



GUILD AND NUS



2024 ELECTION HANDBOOK

IMPORTANT DATES & TIMES FOR CANDIDATES & GROUP AGENTS:

GROUP REGISTRATIONS OPEN	10:00am	MONDAY	20 MAY 2024
GROUP REGISTRATIONS CLOSE	4:00pm	FRIDAY	14 JUNE 2024
NOMINATIONS OPEN	9.00am	MONDAY	29 JULY 2024
NOMINATIONS CLOSE	5:00pm	FRIDAY	2 AUGUST 2024
INDEPENDENT CANDIDATE DECLARATION DUE	5:00pm	FRIDAY	2 AUGUST 2024
DEPOSITS DUE	5:00pm	FRIDAY	2 AUGUST 2024
WITHDRAWALS CLOSE	12:00pm	TUESDAY	6 AUGUST 2024
BALLOT PAPER DRAW	1:00pm	TUESDAY	6 AUGUST 2024
2024 ELECTIONS INFORMATION SESSION (FOR ALL GROUP AGENTS & IND. CANDIDATES)	1:00pm	TUESDAY	13 AUGUST 2024

**LODGE NOMINATIONS, STATEMENTS, DECLARATIONS & DEPOSITS WITH
THE RETURNING OFFICER @ GUILD ELECTIONS OFFICE**

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IMPORTANT DATES IN 2024

Monday 20 May, 10.00am

- Group Registrations Open

Friday 14 June, 4.00pm

- Group Registrations Close & Group Statements Due

Monday 29 July, 9.00am

- Nominations open

Friday 2 August, 5.00pm

- Individual Nominations close & Personal Statements Due
- Independent Candidate Declaration Forms Due
- Deadline for lodgement of \$10 Deposit

Tuesday 6 August, 12:00pm and 1:00pm

- Withdrawals Close at 12:00pm
- Draw for Ballot Positions in Meeting Room 1 at 1:00pm. Live Streamed (by Pelican).

Tuesday 13 August, 1.00pm

- 2024 Guild Elections Information Session - Sue Boyd Room (Level 1). (Compulsory attendance for Group Agents & Independent Candidates.)

Monday 2 September, 10:00am

- First round submission deadline of Election Material to Returning Officer & UniPrint.

Friday 6 September, between 8am – 11am

- First round Election Material to be paid and picked up (from Guild Finance or Returning Officer).

Monday 9 September, 10.00am

- Second round submission deadline of Election Material to Returning Officer & UniPrint.

Tuesday 10 September, 1.00pm (TBC)

- Presidential Debate – Alexander Lecture Theatre

Friday 13 September, between 8am – 11am

- Second Round Election Material to be paid and picked up (from Guild Finance or Returning Officer).

Friday 13 September 4pm

- Postal vote applications close at 4pm.

Monday 16, Tuesday 17, Wednesday 18 & Thursday 19 September ONLY

- Election Polling dates; Polls open 10.00am - 5.00pm daily.
- Polling at other campuses (see next page) from 11.00am - 3.00pm.

Thursday 19 September, 5:00pm

- 5:00pm: Close Deadline for receipt of postal votes.

Thursday 19 September, 5:00pm

- Presidential count UWA.

MAY / JUNE 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY / AUGUST 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

POLLING LOCATIONS	DATE	TIME
UWA Campus – Oak Lawn (Near Guild Village)	Monday 16th, Tuesday 17th, Wednesday 18th & Thursday 19th September 2024	10:00am – 5:00pm
UWA Campus – Reid Library (Lawn area near Reid Library stairs)	Monday 16th, Tuesday 17th, Wednesday 18th & Thursday 19th September 2024	10:00am – 5:00pm
Nedlands Campus – Nedlands Café (Foyer)	Monday 16th September 2024	11.00am – 3.00pm
UWA Business School – Foyer	Tuesday 17th September 2024	11:00am – 3:00pm
Q.E. II Medical Centre - FJ Clarke Lecture Theatre (Foyer)	Wednesday 18th September 2024	11:00am – 3:00pm
Oral Health Centre of WA (Medical-Dental Library) - OHCWA	Thursday 19th September 2024	11:00am – 3:00pm

Disclaimer:

This handbook has been produced for the benefit of all potential candidates in the 2024 Guild Elections. If you intend to participate as a candidate (or Group Agent) in the elections, it is essential that you become fully acquainted with its contents.

More detailed procedures and candidate obligations may be found in the **UWA Student Guild Election Regulations (2023)** together with the NUS Rules which are all on our Elections website: www.uwastudentguild.com/student-representation/elections

INTRODUCTION

The UWA Student Guild Elections include the elections of:

- Office Bearers and Councillors of the Guild.
- National Union of Students delegates to the NUS national conference.

The Electoral Regulations and Rules that are the legislative basis for the elections above are available on our website under Elections: www.uwastudentguild.com/student-representation/elections and also found under the Regulations section: www.uwastudentguild.com/the-guild/guild-regulations.

ELECTION REGULATIONS – *Regulation Changes in effect from August 2024*

Please study the Regulations carefully. They are available online. Please pay particular attention to relevant dates and procedures for Group Registrations and Statements, as well as Candidate nominations and Personal Statements.

The Guild Council has approved changes to the Election Regulations that the Western Australian Electoral Commission has deemed will be in effect from August 2024, pending approval from the University of Western Australia Senate.

PLEASE NOTE: Please review the Page Limits, Costing of Election material procedure, and the Costing Limits carefully.

In addition:

- **Please be aware** at all times of the relevant rules, deadlines and requirements. As mentioned above, there will be Election Regulation changes in effect from August 2024, *pending approval from the University of Western Australia Senate.*
- **Please do not** leave anything to the last minute. **Do not** make assumptions concerning any rules or procedures on the basis of assertions made by anyone other than the Returning Officer.
- **Please seek advice** from the Returning Officer (via the new contact details below), and if in doubt on a procedural matter, seek advice well before any deadlines.

ELECTION OFFICIALS

Returning Officer

The Electoral Commissioner of the Western Australian Electoral Commission (WAEC) has appointed Mary Petrou as the Returning Officer for the **2024 Guild Elections**. Mary can be contacted via email address: mary.petrou@waec.wa.gov.au or her **NEW mobile number: 0461 392 261**

The Returning Officer has responsibility for all the election processes including:

- Group Registration and Group Statements
- Nominations and Personal Statements
- Production and security of ballot papers and other ballot material
- Postal Voting

- Polling arrangements
- Conduct of the Poll
- Counting of Votes
- Declaration of the Poll
- **All Election Material** and monitors costs in relation to such material.

GROUP REGISTRATIONS

Pursuant to Regulation 614, Group Registrations are open for a period of 4 weeks from 9.00am Monday 20th May 2024 and close at 4:00pm Friday 14th June 2024.

Group Registration Forms are available from the Guild website www.uwastudentguild.com/student-representation/elections under 'Information for Candidates' or collect a copy from Guild Administration, 1st floor Guild Village Building.

GROUP STATEMENTS

According to Regulation 614(5)(a): Each Group must submit a statement of between 100-150 words setting out the Group's vision and values and a description of what they stand for, the Group Agent's contact details and information about how Students can get involved with the Group. The Group Statement must be **submitted to the Verification Program** prior to the close of the registration period **and must be emailed to elections@guild.uwa.edu.au**. A **hard copy** of the Group Statement **must be attached** to the Group Registration Form when it is submitted to the Returning Officer. The Group Statement must be included in the **body of the email** OR sent as a **Word document** attachment ONLY and please **include the word count**. Please do not supply Group Statements in PDF or other formats. Each Group Statement is to be **published on the Guild website** under 'Registered Groups', viewable here: <https://www.uwastudentguild.com/student-representation/elections/registered-groups>.

Group Withdrawals: In accordance with Regulation 614(7) a person who has nominated as part of a Group may withdraw their consent to be part of that Group by lodging a 'Notice of Withdrawal to Be Part of a Group' Form with the Returning Officer. Group Withdrawal Forms are available on our Elections website, under Information for Candidates: [https://www.uwastudentguild.com/assets/downloads/elections/notice-of-withdrawal-\(group-reg\)-2024.pdf](https://www.uwastudentguild.com/assets/downloads/elections/notice-of-withdrawal-(group-reg)-2024.pdf)

NOMINATION PROCEDURES

Nominations open **for 1 week** only: at 9.00am Monday 29th July 2024 and close at 5:00pm Friday 2nd August 2024.

Warning: Students who are casual employees of the Guild and who intend to nominate for Guild Elections should note that their nomination for election will result in the termination of their casual employment with the Guild (refer to Guild Regulation 106(1).)

Nomination Forms are available to download from the Guild website www.uwastudentguild.com/student-representation/elections under 'Information for Candidates' or collect a copy from Guild Administration, 1st floor Guild Building.

Nomination Forms need to be lodged by the candidate **in person**, directly with the Returning Officer, as per Regulation 615(2). A signed 2024 **Code of Conduct** form also needs to be lodged by the candidate at this same time, along with the candidate's **Personal Statement** (see below for further details).

In order for a candidate's nomination to be valid, a \$10 bond (cash or EFTPOS Payment ONLY) must be paid **in person** (by the candidate) to the Returning Officer **at the time of lodging the Nomination Form**.

The maximum amount payable by a candidate for more than one position shall be ten (10) dollars. This fee shall be non-refundable if an unsuccessful candidate does not acquire a total of primary votes equal to or more than 10% of the quota required for election to any of the positions that the candidate has nominated for.

Independent Candidate Declaration Form

As mentioned previously the 111th Guild Council has approved changes to the Election Regulations* that the Western Australian Electoral Commission has deemed will be in effect from August 2024, pending approval from the University of Western Australia Senate. In accordance with the updated Election Regulations* (which are viewable on the Guild Elections website: <https://www.uwastudentguild.com/student-representation/elections>), PART 9 NOMINATIONS OF CANDIDATES, 615 NOMINATIONS, 615(1) Form and mode of nomination of candidates

b) A Nomination form shall:

- (x) be accompanied by a declaration that the nominee is independent and not affiliated with any Group or any other Independent

Candidate and acknowledging that they must not distribute or display Election Material endorsing a Group, a member of a Group or any other Independent Candidate.

The Candidate's declaration must state the following: *"I am running in the 2024 UWA Student Guild Elections at the University of Western Australia as an Independent candidate. In such, I agree that I will campaign as an independent and not endorse, or engage, in any Group activity as such as acting like a political party, nor endorsing an opposing candidate or party over another or myself. I acknowledge that my preferences on a How To Vote are in line with a preferential voting system and not a line of campaigning for others."*

Independent Candidate Declaration Forms are available to download from the Guild website under 'Information for Candidates' here: <https://www.uwastudentguild.com/assets/downloads/elections/independent-declaration-2024.pdf> or collect a copy from the Returning Officer at the time of nominating.

PERSONAL STATEMENTS BY CANDIDATES

According to Regulation 615(1)(b)(vi): A Nomination form shall be accompanied by a **personal statement** of between 100 to 150 words setting out the nominee's vision, values and reasons for nominating, and if the nominee is a member of a Group, the name of the Group must be included. The Nomination Form must be signed by the nominee and acknowledges: that the **Personal Statement will be published on the Guild website for public access** as per Regulation 615(1)(b)(xi). A candidate's Personal Statement needs to be **submitted electronically to the Verification Program** prior to the close of nominations and **must be emailed to elections@guild.uwa.edu.au** (at the time of nominating). The Personal Statement must be included in the **body of the email** OR sent as a **Word document** attachment ONLY and please **include the word count**. Please do not supply Personal Statement as a PDF or in other formats. A hard copy of the Personal Statement must also be attached to the Nomination Form and given to the Returning Officer (including word count). Personal Statements will be **published on the Guild website** under 'Personal Statements, viewable here: <https://www.uwastudentguild.com/student-representation/elections/personal-statements>

Nomination Withdrawals: A person nominated as a candidate may withdraw their Nomination by lodging a 'Notice of Candidate Withdrawal' form with the Returning Officer, up until the Close of Nominations, as per Regulation 615(10) & 615(11), and that person shall be deemed not to have nominated. Individual Withdrawal Forms are available on our website, under Information for Candidates: [https://www.uwastudentguild.com/assets/downloads/elections/notice-of-withdrawal-form-\(ind\)-2024.pdf](https://www.uwastudentguild.com/assets/downloads/elections/notice-of-withdrawal-form-(ind)-2024.pdf)

Appointment by Agent: When a candidate is not available to nominate in person for the 2024 Guild Elections, an Agent may be appointed to nominate on their behalf. The Candidate needs to lodge with the Returning Officer an **Appointment of Agent by Candidate** form, which (if approved) will allow another person to lodge the candidate's Nomination Form, Code of Conduct and \$10 deposit. This form is available on the website: <https://www.uwastudentguild.com/assets/downloads/elections/appointment-of-agent-by-candidate-form-2024.pdf>

CANDIDATE/GROUP ELECTION MATERIAL

Election Material, as defined in Election Regulation 601(1).

For the 2024 Election as per Regulation 622(2)(k) Candidate/Group Election Material may include the following:

- (i) Electronic communications; (*see Reg 622A*)
- (ii) Badges;
- (iii) Leaflets;
- (iv) Posters; - *Note: no provision for posters in 2024*
- (v) Speeches;
- (vi) How to Votes;
- (vii) Overhead Transparencies; and
- (viii) T-shirts (*see Reg 622B*)

Electronic communications constituting Election Material (Reg 622A)

(1) Material of the kind referred to in Regulation 622 (2)(k)(i) (ie electronic communications section ABOVE) shall be deemed to be Costed Election Material in all circumstances provided it quotes or paraphrases the election platform of the candidate or their Group and makes no mention of any other Candidate or Group.

(2) No Candidate or Group is under any circumstances permitted to allocate expenditure to promotion of electronic Election Material.

(3) Candidates may only use their own personal social media to distribute or display electronic Election Material.

(4) Groups may use group electronic media to promote their election platforms; but this media must be removed in the month immediately after the declaration of the poll.

Group electronic media means any public social media profile created for the express purpose of the election, including but not limited to:

- Stand-alone websites hosted by the Guild;
- Facebook
- Instagram
- Twitter
- YouTube
- SnapChat
- TikTok
- Google+

This definition does not permit stand-alone websites except those hosted by the Guild.

Prohibited Election Material

- Banners
- Stickers
- Chalking (chalking on blackboards, footpaths, walls etc is prohibited)
- Electronic communications other than those outlined in Reg 622A

Prohibited Display of Election Material

Election material may only be displayed in prescribed areas. The Returning Officer determines these areas.

Blackout Period

No Election Material shall be Distributed between the Day, 24 hours after the close of polls, and 5:00pm on the Day, 10 Days before polling commences for the next Election.

Blackout period dates:

Blackout Period Ends: 5:00pm Friday 6th September 2024

Blackout Period Begins: 5:00pm Thursday 19th September 2024

Lunch Hour Blackout period - No in-person campaigning! As per Regulation 622(2)(d)(ii) and 622(2)(e)(i), Election Material, including How-to-Votes shall not be distributed in person between **12:30pm – 1:30pm during Polling Week.**

- Monday 16th September 12:30pm – 1:30pm – Lunch Hour Blackout Period
- Tuesday 17th September 12:30pm – 1:30pm – Lunch Hour Blackout Period
- Wednesday 18th September 12:30pm – 1:30pm – Lunch Hour Blackout Period
- Thursday 19th September 12:30pm – 1:30pm – Lunch Hour Blackout Period

Exclusion Zone

As requested by the Election Culture Committee & Guild Council, the WAEC & Returning Officer have been instructed to set up an exclusion zone outside the Reid Library Polling booth which will include a walkway for students to walk through campus along Saw Promenade.

Costing of Election Material

A Group shall not print more than the equivalent of **180 A4 Pages** of Election Material per aligned Candidate and **4000 A4 Pages** in total.

Notwithstanding regulation 622(3)(a), each Independent Candidate or Group shall be entitled to print a minimum of the equivalent of **500 A4 Pages** of Election Material.

Where the Returning Officer is satisfied beyond reasonable doubt that a Candidate had knowledge that Election Material, other than

that Costed by that officer was to be used by the Candidate for Election purposes, the Returning Officer may, at their discretion, determine the equivalent A4 pages used by the Candidate on Election Material.

Fluorescent Paper is NOT AVAILABLE and there is no provision to guillotine printed material.

Please note:

- All election material shall display “Authorised by XXXXX XXXXXXXX” and their “Contact number: XXXX XXX XXX” for it to be deemed acceptable.
- Large, solid areas of black are unsuitable for copying.
- **You need to supply 1 set of originals plus an Election Material Costing Form to the Returning Officer**
- **Submit 1 copy of original Election Material electronically to UniPrint**
- All artwork to have a 1cm border all around.
- Photos should be scanned or laser printed at 300dpi or higher for best results.
- Originals must be black ink on white paper.
- **No colour images will be permitted.**
- Please provide a completed sample for double-sided work.

Election Material Submission Dates

There will be **two submission dates** for costing of Election Material in the 2024 Guild Elections. Candidates may lodge their material for Costing on either or both of the two dates set out below.

FIRST APPROVAL CYCLE PROCEDURE

➤ **10.00am Monday 2 September 2024**

This is the deadline for first submission of Election Material. Two Copies to be submitted; One copy of prospective Election Material, stating “Authorised By” and the name and phone number of the authoriser is to be submitted to the Returning Officer, accompanied by a completed ‘Election Material Costing Form’ **AND** one copy of original Election Material is to be submitted electronically to UniPrint. Each individual piece of prospective Election Material must be accompanied by a completed ‘Election Material Costing Form’. The Returning Officer shall issue a receipt for Election Material lodged. Election Material Costed by the Returning Officer shall be sent directly to the Guild Printing Services.

➤ **10.00am Tuesday 3 September 2024**

If any Election Material is deemed to be Uncosted, then candidates may retrieve a copy of their Uncosted Election Material from the Returning Officer (or Guild Administration), together with an explanation of why material was Uncosted.

➤ **1.00pm - 4.00pm Tuesday 3 September 2024**

The Returning Officer will be available for consultation within these hours. Candidates will have only one opportunity to resubmit material that has been declared Uncosted.

➤ **10.00am Wednesday 4 September 2024**

This is the Deadline for re-submission of modified Election Material.

➤ **8.00am - 11.00am Friday 6 September 2024**

Costed Election Material, printed and stamped with the 2024 official Guild Election “COSTED” stamp, shall be available for collection. Candidates shall make payment and collect their material from the Returning Officer or Guild Finance, 1st Floor, Guild Building.

SECOND APPROVAL CYCLE PROCEDURE

➤ **10.00am Monday 9 September 2024**

This is the deadline for first submission of Election Material. Two Copies to be submitted; One copy of prospective Election Material, stating “Authorised By” and the name and phone number of the authoriser is to be submitted to the Returning Officer, accompanied by a completed ‘Election Material Costing Form’ **AND** one copy of original Election Material is to be submitted electronically to UniPrint. Each individual piece of prospective Election Material must be accompanied by a completed ‘Election Material Costing Form’. The Returning Officer shall issue a receipt for Election Material lodged. Election Material Costed by the Returning Officer shall be sent directly to the Guild Printing Services.

➤ **10.00am Tuesday 10 September 2024**

A list of the authoriser's of Uncosted Election Material shall be posted on the Guild noticeboard. Candidates may retrieve a copy of their Uncosted Election Material from Guild Administration, together with an explanation of why the material was Uncosted.

➤ **1.00pm - 4.00pm Tuesday 10 September 2024**

The Returning Officer will be available for consultation within these hours. Candidates will have only one opportunity to resubmit material declared Uncosted.

➤ **10.00am Wednesday 11 September 2024**

This is the Deadline for re-submission of modified Election Material.

➤ **8.00am - 11.00am Friday 13 September 2024**

Costed Election Material, printed and stamped with the 2024 official Guild Election "COSTED" stamp, shall be available for collection. Candidates shall make payment and then collect their material from the Returning Officer or Guild Finance, 1st Floor, Guild Building.

Distribution

Election Material may NOT be affixed or attached to any area by anyone other than those persons specifically appointed by the Returning Officer. No person may **remove, alter, deface, obstruct or affix** Election Material to a prescribed area.

There are no limitations on the handing out of leaflets or election material provided the material has been COSTED. Candidates may distribute their material or leave it for persons to collect. **NOTE: Candidates must NOT leave big piles around as they may be stolen or removed by the cleaners.** No person shall be permitted to remove a candidate's authorised Election Material unless duly authorised by that candidate or the Returning Officer. Any person disobeying this ruling may be charged with misconduct.

PROHIBITED CONDUCT

- Distributing of unauthorised material
- Defacing, altering, confiscating other candidate's Election Material
- Interfering with the conduct of the election
- Violent, abusive or disruptive behaviour

Campaigning and Distribution

Campaigning is limited to the University Campus only. **Please Note:** residential colleges are NOT part of the University Campus.

PARTICIPATING IN THE ABOVE PROHIBITED CONDUCT MAY LEAD TO A CHARGE OF MISCONDUCT.

'How to Vote' Material

Although 'How to Votes' are Costed, they do not impact upon a candidates' expenditure limit. They must be Costed during one of the two approval cycles. 'How to Votes' must be printed through Guild Printing Service (or a supplier Costed by the Returning Officer) like other Election Material and must be paid for as set out above.

GROUPS

Group Names and Colours

There will be no restrictions on Group names or colours unless use of either a Group name or colour is deemed by the Returning Officer to be inappropriate or misleading. As a general guideline the name of a Guild Department, Division, Club or Affiliated Society will be deemed as inappropriate.

While not restricting a group's choice of colour, the Guild Printing Service has a relatively limited range. The range is normally limited to: Blue, Yellow, Pink, Purple, Green and Red - Regulation 614(2) refers to colours.

In accordance with Regulation 614(8) the Returning Officer will reject a group name if it:

- comprises more than 4 words or 25 characters;
- is obscene or in poor taste in the opinion of the Returning Officer;
- is the name, or is an abbreviation or acronym of the name of another group already accepted for the election;
- so nearly resembles the name, or an abbreviation or acronym of the name, of another group name already accepted for the election that it is likely to be confused with or mistaken for that group or that abbreviation or acronym, as the case may be;
- comprises the words "Independent Party" or comprises or contains the word "independent"; or
- in the opinion of the Returning Officer, has the potential to interfere with the fair conduct of the Election.

By close of Group Registrations all groups must have submitted a completed Group Registration Form appointing a Group Agent and providing contact information for that agent.

Group and candidate expenditure

Groups are in the habit of producing material on behalf of all the candidates within the group. It is important, however, that the individual candidate's expenditure be kept in mind. The cost of material that deals with the general group objective must be spread across all candidates within that group. Group members may NOT 'donate' parts of their expenditure to other candidates within that group, nor may they contribute more to the cost of general material than other candidates within their group.

In the past, groups have produced material that contains both Candidate specific information and general information. Where this occurs, the cost of that material will have to be distributed appropriately. Such distribution is at the discretion of the Returning Officer.

Groups should make it easy on themselves by ensuring that 'mixed' material is comprised of easily divided components. For example, an A4 sheet that is divided as, one half general group information, one quarter candidate X, one quarter candidate Y, would be appropriate. In addition, there is no guarantee that complex compositions will be divided by the Returning Officer in precisely the way envisaged by the authoriser.

BROADSHEET

There will no Broadsheet again in 2024, however please review the two sections (page 4) regarding Election Statements to be published on the Elections website; **Group Statements** (from Registered Groups) and **Personal Statements**:

- **Registered Groups** <https://www.uwastudentguild.com/student-representation/elections/registered-groups> and
- **Personal Statements by Candidates** (<https://www.uwastudentguild.com/student-representation/elections/personal-statements>).

VOTING AND COUNTING SYSTEM

Voting at the Guild Elections is NOT COMPULSORY. Guild Elections use an optional preferential voting system. Voters must place the number 1 in the square of the candidate of their choice. They may then, if they wish, show further sequential preferences for ANY or ALL of the remaining candidates.

A proportional representation system for the counting of votes is used. This means that successful candidates must receive sufficient votes to reach a 'quota' and therefore do not necessarily require a majority of votes to be elected.

Full details of the calculation of quota and the method of the transfer of votes from one candidate to another are contained in the Election Regulations, Schedule 2 'Rule of Optional Proportional Representation'.

Appointment of Scrutineers: A candidate may appoint in writing one scrutineer (see Regulation 605) who may attend and observe the counting of the ballot papers relating to the position for which the candidate is seeking election (provided that no scrutineer shall be a candidate in that election). The Appointment of Scrutineer form can be downloaded on Elections website:

[https://www.uwastudentguild.com/assets/downloads/elections/appointment-of-scrutineer-form-\(2024\).pdf](https://www.uwastudentguild.com/assets/downloads/elections/appointment-of-scrutineer-form-(2024).pdf)

This form may be submitted at any time to the Returning Officer or the Officer conducting the count. A candidate may appoint more than one person as scrutineer for a count but **only one may attend at any given time.**

ELIGIBILITY TO PARTICIPATE IN THE ELECTIONS

Generally all enrolled students may participate in the elections, however see PART 7 (Reg 612 and Reg 613) for exceptions (including Schedule 1 of the Regulations).

Non-UWA students are NOT permitted to campaign during the Guild or NUS elections.

The UWA Elections are CLOSED to non-UWA students and candidates. This means that to be a candidate or to campaign for someone who is a candidate, the person must be an enrolled as a UWA Student.

All candidates and people who are campaigning for candidates must carry with them their own UWA student ID card. Failure to produce this card when asked to do so will result in the non-UWA student being asked to leave or subsequently removed from Campus by UWA Security.

Candidates and campaigners are asked to openly display their UWA student ID when campaigning. It is recommended that the ID card is placed in a lanyard and hung around neck.

OFFENCES

An electoral offence is a serious matter. Offences carry heavy penalties and participants should make themselves acquainted with their obligations.

Based on the Regulations (PART 15 – Offences & Misconduct) Reg 631(1) A person commits an offence if that person wilfully:

- (a) offers a bribe or exerts undue influence, directly or indirectly, on a voter, Candidate or Electoral Official;
- (b) canvasses for votes in a Polling Place;
- (c) interferes with and infringes the secrecy of the ballot;
- (d) acts when disqualified;
- (e) falsely impersonates another person;
- (f) destroys or defaces a ballot paper, ballot box or Election notice with the intention to defraud;
- (g) deposits a ballot paper in the ballot box, returns a postal ballot paper through the mail, or removes a ballot paper from the Polling Place of Counting Centre with the intention to defraud;
- (h) forge nominations, ballot papers or electoral forms;
- (i) fail to obey the lawful instruction of the Officer-in-Charge within a Polling Place or Counting Centre;
- (j) supplies ballot papers without authority;
- (k) vote more than once at the same Election;
- (l) defaces, mutilates, destroys or removes any notice, list or other document affixed by the Returning Officer or by their authority;
- (m) makes a false statement in any claim, application, return or declaration or in answer to a question under these Regulations;
- (n) Distributes any advertisement, handbill or pamphlet which is not approved as prescribed or otherwise published in contravention of these Regulations;
- (o) in the case of an Electoral Official, Candidate or Scrutineer, wears or displays, a badge or emblem of a Candidate or Group in a Polling Place during polling or at a Counting Centre during counting;
- (p) obstructs an Election meeting;
- (q) hinders, obstructs or prevents an Electoral Official or Candidate from discharging their duties or exercising their rights;
- (r) deface mutilate, remove or interfere with Election Material without authority;
- (s) interfere with, deface or destroy a ballot paper, electoral form, nomination, official electoral notice, ballot box/ Nomination receptacle, lock, seal Electoral Roll or other significant object pertaining to the Election;
- (t) bring alcohol to a Polling Place or Counting Centre;
- (u) engage in disorderly conduct at a Polling Place or Counting Centre;
- (v) in the case of a Candidate, remain within 5 metres of a voting enclosure after a formal warning;
- (w) Distribute or display Election Material within 5 metres of a voting enclosure following a formal verbal warning;
- (x) duplicates, conceals or unlawfully marks a ballot paper;
- (y) witness an electoral paper which has not been completed;
- (z) witness a signature without actually seeing the person concerned write that signature;
- (aa) act as a witness on an electoral form whilst being a Candidate or Group agent;
- (bb) hinder, obstruct or prevent an Electoral Official or Candidate from discharging a duty or exercising a right under these Regulations;
- (cc) directly or indirectly attempts to induce an Electoral Official to alter the course of an Election;
- (dd) in the case of a Candidate, exceed their expenditure limit as prescribed in regulation 622(3);
- (ee) cast more than one vote in contravention of regulation 613(6)(b);
- (ff) Distribute or authorise the distribution of Uncosted Election Material; and
- (gg) fail to obey a Determination of the Returning Officer.

The punishment of people who commit one of the offences above falls under the jurisdiction of the Returning Officer.

CODE OF CONDUCT

In order to participate in the election all candidates must sign the Code of Conduct. The Code of Conduct can be downloaded from the Guild Elections website, under Information for Candidates or is accessible here:

<https://www.uwastudentguild.com/assets/downloads/elections/code-of-conduct-2024.pdf>

GRIEVANCES

In 2024 a process will be set up for students to log grievances for breaches of the Charter of Student Rights of the Student Election Code of Conduct and of the Student Guild Election Regulations. Candidates will be informed as soon as practicable when a serious complaint is lodged against them. All grievances must be emailed to the Returning Officer who will then refer the matter to the Guild Misconduct Tribunal for a determination. The Guild Misconduct Tribunal will consist of Jenny Ophel (Guild Associate Director – HR & Student Services), Tony Goodman (Guild Managing Director) and Mary Petrou (Returning Officer).

DISCIPLINE PROCEDURE

There are two avenues for discipline that can be used during Elections.

- (1) In the case of breaches to the Election Regulations that are considered to be Misconducts based on section 15, they should be reported to the Returning Officer and will be ruled on and dealt with by them. The Returning Officer will be primarily dealing with administrative issues and any misconducts which directly relate to the electoral process (e.g. forging ballots, going over the printing caps).
- (2) Breaches to the Code of Conduct, or Charter of Student Rights and Responsibilities, come under the purview of the Guild Misconduct Tribunal. Serious misconducts will be referred to the UWA Board of Discipline. The UWA Board of Discipline has the power to suspend and expel students, and thus will be covering any serious misconducts that might occur during the election period. The University will be taking their role in dealing with poor conduct that occurs in the election very seriously.

BOOTH BANS

Booth bans will apply during Polling Week for breaches of the Guild Election Regulations.

The Returning Officer will set a time and date that the Booth Ban will apply, for both the person who has breached the Election Regulations AND the Presidential Candidate for that Group. Once a determination has been reached, the Booth Ban will apply across ALL polling places. All Group Agents & Independent Candidates will be informed of the Returning Officer's determination with regards to any or all Booth Bans.

If individuals from the same Group/Party continue to breach the Election Regulations, then the Returning Officer may make a determination to apply a Booth Ban to the whole group

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