

ELECTION PROCEDURES 2017

Issued by: Secretary to Senate

Dated: 7 August 2017

Last amended:

Signature: Name: Mr David Pacey

1 Purpose and application

- (1) These procedures are to give effect to the electoral provisions of the [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#) (“the GOFUS Rule”) and the *University of Sydney (Academic Board) Rule 2017* (“the Academic Board Rule”).
- (2) These procedures apply to all elections held under the [GOFUS Rule](#) or the Academic Board Rule.

2 Commencement

These procedures commence on 7 August 2017.

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the [GOFUS Rule](#) or the Academic Board Rule, as appropriate.
Note: See section 1.4 of the [GOFUS Rule](#) and section 1.4 of the Academic Board Rule.
- (2) in these procedures:

allocated position means any position defined as such in either of the [GOFUS Rule](#) or Academic Board Rule .

day means calendar day.

electoral roll means a list containing the names of the people entitled to stand for election and vote in an election.

enrolled student has the meaning given in the [University of Sydney By- Law 1999 \(NSW\)](#), which at the date of this document is:

a person (other than a person who is an academic staff member) who is enrolled as a student in an award course at the University.

quota requirement means a quota requirement under the Academic Board Rule.

Rule or Rules means, as appropriate, either or both of the [GOFUS Rule](#) and the Academic Board Rule.

4 Electoral rolls

- (1) Prior to issuing notice of an election, the Returning Officer must determine the electoral roll for the election.
- (2) Electoral rolls will be determined on the basis of:
 - (a) information contained in the University's Human Resources electronic record systems;
 - (b) information contained in the University's Student Administration electronic record systems; and
 - (c) information provided by the Provost's office under subsection 4(3).
- (3) The Provost's office must provide the Returning Officer with a list of schools within each faculty on or before 1 July each year.
 - (a) The Returning Officer will use the most recently provided such list, where necessary, to compile electoral rolls and to determine whether allocated positions and quota requirements have been met in elections.
- (4) The Returning Officer will make a copy of the relevant electoral roll available for inspection at the office of the Returning Officer for at least 14 days before the date on which voting commences in any election.
- (5) The Returning Officer will, in their absolute discretion, determine any queries or disputes about the eligibility of any person to be included on any electoral roll.
- (6) An electoral roll will not be invalid because it:
 - (a) contains any mistake or omission in the details of any eligible voter recorded in it;
 - (b) contains the name of any deceased person;
 - (c) contains the name of any person who is no longer entitled to vote in the relevant election;
 - (d) contains more than one entry for a single eligible voter; or
 - (e) does not contain the name of any person entitled to be entered on it.

5 Timing of election processes

- (1) The Returning Officer must issue notice of an election, and call for nominations from potential candidates, at least 28 days before voting commences.
- (2) Nominations must close at least 14 days before voting commences.
- (3) The Returning Officer must issue notice of a ballot to each eligible voter.
- (4) Voting must close no sooner than 14 days after voting commences.

6 Notice of election

- (1) The Returning Officer will publish notice of a forthcoming election:

- (a) on the University's official notice board at sydney.edu.au/secretariat/noticeboard.shtml ;
 - (b) and any of:
 - (i) in University publications addressed to the relevant electorate, including but not limited to the *University News*, *Staff News* or *Student News*; or
 - (ii) by notice directly to each person eligible to vote.
- (2) The notice must contain the following information:
- (a) that an election is to be held to fill the relevant positions;
 - (b) details of the positions to be filled, including any allocation or quota requirements and terms of office;
 - (c) the number of vacancies to be filled;
 - (d) an invitation to eligible individuals to nominate as candidates;
 - (e) the manner in which nominations must be made;
 - (f) the date and time when nominations close;
 - (g) the dates on which voting will open and close;
 - (h) the method by which voting will be conducted; and
 - (i) a reference and link to the relevant Rule and these procedures.

7 Nominations

- (1) Any individual whose name appears on the relevant electoral roll may nominate as a candidate for election.
- (2) The Returning Officer will determine the manner and form in which nominations are to be made and submitted.
- (3) Valid nominations must be received by the date and time specified in the notice of the relevant election.
- (4) The Returning Officer will notify candidates of the acceptance or rejection of their nomination as soon as practicable after the nomination is received.
- (5) A candidate may withdraw their nomination at any time up until the closing time for receipt of nominations.

8 Ballots

- (1) If, upon closure of nominations, a candidate is to be elected unopposed under the provisions of the relevant Rule, the Returning Officer will:
 - (a) inform the candidate of their election; and
 - (b) publish a notice, in the same manner and places as the notice of election was published, announcing the successful candidate and confirming that a ballot will not be required.
- (2) In all other cases, the Returning Officer will conduct a ballot consistently with these procedures.
- (3) Ballots must be conducted:

- (a) secretly; and
 - (b) using the optional preferential voting system.
- (4) As far as practicable, ballots will be conducted electronically using an electronic voting system, approved by the Returning Officer.
- (5) The Returning Officer may only approve an electronic voting system if they are satisfied that it will:
- (a) provide a voter with instructions on how to vote;
 - (b) allow a voter to indicate their preferences in selecting candidates;
 - (c) allow a voter to correct any mistakes before finally submitting a vote;
 - (d) not allow a person to find out how a particular voter cast their vote;
 - (e) not allow a voter to vote more than once in any ballot; and
 - (f) not allow a voter to vote in an election in which they are not eligible to participate.
- (6) If it is not possible for a ballot to be conducted electronically, the ballot may be conducted by post or by polling booth.
- (a) The Returning Officer will determine the most appropriate method.
- (7) The Returning Officer will notify eligible voters of a forthcoming ballot in the same manner as notice of the election was provided.
- (8) The notice of a ballot must specify:
- (a) the positions for which the ballot will be conducted;
 - (b) how votes may be cast;
 - (c) the date and time by which votes may be cast; and
 - (d) any other information which the Returning Officer considers to be appropriate.
- (9) In any ballot, a voter must not:
- (a) vote more than once;
 - (b) vote on behalf of, or in substitution for, any other voter; or
 - (c) allow another person to vote on their behalf or in substitution for them.
- (10) The Returning Officer may arrange for reasonable assistance to be provided to a voter if satisfied that the voter is unable to vote without it.

9 Scrutiny of process

- (1) If a manual count of votes is conducted, each candidate may nominate one scrutineer to be present when votes are counted. A scrutineer:
- (a) must be a member of staff or an enrolled student of the University;
 - (b) must not be a candidate in the relevant election;
 - (c) must not disclose, or aid in any way in the disclosure of, the manner in which any voter has voted; and
 - (d) must comply with any other conditions imposed by the Returning Officer for behaviour at the count.

- (2) If an electronic count of votes is conducted traditional scrutineering will not be possible.
 - (a) If requested by a candidate, the Returning Officer will provide relevant information to confirm the integrity of the counting process.

10 Determining results

- (1) The Returning Officer will reject, and will not count, any informal vote.
- (2) The Returning Officer, in their absolute discretion, will determine whether or not a vote is informal.
- (3) In determining results in any election, the Returning Officer will first compile a reverse-ordered list of candidates, by distributing the votes and preferences of the voters in the manner prescribed in this subclause.
 - (a) The Returning Officer will initially rank the candidates on the basis of first preference votes.
 - (b) Having done so, the Returning Officer will add the candidate with the fewest first preference votes to the list, and allocate that candidate's votes to the remaining candidates in accordance with each voter's preferences.
 - (c) The Returning Officer will then rank the remaining candidates, and add the candidate with the fewest votes to the list.
 - (d) The Returning Officer will repeat the process, adding the candidate with the fewest votes to the list and reallocating their votes until all candidates are listed in reverse order of preference.
 - (e) If on any count two or more candidates have an equal number of votes, and one of them has to be listed, the Returning Officer will determine the one to be listed by drawing lots.
- (4) The Returning Officer will then use the ordered list to determine the results of the ballot, in the manner prescribed in this subclause.
 - (a) Results for positions will be determined in the following order:
 - (i) any allocated positions; then
 - (ii) any positions needed to meet any quota requirements; then
 - (iii) any remaining positions.
 - (b) The Returning Officer will, in their absolute discretion, determine the order in which allocated positions, or positions needed to meet quota requirements, are determined.
 - (c) In relation to each allocated position, the Returning Officer will declare the highest polling candidate who meets the applicable requirements to be elected.
 - (d) If, after determining all allocated positions, quota requirements remain unsatisfied, the Returning Officer will declare the next highest polling candidate who meets the applicable quota requirement to be elected, and will repeat this process until all quota requirements are met.
 - (e) If there are any positions remaining to be filled, the Returning Officer will declare the next highest polling candidate to be elected, and will repeat this process until all positions have been filled.

11 Declaring results

- (1) The Returning Officer must declare the result of the election no later than seven days after the closure of voting.
- (2) The Returning Officer will:
 - (a) notify all candidates directly of the outcome of the election; and
 - (b) publish notice of the outcome in the same manner, and in the same places, as the notice of election was published.

NOTES

Election Procedures 2017

Date adopted: 31 July 2017

Date commenced: 7 August 2017

Administrator: Secretary to Senate

Review date:

Rescinded documents:

Related documents: *University of Sydney Act 1989 (NSW)*

University of Sydney By-Law 1999 (NSW)

University of Sydney (Delegations of Authority – Academic Functions) Rule 2016

University of Sydney (Governance of Faculties and University Schools) Rule 2016

Code of Conduct for Students

Code of Conduct – Staff and Affiliates

University Recordkeeping Policy

Recordkeeping Manual

AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------