



## Imperial College Union Communications Committee

24 April 2018

<b>AGENDA ITEM NO.</b>	7
<b>TITLE</b>	Elections at Board subcommittees
<b>AUTHOR</b>	Andrew Keenan Head of Student Voice & Communications
<b>EXECUTIVE SUMMARY</b>	Elections will be primarily owned by Governance Committee, with the Communications Committee focusing on communications plans. A elections forward agenda for both committees is proposed.
<b>PURPOSE</b>	To make clear the responsibilities of each subcommittee in the delivery and evaluation of future Leadership Elections cycles
<b>DECISION/ACTION REQUIRED</b>	Commentary and approval.

## **Elections at Board subcommittees**

### **1. Introduction**

- 1.1. The Leadership Elections 2018 (LE18) were badly affected by organisational failings, and changes must be made at governance and operational levels to prevent these issues recurring in future election cycles.
- 1.2. The last Communications Committee meeting requested that its responsibilities and those of the Governance Committee be clarified in advance of the new academic year, to ensure that future election cycles are being effectively governed and to give Trustees the appropriate opportunities to contribute to planning.
- 1.3. The Chair specifically requested that the planning and programme management resource allocated to Leadership Election cycles be increased and that the structure of the Elections team be reviewed.

### **2. Responsibilities**

- 2.1. I propose the following responsibilities be allocated to each committee. To be clear, I propose that Governance Committee bears the majority of responsibility for delivering successful elections cycles, with Communications Committee focusing only on communications-related planning and evaluation.
- 2.2. Governance Committee:
  - 2.2.1. Ensuring that adequate programme management plans are in place to support all three key election cycles, by ensuring that a well-supported elections working group is in place with clear membership, terms of reference and staff support.
  - 2.2.2. Scrutinising an elections implementation plan for the LE19 cycle.
  - 2.2.3. Receiving full evaluations of our election cycles and holding staff and officers accountable for the recommendations.
  - 2.2.4. Additionally, section F of the bye-laws state that only Governance Committee can appoint the Returning Officer, disqualify candidates, order elections to be re-run, or set aside ballot papers.
- 2.3. Communications Committee:
  - 2.3.1. Ensuring that all three election cycles are adequately represented in any organisational communication plans such as the proposed Strategic Marketing Plan, at the start of the academic year.
  - 2.3.2. Ensuring that all democracy-related communications, including elections, Officer Trustee achievements, Union Council and others, are coherently planned and

delivered in a fashion consistent with the key messages set out in the Strategic Marketing Plan.

- 2.3.3. Scrutinising an elections-specific marketing plan in advance of the LE19 cycle.
- 2.3.4. Discussing the communications-related results of any evaluation and holding staff and officers accountable for the recommendations.

### 3. Timeline

- 3.1. Applying these responsibilities to the provisional year card gives the following timeline for elections governance by Board subcommittees:

**May/June 2018:** Governance Cttee #4 – Receive LE18 Review and agree recommendations

**June 2018:** 2018/19 year card approved, including LE19 timetable

**July 2018:** Communications Cttee #5 – Approve strategic marketing plan with clear content and timelines relating to democracy and election cycles

**13 September 2018:** Communications Cttee #1 – Discuss progress against the strategic marketing plan; ensure that a detailed plan is in place for the Autumn Elections 2018 and that marketing work for the Leadership and Summer Elections 2019 is planned.

**19 September 2018:** Governance Cttee #1 – Receive report from Elections working group regarding Autumn Elections 2018, and approve Returning Officer for that election cycle

**5 November 2018:** Communications Cttee #2 – Discuss outcomes of Autumn Elections 2018 and review an outline LE19 marketing plan

**27 November 2018:** Governance Cttee #2 – Receive outline LE19 election implementation plan, review any proposals for governance changes for 2019/20 that affect LE19 positions, and approve LE19 Returning Officer

**28 January 2019:** Communications Cttee #3 – review progress against already-underway Elections Marketing Plan (for LE19, nominations opening 4 February 2018)

**7 February 2019:** Governance Cttee #3 – review plans for election delivery with focus on election integrity: rule enforcement, RO/DRO support and risk management

**20 March 2019:** Governance Cttee #4 – handle any complaints arising from LE19 (voting closes 15 March 2019)

**8 May 2019:** Governance Cttee #5 – receive LE19 Evaluation and agree recommendations

**29 May 2019:** Communications Cttee #5 – receive LE19 Evaluation (focusing on communication and marketing) and agree recommendations

#### **4. Recommendations**

- 4.1. I recommend that the Communications Committee discuss and approve this distribution of responsibilities; I will propose the agreed version to the next Governance Committee. In case of disagreement, I will aim to have it resolved by direct communication between the relevant Chairs to enable 2018/19 planning to continue.