

ELECTION OF DEPUTY CHANCELLOR

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1 PURPOSE

The *Central Queensland University Act 1998* s31 requires:

- 1.1 There is a Deputy Chancellor of the University.
- 1.2 The Council must elect a member as Deputy Chancellor whenever there is a vacancy in the office.
- 1.3 The Deputy Chancellor holds office for the term, not longer than four years, fixed by the Council.
- 1.4 The Deputy Chancellor is to act as Chancellor:
 - when there is a vacancy in the office of Chancellor and
 - while the Chancellor is absent from the State or, for another reason, cannot perform the functions of the office.

2 EFFECTIVE DATE 5 August 2014

3 LEGISLATIVE AUTHORITY

[The Central Queensland University Act 1998 s31](#)

4 PARENT POLICY

There is no parent policy.

5 PROCEDURE

When the position of Deputy Chancellor becomes vacant through either the end of an incumbent's term of office or by other means, the following procedures will be followed.

Acting Deputy Chancellor

- 5.1 When the Deputy Chancellor's term of office has expired and a new Council is in the process of being constituted, the Chancellor shall make a recommendation to Council, at its first meeting, for approval of a suitable member of Council to act as Deputy Chancellor until such time as an appointment is made by way of the recognised election process.

Election of Deputy Chancellor

- 5.2 When the Council is fully constituted, the Secretary to Council will call for nominations from Council members for election to the position of Deputy Chancellor.
- 5.3 All members of Council are eligible for election to the position of Deputy Chancellor, other than the three official members of Council, (being the Chancellor, Vice-Chancellor and President, and President of Academic Board); and the elected members of Council (staff and students).
- 5.4 The call for nominations shall be made within sufficient time for the nominations to be included in the agenda for the first meeting of the fully constituted Council.

- 5.5 Nominations shall be in the form of a brief statement from the candidate, of no more than 200 words, as to their suitability for the position. Nominations shall be signed and dated by the candidate.
- 5.6 If only one nomination is received, the person nominated will be declared elected as Deputy Chancellor.
- 5.7 If more than one nomination is received, an election will be conducted at the first meeting of the fully constituted Council.
- 5.8 The election will be in the form of a secret ballot at the Council meeting.
- 5.9 The Secretary to Council will act as Returning Officer for the election.
- 5.10 The election is valid if a quorum is attained at the Council meeting in which the election is conducted.
- 5.11 All members of Council are eligible to vote in the election of the Deputy Chancellor.
- 5.12 The candidate who has received the largest number of votes shall be declared elected as Deputy Chancellor.
- 5.13 In the case of two candidates receiving the same number of votes, the returning officer shall draw lots to determine which of the two candidates is to be declared elected as Deputy Chancellor.

Deputy Chancellor's Term of Office

- 5.14 The Deputy Chancellor's term of office shall be determined by Council at the Council meeting at which the election is conducted.
- 5.15 The term of office would usually be for the term of the Council, not longer than four years.

6 RESPONSIBILITIES

Compliance, Monitoring and Review

- 6.1 The Secretary to Council is responsible for ensuring these procedures are followed.

Records Management

- 6.2 The Secretary to Council will maintain all records relevant to these procedures in a recognised University recordkeeping system.
- 6.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

7 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

8 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[Election of Members to Council Procedures](#)

Related Legislation and Supporting Documents

[Central Queensland University Act 1998](#)

Approval and Review	Details
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Advisory Committee to Approval Authority	
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
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