# ELECTION REGULATIONS

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**Interpretation**

In these regulations:

- *UniCentre* means Wollongong UniCentre Ltd.
- *Board* and *UniCentre Board* mean the UniCentre Board of Directors;
- *General Manager* means the General Manager of the UniCentre;
- *Standing Committee* means a committee of the UniCentre Board; and
- *Online* means on, or over the Internet.
# Part 1  THE ELECTION REGULATIONS

## 1 Application

1.1 These regulations apply to:
   (a) elections for members of the UniCentre Board;
   (b) elections for members of standing committees; and
   (c) any other elections that the Board decides to hold.

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

## 2 The Returning Officer

2.1 The General Manager of the UniCentre is the Returning Officer. The General Manager 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) people breaking the regulations.

## 4 Challenging the Election result

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 Challenges must:
   (a) say why the challenger thinks 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 people who make up the Election Appeals Committee are as follows:-
   (i) Dean of Students;
   (ii) Dean of Faculty of Law or nominee;
   (iii) A nominee of the Vice-Chancellor

   (b) Any of these people may provide a replacement.

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

5.6 The Election Appeals Committee should meet within seven days of receiving an appeal.
6 When Elections must be held

6.1 Annual elections for members of the Board must be held:
(a) once a year;
(b) within the fourth, fifth or sixth week of Spring session; and
(c) 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 42 days or fewer after the Board declares the position vacant.

The Board may only declare vacancies during teaching weeks of Spring and Autumn sessions.

6.3 If a vacancy is declared less than 42 days before the end of the academic session then:-
(a) Regulation 6.2 does not apply; and
(b) the election must be held at least 21 days, but not more than 42 days, after the next academic session starts; and
(c) no elections will be held in Summer Session.

6.4 If a vacancy is declared less than 5 months before the next annual election:
(a) Regulations 6.2 and 6.3 do not apply, and
(b) no election to fill that vacancy will be held before the annual election.

6.5 (a) A by-election shall be incorporated into the General election if a vacancy is declared less than five months before the Annual General election (clause 6.4).
(b) In the event of an equality of nominations and vacant positions, but where an election would be necessary to determine the order of election for the purposes of filling the by-election and general election positions, there shall be a formal meeting with candidates at the close of nominations to decide whether those positions will be filled by agreement.

7 Notice of Elections

7.1 The Returning Officer must:
(a) give members at least 14 days notice of election, and
(b) only issue notice of elections during teaching weeks of Summer and Autumn sessions.

7.2 The Returning Officer must give members notice of elections by:
(a) announcing the election in the UniCentre news sheet
(b) posting at least 10 notices announcing the election on notice boards in the UniCentre premises and noticeboards around campus.
(c) placing a notice on campus e-mail.
7.3 The notice of elections must include:
(a) the number of places to be filled;
(b) the type of places to be filled;
(c) the closing date for nominations, biographical details and/or policy statements; and
(d) the date, time and place of voting; and
(e) the date, time and place of the Candidate Induction Program.

8 Nominations and Voters

8.1 (a) Nominators, seconders and voters for the five people elected by the voting members must be voting members of the UniCentre.
(b) Nominators, seconders and voters for the person elected by the employee members must be employee members of the UniCentre.

8.2 The closing date set for nominations, biographical details and/or policy statements for the Annual General Election must be:
(a) no earlier than Tuesday of Week 1 of Spring session, and
(b) at least fourteen (14) days prior to the holding of the election.

8.3 The Returning Officer must make nomination forms available at:
(a) the UniCentre office;
(b) other places stated in the election notice; or
(c) both

8.4 Nominations must be:
(a) in writing;
(b) on a nomination form; and
(c) signed by a nominator and a seconder.

8.5 The nominated person must state on the form that she or he agrees to:
(a) stand for election,
(b) follow all regulations controlling the elections; and
(c) attend the mandatory induction session provided by the Returning Officer. This session will be run on notice of the elections and will be held prior to the close of nominations.

8.6 The Returning Officer will provide a receipt 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 names of all nominated candidates.
8.9 Immediately 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 the UniCentre to take the pieces out of the container one at a time, and pass them to a second officer of the UniCentre;
(g) get the second officer to call out the name on 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 100 words for publication (provided that no material shall be accepted for publication if, in the opinion of the UniCentre'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 his/her behalf, more than $50.00.

10.3 All candidates must give the Returning Officer on demand:
(a) a statement of the money they spent or had spent on their behalf on the campaign, and
(b) appropriate invoices and receipts.

10.4 The UniCentre 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 UniCentre building other than on notice
boards permitted by University or UniCentre policies for
this purpose.

10.7 Candidates must each pay for any cleaning needed to
remove publicity material from UniCentre property.

11 Campaign Groups

11.1 If candidates decide to campaign together each must tell
the Returning Officer:
(a) in writing, and
(b) before the first day of voting.

11.2 If candidates decide to campaign together:
(a) they become a campaign group, and
(b) all campaign allowances and expenses can be
pooled between them.

11.3 If a candidate becomes a member of more than one
campaign group, the candidate must tell the Returning
Officer how much of his or her allowances and expenses
go to each campaign group.

11.4 It is a breach of these regulations to falsely represent the
membership of a campaign group.

12 Announcement
12.1 After nominations close, the Returning Officer must
announce within 48 hours:
(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.

12.2 The Returning Officer must give members notice of
polling arrangements by:
(a) announcing the election in the UniCentre news sheet
or journal;
(b) posting at least 10 notices announcing the election
on notice boards in the UniCentre premises and
noticboards around campus.
(d) placing a notice on campus e-mail.

13 Polling
Arrangements

13.1 Polling for Annual Board elections may be conducted
by electronic means (including by Internet) and/or by
Attendance Voting. Where voting is by electronic means,
all regulations specific to attendance voting are
suspended, and vice-versa.

13.2 Polling for Annual Board elections must be held:
(a) on two week days in a row, (or five week days in a
row if polling is conducted online), and
(b) for at least 6 hours in total.

13.3 Polling for by-elections must be held:
(a) on one week day, (or five week days in a row if polling is conducted online), and
(b) for at least 3 hours.

13.4 The polling booth must be set up:
(a) on UniCentre premises;
(b) online; or
(b) at other places set by the Board.

13.5 Voting by post will be made available only for annual
general elections, according to the arrangements notified
by the Returning Officer.

13.6 Voting by proxy is not allowed in any elections.

13.7 All voters must provide an acceptable form of identification
which proves that they have the right to vote.

13.8 Candidates must not campaign in the polling area.

13.9 Candidates may not enter the polling area except to vote.

13.10 Once a voter has received a ballot paper, that paper must
not leave the polling area.

13.11 No campaign material may be in the polling area, except
for authorised \textit{How to Vote} cards carried in by voters.

14. \textbf{Method of Voting}

14.1 Elections must be by secret ballot.

14.2 Voters may be required to vote electronically; where voters
are required to vote electronically, access to suitable
infrastructure will be made available to all voters; where
any combination of electronic or manual balloting will
occur, adequate security will be in place to ensure that only
one vote per member will be cast in either a physical or
online environment.

14.2.1 In an online election a candidate or their
supporters to must not offer or provide
computers that are under their personal control
(for example laptops) for use by voters.

14.3 Each voter may only vote once.

14.4 Each voter must use the number 1 or a cross or a tick, in
one square indicating their first preference.

14.5 Each voter may provide second, third and further
preferences using the numbers 2, 3 and so on.

14.6 A voter may stop at any preference.

14.7 All ballot papers must be placed in locked ballot boxes at
the polling place.

14.8 The ballot boxes may only be opened:
(a) by the Returning Officer;
(b) at the beginning of the count; and
(c) in the presence of counters and scrutineers.

15 Counting Arrangements

15.1 No candidate may be present at the vote counting.

15.2 Votes must be counted by:
(a) the Returning Officer or Deputy Returning Officer, and
(b) assistants that the Returning Officer chooses,

15.3 Candidates may complain to the Returning Officer about any person appointed as an assistant under regulation 15.2.

15.4 If a complaint is made the Returning Officer:
(a) must consider the complaint, and
(b) may disqualify the assistant.

16 Scrutineers

16.1 Each candidate may appoint one scrutineer.

16.2 Scrutineers may be present at the vote counting.

16.3 The Returning Officer must make available Scrutineer Forms to all candidates.

16.4 Each candidate must, if they wish to have a scrutineer present at the counting:
(a) complete the scrutineer form, and
(b) give it back to the Returning Officer before the vote counting starts.

16.5 Each completed scrutineer form must contain:
(a) the scrutineer’s name;
(b) the scrutineer’s signature;
(c) the candidate’s authorisation of the scrutineer, and
(d) the candidate’s signature.
Part 3  COUNTING THE VOTES

17  Method of Counting

17.1  A vote is informal only if no indication of first preference is present.

17.2  A formal ballot paper will become exhausted if, at any time during the count, there is no next preference shown by a successive number.

17.3  The Returning Officer will sort the ballot papers into piles, one pile for each candidate given a first preference and one pile for informal votes. The piles will then be counted and totalled to ensure that the sum of ballot papers adds up to the number of votes cast.

17.4  Each set of ballot papers for a candidate is called a parcel. They shall be enclosed in a sheet of paper labelled with 2 numbers: the number of ballot papers in the parcel, and the value of each ballot paper. At this first stage each ballot paper has a value of 1. This value may decrease during the count.

<table>
<thead>
<tr>
<th>Election Quota = 1 + (number of ballot papers ; 1 + no. of vacancies)</th>
</tr>
</thead>
</table>

17.5  Based on the number P of positions to be filled and the value V of total formal ballot papers (currently the number of papers), the quota required for a candidate to be elected is calculated as

\[ Q = \frac{V}{(P+1)} + 1 \]

rounded to the nearest integer less than or equal to Q. This ensures that no more than P candidates can be elected.

17.6  Any candidate who has received the quota is declared elected. More than one candidate can be declared elected at any stage. The value of votes exceeding the quota is called the surplus S and these votes will then be distributed to those candidates not yet elected but still remaining in the ballot. Should there be more than one candidate elected at this stage, all the surpluses will be distributed in the order of decreasing magnitude of the number of votes for the elected candidates before proceeding to the next stage.

17.7  The following procedure is used to distribute any surplus:

(a)  The candidate's pile of ballot papers contains N papers with a value of C. Then the surplus will be calculated as \( S = C - Q \).

| Transfer value = surplus votes : total votes of the elected candidate |

(b)  The surplus votes (S) will be distributed to other candidates in proportion to the number of next preference votes for continuing candidates (those still in the ballot), excluding preferences for candidates no longer eligible to be elected.
(c) If an elected candidate exceeds the quota using only first preferences, then all that candidate's ballot papers are a parcel, each paper having a value of 1.

(d) If the candidate exceeds the quota due to having received a parcel of votes via preferences from an earlier eliminated candidate, then only that parcel of preferences will be considered. Let the number of ballot papers in that parcel be N. The parcel may contain a collection of parcels, each of different values.

(e) The parcel of ballot papers (N) described in (c) or (d) will then be examined for any exhausted papers. These are papers for which no preference is shown for continuing candidates. These papers are removed. The remaining papers have a total value of W.

(f) The transfer value of the surplus votes will then be calculated as $T = S/W$. Should this number exceed 1, the transfer value will be 1.

(g) The parcel will then be sorted into further parcels according to the next valid preference for a continuing candidate. The value of all the votes in each parcel will be the product of the papers' current value and the transfer value $T$.

(h) These parcels will then be added to the piles of continuing candidates.

(i) This process will be continued for all candidates elected at this stage.

17.8 Should no candidate receive the quota, the candidate with the lowest vote value will be eliminated and all votes for that candidate will be transferred to continuing candidates with the value of the parcel containing that ballot paper.

17.9 Once all eliminated candidates' surpluses have been distributed the total value $C$ of votes for each candidate will be recalculated.

17.10 The total value of all active votes will now be calculated. This value is $V$. The number of positions $P$ to be filled is reduced, if candidates are elected at this stage. Then steps 17.5–17.9 are repeated until all positions have been filled, or the number of candidates remaining in the ballot equals the number of positions to be filled.

17.11 All the values $C$, $V$, $S$, $W$ and $T$ above will be recorded to at least 3 significant figures, except the quota $Q$ which will be a whole number.

17.12 If at any stage two candidates to be elected or eliminated have an equal number of votes then the order of election
will be determined by their relative positions at the last stage of counting, or if necessary at the next stage before that and so on. If no such differentiation can be made by this process then determination will be by lot.

18 Declaration of Result

18.1 The Returning Officer must declare the result of the election as soon as possible after the finish of counting.
<table>
<thead>
<tr>
<th>19</th>
<th>Continuing</th>
<th>19.1</th>
<th>Continuing candidates are candidates who, at that stage Candidates in the count, have not been elected or excluded.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Exhausted</td>
<td>20.1</td>
<td>A ballot paper is said to be exhausted when votes have been distributed as far as all indicated preferences allow.</td>
</tr>
<tr>
<td>21</td>
<td>Parcel</td>
<td>21.1</td>
<td>A parcel is a pile of votes, where each vote has equal value, allocated by a distribution of preferences.</td>
</tr>
<tr>
<td>22</td>
<td>Quorum</td>
<td>22.1</td>
<td>Quorum means the minimum number of people that must be at a meeting for the meeting to be valid.</td>
</tr>
<tr>
<td>23</td>
<td>Quota</td>
<td>23.1</td>
<td>The election quota is the number of votes a candidate needs to get to be elected.</td>
</tr>
<tr>
<td>24</td>
<td>Surplus</td>
<td>24.1</td>
<td>Surplus votes are the votes of an elected candidate in excess of the quota.</td>
</tr>
</tbody>
</table>