

ELECTION CAMPAIGN GUIDELINE

CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	CAMPAIGN PRINCIPLES.....	1
4	CAMPAIGN RULES.....	1
5	COMPLAINTS.....	2
6	DEFINITIONS.....	3
	Terms and definitions.....	3
7	RELATED LEGISLATION AND DOCUMENTS.....	3
8	FEEDBACK.....	3
9	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 The guideline outlines the rules that shall govern election campaigning and provides guidance for dealing with campaign violations and complaints.

2 SCOPE

- 2.1 This guideline applies to all candidates eligible to be elected to a University Body.

3 CAMPAIGN PRINCIPLES

- 3.1 Campaign principles are meant to ensure fairness, keep order, and preserve the integrity of the election. In general, candidates should try to maintain the “spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process.
- 3.2 Campaigning activities by candidates and their supporters must conform to the behaviours and values set out in the [Code of Conduct](#) for employees and the [Student Charter](#) for students.
- 3.3 All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure that their supporters follow the rules.
- 3.4 Candidates and their supporters may approach potential voters to ask for their vote, but should not engage in the following activities:
- harassing, intimidating or coercing an individual to vote for or against a particular candidate
 - inducing (including through bribery or forms of enticement) an individual to vote for or against a particular candidate, and
 - assisting an individual with logging in and voting online on an electronic device.
- 3.5 Campaigns may not violate any CQUniversity policy or destructively interfere with the Returning Officer’s job to run the election and preserve its integrity.

4 CAMPAIGN RULES

- 4.1 Campaigning is defined as “publicly promoting one’s candidacy”. This includes but is not limited to postering, approved email, speeches, and campaign websites independent of the University’s official sites.

- 4.2 No candidate may begin campaigning before:
- the first day of the election period, and
 - the Returning Officer approves his or her nomination.
- 4.3 The following postering rules apply:
- posters may only be placed in or affixed to general University notice boards and display areas in foyers of University buildings
 - posters may not be placed on walls, doors, windows, painted surfaces, trees, walkways, bus-stops, bins or other surfaces not prescribed
 - candidates and their supporters shall not remove or post over other posters, except for out of date posters, and
 - candidates may not reserve postering space or put up posters larger than A3 size.
- 4.4 Pamphlets or flyers may only be distributed by hand or left in common areas within the University, provided they are not left in an area or a manner where they can be blown away or disturbed. Campaign brochures or flyers may not be placed on motor vehicle windscreens or left on seats.
- 4.5 Campaign materials must not be distributed to University employees and/or students by electronic means, unless the individual has first given their consent to a candidate to send their campaign material to their email address. The University does not provide lists of University employees and/or students.
- 4.6 If candidates or their supporters wish to use the internet (ie. websites, emails, social media) to help with their campaign, they are not permitted to suggest any endorsement by the University or by a University Body. Specifically, the CQUniversity name and/or logo may not appear anywhere on the website or in the message. Phrases like 'Vote Jane for University Council' are permissible.
- 4.7 All campaign material shall bear the name and email address of at least one named candidate under whose authority it is published. The name/s must be clearly visible.
- 4.8 The Returning Officer may remove, or have removed, any campaign material on University property that in their opinion is of a defamatory nature or in a location not prescribed.
- 4.9 No person shall remove, alter, deface, obstruct or destroy campaign material prior to the close of voting, unless authorised by the Returning Officer. Defacing, mutilating, removing or interfering with campaign material belonging to another person without authority of that person or candidate for whom the campaign material was produced shall constitute misbehaviour in an election.
- 4.10 Any campaigning conducted must be done in a manner that does not cause any obstruction or unreasonable disruption to others, including class time.
- 4.11 All campaign material must be removed within three days after the close of voting.

5 COMPLAINTS

- 5.1 Complaints about breaches of the applicable election procedures or this guideline should be lodged with the Returning Officer as soon as possible following the event occasioning the complaint.
- 5.2 In considering a complaint, the Returning Officer must make a decision based on sound reason and relevant evidence and within a timeframe that is reasonable in the circumstances. The Returning Officer has the following powers for addressing complaints:
- to investigate the complaint and make the enquiries that they consider warranted in the circumstances
 - to dismiss the complaint and provide reasons for the dismissal
 - to uphold the complaint and take one or more of the following actions, depending on the circumstances:
 - a. issue a formal warning to a candidate or a candidate's supporters
 - b. place restrictions on campaigning

- c. disqualify a candidate from the election and convey that decision in writing, including reasons
 - d. void an election or an election result where the conduct of the election or election campaign has lacked fairness or integrity.
- 5.3 Where the Returning Officer disqualifies a candidate or candidates, the Returning Officer must decide whether to:
- declare the election invalid, or
 - continue with the election where satisfied that it is fair and reasonable to do so.
- 5.4 Where the Returning Officer determines to continue with the election, all votes cast in the election will be counted, including those for the disqualified candidate or candidates, but the disqualified candidate or candidates will be ineligible to be elected.
- 5.5 A declaration to invalidate an election must:
- be in writing and communicated to all candidates and the electorate
 - provide reasons for the declaration
 - provide advice on the arrangements for the election to be conducted afresh.
- 5.6 A decision of the Returning Officer arising from the investigation of a complaint is final. This does not preclude action under:
- the [Code of Conduct](#) for staff and the [Student Charter](#) for students
 - the [Complaints Policy and Procedure](#).
- 5.7 If the Returning Officer is the subject of a complaint, the complaint will be escalated to the University Secretary or nominee.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Call notice: the notice of the election published by the Returning Officer.

Candidate: an eligible nominee standing for election.

Eligible nominee: a person who is eligible to be elected to a University Body in a specific election in accordance with the terms of reference applicable to the University Body and as stated in the Call Notice.

University body: University Council, Academic Board and its committees, School committees, Student Representative Council and other student bodies, and such other boards and committees as the University may from time to time establish.

7 RELATED LEGISLATION AND DOCUMENTS

[Code of Conduct](#)

[Complaints Policy and Procedure](#)

[Student Charter](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Delegated Approval Authority	University Secretary
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Administrator	Director Governance
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