

General Council Assessor Election 2018 ELECTION HANDBOOK

Produced by: General Council Business Committee
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General Council Assessor Election 2018

ELECTION HANDBOOK

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GENERAL COUNCIL ASSESSOR ELECTION 2018

ELECTION HANDBOOK

1 INTRODUCTION

- The purpose of this Handbook is to provide a central source of information concerning the arrangements for conducting the election of a General Council Assessor in 2018.
- It is intended to be read by:
 - The University Court, Governance & Nominations Committee, Court Office
 - General Council Business Committee
 - General Council members
 - Alumni Relations, and others in the Development Office responsible for running the election
 - Prospective and confirmed candidates, their proposers and seconders
- The authoritative reference for the election of General Council Assessors is Ordinance No 129 and it is intended that this Handbook should be entirely consistent with the Ordinance. If there is any discrepancy, the Ordinance is the ultimate authority.
- Some abbreviations are used in this Handbook:
 - Business Committee: Business Committee of the General Council of the University
 - Court: University Court
 - G&N: Governance & Nominations Committee of the University Court
 - General Council: General Council of the University

2 GENERAL COUNCIL ASSESSORS

2.1 Election and Term in Office

- General Council members are entitled to elect two General Council Assessors, each to serve on the University Court for a period of four years. At present, elections for the two General Council Assessor positions alternate every two years. Normally, the term of office commences on the first day of the August that follows the election.
- Having served one term, a General Council Assessor is eligible to stand for a second four year term. He/she may not serve a further term as a General Council Assessor.

2.2 Vacancy in respect of 2018 Election

- The vacancy is for a term commencing on 1 August 2018 and ending on 31 July 2022.
- It arises because Mr Kenneth Cochran vacates office on 31 July 2018, having completed his initial four-year term. Mr Cochran is eligible to stand for election for a second, and final, four-year term.
- The other General Council Assessor serving on Court at present is Mr Nigel Christie, who started his second term on 1 August 2016 and is due to complete it on 31 July 2020.

3 RESPONSIBILITIES OF GENERAL COUNCIL ASSESSOR

3.1 As a Charity Trustee

- It is particularly important that all new members of Court (and perhaps especially those who have been elected by particular constituencies) recognise that, as Court members, they formally become charity trustees. The obligations and responsibilities of charity trustees are significant. The duties are set out in statute and guidance, and a summary may be found at: https://www.oscr.org.uk/media/2728/v10_guidance-and-good-practice-for-charity-trustees.pdf
- The four *general* duties of charity trustees are to:
 - act in the interests of the charity/University, putting these ahead of any other group (including the constituency that elected them)
 - carry out their duties in a manner consistent with the charity's purposes
 - act with due care and diligence
 - ensure the charity complies with the provisions of the 2005 Act and with other relevant legislation.

3.2 As a Member of Court

- The Court Members' Handbook at www.st-andrews.ac.uk/assets/university/about/documents/governance/court/university-court-handbook.pdf

provides comprehensive information about the function of Court as the governing body of the University, and the role a Court member plays. A Court member's responsibilities can be summarised as follows.

Court Meetings

- Court meetings take place in St Andrews about fivetimes a year and normally last half a day. Court members are expected to familiarise themselves with meeting papers circulated in advance, researching further when necessary, and to place a high priority on attending Court meetings whenever possible. A dinner is usually held on the eve of Court meetings and members are expected to attend this as well. An "away-day" for Court members, devoted to the discussion of particular topics, is held at the start of each academic year.

Court Committees

- At present, Court has four standing Committees, as detailed in the Court Members' Handbook. From time to time, an ad hoc committee may be formed to deal with a specific issue. Court members are expected to join one or more of these committees and to play a full part in their work. Court Committees typically meet in St Andrews several times a year.

University Functions and Ceremonies

- In addition to taking part in meetings of Court and its Committees, it is considered beneficial for members of the University's governing body to be able to engage with staff, students and alumni in a range of different contexts, and so share in the life of the University. Such an engagement can lead to a broader and deeper understanding of the workings of the institution.
- Opportunities include:
 - Graduation ceremonies in December and June.
 - special ceremonies, such as for the installation of a new Rector or Principal
 - special or public lectures

- official openings of buildings
- occasional student-led events.

Frequently dinners, receptions and Chapel services will be attached to such occasions. Court members will normally join the academic procession that some of these functions involve. It is not expected that Court members will be able to accept all the invitations that they might receive, but they are encouraged to do so whenever possible.

3.3 Towards General Council

- Although not General Council's **representative** on Court, the General Council Assessor is expected to be sensitive to the perspective and viewpoint of General Council members and to champion/support General Council's role in the University community. Further information can be found in [General Council & its Business Committee – an Introduction](#).
- The General Council Assessor is an *ex-officio* member of General Council's Business Committee and is expected to attend its meetings. At present, these are held three times a year, on a Saturday morning, alternately in St Andrews and Edinburgh. For those unable to attend in person, it is normally possible to attend remotely, by Skype.
- Statutory meetings of General Council are held twice a year, usually in June on the Saturday morning after Graduation week, and on a Saturday morning towards the end of November. At present, both meetings take place in St Andrews. The General Council Assessor is expected also to attend these meetings.
- General Council's Business Committee looks to the General Council Assessor as a channel of communication between it and Court. Outwith Business Committee meetings, periodic informal contact with the Business Committee Convener is encouraged.
- In the past few years, the two General Council Assessors have jointly issued a two or three page "e-Bulletin" about twice a year to all General Council members. The General Council Assessors produce the content for these bulletins, which are then distributed by the University.

4 ATTRIBUTES SOUGHT IN GENERAL COUNCIL ASSESSORS

- Good governance depends upon having the right mix of skills on the University Court. The University's future success will owe much to this.
- The University Court recognises the right of the various electing bodies (General Council, Senate, non-teaching staff and students) to conduct open elections amongst their members for their assessors on Court. It is important, however, for the electorate and nominees to be aware of what is required for service on Court. The Governance & Nominations Committee of the University Court has reviewed the personal attributes, skills, knowledge and competencies it sees as important for new members of Court, to allow these to be considered by electing bodies. These are:

Personal Attributes

- Commitment to higher education and the future success of the University of St Andrews
- Integrity, tact and discretion
- Ability to challenge constructively

- Sound judgement
- Willingness to develop an understanding of the Scottish and UK Higher Education sector, and the University's relationships with external agencies.

Skills, Knowledge and Competencies

Essential

- Professional experience relevant to the running of a large complex organisation
- An understanding of decision making in, and governance of, complex organisations
- Diplomacy and interpersonal skills
- Ability to understand and question constructively information and data, including financial reports
- Ability to act as an ambassador for the University
- The ability to contribute to strategic thinking and exercise sound judgement
- Demonstrable commitment to equality and diversity

Desirable

- Experience in Higher Education management or governance
- Experience in financial investment
- Experience in managing major projects
- Commercial and procurement experience

A document on the roles and responsibilities of Court can be found in Section 2.3 of the Court Handbook, which is available on the University website at:

<https://www.st-andrews.ac.uk/assets/university/about/documents/governance/court/university-court-handbook.pdf>

5 EQUALITY OF OPPORTUNITY AND DIVERSITY

- The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all. The University aims to ensure that equality is embedded into all its functions, operations and activities. Women, BME, and LGBT+ people are currently under-represented on Court, and expressions of interest from these groups are particularly welcome.
- The University's Equality and Diversity Inclusion Policy can be found at: <https://www.st-andrews.ac.uk/staff/policy/hr/equalitydiversityinclusion/>

6 NOMINATIONS

6.1 Eligible Candidates

- In accordance with Ordinance 129, any General Council member, except a member of the *Senatus Academicus*, or a member of University staff, or a matriculated student of the University is eligible to be a candidate, unless he/she:

- is disqualified from being a charity trustee by virtue of the exceptions specified in the Charities and Trustee Investment (Scotland) Act 2005;
- is an undischarged bankrupt;
- has been convicted for a serious criminal or relevant civil offence;
- is currently in remunerated employment (including honorary employment) by a Scottish Higher Education Institution, or is a member of the governing body of such an institution.

6.2 Call for Nominations

- All General Council members who are believed to be eligible to be candidates and whose email address is known will be sent an email inviting their nomination. (Sample Invitation for Nominations at Appendix B.) A notice to the same effect will also be posted on the University website. Reminders will be sent during the Nomination period to encourage nominations.

6.3 Nomination Process

- Those wishing to stand as a candidate for election must complete a nomination form (Sample Nomination form at Appendix C.) available online or from the General Council Office. Each nomination must be proposed and seconded by a member of General Council. The completed nomination form should be accompanied by a statement including a short curriculum vitae of the candidate of not more than 250 words in length, according to a template provided with the form. This statement will be made available to General Council members who register to vote, in the event of a poll.
- Candidates are responsible for:
 - completing the form and the accompanying statement
 - ensuring that the form has the signatures of candidate, proposer and seconder
 - returning the form and statement to the General Council Office by post or by hand to arrive by 12 noon GMT on Friday, 9 March 2018.
- Candidates wishing to return forms by email may do so, provided that:
 - photographed or scanned copies of the completed, signed forms are attached to the email
 - the email is received by the above deadline.
- Incomplete or late nomination forms will not be accepted.

6.4 More than one Nomination

- If more than one nomination is received, a poll will take place in April/May 2018. Further details about the format of the poll will be intimated to General Council Members after the closing date for nominations.

6.5 No Nomination

- If no nomination has been received by 12 noon GMT on Friday, 9 March 2018, the nomination period will be reopened as soon as practicably possible after Friday, 6 April and the poll deferred. The Convener of the Business Committee, in consultation with the General Council Registrar & Clerk, will determine the revised schedule for nominations and voting.

7 CAMPAIGNING RULES FOR CANDIDATES AND THEIR SUPPORTERS

- Campaigning is permitted but will be the responsibility of the individual candidate. The University will not cover any campaigning expenses and no University or General Council platform will be allowed to be used for campaigning, including but not limited to the University website, General Council website, University or General Council social network sites or any mailing or email lists. No University or General Council staff or resources will be provided to candidates for campaigning purposes.
- The following rules are to be observed by candidates and their supporters in conducting their election campaign.
 - Candidates and supporters are not to engage in hustings, whether physical or virtual.
 - Candidates and supporters are to show respect towards other candidates and the University.
 - Candidates must not intimidate voters or offer them personal gain.

8 VOTING

8.1 Eligible Voters

- In accordance with Ordinance 129, any General Council member, except a member of the *Senatus Academicus*, is eligible to be a candidate.

8.2 Online Voting

- All General Council members, who are eligible to vote and for whom a valid email address is held on the alumni database, will be sent an email giving instructions on how to vote (Sample Call to Vote at Appendix D). A notice to the same effect will also be posted on the University website. Names of candidates will be listed on the ballot in the sequence in which valid Nomination forms were received. Voters will be provided with a user ID, passcode and weblink to access the secure voting website before the voting period opens. The online voting system is administered by the Development Office. Reminders will be sent during the voting period to encourage greater voter turn-out.

8.3 Postal Voting

- A General Council member eligible to vote, and not wishing to vote online, may request a postal ballot by contacting the General Council Office in writing, or by email. Postal ballots can be returned by post or email (but not by telephone) and it will be the responsibility of the General Council member to submit his/her vote so that it arrives before the close of the voting period.

8.4 Voting System

- Voting will be by means of a ballot using the alternative vote system. Each voter will be allowed an alternative transferable vote and may indicate the order of preference in which he/she wishes to place the candidates. At the end of the first counting of votes, if a candidate has received 50% of the total votes plus one vote, he/she will be declared elected. If no candidate has an overall majority, then the candidate with the fewest votes will be eliminated and each of his/her votes transferred to whichever candidate has been listed second in order of preference. These transferred votes will each count as one full vote.
- This process will be repeated until:

- either one candidate has obtained 50% of the total votes cast plus one vote;
- or there are only two candidates left who have not been eliminated, in which case the candidate of those two with the most votes will be duly elected.
- In the case of an equality of votes for two or more candidates at any stage of the count, and where there are no candidates at that stage with fewer votes, then the candidate to be excluded will be decided by the relative placings of the candidate at the most recent stage of the count at which their votes were unequal. If equal at all stages, then the Chancellor, as President of the General Council, failing whom, the Chancellor's Assessor, will have the casting vote.

9 ENCOURAGING VOTER TURN-OUT

- Voter turn-out at General Council Assessor Elections in recent years has been low (2.5 % of the contactable electorate in 2016). This is a better record than at the other "ancient" Scottish universities but the Business Committee is addressing how turn-out could be significantly improved. Among the measures it has already carried out or plans to introduce at this election are the following.
 - The General Council page in the 2017 edition of the Alumnus Chronicle was focused on encouraging General Council members to vote
 - Notices for the last Business Committee elections (with largely the same electorate as for this election) emphasised the importance of voting. It is planned to do the same in this election.
 - Initiatives to make alumni aware of their General Council membership (and their right to vote) were taken at the Alumni Festival Weekend in April (where a drop-in café was set up) and during Graduation Week in June (when a stall in the garden party tent was staffed by Business Committee members).
 - It is proposed that the voting period in this election should be extended from 3 to 4 weeks; it is scheduled to avoid the Easter holiday. This will provide greater opportunity to vote.
 - Two email reminders will be sent to voters in the voting period (one in 2016). They will be sent at the start of the week, rather than the end, as online marketing experience suggests that this is the optimal time.
 - Candidates' personal statements are to follow a proforma and are to be strictly limited to 250 words. This is to alleviate the situation encountered in this year's Business Committee election, in which, with 22 candidates, voters found the volume and unstructured nature of the personal statements too much to read.
 - The bigger Alumni Clubs are to be contacted and asked to encourage their eligible members to vote.
 - It is proposed to explore the use of social media to encourage greater turn-out. This would only be done after consultation with the Development Office and Corporate Communications.
 - If they can easily be identified, it is planned to target postgraduate students, with first degrees from the University. It is felt that those still at the University are more likely to vote.

10 RESPONSIBILITIES, QUERIES AND COMPLAINTS

10.1 Responsibilities

- The following are the key people involved in managing the election:

Responsible for Election arrangements	General Council Business Committee (Convener: Mr Graham Wynd)
Returning Officer, accountable for conduct of Election	General Council Registrar & Clerk (Mr Alastair Merrill)
Responsible for operating Election: <ul style="list-style-type: none">- communicating all formal notices, including: invitations for nominations and reminders, calls to vote and reminders- supervising preparation of electoral software- supervising count and communicating result to General Council Business Committee Convener and Returning Officer.	Alumni Relations Manager (Mrs Elaine Cartwright)
Handling queries, complaints and challenges	See 10.2 and 10.3, below.

10.2 Queries

- A query about the election will, in the first instance, be dealt with by the Alumni Relations Manager.
- If necessary, it will be referred to the Registrar & Clerk and the Business Committee Convener.
- The response to the query will be given to the enquirer by the Alumni Relations Manager.

10.3 Complaints and Challenges

- A complaint about the conduct of the election or a challenge as to its validity should be addressed to the Convener of the Business Committee c/o General Council Office.
- The Convener of the Business Committee will carry out an enquiry, in conjunction with the University's Chief Legal Officer (Mr Roy Drummond) and others as necessary; will consider the complaint or challenge; and will aim to make a decision within five working days.
- A challenge as to the validity of the election cannot be accepted if it is made after the result of the election is known.
- The Convener of the Business Committee will communicate the decision to the complainant or challenger. Such a decision will be final.
- In the event that a challenge results in the election being declared invalid, the Convener of the Business Committee will agree with the Registrar & Clerk arrangements for re-running the election.

11 ELECTION TIMETABLE

11.1 Timetable

- The detailed timetable for the election is at Appendix A.

11.2 Key Dates

Announcement of vacancy and forthcoming election	Saturday, 25 November
Nominations period	Monday, 22 January – Friday, 9 March (7 weeks)
Candidacy withdrawal period	Monday, 12 March – Monday, 26 March (2 weeks)
Voting period	Monday, 16 April – Friday, 11 May (4 weeks)
Announcement of result to BC Convener, G&N and Court	by Wednesday, 23 May
Announcement of result to candidate, proposer and seconder	by Friday, 25 May
If Court wishes, successful candidate attends Court meeting as observer	Friday, 15 June

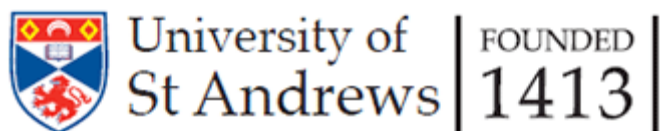
Appendix A: Election Timetable

PROPOSED TIMETABLE FOR GENERAL COUNCIL ASSESSOR ELECTION IN 2018

Ref	Activity/Period	Date/Duration
1.	Announcement of vacancy and forthcoming election: - at GC meeting 25 November	Saturday, 25 November 2017
2.	Announcement of vacancy and forthcoming election: - notice on GC website	Monday, 27 November
3.	Intimation to Court of election arrangements - at Court meeting 19 January	Friday, 19 January 2018
4.	Announcement of vacancy and call for nominations: - notice on GC website	Monday 22 January
5.	Announcement of vacancy and call for nominations: - email to GC members	Monday, 22 January
6.	First reminder call for nominations: - email to GC members	Monday, 19 February
7.	Second reminder call for nominations: - email to GC members	Monday, 5 March
8.	<i>Nominations period</i>	<i>7 weeks</i>
9.	Closing date for nominations	Friday, 9 March (12 noon)
10.	Opportunity to withdraw candidacy: - email to candidates, proposers and seconders	Monday, 12 March
11.	<i>Candidacy withdrawal period</i>	<i>14 clear days</i>
12.	Withdrawal period ends	Monday, 26 March (12 midnight)
13.	Confirmation of candidacy: - email to candidates, proposers and seconders	Tuesday, 27 March
14.	<i>Period for final preparation of election documents and software</i> <i>- paperwork, election notice, etc</i>	<i>2.8 working weeks (incl Easter)</i>
15.	Preparation of election documents and software complete	Friday, 13 April
16.	Opening date for election, call to vote: - email to GC members	Monday, 16 April
17.	First reminder call to vote - email to GC members	Monday 30 April
18.	Second reminder call to vote - email to GC members	Monday, 7 May

Appendix A: Election Timetable (continued)

Ref	Activity/Period	Date/Duration
19.	<i>Period for voting</i>	<i>4 weeks</i>
20.	Closing date for voting	Friday, 11 May (12 noon)
21.	<i>Period for counting votes</i>	<i>1 week</i>
22.	Announcement of result: - intimation to G&N (at meeting 23 May), Court and BC Convener	by Wednesday, 23 May
23.	Announcement of result: - email to candidates, proposers and seconders	by Friday, 25 May
24.	If Court wishes, invitation to successful candidate to attend Court meeting on Friday, 15 June, as an observer	Friday, 25 May
25.	Announcement of result: - notice on GC website	Monday, 28 May
26.	Confirmation of result: - at GC meeting	Saturday, 30 June



CALL FOR NOMINATIONS: General Council Assessor to the University Court

Dear General Council Member

An election to fill a vacancy on the University Court as General Council Assessor is taking place in April/May. The vacancy is caused by Mr Kenneth Cochran reaching the end of an initial four-year term as General Council Assessor on 31 July 2018.

If you take a keen interest in the University's future and have appropriate experience and skills to offer, **you are invited to stand as a candidate**. If elected, you will serve for four years until 31 July 2022.

The closing date for nominations is 12 noon GMT on Friday 9 March 2018.

Whether or not you wish to be nominated yourself, please encourage any [General Council member](#) you think would be suitable to consider standing for election.

Under the leadership of the Principal, Professor Sally Mapstone, the University is committed to advancing [equality of opportunity for all](#). **Women, BME, and LGBT+ people are currently under-represented on Court, and expressions of interest from these groups are particularly welcome.**

You can find details of the attributes sought in General Council Assessors, as well as further background information, in ["General Council Assessor Election 2018 Handbook"](#); this also contains links to other key reference documents.

Please note: Members of the *Senatus Academicus* of the University of St Andrews, members of staff of the University of St Andrews and matriculated students of the University of St Andrews are **not** eligible for nomination for election as a General Council Assessor.

You can obtain a nomination form [online](#) or by sending an email to the [General Council Office](#) or by writing to: The General Council Office, c/o Alumni Relations, Development, University of St Andrews, Crawford Building, 91 North Street, St Andrews, KY16 9AJ.

Appendix B: Sample Call for Nominations (continued)

A nominee must be supported by one proposer and one seconder, each of whom must be members of General Council. All three must sign the form. The nominee should complete a short personal statement (not exceeding 250 words) in the format provided. These details will be made available to General Council members online in the event of a ballot.

The form must be returned to the General Council Office so as to arrive by 12 noon GMT on the closing date for nominations of 9 March 2018. Incomplete or late forms will not be accepted. Candidates wishing to return forms by email may do so, provided that: photographed or scanned copies of the completed, signed forms are attached to the email and it is received by the above closing date.

Provided there are more candidates than vacancies, elections will be by online voting, using the alternative vote system, between **Monday 16 April and Friday 11 May 2018**. Information on the procedures for the online voting system will be sent to General Council members in April 2018. The result of the elections will be given to candidates, their proposers and seconds by Friday 25 May and will be announced at the General Council meeting held in St Andrews on Saturday 30 June 2018.

For further information on the election processes, the vacancy, the role of a General Council Assessor or the work of the University Court, please contact us via [email](#) or at the postal address above.

Yours sincerely

Anne Pringle
Senior Governor

Alastair Merrill
Registrar and Clerk to General Council

This email has been sent on behalf of
the Registrar and Clerk of the General Council
by

Development, University of St Andrews, Crawford Building
91 North Street, St Andrews, Fife KY16 9AJ

Please note:

Emails sent in reply will be forwarded by Development to the appropriate person.



+44 (0)1334 461913



alumni@st-andrews.ac.uk

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[Front Side of Form]



University of St Andrews
ELECTION OF GENERAL COUNCIL ASSESSOR TO THE UNIVERSITY COURT
(one person to serve for four years from 1 August 2018)

NOMINATION PAPER to be completed in block letters, signed and forwarded to the Registrar and Clerk to the General Council, c/o Elaine Cartwright, Alumni Relations Manager, Development, University of St Andrews, Crawford Building, 91 North Street, St Andrews, Fife, KY16 9AJ. To be received not later than 12 noon on Friday, 9 March 2018. Forms returned by email will be accepted, provided that: photographed or scanned copies of the completed, signed forms are attached to the email and it is received by the above closing date. Candidates, proposers and seconders must be members of the General Council. Members of the *Senatus Academicus* of the University of St Andrews, members of staff of the University of St Andrews and matriculated students of the University of St Andrews are **not** eligible for nomination for election as a General Council Assessor.

CANDIDATE

Title and Full Name:

Degree and Date of first St Andrews Graduation :

Address :

Email: Tel :

In respect of the Charities and Trustee Investment (Scotland) Act 2005, I confirm that I have read the OSCR Guidance for Charity Trustees (www.oscr.org.uk/media/1577/guidance-for-charity-trustees.pdf) and by signing this form I confirm that I am not disqualified from acting as a charity trustee in terms of this guidance (see Section 2.3 – Disqualification). I also confirm that I am not barred from becoming a member of the University Court on account of the Supplementary Grounds for Exclusion listed overleaf. I declare that I and those I have authorised to campaign on my behalf have read the [Election Handbook](#) and we will abide by its terms.

I hereby consent to be nominated as a candidate for the office of General Council Assessor on the University Court for four years from 1 August 2018.

Signature : Date :

PROPOSER*

Title and Full Name :

Degree and Date of first St Andrews Graduation :

Address :

Email: Tel:

Signature : Date :

Appendix C: Nomination Form (continued)

[Front Side of Form - continued]

SECONDER

Title and Full Name :

Degree and Date of first St Andrews Graduation :

Address :

.....

Email: Tel:

Signature : Date :

* This form and the personal statement overleaf will be used (in print and online) in the event of a poll.

IMPORTANT: Please read and complete the reverse side of this form.

Appendix C: Nomination Form (continued)

[Reverse Side of Form]

SUPPLEMENTARY GROUNDS FOR EXCLUSION (see consent section of the form overleaf)

A person who:

- either is an undischarged bankrupt;
 - or, has been convicted for a serious criminal or relevant civil offence;
 - or, is currently in remunerated employment (including honorary employment) by a Scottish Higher Education Institution, or is a member of the governing body of such an institution
- is not eligible to stand for election to the University Court.

PERSONAL STATEMENT (maximum 250 words)

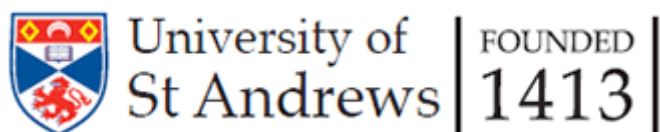
Please complete this Personal Statement, using the headings given below. To economise on word count, it is acceptable to write in bullet points. The spaces allowed below for each heading may be adjusted, and, if necessary, may overflow on to another sheet, provided that the word count of the whole Personal Statement does not exceed 250 words. If it does, only the first 250 will be published.

Summary of career history

Expertise that is especially relevant to the position of General Council Assessor on the University Court

Connections with the University/alumni since graduating

Reason(s) for wishing to become a General Council Assessor



Vote now to choose a General Council Assessor to sit on the University Court

Dear Ms Smith

As a member of the [General Council](#) you are eligible to vote in the election to choose the next General Council Assessor, who will serve on the University Court for a four-year term, starting in August. There are two General Council Assessors, elected alternately, every two years. One of these positions becomes vacant this year.

[Number] candidates are standing, and you can find out more about them by clicking on their names below:

[\[NameCandidate1\]](#), [\[Degree,DateCandidate1\]](#)

([\[SubjectCandidate1\]](#))

Proposer: [\[NameProposer1\]](#), [\[Degree,DateProposer1\]](#)

Seconder: [\[NameSeconder1\]](#), [\[Degree,DateSeconder1\]](#)

[\[NameCandidate2\]](#), [\[Degree,DateCandidate2\]](#)

([\[SubjectCandidate2\]](#))

Proposer: [\[NameProposer2\]](#), [\[Degree,DateProposer2\]](#)

Seconder: [\[NameSeconder2\]](#), [\[Degree,DateSeconder2\]](#)

[\[NameCandidate3\]](#), [\[Degree,DateCandidate3\]](#)

([\[SubjectCandidate3\]](#))

Proposer: [\[NameProposer3\]](#), [\[Degree,DateProposer3\]](#)

Seconder: [\[NameSeconder3\]](#), [\[Degree,DateSeconder3\]](#)

You may wish to compare the candidates' profiles with the [skills, experience and other attributes](#) that are especially sought on Court at present. Your General Council Business Committee fully endorses the University's policy of gender balance and diversity. Further details and other relevant information can also be found in the [Election Handbook](#).

Choosing fellow General Council members to sit on Court is a precious privilege we have enjoyed since 1858. Unfortunately, voter turn-out in past General Council Assessor elections has been disappointingly low. If there is not a significant

improvement, our right to elect our own Assessors could be called into question.
Please vote now.

The [voting website](#) provides the [candidates' profiles](#) and [full instructions on how to vote](#). In order to vote you will need the following User ID and Passcode:

User ID: [nnnnnnn]

Passcode: [nnnnnnn]

SIGN IN TO VOTE NOW

If the above link does not work, please copy and paste the following into your browser:

xxxxxxx

[Woman Business Committee member] and Graham Wynd
Business Committee, General Council



NB: Voting will close at 12 noon (BST) on Friday, 11 May 2018

The result will be posted on the University website on Monday, 28 May 2018 and will be announced formally at the meeting of the General Council to be held in Parliament Hall, St Andrews at **10.30 am on Saturday 30 June 2018**.

This email has been sent to you on behalf of the Business Committee of the General Council. All emails sent in reply will be received by Development, which is administering the election.

Voting enquiries should be sent to: E: generalcouncil@st-andrews.ac.uk

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