****

**Election of the Chancellor 2022**

**Guidance for those seeking nomination and their supporters**

Please read the following guidance carefully. The Governance Office of the University (tel: 0161 306 3772 or email: [deputysecretary@manchester.ac.uk](mailto:deputysecretary@manchester.ac.uk)) is administering the election and the nominations process, before working with Civica in operating any ballot required.

Mark Rollinson  
Deputy Secretary

**Nominations**

1. The election is open to the alumni of the University, the staff of the University and members of the General Assembly and Board of Governors (all of the above shall be in post or role or registered by 31 January 2022). Only those participating in the election are entitled to provide support for candidates in the nominations process. Electors who are providing support to candidates are described as supporters in the guidance.

2. According to the rules governing the election, candidates for the role of Chancellor shall not hold any paid appointment in the University.

3. The Governance Office (details above) is the source of advice on the nominations and election process for candidates and supporters (including supporters acting as Nomination Co-ordinators, see paragraph 5 below) and any questions about the process should be directed there in the first instance.

4. Nominations open at 9am on Monday 14th February 2022 and close at 5pm on Monday 28th March 2022. For a candidate to be validly nominated, the following is required:

* a candidate [declaration form](https://documents.manchester.ac.uk/display.aspx?DocID=58560) confirming willingness to stand and that they have no paid appointment with the University:
* at least twenty [nomination forms](https://documents.manchester.ac.uk/display.aspx?DocID=58559) from supporters. Supporters must be eligible to vote in the contest, i.e. either a graduate member of the alumni constituency registered to vote, a member of staff, a member of the General Assembly or Board of Governors (all in post or role by 31 January 2022).

In reaching the threshold for nomination, supporters can come forward from any combination of these constituencies.

5. Candidates may ask one of their supporters to assume the role of Nomination Co-ordinator, taking responsibility for communication with the candidate and obtaining the candidate’s declaration and for circulating nomination forms for completion by supporters and forwarding them to the Governance Office. Alternatively, a candidate may decide to carry out such co-ordination personally. The nomination forms can be sent on an individual basis to the Governance Office or grouped together by the Co-ordinator (or candidate) and sent in batch. If they are sent individually, the Governance Office will confirm receipt with the supporter, and Nominations Co-ordinator (if identified), so that the Co-ordinator is aware of the number of nominations received.

6. Supporters should be aware in bringing forward a nomination that their name and constituency will appear on the ballot paper, provided the Candidate concerned submits a declaration and receives the necessary level of support. In the event that more than twenty nominations are received, the first twenty received will be published.

**The Ballot**

7.           Any ballot required will be operated by Civica, the University’s appointed agent, using the data and information supplied by the University. The University of Manchester processes personal information in accordance with all relevant data protection legislation. Information about data protection at the University is available here: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/>.

8.           On completion of the Nominations Process, the University will provide Civica with necessary data to contact the electorate.  This data will only be used by Civica for the purpose of administering the election.  The data will be deleted by Civica upon completion of the election.

9. In the event that only one valid nomination is received, the Nominations Committee shall determine whether to either: i) recommend appointment to the Board of Governors: or ii) recommend that nominations be re-opened.

**Campaigning and conduct**

10-. The primary means of communicating with voters is the biographical statement (which is submitted with the Candidate’s Declaration) which will be provided to voters with the ballot form. In addition, the University will consult with the candidates duly nominated at the close of nominations to produce a profile piece which will appear on relevant University staff and alumni channels, including the University website, Staffnet and an alumni email.

11. Assuming that more than one nomination is received, a meeting with the candidates and Nomination Co-ordinators (if appointed) will be held at the close of nominations to discuss conduct and campaigning. In broad terms, candidates and supporters may seek to promote their candidature through their social and professional networks, but should not seek to engage in direct communication with the electorate (via physical materials on campus, unsolicited e-mails, unsolicited or paid for social media campaigns, postal correspondence or telephone campaigning), or through any form of funded electioneering. Any such instances will be referred to the Registrar, Secretary and Chief Operating Officer, acting as the Returning Officer for the election, and the candidate may therefore face appropriate sanction including the possibility of disqualification as a candidate.