

## Elections

### 1.0 Purpose

### 2.0 Scope

### 3.0 Procedure

3.1 Electoral Rolls | 3.2 Notification of Forthcoming Election | 3.3 University Council Election |  
3.4 Nomination | 3.5 Voting Procedures

### 4.0 Definitions

### 5.0 Information

### 6.0 Related policy documents and supporting documents

## 1.0 Purpose

The Griffith University Act 1998 (the Act) requires the University Council to make a policy about the conduct of elections (see Elections Policy). This procedure must be read together with the Elections Policy and the Electoral Code.

Under the Act, elections are required to fill various membership categories on the University Council. Additionally, some University committees require elections to fill various membership categories in accordance with their constitutions.

This procedure implements the provisions set out in the Elections Policy and prescribes the process for conducting elections to ensure the openness and transparency of the election process, and the integrity and security of the voting system.

## 2.0 Scope

This procedure applies to all University staff and students, and to elections held at the University conducted by the University's Returning Officer as listed.

- University Council (under section 15 of the Act)
- Academic Committee
- Research Committee
- Senior Promotions Committee
- Group Promotions Committee
- UniSuper Consultative Committee.

This procedure does not apply to other elections conducted by, or on behalf of, student organisations or to elections conducted by Groups, schools, departments, or institutes, however, in the absence of an alternative procedure it may be used to guide good practice.

## 3.0 Procedure

### 3.1 Electoral Rolls

#### 3.1.1 Creation and Maintenance of Electoral Rolls

At the commencement of an election the Returning Officer will request the creation of electoral rolls:

- Electoral rolls for staff will be provided by Human Resources based on information maintained by Human Resources.
- Electoral rolls for students will be provided by Student Management Solutions based on information maintained by Student Life.

Once created, each roll will be maintained by the Returning Officer. Information on electoral rolls is subject to the University's Privacy Statement.

Electoral rolls will contain:

- the full name of the voter,
- a contact email address for the voter, and
- any other information necessary to identify the voter and to verify their eligibility to vote.

### **3.1.2 Amendment of Electoral Rolls**

The Returning Officer may amend an electoral roll before the prescribed close date in order to:

- correct an error,
- add the name of any person eligible for inclusion on an electoral roll (under section 3.3.1 of the Elections Policy).

## **3.2 Notification of Forthcoming Election**

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

- identify the positions for which an election is required and specify the relevant terms of office.
- invite nominations of persons for election and specify the procedure for the nomination of candidates, including the expected standards of behaviour as set out in the Elections Policy and the Electoral Code.
- prescribe a date and time for the close of nominations as per section 3.2.1 of the Elections Policy, noting that nominations must have been received by the Returning Officer before the prescribed close date and time.
- prescribe a date and time on which the electoral roll for that election will be closed, which will be a maximum of 5 days before the close of nominations.
- specify the voting period.

## **3.3 University Council Election**

### **3.3.1 Academic Staff**

Members of the University Council to be elected pursuant to section 15(2)(a) of the Act will be elected as follows:

- two persons whose names are on the Academic Staff Roll will be elected by the persons whose names appear on that roll.
- the two elected academic staff must represent a diversity of genders (female/woman; male/man; person who is gender diverse) with a maximum of one from each of these groups elected and the two with the most votes across more than one group elected.

### **3.3.2 General Staff**

Members of the University Council to be elected pursuant to section 15(2)(b) of the Act will be elected as follows:

- one person whose name is on the General Staff Roll will be elected by the persons whose names appear on that roll.

### **3.3.3 Students**

Members of the University Council to be elected pursuant to section 15(2)(c) and 15(2)(d) of the Act will be elected as follows:

- one person whose name is on the Undergraduate Student Roll will be elected by the persons whose names appear on that roll; and
- one person whose name is on the Postgraduate Student Roll will be elected by the persons whose names appear on that roll.

A person whose name appears on either the Academic Staff Roll or General Staff Roll is not eligible to be a candidate, to nominate a candidate, or vote in elections to University Council as a student member.

## **3.4 Nomination**

### **3.4.1 Nomination for University Council**

To be a candidate for election as a member of the University Council, a person must be eligible to be nominated and must be nominated in accordance with the procedures set out in this document.

Nominations must be made on the required form which will be available on the nomination's website. The names and signatures of a proposer and seconder must be entered, both of whom must be on the same electoral roll as the nominee. The form must also include the candidate's consent to be a nominee.

The candidate must submit with their nomination form a declaration regarding their eligibility to serve as a member of the University Council under Section 23 of the Griffith University Act 1998.

The candidate is ineligible for membership of the University Council under Section 23 of the Griffith University Act 1998 if:

- the person is disqualified from managing corporations under the Corporations Act, part 2D.6; or
- the person has a conviction for an indictable offence and Council has not exercised its discretion under Section 26(1)(b) of the Griffith University Act 1998.

The presence of a person's name on an electoral roll when the roll closes will be the only other criterion for entitling that person to be nominated for election by members of that roll, and to vote at the election.

A person may not be a candidate for more than one vacancy on the University Council at any one election.

A person may not concurrently occupy more than one position on the University Council.

### **3.4.2 Nomination for University Committees**

To be a candidate for election as a member of a University committee, a person must be eligible to be nominated and must be nominated in accordance with the procedures set out in this document.

Nominations must be made on the required form which will be available on the nomination's website. The names and signatures of a proposer and seconder must be entered, both of whom must be on the same electoral roll as the nominee. The form must also include the candidate's consent to be a nominee.

The presence of a person's name on an electoral roll when the roll closes, will be the sole criterion for entitling that person to be nominated for election by members of that roll, and to vote at the election.

A person may not be a candidate for more than one vacancy on the same University committee at any one election.

A person may not concurrently occupy more than one position on the same University committee.

### **3.4.3 Disqualification of Nominated Candidate**

If a nominated candidate has been disqualified before the voting period commences, the Returning Officer will use their best efforts to remove the name of the disqualified candidate from the ballot.

If a candidate is disqualified after the commencement of the Voting Period, the Returning Officer will use their best efforts to inform those persons eligible to vote of the disqualification and to remove the name of such disqualified person from the ballot.

If votes have been cast for the disqualified candidate, then those votes will be counted and will be distributed equally among the remaining candidates.

## **3.5 Voting Procedures**

### **3.5.1 Requirements for Proceeding to a Vote**

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

Where the number of nominations exceeds the number of vacancies to be filled, the Returning Officer will conduct an election by electronic vote.

### **3.5.2 Voter Provision**

Electronic voting is conducted as a secret ballot via the University's secure electronic voting system. The security and integrity of the electronic voting system is ensured via unique sign on requirements.

The following will be made available to each person entitled to vote:

secure access to the election web site. This will list the names of the candidates for election in randomised order.

- a notice detailing how to vote electronically with a date and time by which an electronic vote must be submitted in order to be included in the count of the election.
- an electronic copy of the candidate's statement setting out their University status and other qualifications for office. This must be provided to the Returning Officer via the Elections Office, ([elections@griffith.edu.au](mailto:elections@griffith.edu.au)) not more than three days after the close of nominations and must not exceed 100 words.

Voters may not be improperly influenced in voting. The Chief Operating Officer will be the final authority regarding complaints about improper influence (see Elections Policy).

### **3.5.3 Voting Period**

See section 3.4.3 of the Elections Policy.

### **3.5.4 Recording a Vote**

To record a vote, a voter will access the secure election website and select the name of each candidate the voter wishes to be elected. A voter may not vote for more candidates than there are vacancies to be filled and will not vote more than once in an election for a member of University Council or a member or members of a University Committee.

### **3.5.5 Counting of Votes**

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

The candidate who has received the largest number of votes will be declared elected.

Where more than one member of an electoral roll is required to be elected, the candidate who has received the second largest number of votes will also be elected, subject to the membership provisions of the Act, the Elections Policy and this Procedure, or the relevant University committee constitution. This procedure will be followed until the number of candidates declared elected equals the number of vacancies required to be filled, as provided for in the University committee constitution.

In the case of two candidates receiving the same number of votes, the Returning Officer will draw lots in the presence of scrutineers to determine which of the two candidates is to be declared elected.

### **3.5.6 Electoral Code**

Candidates must comply with the Electoral Code (the Code). If, in the opinion of the Returning Officer, a candidate is found to have failed to comply with the Code, the Returning Officer may:

- issue a written warning to the candidate,
- impose sanctions on the candidate, including restricting campaigning for a period of up to three calendar days, or
- refer the candidate's conduct to the Chief Operating Officer.

A candidate may apply to the Chief Operating Officer for a review of the decision by the Returning Officer to impose a sanction on a candidate for a breach of the Electoral Code.

### **3.5.7 Validity of Election**

An election remains valid even where there has been:

- an inadvertent failure to include a voter on an electoral roll, notify an eligible candidate or voter notification of the intention to conduct an election, or
- a procedural irregularity, provided that the irregularity was not likely, in the opinion of the Returning Officer, to have affected the result of the election.

### **3.5.8 Requirement for Conducting a Re-election**

The Returning Officer must conduct a re-election if:

- in the opinion of the Returning Officer, a procedural irregularity which was likely to have affected the result was identified with the original election, or
- there has been a breach of the Electoral Code and the Returning Officer or Chief Operating Officer cancels a candidate's nomination or invalidates a candidate's election.

#### **3.5.9 Notification of Results**

See section 3.5 of the Elections Policy.

#### **3.5.10 Retention of Records**

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

## **4.0 Definitions**

For the purposes of this procedure and related documents, the following definitions apply:

**Academic Staff** means academic staff who are at Level A, B, C, D or E, on current contracts of six months or more and who are employed at 50% or above.

**General Staff** means all professional and support staff of the university who are on current contracts of six months or more and who are employed at 50% or above.

**Member** means a member of the University Council or a University committee.

**Returning Officer** means the staff member of the University appointed under section 3.1.3 of the Elections Policy.

**Student** means both full-time and part-time students enrolled at the University.

**University** means Griffith University, established by the Griffith University Act 1998.

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 5.0 Information

Title	Elections Procedure
Document number	2024/0001054
Purpose	This document outlines the procedure for University elections for University Council, the Academic Committee, and other University committees.
Audience	Staff; Students
Category	Governance
Subcategory	Governance
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 16: Peace, Justice and Strong Institutions
Approval date	14 August 2023
Effective date	14 August 2023
Review date	2026
Policy advisor	Head, Corporate Governance
Approving authority	University Council

## 6.0 Related Policy Documents and Supporting Documents

Legislation	Griffith University Act 1998 Queensland State Archives' University Sector Retention and Disposal Schedule
-------------	--

Policy	Academic Freedom and Freedom of Speech Policy
	Code of Conduct
	Elections Policy
	Facilities Management and Campus Access and Use Policy
	Information Technology Code of Practice
	Student Charter Framework
	Student Misconduct Policy

---

Procedures	Campus Access and Use Procedure
	Electoral Code
	Student Misconduct Procedure

---

Local Protocol	N/A
----------------	-----

---

Forms	N/A
-------	-----

---