



1. General Information

- 1.1 The Rector takes office on the first day of the second clear month after his/her election (1 January 2012), and holds office for three years from the date on which he/she takes office. The Rector is (*ex officio*) a member of the University Court and Chairs its meetings. It should be noted, however, that the University Court has agreed, in principle, to remove the automatic right of the Rector to Chair Court. Subject to the outcome of discussions with the Privy Council as to the legal mechanism required to implement such a change, this change might come into effect during the course of the forthcoming Rector's term of office.
- 1.2 Proposers should note that under the Universities (Scotland) Act 1966, Section 11, the office of Rector may not be held by any person who holds an appointment in the University of Aberdeen.
- 1.3 Expenses incurred by the Rector on travel and accommodation on official University business will be met by the University throughout his/her period of office.
- 1.4 The Returning Officer will be appointed by and from the Senate. The Senate will also appoint an Elections Committee. The Elections Committee will comprise: two members of Senate; the University Secretary and a student member of Senate. The student member of the Elections Committee will not be permitted to take any other role in the election process. The Elections Committee will oversee the procedures of the election and consider any appeals against decisions of the Returning Officer.
- 1.5 The organisation of the election is delegated to the Academic Registrar by the Election Committee and the first point of contact for all electoral matters should be Academic Registrar, or nominee.
- 1.6 All documentation, rules and guidance in relation to the election will be made available on the University's Rectorial web pages - <http://www.abdn.ac.uk/students/rector/>

2. Nomination

- 2.1 The deadline for nominations will be 1.00 p.m. Thursday 27 October 2011. No nominations will be accepted after this time.
- 2.2 The nomination and sponsors form must be submitted to the Principal's Office within normal office hours (9am to 5pm) not later than 1pm on Thursday 27 October 2011.

- 2.3 Each nomination must be signed by fifty sponsors who must be matriculated students of the University in the session 2011/12.
- 2.4 No student may sponsor or propose more than one candidate.
- 2.5 The two students who have proposed the Rectorial candidate will be the main point of contact for communications related to the election and will be responsible for running the election campaign and ensuring adherence to the rules of the election.

The two proposers for each candidate (and the candidate if available) must attend a compulsory briefing meeting with the University Secretary prior to submission of nomination to enable the Secretary to brief potential candidates on the roles and responsibilities of the post.

- 2.6 The eligibility of nominations shall be scrutinised by the Election Committee to confirm their validity.

3. Campaigning

- 3.1 Campaigning may begin on Monday 31 October 2011 at 0001hrs. Campaigning of any variety before the campaigning period opens will not be permitted.
- 3.2 In any campaign's promotional material (including websites), the only names mentioned may be those of the candidate; and names of eligible voters – provided that their consent has been obtained, and that they may be cited only as individuals/ students of a given discipline. No mention may be made of any position they hold in the Students' Association or any Club or Society. Endorsements from non-voters are not allowed, nor is criticism of other candidates or their supporters.
- 3.3 Posters must be displayed only within the campus of the University (including partner institutions), be capable of easy removal, and taken down within 24 hours of the conclusion of voting. If this is not done, they will be removed by Estates and charged as a campaign expense.
- 3.4 Posters should not be put on any scaffolding or on any construction site on campus. Campaign teams are reminded that the High Street is council property and therefore any posters put up may be regarded as fly posting.
- 3.5 Spoiling of other campaigns' posters is not allowed (nor of course material which is defamatory) – these would be regarded as disruptive and therefore as a disciplinary offence.
- 3.6 Each campaign may have only one single web site dedicated to its campaign. The location of this website must be confirmed to the Returning Officer before campaigning begins and must be clearly identified on the candidate's manifesto. (For these purposes this may be a dedicated page within Facebook or other social networking site). Campaigns may not use any society, School or other mailing list to harvest email

addresses, phone numbers, or any other data for campaign purposes. Teams may not use pre-existing Facebook groups or websites for promotion.

- 3.7 The Academic Registrar will arrange for one email to be sent to all students from each campaign team during the period of campaigning. Emails will not exceed 500 words in length and may include a link to the approved campaign website. Emails will be approved by the Returning Officer before circulation. No other unsolicited emails are permitted.
- 3.8 Campaign teams are not permitted to use any Students' Association resources to assist with campaigning. No affiliated society or sub-committee may officially endorse any candidate.
- 3.9 Active Campaigning of any variety must not take place within University owned or managed buildings including Halls of Residence, the Hub, Butchart Centre and Sports Village.
- 3.10 T Shirts as indicative of individuals' affiliation to a campaign, and provided included within the expenditure limit, are permitted – including while voting or attending classes.
- 3.11 The Academic Registrar will make arrangements for the Rectorial Election Hustings and the Rectorial Battle to take place during campaigning. Full details will be provided to campaign teams in advance.

4. Campaign Expenses

- 4.1 Candidates and their proposers will be limited to spending £300 in connection with promoting their own campaign. This includes expenditure on items such as posters, leaflets, advertisements and web sites. The University will not refund any expenses individually incurred by a candidate in connection with the Rectorial Election.
- 4.2 The University will only reimburse expenditure on the production of an account of expenditure with full receipts within 7 days of the close of voting.

5. Voting and announcement of results

- 5.1 Voting will take place electronically from the University Rectorial web pages from 9am Tuesday 8 November 2011 – 5pm Thursday 10 November 2011.
- 5.2 Only matriculated students will be eligible to vote, those who have been given temporary registration only will not be permitted to vote. Provision will be made for those students unable to vote electronically to submit paper votes by post. Procedures for paper voting will be displayed on the University Rectorial web pages.
- 5.3 The electoral roll will be compiled as of noon one week before the day voting opens.

- 5.4 At the close of the poll the result will be determined electronically using software provided by the Electoral Reform Society of Great Britain and Northern Ireland.
- 5.5 The result will be determined at a venue designated by the Returning Officer. The candidates (if available) and the two student proposers of each candidate must be present at the count. In addition, a representative of the Students' Association and members (or nominees) of the Election Committee are permitted to be present at the count.
- 5.6 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 per cent plus one of the total vote's case he/she shall be declared elected. If no candidate has an overall majority then the candidate with the least votes shall be eliminated and each of his/her votes transferred to whichever candidate has been listed second in order of preference. These transferred votes shall each count as one full vote.
- 5.7 This process shall be repeated until either one candidate has obtained 50 per cent plus one of the total votes cast or there are only two candidates left who have not been eliminated, in which case the candidate of those two with the most votes shall be declared as elected.
- 5.8 In the event of an equality of votes for two or more candidates at any stage of the count then the candidate to be excluded shall be decided by the relative placings of the candidates at the most recent stage of the count at which their votes were unequal (or if equal at all stages by the drawing of lots). The Returning Officer appointed by and from the Senate, will declare the result of the election.
- 5.9 In the event of only one nomination being received no vote will take place and the Returning Officer will declare the sole nominee to have been elected.
- 5.10 The result of the election will be announced by 6 p.m. on Thursday 10 November 2011.
- 5.11 Appeals against any decision of the Returning Officer will be considered by the Election Committee. Appeals must be submitted to the Academic Registrar within 48 hours of the decision being appealed. Appeals will only be considered on grounds of procedure, competency or prejudice. The decision of the Election Committee will be final and there is no further route of appeal.