

ELECTION BY SUPPORT STAFF OF A MEMBER TO SERVE ON THE COUNCIL

1. In accordance with the procedure approved by the Council an election of one member of the support staff to serve from 1 August 2018 will take place during the summer of 2018. The vacancy arises because the present member, Mr Christopher Brown, reaches the end of his term of office on 31 July 2018. **The nomination form is on the reverse of this notice for the election.**

A list of those eligible for nomination and to vote (*who work 35% fte or more*) may be consulted upon request to the Committee Office together with the approved procedure for the conduct of the election.

2. A nomination form is on the reverse of this notice. In order to be valid a nomination form must be signed by:

The candidate
The proposer
The seconder

The signature of the candidate will be held to indicate that they are willing to stand for election. Candidate, proposer and seconder must all be members of the support staff who work 35% fte or over.

3. Completed nomination forms must be returned to reach the Registrar and Secretary's office by not later than **17.00 hours on Tuesday 15 May 2018.**
Please mark the outside of the envelope 'Support Staff Nomination – Private'.
4. If more than one nomination is received for the vacancy, ballot papers will be circulated to members of the support staff eligible to vote as soon as possible after **Tuesday 22 May 2018.**
5. Nominated candidates are invited to submit brief biographical details to reach the Registrar and Secretary's Office not later than **17.00 hours on Friday 18 May 2018.** Such details must be kept to a maximum of ten lines and should be limited to factual information concerning the candidate (e.g. name, School or Section, type of job, years of service to UEA, outside interests etc.). In the event of an election a summary of details received will be distributed with the ballot papers.
6. Completed ballot papers must be returned to reach the Registrar and Secretary's office by no later than **17.00 hours on Friday 12 June 2018** in order to register a vote. Late votes will not be counted.
7. The result of the election will be published by official means as soon as possible after **Monday 18 June 2018** and will be reported to the Council at the June meeting.

Further information can be found on the website concerning this election at:

<https://portal.uea.ac.uk/committee-office/uea-support-election-for-council>

Acting Registrar and Secretary
Returning Officer
April 2018

NOMINATION FORM 1: Election of one member of the support staff to serve from 1 August 2018 to 31 July 2021.

I nominate the following candidate for election as a support staff member of the Council :

Full name of candidate:
(In block capitals)

School or Section:

Signature of candidate:

Proposed by:
(In block capitals)

School or Section:

Signature:

Seconded by:
(In block capitals)

School or Section:

Signature:

This form must be returned to the Registrar and Secretary to reach him not later than **17.00 hours on Tuesday 15 May 2018.**

Please mark the envelope 'Support Staff Nomination – Private'