**SENATE**

**Notice of By-Election of one member of Professional Services staff to Senate**

**to serve until 31 July 2026**

Good morning,

This notice is to announce the by-election of one member of the University’s Professional Services staff to Senate to serve for a three-year period from **1 August 2023 to 31 July 2026.** This election is caused by the end of the tenure of Mr Kit Eves on 31 July 2023.

**Eligibility**

Provision is made for two members of the Professional Services staff to be elected to Senate by and from the Professional Services staff of the University. The other elected member is Mrs Gemma Harman.

In accordance with the relevant Regulations, the following members of the University’s Professional Services staff are eligible to nominate, be nominated and vote in this election:

Operational Support Staff (OS); Professional Services Staff: Professional and Management (PM); Professional Services Staff: Support (PS); Technical Staff: Management (TM); Technical Staff: Support (TX); Operational Craft Staff (OX) who (a) hold University appointments on the census date and (b) whose continuous service with the University will be at least one year by the end of the contract which is in force on the census date.

The electorate will be the members of the University’s Professional Services staff as defined above on the census date of **28 April 2023.**

**Election procedure**

The first step is the nomination of candidates. A Nomination Form has been published on the Governance website:

<https://www.sussex.ac.uk/ogs/committees/elections/elections2023>

Nominators should check that their nominee is willing and eligible to serve. Self-nomination is permissible.

To ensure a level playing field during the election process, the method by which the electorate is informed about the nominees’ background and skills is through the published statements included on the nomination form. Nominees should focus on their background and skills in their statement.

A summary of Senate’s role and a membership guide is available in the governance section of the website to support nominees in the role they are nominating themselves for and the skills that may be useful.

If colleagues have questions about Senate, the role and what is involved, they are welcome to contact the governance team at any time.

**Completed forms must be returned to** **lg476@sussex.ac.uk** **by 5pm on Tuesday 16 May 2023.**

Each Nomination Form received will be acknowledged. Where there are more nominees than places, a ballot will be held. A numbered ballot paper will be issued to each member of staff eligible to vote, and completed ballot papers returned to the Governance Office.

**Practices should be within the spirit of elections:** Nominees must not use the University’s IT system or email addresses to contact the electorate as not only is this is in contradiction to the University’s IT Regulations but with elections with large number of candidates this could overwhelm the electorate with repeated and unwelcome emails, and provide an unfair advantage to those with the time and capacity to “campaign” extensively outside the formal route.

Voting will be carried out by the single transferable vote system. The result of the election will be announced on the above page of the Governance website.

Thank you,

**Governance Office**

**Division of the General Counsel, Governance and Compliance**