

THE UNIVERSITY OF MANCHESTER

ELECTION OF MEMBERS OF STAFF TO SERVE ON THE GENERAL ASSEMBLY (IN CATEGORY 12)  
FROM 1 SEPTEMBER 2018

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 in Category 12 with effect from 1 September 2018.

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 and What does it do?**

The main purpose of the General Assembly is to act as a two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business.

The General Assembly has approximately 200 members, including a range of external stakeholders, as well as staff and students. The majority of members are from outside the University.

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.

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

Category 12 of membership has 20 places in total. **Ten** places will be available from 1 September 2018. To ensure there is balanced representation, there are three electoral groups in Category 12 (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 are available for the period 1 September 2018 to 31 August 2021 in this round. Dr Tracey Speake will come to the end of her term of office on 31 August 2018 and is eligible to stand again. Dr Reinmar Hager moves to category 3, as he is a member of the Board of Governors.

One of these places is an existing vacancy in this category.

Academic-related staff (6):

**Three** places are available, for the period 1 September 2018 to 31 August 2021. Ms Daniele Atkinson, Dr James Hopkins and Dr Kamie Kitmitto will come to the end of their

terms of office on 31 August 2018 and are eligible to stand again.

Other staff (10):

**Four** places are available, for the period 1 September 2018 to 31 August 2021. Ms Laura Hill and Dr Pamila Sharma will come to the end of their terms of office on 31 August 2018 and are eligible to stand again.

Two of these places are existing vacancies in this category.

**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.

**(d) 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 2018.

There is no regulatory bar to a member of staff whose current appointment expires before the term of office begins, or very shortly thereafter, standing for election. However, Staff should only consider standing if they intend accepting and/or have a reasonable expectation of continuing to serve on the General Assembly. Staff planning to retire within the next 12 months should give careful consideration before submitting an application.

**(e) 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.

**(f) 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. An election for membership is next scheduled for 2019.

**(g) Submission of nomination forms**

Nominations are open for a three week period. Completed nomination forms should be emailed ([elections@manchester.ac.uk](mailto:elections@manchester.ac.uk)) or sent to Mark Rollinson, Deputy Secretary, Room 1.030, John Owens Building, **to arrive by 12 noon on Wednesday, 21 March 2018.**

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.

**(h) 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 28 March 2018.

**Mark Rollinson**  
**Deputy Secretary**

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