

## **Governance Rule - Schedule 5 - Elections**

### **1. Conduct of election**

- (1) An election to the Council or to the Academic Senate is to be conducted by the University Secretary or the Returning Officer.
- (2) In the performance of any of the University Secretary's functions under this Rule, the University Secretary may be assisted by such persons as the University Secretary appoints.
- (3) Subject to the Act, the By-law and this Rule, an election is to be effected in such manner as the University Secretary determines.

### **2. Timing**

In the conduct of an election, the following periods are to be allowed:

- (1) no less than 14 days between the date of publication of a notice of election and the date and time for close of nominations,
- (2) no more than 28 days between the close of nominations and the date of issue of ballot papers,
- (3) no less than 14 days between the issue of the ballot papers and the closing of the ballot.

### **3. Notice of election**

- (1) The University Secretary is to give notice of an election:
  - (a) by publishing the notice by means of the website of the University, and
  - (b) by any other means that the University Secretary considers appropriate.
- (2) The notice of election must:
  - (a) state that an election is necessary to fill the office or offices concerned, and
  - (b) state the number of persons to be elected and the qualifications for candidature, and
  - (c) invite nominations of persons for election, and
  - (d) specify the form of the nomination and the means by which it is to be submitted to the University Secretary, and
  - (e) prescribe a date and time by which nominations must reach the University Secretary, being the time of close for nominations, and
  - (f) contain such other information relating to the election as the University Secretary considers appropriate..

### **4. Nominations**

- (1) The University Secretary may only accept a nomination for election if:
  - (a) it is in writing in the form specified in the notice of election, and

- (b) in relation to an election to the Council, it is signed by 2 persons whose names appear on the appropriate roll kept under Part G of the Governance Rule, and
  - (c) the person is qualified to stand for election, in accordance with the By-law and this Rule; and
  - (d) the person nominated has consented to stand for election by a notice in writing given to the University Secretary before the time prescribed for the close of nominations or by a notation to that effect on the nomination form, and
  - (e) it is received by the University Secretary before the time prescribed for the close of nominations.
- (2) A candidate may provide the University Secretary with a passport-size personal photograph and a written statement about the candidate of not more than 150 words.
- (3) If, following the close of nominations:
- (a) in relation to an election to the Council, the number of accepted nominations is less than the number of persons to be elected - the University Secretary will make a further call for nominations;
  - (b) in relation to an election to the Academic Senate, the number of accepted nominations is less than the number of persons to be elected – the University Secretary will declare the persons with accepted nominations to be elected. A vacancy arising from insufficient nominations may be filled by appointment of a person recommended by the President of the Academic Senate, in consultation with the relevant Faculty Pro Vice-Chancellor and agreed by a majority of the elected members of the Academic Senate;
  - (c) the number of accepted nominations is equal to the number of persons to be elected - the University Secretary is to declare the persons nominated to be elected;
  - (d) the number of accepted nominations exceeds the number of persons to be elected - the University Secretary is to conduct a ballot to fill the vacancies.

## **5. Ballot papers**

- (1) A ballot paper may be in any form, including electronic.
- (2) Each ballot paper is to contain the names of the candidates in an order determined by lot.
- (3) Each ballot paper is to be accompanied by a form of declaration or other means of verification that the person voting is eligible to vote at the election.
- (4) If a ballot paper has been lost or destroyed, a duplicate may be issued by the University Secretary upon receipt of a written declaration that the ballot paper has been lost or destroyed.
- (5) Each ballot paper is to be accompanied by a notice which:
  - (a) specifies the date and the time by which the completed ballot paper must reach the University Secretary, and
  - (b) contains instructions for the transmission (whether electronically or otherwise) of the completed ballot paper to the University Secretary, and

- (c) states the date and time when the ballot is closed,
  - (d) states that the election will be conducted by optional preferential voting, and
  - (e) provides instructions on how to vote.
- (6) The University Secretary must reject a returned ballot paper if satisfied that:
- (a) it has been received after the close of voting, or
  - (b) it has been cast by a person who is not entitled to vote at the election or who has already voted at the election, or
  - (c) it does not comply with the requirements of this Schedule.

## **6. Conduct of ballot**

- (1) A ballot for an election must be a secret ballot.
- (2) A ballot may be conducted by:
  - (a) distributing ballot papers by post and/or email, and requiring eligible voters to return the completed ballot papers by a specified date and time to the University Secretary; or
  - (b) requiring eligible voters to access an electronic voting system, between specified dates and times, in order to vote in the election.
- (3) The University Secretary may make alternate arrangements for a person eligible to vote to cast a valid vote.
- (4) Each candidate is entitled to nominate a scrutineer to monitor the process for the counting of votes.
- (5) Where a ballot is conducted in accordance with clause 6(2)(a), the University Secretary, in the presence of such of the scrutineers as choose to be present:
  - (a) must examine the ballot papers, and
  - (b) must reject as informal those that, in the opinion of the University Secretary, do not comply with the requirements of this Schedule, and
  - (c) must proceed to count the remaining votes with the assistance of such persons as the University Secretary may appoint for the purpose.
- (6) The University Secretary, any person appointed by the University Secretary, and each scrutineer, must not in any way disclose or aid in disclosing in what manner any voter has voted in the election.
- (7) In relation to an electronic ballot, the University Secretary may determine that the voting period be extended in the event of a technical malfunction.

## **7. Determination of result**

- (1) At the conclusion of the counting of the votes, the University Secretary will declare the successful candidate or candidates.
- (2) The decision of the University Secretary on all matters affecting the eligibility of candidates and the conduct and results of an election is final.

- (3) An election is not invalid only because a person whose name is on the relevant roll of the University did not see a notice or a copy of a notice referred to in this Schedule.
- (4) An election is not invalid because of an error or omission in the distribution of ballot papers.

## **8. Records**

The ballot papers and records for an election are to be kept in safe custody by the University Secretary for a period of at least 4 months after the election and may be destroyed at any time after that period, except that if any objection has been received within that period about an election, the voting forms and records for the election may only be destroyed with the approval of the Council or the Academic Senate (as the case may be).