

**RULE NO. 1 MADE PURSUANT TO STATUTE 9 – ELECTION OF STUDENT MEMBERS ON  
THE COUNCIL**

**Commencement Date:** 16 March 2007

**Conduct of Elections**

- 1 For the purposes of this Rule, “OASIS” means the “Online Access to Student Information Services”; and the “Official Communications Channel” is the conduit on OASIS, through which the University sends official University correspondence to students.
- 2 The Vice-Chancellor:
  - 2.1 is to determine who is to be the Returning Officer for elections to fill positions on the Council provided under section 9(1)(ga) of the *Curtin University of Technology Act 1966*; and
  - 2.2 may engage the Western Australian Electoral Commission to assist with the management of the entire electoral process, or designated parts of the electoral process.
- 3 When there is a vacancy in one or both of the positions on the Council for students, or a vacancy or vacancies are imminent, the Returning Officer will notify all students of the vacancy or vacancies, and call for nominations through the Official Communications Channel on OASIS. The nomination form will be an attachment to this notification.
- 4 The roll for these elections shall be those persons recorded as students on the University’s Student Information Systems, on the closing date for receipt of nominations.
- 5 A student may
  - 5.1 nominate a candidate;
  - 5.2 be nominated as a candidate, provided they are able to meet the requirements specified in *Statute 9 – Election of Student Members on the Council*;
  - 5.3 vote;in elections to fill the two positions for students on the Council.
- 6 Nominations must be in writing, signed by the proposer and nominee and dated and lodged with the Returning Officer by the date specified for the close of nominations.
- 7 A proposer shall not nominate a number of nominees greater than the number of vacancies to be filled.
- 8 Nominations shall remain open for a period of at least 14 days.
- 9 Where there is one eligible candidate for a vacancy, the Returning Officer will declare the candidate elected in the manner provided in section 22.
- 10 If there is more than one eligible candidate for a vacancy, the Returning Officer will conduct an election. An election will be held not less than 14 days and not more than 30 days after the closing date for nominations.
- 11 No later than seven days after the closing date for nominations, the Returning Officer will notify all students of the election through the Official Communications Channel on OASIS. At the discretion of the Returning Officer, the election may be conducted both in specified physical locations on specified dates and by postal ballot, or by postal ballot only.

- 12 In order to provide for postal ballots, the notification will incorporate a "Request for Ballot" form:
  - 12.1 Where a student who wishes to vote in the election, and is either unable to attend a polling station, or the election is to be conducted only by postal ballot, the student will complete the electronic "Request for Ballot" form and submit it to the Returning Officer through OASIS, by the specified deadline.
  - 12.2 The Returning Officer will send to each student who has submitted a "Request for Ballot" form,
    - 12.2.1 A voting paper, containing the names of the candidates in an order determined by lot, and an envelope marked "Council Voting Paper"
    - 12.2.2 Notice of the day appointed for the election
    - 12.2.3 An identification declaration
    - 12.2.4 Notice of the place where voting papers may be lodged, or the postal address to which voting papers may be mailed, and a return envelope.
- 13 Envelopes containing the declaration and envelope marked "Council Voting Paper" will be opened at a time and date notified by the Returning Officer. The voter's name appearing on the declaration will be checked against the roll, and if in order, its receipt is indicated against the name on the Roll. If there is any doubt as to the correctness of the declaration, the decision of the Returning Officer as to its acceptability, and the acceptability of the voting paper, shall be final.
- 14 The envelope marked "Council Voting Paper" is removed from the envelope and placed unopened in receptacles set aside for this purpose.
- 15 When the Returning Officer has determined that votes may also be cast in person, the location of the polling stations and the times when the stations will be in operation will be notified through the Official Communications Channel on OASIS.
- 16 The ballot closes at 2.00 p.m. on the day appointed for the election.
- 17 Each candidate may appoint one scrutineer from the electors, by notification in writing to the Returning Officer.
- 18 An election shall not be invalidated by inadvertent failure to give any student qualified to vote, any notice required by this Rule.
- 19 The system of voting to be used shall be the optional preferential system and shall be conducted as follows:
  - 19.1 Ballot papers shall be marked by placing the numeral "1" beside the name of the candidate for whom the voter wishes to vote. A voter who wishes to express a second or any subsequent preference shall place the numeral "1" beside the candidate of first preference, and the numerals "2", "3", "4" and so on in numerical order beside the name or names of any candidate or candidates for whom the voter wishes to express a second or any subsequent preference. In an election to fill both vacancies, a voter shall express a preference for at least the same number of candidates as there are vacancies to be filled, but subject thereto, a ballot paper shall not be invalid merely because the voter has not expressed a preference for all of the candidates.
- 20 As soon as practicable after the close of the ballot, the Returning Officer shall, with the assistance of such other persons as may be appointed, scrutinise the ballot papers and eliminate any invalid votes. The number of votes (other than second or subsequent preferences) expressed for each candidate will then be counted and recorded.
- 21 The Returning Officer shall declare elected the candidate (if any) who has an absolute majority of votes. If no candidate has an absolute majority on the first count, the Returning

Officer shall eliminate the candidate with the lowest number of votes, and shall distribute these votes amongst the remaining candidates according to the next preferences (if any) expressed on the ballot paper.

This procedure shall be repeated until one candidate has an absolute majority, whereupon that candidate shall be declared elected.

- 22 Within a period of five working days after the result of an election is known, the Returning Officer shall declare a candidate elected, by
- 22.1 Formally writing to the successful and all other candidates to notify them of the results
- 22.2 Posting the results of the election through the Official Communication Channel on OASIS.

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**REVISION HISTORY:**

<b>Revision Ref. No.</b>	<b>Approved/ Rescinded</b>	<b>Date</b>	<b>Committee/ Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
<i>Established</i>	<i>Approved</i>	<i>25/10/2006</i>	<i>Council</i>	<i>C 150/06 (ii)</i>	<i>01106/06</i>
<i>Effective on Gazettal of Statute No 9 on 16/03/07</i>					
<i>Established</i>	<i>Approved</i>	<i>22/06/2005</i>	<i>Council</i>	<i>C 66/05 (vii)</i>	<i>00759/05</i>
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