THE GENERAL COUNCIL OF THE UNIVERSITY OF EDINBURGH

REGULATIONS FOR GENERAL COUNCIL ELECTIONS

The ‘Constitutional Arrangements for the working of the University of Edinburgh General Council and its Business Committee’ (June 2011), hereinafter referred to as ‘the Constitution’, sets out the procedures specified in Ordinance No. 198, amended by Ordinance No. 205 and Ordinance No. 210, of the University of Edinburgh for the election of Chancellor and General Council Assessors. The Constitution also sets out the procedures for election of members of the Business Committee. The relevant procedures so far as they relate to the Chancellor and General Council Assessors are respectively detailed in Parts I and II of these Regulations. The relevant procedures as they relate to members of the Business Committee are detailed in Part III.

PART I: ELECTION OF CHANCELLOR

1.1 The Universities (Scotland) Act 1858, revised to 31 August 1978, provides by Section 2 as follows:

"2. The Chancellor of each of the Universities of St. Andrew's, Glasgow, and Aberdeen shall be elected by the other members of the general council herein-after mentioned; and in time coming there shall be a Chancellor of the University of Edinburgh, to be elected in like manner: the Chancellor of each of the said Universities shall hold his office for life; the Chancellor in each University shall have power to appoint a Vice-Chancellor, who may in the absence of the Chancellor discharge his office in so far as regards conferring degrees, but in no other respect."

1.2 Ordinance No. 210 of 2011: Election of Chancellor and General Council Assessors and Chairing of General Council Meetings, provides the following procedure for the election of a Chancellor:

“Election of a Chancellor

2. (1) The Chancellor shall be elected for life by members of the General Council whose details are contained within the General Council Register by means of a single transferable vote system. The election shall be conducted in accordance with this Ordinance and arrangements determined from time to time by the Business Committee of the General Council.

(2) When a vacancy occurs in the office of Chancellor, the Business Committee of the General Council shall fix the date by which nominations for a successor shall be received, hereinafter called the nomination day, such date to be not fewer than 90 days from the date of the vacancy. The Secretary of the General Council shall intimate the nomination day and the conditions for the nomination of candidates in accordance with the arrangements determined from time to time by the Business Committee of the General Council. No person who is a member of staff of the University of Edinburgh or who is a matriculated student of the University of Edinburgh shall be eligible for nomination for election as Chancellor.
(3) The result of the election shall be transmitted to the Secretary of the University Court as soon as it is established and the said Secretary shall disseminate the said result within the University.”

1.3 In accordance with paragraph (2) detailed above the General Council has approved the following additional procedures for the nomination and election of candidates:

(1) The Secretary of the General Council shall, by advertisement in The Scotsman newspaper, or any other appropriate daily newspaper published in Scotland and circulating in Edinburgh, intimate the nomination day and state the conditions for the nomination of candidates. There shall be at least 21 days between the date such advertisement appears in the public press and the nomination day.

(2) Each nomination shall be made by a proposer and a seconder, both of whom are members of the General Council, in writing in the form of Schedule A attached, and shall be delivered to the Secretary of the General Council by the nomination day. Along with the nomination paper there shall be delivered to the Secretary a written statement in the form of Schedule B attached, signed by the candidate intimating consent to such nomination, or in the event of the candidate being outwith the United Kingdom other evidence of the candidate's consent. The proposer and seconder of any candidate may submit along with the nomination paper and statement of consent a statement of not more than 250 words about the candidate.

(3) If a nominated candidate dies, or withdraws due to the onset of serious illness, and intimation of such death or withdrawal is received by the Secretary of the General Council during the period within which nominations may be submitted, hereinafter called the nomination period, the Secretary shall extend the nomination period for 14 days, such extension to be advertised in the public press as aforesaid and to be intimated to any nominated candidates and to their proposers and seconders. Such withdrawal due to the onset of serious illness shall be intimated to the Secretary in writing over the signature of the candidate or of the candidate's proposer and seconder.

(4) In the event of there being more than one nomination, the Secretary of the General Council shall, on expiry of the nomination period, intimate through the post to each candidate and to each candidate's proposer and seconder the names and designations of all the candidates nominated, together with the names and designations of their proposers and seconders. During the period of 14 days after the expiry of the nomination period, it shall be in order for a candidate to withdraw, or for any candidate's proposer and seconder to withdraw the nomination of that candidate, and such withdrawal shall be intimated to the Secretary in writing over the signature of the candidate or of the candidate's proposer and seconder, as the case may be.

(5) If, after the expiry of the nomination period, only one valid nomination shall have been received, or if after the expiry of 14 days from the end of the nomination period only one valid nomination remains, there having been more than one valid nomination, such candidate shall be held to have been elected, and a notice of such effect shall be given by the Secretary of the General Council in the public press as aforesaid.
Following the expiry of 14 days from the end of the nomination period, the Secretary of the General Council shall, in the event of there being more than one nomination, intimate by advertisement in the public press as aforesaid the names and designations of the candidates along with the names of the proposers and seconders, and the date of the polling day by which votes require to be lodged. Such polling day shall be 76 days after the expiry of the nomination period.

When a poll is to be taken, the Secretary of the General Council shall not less than 42 clear days before the polling day issue through the post to all members of the Council with addresses in the General Council Register who have previously requested a postal vote, letters of intimation and voting papers in the forms of Schedules C and D attached. Along with the letters of intimation and the voting papers the Secretary shall send statements about the candidates provided by proposers and seconders as aforesaid. All other members of Council will receive this intimation and statements about the candidates provided by proposers and seconders as aforesaid by email. The Secretary shall make arrangements for a ballot paper to be available electronically to all members of the General Council who have opted to vote using this method. In case any member not disqualified from voting and who has elected to receive a postal vote fails to receive a voting paper, it shall be in the power of such member to make a declaration to this effect to the Secretary. On such application being made the Secretary shall forthwith issue, through the post, a voting paper. The cost of distributing said communications either by post or electronically is to be borne by the University.

If on any occasion when a poll is to be taken, and before voting papers have been issued, there has been a change of circumstances which in the opinion of the Business Committee would make the periods for the issue and return of voting papers by post or electronically insufficient to enable a representative vote of the members of Council to be obtained under the special conditions ruling at the time, the Business Committee may extend the said periods as it may deem advisable, provided that the limit of time for receiving back the voting papers shall in no case exceed 100 days after the expiry of the nomination period. Such extension shall be advertised in the public press as aforesaid and intimated to any nominated candidates and to their proposers and seconders.

If a candidate dies, or withdraws due to the onset of serious illness, and intimation of such death or withdrawal is received by the Secretary of the General Council after the expiry of the nomination period but before the declaration of the result of the poll, the election shall be void, and a new election shall be held in terms of this Regulation. Such withdrawal due to the onset of serious illness shall be intimated to the Secretary in writing over the signature of the candidate or of the candidate’s proposer and seconder.

The method of election shall be by the Single Transferable Voting System and the counting of the votes shall be in accordance with the regulations of the Electoral Reform Society in force when the nomination day is fixed. No vote shall be reckoned in an election unless it is recorded on a voting paper issued by the Secretary of the General Council, and unless it has been returned to the Secretary within the time limit, signed by the member to whom the voting paper has been issued or using the
protocol for the return of ballot papers electronically as agreed from time to time by the Business Committee.

(11) Any candidate, an agent nominated by any candidate, and the proposer and seconder of any candidate shall be entitled to attend with the Secretary of the General Council at the opening of the voting papers, at the count of the votes and at the declaration of the result of the election, but only one of those so entitled to attend shall have the right at any one time on behalf of the respective candidates to scrutinise the voting papers.

(12) The result of the election shall be transmitted to the Secretary of the University Court as soon as it is established, and a copy of such intimation shall be affixed by the said Secretary in some patent place in the University. Intimation shall also be made in the public press as aforesaid by the Secretary of the General Council.

1.4 Ordinance 210 provides in paragraphs 4 and 5 the following conditions relating to the validity of elections for the office of Chancellor and for General Council Assessors and a procedure to be followed if the Chair of a meeting of the General Council or the Secretary of the General Council is incapacitated.

“Validity of an election

4. The validity of any election held in terms of this Ordinance shall not be affected by any defect in the procedure carrying out such election unless on the application of a candidate or a candidate’s proposer or seconder made to the Secretary of the General Council prior to the result of the election being declared, the Convener or Acting Convener of the Business Committee of the General Council shall after due enquiry declare the election invalid.

Incapacity of Chair or Secretary

5. If the Chair of a meeting or the Secretary of the General Council is incapacitated by illness or otherwise from discharging the duties in reference to an election imposed by this Ordinance, or if the office of Secretary becomes vacant, the University Court in the case of the Chair of the meeting, and the Business Committee or other principal Committee of the General Council in the case of the Secretary, shall appoint a person to discharge such duties and the person so appointed shall, so far as the purposes of the election are concerned, act as, and be deemed to be, Chair of the meeting or Secretary, as the case may be.”

PART II: ELECTION OF GENERAL COUNCIL ASSESSORS

2.1 The procedures detailed below are quoted verbatim and the paragraph numbers used are those of Ordinance No.210

“3 (1) In the ordinary course and rotation, Assessors shall be elected every two years by members of the General Council whose details are contained within the General Council Register other than those who are also members of the Senatus Academicus of the University of Edinburgh. The Assessors shall be elected in accordance with this
Ordinance and arrangements for the election of General Council Assessors as determined from time to time by the Business Committee of the General Council

(2) Only members of the General Council can be nominated for election as a General Council Assessor. No member of the Senatus Academicus or member of staff of the University of Edinburgh or a matriculated student of the University of Edinburgh shall be eligible for nomination for election as a General Council Assessor not withstanding that they may be a member of the General Council.

(3) Assessors shall be elected to serve for a period of four years and while eligible for re-nomination shall only be eligible for re-nomination for one consecutive period of office.

(4) In the case of a vacancy arising from the resignation, death or legal incapacity of an Assessor or upon an elected Assessor becoming a member of the Senatus Academicus, a member of staff of the University of Edinburgh or a matriculated student of the University of Edinburgh, the Business Committee of the General Council shall determine the appropriate course of action.

(5) The result of an election shall be transmitted to the Secretary of the University Court as soon as it is established and the said Secretary shall disseminate the said result within the University.”

2.2 In accordance with the provisions of cause (1) of paragraph 3 of Ordinance 210 the Business Committee has agreed the following additional procedures for the nomination and election of Assessors:

(1) Not later than one hundred and twenty days before the first statutory half-yearly meeting at which the election is to take place the said Secretary shall publish in The Scotsman newspaper or any other appropriate daily newspaper published in Scotland and circulating in Edinburgh a Notice requesting nominations for the vacancies. Nominations shall be proposed and seconded by members of the General Council (not being members of the Senatus Academicus) in writing in the form of Schedule E hereto annexed and shall be delivered to the said Secretary not later than eighty days before the date of the said meeting. In the event of the candidate being outwith the United Kingdom, and the candidate not having signed the nomination paper, other evidence of the candidate’s consent and confirmation to the nomination shall accompany the nomination paper. On receipt of the nomination paper the said Secretary shall check the validity of any statement about any office or position connected with the University of Edinburgh claimed by the candidate.

(2) If the number of candidates nominated is equal to or less than the number of vacancies to be filled, the Chairperson of the first statutory half-yearly meeting at which the election is to take place shall declare such candidate or candidates to be duly elected and any remaining vacancies shall be deemed to be casual vacancies. The results shall be intimated to the General Council and to the University Court by the said Secretary. If the death of a candidate prior to being declared elected results in the number of candidates being less than the number of vacancies to be filled, there shall be deemed to be a casual vacancy.
In all cases where the number of candidates nominated exceeds the number of vacancies there shall be a poll and the said Secretary shall, upon receipt of the nomination papers, statements of consent and statements about candidates, publish the details of the candidates, proposers and seconders and the statements about candidates in the Billet for the first statutory half-yearly meeting at which the election is to take place. An electronic ballot paper will be made available to all member of the General Council who have opted to vote by this method or a voting paper shall be sent along with the said Billet to members of the General Council (excluding members of the Senatus Academicus) who have opted to vote by post.

In case any member not disqualified from voting fails to receive a voting paper or in case the voting paper of any member as aforesaid has been spoiled or lost, it shall be in the power of such member to make a declaration to this effect to the Secretary. On such application being made the said Secretary shall forthwith issue through the post or electronically a voting paper.

The Poll shall be conducted in accordance with this Regulation which may be amended by the General Council at a statutory half-yearly meeting in any calendar year or at a special meeting called for the purpose to amend the said Regulations or substitute new Regulations therefore, provided that due notice of the proposed amendment or substitution shall have been given in the notice calling the meeting. These Regulations shall include provisions for the rejection of nominations after checks for validity as provided in sub-section (3) above.

If on any occasion when an election is to take place there are circumstances which in the opinion of the Business Committee or other principal Committee of the General Council would make the periods for the issue and return of voting papers as provided in the said Regulations insufficient to enable a representative vote of the members of Council to be obtained under the special conditions ruling at the time the Business Committee or other principal Committee of the General Council may extend the said periods as the Business Committee or such other Committee as aforesaid may deem advisable.

If prior to the declaration of the result of any election held in terms of this Regulation a member of the General Council challenges the validity of a candidate’s nomination, the Convener or Acting Convener of the Business Committee of the General Council, following receipt of such challenge, shall investigate the matter and, if circumstances warrant it, shall declare the nomination invalid.

An intimation of the result of the election shall be made to the said first statutory half-yearly meeting by the Chairperson thereof who shall declare such candidate or candidates duly elected and further intimation under the hand of the said Secretary shall forthwith be published by the said Secretary in The Scotsman newspaper or any other appropriate daily newspaper published in Scotland and circulating in Edinburgh and shall also be transmitted by the said Secretary to the Registrar of the General Council, and to the University Court and a copy of such intimation shall be affixed by the said Secretary in some patent place in the University.

At any time before the time limit for the return of voting papers it shall be lawful for a candidate to withdraw or for any candidate's proposer and seconder to withdraw the
nomination of that candidate, and such withdrawal shall be intimated to the said Secretary in writing over the signature of the candidate or of the candidate's proposer and seconder as the case may be; and if in consequence of such withdrawal or in the event of the death of a candidate during the said period the number of candidates left is equal to or less than the number of vacancies to be filled, the counting of the votes returned shall not be proceeded with but such remaining candidate or candidates shall be declared to be duly elected by the Chairperson of the said first statutory half-yearly meeting and intimation to that effect shall be published and transmitted as provided in sub-section (9) of this section and any remaining vacancies shall be deemed to be casual vacancies.

(10) A casual vacancy shall be deemed to arise on the resignation, death or legal incapacity of an Assessor, and by virtue of sub-sections (4) and (10) of this section. In such an event, the Business Committee or other principal Committee of the General Council shall nominate a member of the General Council to hold office for the remainder of the term of office of the Assessor in place of whom the said member is nominated. Such nomination shall be transmitted by the Secretary of the General Council to the University Court.

(11) After an initial period of four years, in addition to any period which he or she may have served as the result of a casual vacancy, an Assessor shall be eligible for a further period of four years after which time a period of at least one calendar year shall have elapsed before a person may be nominated for election as an Assessor.

2.3 Ordinance 210 provides in paragraphs 4 and 5 the following conditions relating to the validity of elections for the office of Chancellor and for General Council Assessors and a procedure to be followed if the Chair of a meeting of the General Council or the Secretary of the General Council is incapacitated.

“Validity of an election

4. The validity of any election held in terms of this Ordinance shall not be affected by any defect in the procedure carrying out such election unless on the application of a candidate or a candidate's proposer or seconder made to the Secretary of the General Council prior to the result of the election being declared, the Convener or Acting Convener of the Business Committee of the General Council shall after due enquiry declare the election invalid.

Incapacity of Chairman or Secretary

5. If the Chairman of a meeting or the Secretary of the General Council is incapacitated by illness or otherwise from discharging the duties in reference to an election imposed by this Ordinance, or if the office of Secretary becomes vacant, the University Court in the case of the Chairperson of the meeting, and the Business Committee or other principal Committee of the General Council in the case of the Secretary, shall appoint a person to discharge such duties and the person so appointed shall, so far as the purposes of the election are concerned, act as, and be deemed to be, Chairperson of the meeting or Secretary, as the case may be.”
PART III: ELECTION OF MEMBERS OF THE BUSINESS COMMITTEE

The procedures for the election of members of the Business Committee are detailed below:

(1) In the ordinary course and rotation, members of the Business Committee, who shall be members of the Council, shall be elected by the Council annually by ballot the result of which shall be declared at the first statutory half-yearly meeting held in the year of election.

(2) When an election to the office of member of the Business Committee in the ordinary course and rotation is due to take place at a first statutory half-yearly meeting in any year, the Secretary of the Council shall intimate the election in the Billet for the second statutory half-yearly meeting in the previous year and shall request members of the Council to lodge nominations with the said Secretary not later than 80 days before the date of the meeting at which the election is to take place.

(3) A nomination shall be proposed and seconded by members of the Council in writing in the form of Schedule F (nomination paper) hereto annexed, and shall be delivered to the said Secretary not later than eighty days before the date of the meeting at which the election is to take place. In the event of the candidate being outwith the United Kingdom, and the candidate not having signed the nomination paper, other evidence of the candidate’s consent to the nomination shall accompany the nomination paper. On receipt of the nomination paper, the said Secretary shall check the validity of any statement about any office or position connected with the University of Edinburgh claimed by the candidate. If, after checking these statements, any are found to be false, the Secretary shall declare such nomination invalid.

(4) Subject to sub-section (3) above, the Secretary shall, upon receipt of the nomination papers, statements of consent and statements about the candidates, publish the details of the candidates, proposers and seconders and statements about the candidates in the Billet for the first statutory half-yearly meeting at which the election is to take place.

(5) If the number of candidates nominated is equal to or less than the number of vacancies to be filled, the Secretary shall intimate in the Billet for the first statutory half-yearly meeting that a ballot is not necessary. In all cases where the number of candidates nominated exceeds the number of vacancies there shall be a ballot and the said Secretary shall, upon receipt of the nomination papers, statements of consent and statements about candidates, publish the details of the candidates, proposers and seconders and the statements about candidates in the Billet for the first statutory half-yearly meeting at which the election is to take place. An electronic ballot paper will be made available to all members of the General Council who have opted to vote by this method or a voting paper shall be sent along with the said Billet to members of the General Council who have opted to vote by post.

(6) In case any member not disqualified from voting fails to receive a voting paper or in case the voting paper of any member has been spoiled or lost, it shall be in the power of such member to make a declaration to this effect to the said Secretary. On receipt of such application the Secretary shall forthwith issue through the post or provide electronically a voting paper.
Subject to the provisions above, the Single Transferable Voting System shall be used to determine the candidates to be elected.

If, on any occasion when an election is to take place, there are circumstances which, in the opinion of the Business Committee of the Council, would make the periods for the issue and return of voting papers insufficient to enable a representative vote of the members of Council to be obtained under special conditions ruling at the time, the Business Committee of the Council may extend the said periods as the Business Committee as aforesaid may deem advisable.

At any time before the time limit for the return of voting papers it shall be lawful for a candidate to withdraw or for any candidate's proposer and seconder to withdraw the nomination of that candidate, and such withdrawal shall be intimated to the Secretary in writing and signed by the candidate, or by the candidate's proposer and seconder as the case may be. If in consequence of such withdrawal or in the event of the death of a candidate during the said period, the number of candidates left is equal to or less than the number of vacancies to be filled, the counting of the votes returned shall not proceed.

An intimation of the result of the election shall be made to the said first statutory half-yearly meeting of the Council by the Chair of the said meeting, who shall declare such candidate or candidates duly elected.

A casual vacancy shall be deemed to arise on the resignation, death, legal incapacity or withdrawal of a person nominated or in the event that the number of candidates is less than the number of vacancies.

If, prior to the declaration of the result of an election a member of the Council challenges the validity of a nomination, the Convener or Acting Convener of the Business Committee of the Council, following receipt of such application, shall investigate the matter and may, if circumstances warrant it, declare the nomination invalid.

If the Secretary of the Council is incapacitated by illness or otherwise from discharging the duties in reference to an election held in accordance with this procedure, or if the office of Secretary becomes vacant, the Business Committee shall appoint a person to discharge such duties and the person so appointed shall, so far as the purposes of the election are concerned, act as, and be deemed to be, the Secretary.

Periods of Office of Members

Elected members of The Business Committee shall serve for a period of up to four years from the first meeting of the Business Committee in the next academic year starting after the date of the statutory half-yearly meeting at which they are elected. During the third year of this initial period of office, an elected member shall be eligible for a further period of four years immediately following the initial four-year period of office. On the expiry of the second period of four years, an elected member shall be eligible for further election at the first statutory meeting of the Council in the academic year succeeding the expiry of the second period of office.
A member of the Business Committee who is appointed the Convener or the Vice-Convener of the Business Committee shall serve in that capacity for a period of four years from the date of taking up such office, notwithstanding that their period of service of four years has expired or expires during their term of convenership. A member of the Business Committee who is appointed Convener of a Standing Committee of the Business Committee serves in that latter capacity only until the expiry of their four-year period of service as a member of the Business Committee.

Where the number of members of the Business Committee falls short of twenty by reason of the expiry of an elected member’s period of service, the vacancy or vacancies thereby created shall be filled by election by the Council at its succeeding first statutory half-yearly meeting.

Where the number of members of the Business Committee falls short of twenty by reason of the appointment of a member as Convener or Vice-Convener of the Business Committee or by reason of the death or early retiral of a member of the Business Committee, the Business Committee may co-opt to its number to fill such vacancies. A co-opted member shall serve for the un-expired period of service of the member they replace, and they shall be eligible, during their last year, for election to the Business Committee for a four-year period of service as an elected member. Co-opted members shall have the same powers to vote and rights to be nominated to office as have elected members.

Where at any time a Vice-Convener of the Business Committee is appointed as Convener of the Business Committee, he or she shall then serve in that capacity for a period of four years from the date of taking up office as Convener.”

PART III: GENERAL PROCEDURES

The following are additional procedures which are common to the election of General Council Assessors and members of the Business Committee.

1. The Constitution makes provision for the election of Assessors to the Court to be conducted in accordance with Regulations determined from time to time by the General Council, which may be amended at the first statutory half-yearly meeting in any calendar year. The Business Committee has agreed that the provisions of the Regulations shall also apply to the election of members of the Business Committee excluding the Convener and Vice Convener.

Nominations for Election

2. Each nomination for election should be submitted on the appropriate nomination paper and should be accompanied, wherever practicable, by a passport-size photograph of the nominee taken within the preceding five years. A statement by the candidate for election, with a photograph, if submitted, shall be included in the Billet for the statutory half-yearly meeting sent to all members of the General Council, and shall appear on the website of the General Council. A voting paper will be sent with the Billet for the first half-yearly meeting to all members of the General Council who have previously requested a postal vote. An electronic vote will be made available to all other members. A candidate for election must complete the nomination paper (Schedule E: General
Council Assessors), a copy of which is attached to the Regulations and/or the nomination paper (Appendix F: Business Committee Members), a copy of which is attached to the Regulations.

Checking of Nominations

3. The Secretary of the General Council shall check the validity of any statement about any office or position connected with the University of Edinburgh claimed by the candidate before it is published in the Billet. All other academic or professional qualifications, offices or positions in the nomination paper shall be published in the Billet as submitted. If requested to do so by a member of the General Council, details of academic or professional qualifications, offices or positions held may be checked by the Secretary of the General Council.

Rejections of Nominations

4. If, after checking, any statements about any office or position connected with the University of Edinburgh claimed by the candidate any are found to be false, the Secretary shall declare such nominations invalid.

5. If, prior to the declaration of the result of a declaration a member of the Council challenges the validity of a nomination, the Convener or Vice Convener of the Business Committee of the Council, following receipt of such application, shall investigate the matter and may, if circumstances warrant it, declare the nomination invalid.

6. In declaring any nomination invalid the procedures followed shall be in line with those recommended by the Electoral Reform Society at the time.

Voting System

7. If the number of candidates for election exceeds the number of vacancies an election shall be held. The voting system used by the General Council for elections shall be the Single Transferable Voting procedure. All General Council elections shall be overseen by a representative of the Electoral Reform Society.

8. An Election Result Sheet shall be prepared detailing each stage in the allocation of votes and the setting out of results following the format used by the Electoral Reform Society.

Intimation of Results

9. In addition to the procedures for the intimation of the results of elections detailed in the Constitution [Paragraph 4.2 3 (9) and Paragraph 5.8 (10)], the following additional procedures shall apply:

- The Secretary shall intimate to the University Secretary in writing the results of an election.

- After the results of an election have been announced, each candidate in the election shall be sent an individual letter with the result of the election. Each candidate shall
also be informed in the letter that a copy of the Election Result Sheet may be sent to 
them upon request from the General Council Office.

- The results of an election with the number of votes cast for each candidate but not the 
  Election Result Sheet shall be published on the General Council’s website.

- Any member of the General Council may request a copy of the Election Result Sheet 
  for an election from the General Council Office, after the results of an election have 
  been announced.

**Election of Convener and Vice-Convener of the Business Committee**

10. The procedures for the election of the Convener and Vice-Convener of the Business 
    Committee set out in Section 7 of the Constitution.

**Induction of New Members**

11. The University is responsible for the provision of a programme of induction for all 
    newly elected Assessors to the Court.

12. A newly-elected member of the Business Committee shall be sent the following 
    information immediately prior to taking up office:

    - A copy of the Constitution (latest issue)
    - An information leaflet about the General Council
    - A copy of the University’s latest *Annual Review*

13. A newly-elected member shall be invited to a special meeting with the office-bearers of 
    the Business Committee and the Convenors of its Standing Committees to learn of the 
    day-to-day operation of the Business Committee and the terms of reference of the 
    Standing Committees.

June 2011
Schedule A

THE UNIVERSITY OF EDINBURGH

ELECTION OF CHANCELLOR

FORM OF NOMINATION PAPER

<table>
<thead>
<tr>
<th>Name, Designation and Address of Candidate Nominated</th>
<th>Name, Designation and Address of Proposer</th>
<th>Name, Designation and Address of Seconder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Proposer .................................................................
Member of the General Council

Signature of Seconder .................................................................
Member of the General Council

Date .........................................................
Schedule B

THE UNIVERSITY OF EDINBURGH

ELECTION OF CHANCELLOR

I hereby consent to be nominated as a Candidate for the office of Chancellor.

Signature of Candidate .............................................................................................................

Date .............................................................................
Schedule C

THE UNIVERSITY OF EDINBURGH

ELECTION OF CHANCELLOR

<table>
<thead>
<tr>
<th>Names, Designations and Addresses of Candidates Nominated</th>
<th>Names, Designations and Addresses of Proposers</th>
<th>Names, Designations and Addresses of Seconders</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date ..............................................

Dear Member of the General Council,

I write to intimate that the above-named candidates have been nominated for the office of Chancellor. I enclose statements about the candidates provided in terms of the relevant Ordinance.

I request that, if you desire to vote in the election, you will record your vote on the accompanying voting paper and, after signing the voting paper, will transmit it to me at the University to reach me on or before [time limit for receiving back voting papers].

Yours faithfully,

....................................................
Secretary of the General Council
THE UNIVERSITY OF EDINBURGH

ELECTION OF CHANCELLOR

VOTING PAPER

No. ......................

I, .........................................................................................................................

(Name of member in full and complete postal address)

.............................................................................................................................

give my vote as indicated below:

<table>
<thead>
<tr>
<th>Order of preference</th>
<th>List of Candidates in order of preference (see note below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Preference</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td></td>
</tr>
<tr>
<td>and so on</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Voter ........................................................................................................

Note:

Use your vote by entering the name of your first preference in block capitals and, if desired, the name of your second preference and the name of any subsequent preferences among the candidates.

A later preference is considered only if an earlier preference is excluded because of insufficient support. Under no circumstances can a later preference count against an earlier preference.

This election is conducted in accordance with the relevant Ordinance, in terms of which this voting paper must be received by the Secretary of the General Council not later than 5.00 p.m. on [date].”
SCHEDULE E

THE UNIVERSITY OF EDINBURGH GENERAL COUNCIL
ELECTION OF GENERAL COUNCIL ASSESSORS
NUMBER OF VACANCIES:
NOMINATION PAPER

Any false statement about any office or position connected with the University of Edinburgh, or any false statement about a candidate’s academic or professional qualifications or any office or position held, shall render this nomination invalid.

<table>
<thead>
<tr>
<th>CANDIDATE DETAILS</th>
<th>(BLOCK CAPITALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>FORENAMES (IN FULL):</td>
<td></td>
</tr>
<tr>
<td>TITLE:</td>
<td></td>
</tr>
<tr>
<td>HOME ADDRESS &amp; Tel No:</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ADDRESS &amp; Tel No. (IF APPLICABLE):</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROPOSER DETAILS</th>
<th>(BLOCK CAPITALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>FORENAMES (IN FULL):</td>
<td></td>
</tr>
<tr>
<td>TITLE:</td>
<td></td>
</tr>
<tr>
<td>HOME ADDRESS &amp; Tel No:</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ADDRESS &amp; Tel No. (IF APPLICABLE):</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>DEGREES AND DATE OF FIRST GRADUATION:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECONDER DETAILS</th>
<th>(BLOCK CAPITALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>FORENAMES (IN FULL):</td>
<td></td>
</tr>
<tr>
<td>TITLE:</td>
<td></td>
</tr>
<tr>
<td>HOME ADDRESS &amp; Tel No:</td>
<td></td>
</tr>
<tr>
<td>HOME Tel. No:</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ADDRESS &amp; Tel No. (IF APPLICABLE):</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>DEGREES AND DATE OF FIRST GRADUATION:</td>
<td></td>
</tr>
</tbody>
</table>

Addresses are required for administrative purposes only.
Particulars required by the General Council:

1 Date and place of first graduation: ______________________________________________________

2 Degree and date of graduation at the University of Edinburgh if different from above:
   __________________________________________________________________________________

3 Details of membership of the General Council if not by graduation:
   __________________________________________________________________________________

4 Present occupation: __________________________________________________________________

Please state in not more than 100 words how, through your skills, knowledge or experience, you could contribute to the role of General Council Assessor. This statement will be printed by the Secretary of Council only to the end of the last sentence preceding the 101st work if the statement is longer.

I hereby consent to be nominated as a candidate for the Office of General Council Assessor, and confirm that the above information is correct.

Signature of Candidate _______________________________ Date _______________________

Signature of Proposer ________________________________ Date _______________________

If not a member of the General Council by graduation, give status:
   __________________________________________________________________________________

Signature of Seconder _______________________________ Date _______________________

If not a member of the General Council by graduation, give status:
   __________________________________________________________________________________
## SCHEDULE F

### THE UNIVERSITY OF EDINBURGH GENERAL COUNCIL

**ELECTION OF BUSINESS COMMITTEE MEMBERS**

**NUMBER OF VACANCIES:**

**NOMINATION PAPER**

Any false statement about any office or position connected with the University of Edinburgh, or any false statement about a candidate’s academic or professional qualifications or any office or position held, shall render this nomination invalid.

<table>
<thead>
<tr>
<th><strong>CANDIDATE DETAILS</strong></th>
<th>(BLOCK CAPITALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FORENAMES (IN FULL):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TITLE:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOME ADDRESS &amp; TEL NO:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BUSINESS ADDRESS &amp; TEL NO. (IF APPLICABLE):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-MAIL ADDRESS:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PROPOSER DETAILS</strong></th>
<th>(BLOCK CAPITALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FORENAMES (IN FULL):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TITLE:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOME ADDRESS &amp; TEL NO:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BUSINESS ADDRESS &amp; TEL NO. (IF APPLICABLE):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-MAIL ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DEGREES AND DATE OF FIRST GRADUATION:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SECONDOR DETAILS</strong></th>
<th>(BLOCK CAPITALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FORENAMES (IN FULL):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TITLE:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOME ADDRESS &amp; TEL NO:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BUSINESS ADDRESS &amp; TEL NO. (IF APPLICABLE):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-MAIL ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DEGREES AND DATE OF FIRST GRADUATION:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Addresses are required for administrative purposes only.
Particulars required by the General Council:

5 Date and place of first graduation: ______________________________________________________

6 Degree and date of graduation at the University of Edinburgh if different from above:
__________________________________________________________________________________

7 Details of membership of the General Council if not by graduation:
__________________________________________________________________________________

8 Present occupation: _________________________________________________________________

Please state in not more than 50 words how, through your skills, knowledge or experience, you could contribute to the work of the Business Committee. This statement will be printed by the Secretary of Council only to the end of the last sentence preceding the 51st word if the statement is longer.

I hereby consent to be nominated as a candidate for membership of the Business Committee and confirm that the above information is correct.

Signature of Candidate _______________________________ Date ______________________________

Signature of Proposer ________________________________ Date ______________________________

If not a member of the General Council by graduation, give status: ________________________________________________________________

Signature of Seconder _________________________________ Date ______________________________

If not a member of the General Council by graduation, give status: ________________________________________________________________

Addresses are required for administrative purposes only.
i  Business Committee 24 November 1994

ii  Words repealed by Statute Law Revision Act 1875

iii  Inclusion notified by Constitutional Standing Committee to Business Committee on 24 November 1994