

ELECTION REGULATIONS OF THE MONASH POSTGRADUATE ASSOCIATION INC.

PROMULGATED BY THE MPA EXECUTIVE COMMITTEE ON 19 MARCH 2004, AMENDED 1 MARCH 2007, AMENDED 22 MARCH 2010, AMENDED 15 MARCH 2011, AMENDED 16 FEB 2012, AMENDED 14 MARCH 2014, AMENDED 20 MARCH 2015.

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Election Regulations of the Monash Postgraduate Association Inc

1. Title

These Regulations may be cited as the Election Regulations.

2. Objective

The objective of these Regulations is to provide for the method, manner and conduct of the Elections of the Monash Postgraduate Association Executive Committee (MPAEC).

3. Authorising Provision and Applicability

These Regulations are made pursuant to the Associations Incorporations Reform Act 2012 (Vic) and subject to clauses 15, 17 and 30 of the Monash Postgraduate Association Incorporated Constitution. These Regulations come into effect on 19 March 2004.

4. Definitions and Interpretation

4.1 Words, phrases and abbreviations defined in clause 46 of the Constitution of the Monash Postgraduate Association Incorporated have the same meaning in these Regulations.

4.2 In these regulations:

- 4.2.1 ‘Academic day’ means a day during the first or second semesters of the University’s academic year which is not a Saturday, Sunday or University holiday.
- 4.2.2 ‘Ballot’ means the process of casting votes to determine election of candidates to the MPAEC.
- 4.2.3 ‘Ballot paper’ means the paper on which the candidates are listed and on which the elector marks his/her vote, or in the case of an electronic ballot, means the electronic version of the ballot paper.
- 4.2.4 ‘MUBS’ means the Monash Union of Berwick Students Inc.
- 4.2.5 ‘Campus Tagged Representative positions’ means the five positions on the MPAEC that are tagged to each of the Victorian campuses of Monash University.
- 4.2.6 ‘Candidate’ means a postgraduate student nominated and eligible to stand for an election of the MPAEC.
- 4.2.7 ‘CAPA’ means the Council of Australian Postgraduate Associations Incorporated.
- 4.2.8 ‘Coursework student’ means a postgraduate student whose degree or diploma is classified by Monash University as “GPG”.
- 4.2.9 ‘Election’ means the process of electing the MPAEC, from appointing a Returning Officer through to declaring the successful candidates, which may or may not include running a ballot.
- 4.2.10 ‘Election material’ means the papers sent to electors (in the case of a postal vote) or the information posted on the electronic voting site (in the

case of an electronic ballot) as part of the ballot process, which may include but is not limited to; ballot papers; instructions on voting; voter's declaration; voting envelopes; reply paid envelope; and candidate's statements.

- 4.2.11 'Electors' means all postgraduate students enrolled at all Victorian campuses of Monash University.
- 4.2.12 'Electoral roll' means the set of postgraduate names and addresses or bulk email list provided to the Returning Officer or electronic voting-site provider by the relevant division of Monash University, comprising all postgraduate students enrolled at all Victorian campuses of Monash University.
- 4.2.13 'Electronic ballot' means that part of the electronic voting site where the candidates are listed and where the elector marks his/her vote.
- 4.2.14 'Electronic voting site' means a secure website authorized by the Returning Officer for the purposes of providing election material and information and access to online voting.
- 4.2.15 'Eligible postgraduate student' means an enrolled postgraduate student within the meaning of clause 5.4 of these Regulations.
- 4.2.16 'Enrolled postgraduate student' means a student currently enrolled in a recognized postgraduate course, degree or diploma at a Victorian campus of Monash University.
- 4.2.17 'Enrolment status' means the name, ID number, course, course type, department or school, faculty and campus of a postgraduate, recorded by Monash University for the purposes of enrolment.
- 4.2.18 'General Representative positions' means the ten representative positions on the MPAEC that are open to all eligible postgraduates on all Victorian campuses.
- 4.2.19 'Global email' means an email issued by Monash University to all postgraduate students who are currently enrolled as per the Monash University enrolment data base.
- 4.2.20 'MONSU' means the Monash University Student Union Incorporated, including but not limited to, the student associations at Caulfield and Peninsula campuses.
- 4.2.21 'MPA' means the Monash Postgraduate Association Incorporated.
- 4.2.22 'MPA Constitution' means the constitution of the Monash Postgraduate Association Incorporated.
- 4.2.23 'MPA website' means the official internet site registered in the name of the Monash Postgraduate Association Incorporated.
- 4.2.24 'MPAEC' means the Monash Postgraduate Association Executive Committee.
- 4.2.25 'MPSA' means the Monash Parkville Student Association Inc.

- 4.2.26 'MSA' means the Monash Student Association (Clayton) Incorporated.
- 4.2.27 'Nominee' means a postgraduate student who has put forward a nomination for a position on the MPAEC but who has not yet been declared a candidate in an election nor elected unopposed to a position on the MPAEC.
- 4.2.28 'NUS' means the National Union of Students.
- 4.2.29 'Postal ballot' means a ballot for the purposes of which a ballot paper is sent by prepaid post to each elector entitled to vote, and facilities are provided for the return of the completed ballot by the elector without expense to the elector.
- 4.2.30 'Postgraduate Student' means a student who is a currently enrolled postgraduate student of Monash University.
- 4.2.31 'PPA' means the Parkville Postgraduate Association.
- 4.2.32 'Research student' means a postgraduate student whose degree is classified by Monash University as "HDR".
- 4.2.33 'Returning Officer' means a person appointed by the MPAEC to be Returning Officer for the purposes of conducting elections of the MPAEC pursuant to clause 5 of these Regulations.
- 4.2.34 'Student association' means MSA, MONSU, MPSA, and/or MUBS.
- 4.2.35 'Time' means that time by the Telstra time service in Victoria.
- 4.2.36 'University' means Monash University and all subsidiary and affiliated companies and bodies of Monash University.
- 4.2.37 'Victorian Campuses' means the Victorian campuses of Monash University currently recognized under the University statute and regulations.

5. MPAEC Elections

5.1 Appointment of Returning Officer

- 5.1.1 The MPAEC shall resolve to appoint a Returning Officer to conduct elections for the positions on the MPAEC. The appointment shall be made as soon as practicable after the commencement of the calendar year, as listed in Schedule 4.
- 5.1.2 The appointed Returning Officer may not be an enrolled postgraduate student of any Australian university.
- 5.1.3 The appointed Returning Officer may not be a member of the MPAEC or staff member of the MPA or employee, committee member or volunteer with CAPA or NUS or a committee member or staff member of PPA, MSA, MONSU, MPSA or MUBS.
- 5.1.4 The Returning Officer may not be a nominator or seconder of a candidate in any election for which they are Returning Officer.
- 5.1.5 The Returning Officer must not have stood as a candidate in any student association election in the two academic years prior to the year of the election.

- 5.1.6 A Returning Officer will not be eligible to nominate for any of the positions referred to in clause 12 of the MPA Constitution while acting in the position of Returning Officer.
- 5.1.7 The appointment of the Returning Officer shall cease immediately upon the declaration of the poll in respect of which he or she has been appointed.
- 5.1.8 In the event that a Returning Officer is unable or unwilling to act in the capacity of Returning Officer, the MPAEC shall appoint another person to so act.
- 5.1.9 The Returning Officer may only be removed by a resolution of the MPAEC.

5.2 Powers and Responsibilities of the Returning Officer

- 5.2.1 The Returning Officer must read and comply with the MPA Constitution and these Regulations.
- 5.2.2 The Returning Officer shall be responsible for the conduct of elections and may not delegate this responsibility.
- 5.2.3 The Returning Officer may decide all matters not provided for in the MPA Constitution or these Regulations and exercise his/her discretion as vested in the Returning Officer by the MPA.
- 5.2.4 The Returning Officer must decide questions of fact on the balance of probabilities.
- 5.2.5 Any decision of the Returning Officer may be appealed through the grievance procedures set out in clause 5.20 of these Regulations.
- 5.2.6 The Returning Officer may appoint and remove Deputy and Assistant Returning Officers, Poll Clerks and Vote Counters who:
 - 5.2.6.1 shall not be a member of the MPAEC or staff member of the MPA or employee, committee member or volunteer with CAPA or NUS or any other Monash student association or any organization that receives any monies by way of profit or otherwise, resulting from investments made by any student organisation, including but not limited to: MSA, MONSU, MPSA, PPA and MUBS; and
 - 5.2.6.2 shall not be a nominator or seconder of a candidate in any election for which they are Returning Officer; and
 - 5.2.6.3 must not have stood as a candidate in any student association election in the two academic years prior to the year of the election.
- 5.2.7 Deputy and Assistant Returning Officers, Poll Clerks and Vote Counters are subject to the direction of and have their duties determined by, the Returning Officer, and must comply with the MPA Constitution and these regulations.
- 5.2.8 The Returning Officer may delegate any duties required for conducting the election to a Deputy or Assistant Returning Officer.
- 5.2.9 The Returning Officer may not disclose or discuss the details of any nomination to any other nominee or candidate during the election period.
- 5.2.10 The Returning Officer must not engage in numerous dialogues with any nominee/candidate on matters pertaining directly or indirectly to the election nor respond to any communication that is distributed to any person other than the Returning Officer. However the Returning Officer may, if s/he deems it appropriate:
 - 5.2.10.1 inform all candidates of a question raised and its answer via blind cc'd email without referring to the nominee/candidate who raised the question; and/or
 - 5.2.10.2 direct the nominee/candidate to the clause of the MPA Constitution or these regulations to which their question relates.
- 5.2.11 The Returning Officer must present a written report to the MPAEC within 21 days of the poll being declared.
- 5.2.12 The Returning Officer must protect the process of secret ballot against corruption and must reject any ballot paper which, in the opinion of the Returning Officer, bears markings which may be used to identify a voter, or where there is obliteration or

interference with the ballot paper which, in the opinion of the Returning Officer, should be excluded from the count.

5.3 Opening of Nominations

- 5.3.1 The Returning Officer shall call for MPAEC nominations, as set out in Schedule 4.
- 5.3.2 The Returning Officer shall notify of the opening and closing of MPAEC nominations and that notification must be made no later than 5pm, 31 March of each year.
- 5.3.3 The method of notification shall be the publication of the calling for, opening date, closing date, manner and notification of vacancies of nomination by advertising in electronic and/or hardcopy form prior to the period of nomination, and by global email and on the MPA website, as set out in Schedule 1.
- 5.3.4 The nomination period shall be no less than fourteen (14) days.

5.4 Eligibility to Stand

- 5.4.1 All postgraduate students may stand as candidates in an election pursuant to clause 31 of the MPA constitution and clauses 5.4.2 through to 5.4.7 of these Regulations.
- 5.4.2 For all General Representative positions, no more than two research students and no more than two coursework students from the one faculty may be elected to membership of the MPAEC, pursuant to clause 15 of the MPA Constitution.
- 5.4.3 A postgraduate student may be nominated for a general representative position and a campus-tagged representative position but may hold only one position.
- 5.4.4 A postgraduate student cannot stand in an election of the MPAEC unless they are an award postgraduate of Monash University, such that they are undertaking a course, subject or unit as part of a degree or diploma to be taken out as a Monash University degree or diploma.
- 5.4.5 A postgraduate cannot stand in an election of the MPAEC unless they are enrolled as a postgraduate through one of the Victorian campuses of Monash University.
- 5.4.6 A postgraduate student cannot stand in an election of the MPAEC while they hold a committee member position or a staff member position on an undergraduate student representative body, as recognised under Monash University statute 2.7.
- 5.4.7 A postgraduate student cannot continue to stand in an election of the MPAEC or remain on the MPAEC once elected, if at any time after the election commences, they cease to fulfil the eligibility requirements set out in clauses 5.4.4, 5.4.5 and 5.4.6 of these Regulations.

5.5 Form of Nominations

- 5.5.1 Nominations for the ten general representative positions on the MPAEC must be completed in the form of Schedule 2 to these regulations and must be signed by the nominee and two other postgraduate students all of whom must be enrolled in a postgraduate degree or postgraduate diploma at a Victorian campus of Monash University.
- 5.5.2 Nominations for the five campus-tagged representative positions on the MPAEC must be in the form of Schedule 2 to these regulations and must be signed by the nominee and two other postgraduate students all of whom must be enrolled in a postgraduate degree or postgraduate diploma at the relevant campus of Monash University to which the campus representative position is tagged.

- 5.5.3 Candidate statements accompanying the nominations must be 250 words or less, submitted and signed by the nominee as per Schedule 2 and must be signed by the nominee.
- 5.5.4 Photographs, drawings or pictures will not be accepted with the nominations or distributed with election material.
- 5.5.5 Nominees must not nominate or second their own nomination.
- 5.5.6 A postgraduate student must not nominate and second the same candidate; the nominator and seconder must be two different postgraduate students.
- 5.5.7 Nominees must provide accurate contact details on the nomination form that are current for at least the duration of the nomination period and ten days following the close of nominations;
- 5.5.8 Failure by the nominee to be contactable or to return communications after reasonable attempts at contact by the Returning Officer during the nomination period or 10 academic days following the close of nominations will result in the nomination being rejected.
- 5.5.9 A nominee may withdraw their nomination up to 5 academic days after the close of nominations.
- 5.5.10 The Returning Officer must make nomination forms available at all MPA offices and via the MPA website commencing from the opening date of nominations as declared by the Returning Officer.
- 5.5.11 Nomination forms may be photocopied or scanned.

5.6 Receipt of Nominations

- 5.6.1 Nominations must be delivered or sent so that they are received by the Returning Officer no later than the close of nominations.
- 5.6.2 Completed nominations must be signed and submitted to the Returning Officer by email attachment.
- 5.6.4 The Returning Officer must, on the close of nominations, provide the nominees with:
 - 5.6.4.1 an acknowledgement of the receipt of their nomination; and
 - 5.6.4.2 a copy of these Regulations upon request.
- 5.6.5 In the event that there is a vacant position/s at the close of the official nomination period, the Returning Officer may re-open nominations for only the vacant position/s for a period of no longer than 3 academic days after the date of the close of nominations.
- 5.6.6 The Returning Officer may set such limits or conditions s/he deems necessary for reopening the MPAEC nomination period and receiving nominations subject to clause 5.6.5 in order to facilitate the progress of a ballot to be conducted and to maintain the integrity of the MPAEC general elections.
- 5.6.7 The Returning Officer may, in the five academic days following the close of nominations, accept amendments to a nomination form, that arise from the Returning Officer's response to a query.
- 5.6.8 In the 10 academic days following the close of nominations the Returning Officer must take reasonable steps to determine the enrolment status of the nominees, their nominators and seconders and the veracity of details on the nomination forms.
- 5.6.9 The Returning Officer may require the nominee to confirm their identity by asking to see a photo ID that contains the nominee's signature.
- 5.6.10 The Returning Officer may reject a nomination up to 10 academic days after the close of nominations, for:
 - 5.6.10.1 the breach of any of these Regulations; and/or
 - 5.6.10.2 failure to provide identification as per clause 5.6.9.

- 5.6.11 If a nomination is rejected, the Returning Officer must immediately notify the person concerned and state the reason for the rejection. The Returning Officer must first attempt to notify the person concerned by telephone and/or email.
- 5.6.13 The nominees' eligibility to stand must be confirmed and the validity of their nominations must be confirmed or rejected no more than 5 days after the close of nominations.
- 5.6.14 The Returning Officer must make declarations of election and/or call for ballots according to the provisions of clause 5.7 of these Regulations no less than 6 academic days and no more than 11 academic days after the close of nominations.

5.7 Election of Representative positions

- 5.7.1 The outcome of the elections for the Campus Tagged Representative positions must be determined before the General Representative position nominations are considered.
- 5.7.2 Where the number of valid nominations for each Campus Tagged Representative position is one or zero, the Returning Officer must declare the candidates elected and publish the results of the election electronically via global email and on the MPA website.
- 5.7.3 Where the number of valid nominations for any Campus Tagged Representative position exceeds one, a postal or electronic ballot of the electors of the relevant campus must be held.
- 5.7.4. Where the number of valid nominations for General Representative positions is equal to or fewer than ten, and excepting conditions detailed in clause 5.7.6 of these Regulations, the Returning Officer must declare the candidates elected and publish the results of the election electronically via global email and on the MPA website.
- 5.7.5 Where the number of valid nominations for General Representative positions exceeds ten or the conditions set out under clause 5.7.6 of these Regulations apply, an election must be held by postal or electronic ballot.
- 5.7.6 Where there are more than two valid nominations for General Representative Positions from coursework students from the same faculty or there are more than two valid nominations for General Representative Positions from research students from the same faculty the Returning Officer must hold a postal or electronic ballot as follows:
 - 5.7.6.1 where the total number and spread of valid General Representative nominees is such that the only role of an election will be to determine which of the coursework or research candidates can fill the two available positions, then the Returning Officer shall declare all remaining eligible candidates elected, and hold a ballot within the relevant faculty to determine the remaining places.
 - 5.7.6.2 where the total number and spread of valid General Representative nominees is such that there could be multiple outcomes then the Returning Officer shall conduct a ballot of all postgraduates on all Victorian campuses to determine all General Representative positions.
- 5.7.7 If a ballot of General Representatives is required under clause 5.7.6.2, then a postal or electronic ballot for all ten General Representative positions must be conducted.
- 5.7.8 If a ballot for either the Campus Tagged Representative positions or the General Representative positions or both is required then the Returning Officer must provide each candidate in that ballot with a copy of these Regulations and in the case of a postal vote, an authorisation form for scrutineers in the form of schedule 2, immediately after the call for that ballot.

- 5.7.9 Once ballots have been conducted, the Returning Officer shall declare the results:
 - 5.7.9.1 in writing to all candidates and to the MPA President and Executive Officer as soon as is practicable upon the conclusion of the count; and
 - 5.7.9.2 publicly via global email and on the MPA website and at such other time or by such other means as decided by the MPAEC but in any event no later than the end of May.
- 5.7.10 The public declaration of the results of the ballot shall include:
 - 5.7.10.1 positions elected unopposed, stating the name of the elected representative; and
 - 5.7.10.2 results of any ballot/s for contested position/s, stating the name/s of the successful candidate/s; and
 - 5.7.10.3 positions from which nominations were withdrawn, omitting names; and
 - 5.7.10.4 any existing vacancies; and
 - 5.7.10.5 the name and contact details of the staff member/s taking enquiries about how to apply for cooption to any vacant positions.
- 5.7.11 The Returning Officer's Report is to be tabled at the June meeting of the MPAEC or at the first meeting of the newly elected MPAEC and is to include all the details listed in clauses 5.7.10.1 to 5.7.10.5 and in addition but not limited to:
 - 5.7.11.1 the total number of nominations received by the Returning Officer; and
 - 5.7.11.2 the name/s; and
 - 5.7.11.3 the number of nominations that were withdrawn and the positions from which they were withdrawn; and
 - 5.7.11.4 the name of any nominee whose nomination was rejected by the Returning Officer, and the position nominated for, citing the reasons for rejecting said nomination/s; and
 - 5.7.11.5 the total number of votes received and the total number of votes counted.

5.8 Ballots

- 5.8.1 All ballots shall be conducted according to these Regulations and shall be completed by 5pm 23 May of each year.
- 5.8.2 In the case of a postal ballot, the Returning Officer must determine the order of names of candidates on ballot papers to be used in an election by drawing the names of candidates by lot in a manner determined by the Returning Officer, either manually or electronically and:
 - 5.8.2.1 to which the scrutineers of all candidates in the ballot may attend; and
 - 5.8.2.2 the results of which shall be written down and signed by the Returning Officer and any scrutineers present; and
 - 5.8.2.3 with the resulting order in which the candidates will appear on the ballot paper/s disseminated to all candidates in the ballot as soon as is practicable after the draw.
- 5.8.3 In the case of an electronic ballot, the order of the names shall be determined by either:
 - 5.8.3.1 the process set out in 5.8.2 of these Regulations; or
 - 5.8.3.2 any process embedded in an electronic ballot program which allows for candidate names to be listed in random or rotating order.
- 5.8.4 Where a ballot draw takes place under clauses 5.8.2 or 5.8.3.1 of these Regulations, the Returning Officer must advise all candidates of the date, time and place of the ballot draw at least two academic days prior to the draw taking place.
- 5.8.5 The MPA staff must assist in arranging for an electoral roll or access to an email data base from the University to be provided to the Returning Officer or electronic voting-site provider.

- 5.8.6 The electoral roll or email data base must be drawn from the university data and, at the same time and date, the mailing or emailing details for the ballot must be drawn from the university data.
- 5.8.7 Election material must be delivered to the printer in the case of a postal ballot, or posted on the electronic voting site in the case of an electronic ballot, no earlier than 6 academic days after the close of the nomination period and no later than 12 academic days after the close of the nomination period.
- 5.8.8 In the event that a ballot is required for both the General Representative positions and one or more of the Campus Tagged Representative positions, the Campus Tagged Representative ballot must be determined before the General Representative ballot is conducted.
- 5.8.9 The date for closing the ballot must be no less than 14 days after the date on which the ballots are to be mailed to the constituents in the case of a postal ballot, or 7 days after the date on which the ballots are made available on the electronic voting site, in the case of an electronic ballot.

5.9 Voting

- 5.9.1 After receiving a ballot paper an elector must mark the elector's vote on the ballot paper in accordance with this clause.
- 5.9.2 General Representatives
 - 5.9.2.1 An elector must mark the elector's vote on the ballot paper by placing:
 - 5.9.2.1.1 the number 1 opposite the name of the candidate for whom the elector votes as first preference; and
 - 5.9.2.1.2 for all remaining candidates by placing the numbers 2,3,4,5,6,7,8,and 9 opposite their names so as to indicate by an unbroken numerical sequence the order of preference.
 - 5.9.2.2 If there are more than 9 candidates the requirements of clauses 5.9.2.1.1 and 5.9.2.1.2 are sufficiently complied with so long as at least 9 preferences are recorded whether or not additional preferences are also marked.
- 5.9.3 Campus-tagged representatives
 - 5.9.3.1 An elector must mark the elector's vote on the ballot paper by placing the number 1 opposite the name of the candidate for whom the elector votes.
 - 5.9.3.2 The provisions of clause 5.9.3.1 are sufficiently complied with in the case of a ballot paper marked with the number 1 whether or not subsequent preferences are recorded.

5.10. Spoilt or Undelivered Postal Ballot Papers

Clause 5.10 applies to postal ballots only

- 5.10.1 If at any election the elector satisfies the Returning Officer that an elector has spoilt or received a spoilt or undelivered ballot paper, then the elector may, in the case of a spoilt ballot paper by giving the Returning Officer the spoilt ballot paper, receive a new ballot paper.
- 5.10.2 The Returning Officer must make provision for spoilt or undelivered postal ballot papers by creating a set of duplicate ballot papers.
- 5.10.3 Duplicate ballot papers must be numbered in the Voter's Declaration clause, the signed ballot paper and voting envelope and be clearly identifiable as duplicate papers.
- 5.10.4 A photocopy of a ballot paper does not constitute a duplicate ballot paper
- 5.10.5 Each Duplicate Ballot paper must be signed by the Returning Officer and accompanied by the same election material provided to electors in the mail-out.

- 5.10.6 A set or sets of duplicate ballot papers and their register/s are to be kept at the place of business of the Returning Officer.
- 5.10.7 Electors applying to the Returning Officer for a duplicate ballot paper must collect it in person, subject to clause 5.10.8.
- 5.10.8 In the case of a Distance Education student or an elector who cannot be reasonably expected to apply in person for a duplicate ballot paper from the Returning Officer's place of business, the Returning Officer may make provisions for accepting applications for duplicate ballot papers by mail/email and mailing/emailing the duplicate ballot paper to the elector.
- 5.10.9 Each duplicate paper and voting envelope given to an elector must be signed and dated by the person issuing the duplicate papers and the following details must be recorded against its corresponding number on the register:
 - 5.10.9.1 Name, address and phone number of elector; and
 - 5.10.9.2 Elector's Student ID number; and
 - 5.10.9.3 Where the elector applies in person, the elector's signature.
- 5.10.10 The Returning Officer must check the details obtained from electors receiving duplicate ballot papers against the electoral roll and/or with Monash University Student and Staff Services division before the vote count has begun in order to ensure the elector is eligible to vote.
- 5.10.11 If the elector is deemed by the Returning Officer to be ineligible to vote at the time the electoral roll was produced by the University, the Returning Officer must identify that elector as ineligible to vote on the Register of the duplicate ballot papers, subject to the exception in clause 5.15 of these Regulations.
- 5.10.12 The Returning Officer must take the Registers of the duplicate papers to the vote count and any duplicate ballot papers received must be marked off against the register as well as the electoral roll.

5.11 Security of Ballot Papers and Electoral Rolls

- 5.11.1 The Returning Officer must ensure adequate security of any electronic voting website, ballot boxes, ballot papers and other election material at all times.
- 5.11.2 Upon the close of each day of vote counting, the Returning Officer must place any ballot papers and other election material in a secure place.
- 5.11.3 The MPA must destroy all nomination forms, ballot papers, electoral rolls and other election material at the conclusion of the terms of office of the office bearers elected in that ballot.

5.12 Scrutineers

- 5.12.1 In the case of a postal ballot only, candidates may appoint a scrutineer and, if required, relieving scrutineer/s for:
 - 5.12.1.1 the draw for candidate order on the ballot paper for a postal election in which they are a candidate; and
 - 5.12.1.2 the mark back of the electoral roll for a postal election in which they are a candidate; and
 - 5.12.1.3 the vote count of a postal election in which they are a candidate.
- 5.12.2 Any scrutineer or relieving scrutineer so appointed is subject to these regulations and to the direction of the Returning Officer
- 5.12.3 The appointment of a scrutineer must be made in the form of Schedule 3, filled in and signed by both the candidate and the scrutineer.
- 5.12.4 A scrutineer for any candidate for any position may be any person who:

- 5.12.4.1 is not a candidate for a General Representative position in the same election period;
- 5.12.4.2 is not a candidate for a Campus Tagged representative position in the same election period;
- 5.12.4.3 has not been elected unopposed to an MPAEC position in the same election period;
- 5.12.4.4 has not withdrawn their nomination for a General Representative position or Campus Tagged representative position in the same election period; or
- 5.12.4.5 is not a staff member of the MPA.
- 5.12.5 Any person acting as a scrutineer may act on behalf of only one candidate.
- 5.12.6 Any scrutineer presenting to a mark back, vote count or ballot paper draw without authorisation in the form of Schedule 3, filled in by both candidate and scrutineer, shall not attend.
- 5.12.7 The Returning Officer retains possession of the authorisation forms for all scrutineers.
- 5.12.8 A scrutineer may bring to the Returning Officer's attention any matters concerning:
 - 5.12.8.1 the admission of envelopes to the scrutiny;
 - 5.12.8.2 the formality/informality of ballot papers;
 - 5.12.8.3 the counting of votes.
- 5.12.9 A scrutineer must not:
 - 5.12.9.1 interrupt the scrutiny without lawful reason;
 - 5.12.9.2 disclose any knowledge acquired by him/her concerning the votes or any other details of any particular voter or voters;
 - 5.12.9.3 touch any ballot paper, voter's declaration or electoral roll;
 - 5.12.9.4 act in a manner which will interfere with the proper conduct of the election or disturb the concentration of the vote counters;
 - 5.12.9.5 fail to carry out any lawful request by the Returning Officer.
- 5.12.10 Scrutineers may not have on their person any recording devices at any procedure that they attend. This includes but is not limited to: cameras, camcorders, tape recorders and mobile phones with the capacity to take pictures.
- 5.12.11 Scrutineers may not make or receive calls inside the venue of any procedure that they attend.
- 5.12.12 The Returning Officer must provide a copy of clause 5.12 of these Regulations along with Schedule 3 of these Regulations to any candidate who wishes to appoint a scrutineer.
- 5.12.13 The onus is on the candidate to ensure that their scrutineer receives a copy of clause 5.12 of these regulations.
- 5.12.14 The MPA is not responsible for any expenses incurred by scrutineers.

5.13 Publicity

- 5.13.1 This clause applies from the opening of nominations to the declaration of all and any postal ballot/s by the Returning Officer.
- 5.13.2 Posters, pamphlets and posts on electronic sites are permitted for the purposes of promoting candidates, subject to clauses 5.13.3 to 5.13.5.
- 5.13.3 Publicity material shall not be included in the mailout of election material or placed on the electronic voting site by the Returning Officer.
- 5.13.4 All hardcopy and electronic publicity material must be fair and honest. Posters, pamphlets and/or postings whose content is intended or likely to mislead or deceive a voter are prohibited.
- 5.13.5 Posters and pamphlets must:
 - 5.13.5.1 not be laminated;

- 5.13.5.2 not be adhesive;
- 5.13.5.3 in the case of posters, are limited to 50 posters which must not exceed A3 in size;
- 5.13.5.4 in the case of pamphlets, are limited to 500 sheets and must not exceed A4 in size;
- 5.13.6 Without limiting the generality of clause 5.13.1 through 5.13.5 above, the following are specifically prohibited:
 - 5.13.6.1 publicity via television or radio interviews, programming or advertising of any kind;
 - 5.13.6.2 publicity via letters, articles, advertisements or interviews in commercial, community, university or student hardcopy and electronic publications;
 - 5.13.6.3 any type of gift handed out to voters or potential voters;
 - 5.13.6.4 any publicity that contravenes clause 5.17 of these regulations.
- 5.13.7 A candidate must not print, publish, distribute or cause, permit or authorise to be printed, published or distributed, an electoral advertisement, handbill, pamphlet, notice whether electronic or otherwise which has been funded or otherwise financially sponsored or contributed to by any organization, political party, association, group, faction, charity or body. This clause includes but is not limited to stickers, items of clothing, lapel buttons, badges, fridge magnets, pens, pencils and balloons.
- 5.13.8 The use of public address systems during an election is prohibited.

5.14 Defamation

The MPA does not indemnify any person against defamation in the course of any election.

5.15 Postgraduates not listed on the Electoral Roll

- 5.15.1 A postgraduate student who enrolls at Monash University after the date on which the Returning Officer requests the electoral roll from Monash University, but before the ballot period ends, may apply to the Returning Officer to participate in the ballot.
- 5.15.2 A postgraduate student who fails to apply to the Returning Officer under clause 5.15.1 is not eligible to vote in the election.

5.16 Method of Counting Votes

- 5.16.1 After the markback of the electoral roll has been completed in full and votes have been separated from the voter's declarations/signed ballot envelopes and scrutinised for informality in the case of a postal ballot, the votes will be counted in accordance with the following procedure:

5.16.1.1 For each campus-tagged representative position, ballot papers will be sorted into piles, one for each candidate given a first choice. If any candidate receives more than half the formal first preferences cast, that candidate will be declared elected. If no candidate is in that position, the candidate with the lowest number of first preferences will be eliminated and his/her votes distributed according to the second preferences shown. If any candidate has more than half the total votes cast in that candidate's pile at that stage, that candidate will be declared elected. If no candidate is in that position, the candidate with the smallest number of votes at that stage is eliminated, and his/her votes are distributed to the remaining candidates according to the next preference shown. This process is repeated until one candidate has more than half the total formal votes cast. This candidate is then declared elected to the campus-tagged representative position.

Candidates declared elected to a Campus Tagged Representative position, who have also applied for a General Representative position will have their General Representative position nominations withdrawn from the pool. Unsuccessful Campus Tagged Representative position candidates who have also applied for a General Representative position will have their nominations for a General Representative position activated.

5.16.1.2 For General Representative positions, ballot papers will be sorted into piles, one for each candidate given a first choice. If any candidate receives more than half the formal first preferences cast, that candidate will be declared “first ranked candidate”. If no candidate is in that position, the candidate with the lowest number of first preferences will be declared “last ranked candidate” and his/her votes distributed according to the second preferences shown. If any candidate has more than half the total votes cast in that candidate’s pile at that stage, that candidate will be declared “first ranked candidate”. If no candidate is in that position, the candidate with the lowest number of votes at that stage is declared “second-last ranked candidate”, and his/her votes are distributed to the remaining candidates according to the next preference shown. This process is repeated until one candidate has more than half the total formal votes cast, and can be declared “first ranked candidate”. Fresh piles will then be made using all the ballot papers. Votes for the “first ranked candidate” will then be allocated according to their next preference, and the process is repeated to ascertain the “second ranked candidate”. If a point is reached where remaining candidates cannot achieve half the votes after all preferences have been distributed, those candidates will be ranked with reference to the procedure described in this clause, but with the determining factor for ranking being to receive the largest number of votes instead of half the total votes. The process is repeated until all candidates have been ranked. The ten general representative positions are then declared, subject to clause 5.16.1.3 of these Regulations.

5.16.1.3 For the General Representative position ranking only, and in accordance with clause 15 of the MPA Constitution, and clause 5.4.2 of these Regulations, after the first two ranked research postgraduates from the same faculty, all remaining research postgraduates from the same faculty are eliminated from the ranking, and after the first two ranked coursework postgraduates from the same faculty, all remaining coursework postgraduates from the same faculty are eliminated from the ranking. The remaining top ten candidates are then declared elected to the ten General Representative positions. Where there are less than ten remaining candidates, the remaining positions will be declared vacant.

5.17 Prohibited Conduct

5.17.1 This clause applies from the opening of nominations until the declaration of all and any ballots by the Returning Officer.

5.17.2 Any dishonest conduct in an election is prohibited.

5.17.3 Any conduct intended or likely to mislead or deceive a voter is prohibited.

5.17.4 Without limiting the generality of clauses 5.17.1 through to 5.17.3 of these Regulations, the following are specifically prohibited:

5.17.4.1 Providing false information in or interfering with any form lodged with the Returning Officer;

5.17.4.2 Voting or attempting to vote more than once;

- 5.17.4.3 Interfering with ballot papers, ballot boxes, voters' rolls or the electronic voting site;
- 5.17.4.4 Violating the secrecy of the ballot;
- 5.17.4.5 Publicity not in accordance with clause 5.13 of these regulations;
- 5.17.4.6 Unfairly interfering with a candidates' publicity;
- 5.17.4.7 Campaigning unless a constituent;
- 5.17.4.8 Campaigning for a candidate without the approval of that candidate;
- 5.17.4.9 Paying a person to campaign;
- 5.17.4.10 Offering gifts;
- 5.17.4.11 Selling or exchanging goods;
- 5.17.4.12 Using for campaign purposes any facilities of the University, or any student association of the University, that are not generally available to all electors;
- 5.17.4.13 Using the noticeboard, letterhead or logo of the MPA or any other student association or body of the University to promote a candidate;
- 5.17.4.14 Damaging MPA or University property;
- 5.17.4.15 Placing promotional material:
 - i) on a noticeboard that is reserved for use by a specific group;
 - ii) on any glass within the university;
 - iii) on the ground any where within the university;
 - iv) in any letter box within the University;
 - v) on the furniture or floors of any café, communal area, lecture theatre, tutorial room or laboratory in the University unless given to a voter who agrees to accept it.
- 5.17.4.16 Failing to comply with a direction of the Returning Officer, or a ruling or direction of the Electoral Tribunal;
- 5.17.4.17 Impeding the conduct of the election;
- 5.17.4.18 Marking any ballot paper issued to another person, other than at their direction, in order to assist them, or at the specific direction of the Returning Officer;
- 5.17.4.19 Interfering or impeding the voting system;
- 5.17.4.20 Acting or attempting to act on behalf of another candidate in any dealings with the Returning Officer.
- 5.17.5 The Returning Officer may direct any person breaching clauses 5.17.1 through to 5.17.4 of these Regulations to cease doing so.
- 5.17.6 Any postgraduate may report a breach of clauses 5.17.1 through to 5.17.4 of these Regulations to the Returning Officer.
- 5.17.7 The Returning Officer or any postgraduate may report a breach of clauses 5.17.1 through to 5.17.4 of these Regulations to the Election Tribunal, in accordance with clauses 5.20, 5.21 and 5.22 of these Regulations.

5.18 Appointment of the Election Tribunal

- 5.18.1 The members of the Electoral Tribunal are:
 - 5.18.1.1 Two members of the academic staff of the Faculty of Law of the University nominated by the Dean of that Faculty, one of whom must be nominated as the Chair of the Tribunal, and
 - 5.18.1.2 The Equal Opportunity Manager of the University, or nominee.
- 5.18.2 No member of the Electoral Tribunal may be a postgraduate student.

5.19 Procedure of the Election Tribunal

- 5.19.1 The Electoral Tribunal may meet by conference telephone and, subject to clauses 5.19.2 to 5.19.5 of these Regulations, regulate its own proceedings

- 5.19.2 The Electoral Tribunal must meet in camera.
- 5.19.3 Parties may not be represented unless the Electoral Tribunal decides that without representation a party will be unable to fairly put its case.
- 5.19.4 Proceedings of the Electoral Tribunal, other than its formal decisions, are confidential and may not be reported.
- 5.19.5 Where in the view of the Electoral Tribunal it is unnecessary that a hearing be held, the Tribunal may without meeting give a direction or ruling by unanimous resolution in writing.
- 5.19.6 Subject to section 67, Division 5 of the *Associations Incorporation Reform Act 2012*, decisions of the Electoral Tribunal are final.

5.20 Appeals Against Decisions of the Returning Officer

- 5.20.1 A postgraduate may appeal against a decision of the Returning Officer by writing to the Returning Officer within 24 hours after the original decision who will then refer the matter to the Electoral Tribunal.
- 5.20.2 If the Electoral Tribunal considers that the Returning Officer's decision should be reviewed, they must convene a meeting.
- 5.20.3 If a meeting of the Electoral Tribunal is convened, it must be held as soon as is practicable and necessary given the urgency of the matter.
- 5.20.4 At the meeting the postgraduate appealing must be given an opportunity to present their case.
- 5.20.5 The Returning Officer must be given an opportunity to respond.
- 5.20.6 The Electoral Tribunal may call upon submissions from any other interested person.
- 5.20.7 The Electoral Tribunal must then rule on the matter.
- 5.20.8 The Electoral Tribunal may make declaratory rulings under this regulation.
- 5.20.9 The Electoral Tribunal may not make any ruling under this regulation that alters the result of an election which has been declared if the appeal has not been brought within three academic days of the declaration of the election results.
- 5.20.10 The Returning Officer may appeal under this regulation against their own decision if subsequently satisfied it was wrong and if the decision is not otherwise able to be reversed.
- 5.20.11 In this regulation "decision" includes omission and failure to act.

5.21 Breaches of these Regulations

- 5.21.1 The person who has reported the breach must be given an opportunity to present their case.
- 5.21.2 Any person who has been reported must be given an opportunity to respond.
- 5.21.3 The Returning Officer may, whether or not they find there has been a breach, give such directions as they see fit.
- 5.21.4 If the Returning Officer finds that there has been a breach they may formally reprimand the person reported.
- 5.21.5 Without limiting the Returning Officer's powers under this regulation, if the Returning Officer finds that a student has breached any part of these Regulations, the Returning Officer may suspend that student from campaigning for a period of time determined by the Returning Officer.
- 5.21.6 If the Returning Officer finds that there has been a serious breach they may disqualify the person reported from:
 - 5.21.6.1 voting; or
 - 5.21.6.2 standing; or
 - 5.21.6.3 standing and voting in:

- 5.21.6.3.1 that election; or
- 5.21.6.3.2 that election and a specified number of future elections; or
- 5.21.6.3.3 all elections.
- 5.21.7 For the purpose of clause 5.21.6 and without limiting the generality of the words “serious breach”, a breach of clauses 5.17.4 or failure to comply with a direction or ruling of the Returning Officer is automatically a serious breach.
- 5.21.8 If a candidate is disqualified, the Returning Officer must proceed as if that person had never nominated.

5.22 Appeals against Results of Elections

- 5.22.1 A postgraduate may appeal against the result of an election by writing to the Returning Officer within three academic days or one week, whichever is the lesser, of the declaration of the election.
- 5.22.2 A postgraduate may only appeal against the result of an election on the ground that there has been a defect in the conduct of the election which has materially affected the result
- 5.22.3 The Returning Officer must convene a meeting of the Electoral Tribunal within one week of being contacted.
- 5.22.4 The Electoral Tribunal may only convene to hear an appeal if the Chair of the Tribunal is satisfied there is a prima facie case.
- 5.22.5 At the meeting the postgraduate appealing must be given an opportunity to present their case.
- 5.22.6 The Electoral Tribunal may call upon submissions from any interested person.
- 5.22.7 If the Electoral Tribunal is satisfied that there has been a defect in the conduct of the election which has materially affected the result it may order a new poll or polls or election or elections.
- 5.22.8 The Electoral Tribunal may determine the timetable for any new poll or election ordered under clause 5.22.7.

5.23 Application of Amendments

Amendments to these Regulations or the MPA Constitution concerning an election, made between the call for nominations and the declaration of results of an election, cannot be applied to the election in process.

5.24 Validation

- 5.24.1 Under clause 35.2.3 of the Constitution, the validity of an election is not affected by:
 - 5.24.1.1 Any defect in the appointment of any person for the purpose of holding the election; or
 - 5.24.1.2 Any irregularity in any of the proceedings preliminary to voting; or
 - 5.24.1.3 Any failure to comply with any directions as to the holding of the election or the counting of the votes; or
 - 5.24.1.4 Any mistake in the use of any forms; or
 - 5.24.1.5 Any other irregularity if the election was conducted in accordance with the principles of these Regulations and the MPA Constitution and the irregularity, failure or mistake did not affect the result of this election.
- 5.24.2 Under clause 35.2.3 of the MPA Constitution, no act, decision or election is invalid only because it was done, made or held after the time held by the MPA constitution or these Regulations.
- 5.24.3 For the purpose of clause 5.24.2 of these Regulations, “act” does not include appeal/s.

These Regulations came into effect on 19 March 2004. A further amendment was made on 26 May 2004. A further amendment was made on 16 February 2007. A further amendment was made on 22 March 2010. A further amendment was made on 15 March 2011. A further amendment was made on 16 February 2012. A further amendment was made on 14 March 2014. A further amendment was made on 20 March 2015.

Schedule 1

Call for nominations for the Monash Postgraduate Association Executive Committee year/year

The Monash Postgraduate Association (MPA) is now calling for nominations for the Monash Postgraduate Association Executive Committee (MPAEC) for the **year/year** term of office.

Nominations must be made on the official nomination form. Nomination forms can be obtained in hardcopy directly from any MPA office, sent on request by calling 9905 3197, or emailing mpa@monash.edu, and downloaded from the MPA website at: <http://mpa.monash.edu.au/downloads/nomination-form.pdf>

Nominations must be signed and submitted to the Returning Officer by **insert time, insert date** by email attachment: MPAReturningOfficer@monash.edu

The committee term begins in June and runs for one year. The MPAEC meets monthly to discuss issues of relevance to postgraduates and to make decisions on behalf of the postgraduate community at Monash. This can involve writing policy, responding to University proposals, planning seminars and running social events.

There are a total of 15 positions on the MPAEC: five campus-tagged representative positions and ten general representative positions. The five campus-tagged positions (one each for Clayton, Caulfield, Berwick, Parkville and Peninsula) are open only to postgraduates enrolled on the corresponding campus. The ten general representative positions are open to all postgraduates on all campuses.

Postgraduates may apply for both a campus-tagged representative position and a general representative position but may hold only one position on the MPAEC. The outcome of the elections for the campus-tagged representative positions will be determined before the general representative position elections are conducted. No more than two research and two coursework postgraduates from the same faculty may hold positions within the ten general representative positions.

Further information about the MPA Executive Committee and the election process can be found on the MPA website at <http://mpa.monash.edu.au/representation/executive-committee.html>

Please contact the Returning Officer by emailing MPAReturningOfficer@monash.edu if you would like further information.

Insert name,
Returning Officer
Year/Year MPAEC Elections

20??/20?? MPA Executive Committee NOMINATION FORM

Postgraduate students enrolled in the following courses are eligible to nominate: Graduate Certificate, Graduate and Postgraduate Diploma (including Dip Ed), B.Litt., Postgraduate Bachelor, Masters, Masters Prelim, PhD and Professional Doctorates

PART 1 (of 4): COMMITTEE POSITION DETAILS

Please note that nominations can be made for:

- a general representative position **only or**
- a campus-tagged position **only or**
- a general representative position **and** a campus-tagged position.

Where postgraduates nominate for both a campus-tagged representative position **and** a general representative position, the outcome of the campus-tagged representative position elections will be determined first.

I am applying for:

- General representative position (10 positions available, open to all enrolled postgraduates) and/or I am applying for (tick only **one** of the following)
- Clayton campus representative (1 position available, open to Clayton enrolled postgraduates only)
- Caulfield campus representative (1 position available, open to Caulfield enrolled postgraduates only)
- Peninsula campus representative (1 position available, open to Peninsula enrolled postgraduates only)
- Parkville campus representative (1 position available, open to Parkville enrolled postgraduates only)
- Berwick campus representative (1 position available, open to Berwick enrolled postgraduates only)
- I do not wish to apply for a campus-tagged representative position

No photographs, drawings or pictures will be accepted with this nomination form.

**PLEASE RETURN THIS NOMINATION FORM AND YOUR NOMINEE STATEMENT BY EMAIL
ATTACHMENT TO THE MPA RETURNING OFFICER**

MPAReturningOfficer@monash.edu

NOMINATIONS CLOSE ?pm, ?day ?th Month 20??

In the case of eligible nominations exceeding the number of positions in any category on the MPAEC, a postal or electronic ballot will be conducted.

This form may be photocopied or scanned.

PART 2 (of 4): NOMINEE'S AND PROPOSER'S DETAILS

NOMINEE: NAME*
ID NO.
NAME OF COURSE*
(less than 66% of degree is research) (66% or more of degree is research)
COURSE TYPE * Coursework OR Research
STUDY MODE* Full-time OR Part-time
SCHOOL & FACULTY*
ANTICIPATED COMPLETION DATE OF COURSE*
CAMPUS*
PHONE NO. (business hours)
EMAIL*
CONTACT ADDRESS: (Home or internal)

I authorise the MPA staff to verify my eligibility for the MPAEC, both for election purposes and at any time during my term as an MPAEC member, including enrolment status, name of course, course type, study mode, school and faculty, completion date of course and campus. I consent to my name, name of course, course type, study mode, school and faculty, completion date of course, campus and email address as shown in Part 2 of the MPAEC Nomination Form, being a matter of public record.

SIGNATURE.....

Note: If using a digital ID signature, your Monash email address must be used.

* This information will be included on the electronic voting site along with your statement.

Where nominations are being made for a campus-tagged position or nominations are being made for both general and campus-tagged positions, proposers and seconders must be enrolled at the relevant campus. Nominees may not nominate or second their own nomination. The seconder must be a different postgraduate to the proposer.

PROPOSER: NAME:
ID NO
COURSE
SCHOOL & FACULTY
CAMPUS

I authorise the MPA to verify my details, including enrolment status, campus and details listed above.

SIGNATURE.....

Note: If using a digital ID signature, your Monash email address must be used.

SECONDER: NAME:
ID NO.
COURSE
SCHOOL & FACULTY
CAMPUS

I authorise the MPA to verify my details, including enrolment status, campus and details listed above.

SIGNATURE.....

Note: If using a digital ID signature, your Monash email address must be used.

PART 3 (of 4): NOMINEE’S AGREEMENT

Part A: I agree to abide by the MPA Election Regulations at all times during this election. If elected to the MPAEC I agree to abide by the MPA Constitution and Regulations, and to serve the interests of the postgraduate community above my own interests.

Part B: If elected to the MPAEC I authorise the MPA staff to verify my eligibility for the MPAEC, including enrolment status, at any time during my term as an MPAEC member.

Part C: If elected to the MPAEC, I consent to my name, name of course, course type, study mode, school and faculty, completion date of course, campus and email address as shown in Part 2 of the MPAEC Nomination Form, being a matter of public record.

Part D: I agree to declare below any voluntary or paid positions I hold or have held in the past two years, with any other student organisation at Monash University, or any body receiving any monies by way of profit or otherwise, resulting from investments by student organisations or any department, centre, school, clause, subsidiary or company of Monash University:

.....
.....
.....
.....

If elected to the MPAEC I agree to inform the MPA staff and MPAEC of any change in my enrolment status or any change in relation to clauses C and D of this Nominee’s Agreement, that occurs during my term as an MPAEC committee member.

Signature:

Date:

PART 4 (of 4): NOMINEE’S STATEMENT

Nominees must supply a statement of **not more than 250 words** with their nomination form, which will be used in accompanying literature in the event of a poll. Where candidates are applying for both a campus-tagged representative position and a general representative position two separate statements may be provided for use in each ballot. Statements may also be used for promotional purposes in MPA publications. In all cases, editorial discretion remains with the MPA Returning Officer. Please **attach your nominee statement(s) as a simple text file (e.g. txt/rtf/doc) without formatting** when submitting your nomination form. Sign below to confirm that you agree with the use of your nominee statement(s) as outlined above and that you will submit your nominee statement(s) with this nomination form.

Signature:

Date:



**MPA EXECUTIVE COMMITTEE ELECTION, [date of election].
AUTHORISATION FOR SCRUTINEER TO
ACT ON BEHALF OF CANDIDATE**

Please note: This form is applicable only when a postal ballot is being conducted. It does not apply when an electronic ballot is undertaken.

Clause 1, to be filled in by the candidate:

I,, candidate for

- General Representative Position, MPAEC; or
- Campus-Tagged Representative Position, MPAEC

do hereby authorise to act as a scrutineer to act on my behalf at the ballot draw and/or vote count for the above mentioned election.

Signed Date
Address
Phone..... Email

Clause 2, to be filled in by the scrutineer:

I, agree to act as a scrutineer for the abovementioned candidate in the above mentioned election and declare that:

- I am acting only on behalf of the above mentioned candidate;
- I have read the MPA Election Regulations and agree to abide by them;
- Any information I observe while carrying out the duties of scrutineer will not be used in the execution of my duties for any paid employment nor in any context that does not concern matters arising from the MPAEC Election, [insert year of election].

Signed Date
Address
Phone Email

All scrutineers must receive a copy of clause 5.12 of the MPA Election Regulations.

Schedule 4A

Recommended timeline for conduct of MPAEC elections (postal ballot version).

February MPAEC meeting	Appoint Returning Officer <i>MPAEC responsible for appointment of RO, must be made as soon as practicable after the commencement of the calendar year. (5.1.1)</i>
Start of week 2, March	Open call for nominations <i>Nomination period must be announced before 5pm, 31 March. (5.3.2)</i>
End of week 3, March	Close call for nominations <i>Nomination period must be at least 14 days. (5.3.4)</i>
Week 4, March	Determine enrolment status and eligibility of nominees. <i>Withdrawal of nominations accepted up to 5 academic days after close of nomination. (5.5.9)</i>
Week 1, April	Declaration of election and/or call for ballot. <i>Declaration of election must be made between 6 and 11 academic days after the close of the call for nominations. (5.6.14)</i>

If a ballot is required continue as below.

	Ballot paper draw. <i>Advise scrutineers of time, date and place of ballot draw at least 2 academic days prior to draw. (5.8.3)</i> Layout of election material including ballot papers and nominee statements.
Week 2, April	Election material to printers. <i>Material must go to printers between 6 and 11 academic days after the close of the call for nominations. (5.8.4)</i>
Week 3, April	Election material to mailhouse.
Start of week 4, April	Election material received by postgraduates.
End of week 1, May	Voting closes. <i>Voting period must be no less than 14 days. (5.8.9)</i>
Week 2, May	Votes counted.
End week 2, May	Election completed. <i>Ballot completed no later than 5pm, 23 May. (5.8.1)</i> <i>New committee must be publicly announced by end of May. (5.7.9.2)</i>

Schedule 4B

Recommended timeline for conduct of MPAEC elections (electronic ballot version).

February MPAEC meeting	Appoint Returning Officer <i>MPAEC responsible for appointment of RO, must be made as soon as practicable after the commencement of the calendar year. (5.1.1)</i>
Start of week 2, March	Open call for nominations <i>Nomination period must be announced before 5pm, 31 March. (5.3.2)</i>
End of week 3, March	Close call for nominations <i>Nomination period must be at least 14 days. (5.3.4)</i>
Week 4, March	Determine enrolment status and eligibility of nominees. <i>Withdrawal of nominations accepted up to 5 academic days after close of nomination. (5.5.9)</i>
Week 1, April	Declaration of election and/or call for ballot. <i>Declaration of election must be made between 6 and 11 academic days after the close of the call for nominations. (5.6.14)</i>

If a ballot is required for either campus-tagged or general positions continue as below.

	Load up candidate statements and details to online voting site. Test voting site.
Start of week 2, April	Voting period opens.
End of week 3, April	Voting period closes. <i>Voting period must be no less than 7 days. (5.8.9)</i>
Week 4, April	Election completed. Committee announced. <i>Ballot completed no later than 5pm, 23 May. (5.8.1)</i> <i>New committee must be publicly announced by end of May. (5.7.9.2)</i>

If a second ballot is required for general positions continue as below.

Start of week 4, April	Voting period opens.
End of week 1, May	Voting period closes. <i>Voting period must be no less than 7 days. (5.8.9)</i>
Week 2, May	Election completed. Committee announced. <i>Ballot completed no later than 5pm, 23 May. (5.8.1)</i> <i>New committee must be publicly announced by end of May. (5.7.9.2)</i>