

Academic Board – Election Procedures (refer to Council Resolution CL6/2015/148)

1. Pursuant to subregulation 15 (1) of the Monash University (Council) Regulations, Council, may by resolution determine requirements and procedure for the election to Academic Board of members under subregulation 12 (1) (c)

2. **Interpretations**

Unless a contrary intention appears –

“**academic staff**” means members of staff holding teaching or research appointments or appointments involving both teaching and research, whether on a full-time or part basis;

“**coursework graduate student**” means a student enrolled in a postgraduate degree of the University that is not a higher degree by research;

“**professor**” means a member of the academic staff of the University appointed as a professor but does not include an associate professor, a visiting, honorary or adjunct professor;

“**higher degree by research student**” means a student enrolled in a master’s by research or doctoral degree of the University

“**undergraduate student**” means a student enrolled in a bachelor’s degree of the University;

3. **Returning officer**

- 3.1 Pursuant to subregulation 15(1)(c) of the Council Regulations, Council may appoint a returning officer. For the purposes of these procedures the Returning Officer is the head of the office responsible for central secretariat services..

- 3.2 The returning officer is responsible for –

- 3.2.1 the conduct of an election;

- 3.2.2 the counting of votes; and

- 3.2.3 the determination, and declaration, of the results of an election.

- 3.3 The returning officer may appoint at each campus an assistant returning officer and, for the purposes of a particular election, such other election officers as the returning officer deems appropriate.

- 3.4 The returning officer may from time to time delegate any of his powers and duties to an officer appointed under subsection 3.3.

- 3.5 A reference to the returning officer includes an officer appointed under this section

4. **Election eligibility**

To be eligible for election as –

- 4.1 a member of the academic staff, a person must hold either a full-time appointment or a fractional appointment of not less than 0.4 full-time equivalent and have held that appointment for a period of more than six months;

- 4.2 a coursework graduate student or a higher degree by research student must be attending the university solely or primarily as a student rather than as employee of the university;

- 4.3 an undergraduate student, a student must –

4.3.1 have been enrolled at the university as a candidate for a undergraduate degree for at least one year and be enrolled for a second or later year unit; and

4.3.2 be attending the university solely or primarily as an undergraduate student rather than as an employee of the university.

5. Roll of electors

5.1 The returning officer is responsible for the preparation and custody of the electoral roll.

5.2 For the purpose of a particular election, the roll of electors is the relevant roll as it stands on the day the notice of the election is published.

5.3 In the case of a dispute as to voting qualification, the determination of the returning officer is final.

6. Electronic voting

6.1 Where the returning officer so determines, an election may be conducted by, or include, electronic voting.

6.2 Electronic voting must be by means of a computer software package approved by the returning officer.

7. Call for nominations

A call for nominations to fill any vacant position must be in the form, and published in the time and manner, determined by the Returning Officer.

8. Nomination of candidates

8.1 The nomination of a candidate must be –

8.1.1 in the case of academic staff, by two persons qualified to vote in the particular election;

8.1.2 in the case of undergraduate students, by 10 persons qualified to vote in the particular election;

8.1.3 in the case of coursework graduate students and higher degree by research students, by 5 persons qualified to vote in the particular election;

8.1.2 in the form determined by the returning officer; and

8.1.3 lodged in the time and manner specified in the form.

8.2 Each candidate may supply with his or her nomination, a supporting statement, of no more than 250 words, for publication.

8.3 The returning officer may, before publication, edit a supporting statement insofar as he or she thinks necessary.

9. Withdrawal of nomination

9.1 A candidate may withdraw his or her nomination by notice in writing signed by the candidate.

9.2 A notice of withdrawal must be lodged with the returning officer in the time specified in the nomination of candidate form.

10. Number of nominations

Where the number of nominations –

10.1 does not exceed the number of positions to be filled, the returning officer must declare the nominated candidate or candidates duly elected;

10.2 exceeds the number of positions to be filled –

10.2.1 a poll must be held; and

10.2.2 the returning officer must publish notice of the poll in the form, time and manner he or she determines.

11. Postal vote application

11.1 Except in the case of an election by electronic vote or postal vote only, a person who is qualified to vote but unable to attend and vote in person, may apply in writing to the returning officer for a postal vote.

11.2 Upon receipt of an application under subsection 11.1, the returning officer must send the applicant voting and other papers.

11.3 Postal voting papers must be sent –

11.3.1 in the case of a person who, according to the roll of electors is an employee of the university, through the university internal mail system to the person's university address; and

11.3.2 in every other case, by prepaid mail to the person's address shown in the roll of electors.

12. Voting

Voting, other than postal or electronic, must be at the polling places and during the hours determined by the returning officer and specified in the notice of the poll.

13. Ballot papers

13.1 A ballot paper must be –

13.1.1 in the form prescribed by the returning officer;

13.1.2 issued under the direction of, and initialled by, the returning officer; and

13.1.3 marked by the voter in accordance with the optional preferential system and –

13.1.3.1 deposited in accordance with the instructions on the ballot paper; or

13.1.3.2 in the case of a postal vote, returned as specified in the postal voting papers.

13.2 A ballot paper that does not satisfy the requirements of subsection 13.1 must be rejected as informal by the returning officer.

14. Vote counting

14.1 Votes must be counted in accordance with the majority preferential system.

14.2 Where at any stage during or at the end of a count of votes two candidates have an equal number of votes, the returning officer must decide by lot which candidate is excluded.

15. Scrutineers

15.1 Where the returning officer deems it appropriate, the returning officer may appoint, or authorise the appointment of scrutineers who may attend at the counting of votes.

15.2 The appointment of a scrutineer must be in writing.

15.3 At a counting of votes a scrutineer must produce to the returning officer on request a form of identification approved for the purpose by the returning officer and must comply with any direction of the returning officer.

16. Void election

16.1 Where the returning officer is satisfied that the provisions of these procedures have not been complied with to an extent that materially compromises the proper outcome of an election, the returning officer may declare the election void; and in this event a casual vacancy is deemed to have occurred.

16.2 For the purposes of section 15.1, a failure to comply with section 11 in relation to postal voting papers does not constitute grounds for avoiding an election.