

Election to Council Applicant Pack

Academic Members of Senate

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## Nomination Form

**Nomination of an academic staff member of the Senate to stand as a candidate in a Senate election to Council**

We, the undersigned, nominate ..............................................................................................................

of the Department/School of ...................................................................................................................

We confirm that the nominee is an academic staff member and member of Senate, who has a contract of employment commencing at least 20 working days prior to the call for electoral nominations, which extends to at least 31 July in the following academic year.

*Signed[[1]](#footnote-1):*

1. Name: ........................................................ being a member of the Senate and a member of

staff in the Department/ School of …………………………………………………….……………

*Date*: .............................................................

1. Name:......................................................... being a member of the Senate and a member of staff

in the Department/ School of ..................................................................................................

which is a different Department/ School from that of the nominee.

*Date*: .............................................................

## Nominee Declaration

I am willing to stand as a candidate for election to membership of Council.

I am aware that candidates should attend [meetings and any other events](https://www.essex.ac.uk/staff/governance/diary-of-meetings) and must meet the following criteria of the elections and of Committee membership as described below:

1. All academic members of the Senate who are Heads of Departments or Schools and who have a contract of employment commencing at least 20 working days prior to the call for electoral nominations shall be eligible to stand and vote in the election, providing that their contract extends to at least 31 July in the following academic year.
2. All candidates must, as a pre-appointment requirement, be required to demonstrate that they are:  
   (a) free from any conflicts of interest that might preclude them from performing the role of governor and trustee of the University; and

(b) a ‘fit and proper person’ in accordance with the requirements of the Office for Students.

1. All successful candidates are required 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 their first Council meeting or event, whichever occurs first.
2. All successful candidates are required to accept the [Governor Code of Conduct](https://www.essex.ac.uk/-/media/documents/about/governance/governor-code-of-conduct.pdf) (.pdf)
3. I am aware that I must stand down from membership of the Council if I cease to be an Academic Staff member of the Senate.

*Signed[[2]](#footnote-2):* ....................................................................... *Date:*  .................................................................

|  |
| --- |
| Nominee Personal statement |
| Please provide a short personal statement of no more than 350 words, which can be copied and circulated with the online ballot paper. You should give brief biographical details, including how long you have worked at the University and write briefly in support of your nomination. |
|  |

## Submission Information

Candidates are required to complete and submit the following documents:

1. The Applicant Pack, comprising the:
   1. Nomination Form found on page 1 of this document, which has been signed by two members of Senate, one of whom must hold a post allocated to a Department/School/Section which is different from that of the nominee.
   2. Nominee Declaration found on page 2 of this document.
   3. Nominee Personal Statement found on page 3 of this document
2. [A Register of Interest Declaration](https://www.essex.ac.uk/-/media/documents/about/governance/register-of-interests-form.docx)
3. [A Fit and Proper Declaration](https://www.essex.ac.uk/-/media/documents/about/governance/fit-and-proper-persons-declaration.docx)
4. An [Equality and Diversity Monitoring Form](https://www.essex.ac.uk/-/media/documents/about/governance/equality-and-diversity-monitoring-form.docx)

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 test using our online tool, to ensure they meet the regulatory requirement of being a ‘Fit and Proper’ person and are free of conflicts of interest. This test must be completed by **midday on 31 May 2024.**

### Further information

You can find out more about [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), the [members of Council](https://www.essex.ac.uk/-/media/documents/about/governance/council-members.pdf) (.pdf), [Council’s primary responsibilities](https://www.essex.ac.uk/-/media/documents/about/governance/statement-of-primary-responsibilities.pdf) (.pdf), the [Standing Orders for Council](https://www.essex.ac.uk/-/media/documents/about/governance/standing-orders.pdf) (.pdf), [Council agenda, minutes and meeting dates](https://www.essex.ac.uk/governance-and-strategy/governance/council), and the [Committees of Council](https://www.essex.ac.uk/-/media/documents/about/governance/committees-council.pdf) on the Governance webpages.

Informal enquiries can be addressed to the Governance Office, via email [elections@essex.ac.uk](mailto:elections@essex.ac.uk).

1. Electronic signatures are preferred. Where an electronic signature is not possible, a separate original email confirmation from the nominator/seconder, will be accepted. [↑](#footnote-ref-1)
2. Electronic signatures are preferred. Where an electronic signature is not possible, a separate original email confirmation from the nominator/seconder, will be accepted. [↑](#footnote-ref-2)