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PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT			

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Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today**. !



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1. PURPOSE

1.1. The purpose of this document is to provide a procedure for the election of Student and Staff Representatives on the following Boards or Councils:

1. The Board of Governors (BOG)
2. The Vocational and Professional Council (VPC)
3. The Board of Studies (BOS)
4. The Student Council (SC)

1.2. The MCAST Act of 2023 stipulates that Student and Staff representatives are to be elected by and from Students and Staff respectively. Moreover, Student representatives are also elected for the Student Council. These are distributed as follows:

Type	Board / Council	Total Count	Description
Staff Representative(s)	Board of Governors	2	one (1) representative elected by and from the academic employees
			one (1) representative elected by and from the administrative employees
	Vocational and Professional Council	2	two (2) representative elected by and from the full-time academic employees
	Board of Studies	2	two (2) representative elected by and from the full-time academic employees
Student Representatives	Board of Governors	1	One (1) student representative elected by and from amongst the students
	Vocational and Professional Council	2	Two (2) student representative elected by and from amongst the students
	Board of Studies	1	One (1) student representative elected by and from amongst the students of the academic unit or institute
	Student Council	13	Thirteen Students selected from amongst the College's registered students

2. SCOPE

2.1. This procedure applies to all MCAST Staff and Students.

3. ELIGIBILITY

3.1. All full-time staff and students in all Institutes, Centres, and at the Gozo Campus, are entitled to cast their vote as part of elections for specific representatives (refer to 1.2 above)



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4. DATES AND DURATION OF ELECTIONS

4.1. Elections will be held online on dates established by the MCAST Electoral Commission from 0800 until 2000 hours.

5. ADMINISTRATION OF ELECTIONS

5.1. All elections (i.e. both Staff and Student elections) will be coordinated and overseen by the Appointed Electoral Commission.

5.2. The Electoral Commission is appointed by the MCAST Principal and CEO.

6. NUMBER OF ELECTED REPRESENTATIVES

6.1. Kindly refer to the table in 1.2 (above) for the number of representatives to be elected from each election

7. ELECTIONS PROCEDURE

7.1. All elections shall be held online.

7.2. The list of eligible candidates will be made available to the electorate via Internal Circular, prior to the election date. Reminders may be issued as necessary.

7.3. The electorate will be informed via Internal Circular of the voting window timeframe/s.

7.4. Votes are to be cast via Microsoft Forms on dates as established by the electoral committee. No votes will be accepted beyond the pre-established timeframes.

7.5. Votes are to be cast using the personal MCAST email addresses issued to students and staff.

7.6. The voting process shall be anonymous.

8. COMMUNICATION OF RESULTS

8.1. Communication of results for each individual election, will be done via Internal Circular issued by email following the date of the specific election.

8.2. Results will be issued by the Electoral Commission.

8.3. At the end of the election process, once all elections have taken place, a final report with the result of each election, including any vacant spots, will be issued.

8.4. As per the MCAST ACT of 2023, Student representatives elected in any of the elections will serve a one (1)-year term, starting from the 1 December until the 30 November of the following year, provided that, they may be re-elected. Academic and Administrative Staff representatives shall hold office for a period of three (3) years, provided that, they may be re-elected.



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8.5. The participation of all staff and students in the MCAST elections is greatly encouraged. Elected representatives are the voice of the voters and they can take an active part in the decision-making process of the main governing boards of the College.

9. REFERENCE DOCUMENTS

- DOC 271 STUDENT-NOMINATIONS-FOR-THE-STUDENT-COUNCIL-FORM
- DOC 274 ACADEMIC-STAFF-NOMINATIONS-FOR-BOARD-OF-STUDIES-FORM
- DOC 272 STUDENT-NOMINATIONS-FOR-BOARD-OF-STUDIES-FORM
- DOC 270 ACADEMIC-STAFF-NOMINATIONS-FOR-VPC-FORM
- DOC 273 STUDENT-NOMINATIONS-FOR-VPC-FORM
- DOC 468 STUDENT NOMINATIONS FOR BOARD OF GOVERNORS - BOG –FORM
- DOC 469 ADMINISTRATIVE STAFF NOMINATIONS FOR BOG – FORM
- DOC 470 ACADEMIC STAFF NOMINATIONS FOR BOG FORM