

THE UNIVERSITY OF MANCHESTER

ELECTION OF MEMBERS OF STAFF TO SERVE ON THE GENERAL ASSEMBLY (IN CATEGORY 12)  
FROM 1 SEPTEMBER 2014

Information for Electors

**(a) Notice of Election**

An election is being held of members of the paid, superannuable staff (full-time and part-time) to hold office as elected members of the General Assembly of the University with effect from 1 September 2014.

Details of the number of vacancies arising in each electoral group are given below.

Nominations are now invited on the nomination form accompanying this notice.

The answers to the questions put below should provide colleagues with an idea of what membership of the General Assembly involves and the nomination process. Please read this information carefully before completing a nomination form and seeking the support of your colleagues.

**(b) What is the General Assembly?**

It is a governance body, some 200 strong, on which the University's principal 'stakeholders' are represented, i.e. those who have an interest in its general well-being, whether they be staff or students, or representative of the many and varied external interests upon which the University's activities impact. The majority of its members are from outside the University.

**(c) What does it do?**

Through its members it represents the University to the outside world, and, as a body, it exercises a 'right of scrutiny' over the work of the governing body, the Board of Governors. It also provides checks and balances in the process of accountability for the use of the University's public funds. It meets twice annually (in January and in June), receives reports from the President and Vice-Chancellor and discusses matters of general importance to the University as a whole.

**(d) How many members can be elected?**

Category 12 of membership has 20 places in total. **Nine** places will be available from 1 September 2014. To ensure there is balanced representation, there are three electoral groups (the places available in each group are shown in brackets), as listed below, and the vacancies now declared are as follows:

Academic and research staff (4):

**Three** places will become available for the period 1 September 2014 to 31 August 2017 in this round (vice Dr Reinmar Hager, Dr Deborah Talmi and Dr Ina Berg.)

Dr Berg and Dr Talmi are eligible for re-election.

Academic-related staff (6):

**Two** places will become available for the period 1 September 2014 to 31 August 2017 in this round (*vice* Michael Bane, Matthew Valentine and Sarah Williams)

Michael Bane, Matthew Valentine and Sarah Williams are all eligible for re-election.

Other staff (10):

**Four** places will become available for the period 1 September 2014 to 31 August 2017 in this round (*vice* Tracey Lowe, Susan McGonnell and Emma Packham)

Tracey Lowe is eligible for re-election.

### Notes

- (i) For this election, the Other staff category draws representation from staff members on grades 1 to 5. The Academic-related staff group comprises those colleagues (excluding academic and research staff) whose posts are assessed, under the University's pay and grading structure, as being in Grade 6 or above.
- (ii) Only two academic related vacancies are available in this round due to a promotion within the Other staff category of membership. An additional vacancy is therefore available in the Other Staff category.

### (e) Who may nominate, vote and stand for election?

Any member of staff, full-time or part-time, who holds a paid, superannuable appointment:

- of a duration greater than twelve months; or
- of a duration of twelve months or less, but has an accumulated length of continuous service in excess of twelve months;

is eligible to nominate, vote or stand for election in their respective electoral group. Please note that it is not necessary to belong to a recognised superannuation scheme, only to be eligible to join one (except staff on a 'buy-back' arrangement, having retired from a post which qualified them for membership).

The electoral roll for this purpose will be eligible staff in post on 31 January 2014.

### (f) How many nominators does each candidate require?

Each candidate must be nominated by at least ten electors. The nominators approached must be from the same electoral group as the candidate.

### (g) As a member of the General Assembly, is it possible to be elected to serve on the University's Board of Governors?

Members of staff elected to the General Assembly (except any academic or research staff members) may also stand for election by the full membership of the General Assembly to the two places reserved for members of staff on the Board of Governors. Vacancies for membership of the Board of Governors, from 1 September 2015, will be contested in May next year.

**(h) Submission of nomination forms**

Nominations are open for a four week period. Completed nomination forms should be emailed ([martin.conway@manchester.ac.uk](mailto:martin.conway@manchester.ac.uk)) or sent to Martin Conway, Deputy Secretary, Room 1.031, John Owens Building, **to arrive by 12 noon on Friday, 11 July 2014.**

Each nominee must indicate his or her willingness to stand for election by signing the nomination form. Details of post held (including date of appointment) must be included, and other brief biographical details may be included (up to 120 words) if the nominee so wishes at the time the nomination is submitted, attached to or sent with the nomination form. Please check this information carefully because if an election is required it will be provided to all eligible voters.

The nomination form may be used by ten electors to nominate one candidate, or by one elector to nominate one candidate, or any combination in between (my office can collate any forms sent separately). Electronic signatures are permitted. Any nomination submitted will be confirmed with the nominee and all of their supporters.

**(i) Holding of ballots**

If a vote is required, an online ballot will be held and voting information will be circulated to all eligible electors on or around 13 July 2014.

**Martin Conway**  
**Deputy Secretary**

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