

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION NUMBER GR1

**ELECTION OF FULL-TIME STAFF TO THE
COURT OF GOVERNORS**

18 June 1997

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REGULATION N^o GR1 - Election of Full Time Staff to the Court of Governors

GR1.1 **General**

- GR1.1.1 There shall be three Members of the Court of Governors elected under Statute 3(1)(C) of whom two shall be elected by and from the full time members of academic staff and one shall be elected by and from the full time members of non-academic staff.
- GR1.1.2 Except as otherwise provided in this Regulation, elections shall take place as soon as conveniently may be after 1 September in each election year.
- GR1.1.3. Elections shall be by secret ballot.
- GR1.1.4 The College Secretary shall act as Returning Officer.
- GR1.1.5 Notice of election shall be given by the Returning Officer and shall specify the number of vacancies to be filled.
- GR1.1.6 The person(s) elected shall take up office on the first day of January following the election.
- GR1.1.7 Except as provided in General Regulation GR1.2.5 below, the decision of the Returning Officer on all matters concerning the election shall be final.

GR1.2 **Nominations**

- GR1.2.1 The Returning Officer shall ask for nominations to be submitted by a nomination date fixed not less than three weeks before the date fixed by the Returning Officer for the election(s).
- GR1.2.2 Each nomination shall be seconded by two members of full time staff eligible to vote in the election(s) concerned and shall incorporate the written agreement of the nominee to serve on the Court of Governors if elected.
- GR1.2.3 The maximum number of candidates which any member of staff may second in any election 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.
- GR1.2.4 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.
- GR1.2.5 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 on any such matters shall be final.

GR1.2.6 Should the number of nominations be fewer than the number of vacancies the nominee(s) concerned shall be forthwith declared elected and, as soon as conveniently may be, a further election shall be called in respect of any remaining vacancy(ies).

GR1.3 **Election Procedure**

GR1.3.1 The Returning Officer shall be responsible for the delivery, by the date of the election concerned, to every member of the full time staff eligible to vote in the said 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 despatch of the ballot paper from the office of the Returning Officer by College internal mail.

GR1.3.2 Elections 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 pertaining to a particular vacancy, another election shall be held as soon as conveniently may be, the only candidates being those who received the equal number of votes.

GR1.4 **Incapacity of Elected Member(s)**

GR1.4.1 In the event, before 1 January immediately following the election, of an elected member becoming 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. Where such further election takes place after 1 January immediately following the original election, the person(s) elected shall, notwithstanding the provisions of General Regulation GR1.1.6, take up office immediately upon declaration by the Returning Officer of the election result.

GR1.4.2 In the event of a member, having taken up office, being unable or ineligible to complete his/her period of office, the vacancy so created shall be filled for the remainder of the unexpired term by the candidate with the next highest number of votes in the election at which the retiring member was elected. In the event that no such candidate remains eligible to take up office, a new election shall take place as soon as conveniently as may be.

GR1.5 **Term of Office**

GR1.5.1 Except as prescribed in Regulation GR1.4.2 above, elected members shall hold office for three years.

GR1.5.2 Elected members shall not be eligible for re-election until the lapse of a period of three years from the date on which they cease to hold office for whatever reason.

Interpretation

In this Regulation,

- (i) *"Academic staff" shall mean all persons appointed to such teaching and research posts as the Principal shall designate for the purposes of this Regulation which shall exclude all staff who, on the nomination date prescribed in accordance General Regulation GR1.2.1, shall hold an office carrying a right of membership of the Court of Governors under Statute (3) (1) (A).*
- (ii) *"Non-Academic staff" shall mean all persons appointed to such College posts, other than the teaching and research posts referred to in Note (i) above, as the Principal shall designate for the purposes of this Regulation.*
- (iii) *"Full time" shall mean such members of College staff as are required by their contracts of employment to work an average of not less than 16 hours per week.*