

# Elections

## UPR GV03 version 03.0

### Policies superseded by this document

This document replaces version 02.1 of UPR GV03, with effect from 1 September 2024.

### Summary of significant changes to the previous version

Minor amendments made to the policy to reflect current terminology.

### Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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# 1 Roles and responsibilities

## 1.1 The Secretary and Registrar

1.1.1 The Secretary and Registrar is responsible for all elections which fall within the scope of these regulations and procedures (see section 2).

1.1.2 The Secretary and Registrar has delegated this responsibility to the following nominees:

- i elections conducted within the Schools:  
the relevant School Business Manager;
- ii all other elections to the Board of Governors, Academic Board and their respective boards/committees:  
the Head of Governance Services (or nominee).

## 1.2 Returning Officers

These officers (1.1.2, i and ii) are the designated Returning Officers for those elections for which they have been given responsibility.

# 2 Scope

2.1 The regulations and procedures set out in this document govern the election of staff representatives to the Board of Governors and its boards/committees (including the Academic Board and other boards/committees of the Academic Board and the Chief Executives Group and other boards/committees of the Chief Executives Group) where the individuals elected will represent a specific section of the University community, for example, 'the Academic Board' or 'the non-teaching staff of the University' or a particular School.

2.2 It is intended that the principles which underpin these regulations and procedures should also be used as a guide where a dispute has arisen in relation to any other election which is held within the University.

# 3 Methods of election

3.1 The method of election employed for the purposes of elections that fall within the scope of these regulations (UPR GV03) is the 'first past the post' system' where candidates are elected by majority vote.

3.2 The Board has discretion to approve an alternative method of election, such as the Single Transferable Voting System.

3.3 Where the Board approves an alternative method of election, the method so approved will be specified in the constitution of the relevant committee or board.

# 4 Eligibility

4.1 Candidates, their proposers and seconders and members of the electorate must meet the relevant criteria for the category of membership which is the subject of the election.

- 4.2 Candidates may not stand for election in more than one category of membership on any one board or committee at any one time. A candidate elected under one category of membership who later accepts membership of the same board or committee under another will be deemed to have resigned their membership in the elected category from the date on which they became a member in the second category. For example, where a representative becomes an ex officio member of the same board/committee as a result of a promotion. Candidates may not stand for election for boards/committees where their existing role already requires them to either attend or present papers for the board/committee in question to prevent any conflicts of interest.
- 4.3 In exceptional circumstances, a board or committee may recommend that an individual be permitted to serve as a representative in more than one category of membership at the same time. In all cases, the chair of the board or committee concerned will seek advice from the Secretary and Registrar. Any exception will require the formal approval of the parent Board of the board/committee concerned (the Board of Governors or the Academic Board, as appropriate).

## **5 Election process**

### **5.1 Nomination process**

#### **5.1.1 Election Notice**

Not less than ten (**10**) working days prior to the first day of polling, the Returning Officer will publish a notice inviting nominations from members of the electorate. This notice will include the following:

- a the name of the Board/committee and a definition of the category of membership for which nominations are being sought;
- b the term of office;
- c the method of election;
- d the name of the person with whom nominations must be lodged;
- e the deadline and place for the lodging of nominations;
- f notification concerning whether the election will be conducted by postal ballot (see section 5.1.3);
- g the deadline and place for the lodging of election addresses by candidates (see section 5.1.2);
- h the name of the person with whom election addresses are to be lodged;
- i as appropriate, any supplementary instructions to the electorate.

#### **5.1.2 Election addresses**

- a Candidates may submit an election address for publication with the ballot paper (see section 6.3.2).
- b All election addresses must be typewritten on not more than one side of an A4 sheet and must be of sufficiently good a quality to produce a legible photocopy.

- c Election addresses which do not conform with these requirements (see section 5.1.2, b) or which are received after the deadline for the receipt of election addresses (see 6.1.1, g) will not be processed by the Returning Officer.
- d The election address referred to in section 5.1.1, g and h, will be the only election address published to the electorate.

### 5.1.3 Other regulations

- i Candidates, their proposers and seconders and members of the electorate are required to comply, strictly, with all of the instructions given in the Election Notice (see section 6.1.1).
- ii A nomination is invalid unless the candidate is eligible to stand in the category of membership concerned and they are proposed and seconded by members of the electorate.
- iii It is the responsibility of the candidate to ensure that their nomination is valid and that it is submitted by the published deadline and in accordance with the instructions set out in the Election Notice.
- iv Invalid nominations will not be processed by the Returning Officer, they will be returned to the candidate with an explanatory note.

## 5.2 At the conclusion of the nomination process

### 5.2.1 Unopposed election

If, at the end of the period prescribed in the Election Notice for the lodging of nominations:

- i the total number of nominations received equals the total number of vacancies in the category of membership:  
the nominee(s) will be deemed to have been elected unopposed and the result will be published by the Returning Officer in accordance with the requirements set out in section 6.5;
- ii the total number of nominations received is less than the total number of vacancies in the category of membership:  
the nominee(s) will be deemed to have been elected unopposed and the result will be published by the Returning Officer in accordance with the requirements set out in section 6.5. The Returning Officer will conduct a new election to fill the remaining vacancies.

### 5.2.2 Election by ballot

If, at the end of the period prescribed in the Election Notice for the lodging of nominations, the total number of nominations received exceeds the number of vacancies in the category of membership, the Returning Officer will arrange a ballot.

## 5.3 Ballots

### 5.3.1 All elections will be conducted by secret ballot.

- 5.3.2 Not less than five (5) working days prior to the first day of polling, the Returning Officer will circulate an Election Notice to each member of the electorate. The Election Notice will include the following:
- i for elections where ballot boxes will be used:
    - a the dates on which polling will be held;
    - b the arrangements for polling, including the location of ballot boxes and the dates and times when they will be available;
  - ii where an election is to be conducted wholly or partly by postal ballot:

the Election Notice will stipulate the deadline for the receipt of postal votes by the Returning Officer and will, therefore, include the date and time of the deadline and the name and location of the Returning Officer;
  - iii for all ballots (6.3.2, i and ii)
    - a the name of the Board/committee and a definition of the category of membership for which the ballot is being held;
    - b the names of all of the candidates;
    - c a ballot paper, giving the names of the candidates and their respective proposers and seconders;
    - d any election addresses which have been received in accordance with section 6.1.2;
    - e as appropriate, any supplementary instructions to the electorate;
    - f the date, time and venue for the counting of votes.

#### **5.4 Arrangements for the counting of votes**

- i General principles
  - a The day, date and time for the counting of votes will be determined by the Returning Officer.
  - b No vote cast/received after the published deadline will be counted.
  - c Spoiled ballot papers will be declared invalid.
  - d Candidates and their proposers and seconders may attend the count.
- ii Tied votes

In the event of a tied vote, the Returning Officer will decide the result by tossing a coin in the presence of at least one other party. The Returning Officer will invite the candidates concerned to attend. Where a candidate is unable to attend, they may be represented by their proposer and/or seconder.

#### **5.5 Publication of the result**

- i At the conclusion of the count, the Returning Officer will announce the result orally to those present.

- ii As soon as is practicable after the count, the Returning Officer will:
  - a send written notification to the candidates of the outcome of the election and
  - b publish an Election Notice giving the result of the election.

- iii Election Notice (see 6.6, ii, b)

The Election Notice will include the following information:

- a the name of the Board/committee and the category of membership;
- b the term of office;
- c the names of all of the candidates and the total number of votes which each received;
- d the total number of spoiled papers.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2024**

**Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.