approved by Chair's Action, 16th August 2018. Version 1.10 approved by Chair's Action, 2nd September 2019 and subject to minor amendment, 23rd January 2020. Version 1.11 approved by Chair's Action, 27th August 2020. Version 1.12 approved by Senate, 30th June 2021. Version 1.13 approved by Senate, 6th July 2022. Version 1.14 approved by Senate, 5th July 2023. Version 1.15 approved by Senate, 3rd July 2024. Version 1.16 approved by Senate, 2nd July 2025. Version 1.17 approved by Senate, 24th June 2026.