

Election of Members to University Committees Policy

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Description	This policy outlines who is eligible to be elected as a member of University committees, and describes the process for conducting elections to University committees.

Related documents

[University Committee Meeting Procedures](#)

[Election of Members to Council Policy](#)

[[Committees Covered by this Policy](#)] [[Conduct of Elections](#)]

1. COMMITTEES COVERED BY THIS POLICY

Members of the following University committees will be elected in accordance with the provisions of this policy, as provided for in the relevant committee constitution:

- Academic Committee
- Board of Graduate Research
- Group Staff Committees
- Gold Coast Advisory Council
- Research Committee
- Senior Promotions Committee/Group Promotions Committees
- University Health and Safety Committee

2. CONDUCT OF ELECTIONS

2.1 Timetable for Elections

Elections for the purposes of this policy will, if required, be held twice each year.

2.2 Returning Officer

The Vice President (Corporate Services) shall appoint the Returning Officer for elections to University committees, 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.

2.3 Maintenance of Electoral Rolls

The Returning Officer will keep electoral rolls in the following categories:

- 2.3.1 The Academic Staff Roll - consisting of the academic staff of the University who are on current contracts of six months or more and who are employed at 50% or above.

- 2.3.2 The General Staff Roll - consisting of the general staff of the University who are on current contracts of six months or more and who are employed at 50% or above.
- 2.3.3 The Undergraduate Student Roll - consisting of the full-time and part-time undergraduate students of the University.
- 2.3.4 The Postgraduate Student Roll - consisting of the full-time and part-time postgraduate students of the University.

A person whose name appears on either the Academic Staff Roll or General Staff Roll is not eligible to be elected to a University committee as a student member.

Each electoral roll will contain the name of each person entitled to be on that roll. Each roll will be maintained by the Returning Officer, and will be open to inspection by any person from the category of persons entitled to be included on that roll. Any person qualified in terms of section 2.3 to be included on a roll, and whose name has not been entered on that roll, may apply to the Returning Officer to have such person's name included on the roll. If the Returning Officer is satisfied that the applicant is entitled to be enrolled, the Returning Officer will enter the applicant's name on the appropriate roll.

2.4 Notification of Forthcoming Election

When an election of a member of a University committee is necessary, the Returning Officer will notify all persons on each relevant electoral roll via email that it is intended to conduct an election. The notice will:-

- 2.4.1 identify the positions for which an election is required and specify the relevant terms of office;
- 2.4.2 invite nominations of persons for election and specify the procedure for the formal nomination of candidates.
- 2.4.3 prescribe a date and time, which will be not less than 14 days and not more than 28 days after the day on which nominations were called, by which nominations must be delivered to the Returning Officer;
- 2.4.4 prescribe a date and time, which will 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 and
- 2.4.5 specify the voting period.

2.5 Nomination and Voting

- 2.5.1 To be a candidate for election as a member of a University Committee, a person must be eligible to be nominated and must be formally nominated in accordance with the procedures set out in this policy.
- 2.5.2 Nominations shall be made on the required form, available from the nominations website, on which shall be entered the names and signatures of a proposer and a seconder, both of whom must be on the same electoral roll as the nominee. The completed form must also include the consent of the candidate to be a nominee.
- 2.5.3 The presence of a person's name on an electoral roll at the time and date specified, as provided for in section 2.4.4, for the closing of that roll, will be the sole criterion for entitling that person to be nominated for election by members of that roll, and to vote at the election.
- 2.5.4 A person will not be a candidate for more than one vacancy on the same committee at any one election.
- 2.5.5 A person will not be entitled to occupy concurrently more than one position on the same committee.

2.6 Voting Procedures

If at the expiry of the date and time by which nominations for an election must be delivered to the Returning Officer, the number of eligible persons duly nominated does not exceed the number of such persons to be elected, the person or persons so nominated will be deemed to have been duly elected.

Where the number of nominations exceeds the number of vacancies to be filled, the Returning Officer will conduct an election by electronic vote. Electronic voting is conducted as a secret ballot. The following will be made available to each person entitled to vote -

- 2.6.1 access to the election web site which will list the names of the candidates for election in randomised order.;
- 2.6.2 a notice detailing how to vote electronically and prescribing a date and time by which an electronic vote must be submitted in order to be included in the count of the election;
- 2.6.3 where a candidate has, not more than three days after the close of nominations or at such later time as the Returning Officer may permit, supplied to the Returning Officer a statement not exceeding 100 words setting out the candidate's University status and other qualifications for office, an electronic copy of that statement;
- 2.6.4 Voters may not be improperly influenced in voting. Pursuant to 3.2 below, the Vice President (Corporate Services) will be the final arbiter with regard to complaints about improper influence.

In any election, an interval prescribed by the Returning Officer, of not less than 7 and not more than 21 days, will be allowed between the commencement of voting and the close of voting.

2.7 Recording a Vote

To record a vote, a voter shall visit the election web site and select the name of each candidate the voter wishes to be elected. A voter may not vote for more candidates than there are vacancies to be filled and shall not vote more than once in an election for a member or members of University Committees.

2.8 Counting of Votes

The Vice President (Corporate Services) will be responsible for appointing election scrutineers.

A result sheet tallying the votes received for each candidate in each election will be produced automatically by the electronic voting system. Such result sheets will be produced as soon as practicable following the time scheduled for the close of voting.

The candidate who has received the largest number of votes will be declared elected. Where more than one member of an electoral roll is required to be elected, the candidate who has received the second largest number of votes will, subject to the membership provisions of the relevant committee constitution, also be declared elected, and this procedure will be followed until the number of candidates declared elected equals the number of vacancies required to be filled, as provided for in the committee constitution. In the case of two candidates receiving the same number of votes, the Returning Officer will draw lots in the presence of scrutineers to determine which of the two candidates is to be declared elected.

2.9 Validity of Election

An election is not invalid where there has been:

- (1) An inadvertent failure to notify an eligible candidate or voter notification of the intention to conduct an election.
- (2) A procedural irregularity, provided that the irregularity was not likely, in the opinion of the Returning Officer, to have affected the result of the election.

2.10 Notification of Results

The results of the election shall be published by electronic means by the Returning Officer no more than three days after the result of an election has been declared. The successful and unsuccessful candidates shall be formally notified as soon as practicable following the declaration of results.

2.11 Casual Vacancies

If a casual vacancy arises in the office of an elected member on a University committee, the Returning Officer will appoint to the vacancy the one person, if any, who -

- 2.11.1 was a candidate for the office in the ballot; and
- 2.11.2 was not elected; and

- 2.11.3 received the highest number of votes of all the candidates who were not elected; and
- 2.11.4 is eligible, under the committee's constitution, to be a member; and
- 2.11.5 is willing to be, and available to perform the functions of, a member.

The person so appointed will serve for the balance of the term of the casual vacancy.

In the event of there being no eligible appointee, the vacancy will be the subject of election at the next round.

2.12 Retention of Records

The completed nomination forms, electoral rolls and other records relating to an election shall be retained by the Returning Officer for the periods specified in the Queensland State Archives' University Sector Retention and Disposal Schedule.

3. COMPLAINTS

- 3.1 A person may lodge a formal complaint with the Returning Officer about the way an election has been conducted or about the behaviour of individuals (including a candidate) during an election. Complaints may be lodged via email to elections@griffith.edu.au
- 3.2 A person who is dissatisfied with the Returning Officer's decision about their complaint or who is dissatisfied with the conduct of the Returning Officer during the election may formally request a review of the Returning Officer's decision or make a complaint about the Returning Officer's conduct to the Vice President (Corporate Services) via email to complaints@griffith.edu.au. The decision of the Vice President (Corporate Services) with respect to the review of the Returning Officer's decision or complaint about the conduct of the Returning Officer is final.