Elections to the CGU Presidency

(University of Santiago de Compostela, 24th September 2015)

- Information package -

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I. Preliminary information

- Next September we are electing a **new President and Executive Committee**.
- Each **full member** Institution has **one vote**.
- Only the highest representatives of these institutions are called to vote.

Please, read these guidelines for understanding the whole process.

This information package is addressed to the highest representative of the full member universities of the Compostela Group of Universities (Rectors, Presidents, or equivalent).

It aims to be useful guidelines to know the Compostela Group of Universities' Presidential elections procedure, to present a candidacy in accordance to the Statutes and the internal regulations of the network, and to maintain a fair and democratic & transparent elections process.

The information gathered in this document is stated according to the Statutes of the network (see **Annex I - CGU Statutes**).

II. Governing team: the Executive Committee

WHAT ARE WE ELECTING?

- The new President
- The Executive Committee: formed by 13 members

a. Positions and profile

The President and his/her team are statutory named as 'Executive Committee'.

The Executive Committee shall be composed by at least 13 members:

- **The President:** The candidate should be internationally recognised in teaching, research and, if possible, also in management.
- **The Nominal Member**: This position corresponds to the outgoing President;
- **The Executive Secretary:** This position is designated by the University of Santiago de Compostela;
- And, **ten members**: At least one of them shall be appointed as **Vice-president**, and another one as **Treasurer**. The members should be selected by the President with a view to wide geographical representation, variety of higher educational institutions, gender balance and individual expertise.

  Membership on the Executive Committee is personal rather than institutional, though members must have the support of their home universities.

All the posts mentioned will have an honorary character, except the Executive Secretary.

Certain honorary positions shall be appointed by the President to take part of the Executive Committee when they are found relevant for the CGU: e.g. CGU Delegate in Brussels.

b. Role and responsibilities

WHICH ARE THE FUNCTIONS OF THE ELECTED POSITIONS?

- **The President**: represents the Group and carries out the decisions of the General Council
- **The Executive Committee**: strategic management of the Group, and presentation to the General Council of the annual and financial reports, the annual budget and the new membership applications

The President's: Apart from the duties laid down in the Statutes, those determined by the General Council or those pertinent to the position, the President will:

- Represent the Group as its President, in the areas of both internal and external relations;
- Summon the General Council, for both ordinary and extraordinary meetings;
- Carry out the decisions of the General Council.

The **Executive Committee** (President and his/her team) will be responsible for the day-to-day management of the Group, and for the organisation of the meetings of the General Assembly and General Council.

They will also discuss and approve the following documents drawn up by the Executive Secretary, which will then be presented to the General Council for their approval:

- Minutes of the previous Council meeting;
- The annual report of activities;
- The financial report for the previous year;
- The budget for the following year;
- The programme of future activities;
- Proposals for the admission of new members;

- Other such reports that it finds appropriate to present to the General Council.

Likewise, the members of the Executive Committee will meet at least twice a year in order to carry out its duties: so far, one meeting uses to be in Brussels, one meeting uses to be in Santiago de Compostela, and the third one uses to be in the framework of the General Assembly.

III. Submission of candidacies

HOW TO SUBMIT A CANDIDACY?

- Use the CGU template for candidacies
- Attach: full CV + letter of support + memorandum with a four-years programme of activities
- Send it, by email & registered post, to the Executive Secretary before 14th May 2015

a. Template and additional documentation

Candidacies shall be presented using the **Annex II – Template for candidacies,** where it is requested to list the proposed members including their name and surname, their position, their home university, and contact email and telephone.

In addition, it is requested the following documentation:

1. **Full Curriculum Vitae** of the candidate and of the proposed members;
2. **Letter of support** to every member, stamped and signed by the highest representative of their corresponding home university (one letter per member);
3. A **memorandum containing** their programme of activities of the candidate for the upcoming four years;

b. Delivery of candidacies

Candidacies shall be sent, duly signed (handwriting) and stamped in all pages, care of the Executive Secretary of the Compostela Group of Universities, Prof. Dr Isabel Lirola Delgado, as follows:

- Firstly, the scanned version of the candidacy and its additional documentation must be sent by email to lucia.castro@usc.es
- Secondly, the hardcopy of the candidacy and its additional documentation must be sent by registered post to the address:

  Compostela Group of Universities
  C.O. Prof. Dr Isabel Lirola
  Executive Secretary
  Casa da Cuncha, rúa da Conga, no. 1
  15782 Santiago de Compostela (Spain)

c. Deadline for submission and confirmation of reception

The deadline for submission of candidacies is **14th May 2015**.

The Executive Secretary shall confirm the sender the correctly reception of the candidacy, or inform him/her of any unfulfilled step. Candidates may submit any requested amendments within the **next 10 days** upon reception of that formal communication.

IV. Elections process

IMPORTANT DATES

- **24th May**: Elections and candidates are made public
- **31st July**: Last day for designing a delegate (in case the highest representative of your institution cannot go to de General Assembly)
- **24th September**: Elections day

a. Announcement of elections and candidacies

The elections and the submitted candidacies will be officially made public through the corresponding CGU communication channels at least four months before the General Council meeting: **on 24th May 2015**.

The highest representative of the CGU full member universities (Rectors, Presidents, or equivalent) will receive by email firstly and by post secondly the following:

- Invitation letter to participate in the General Council meeting;
- List of submitted candidacies;
- Programme of the General Council meeting where the elections take place.

Associate members shall be duly informed of the elections and be invited to participate in the General Council as non-voting members. Collaborative members may be invited when questions of interest to them are to be considered.

b. Elections date and quorum

The elections will take place on **Thursday, 24th September 2015**, in the next General Council meeting which will be in the XXI General Assembly (University of Santiago de Compostela, 24th-26th September 2015).

At least one third of the highest representatives or their delegates must be present at the General Council for a quorum.

The General Council will also be validly constituted, even when all the formal requirements have not been met, if all the members present at the meeting agree unanimously to this.

If members are unable to attend, Rectors or equivalents may authorise the delegate from another member university to act on their behalf (see how to designate in the next point).

c. Vote's right and voting designation

Only the highest representative of the CGU full member universities in person (Rectors, Presidents, or equivalent) can vote. This means each CGU full member university has 'one vote'.

In case that the highest representative cannot attend the General Council meeting, they may delegate their vote in the attending person from the home university or from 'another member' university. In that case, a formal voting designation must be sent care of the Executive Secretary, Prof. Dr Isabel Lirola, by **31st July 2015** (See **Annex III – Voting designation**).

It will be understood that those member universities not sending any 'Voting Designation' decline to use their right as members, and will accept the results of the voting.

d. Voting process

Voting will take place in one of the following ways:

- By consent, understood as the absence of explicitly expressed disapproval;
- A show of hands where each member will express approval or disapproval;

- Secret ballot, when requested by one third of those present at the meeting, or if the issues affects a particular individual, in which case the request of a single member is sufficient.

Attending university representatives shall bring their identification card or passport card to show it when necessary.

e. Recount

Proposals put forward at the General Council may be carried by a simple majority of the members present.

The former President has the right to vote on all motions and will have a casting vote in case of a tie.

V. Elections' Steering Committee

A Steering Committee is set up with the aim to ensure that the elections process is implemented in accordance to the Statutes and the internal regulations of the network. It is composed by the following members:

-Prof. Dr Maurits van Rooijen, current President;
-Prof. Michael Cooper, Nominal Member;
-Prof. Dr Isabel Lirola, Executive Secretary.

VI. Discrepancies

The highest representatives of the CGU full member universities may present any discrepancies and/or amendments to the elections at any time of the process.

If it is the case, a formal written communication must be sent care of the Executive Secretary by email firstly (lucia.castro@usc.es) and by registered post secondly to the address stated in point III.b of this document. That formal communication must indicate explicitly the reasons of the discrepancies and/or amendments which must by duly justified with legal and statutory documentation. The communication will be conveyed to the other General Council members.

On the other hand, any interruption of the elections without any justified reason will be conveyed to the other General Council members and be subject to an individual or institutional punishment.

VII. Contact details

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Executive Secretary

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