

UNIVERSITY OF EAST ANGLIA

COUNCIL MEMBERSHIP

PROCEDURE FOR THE ELECTION OF SUPPORT STAFF

1. The Support Staff shall normally elect their representatives to serve on the Council during the Summer Term.
2. At or about the end of April each year, the support staff shall be informed if there are any vacancies or impending vacancies among members of the Council appointed by the Support Staff.
3. The Registrar and Secretary or his nominated representative shall act as returning officer.
4.
 - (1) Nominations of candidates for vacancies shall be in writing and shall be lodged with Registrar and Secretary by a date no less than two weeks and not more than three weeks from the date that vacancies were notified.
 - (2) Nominations shall be signed by the proposer and seconder and by the candidate nominated.
5. Ballot papers shall be sent out within two weeks of the closing date for nominations.
6. Ballot papers shall be returned within four weeks of the closing date for nominations.
7. The names of the candidates elected shall be notified to the support staff and reported to the Council at it's last meeting of the session.
8.
 - (1) A casual vacancy occurring among members appointed by the support staff shall be filled in accordance with the procedure in paragraphs 2 and 7 except that the date of notification of the vacancy to support staff shall be at or about the end of the month in which the Registrar and Secretary was informed of the vacancy or impending vacancy.
 - (2) In accordance with the Statutes a member appointed to fill a casual vacancy shall be appointed as soon as may be and shall in addition serve a full term of office commencing on the first day of August following his appointment

The Council : 8 November 1976

The Council : 4 December 2000 – Minute 4