

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° GR4

**ELECTION OF
ACADEMIC STAFF OF THE COLLEGE
TO THE ACADEMIC BOARD**

18 June 1997

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° GR4 - Election of Academic Staff to the Academic Board pursuant to Regulation GR3.2.1(c)(ii)

GR4.1 General

GR4.1.1 The election shall take place annually and as soon as conveniently may be after 1 September.

GR4.1.2 The election shall be by ballot.

GR4.1.3 The Academic Registrar shall act as Returning Officer.

GR4.1.4 Notice of election shall be given by the Returning Officer and shall specify the number of vacancies to be filled.

GR4.1.5 The person(s) elected shall take up office on the first day of January following the election.

GR4.1.6 Except as provided in Regulation GR4.2.5 below, the decision of the Returning Officer on all matters concerning the election shall be final.

GR4.2 Nominations

GR4.2.1 The Returning Officer shall ask for nominations by a nomination date fixed not less than three weeks before the date fixed by the Returning Officer for the election.

GR4.2.2 Each nomination shall be seconded by two members of the academic staff of the College eligible to vote in the election and shall incorporate the written agreement of the nominee to serve on the Board if elected.

GR4.2.3 Any member of academic staff eligible to vote in the election may second more than one candidate subject to a limit which shall be such number as shall equate to the number of vacancies to be filled in the election. No nominated candidate shall second another candidate.

GR4.2.4 The Returning Officer shall have a discretion to allow not more than two working days' grace after the nomination date for the rectification of any non-material omission from, or error in, the completed nomination form.

GR4.2.5 If the decision of the Returning Officer on any procedural matter relating to acceptance of nominations be challenged, the matter shall be referred to the Principal. The decision of the Principal shall be final.

GR4.3 Election Procedure

GR4.3.1 The Returning Officer shall be responsible for the delivery by the date of the election to every member of academic staff eligible to vote in the election of a ballot paper with the names of the candidates. Delivery shall be deemed to have been effected at the expiry of one clear day after the dispatch of the ballot paper from the office of the Returning Officer by College internal mail.

GR4.3.2 Election shall be by majority vote. Each elector shall be entitled to cast such number of votes as shall equate with the number of vacancies. Each elector shall be entitled to cast only one vote for any one candidate. In the event of an equality of votes relevant to a vacancy, another election shall be held as soon as conveniently may be, the only candidates being those who received the equal number of votes.

GR4.4 Incapacity of Elected Members

GR4.4.1 In the event, before 1 January immediately following the election, of any elected member becoming unable or ineligible to take up his/her period of office, a further election shall take place as soon as conveniently may be, and if practicable before 1 January, to fill the vacancy so created.

GR4.4.2 In the event of a member, having taken up office, being unable or ineligible to complete his/her period of office, the casual vacancy so created shall be filled by the candidate with the next highest number of votes in the election at which the retiring member was elected. Such replacement member shall serve only for the un-expired part of the original period of office.