

ELECTION OF MEMBERS TO UNIVERSITY COMMITTEES PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	Academic employees	1
	VET educational employees	2
	Professional employees	2
	Students	2
	Timetable for elections	2
	Failure to fill vacancies	2
	Casual vacancies	2
	Term of office	3
	Returning officer	3
	Establishment of electoral rolls	3
	Notification of forthcoming election	3
	Nominations and voting.....	3
	Voting procedures	4
	Recording a vote	4
	Counting of votes	4
	Notification of results.....	4
	Invalidity	4
	Review.....	5
4	RESPONSIBILITIES	5
	Compliance, monitoring and review.....	5
	Reporting.....	5
	Records management.....	5
5	DEFINITIONS	5
6	FEEDBACK.....	5
7	APPROVAL AND REVIEW DETAILS.....	5

1 PURPOSE

- 1.1 This procedure describes the process for conducting elections to University Committees other than committees of the Council and outlines who is eligible to be elected as a member of a University Committee.

2 SCOPE

- 2.1 The persons to become members of a University Committee as provided by a Committee's Terms of Reference shall be elected in accordance with the provisions of this procedure.

3 PROCEDURE

Academic employees

- 3.1 An academic employee of a University Committee to be elected as described by a Committee's Terms of Reference must have their name on the Academic Employee Roll and shall be elected by the persons whose names appear on that roll.

- 3.2 The Academic employee consists of the full-time and part-time academic employees of the University, which covers continuing and fixed-term employees appointed on full-time, part-time or flexible work year arrangements, but not casual academic employees. Fixed-term employees must be on a contract which covers the duration of the proposed term of office.

VET educational employees

- 3.3 A VET educational employee of a University Committee to be elected as described by a Committee's Terms of Reference must have their name on the VET Educational Employee Roll and shall be elected by the persons whose names appear on that roll.
- 3.4 The VET Educational Employee Roll consists of the full-time and part-time VET educational employees of the University, which covers continuing and fixed-term employees appointed on full-time, part-time or flexible work year arrangements, but not casual educational employees. Fixed-term employees must be on a contract which covers the duration of the proposed term of office.

Professional employees

- 3.5 A professional employee of a University Committee to be elected pursuant to a Committee's Terms of Reference must have their name on the Professional Employee Roll and shall be elected by the persons whose names appear on that roll.
- 3.6 The Professional Employee Roll consists of the full-time and part-time professional employees of the University, which covers continuing and fixed-term employees appointed on full-time, part-time, annualised hours or flexible work year arrangements, but not casual professional employees. Fixed-term employees must be on a contract which covers the duration of the proposed term of office.

Students

- 3.7 A student member of a University Committee to be elected pursuant to a Committee's Terms of Reference must have their name on the Student Roll and shall be elected by the persons whose names appear on that roll.
- 3.8 The Student Roll consists of the full-time and part-time enabling, vocational, undergraduate and postgraduate students of the University. Student members must maintain their enrolment for the duration of their term of office.

Timetable for elections

- 3.9 Elections to a University Committee shall be held as required and in accordance with a timetable determined in each case by the Director Governance.

Failure to fill vacancies

- 3.10 Where an election fails to fill a vacancy, the University Committee may by resolution fill the vacancy by invitation to an appropriately qualified person from the electorate which has the vacancy.
- 3.11 Alternatively, in order to fill a vacancy on a Committee, the Vice-Chancellor and President (or nominee), following such consultation as the Vice-Chancellor and President deems necessary, may make an appointment to the Committee.

Casual vacancies

- 3.12 Where a casual vacancy occurs in a University Committee membership as a consequence of resignation or termination of membership, the Committee Secretary will act to fill the vacancy in the manner in which the original membership was arrived at, save where there is less than six months remaining in a term of office, in which case the membership will remain vacant.

- 3.13 Alternatively, the Committee Secretary, following consultation with the Chair, may invite the candidate for Committee membership who received the next highest number of votes in the election to fill the casual vacancy.

Term of office

- 3.14 A member/s term of office pursuant to the terms of reference will commence when the member is declared appointed or elected to the committee and finish at the end of the term for which they have been appointed. For example: if an elected member's two year term of office commences on 15 May 2019, their term will conclude on 14 May 2021.

Returning officer

- 3.15 The Director Governance shall nominate a Returning Officer for each election, and shall have the authority to appoint persons to assist in the conduct of any such election and in the performance of the duties of Returning Officer.

Establishment of electoral rolls

- 3.16 For each election to a University Committee, the Returning Officer shall establish electoral rolls as required. Electoral rolls most commonly used in University elections are the Academic Employee Roll, the VET Educational Employee Roll, the Professional Employee Roll and the Student Roll.
- 3.17 Each electoral roll shall contain the name of each person entitled to be on that roll. Each roll shall be established by the Returning Officer and shall be open to inspection by any person from the category of persons to be included on that roll. The rolls are to be kept in such form as the Director Governance sees fit.
- 3.18 Any person who believes they are qualified to be included on a roll, and whose name has not been entered on that roll, may apply to the Returning Officer or Director Governance to have their name included on the roll. If the Returning Officer or Director Governance is satisfied that the applicant is entitled to be enrolled, the Returning Officer shall enter the applicant's name on the appropriate roll.

Notification of forthcoming election

- 3.19 When an election of a member of a University Committee is necessary, the Returning Officer shall notify all persons eligible to be on the relevant electoral roll that it is intended to conduct an election.
- 3.20 The normal method of notification to employees and students will be via their University email address. The Director Governance may, in addition, decide to publicise the election in appropriate newspapers.
- 3.21 The notice shall:
- state the number and categories of members to be elected
 - invite nominations of persons for election. Such nominations shall be made in a form specified by the Director Governance
 - state that candidate statements are to be no longer than 500 words
 - prescribe a date and time, which shall be not less than five days and not more than 21 days after the day on which nominations were called, by which nominations must be emailed to the Returning Officer nominated by the Director Governance, and
 - prescribe a date and time, which shall be not more than five days prior to the day on which nominations for the election close, at which the electoral roll for that election will be closed.

Nominations and voting

- 3.22 The presence of a person's name on an electoral roll at the time and date specified for the closing of that roll, shall be the sole criterion for entitling that person to be nominated for election and to vote at the election for the category of membership.
- 3.23 Once voting in an election has commenced, a candidate will not be able to withdraw from candidacy.

Voting procedures

- 3.24 If at the expiry of the date and time by which nominations for election must be delivered to the Returning Officer, the number of persons duly nominated does not exceed the number of such persons to be elected, the person or persons duly nominated shall be deemed to have been duly elected.
- 3.25 Where the number of nominations exceeds the number of vacancies to be filled, an election shall be conducted by an electronic vote.
- 3.26 The following shall be made available to each person entitled to vote:
- an electronic voting form which shall show the names of the candidates for election. The order in which the names appear shall be the same order as they are drawn by the Returning Officer
 - a notice indicating that the voting form must be completed in the University's online elections system and prescribing a date and time by which the completed voting form must be submitted in order to be included in the count of the election, and
 - where a candidate has supplied to the Returning Officer in the time specified by the Returning Officer a statement setting out the candidate's University status and other qualifications for office, a copy of that statement.
- 3.27 In any election, an interval prescribed by the Director Governance, of not less than five and not more than 21 days shall be allowed between the commencement of voting and the close of voting.

Recording a vote

- 3.28 To record a vote, a voter shall click in the square opposite the name of each candidate the voter wishes to be elected, completing no more squares than there are vacancies to be filled. A voter may vote for fewer candidates than the total number of candidates to be elected.

Counting of votes

- 3.29 The Returning Officer shall rely on the report provided by the online election system detailing the number of votes received by each candidate. This report will be produced automatically by the system immediately following the time scheduled for the close of voting.
- 3.30 The online election system will not permit more votes than are required to be cast by any voter. The system will only count votes cast by clicking in the square next to their name,
- 3.31 The candidate who has received the largest number of votes shall be declared elected. In the case of two candidates receiving the same number of votes, the Returning Officer shall draw lots in the presence of scrutineers to determine which of the two candidates is to be declared elected.

Notification of results

- 3.32 The Returning Officer shall, as soon as practicable after the result of an election has been declared, publish the names of the candidates elected to the Committee by email, and shall notify the successful and unsuccessful candidates. The electorate may contact the Returning Officer by email to view the number of votes cast for each candidate.

Invalidity

- 3.33 No election is to be invalid by reason of any:
- defect in the title or want of title of any person by or before whom such election is held if such person really acted at the election
 - formal error or defect in any declaration or other instrument or in any publication made pursuant to these procedures or intended to be so made
 - such publication being out of time
 - delay in holding the election at the time appointed or in taking the poll

- inadvertent failure to send to any person included in the roll any notice or voting paper, or
- defect of a merely formal nature.

Review

- 3.34 The Director Governance has the authority to determine all matters necessary for the conduct of elections. Where an employee or student is aggrieved with a decision of the Director Governance, they may seek a review of that decision by the Deputy Vice-President (Students).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Governance is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 The completed nomination forms, electoral rolls and other records relating to an election shall be retained by the Returning Officer for a period of at least one year from the day on which results of the election are declared.
- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

5 DEFINITIONS

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

6 FEEDBACK

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

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Student and Corporate Services)
Advisory Committee	N/A
Administrator	Director Governance
Next Review Date	15/05/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 31/07/2006
Amendment Authority and Date	Vice-Chancellor and President 31/05/2010; Acting University Secretary 12/01/2011; Vice-Chancellor and President 08/04/2015; Director, Corporate Governance and Council Secretary 15/05/2019; Editorial amendment 05/01/2021.
Notes	