



ACADEMIC SENATE ELECTORAL RULES

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1 Purpose of Rules

1. The purpose of these Rules is to specify the conduct of elections to, and continuing eligibility for, membership of the Academic Senate of the University of Wollongong.

2 Definitions

Word/Term	Definition (with examples if required)
Academic Senate	The principal academic body of the University of Wollongong, with responsibility for advising the Council and the Vice-Chancellor on matters relating to teaching and learning, academic quality assurance, student experience, research and scholarship.
Academic staff member	Person whose name appears on the roll of academic staff kept under Part 4 Section 11 of the University of Wollongong By-Law (2005).
Close of nominations	The prescribed date and time by which nominations must reach the Returning Officer.
Delegated Authority	A person given delegated authority under the Delegations of Authority Policy.
Determined by lot	The name of each candidate who received the same number of votes is written on separate and similar slips of paper, the slips are folded so as to prevent identification and mixed and drawn at random. The candidates whose names are drawn are elected until all available positions are filled.
Elected member	Member who occupies a position on Academic Senate as a result of their election.
Elected academic faculty member	Academic staff member who is a member of a faculty and occupies a position on Academic Senate as a result of their election by and from persons whose names appear on the roll of academic staff members.
Elected academic non-faculty member	Academic staff member who is not a member of a faculty and occupies a position on Academic Senate as a result of their election by and from persons whose names appear on the roll of academic staff members.
Ex-officio member	Member who occupies a position on Academic Senate by virtue of their official position within the University.
Faculties	The current faculties of the University as depicted in the organisational chart setting out the structure of the University that is published on its website.
Failed election	An election in which circumstances or errors not covered by these Rules are adjudicated by the Returning Officer to have improperly affected the outcome.



Word/Term	Definition (with examples if required)
Leave of absence	The period of approved leave for an elected committee member, of less than six months.
Non-academic staff member	Person whose name appears on the roll of non-academic staff members kept under Part 4 Section 12 of the University of Wollongong By-Law (2005).
Onshore International student	Persons whose names appear on the roll of onshore international students kept by the Returning Officer, other than persons so enrolled who are members of the staff of the University.
Postgraduate student	Persons whose names appear on the roll of postgraduate students kept under Part 4 Section 14 of the University of Wollongong By-Law (2005), other than persons so enrolled who are members of the staff of the University.
Proxy vote	A vote which is cast by a person, who is not eligible to vote, on behalf of an ex-officio member who is eligible to vote, in accordance with these Rules.
Returning Officer	The person nominated to oversee the conduct of elections in accordance with these Rules.
Roll	List of persons eligible to nominate and vote in an election conducted in accordance with these Rules.
Scrutineer	The person nominated by a candidate for election to monitor the process of vote counting and any determination by lot on behalf of the candidate.
Secret ballot	A vote in which each voter's choice is secret but the totalled votes are public.
Student member	Member who occupies a position on Academic Senate as a result of their election by and from the student body.
Three consecutive terms	Three consecutive terms of office that includes at least one whole term of office for any position for which an election is held in accordance with these Rules.
Undergraduate student	Persons whose names appear on the roll of undergraduate students kept under Part 4 Section 13 of the University of Wollongong By-Law (2005), other than persons so enrolled who are members of the staff of the University.

3 Application and Scope – Exclusions or Special Conditions (if any)

1. These Rules apply to elections for:
 - a. elected academic faculty members of Academic Senate;
 - b. elected academic non-faculty members of Academic Senate;



- c. elected Associate Dean (International) representatives on Academic Senate
 - d. elected Associate Dean (Research) representatives on Academic Senate
 - e. elected Associate Dean (Equity, Diversity and Inclusion) representatives on Academic Senate
 - f. student members of Academic Senate;
 - g. Academic Senate members to other committees, and
 - h. the Chair of Academic Senate and Deputy Chair of Academic Senate.
2. These Rules do not apply to elections conducted for positions on the University Council.
 3. These Rules may be applied by faculties when conducting elections for committees in faculties.

4 Term of Office and Timing of Elections

Elected Academic Faculty Members of Academic Senate

1. The term of office of elected academic faculty members of Academic Senate is two years.
2. Elections for academic faculty members of Academic Senate are held biennially on or after 1 April and on or before 30 May for a term of two years commencing 1 July of that year and concluding two years later on 30 June.

Elected Academic Non-Faculty Members of Academic Senate

3. The term of office of non-faculty academic members of Academic Senate is two years.
4. Elections for non-faculty academic members of Academic Senate are held biennially on or after 1 April and on or before 30 May for a term of two years commencing 1 July of that year and concluding two years later on 30 June.

Elected Associate Dean (International), Associate Dean (Research) and Associate Dean (Equity, Diversity and Inclusion) Representatives on Academic Senate

5. The term of office of elected Associate Dean (International), Associate Dean (Research) and Associate Dean (Equity, Diversity and Inclusion) Representatives on Academic Senate is two years.
6. Elections for Associate Dean (International) and Associate Dean (Research) Representatives on Academic Senate are held biennially on or after 1 April and on or before 30 May for a term of two years commencing 1 July of that year and concluding two years later on 30 June.
7. The Election for the Associate Dean (Equity, Diversity and Inclusion) Representative is to be held biennially at the last meeting of Academic Senate occurring prior to 30 June for a term commencing 1 July of that year and concluding 24 months later on 30 June.

Student Members of Academic Senate

8. The term of office of student members of Academic Senate is two years, with staggered commencement dates across alternate years.
9. Elections for student members of Academic Senate are held each year on or after 1 August and before 30 November for the term 1 January to 31 December of the following year.



Chair and Deputy Chair of Academic Senate

10. The term of office of the Chair of Academic Senate and the Deputy Chair of Academic Senate is two years.
11. The Chair and Deputy Chair of Academic Senate are limited to serving three consecutive terms on Academic Senate (6 years).
12. The Election for the Chair of Academic Senate is to be held biennially at the last meeting of Academic Senate occurring prior to 30 June for a term commencing 1 July of that year and concluding 24 months later on 30 June.
13. The election for the Deputy Chair of Academic Senate is to be held biennially at the first meeting of Academic Senate occurring after 1 July for a term commencing from the date of that meeting and concluding 24 months later on 30 June.

5 Election of Academic Faculty Members of Academic Senate

Eligibility to Vote and Eligibility to Stand for Election

1. Any person who is named on the relevant roll of academic staff is eligible to stand for and vote in elections of academic faculty members to Academic Senate.
2. The Returning Officer for elections conducted under these Rules shall cause to be prepared, at the time of distribution of the notice of election, a roll which contains the names of all academic staff members of the relevant faculty.
3. Subject to Clauses 5.7 and 5.8, any person eligible to stand for and vote in elections for academic faculty members of Academic Senate is eligible to be nominated for election to Academic Senate.
4. Persons eligible to vote in elections for academic faculty members of Academic Senate are encouraged but not obliged to vote.
5. As ex-officio members of Academic Senate, Executive Deans and Associate Deans (Education) of faculties are not eligible to be nominated for election to Academic Senate.
6. Associate Deans (International), (Research) and (Equity, Diversity and Inclusion) are not eligible to be nominated for election to Academic Senate as an academic faculty member of Academic Senate. A representative for each of these groups is elected through a separate process by the University Internationalisation Committee, the University Research Committee and Academic Senate as relevant.

Limitation on Term of Office

7. Elected academic faculty members of Academic Senate are limited to serving three consecutive terms on Academic Senate.
8. Members who have served three consecutive terms on Academic Senate are not precluded from being nominated again providing that at least one term of office has passed.

Returning Officer

9. The Returning Officer for the election of academic faculty members of Academic Senate shall be a member of non-academic staff employed in a position in a relevant faculty, appointed by the relevant Executive Dean.



10. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
11. Subject to these Rules, an election is to be conducted in such manner as the Returning Officer determines.

Timing of Elections

12. The interval between the date of the notice of election and the polling date shall be not less than twenty one (21) and not more than twenty eight (28) days.

Notice of Election

13. The Returning Officer shall give notice of election and invite nominations for faculty academic members of Academic Senate by email notification to eligible persons and by such other means that the Returning Officer considers appropriate.
14. The notice of election is to state:
 - a. the number and categories of positions to be elected, which is determined in accordance with Clause 15;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and
 - e. the process by which nominations for election will be accepted.

Nominations

15. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
16. Any person eligible to stand for election may nominate themselves or be nominated by another person eligible to stand for election. All persons nominated by another person must indicate their consent to stand for election, by forwarding written consent to the Returning Officer no later than the close of nominations.
17. The Returning Officer will monitor diversity of gender representation across nominations, and will raise any concerns regarding the gender diversity of nominations with the Executive Dean who will seek to encourage diversity of nominations.
18. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
19. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to make one further call for nominations in the manner specified in Clause 5.13 and expiring seven (7) days after the date of publication.
20. If, at the close of further nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected, and the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.



Voting

21. If, at the close of nominations or, where a further call for nominations is held, at the close of further nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot)

Counting of Votes

22. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
23. Where there is an equality of votes for an available position(s), the person(s) to be elected to that or those positions will be determined by lot by the Returning Officer.

Declaration of Results

24. The Returning Officer is to declare as elected the candidate(s) who received the highest number of votes.
25. The Returning Officer is to provide the Executive Officer of Academic Senate with a copy of the declaration of results within seven (7) days of the poll.

6 Election of Academic Non-Faculty Members of Academic Senate

Eligibility to Vote and Eligibility to Stand for Election

1. Any person whose name appears on the roll of academic staff and is not a member of a faculty is eligible to stand for and vote in elections of academic non-faculty members to Academic Senate.
2. The Returning Officer for elections conducted under these Rules shall cause to be prepared, at the time of distribution of the notice of election, a roll which contains the names of academic staff members who are not a member of a faculty.
3. Subject to Clauses 6.5 and 6.6, any person eligible to stand for and vote in elections for academic non-faculty staff members of Academic Senate is eligible to be nominated for election to Academic Senate.
4. Persons eligible to vote in elections for academic non-faculty staff members of Academic Senate are not obliged to vote.

Limitation on Term of Office

5. Elected academic non-faculty staff members of Academic Senate are limited to serving three consecutive terms on Academic Senate.
6. Members who have served three consecutive terms on Academic Senate are not precluded from being nominated again providing that at least one term of office has passed.

Returning Officer

7. The Returning Officer for the election of academic non-faculty staff members of Academic Senate shall conduct the election by means of a physical election or an electronic election.
8. The Returning Officer for election of academic non-faculty staff members of Academic Senate is to be the Senior Manager, Governance, Governance & Legal Division or an alternate appointment by that Senior Manager.



9. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
10. Subject to these Rules, the election is to be conducted in such manner as the Returning Officer determines.

Timing of Elections

11. In the conduct of the election, the following intervals are to be allowed:
 - a. between the date of publication (or other display) of the notice of election and the date and time for close of nominations—not less than seven (7) days,
 - b. between the close of nominations and the making available of voting forms—not less than seven days and not more than fourteen (14) days,
 - c. between the making available of voting forms and the date and time by which completed voting forms must be submitted to the Returning Officer—not less than fourteen (14) days and not more than twenty eight (28) days.

Notice of Election

12. The Returning Officer is to give notice of the election by:
 - a. publishing the notice on the Internet by means of the website of the University, and
 - b. any other means that the Returning Officer considers appropriate.
13. The notice of election is to:
 - a. state the number of persons to be elected, which shall be determined in accordance with Clause 15, and the qualifications for candidature;
 - b. specify the form of the nomination and the means by which it is to be submitted to the Returning Officer; and
 - c. prescribe a date and time for the close of nominations.

Nominations

14. The Returning Officer is not to accept a nomination unless:
 - a. it is in writing in the form specified in the notice of election and may be electronically submitted;
 - b. it is signed by two persons whose names appear on the appropriate roll;
 - c. the person nominated has consented to stand for election by a notice in writing given to the Returning Officer before the time prescribed for the close of nominations or by a notation to that effect on the nomination form; and
 - d. it is received by the Returning Officer before the time prescribed for the close of nominations.
15. The Returning Officer will monitor diversity of gender representation across nominations, and will raise any concerns regarding the gender diversity of nominations with the relevant Deputy Vice-Chancellor portfolio / Research Institute Directors who will seek to encourage diversity of nominations.



16. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
17. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to make one further call for nominations in the manner specified in Clause 6.12 and expiring seven (7) days after the date of publication.
18. If, at the close of further nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected, and the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.
19. If, at the close of nominations, or, where a further call for nominations is held, at the close of further nominations, the number of valid nominations exceeds the number of persons to be elected, the Returning Officer is to send or make available by post or by other means (including electronic) a voting form to those persons entitled to vote. When sending by post, the voting form is to be sent to the address shown in respect of those persons on the appropriate roll.

Voting Form

20. Each voting form is to contain the names of the candidates in alphabetical order.
21. Each voting form is to be accompanied by or is to provide electronic access to a form of declaration or other means of verification that the person so voting is qualified to vote at the election.
22. If a voting form has been lost or destroyed, a duplicate may be issued by the Returning Officer upon receipt of a written declaration that the voting form has been lost or destroyed.
23. Each voting form sent or otherwise made available to an elector is to be accompanied by or is to provide electronic access to a notice which:
 - a. specifies the date and the time by which the completed voting form must reach the Returning Officer;
 - b. contains instructions for the transmission (whether electronically or otherwise) of the completed voting form to the Returning Officer; and
 - c. states the date and time when the votes will be counted.

Voting

24. The voter is to mark a cross or tick on the voting form opposite the name of each candidate for whom the voter votes, but the number of candidates for whom a vote is cast is not to exceed the number of persons to be elected.

Counting of Votes

25. At the date and time appointed for the counting of votes, the Returning Officer is to:
 - a. count or cause to be counted by computer the votes cast in accordance with the procedures for counting votes approved by the Returning Officer and published on the Internet by means of the website of the University; and
 - b. ensure that the secrecy and integrity of the ballot is maintained.



Declaration of Results

26. The Returning Officer is to declare as elected the candidate(s) who received the highest number of votes.
27. Declaration of those elected shall take place not more than seven (7) days after voting has concluded.

Equality of Votes

28. Where there is an equality of votes for an available position or positions, the person(s) to be elected to that or those positions will be determined by lot by the Returning Officer.

7 Election of Student Members of Academic Senate

Eligibility to Vote and Eligibility to Stand for Election

1. Students who are named on the rolls of undergraduate, postgraduate, and onshore international students as defined in Clause 2 are eligible to vote in the election of students to Academic Senate.
2. Subject to Clauses 7.4 and 7.5, any student eligible to vote is eligible to stand for election to Academic Senate.
3. Persons eligible to vote in elections for student members of Academic Senate are not obliged to vote.

Limitation on Term of Office

4. Elected student members of Academic Senate are limited to serving three consecutive terms on Academic Senate.
5. Student members who have served three consecutive terms on Academic Senate are not precluded from being nominated again providing that at least one term of office has passed.

Returning Officer

6. The election of student members of Academic Senate is to be conducted by a Returning Officer and may be conducted by means of a physical election or an electronic election.
7. The Returning Officer for election of student members of Academic Senate is to be the Senior Manager, Governance, Governance & Legal Division or an alternate appointed by that Senior Manager.
8. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
9. Subject to these Rules, the election is to be conducted in such manner as the Returning Officer determines.

Timing of Elections

10. In the conduct of the election, the following intervals are to be allowed:
 - a. between the date of publication (or other display) of the notice of election and the date and time for close of nominations—not less than seven (7) days,



- b. between the close of nominations and the making available of voting forms—not less than seven (7) days and not more than fourteen (14) days,
- c. between the making available of voting forms and the date and time by which completed voting forms must be submitted to the Returning Officer—not less than fourteen (14) days and not more than twenty eight (28) days.

Notice of Election

11. The Returning Officer is to give notice of the election by:
 - a. publishing the notice on the Internet by means of the website of the University; and
 - b. any other means that the Returning Officer considers appropriate.
12. The notice of election is to:
 - a. state the number of persons to be elected, which shall be determined in accordance with Clause 15, and the qualifications for candidature;
 - b. specify the form of the nomination and the means by which it is to be submitted to the Returning Officer; and
 - c. prescribe a date and time for the close of nominations.

Nominations

13. The Returning Officer is not to accept a nomination unless:
 - a. it is in writing in the form specified in the notice of election and may be electronically submitted;
 - b. it is signed by two persons whose names appear on the appropriate roll;
 - c. the person nominated has consented to stand for election by a notice in writing given to the Returning Officer before the time prescribed for the close of nominations or by a notation to that effect on the nomination form; and
 - d. it is received by the Returning Officer before the time prescribed for the close of nominations.
14. The Returning Officer will monitor diversity of gender representation across nominations, and will raise any concerns regarding the gender diversity of nominations with the Director, Student and Accommodation Services Division who will seek to encourage diversity of nominations.
15. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
16. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to make one further call for nominations in the manner specified in Clause 7.11 and expiring seven (7) days after the date of publication.
17. If, at the close of further nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected, and the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.
18. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, the Returning Officer is to send or make available by post or by other means (including



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electronic) a voting form to those persons entitled to vote. When sending by post, the voting form is to be sent to the address shown in respect of those persons on the appropriate roll.

Voting Form

19. Each voting form is to contain the names of the candidates in alphabetical order.
20. Each voting form is to be accompanied by or is to provide electronic access to a form of declaration or other means of verification that the person so voting is qualified to vote at the election.
21. If a voting form has been lost or destroyed, a duplicate may be issued by the Returning Officer upon receipt of a written declaration that the voting form has been lost or destroyed.
22. Each voting form sent or otherwise made available to an elector is to be accompanied by or is to provide electronic access to a notice which:
 - a. specifies the date and the time by which the completed voting form must reach the Returning Officer;
 - b. contains instructions for the transmission (whether electronically or otherwise) of the completed voting form to the Returning Officer; and
 - c. states the date and time when the votes will be counted.

Voting

23. The voter is to mark a cross or tick on the voting form opposite the name of each candidate for whom the voter votes, but the number of candidates for whom a vote is cast is not to exceed the number of persons to be elected.

Counting of Votes

24. At the date and time appointed for the counting of votes, the Returning Officer is to:
 - a. count or cause to be counted by computer the votes cast in accordance with the procedures for counting votes approved by the Returning Officer and published on the Internet by means of the website of the University; and
 - b. ensure that the secrecy and integrity of the ballot is maintained.

Declaration of Results

25. Where an election is held to elect one member, the Returning Officer is to declare as elected the candidate who receives the highest number of votes.
26. Where an election is held to elect more than one member, the Returning Officer is to declare as elected the candidates who received the highest number of votes.
27. Declaration of those elected shall take place not more than seven (7) days after voting has concluded.

Equality of Votes

28. Where there is an equality of votes for an available position or positions, the person or persons to be elected to that or those positions will be determined by lot by the Returning Officer.



8 Election of Associate Dean (International) Representative on Academic Senate

Eligibility to Stand for Election

1. Any current Associate Dean (International) is eligible to stand for election as Associate Dean (International) Representative on Academic Senate.

Eligibility to Vote

2. All current members of the University Internationalisation Committee are eligible to vote in elections for the Associate Dean (International) Representative on Academic Senate.
3. The Returning Officer for the election of Associate Dean (International) Representative on Academic Senate shall cause to be prepared a roll of University Internationalisation Committee members at the time of distribution of the notice of election.
4. Any person whose name is not on the roll of University Internationalisation Committee members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.
5. Persons eligible to vote for the Associate Dean (International) Representative on Academic Senate are not obliged to vote.

Returning Officer

6. The Returning Officer for the election of Associate Dean (International) Representative on Academic Senate is the Executive Officer of the University Internationalisation Committee.
7. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
8. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

9. The interval between the date of notice of election and the date of University Internationalisation Committee meeting at which the election is to take place shall be not less than twenty one (21) days.

Notice of Election

10. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
11. The notice of election is to state:
 - a. the position to be elected;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and



- e. the process by which nominations for election will be accepted.

Nominations

12. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
13. Any person eligible to stand for election may:
 - a. nominate themselves or
 - b. be nominated by a person who is a current member of the University Internationalisation Committee.
14. All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.
15. If, at the close of nominations, there is one valid nomination, the Returning Officer is to declare the person nominated to be elected.
16. If, at the close of nominations, there are no valid nominations the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.

Voting

17. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot) at the meeting of the University Internationalisation Committee at which the election is to be conducted.

Counting of the Votes

18. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
19. Where there is an equality of votes the person to be elected is to be determined by lot by the Returning Officer.

Declaration of Results

20. The Returning Officer is to declare as elected the candidate who receives the highest number of votes.

9 Election of Associate Dean (Research) Representative on Academic Senate

Eligibility to Stand for Election

1. Any current Associate Dean (Research) is eligible to stand for election as Associate Dean (Research) Representative on Academic Senate.

Eligibility to Vote

2. All current members of the University Research Committee are eligible to vote in elections for the Associate Dean (Research) Representative on Academic Senate.



3. The Returning Officer for the election of Associate Dean (Research) Representative on Academic Senate shall cause to be prepared a roll of University Research Committee members at the time of distribution of the notice of election.
4. Any person whose name is not on the roll of University Research Committee members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.
5. Persons eligible to vote for the Associate Dean (Research) Representative on Academic Senate are not obliged to vote.

Returning Officer

6. The Returning Officer for the election of Associate Dean (Research) Representative on Academic Senate is the Executive Officer of the University Research Committee.
7. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
8. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

9. The interval between the date of notice of election and the date of University Research Committee meeting at which the election is to take place shall be not less than twenty one (21) days.

Notice of Election

10. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
11. The notice of election is to state:
 - a. the position to be elected;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and
 - e. the process by which nominations for election will be accepted.

Nominations

12. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
13. Any person eligible to stand for election may:
 - a. nominate themselves or
 - b. be nominated by a person who is a current member of the University Research Committee.



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14. All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.
15. If, at the close of nominations, there is one valid nomination, the Returning Officer is to declare the person nominated to be elected.
16. If, at the close of nominations, there are no valid nominations the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.

Voting

17. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot) at the meeting of the University Research Committee at which the election is to be conducted.

Counting of the Votes

18. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
19. Where there is an equality of votes the person to be elected is to be determined by lot by the Returning Officer.

Declaration of Results

20. The Returning Officer is to declare as elected the candidate who receives the highest number of votes.

9A Election of Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate

Eligibility to Stand for Election

1. Any current Associate Dean (Equity, Diversity and Inclusion) is eligible to stand for election as Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate.

Eligibility to Vote

2. All current members of the Academic Senate are eligible to vote in elections for the Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate.
3. The Returning Officer for the election of Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate shall cause to be prepared a roll of Academic Senate members at the time of distribution of the notice of election.
4. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.
5. Persons eligible to vote for the Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate are not obliged to vote.



Returning Officer

6. The Returning Officer for the election of Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate is the Executive Officer of Academic Senate.
7. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
8. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

9. The interval between the date of notice of election and the date of Academic Senate meeting at which the election is to take place shall be not less than twenty one (21) days.

Notice of Election

10. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
11. The notice of election is to state:
 - a. the position to be elected;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and
 - e. the process by which nominations for election will be accepted.

Nominations

12. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
13. Any person eligible to stand for election may:
 - a. nominate themselves or
 - b. be nominated by a person who is a current member of the Academic Senate.
14. All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.
15. If, at the close of nominations, there is one valid nomination, the Returning Officer is to declare the person nominated to be elected.
16. If, at the close of nominations, there are no valid nominations the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.

Voting

17. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot) at the meeting of the Academic Senate at which the election is to be conducted.



Counting of the Votes

18. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
19. Where there is an equality of votes the person to be elected is to be determined by lot by the Returning Officer.

Declaration of Results

20. The Returning Officer is to declare as elected the candidate who receives the highest number of votes.

10 Election of Academic Senate Members to other Committees

Eligibility to Vote and Eligibility to Stand for Election

1. Subject to any specific eligibility requirements for that or those positions, any member of Academic Senate is eligible to stand for and vote in elections of Academic Senate members to other committees.
2. Subject to any specific eligibility requirements for that or those positions, any member of Academic Senate who is eligible to stand for and vote in elections for Academic Senate members to other committees is eligible to nominate for such positions.
3. Academic Senate members eligible to vote in elections for Academic Senate members to other committees are not obliged to vote.
4. The Returning Officer shall cause to be prepared a roll of Academic Senate members at the time of distribution of the notice of election.
5. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.

Returning Officer

6. The Returning Officer for the election of Academic Senate members to other committees is the Executive Officer of Academic Senate.
7. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
8. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

9. The interval between the date of notice of election and the date of the Academic Senate meeting at which the election is to take place shall be not less than twenty one (21) days.



Notice of Election

10. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
11. The notice of election is to state:
 - a. the number of persons to be elected;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and
 - e. the process by which nominations for election will be accepted.

Nominations

12. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
13. Any person eligible to stand for election may nominate themselves or be nominated by another person eligible to stand for election. All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.
14. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
15. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the eligible persons nominated to be elected and the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.

Voting

16. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot) at the meeting nominated in the notice of election.

Counting of the Votes

17. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
18. Where there is an equality of votes for an available position or positions, the person or persons to be elected to that or those positions will be determined by lot by the Returning Officer.

Declaration of Results

19. Where an election is held to elect one person, the Returning Officer is to declare as elected the candidate who receives the highest number of votes.
20. Where an election is held to elect more than one person, the Returning Officer is to declare as elected the candidates who received the highest number of votes.



Equality of Votes

21. Where there is an equality of votes for an available position or positions, the person(s) to be elected to that or those positions will be determined by lot by the Returning Officer.

11 Election of Chair of Academic Senate

Eligibility to Stand for Election

1. Subject to Clauses 11.8 and 11.9, any Associate Professor or Professor of the University is eligible to nominate or be nominated for Chair of Academic Senate.
2. The Returning Officer for the election for the Chair of Academic Senate shall cause to be prepared, at the time of distribution of the notice of election, a roll which contains the names of all Associate Professors and Professors of the University who are not Executive Deans.
3. Subject to Clauses 11.8 and 11.9, any Associate Professor or Professor eligible to stand for the Chair of Academic Senate is eligible to nominate or be nominated for such position.

Eligibility to Vote

4. All current members of Academic Senate are eligible to vote in the election for the Chair of Academic Senate.
5. The Returning Officer for the election of Chair of Academic Senate shall cause to be prepared a roll of Academic Senate members at the time of distribution of the notice of election.
6. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.
7. Persons eligible to vote for the Chair of Academic Senate are not obliged to vote.

Limitation on Term of Office

8. An academic staff member who is elected as Chair of Academic Senate is limited to serving three consecutive terms in that position.
9. An academic staff member who has served three consecutive terms as Chair of Academic Senate is not precluded from being nominated again for a further term or terms in that position provided that at least one term of that office has passed.

Returning Officer

10. The Returning Officer for the election of Chair of Academic Senate is the Executive Officer of Academic Senate.
11. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
12. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.



Timing of Elections

13. The interval between the date of notice of election and the date of Academic Senate meeting at which the election is to take place shall be not less than twenty one (21) days.

Notice of Election

14. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
15. The notice of election is to state:
 - a. the position to be elected;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and
 - e. the process by which nominations for election will be accepted.

Nominations

16. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
17. Any person eligible to stand for election may:
 - a. nominate themselves or
 - b. be nominated by another person eligible to stand for election or
 - c. be nominated by a person who is a current member of Academic Senate.
18. All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.
19. If, at the close of nominations, there is one valid nomination, the Returning Officer is to declare the person nominated to be elected.
20. If, at the close of nominations, there are no valid nominations the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.

Voting

21. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot) at the meeting of Academic Senate at which the election is to be conducted.

Counting of the Votes

22. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
23. Where there is an equality of votes the person to be elected is to be determined by lot by the Returning Officer.



Declaration of Results

24. The Returning Officer is to declare as elected the candidate who receives the highest number of votes.

12 Election of Deputy Chair of Academic Senate

Eligibility to Vote and Eligibility to Stand for Election

1. Subject to Clauses 12.7 and 12.8, any member of Academic Senate is eligible to nominate or be nominated for Deputy Chair of Academic Senate, with the exception of the Chair of Academic Senate.
2. The Returning Officer for elections for the Deputy Chair of Academic Senate shall cause to be prepared, at the time of distribution of the notice of election, a roll of Academic Senate members at the time of distribution of the notice of election.
3. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to nominate or be nominated may be permitted by the Returning Officer to nominate or be nominated, provided they can satisfy the Returning Officer of their membership status prior to the close of nomination.
4. All current members of Academic Senate are eligible to vote in elections for the Deputy Chair of Academic Senate.
5. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.
6. Persons eligible to vote for the Deputy Chair of Academic Senate are not obliged to vote.

Limitation on Term of Office

7. An academic staff member who is elected as Deputy Chair of Academic Senate is limited to serving three consecutive terms in that position.
8. An academic staff member who has served three consecutive terms as Deputy Chair of Academic Senate is not precluded from being nominated again for a further term or terms in that position provided that at least one term of that office has passed.

Returning Officer

9. The Returning Officer for the election of Deputy Chair of Academic Senate is the Executive Officer of Academic Senate.
10. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
11. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

12. The interval between the date of notice of election and the date of Academic Senate meeting at which the election is to take place shall be not less than twenty one (21) days.



Notice of Election

13. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
14. The notice of election is to state:
 - a. the position to be elected;
 - b. the eligibility requirements for candidature;
 - c. the date by which nominations must be received;
 - d. the date on which the election will be conducted; and
 - e. the process by which nominations for election will be accepted.

Nominations

15. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven (7) days prior to the date on which the election is to be conducted.
16. Any person eligible to stand for election may:
 - a. nominate themselves or
 - b. be nominated by a person who is a current member of Academic Senate.
17. All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.
18. If, at the close of nominations, there is one valid nomination, the Returning Officer is to declare the person nominated to be elected.
19. If, at the close of nominations, there are no valid nominations the resulting vacant position(s) shall be filled according to the provisions in Clauses 13.9 – 13.11.

Voting

20. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot (or by electronic ballot) at the meeting of Academic Senate at which the election is to be conducted.

Counting of the Votes

21. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
22. Where there is an equality of votes the person to be elected is to be determined by lot by the Returning Officer.

Declaration of Results

23. The Returning Officer is to declare as elected the candidate who receives the highest number of votes.



13 Vacancies

Vacation of Office

1. The office of a member of Academic Senate becomes vacant if the member:
 - a. Dies; or
 - b. declines to act; or
 - c. resigns the office by writing under his or her hand addressed to the Executive Officer of Academic Senate; or
 - d. becomes a mentally incapacitated person (as defined in the Interpretation Act, 1987 (NSW)); or
 - e. is an elected member and is absent from three consecutive meetings of Academic Senate of which reasonable notice has been given and:
 - i. has not been granted a leave of absence from Academic Senate for all or part of the period of time in which those meetings were held; or
 - ii. has not submitted to and had accepted by Academic Senate an apology for their absence from any one of those meetings of Academic Senate.
 - f. is an elected non-student member and commences a period of leave of absence of greater than six months' duration; or
 - g. ceases to be qualified for election or appointment, with the exception of an elected Faculty Academic Staff Representative who has, during their term of office, moved into a different category as stipulated at clause 15.5.
2. The office of an elected academic faculty member of Academic Senate is treated as vacant in the event of the relevant faculty being created, restructured, merged or abolished.

Appointments to fill certain vacancies

3. In the event of a vacancy in the office of any elected academic faculty member of Academic Senate occurring within one year of the date on which the member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the relevant Executive Dean.
4. In the event of a vacancy in the office of any elected academic non-faculty member of Academic Senate occurring within one year of the date on which the member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the Vice-Chancellor.
5. In the event of a vacancy in the office of an elected Associate Dean (Research) Representative on Academic Senate occurring within one year of the date on which the member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the Deputy Vice-Chancellor (Research and Innovation).
6. In the event of a vacancy in the office of an elected Associate Dean (International) Representative on Academic Senate occurring within one year of the date on which the member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the Senior Deputy Vice-Chancellor (Innovation, Enterprise and External Relations).
7. In the event of a vacancy in the office of an elected Associate Dean (Equity, Diversity and Inclusion) Representative on Academic Senate occurring within one year of the date on which the



member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the Deputy Vice-Chancellor (Research and Innovation).

8. In the event of a vacancy in the office of an elected student member of Academic Senate occurring within one year of the date on which the member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the Director, Student and Accommodation Services Division.

Elections to fill certain vacancies.

9. An election to fill:
 - a. a vacancy in the office of an elected member of Academic Senate whose term has more than one year remaining;
 - b. a vacancy pursuant to Clause 5.20, 6.20, 7.17, 8.16, 9.16, 9A.16, 10.15, 11.20 or 12.19; or
 - c. a vacant position on another committee previously held by a person elected or nominated by Academic Senate under Section 10,

is to be conducted by the Executive Officer of Academic Senate as Returning Officer at a scheduled meeting of Academic Senate.

10. The Returning Officer is to advise the members of Academic Senate of the election to be held by including a notice of the election with the papers circulated with the agenda for the meeting.
11. The election is to be conducted in such manner as may be determined at Academic Senate.

Elections to fill vacancy of Chair or Deputy Chair of Academic Senate

12. Elections for the Chair of Academic Senate or the Deputy Chair of Academic Senate occurring after the vacation of either office in circumstances set out in Clause 13.1 must be held at the next available meeting of Academic Senate after the office is vacated and are to be conducted in the manner specified in Sections 11 and 12 as relevant.

14 General

Scrutineers

1. In every election conducted in accordance with these Rules, each candidate is entitled to nominate a scrutineer to monitor the process for the counting of votes and any determination by lot.

Election not invalidated by certain errors

2. An election conducted under these Rules is not invalid only because:
 - a. the name of a person who is entitled to be on a roll kept under these Rules is omitted from the roll; or
 - b. an eligible voter did not receive a voting form or did not see or (where applicable) receive a notice of election; or
 - c. some other kind of procedural irregularity occurs which, in the opinion of the Returning Officer, is minor and does not prejudice the fairness of the election process.



Custody of Voting Forms

3. The voting forms and records for all elections conducted in accordance with these Rules are to be kept in safe custody by the Returning Officer for a period of at least six months after the election.
4. Voting forms and records may be destroyed at any time after six months, except when an objection has been received within that period about an election, in which case the voting forms and records for the election may only be destroyed with the approval of Academic Senate.

15 Elected Members on Academic Senate

Academic Members

1. Each faculty has five elected academic positions, in addition to the ex officio members, in the following categories:
 - a. Level E and above (one)
 - b. Level C and D (two)
 - c. Level A and B (one)
 - d. Head of School (one).
2. There are three elected non-faculty academic positions. These positions are available to non-faculty academic staff from across the University.
3. There is one elected Associate Dean (International) Representative.
4. There is one elected Associate Dean (Research) Representative.
5. There is one elected Associate Dean (Equity, Diversity and Inclusion) Representative.

Students

6. The number of undergraduate students elected to Academic Senate is four.
7. The number of postgraduate students elected to Academic Senate is two.
8. The number of onshore international students elected to Academic Senate is one.

16 Roles and Responsibilities

Governance Unit

1. In conducting elections, the Governance Unit shall:
 - a. ensure that elections are conducted in a timely manner;
 - b. comply with the terms of these Rules;
 - c. seek to promote gender diversity of elected Academic Senate members throughout elections processes,
 - d. provide advice to Returning Officers when requested; and
 - e. ensure that any review of these Rules is undertaken in consultation with the University community.



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Faculties, Academic Units and Institutes and Subcommittees

2. In conducting elections, faculties, relevant Deputy Vice-Chancellor (Academic and Student Life) portfolio and Research Institute Directors, and relevant Academic Senate Subcommittees shall:
 - a. ensure that elections are conducted in a timely manner,
 - b. seek to promote gender diversity of elected Academic Senate members throughout elections processes, and
 - c. provide the Executive Officer of Academic Senate with a copy of the declaration of results for elected academic faculty members of Academic Senate, Associate Deans (International), and Associate Deans (Research) representatives on Academic Senate.



Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	8 August 2008	University Council	Major revision of Electoral Procedures for Senate and Faculties, resulting in new <i>Academic Senate Electoral Rules</i> .
2	17 April 2009	University Council	Migrated to UOW Procedure Template as per Policy Directory Refresh. Clause 7.1 and Clause 7.2 updated to clarify right of student members to stand for and vote in elections of Academic Senate members to other committees. Clause 9.3 amended to provide for Academic Senate Standing Committee to fill vacancies arising in elected Academic Senate members on other committees.
3	9 October 2009	University Council	Clause 9.3 amended to clarify the process for filling a vacancy in a position on another committee under Clause 7. New Clause 11.6 added to provide for Faculties and Academic Services Division to set additional eligibility criteria, Clause 11.8 amended to update list of research institutes and to provide for the inclusion of future Research Institutes. Minor grammatical and spelling corrections.
4	2013	University Council	Major revision to reflect revised Academic Senate Terms of Reference including membership.
5	16 June 2018	University Council	Electoral process updated to include personal electronic ballot.
6	14 August 2020	University Council	Amend the definition of facilities. Add clause specifying casual vacancy provisions in the event of a faculty being created, restructured, merged or abolished.
7	9 April 2021	University Council	Amendments to reflect revised Academic Senate membership model including Section 17 Transitional Arrangements for implementation.
8	18 February 2022	University Council	Updates to position titles and responsibilities following the portfolio realignments. Removal of Section 17 Transitional Arrangements following completion of implementation.