

GLASGOW SCHOOL OF ART

ACADEMIC COUNCIL

ACADEMIC COUNCIL ELECTION RULES - STUDENTS

The Glasgow School of Art (GSA) Academic Council Remit and Membership provides that ten percent of members of the Academic Council are to be elected by the students of the institution from among the students of the institution. The President and Vice-President of the GSA Students' Association are *ex officio* members, and four additional student representatives are to be elected by students from the student body.

Student members are elected on an annual basis.

1. ADMINISTRATION OF THE ELECTION

- 1.1 Notices and nomination forms will be distributed by the Glasgow School of Art Students' Association (GSASA) via email and CANVAS. GSA will act as returning officers.
- 1.2 An election will take place after the close of nominations within fourteen days, and will normally take place via CANVAS.
- 1.3 The Scrutineers for each election will be the Academic Registrar and the Head of Academic Registry, or their nominees, and one member of staff of the GSA Students' Association.
- 1.4 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 only one vote has been cast by a student.

2. WHO CAN ELECT AND WHO CAN BE ELECTED

- 2.1 To be eligible to be elected, propose candidates, or take part in the voting, students must be an enrolled student at GSA or hold sabbatical office in the GSASA.

3. NUMBER OF ELECTED MEMBERS: STUDENTS

- 3.1 To comply with the Higher Education Governance (Scotland) Act 2016, which sets out that the Academic Board (or 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 members¹ (sixteen) and elected student members (four) is proportionate to the composition of Academic Council.

¹ Please refer to the **Academic Council Election Rules – Academic Staff** for the rules regarding the election of academic staff members to Academic Council.

4. NOMINATIONS

- 4.1 Nomination forms will be available by the GSASA via CANVAS.
- 4.2 Nominations for election to Academic Council must be lodged with the GSA Academic Quality Office and at least three days before the date of the election. The nomination form contains the following information:
 - i) The name and School of the nominee;
 - ii) Declaration if this is the nominated persons first or second term of office;
 - iii) An electronically signed candidate statement confirming their intention to stand and a statement in support of their candidacy up to 100 words in length;
 - iv) The names of two proposers who are students of the GSA.
- 4.3 Students can only act as the proposer for one nominee.
- 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, an election 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 open for at least ten days, and the nomination period will be communicated via student email and Canvas.
- 4.8 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. Candidate Statements are the sole campaign material permitted when standing for election for Academic Council. 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.
- 4.9 Nominees statements will be posted on CANVAS at a minimum of three days prior to elections taking place.

5. BALLOT PROCEDURE

- 5.1 Votes shall normally be cast by via CANVAS. Advance notification of voting procedures will be given and reminders issued in advance and on the days in question. All votes cast by CANVAS will be visible to one of the Scrutineers in GSA and the nominated vote counter in the GSASA.
- 5.2 Votes must indicate clearly the name of the candidate for whom a vote is being cast.
- 5.3 Any doubts regarding the clarity of a voter's intention will be considered by the GSA Scrutineers and, if appropriate, a vote will be discounted.
- 5.4 The nominee receiving the highest number of votes cast will be declared elected.

- 5.5 Should there be a tie in the highest number of votes cast, the candidates will be resubmitted for ballot.
- 5.6 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 communicated via CANVAS to all students.
- 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 one academic year, with possible re-election for a further one term, up to a maximum of two years.
- 7.2 An elected member would cease to be a member of Academic Council on ceasing to be a student at GSA or sabbatical officer of the GSASA.

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.