

Election to Council

Academic Members of Senate

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## Election to Council

### Guidance for Academic Members of Senate

We’re seeking academic members of Senate to stand for election to Council. From 1 August 2024, we will have one vacancy on Council which must be filled by a Senate member who is also a Head of Department/School at the time of election to Council.

Council is responsible for setting the University’s overall strategic direction, providing oversight of delivery against the objectives set out in the University’s Strategic Plan and ensuring the University meets its statutory and other obligations.

The Council is entrusted with the proper conduct of University business in line with its [Statement of Primary Responsibilities](https://www.essex.ac.uk/-/media/documents/about/governance/statement-of-primary-responsibilities.pdf) and the requirements of the [Charter and Statutes](https://www.essex.ac.uk/governance/charter-statutes-and-ordinances).

##### How do I know if I’m eligible to stand for election?

To be eligible to stand for election, you must:

* be a Head of Department or School, and an academic member of Senate, until at least 31 July 2025
* have a contract of employment that commenced at least 20 working days prior to 7 May 2024 and the call for nominations, and which runs to at least 31 July 2025

You must also be able to demonstrate that you:

* are free from any conflicts of interests that might preclude you from serving as a governor and trustee of the University
* meet the Office for Students’ test of being a ‘fit and proper’ person
* have a strong understanding of the role of Council and the responsibilities of Council members

##### What do I need to do?

Download the **Applicant Pack** (.docx), which contains a few forms for completion, signature, and return. The Pack includes a:

1. **Nomination Form**: This will need to be signed by two academic staff members of Senate, one of whom will need to be from a different Department or School from yourself.
2. **Nominee Declaration Form**: This will need to be signed by you, as the electoral candidate. Please read and sign the declaration to confirm that you:
* are eligible to stand as a candidate;
* are able to demonstrate that: you are free from any conflicts of interest that might preclude you from performing the role of governor and trustee of the University; and you are a ‘fit and proper person’ in accordance with the requirements of the Office for Students;
* agree to complete all of the [How We Work at Essex](https://www.essex.ac.uk/staff/professional-development-and-training/essential-training) essential training modules and additional modules for University Committee members within four weeks of being appointed or prior to attending your first Council meeting or event, whichever occurs first; and
* agree that, on appointment, you would accept the [Governor Code of Conduct](https://www.essex.ac.uk/-/media/documents/about/governance/governor-code-of-conduct.pdf).
1. **Nominee Personal Statement**: As part of the election, we invite all candidates to submit a short personal statement of no more than 350 words. This will be included on the ballot paper to help the electorate learn more about you and your motivations for being elected to Council.

##### How do I disclose any known or potential conflicts of interest, and demonstrate that I’m a fit a proper person?

To help you demonstrate that you satisfy the conditions described in 2(b) above, we’ve developed two short forms that you will also need to download, complete, and return:

1. [Register of Interests Declaration](https://www.essex.ac.uk/-/media/documents/about/governance/register-of-interests-form/register-of-interests-form.docx) (.docx)
2. [‘Fit and Proper Persons’ Declaration](https://www.essex.ac.uk/-/media/documents/about/governance/fit-and-proper-persons-declaration.docx) (.docx)

The forms sit alongside relevant contextual information and guidance to help you complete the declarations. However, we’re on hand to answer any additional questions that you may have.

##### What about equality and diversity?

The University of Essex celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community, and which ensures equality of opportunity for all its members. As part of our commitment, we’re working hard to diversify the membership of our committees.

To help us determine how much progress we’re making, we ask all electoral candidates and appointed committee members to complete the:

1. [Equality and Diversity Form](https://www.essex.ac.uk/-/media/documents/about/governance/equality-and-diversity-monitoring-form.docx) (.docx)

The information that you provide in this form will be kept separate from the other information that you provide; it will not be aligned to your name. The anonymised, aggregated data will be used to for reporting purposes to Nominations Committee, a sub-committee of Council. All hard or electronic copies will be shredded or deleted once the anonymised entry is recorded.

##### Submission: what, where and when?

The completed forms must be submitted electronically to the Governance Office, [via Box](https://essexuniversity.app.box.com/f/2241f92029ff42ecbe4ed62008f64bd2) by **midday on 21 May 2024**. Please email **elections@essex.ac.uk** to confirm that your nomination has been submitted. All nominations will be acknowledged.

Upon receipt, nominees will be invited to complete a questionnaire using our online tool, to ensure they understand the role of a Council member and meet the regulatory requirement of being a ‘Fit and Proper’ person and are free of conflicts of interest. This must be completed by **midday on 31 May 2024.**

#### Electoral Timetable

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| --- | --- |
| Call for Nominations | 12pm on Tuesday, 07 May 2024  |
| Deadline for Nominations | 12pm on Tuesday, 21 May 2024 |
| Fit and Proper Test | 12pm on Friday, 24 May 2024 |
| Deadline for Completion of Test | 12pm on Friday, 31 May 2024 |
| Election | Should it be necessary to hold an election, this will take place between midday on **Monday, 10 June 2024** and midday on **Monday, 24 June 2024.** |

#### Further information

You can find out more information about the [Council](https://www.essex.ac.uk/governance-and-strategy/governance/council), the [role description](https://www.essex.ac.uk/-/media/documents/about/governance/council-member-role-description.pdf) (.pdf), [Council’s primary responsibilities](https://www.essex.ac.uk/-/media/documents/about/governance/statement-of-primary-responsibilities.pdf) (.pdf), and the [Standing Orders for Council](https://www.essex.ac.uk/-/media/documents/about/governance/standing-orders.pdf) (.pdf), on our Council webpages.

You can also see who the current [members of Council](https://www.essex.ac.uk/-/media/documents/about/governance/council-members.pdf) (.pdf) are, read previous [Council agenda and minutes](https://www1.essex.ac.uk/committees/agendas_and_minutes_docs.aspx?committee=CNCL); find out the [meeting dates of Council and Council committees](https://www.essex.ac.uk/staff/governance/diary-of-meetings); explore the [University Committee structure](https://www.essex.ac.uk/-/media/documents/about/governance/committee-structure.pdf) (.pdf) and the [Committees of Council](https://www.essex.ac.uk/-/media/documents/about/governance/committees-council.pdf) (.pdf) on the Governance webpages.

Informal enquiries can be addressed to the Governance Office, via email elections@essex.ac.uk