



Elections Schedule Part 2

1) General

This Schedule is relevant to the election procedures for the following posts:

- i) Departmental Representatives
- ii) Halls Representatives
- iii) Chairperson of the Highland Campus Representative Committee
- iv) Vice-Chairperson of the Highland Campus Representative Committee
- v) Western Isles Campus Representative
- vi) Exchange Students Representative

2) Departmental Representatives

- i) There shall be a representative for each 150 full members of each department elected to the Council of the Students' Association.

For Example:

Department A has 336 Students

$$336 \div 150 = 2.24$$

Thus, Department A is entitled to 2 Reps on Council

Department B has 480 Students

$$480 \div 150 = 3.2$$

Thus, Department B is entitled to 3 Reps on Council

- ii) These representatives will be elected by and from the members of the respective Staff Student Consultative Committee (SSCC).
- iii) All Departmental Representative elections will be run by the relevant Academic Department within four weeks of the start of the Autumn semester each academic year.
- iv) Only students who serve on the SSCC who will be students of that department for at least the full academic year may be elected as Departmental Representatives.
- v) The procedure for elections of Departmental Representatives shall be as follows:
 - a) Representatives for each class shall be elected at the first meeting of the academic year.
 - b) Once all representatives from a department are elected, they shall meet to elect the relevant number of representatives from their Student Staff Consultative Committee, defined by the formula above.
 - c) The election shall take the form of a show of hands and only those student members of the Committee shall hold a vote.
- vi) The above election procedure must be completed within the first four weeks of the Autumn Semester.
- vii) If, at any time in the Academic year, the a Departmental Representative ceases to be a member of the department that they have been elected to represent, they shall immediately resign their position from the Council and a replacement will be elected as soon as is practicable by and from the student members of the relevant SSCC.
- viii) In the event that a Departmental Representative resigns, the position shall be filled by way of a by-election as soon as is practicable, by and from the members of the relevant SSCC.

3) Halls Representatives

- i) There shall be one representative from each of the principal Halls of Residence (A.K. Davidson Hall, Murray Hall, Geddes Court & Andrew Stewart Hall) elected onto the Council of the Students' Association.
- ii) These representatives will be elected by and from the members of the respective Halls Committee.
- iii) The procedure for elections of Halls Representatives shall be as follows:
 - a) Halls Committees shall be established at the beginning of the Autumn Semester of each Academic Year.
 - b) Once the Committees have been established, they shall meet to elect one member to sit on the Council of the Association.
 - c) The election shall take the form of a show of hands and only those students who are residents of each particular Hall, shall hold a vote in the election for that particular Halls representative.
- iv) All Hall Representative Elections will be run by the relevant Halls Assistants within the first four weeks of the Autumn Semester.
- v) If, at any stage in the Academic year, the representative ceases to be a resident of the Hall for which they have been elected to represent, they shall immediately resign from the Council and a replacement shall be elected as soon as is practicable by and from the members of the relevant Halls Committee.
- vi) In the event that a Halls Representative resigns, the position shall be filled by way of a by-election as soon as is practicable, by and from the members of the relevant Hall Committee.

4) Chairperson of the Highland Campus Representative Committee

- i) There shall be a Chairperson of the Highland Campus Representative Committee elected to the Council of the Students' Association.
- ii) This representative shall be elected by and from the members of the Highland Campus Student Staff Consultative Committee.
- iii) The procedure for the election of the Chairperson of the Highland Campus Representative Committee shall be as follows:
 - a) Representatives from each class and each set, shall be elected at the first meeting of the Academic Year.
 - b) Once all representatives are elected, they shall meet to elect the Chairperson of the Highland Campus Representative Committee.
 - c) The election shall be by show of hands and only those student members of the Committee shall hold a vote.
- iv) The Chairperson of the Highland Campus Representative Committee shall be elected within the first four weeks of the Autumn Semester.
- v) If, at any stage in the Academic year, the Chairperson ceases to be a Student of the Highland Campus, they shall immediately resign from the Council and a replacement shall be elected as soon as is practicable by and from the Student members of the Highland SSCC.
- vi) In the event that the Chairperson of the Highland Campus Representative Committee resigns, the position shall be filled by way of a by-election as soon as is practicable, by and from the members of the Highland SSCC.

- 5) **Vice-Chairperson of the Highland Campus Representative Committee**
- i) There shall be a Vice-Chairperson of the Highland Campus Representative Committee elected to the Council of the Students' Association.
 - ii) This representative shall be elected by and from the members of the Highland Campus Student Staff Consultative Committee.
 - iii) The procedure for the election of the Vice-Chairperson of the Highland Campus Representative Committee shall be as follows:
 - a) Representatives from each class and each set, shall be elected at the first meeting of the Academic Year.
 - b) Once all representatives are elected, they shall meet to elect the Vice-Chairperson of the Highland Campus Representative Committee.
 - c) The election shall be by show of hands and only those student members of the Committee shall hold a vote.
 - iv) The Vice-Chairperson of the Highland Campus Representative Committee shall be elected within the first four weeks of the Autumn Semester.
 - v) If, at any stage in the Academic year, the Vice-Chairperson ceases to be a Student of the Highland Campus, they shall immediately resign from the Council and a replacement shall be elected as soon as is practicable by and from the Student members of the Highland SSCC.
 - vi) In the event that the Vice-Chairperson of the Highland Campus Representative Committee resigns, the position shall be filled by way of a by-election as soon as is practicable, by and from the members of the Highland SSCC.
- 6) **Western Isles Campus Representative**
- i) There shall be a representative from the Western Isles Campus elected to the Council of the Students' Association.
 - ii) This representative shall be elected by and from the members of the Western Isles Campus Student Staff Consultative Committee.
 - iii) The procedure for the election of the Western Isles Campus Representative shall be as follows:
 - a) Representatives from each class, shall be elected at the first meeting of the Academic Year.
 - b) Once all representatives are elected, they shall meet to elect the Western Isles Campus representative.
 - c) The election shall be by show of hands and only those student members of the Committee shall hold a vote.
 - iv) The Western Isles Campus Representative shall be elected within the first four weeks of the Autumn Semester.
 - v) If, at any stage in the Academic year, the Western Isles Campus Representative ceases to be a student of the Western Isles Campus, they shall immediately resign from the Council and a replacement shall be elected as soon as is practicable by and from the student members of the Western Isles Campus SSCC.
 - vi) In the event that the Western Isles Campus Representative resigns, the position shall be filled by way of a by-election as soon as is practicable, by and from the members of the Western Isles Campus SSCC.

7) Exchange Students Representative

- i) The Exchange Students Representative shall be elected in accordance with the Constitution of the Association.
- ii) The election shall be conducted in line with the procedures set out in the Elections Schedule Part 1, with the exception of sections 5 and 8.
- iii) Nominations for the post of Exchange Students Representative shall open two weeks, prior to the election taking place.
- iv) Nominations will close at 12 noon, one week, prior to the election taking place.
- v) The election will take place, wherever possible, as prescribed in the Constitution of the Association.

8) Tenure of Office

Tenure of office shall be as set out in the Constitution of the Students' Association.

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