

Committee	Board of Management
Subject	Staff Election Standing Orders
Action requested	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input checked="" type="checkbox"/> For approval
Brief summary of the paper	The Standing Orders (as required by Article 66.9) set out the rules by which the election shall be governed under. They are based on West Highland College's staff election rules, who in turn, based them on the Good Governance Steering Group, 2016.
Resource implications (If yes, please provide details)	Yes Requires the Secretary's time to run the election.
Risk implications (If yes, please provide details)	Yes Not holding the elections would be a breach of law and bring reputational/financial risks.
Date paper prepared	13/08/2021
Date of committee meeting	18/08/2021
Author	Matt Sierocinski King

<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information. 	<p>Legal Compliance. Post-16 Education (Scotland) Act 2013 requires these elections to be run.</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/ proposal require an Equality Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential, non-confidential)</p>	<p>Non-Confidential</p>

Freedom of information Can this paper be included in “open” business?*	Yes
Consultation How has consultation with partners been carried out?	Yes. This paper has been seen by and consulted with Trade Union Representatives of Unison and EIS-FELA in advance, to comply with the law.

* If a paper should **not** be included within ‘open’ business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? [Click or tap here to enter text.](#)

Standing Orders for Shetland UHI Staff Director Elections

(based on those by the Good Governance Steering Group, June 2016)

1. In accordance with Shetland UHI's Articles of Association, the Board must include two members of staff. One shall be appointed by being elected by the teaching ("academic") staff of the college from amongst their own number and the other shall be appointed by the non-teaching ("support") staff of the college from amongst their own number.
2. Such elections must be held in accordance with Standing Orders made by the Board.
3. For the purposes of these election rules, staff groups are defined as follows:
 - 3.1. Teaching Staff/Academic Staff – all staff (including Managers) who are on the academic staff payroll.
 - 3.2. Non-Teaching Staff/Support Staff– all staff (including Managers) who are on the support staff payroll.
4. Appointments shall proceed as follows:
 - 4.1.1. The appointment shall be made by election administered by the Returning Officer (the Returning Officer shall normally be the Secretary to the Board; where the Secretary to the Board is unavailable, the Board must appoint another staff member to act as Returning Officer).
 - 4.1.2. The Returning Officer shall communicate to staff any vacancies that arise and request nominations for membership from the Academic or Support Staff as relevant.
 - 4.1.3. Such nominations must be received by the Returning Officer by the date specified in the communication, being not less than fourteen days from the date of the communication.
 - 4.1.4. Should a paper nomination form be used, the nomination must be signed by the nominee.
 - 4.1.5. If more than one nomination is received, the Returning Officer shall thereafter arrange for an election to be conducted using an appropriate electronic system and shall notify each member of the academic or support staff of the college as appropriate of the names of the nominees and the process to be followed.
 - 4.1.6. The election shall be completed by the date and time specified in the notice issued by the Returning Officer being not less than seven days from the date of the issue of the notice of the election. Only academic members of staff may vote for the academic member and only support staff may vote for the support staff member. All staff members who are eligible to vote shall each be entitled to one vote.
5. The following rules shall be followed as regards counting votes:
 - 5.1.1. The Returning Officer shall offer each nominee the opportunity to be present or represented at the counting of votes.
 - 5.1.2. The counting of votes shall take place within 24 hours of the time set for the close of the election and shall be done by the Returning Officer in the presence

of such nominees or their representatives as have chosen to attend. A member UHI's Governance and Records Management Team shall also be present to act as an independent adjudicator.

- 5.1.3. Voting is conducted using the Single Transferable Voting system. The nominee that exceeds the quota of 50%, shall be duly elected.
- 5.1.4. In the event of a tie:
 - 5.1.4.1. in the final round of counting, the candidate with the highest number of votes from the first round shall be duly elected.
 - 5.1.4.1.1. If this results in a tie, starting with the second round of counting, whichever nominee has the highest number of votes a subsequent round of counting, shall be duly elected.
 - 5.1.4.2. Across all rounds of counting, the election shall be decided by the drawing of cards or lots amongst the nominees with the greatest number of votes.
- 5.1.5. In the event of elections for academic and support staff members being held concurrently, the counting of votes shall be done as a separate and consecutive process for each election.
- 5.1.6. The Returning Officer may use such staff of Shetland UHI as may be necessary to assist in the counting of votes.
- 5.1.7. The names of the persons elected shall be reported to the next meeting of the Board after the election, and announced to all staff.
6. The 'counting of votes' may be a physical count of ballot papers where a paper system has been used, or the opening of an electronic report where an electronic voting system has been used.
7. The following rules shall apply in the event of a vacancy arising in respect of the appointment for a staff member:
 - 7.1.1. In the event of an election requiring to be held because of the expiry of the term of office of the respective members of the Board the procedures set out above shall be completed no later than eight working weeks prior to the date of expiry. The eight weeks excludes Shetland UHI vacation periods to ensure that all staff have the opportunity to participate.
 - 7.1.2. In the event of an election requiring to be held because of a resignation or death of the respective members of the Board the procedures set out shall be completed no later than eight weeks after the vacancy occurs. The eight weeks excludes Shetland UHI vacation periods to ensure that all staff have the opportunity to participate. In the event of a death of a board member, the board may opt to delay the election process for a period of up to 8 weeks, out of respect for the deceased.