



BOARD OF GOVERNORS OF FIFE COLLEGE

**Appointment of Teaching (Academic) and Non-Teaching (Support)
Staff Members to the Board of Governors of
Fife College**

Election Rules

Approved September 2023

Appointment of Teaching (Academic) and Non-Teaching (Support) Staff Members to the Board of Governors of Fife College (“the Board of Governors”)

Election Rules

- 1 In accordance with Schedule 2 to the Further and Higher Education (Scotland) Act 1992 (“Schedule 2), the Board of Governors 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 Paragraph 3B(1) of Schedule 2 provides that such elections must be held in accordance with rules made by the Board of Governors.
- 3 Before making, varying or replacing these Election Rules, the Board of Governors must, as required under 3B of Schedule 2, consult the representatives of any trade union which the Board of Governors recognises as being, or which otherwise appears to the Board of Governors to be, representative of the academic/support staff of the College.
- 4 Having consulted relevant representatives as required under paragraphs 3(B)(2) and (3) of Schedule 2, these election rules have been made by the Board of Governors under paragraph 3(B)(1) of Schedule 2. These rules were made by the Board of Governors on 28 September 2023 and come into effect on 1 October 2023.
- 5 For the purposes of these election rules, staff groups are defined as follows:
 - **Teaching Staff/Academic Staff** – all staff (including Managers) who are on the academic staff payroll.
 - **Non-Teaching Staff/Support Staff**– all staff (including Managers) who are on the support staff payroll.
- 6 Appointments shall proceed as follows:
 - (a) The appointment shall be made by election administered by the Returning Officer (the Returning Officer shall normally be the Governance Professional. Where the Governance Professional is unavailable, the Board of Governors must appoint another staff member to act as Returning Officer).
 - (b) The Returning Officer shall communicate to staff any vacancies that arise and request nominations for membership from the Academic or Support Staff as relevant.
 - (c) 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.
 - (d) Each nomination must be signed by the nominee.
 - (e) 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.

(f) 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.

7 The following rules shall be followed as regards counting votes:

- (a) The Returning Officer shall offer each nominee the opportunity to be present or represented at the counting of votes.
- (b) 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.
- (c) The nominee receiving the most votes shall be declared elected.
- (d) In the event of a tie the election shall be decided by the drawing of cards or lots amongst the nominees with the most number of votes.
- (e) 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.
- (f) The Returning Officer may use such staff of the College as may be necessary to assist in the counting of votes.
- (g) The names of the persons elected shall be reported to the next meeting of the Board of Governors after the election, and announced to all staff.

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.

8 The following rules shall apply in the event of a vacancy arising in respect of the appointment for a staff member:

- (a) 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 of Governors the procedures set out above shall be completed no later than four weeks prior to the date of expiry.
- (b) In the event of an election requiring to be held because of a resignation or death of the respective members of the Board of Governors the procedures set out shall be completed no later than eight weeks after the vacancy occurs. The eight weeks excludes College vacation periods to ensure that all staff have the opportunity to participate.

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Sample Advertisement

As you may be aware, membership of the College Board of Governors includes two places for College staff members (one academic and one support). The position of [**academic/support**] member will become vacant on [**date**]. The Board of Governors has a strong commitment to equality and diversity and particularly welcomes Board of Governors members from those groups under-represented on Scotland's public bodies.

Staff members of the Board of Governors are full members and have the same rights, responsibilities and obligations as other Board of Governors members. Staff members are **not** there as 'representatives' of the staff, they are there to bring knowledge and expertise of the day-to-day workings of the College into Board of Governors meetings, processes and decision-making.

Nominations are sought to fill the current vacancy. Nominations must come from current members of [**academic/support**] staff. The nominee must prepare a support statement, which should give a brief outline of why they should be elected to the Board of Governors. If a potential nominee is on a fixed term or temporary contract we would encourage that nominee to consider the time commitment they could offer the Board of Governors. The support statement will be used in the event of an election being required.

Where more than one nomination is received, an election by electronic secret ballot will take place and the nominee receiving the most votes shall become elected to the Board of Governors. In the event of a tie the nominee shall be determined by the drawing of cards or lots.

The term of appointment shall be for a period of four years.

Information about the role and on the role of a Board of Governors member is available

Nomination forms can be found

Should you require any additional information or have any queries, the Governance Professional would be happy to meet with you. Please contact Marianne Philp by email mariannephilp@fife.ac.uk; or telephone ext 5338.

**Appointment of Teaching (Academic) and Non-Teaching (Support) Staff Members to
the Board of Governors of Fife College**

Nomination Form

I wish to nominate myself

Name:

Directorate:

For election as the [**academic/support**] staff member of the Board of Governors. I agree to stand for election and I have provided a supporting statement overleaf.

Notes

- All nominees must be eligible to stand for election as the [**academic/support**] staff member on the Board of Governors.
- 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/support***] staff member of the Board of Governors.

Name:

Signed:

Job Title:

Directorate:

Date: