



# 2022 University Council Elections

## CODE OF CONDUCT

**Due to COVID-19, this year's election will be run in a virtual capacity.**

All UOW 2022 Elections will be conducted in accordance with current NSW Government Health COVID-19 advice and restrictions. If you are unsure of how these restrictions apply to you please refer to the [UOW COVID-19 RESPONSE FAQ's](#).

It is important that elections are conducted in an open, democratic and participatory manner, and that candidates familiarise themselves with the following Code of Conduct which outline the requirements and expectations concerning the conduct of the election. This Code of Conduct is established in accordance with Clause 1.4 of Schedule 1 of the [University of Wollongong By-Law \(2005\)](#). Candidates who do not comply with this Code may be disciplined or disqualified from the election at the discretion of the Returning Officer.

### 1. Introduction

- 1.1 This Code of Conduct applies to all candidates standing in the 2022 University Council Elections at the University of Wollongong.
- 1.2 The purpose of this Code is to promote fairness, preserve the integrity of elections and to encourage candidates and their supporters to maintain a spirit of friendly competition and respect for the election process.

### 2. General Principles

- 2.1 The University expects all people involved in the 2022 University Council Elections (including candidates, returning officers, scrutineers, campaign officials and voters) to conduct themselves in an ethical manner and not to engage in any behaviour that causes or could cause unreasonable disruption to, or compromise the integrity of, an election or election campaign, including through the use of social networks such as Facebook.
- 2.2 Any campaign materials or activities must conform to Section 4 of this Code and must not contain images or languages, or promote behaviour, that cause offence or that are misleading or defamatory.
- 2.3 Candidates should be aware that the Code of Conduct may change from year to year and they should not rely on experience of past years, but rather should consult the current year's Code.

### 3. Contact

- 3.1 Should there be a need to contact a candidate during the course of the election: only the contact details provided on the candidate's nomination form will be used.
- 3.2 All contact with the Returning Officer should be by email in the first instance, directed to [uow-elections@uow.edu.au](mailto:uow-elections@uow.edu.au).
- 3.3 Where advice is provided to any candidate that has relevance to candidates generally, this advice will be circulated to all candidates via their designated email addresses.

#### 4. Campaign Materials

- 4.1 In addition to the requirements of this Code, the University may impose additional requirements for campaign materials, including size, placement and distribution volume. Such requirements will be communicated to all candidates.
- 4.2 All How to Vote material (online or hardcopy) must be approved by the Returning Officer. No How to Vote material, except that approved by the Returning Officer, may be displayed or distributed in University or associated entities facilities, noticeboards, outlets or other assets.
- 4.3 Subject to the provisions of clause 4.2, candidates are responsible for the content of any other materials prepared to assist in their campaigning. Such materials do not require approval by the Returning Officer but must comply with all applicable UOW policies and rules as referred to in Section 6.
- 4.4 Chalking is not permitted on any University grounds, including UOW accommodation premises.
- 4.5 Posters may only be placed in or affixed to general University notice boards. Postering should be limited to one or two posters per candidate per noticeboard. Only materials such as “blutak” may be used to affix posters to painted surfaces (sticky tape and other bonding materials are not permitted as they can damage painted surfaces).
- 4.6 Posters, pamphlets, flyers or other hard copy campaign materials must not be placed or affixed:
  - in areas used for teaching or research activities, such as lecture theatres, laboratories, libraries and so on;
  - at entrances to campuses;
  - on motor vehicle windscreens;
  - on seats;
  - to any external fixtures (such as gates or poles) or landscape features (such as trees); or
  - on glass (such as windows and doors).
- 4.7 Pamphlets or flyers may only be distributed by hand or left in common areas within the University, provided they are not left in an area or a manner where they can blow away or be disturbed. These must be collected at the end of each day.
- 4.8 All campaign materials must be removed within three days of close of voting.

#### 5. Conduct of campaigns

- 5.1 Non-electronic campaigning (such as distribution of pamphlets) is not permitted outside the boundaries of a University campus, including at nearby railway stations, bus stops and other places where students congregate.
- 5.2 Campaigning is considered an internal University activity and as such, **campaigning is only to be conducted by current staff and students of UOW**. Campaigning (including: providing moral support; providing organisational assistance; through covert campaigning; by means of distributing How to Vote material on behalf of a candidate) by persons who are not current staff or students at UOW are not permitted.
- 5.3 A candidate who is campaigning, or a person who is campaigning on behalf of a candidate, must not make available to a voter a computer or other device to enable the voter to login and cast their vote. Voters should be directed to use their own computers/devices or access those available in University libraries and IT labs.
- 5.4 Any campaigns conducted on campus must be done in a manner that does not cause any obstruction or unreasonable disruption to others. Unauthorised removal, defacing or pasting over campaign materials is not permitted.
- 5.5 Campaigning in classrooms (including lecture theatres, laboratories and all other teaching areas), whether prior to, during, or following a scheduled class, is not permitted. This also applies to classes delivered online.

- 5.6 Campaigning in libraries, computer laboratories and any designated study areas of the University is not permitted.
- 5.7 Equipment of the University may not be used to produce campaign material. The University's funds may not be used to promote or support any candidate.
- 5.8 Offering any sort of bribe, incentive, inducement or other reward (including the holding of B.B.Q's / social drinks etc.) in an attempt to solicit, reward or promote voting for any particular candidate is not permitted.

## 6. Other Relevant UOW Policies

Candidates are expected to comply with other applicable UOW policies and rules in relation to their conduct during the elections. Candidates' attention is drawn to the following relevant policies & rules:

- [Bullying Prevention Policy](#)
- [Respect for Diversity Policy](#)
- [IT Acceptable Use Policy](#)
- [Social Media Policy and UOW Social Media House Rules](#)
- [Campus Access and Order Rules](#)
- [University Code of Conduct](#)
- [Student Conduct Rules](#)

## 7. Making Complaints

Complaints can be made in the following manner:

- a) Any complaint regarding the conduct of the elections including campaign materials should be made in writing via email to the Returning Officer [uow-elections@uow.edu.au](mailto:uow-elections@uow.edu.au).
- b) Any complaint regarding allegations of behaviour in breach of the policies in Section 6 should be in writing via email to the Senior Manager, Governance [governance@uow.edu.au](mailto:governance@uow.edu.au) and cc'd to the Returning Officer [uow-elections@uow.edu.au](mailto:uow-elections@uow.edu.au).

## 8. Declaration of Results

- 8.1 At the conclusion of voting, the Returning Officer will receive the election results from the e-election provider.
- 8.2 The Returning Officer, after checking that the results are in order, will announce and publish the results.
- 8.3 With electronic voting, there is no scrutineering of the count in the way this is done for a manual vote. However, the report of the voting in each Poll will be made available to candidates for perusal, on request to the Returning Officer.

### Authorised by:

Ms Cathy Duncan-Ross

**Returning Officer**

**2022 University Council Elections**

Interim Chief Operating Officer

Secretary to University Council

Signed: 

Dated: 27 JULY 2022