

Rules and Procedure for Shetland UHI Trade Union Director Elections

Governance

1. In accordance with Shetland UHI's Articles of Association, the Board of Management must include two Trade Union Directors. One shall be appointed by being elected from and by members of the recognised teaching ("academic") Trade Union of Shetland UHI and the other shall be appointed by being elected from and by members of the recognised non-teaching ("support") Trade Union of Shetland UHI.
2. Such elections must be held in accordance with this procedure, as agreed with the recognised Trade Unions, reviewed by Search and Nominations Committee, and approved by the Board of Management.
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 and members of EIS-FELA.
 - 3.2. Non-Teaching Staff/Support Staff– all staff (including Managers) who are on the support staff payroll and members of Unison.

Criteria for Selection of Candidates

~~The EIS is the recognised trade union for academic and academic related staff within Scotland's colleges. UNISON, Unite and the GMB are the current recognised trade unions for professional support staff within Scotland's colleges.~~

~~It will be for the recognised trade unions for academic and professional support staff within Scotland's colleges to determine which trade union body will lead on and manage the election and appointment process for the relevant institution(s).~~

4. In selecting the trade union nominees for academic and professional support staff, the recognised trade unions will communicate to members that such applicants will preferably be, either: apply the following criteria:
 - 4.1. an active trade union representative; or
 - 4.2. involved in the running of the local branch; or
 - 4.3. regularly attend national branch meetings
 - ~~Candidates will be a member of staff from the relevant institution(s).~~
 - ~~A candidate will preferably:~~
 - ~~be an active trade union representative; or~~
 - ~~be involved in the running of the local branch; or~~
 - ~~regularly attend national branch meetings.~~
5. As with the appointments for teaching (academic) and non-teaching (support) staff ~~board members~~ Directors, the term of appointment for trade union nominee board members shall also be for a period of four years, and candidates standing for election should be aware of this commitment.

~~Stages of the Election Nomination Process Procedure for Election Leading to Appointment to a College Board~~

6. The appointment shall be made by election managed by the Returning Officer.
 - 6.1. The Returning Officer shall normally be the Board Secretary.
 - 6.2. Where the Board Secretary is unavailable, the Board of Management must appoint another staff member of the RSB to act as Returning Officer, to ensure neutrality of process.
 - 6.3. The election shall be administered by a Depute Returning Officer, who shall be a neutral member of the relevant Trade Union conducting the election, but who shall not be a member of Shetland UHI staff.
 - 6.4. The Depute Returning Officer for each Trade Union shall be appointed by the Returning Officer.
 - 6.5. The Returning Officer shall meet virtually with the Depute Returning Officers regularly throughout the election process.
7. The Returning Officer shall issue communications to be sent to the relevant Trade Union members when any vacancies arise and request nominations from the relevant Trade Union.
8. 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.
9. As part of the nomination process each nominee should prepare a supporting statement within a designated word limit.
10. Should a paper nomination form be used, the nomination must be signed by the nominee.
11. If more than one nomination is received, the Returning Officer shall thereafter arrange for an election to be conducted using an appropriate electronic system.
12. The Returning Officer issue notifications to be sent to each member of the relevant Trade Union with the names of the nominees and the process to be followed.
13. 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.
14. Only academic members of staff who are members of the relevant Trade Union may vote in such elections. All staff members who are eligible to vote shall each be entitled to one vote.

Voting Procedure

15. Voting is conducted using the Single Transferable Voting system. The nominee that exceeds the quota of 50%, shall be duly elected.
 - 15.1. In the event of a tie:
 - 15.1.1. in the final round of counting, the candidate with the highest number of votes from the first round shall be duly elected.
 - 15.1.2. 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.
 - 15.1.3. 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.
 - 15.1.4. The Returning Officer shall offer each nominee the opportunity to be present or represented at the counting of votes.

6.—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.**Stage One:** A call for candidates will normally be issued two months prior to a vacancy on the college board and in accordance with an agreed election timetable. At that time, the relevant trade union(s) will appoint a Returning Officer who will administer the election process.

16.

Formal Nomination Process to the Board of Management

The Returning Officer will call a meeting or otherwise communicate with all union members of the institution to seek nominations for the position of trade union nominee. Each nomination must be signed by the nominee and will go forward if endorsed by two representatives from the relevant trade union(s).

If only one candidate is nominated for the relevant staff group, then that person will be elected unopposed as the trade union nominee for the staff group concerned.

Stage Two: If more than one candidate for each position comes forward, then the nominations will be intimated to the Returning Officer and the local membership of the relevant trade union(s) will be balloted. The ballot will be conducted over a three-week period. The candidate with the highest number of votes will be elected as the trade union nominee for the staff group involved.

Stage Three: The Returning Officer will communicate the nomination to the Governance Professional of the college involved in accordance with the election timetable.

Stage Four: The names of the persons elected shall be announced to the board and if appropriate, ratified before being announced to all staff.

Stages of the Election Process Leading to Appointment to a Regional Strategic Body

Stage One: A call for candidates will normally be issued two months prior to a vacancy on the Regional Strategic Body (‘RSB’) and in accordance with an agreed election timetable. At that time, the relevant trade union(s) will appoint a Returning Officer who will administer the election process.

The Returning Officer will call a meeting or otherwise communicate with all union members of the institution(s) to seek nominations for the position of trade union nominee from the relevant assigned colleges. Each nomination must be signed by the nominee and will go forward if endorsed by two representatives from the relevant trade union(s).

If only one candidate is nominated for the relevant staff group, then that person will be elected unopposed to the RSB as the trade union nominee for the staff group concerned.

Stage Two: If more than one candidate for each position comes forward from the relevant assigned colleges of the RSB, then the nominations will be intimated to the Returning Officer and the local membership of the relevant trade union(s) of the assigned colleges will be balloted. The ballot will be conducted over a three-week period. The candidate with the highest number of votes will be elected to the RSB as the trade union nominee for the staff group involved.

Stage Three: The Returning Officer will communicate the nomination to the Governance Professional of the RSB involved in accordance with the election timetable.

Stage Four: The names of the persons elected shall be announced to the board of the RSB and if appropriate, ratified before being announced to all staff of the relevant assigned colleges.

Good Governance Steering Group
July 2023

Appointment of (Academic/Professional Support Staff) Trade Union Nominee to the Board of Management of [insert college name]

Sample Nomination Form

I wish to nominate myself:

Name:

Department:

For election as the **[academic/professional support]** trade union nominee of the Board of Management of [insert college name]. I agree to stand for election, and I have provided a supporting statement overleaf.

Notes

- All nominees must be members of the relevant trade union and eligible to stand for election.
- Return Form to: *[insert name and address]* by *[insert date and time]*. Late returns shall not be accepted.

**Nominee's Supporting Statement
(Maximum 150 Words)**

I wish to stand for election as the **[academic/professional support]** trade union nominee of the Board of Management for [insert name of college].

Name:

Signed:

Date:

Appointment of (Academic/Professional Support Staff) Trade Union Nominee to the Board of Management of [Insert name of Regional Strategic Body]

Sample Nomination Form

I wish to nominate myself:

Name:

Department:

College:

For election as the [**academic/professional support**] trade union nominee of the Board of Management of [insert name of Regional Strategic Body]. I agree to stand for election, and I have provided a supporting statement overleaf.

Notes

- All nominees must be members of the relevant trade union and eligible to stand for election.
- Return Form to: [*insert name and address*] by [*insert date and time*]. Late returns shall not be accepted.

**Nominee's Supporting Statement
(Maximum 150 Words)**

I wish to stand for election as the **[academic/professional support]** trade union nominee of the Board of Management for [Insert name of the Regional Strategic Body].

Name:

Signed:

Date: