

Rules for the Election of Staff Governors

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THE GLASGOW SCHOOL OF ART

RULES FOR THE ELECTION OF STAFF GOVERNORS

The Glasgow School of Art (Scotland) Order of Council (2020) provides at Article 3(c) that two Governors (“Staff Governors”) are to be elected to the Governing Board of the School by the members of staff of the School. The Articles of Association of the School (as amended December 2020) provide at Article 10.2.2 that one such Governor will be elected from among the staff of the School who are academic staff (as identified according to rules made by the Board of Governors), and that one such Governor will be elected from among the staff of the School who are professional support staff (as identified according to rules made by the Board of Governors).

The purpose of these Rules is to identify the process and rules by which Staff Governors are elected.

1. ACADEMIC STAFF

- 1.1 For the purposes of these Rules, Academic Staff shall mean those individuals who are engaged under an HE2000 contract of employment by the School (full-time or part-time) (as determined by reference to the payroll records held by the School’s Department of Human Resources).
- 1.2 A Staff Governor appointed from the Academic Staff is referred to in these Rules as an Academic Staff Governor.

2. PROFESSIONAL SUPPORT STAFF

- 2.1 For the purposes of these Rules, Professional Support Staff shall mean those individuals who are engaged under an APT&C contract of employment by the School (full-time or part-time) (as determined by reference to the payroll records held by the School’s Department of Human Resources).
- 2.2 A Staff Governor appointed from the Professional Support Staff is referred to in these Rules as a Professional Support Staff Governor.

3. SCRUTINEERS

- 3.1 The Scrutineers for each election will be the Registrar and Secretary and the Director of Finance, or their nominees.
- 3.2 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.

4. WHO CAN ELECT AND WHO CAN BE ELECTED

- 4.1 As identified above, Article 10.2.2 requires that one Staff Governor must be elected from among Academic Staff, and one Staff Governor must be elected from among Professional Support Staff.
- 4.2 Candidates to be appointed as an Academic Staff Governor must be a member of the School's Academic Staff as at the closing date for the nomination of proposed candidates. The electorate for election of an Academic Staff Governor shall be the Academic Staff of the School on the date occurring seven days prior to the election date.
- 4.3 Candidates to be appointed as a Professional Support Staff Governor must be a member of the School's Professional Support Staff as at the closing date for the nomination of proposed candidates. The electorate for election of a Professional Support Staff Governor shall be the Professional Support Staff of the School on the date occurring seven days prior to the election date.

5. WHEN AN ELECTION IS CALLED

- 5.1 As soon as reasonably practicable upon a vacancy arising for a Staff Governor, the Corporate Governance Office shall fix a date not less than twenty-one days in advance for an election. An election may be held for an Academic Staff Governor, a Professional Support Staff Governor, or both, depending on the vacancy that has arisen. The notice will call for nomination of candidates and specify how nominations may be made for suitable candidates for election.
- 5.2 Notices and nomination forms will be distributed by the Corporate Governance Office to Academic Staff and/or Professional Support Staff (as applicable). 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.

6. NOMINATIONS

- 6.1 Nominations for election to the Board must be lodged with the Corporate Governance Office at least fourteen days before the date of the election. Each nomination should be in writing and consist of:
 - (a) The name and department of the person nominated.
 - (b) A signed statement from the person nominated confirming their willingness to accept nomination.
 - (c) The names and departments of three proposers (Note: proposers must be Academic Staff where the nominee is standing for election of an Academic Staff Governor, and must be Professional Support Staff where the nominee is standing for election of a Professional Support Staff Governor).

(Note: Nomination forms are available from the Corporate Governance Office)

- 6.2 The right to act as a nominee and/or a proposer can be exercised only once at each election by each eligible employee.
- 6.3 If only one valid nomination for an Academic Staff Governor or Professional Support Staff Governor (as applicable) is received, that nominee will be declared elected.

- 6.4 If more than one valid nomination for an Academic Staff Governor or Professional Support Staff Governor (as applicable) is received, a secret ballot will be conducted as detailed below.
- 6.5 If no valid nominations are received within the due time limits, the election will be postponed for at least fourteen days (allowing for holidays) and if there are still no valid nominations after a further call for nominations, the vacancy will be carried by the Board for that term of office.
- 6.6 Nominations will be called for at least twenty-one days before the due date of election by notices by email and written notification.
- 6.7 A list of nominations (with proposers) giving the date of the ballot will be posted by email and by written notification at least seven days before the date of the election.
- 6.8 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. Please note that no other canvassing using official GSA media channels (including the GSA email system, website and noticeboards) is permitted.

7. BALLOT PROCEDURE

- 7.1 Votes shall normally be cast by email, through official Glasgow School of Art email addresses. Advance notification of ballot dates will be notified and reminders will be issued in advance and on the days in question. Provision will be made for staff to vote in person who do not have ready access to email. The Scrutineers will have access to all votes cast by email.
- 7.2 All voters will have their names checked against a register of eligible employees.
- 7.3 Votes must indicate clearly the name of the candidate for whom a vote is being cast.
- 7.4 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.
- 7.5 The nominee receiving the highest number of votes cast will be declared elected.
- 7.6 Should there be a tie in the highest number of votes cast, the candidates will be resubmitted for ballot.
- 7.7 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.

8. RESULT OF ELECTION

- 8.1 The result of the election will be announced by email to all staff.
- 8.2 The successful nominee(s) will be notified individually of their election to the Board of Governors by the Secretary to the Board.
- 8.3 In line with amendments made to GSA's governing instruments when addressing the requirements of the Higher Education Governance (Scotland) Act 2016, the successful nominee for the position of Academic Staff Governor will, as a result of the appointment, become a member of the Academic Council.

9. TERM OF OFFICE

- 9.1 In terms of Article 8 of the School's Order of Council, a Staff Governor serves for an initial term of office not exceeding three years. A Staff Governor may stand for two further terms of office, up to a maximum aggregate term of office of nine years.
- 9.2 In accordance with Article 10.7 of the School's Articles, a Staff Governor will cease to hold office as a Governor upon ceasing to be a member of staff of the School for any reason.

10. AMENDMENTS

- 10.1 Alterations to these rules may be proposed by either the Governors or the staff concerned, but will not be approved by the Board without prior consultation with all the bodies involved.

**Corporate Governance Office
July 2024**