12 March 2018
To: all members of Support Staff

ELECTION TO COURT OF 15 MEMBERS OF SUPPORT STAFF

Nominations are sought for fifteen members of University Support staff to serve on the University Court from 1 August 2018. Court is a key ceremonial and advisory body within the University’s constitutional structure. It is chaired by the Chancellor, Sir Paul Nurse, and usually meets once a year.

We are currently in the process of considering modifications to the role and composition of Court and will be consulting on a possible model in the coming months. Although the usual term of office for Support staff members of Court is three years, changes to Court might mean that successful candidates’ terms of office are shorter than this in practice.

The next annual meeting of Court will be 7 December 2018. It is anticipated that the future of Court will be discussed and voted upon at that meeting.

Further information about Court is set out in the appendix to this letter and on our website: http://www.bristol.ac.uk/court.

Members are elected in the following categories or roles within the Support staff:
- 4 members of staff in operational roles
- 2 members of staff in technical roles
- 9 members of staff in administrative roles.

To stand for election in a particular category, you must hold a role in that category. You must also be nominated by six other members of Support staff who hold roles in the same category as you. If you are uncertain about which category your role belongs to, please contact the Governance Team at governance@bristol.ac.uk and they will assist you.

To stand for election to Court, please return a completed nominations form, together with a short CV, by 5pm on Monday 2 April 2018. Details of how to complete a nominations form are set out in the appendix to this letter.

If there are more nominations for any category of staff than there are places available, a ballot will be held for that category of staff. The candidates with the greatest number of votes will be declared elected. Further information about the elections process is set out in the appendix to this letter.

Please do not hesitate to contact me, or the Governance team, if you have any further queries about the role or the election process.

1 Professional Services staff
APPENDIX: FURTHER DETAILS

1. The University Court

Court has been in existence at the University of Bristol for over 100 years. It forms part of the University’s formal governance structure, providing a public forum for consultation and dialogue with the University’s stakeholders and includes representatives from the University’s officers, staff, students and alumni, local authorities, MPs, local schools and colleges, other Universities, and learned societies.

Court receives reports from the Board of Trustees and an annual audited statement of accounts. Court may comment on the affairs of the University, advise the Board of Trustees on any matter, and invite the Board of Trustees to review a decision. It appoints the Chancellor and Pro-Chancellors and elects lay members of the Board of Trustees.

Each year (usually in December, but this can vary), all members of Court are invited to attend the Annual Meeting of Court, over which the Chancellor presides. Members tell us that they value these meetings as an opportunity to listen to and ask questions of the Chancellor, the Vice-Chancellor and the Chair of the Board of Trustees.

Court may hold special meetings at the request of its members. Formal minutes, papers and presentations from the meetings of Court are made available to members of the public on the website.

We are currently in the process of considering modifications to the role and composition of Court and will be consulting on a possible model in the coming months. Although the usual term of office for Support staff members of Court is three years, changes to Court might mean that successful candidates’ terms of office are shorter than this in practice.

The next annual meeting of Court will be 7 December 2018. It is anticipated that the future of Court will be discussed and voted upon at that meeting. Candidates who are successfully elected to Court will be expected to attend that meeting.

2. Eligibility and the elections process

If you are uncertain about any aspect of this election, please contact the Governance Team at governance@bristol.ac.uk.

From 1 August 2018, there will be 15 vacancies for Support staff on Court.

In accordance with Ordinance 42, separate elections will be conducted for each of the three categories of Support staff, as follows:

- 4 members of staff in operational roles
- 2 members of staff in technical roles
- 9 members of staff in administrative roles.

To stand for election to Court, please send to the Head of Governance a completed Nominations form together with a short CV by 5pm Monday 2 April 2018 (contact details below).

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2 Please note that Ordinance 4 uses slightly different terminology.
A template nominations form is enclosed with this letter/email but can also be downloaded from the University website at:
http://www.bristol.ac.uk/university/governance/universitycommittees/court/elections2018/

To complete a nominations form, please make sure that all sections are filled in, and that it is signed by six other members of Support staff who hold roles in the same category as you. These are your nominators.

If there are more nominations for any category of staff than there are places available, a ballot will be held for that category of staff. The candidates with the greatest number of votes will be declared elected. If an election is held it will be conducted by single transferable vote.

Members of Support staff currently serving on Court are eligible for re-election (up to a maximum of nine consecutive years).

As an equal opportunities employer, the University is keen to see the widest possible representation on Court, and so Support staff members from all areas of the University are encouraged to put their names forward. We are particularly keen to receive applications from women and from individuals from minority ethnic groups, which are currently under-represented on Court.

Details of where to send your nomination form and CV:

By email to: governance@bristol.ac.uk

By post to:
Ms Lucy Barling
Senior Governance Officer
Governance and Executive Support
University of Bristol
5th Floor
Senate House
Tyndall Avenue
Bristol BS8 1TH

Note: Unless you advise otherwise, the Governance team will send your ballot (if a ballot is required) to either the postal address listed at the top of this letter or to the email address to which we have sent this letter.