

GLASGOW SCHOOL OF ART

ACADEMIC COUNCIL

ACADEMIC COUNCIL ELECTION RULES – ACADEMIC STAFF

The Glasgow School of Art (GSA) Academic Council remit and membership provides that sixteen members are to be elected to the Academic Council by the members of academic staff of GSA.

The regulations provide, among other things, that a person cannot be elected for a term that would take their total service as an elected member beyond nine years.

1. ADMINISTRATION OF THE ELECTION

- 1.1 Notices and nomination forms will be distributed by the Academic Quality Office. Voting will normally be cast by email (using official GSA email addresses), although provision will be made to allow voting in person by staff who do not have ready access to email. All votes will be checked against lists of staff provided by the Department of Human Resources.
- 1.2 The Scrutineers for each election will be the Academic Registrar and the Registrar and Secretary, or their nominees.
- 1.3 The duties of the Scrutineers will include satisfying themselves that due notice has been given of the election, that nominations are in order and that votes have been properly checked against lists of eligible employees.

2. WHO CAN ELECT AND WHO CAN BE ELECTED

- 2.1 Those eligible to be elected, propose candidates, or take part in the voting, include all Full-time and Part-time staff holding academic permanent or academic fixed-term contracts of employment with GSA.

3. NUMBER OF ELECTED MEMBERS: ACADEMIC STAFF

- 3.1 To comply with the Higher Education Governance (Scotland) Act 2016, which sets out that the Academic Board (Academic Council) must be constituted in such a way that (1) more than 50% of its members are either (a) persons appointed by being elected by the academic staff or students of the institution from among their own number, and (b) at least 10% of its members are persons appointed by being elected by the students of the institution from among the students of the institution, the number of elected staff members (sixteen) and elected student members¹ (four) is proportionate to the composition of Academic Council.
- 3.2 Members elected to Academic Council are individually and collectively responsible to Academic Council; they are not appointed as School delegates.

¹ Please refer to the *Academic Council Election Rules – Students* for the rules regarding the election of student members to Academic Council.

4. NOMINATIONS

- 4.1 Nomination forms are available from the Academic Quality Office.
- 4.2 Nominations for election to Academic Council must be lodged with the Academic Quality Office at least fourteen days before the date of the election. Each nomination should be in writing and consist of:
 - i) The name and School/department of the person nominated;
 - ii) Declaration if this is the nominated persons first, second or third term of office;
 - iii) A signed statement from the person nominated confirming their willingness to accept nomination;
 - iv) The names and designations of two proposers, who must be from outwith the nominee's School or department.
- 4.3 The right to act as a nominee or a proposer can be exercised only once per election by eligible employees.
- 4.4 For each vacant elected membership, if only one valid nomination is received, that nominee will be declared elected.
- 4.5 If more than one valid nomination is received, a secret ballot will be conducted as detailed below.
- 4.6 If no valid nominations are received within the due time limits, the nomination period will be extended by fourteen days (and the election will be postponed for fourteen days) and if there are still no valid nominations, the vacancy will be carried by Academic Council for one year.
- 4.7 Nominations will be called for at least twenty-one days before the due date of election by email and written notification.
- 4.8 A list of nominations (with proposers) giving the date of the ballot will be posted by email at least seven days before the date of the election.
- 4.9 Nominees will be offered the opportunity to provide a brief statement in support of their candidature and such statements will be issued alongside the list of nominations. Nominees should note that candidates' written statements in support of their candidature should be the only use of the School's media channels during elections.

5. BALLOT PROCEDURE

- 5.1 Votes shall normally be cast by email, through official Glasgow School of Art email addresses. Advance notification of ballot dates will be given and reminders issued in advance and on the days in question. Provision will be made for staff who do not have ready access to email to vote in person. All votes cast by email will be automatically copied to one of the Scrutineers.
- 5.2 All voters will have their names checked against a register of eligible employees.
- 5.3 Votes must indicate clearly the name of the candidate for whom a vote is being cast.
- 5.4 Any doubts regarding the clarity of a voter's intention will be considered by the Scrutineers and, if appropriate, voters will be invited to recast their vote.

- 5.5 The nominee receiving the highest number of votes cast will be declared elected.
- 5.6 Should there be a tie in the highest number of votes cast, the candidates will be resubmitted for ballot.
- 5.7 Should the second ballot also result in a tie, the matter will be decided by the nominees involved drawing lots in the presence of the Scrutineers.

6. RESULT OF ELECTION

- 6.1 The result of the election will be announced by email to all staff.
- 6.2 The successful nominee(s) will be notified individually of their election to Academic Council by the Academic Quality Office.

7. TERMS OF OFFICE

- 7.1 The term of office will normally be three years (with possible re-election for a further two terms, up to a maximum of nine years).
- 7.2 An elected member would cease to be a member of Academic Council on ceasing to be an employee of GSA.

8. AMENDMENTS

- 8.1 Alterations to these rules may be proposed by members of Academic Council, but will not be approved without prior consultation with all members.