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ELECTION REGULATIONS

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PART 1: THE ELECTION REGULATIONS

1 Application

1.1 These regulations apply to:

- a. Elections for Directors of the UOW Pulse Board;
- b. Any other elections that the Board decides to hold.

1.2 The Board may vote a 2/3 majority and ignore any of these regulations.

2 The Returning Officer

2.1 The CEO of UOW Pulse is the Returning Officer. The CEO may appoint a Deputy Returning Officer (who could be an Elections Service Provider) and/or such assistants as are necessary for the conduct of the election.

3 Breaking the Regulations

3.1 If the Returning Officer is satisfied that a candidate has:

- a. Breached; or
- b. Encouraged another person to breach these regulations, the Returning Officer may disqualify the candidate when the Returning Officer declares the results of the election.

3.2 The Returning Officer has the authority to solve all disputes about:

- a. What the regulations mean; and
- b. Breach of the regulations

4 Challenging the Election Results

4.1 Any:

- a. Voter; or
- b. Candidate may challenge the validity of the election result.

4.2 Challenges must be:

- a. In writing; and
- b. Given to the Returning Officer by 3.00pm on the first working day after the election result is declared.

4.3 Challengers must:

- a. State why they think the result is invalid; and
- b. Ask for a particular remedy.

5 Appeals to the Election Appeals Committee

5.1 A person may appeal against any action or decision of the Returning Officer.

5.2 All appeals must be in writing to the Returning Officer who shall issue a receipt.

5.3 All appeals will be heard by the Election Appeals Committee.

5.4 a. The Election Appeals Committee will be made up of:

- i. UOW Pulse Chair
- ii. An Executive Director of the UOW Pulse Board;
- iii. A Non-Executive Director of the UOW Pulse Board;

b. Any of these people may provide a replacement.

5.5 A **quorum** for the Election Appeals Committee is three (3).

5.6 The Election Appeals Committee must meet within seven (7) days of receiving an appeal.



- 5.7 The Election Appeals Committee is to notify the CEO and person making the appeal with twenty-four (24) hours of the meeting.

PART 2: THE ORGANISATION OF ELECTIONS

6 When Elections must be held

- 6.1 Elections for members of the Board must be held:
- When a vacancy exists or term expires;
 - By the procedure in the Election Regulations.
- 6.2 If an election is needed to fill a vacancy on the Board, it must be held forty-two (42) days or fewer after the Board declares the position vacant.
- 6.3 If a vacancy is declared less than five (5) months before the next annual election:
- Regulation 6.2 does not apply; and
 - No election to fill that vacancy will be held before the next election.

7 Notice of Elections

- 7.1 The Returning Officer must:
- Give members at least seven (7) days' notice of election.
 - Only issue notice of election during teaching weeks of Spring and Autumn sessions.

8 Nominations and Voters

- 8.1
- Nominators, seconders and voters for the person elected by the Students must be current students of the University of Wollongong, including UOW College;
 - Nominators, seconders, and voters for the person elected by the employees must be a current employee of UOW Pulse.
- 8.2 The closing date set for nominations, biographical details and/or policy statements for the Election must be:
- At least seven (7) days prior to the holding of the election.
- 8.3 The Returning Officer must make nomination forms available at:
- The UOW Pulse Student Engagement office (for Student Director elections only);
 - Other places stated in the election notice;
- 8.4 Nominations must be:
- On the UOW Pulse issued nomination form.
- 8.5 The nominated person must state on the form that they agree to:
- Stand for election;
 - Follow all regulations controlling the elections.

8.6 The Returning Officer will provide a receipt via email advising that the nomination has been received, and the receipt shall indicate whether the nomination has been validated.

8.7 A nomination cannot be withdrawn after nominations close.

8.8 At the hour of nomination, the Returning Officer must:

- a. Be at the place of nomination;
- b. Publicly produce all nomination forms received; and
- c. Declare the name of all nominated candidates.

8.9 After the close of nominations, at the place of nomination and in front of everyone present there, the Returning Officer must:

- a. Prepare a list of the nominated people's names;
- b. Read out the list;
- c. Cut each name out of the list, so that each name is on the same sized piece of paper;
- d. Fold each piece so that the name cannot be seen, and each piece is the same size;
- e. Place the pieces in an empty container;
- f. Get an officer of UOW Pulse to take the pieces out of the container one at a time, and pass them to a second officer of UOW Pulse;
- g. Get the second officer to call out the name of each piece of paper; and
- h. Write down a list of the names in the order in which they are called.

8.10 The list made by the Returning Officer under Regulation 8.9 sets the order in which the candidates' names must be printed on the ballot papers.

9 What happens if there are not enough nominations?

9.1 If the number of nominations is less than or equal to the number of vacancies, the Returning Officer must declare the nominated people to be elected.

9.2 If there are still vacancies after regulation 9.1 has been applied the Returning Officer must re-open nominations.

9.3 If there are still vacancies at the date when the second time for nominations closes, the next ordinary Board meeting must decide whether there should be another election.

10 Election Campaign

10.1 Each candidate is invited to provide a biography/statement of no longer than 300 words for publication (provided that no material shall be accepted for publication if, in the opinion of UOW Pulse's legal advisers, it is obscene or defamatory). In the case of on-line publication, references to private e-mail addresses and the URL of private websites will be permitted, but direct links will be disengaged.

10.2 A candidate may not spend or must not knowingly allow others to spend on their behalf, more than \$100.00 on any UOW Pulse Board Election Campaign.

10.3 All candidates must give the Returning Officer on demand:

- a. A statement of the money they have spent or had spent on their behalf on the campaign; and
- b. Appropriate invoices and receipts.

10.4 UOW Pulse will not pay candidates' campaign expenses.

10.5 All publicity materials must carry a statement of authorisation from the candidate who is responsible for them.

- 10.6 Publicity materials must not be:
 - a. Attached to; or
 - b. written on,
any University or UOW Pulse building other than on notice boards permitted by University or UOW Pulse policies for this purpose.
- 10.7 Candidates must each pay for any cleaning needed to remove publicity material from UOW property.
- 10.8 Candidates can only electioneer in outdoor spaces on UOW Campuses.

11 Announcement of Polling

- 11.1 After nominations close, the Returning Officer must announce within five (5) business days:
 - a. the names of the people nominated; and
 - b. the arrangements for the election, including:
 - The date, time and place for polling;
 - The procedure for voting; and
 - The date, time and place for the counting of votes.
- 11.2 The Returning Officer must give notice of polling arrangements by announcing the election on UOW Pulse web platforms

12 Polling Arrangements

- 12.1 Polling for Board elections will be conducted by electronic means.
- 12.2 Polling for Board elections must be held:
 - a. five week days in a row; and
 - b. for at least 6 hours in total.
- 12.3 The polling booth must be set up online.
- 12.4 Voting proxy is not allowed in any elections.
- 12.5 All voters must be able to provide an acceptable form of identification which prove that they have the right to vote.

13 Method of Voting

- 13.1 Voters will be required to vote electronically; access to suitable infrastructure will be made available to all voters. Adequate security will be in place to ensure that only one vote per eligible person will be cast.
 - 13.1.1 a candidate or their supports must not offer or provide computers that are under their personal control (for example laptops/ tablets/ mobile devices) for use by voters.
- 13.2 Each voter may only vote once.
- 13.3 Each voter must use a cross or a tick, in one square indicating their preferred candidate.

14 Counting Arrangements

- 14.1 No candidate may be present at the vote counting.
- 14.2 Votes must be counted by:
 - a. the Returning Officer or Deputy Returning Officer; and
 - b. assistants that the Returning Officer chooses.

- 14.3 Candidates may complain to the Returning Officer about any person appointed as an assistant under regulation 14.2.
- 14.4 If a complaint is made, the Returning Officer:
- must consider the complaint; and
 - may disqualify the assistant.

15 Scrutineers

- 15.1 Each candidate may appoint one scrutineer.
- 15.2 Scrutineers may be present at the vote counting.
- 15.3 The Returning Officer must make available *Scrutineer Forms* to all candidates.
- 15.4 Each candidate must, if they wish to have a scrutineer present at the counting:
- complete the scrutineer form; and
 - give it back to the Returning Officer before the vote counting starts.
- 15.5 Each completed scrutineer form must contain:
- the scrutineer's name;
 - the scrutineer's signature;
 - the candidate's authorisation of the scrutineer; and
 - the candidate's signature.

PART 3: COUNTING THE VOTES

16 Method of Counting

- 16.1 The Returning Officer will count and total the ballot papers (either physical or electronic) to ensure that the sum of ballot papers adds up to the number of votes cast.

17 Declaration of Result

- 17.1 The Returning Officer must declare the result of the election as soon as possible after the finish of counting.

PART 4: DEFINITIONS

18 Continuing

- 18.1 **Continuing candidates** are candidates who, at that stage **Candidates** in the count, have not been elected or excluded.

19 Exhausted

- 19.1 A ballot paper is said to be **exhausted** when votes have been distributed as far as all indicated preferences allow.

20 Quorum

- 20.1 **Quorum** means the minimum number of people that must be at a meeting for the meeting to be valid.