ACADEMIC SENATE ELECTORAL RULES

<table>
<thead>
<tr>
<th>Date first approved:</th>
<th>Date of effect:</th>
<th>Date last amended:</th>
<th>Date of Next Review:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 August 2008</td>
<td>8 August 2008</td>
<td>15 June 2018</td>
<td>15 June 2023</td>
</tr>
</tbody>
</table>

First Approved by: University Council

Custodian title & e-mail address: Executive Officer of Academic Senate governance@uow.edu.au

Author: Executive Officer of Academic Senate

Responsible Division & Unit: Governance Unit
Governance & Legal Division

Supporting documents, procedures & forms: Academic Senate Terms of Reference

Relevant Legislation & External Documents:
- University of Wollongong Act, 1989 (NSW)
- University of Wollongong By-Law, 2005 (NSW)
- Interpretation Act, 1987 (NSW)
- UOW Records Management Policy

Audience: Public

Submit your feedback on this policy document using the Policy Feedback Facility.
Contents

1 Purpose of Rules 5
2 Definitions 5
3 Application and Scope – Exclusions or Special Conditions (if any) 7
4 Term of Office and Timing of Elections 7
5 Election of Academic Faculty Members of Academic Senate 8
6 Election of Academic Non-Faculty Members of Academic Senate 10
7 Election of Student Members of Academic Senate 12
8 Election of Academic Senate Members to other Committees 15
9 Election of Chair and Deputy Chair of Academic Senate 17
10 Vacancies 19
11 General 20
12 Elected Members on Academic Senate 21
13 Roles and Responsibilities 21
14 Version Control and Change History 22
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

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>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.</td>
</tr>
<tr>
<td>Academic staff member</td>
<td>Person whose name appears on the roll of academic staff kept under Part 4 Section 11 of the University of Wollongong By-Law (2005).</td>
</tr>
<tr>
<td>Close of nominations</td>
<td>The prescribed date and time by which nominations must reach the Returning Officer.</td>
</tr>
<tr>
<td>Delegated Authority</td>
<td>A person given delegated authority under the Delegations of Authority Policy.</td>
</tr>
<tr>
<td>Determined by lot</td>
<td>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.</td>
</tr>
<tr>
<td>Elected member</td>
<td>Member who occupies a position on Academic Senate as a result of their election.</td>
</tr>
<tr>
<td>Elected academic faculty member</td>
<td>An academic is not a member of a faculty where they are an academic staff member as defined in these Rules; their substantive appointment is to a unit or a division of the University that is not within a faculty; and they are not an ex officio member of Academic Senate</td>
</tr>
<tr>
<td>Elected academic non-faculty member</td>
<td>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.</td>
</tr>
<tr>
<td>Ex-officio member</td>
<td>Member who occupies a position on Academic Senate by virtue of their official position within the University.</td>
</tr>
<tr>
<td>Faculties</td>
<td>Faculty of Business</td>
</tr>
</tbody>
</table>
### Terms Defined

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td><strong>Faculty of Engineering and Information Sciences</strong>&lt;br&gt;<strong>Faculty of Law, Humanities and the Arts</strong>&lt;br&gt;<strong>Faculty of Science, Medicine and Health</strong>&lt;br&gt;<strong>Faculty of Social Sciences</strong>&lt;br&gt;<strong>Any other Faculty formed by the University in addition to or in substitution for the aforementioned faculties.</strong></td>
</tr>
<tr>
<td>Failed election</td>
<td>An election in which circumstances or errors not covered by these Rules are adjudicated by the Returning Officer to have improperly affected the outcome.</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>The period of approved leave for an elected committee member, of less than six months.</td>
</tr>
<tr>
<td>Non-academic staff member</td>
<td>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).</td>
</tr>
<tr>
<td>Postgraduate student</td>
<td>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.</td>
</tr>
<tr>
<td>Proxy vote</td>
<td>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.</td>
</tr>
<tr>
<td>Returning Officer</td>
<td>The person nominated to oversee the conduct of elections in accordance with these Rules.</td>
</tr>
<tr>
<td>Roll</td>
<td>List of persons eligible to nominate and vote in an election conducted in accordance with these Rules.</td>
</tr>
<tr>
<td>Scrutineer</td>
<td>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.</td>
</tr>
<tr>
<td>Secret ballot</td>
<td>A vote in which each voter's choice is secret but the totalled votes are public.</td>
</tr>
<tr>
<td>Student member</td>
<td>Member who occupies a position on Academic Senate as a result of their election by and from the student body. The student members of Academic Senate comprise four undergraduate students and two postgraduate students.</td>
</tr>
<tr>
<td>Three</td>
<td>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</td>
</tr>
</tbody>
</table>
### 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. student members of Academic Senate;
   d. Academic Senate members to other committees, and
   e. 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 August and before 30 November for the term of two years commencing on the following 1 January and concluding two years later on 31 December.

**Student Members of Academic Senate**

5. The term of office of student members of Academic Senate is one year.

6. Elections for student members of Academic Senate are held 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**
7. The term of office of the Chair of Academic Senate and the Deputy Chair of Academic Senate is two years.

8. The Chair and Deputy Chair of Academic Senate are limited to serving three consecutive terms on Academic Senate (6 years).

9. Elections for the Chair of Academic Senate and the Deputy Chair of Academic Senate are 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.

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 5.6 and 5.7, 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), (Research) and (International) of faculties are not eligible to be nominated for election to Academic Senate.

Limitation on Term of Office

6. Elected academic faculty members of Academic Senate are limited to serving three consecutive terms on Academic Senate.

7. 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

8. 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.

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, an election is to be conducted in such manner as the Returning Officer determines.
Timing of Elections

11. 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

12. The Returning Officer shall give notice of election and invite nominations for non-student members of Academic Senate by email notification to eligible persons and by such other means that the Returning Officer considers appropriate.

13. The notice of election is to state:
   a. the number of positions to be elected, which is determined in accordance with Clause 11;
   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

14. 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.

15. 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.

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 5.12 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 10.2, 10.3 and 10.4.

Voting

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, voting shall occur and shall be by personal ballot (or by electronic ballot) Counting of Votes

20. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
21. 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

22. The Returning Officer is to declare as elected the candidate(s) who received the highest number of votes.

23. 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.

Equality of Votes

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

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 6.7, 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 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 12, 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. 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 6.11 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 Clause 10.2, 10.3 and 10.4.

18. 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

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. The Returning Officer is to declare as elected the candidate(s) who received the highest number of votes.

26. Declaration of those elected shall take place not more than seven (7) days after voting has concluded.

Equality of Votes

27. 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. Undergraduate and postgraduate students who are named on the rolls of undergraduate and postgraduate 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 11, 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. 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 make one further call for nominations in the manner specified in Clause 6.11 and expiring seven (7) days after the date of publication.

16. 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 10.2, 10.3 and 10.4.
17. 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 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**

18. Each voting form is to contain the names of the candidates in alphabetical order.

19. 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.

20. 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.

21. 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**

22. 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**

23. 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**

24. 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.

25. 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.

26. Declaration of those elected shall take place not more than seven (7) days after voting has concluded.
Equality of Votes

27. 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 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 10.2, 10.3 and 10.4.

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.
9 Election of Chair and Deputy Chair of Academic Senate

Eligibility to Stand for Election

1. Subject to Clauses 9.8 and 9.9, any Associate Professor or Professor of the University is eligible to nominate or be nominated for Chair of Academic Senate or Deputy Chair of Academic Senate.

2. The Returning Officer for elections for the Chair of Academic Senate and Deputy 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 9.8 and 9.9, any Associate Professor or Professor eligible to stand for the Chair of Academic Senate or Deputy 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 elections for the Chair of Academic Senate and Deputy Chair of Academic Senate.

5. The Returning Officer for the election of Chair of Academic Senate and Deputy 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 and Deputy 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 or Deputy 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 either Chair of Academic Senate or 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 office has passed.

Returning Officer

10. The Returning Officer for the election of Chair of Academic Senate and Deputy 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 positions 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, 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.

20. If, at the close of nominations, the number of valid nominations is less than the number of vacancies, the Returning Officer is to declare the eligible person nominated to be elected and the resulting vacant position(s) shall be filled according to the provisions in Clauses 10.2, 10.3 and 10.4.

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 for an available position, 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.

Equality of Votes

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

10 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.

Appointments to fill certain vacancies

2. 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.

3. 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.

4. In the event that an elected student member of Academic Senate ceases to be eligible to be on the roll they will vacate their position.

5. In the event of a vacancy in the office of an elected student member of Academic Senate during their 12 month term, the position will remain vacant for the remainder of the term.

Elections to fill certain vacancies.

6. 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 5.18, 6.17, 7.16, 8.15 or 9.19; or
   
   c. a vacant position on another committee previously held by a person elected or nominated by Academic Senate under Clause 7,

   is to be conducted by the Returning Officer specified in Clause 8.10 at a scheduled meeting of Academic Senate.

7. 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.

8. 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

9. 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 10.1 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 Clause 9.

11 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.

12 Elected Members on Academic Senate

Academic Members

1. Each faculty has nine elected academic positions, in addition to the ex officio members.

2. There are seven elected non-faculty academic positions. These positions are available to non-faculty academic staff from across the University.

Students

3. The number of undergraduate students elected to Academic Senate is four.

4. The number of postgraduate students elected to Academic Senate is two.

13 Roles and Responsibilities

Governance Unit

1. The Governance Unit shall:
   a. ensure that elections are conducted in a timely manner;
   b. comply with the terms of these Rules;
   c. provide advice to Returning Officers when requested; and
   d. ensure that any review of these Rules is undertaken in consultation with the University community.

Faculties, Academic Units and Institutes

2. Faculties, the Academic Services Division and Research Institute Directors shall:
   a. ensure that elections are conducted in a timely manner, and
   b. provide the Executive Officer of Academic Senate with a copy of the declaration of results for elected academic faculty members of Academic Senate.
## Version Control and Change History

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8 August 2008</td>
<td>University Council</td>
<td>Major revision of Electoral Procedures for Senate and Faculties, resulting in new <em>Academic Senate Electoral Rules</em>.</td>
</tr>
</tbody>
</table>
| 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 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.                                                                             |