



Online Election Rules of the Departments

Approved by Guild Council on 21 September 2026

These Election Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 40 of the Regulations.

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Chapter 1 – Preliminary

1 Establishment and Particulars

These Election Rules are created under regulation 43 of the *Guild Student General Regulations* and provide a procedure of election for Guild's Access, Ethnocultural and Pride Departments.

2 Definitions and Interpretations

(1) In these Election Rules, unless the contrary intention appears –

Access Officer means the Head of Department for the Access Department;

Candidate means an eligible Member standing for election;

Committee means the committee of the relevant Department;

Department means the name of the department seeking an online election;

Department Member means member of the relevant Department as prescribed in the Department's Rules;

Department Rules means the rules of the Department;

Determination means any order, ruling or direction validly made under these Election Rules by the Returning Officer;

Election means an election for an electable position on one of the Departments as set out in Schedule 1 of these Online Election Rules;

Election Regulations means the current University Student Guild Election Regulations;

Election Rules means these online election rules of the Departments;

Elector means an individual who is eligible to vote in the relevant department Election;

Electronic Media means any public social media profile created for the express purpose of the Election, including but not limited to:

- (a) Stand-alone websites hosted by the Guild;
- (b) Facebook;
- (c) Google;
- (d) Instagram;

- (e) TikTok;
- (f) X (formerly known as Twitter);
- (g) YouTube;
- (h) WeChat;
- (i) WhatsApp; and
- (j) Snapchat

Ethnocultural Officer means the Head of Department for the Ethnocultural Department;

Formal Defect includes only those errors or omissions which do not constitute a lack of substantial compliance;

Governance Committee means the Governance Committee of the Guild Council;

Group Chat means an electronic messaging conversation with three or more Participants in which any Participant may post messages that are visible to all other Participants, whether synchronous or asynchronous, and whether hosted via SMS/MMS or an online messaging Platform (including but not limited to those listed in the definition of Electronic Media). For the avoidance of doubt, Group Chat includes private or invitation-only conversations and end-to-end encrypted conversations.

Guild Year means the period from 1 December to 30 November of the following year;

Head of Department means the Guild Officer who is the individual responsible for the relevant Department, as set out in the relevant Department Rules.

Nomination Period has the meaning given to that term in rule 17(1);

Permitted Campaigning has the meaning given to that term in rule 28;

Pride Officer means the Head of Department for the Pride Department;

Student General Regulations means the University Guild Student General Regulations approved by the Senate of the University;

Returning Officer means the person appointed to fulfill the position of returning officer under these Election Rules;

Rules means the rules of the Online Department Elections;

Scrutineer means a person appointed in accordance with rule 32(1);

Student has the meaning given in the University Statute, which as at the date of these Regulations is a person enrolled in the University as a student, including a

person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

University means the University of Western Australia;

University Act means the *University of Western Australia Act 1911* (WA);

University Statute means the statute made by the Senate pursuant to the *University Act*;

University Working Day has the meaning given in the University Statute, which as at the date of these Rules is any day other than a:

- (a) Saturday;
 - (b) Sunday;
 - (c) a day specified by in the University calendar as a University holiday; and
 - (d) the University's annual shut-down period as determined by the University's executive each year.
- (2) Terms capitalised but not defined in these Election Rules have the meaning given to those terms in the Rules or the Guild Student General Regulations, as amended or replaced from time to time.
 - (3) These Election Rules should be read in conjunction with the Department Rules and the Election Regulations.
 - (4) The Returning Officer or Governance Committee shall have the power to interpret any part of these Election Rules as required.

3 Compliance

- (1) The Department and its Members must comply with the Guild Student General Regulations and the Guild By-Laws, including these Election Rules and the Department Rules.
- (2) These Election Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

Chapter 2 – Administrative Appointments and Powers

4 Appointment of a Returning Officer

- (1) There must be a Returning Officer for each of the elections listed in Schedule 1
- (2) The Returning Officer for each election must be the Managing Director of the Guild.
- (3) If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Head of the Guild's Human Resources Department or their nominee must act as Returning Officer.

5 Eligibility for appointment as Returning Officer

- (1) A person shall only be eligible to serve as Returning Officer if that person:
 - (a) is not a member of the Department and has not been anytime in the last five years;
 - (b) has not been a candidate in a Guild Election anytime in the last five years;
 - (c) is over 18 years of age or older;
 - (d) is capable of administering all aspects of the Election efficiently; and
 - (e) is impartial.

6 Responsibilities of the Returning Officer

- (1) The Returning Officer is responsible for ensuring:
 - (a) the fair conduct and administration of the Election held under these Election Rules for which they are appointed;
 - (b) that Elections are conducted in accordance with these Election Rules, the Rules and the Election Regulations;
 - (c) that Elections preparations are complete and timely;
 - (d) that the duties expressly or implicitly required in these Election Rules are carried out; and
 - (e) the maintenance of security in respect to the Electoral Rolls and online voting systems.

7 Powers of the Returning Officer

- (1) The Returning Officer shall have the power to:
 - (a) issue any Determination in whatever terms they see fit for the fair conduct and administration of any Election for which they are appointed;

- (b) act on their own motion to prevent a breach or attempted breach of these Election Rules;
- (c) spend any monies assigned by the Committee for the purposes of the administration of an Election;
- (d) direct any person wilfully interfering, obstructing or disrupting procedures at the poll or count; and
- (e) take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.

8 Time and Duration of Appointment

- (1) Except where a Returning Officer is appointed under rule 9(3) the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
- (2) The appointment of the Returning Officer shall be effective from the date of appointment until the declaration of the Election for which that Returning Officer has been appointed.

9 Resignation of a Returning Officer

- (1) The Returning Officer may resign by lodging a written resignation with the Head of the Department and the President of the Guild.
- (2) The resignation shall be effective from the time and date it is received by the Head of Department.
- (3) Should a Returning Officer resign, a new Returning Officer will be appointed by the head of the Guild's Human Resources Department.

10 Storage and destruction of election materials

Throughout the Department Elections, the Returning Officer shall adhere to the record keeping, storage and destruction requirements of the Guild.

11 Timing of Election

- (1) The Elections must take place in the following 20 University Working Days after the Main Guild Elections.
- (2) Guild Council must set the dates of the Elections.

Chapter 3 – Eligibility

12 Eligibility to vote

All Department Members of the relevant Department at the close of the Nomination Period shall be entitled to vote in the corresponding election held according to these Election Rules.

13 Elector Registration

- (1) At least 5 University Working days prior to the call for nominations the Returning Officer is required to publish on an appropriate forum (such as those specified in 16(2)) a call for registrations to vote in the relevant election.
- (2) All Department members of the relevant Department are entitled to register as an Elector for the corresponding election.
- (3) Department members are required to register using their full name and their student University email address.
- (4) The close of the registration period shall be at the declaration of Nominations.
- (5) Any registrations received by the Returning Officer outside of this period, shall not be eligible to vote in the corresponding Department Election.
- (6) The list of individuals who have registered to be an Elector for the relevant election shall form the Electoral Roll for that election.

14 Electoral Roll

- (1) The Guild must provide the Returning Officer with a roll containing the full names and student numbers of all Department Members eligible to vote (Electoral Roll) at the end of the Nomination Period.
- (2) The Returning Officer may amend the Electoral Roll if the Returning Officer reasonably determines that an error exists.
- (3) The Returning Officer shall delete from the Electoral Roll the names of persons who, after the date of receipt by the Returning Officer of such Electoral Rolls, ceased to be entitled to vote in the Election prior to the close of nominations.

15 Eligibility to nominate

- (1) Subject to regulation 20 of the Guild Student General Regulations, to be eligible to nominate for a position listed in Schedule 1, a person must at the end of the Nomination Period:
 - (a) be a member of the Department as specified in the respective Department Rules;
 - (b) be an enrolled student at the time of seeking election or appointment;

- (c) be residing in Western Australia for the duration of their term as a Guild Officer;
 - (d) not have previously been disqualified or suspended as a Guild Officer under the Guild Student General Regulations;
 - (e) not have been suspended from the University in the last Guild Year;
 - (f) not have been convicted of an offence and are under sentence, or are subject to be sentenced, for an offence punishable under the law of the Commonwealth or of a State by imprisonment for one year or longer;
 - (g) not be ineligible to hold a sought position due to any statute, regulation, by-law or rule;
 - (h) not be an undischarged bankrupt or have entered into a scheme of arrangement with creditors;
 - (i) meet any further eligibility requirements prescribed in the Election Regulations and the Guild by-Laws;
 - (j) not be certified as mentally unfit; and
 - (k) not be a current employee of the Guild and not have been employed by the Guild in the last 4 Months.
- (2) A person who has held office as Head of Department for more than 6 months shall not be elected to or otherwise hold that office for the same Department on another occasion.
- (a) A person who fills a casual vacancy for the Head of Department will not be eligible to subsequently nominate, if the individual has held the position for a period exceeding 6 months.
 - (b) A person who has successfully held office as a Head of Department (for any Guild Department) is eligible to nominate as a Head of Department for other unique Departments.

Chapter 4 – Nominations

16 Submission of Nominations

- (1) Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer.
- (2) The process for the nominations shall be communicated through all channels deemed appropriate by the Returning Officer which may include (but not limited to) channels such as:
 - (a) Department Social Media;
 - (b) Guild website;
 - (c) Guild Social Media;
 - (d) Guild Weekly; and
 - (e) Emails to Members.
- (3) A Member may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.

17 Timing of the nomination process

- (1) Nominations shall be open for a period of at least five University Working Days and shall close no later than one University Working Day before the open of polls (**Nomination Period**).
- (2) Nominations must be received by the Returning Officer by 5.00pm on the day that nominations close.

18 Validity checking

On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.

19 Formal Defect

- (1) The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements.
- (2) The Returning Officer may allow a nominee to alter or correct any Formal Defect in a nomination or supplementary information and documents lodged by the close of nominations whenever this is practicable.

20 Rejection of nomination

- (1) If a nominee is ineligible as a result of a by-statute, by-law, regulation or rule, the nomination shall be declared invalid.

- (2) The Returning Officer shall take reasonable steps to notify any nominee before the close of the Nomination Period of the rejection of that person's nomination and reasons for that rejection.
- (3) Any nomination rejection must be confirmed in writing.

21 Withdrawal of nomination

- (1) A person nominated as a Candidate may withdraw their nomination by lodging a written notice of withdrawal with the Returning Officer until the declaration of the results.
- (2) When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

22 Death of a nominee

- (1) Where a nominee dies before the declaration of nominations, their name shall not be declared as a Candidate and the Election shall proceed as normal.
- (2) Where a nominee dies during the voting period, they shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

23 Declaration of nominations

- (1) The Returning Officer shall display on an appropriate forum (such as those listed in Rule 16(2)) the list of Candidates for the position and any other relevant details as soon as practicable after the close of Nominations Period.

24 Single nominee

When only one eligible nomination is received for a position at the close of the Nominations Period, that nominee will be declared as elected to that position and no vote will occur in respect of that position.

Chapter 5 – Materials and Campaigning

25 Submission of materials

- (1) Subject to rule 26, Head of Department Candidates shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:
 - (a) one photograph depicting the Candidate (in JPEG format), taken within the prior 12 months;
 - (b) an electronic A4 poster (in PDF format); and
 - (c) a statement of up to 500 words.

26 Permitted materials

- (1) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other Candidate.
- (2) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other person in a rude, derogatory, defamatory, insulting or offensive manner or in a manner that identifies another Candidate or has the effect of targeting another Candidate.

27 Publishing materials

The Returning Officer shall publish all submitted material that complies with these rules through the Guild website and/or via any other method that the Returning Officer deems appropriate, such as those in rule 16(2).

28 Campaigning

Campaigning may only occur once nominations are declared under rule 23 and must cease when electronic voting closes in accordance with rule 31(5). All Electronic Media related to campaigning shall be removed in the month immediately after the declaration of the Election results.

29 Permitted Campaigning

- (1) Candidates may only campaign via Electronic Media and may direct potential electors towards any location that the Returning Officer has displayed material in accordance with rule 27 (**Permitted Campaigning**).
- (2) Any materials used during Permitted Campaigning must comply with rule 26.
- (3) For the purposes of these Election Rules, the following will be Permitted Campaigning:
 - (a) Posting on Electronic Media; and

- (b) Sending online messages (including emails) and text messages.
- (4) For the purposes of these Election Rules, the Returning Officer shall have the power to determine what is considered Permitted Campaigning.

30 Campaigning in breach of these Election Rules

- (1) For the purposes of these Election Rules, the following will not be Permitted Campaigning:
 - (a) Distributing hard copy materials (including badges, leaflets and posters);
 - (b) Messaging in Group Chats.
 - (c) Speeches or presentations delivered publicly in person;
 - (d) Displaying or presenting materials in lectures, tutorials, seminars, laboratories, libraries, common areas or other similar venues on campus;
or
 - (e) Clothing items that reference a candidate's campaign
- (2) Candidates are responsible for monitoring campaigning, electronic or otherwise, made by non-Candidates which purport to endorse the candidate so that they comply with the requirements in these rules.
- (3) The Returning Officer shall have the power to determine what is considered campaigning in breach of these Election Rules.

Chapter 6 Polling Procedure

31 Electronic Voting

- (1) Voting for Elections will occur electronically.
- (2) Voting will occur if the position is contested.
- (3) The Returning Officer must ensure that the procedure for electronic voting will be reliable, fair and secure.
- (4) The Returning Officer shall have the power to determine the system or program by which electronic voting takes place, such that such a system ensures:
 - (a) only electors on the Electoral roll are able to vote;
 - (b) electors may only vote once in each election;
 - (c) such a system allows for secret voting;
 - (d) that Candidates will not interfere with the voting system or program;
 - (e) that the system will be robust and not likely to fail;
 - (f) that secret voting can occur and elector anonymity will be maintained;
 - (g) such a system allows for optional preferential voting as set out in rule 31(6);
 - (h) such a system or program conforms to all other applicable rules and regulations; and
 - (i) any other factors deemed relevant by the Returning Officer.
- (5) Electronic voting shall be open for a period of one week.
- (6) Electors shall indicate their voting preferences by numbering the Candidates in their order of preference, with the number “1” indicating their most preferred Candidate. The system of optional preferential voting which is to be followed is set out in the Guild Election Regulations Schedule 2.

32 Scrutineers

- (1) Any Candidate may appoint a scrutineer who is not also a Candidate for that same position (**Scrutineer**).
- (2) The Head of Department, provided they are not a Candidate for which ballots are being counted, shall be allowed to be a Scrutineer without being appointed by a Candidate.
- (3) The appointment of a Scrutineer shall be done in writing by the Candidate to the Returning Officer.

- (4) Scrutineers are required to obey all reasonable instructions given to them by the Returning Officer.
- (5) Scrutineers may not interfere with the electronic voting system.
- (6) The Returning Officer shall have the power to dismiss any Scrutineer who has not been properly appointed or who, in the opinion of the Returning Officer, is acting in a way that is disrupting the electronic voting system or process.
- (7) When a Scrutineer is appointed, the Returning Officer may, as required:
 - (a) explain how the electronic voting system operates;
 - (b) undertake a test of the electronic voting system, including an example or 'dummy' run; and
 - (c) explain the security protocols in place for the electronic voting system.

33 Recounts

- (1) A Candidate, or scrutineer on their behalf, may, anytime until the declaration of the results of an Election, request from the Returning Officer a recount of the votes.
- (2) Such a recount must be held by the Returning Officer as soon as practical and the Returning Officer shall communicate the time of this recount to all Candidates.
- (3) The Returning Officer may, during the recount, overturn or otherwise change any decision made during the original count.
- (4) The result of the recount shall be final.

Chapter 7 – Positions not filled during the online voting process

34 Positions not filled at the close of nominations

- (1) If the Head of Department position is vacant by the close of nominations, the position shall be advertised to be filled by the Returning Officer for a subsequent seven-day period (**Second Nomination Period**).
- (2) Nominations received must comply with the requirements set out in rule 16.
- (3) If there is to be an election after the Second Nomination Period, the election will proceed as normal.
- (4) Candidates may engage in Permitted Campaigning in accordance with rule 29, for a seven-day period commencing at the day after the close of the Second Nomination Period.
- (5) Appointment of the Head of Department not filled after the second voting period shall be appointed by Guild Council on the recommendation from the Guild's Governance Committee.

35 Appointment of Committee Members

The appointment of Department Committee Members will be the process which is set out in the relevant Department's Rules

Chapter 8 – Declaration

36 Declaration of nominations

- (1) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) if the number of Candidates equals the number of vacancies, the respective Candidates are declared elected.
- (2) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) if the number of Candidates is more than the number of vacancies:
 - (a) There shall be an election for the contested position; and
 - (b) At the conclusion of the counting procedure described in 31(6), the Candidate who is successful, will be deemed elected to that position.

37 Timing of declaration – contested positions

The Returning Officer shall declare the results of the Election as soon as practical and in any event by no later than 30 November in the relevant election year, by providing public notice, that has been signed and dated by the Returning Officer at a location determined by the Returning Officer.

38 Validity of the result

No Election shall be liable to be questioned by reason of any:

- (1) formal error or defect in any declaration or other instrument, or in any publication made under these Election Rules; or
- (2) publication or declaration of the Election made under these Election Rules being out of time.

39 Term of positions

All elected positions will retire from office at the end of the relevant Guild Year.

Chapter 9 – Offences and Penalties

Note: it is an offence to engage in Guild Misconduct as defined in regulation 88 of the Guild Student General Regulations. This includes:

- (a) an act or omission that contravenes the Guild By-Laws (including these Online Election Rules);
- (b) committing an Election Offence under the Election Regulations
- (c) committing an act or omission that brings, or is likely to bring, the Guild or the University into disrepute.

40 Offences

- (1) The Election Offences provided for in the Election Regulations apply to all Elections conducted under these Election Rules, as applicable. In addition, it shall be an offence for any person to:
 - (a) campaign or distribute campaign material that is not in accordance with rules 26 and 28;
 - (b) harass or inundate a person with Election materials or campaigning;
 - (c) fail to obey any reasonable request from the Returning Officer, in relation to the Election;
 - (d) destroy, deface or otherwise interfere with any voting system;
 - (e) interfere with the act of voting, including by voting on another person's behalf;
 - (f) forge, or lie on, an electoral form or electronic voting system;
 - (g) breach the *University Code of Ethics*, *Code of Conduct* or the *Charter of Student Rights and Responsibilities*;
 - (h) otherwise act in a way that hinders to proper conduct of the Election.
- (2) The Returning Officer is responsible for considering any complaint alleging an offence has occurred and making a Determination in respect of any alleged offence, in relation to the administration of an Election.

41 Complaints and misconduct

- (1) If a Member has a complaint about another Member in relation to an Election under these Election Rules, the following may be submitted in writing to the Returning Officer either during the Election or prior to the declaration of the Election:
 - (a) state the ground of complaint and alleged offence;

- (b) outline the facts and evidence relied upon;
 - (c) state the remedy sought; and
 - (d) state the contact details of the complainant.
- (2) The Returning Officer may make any Determination in response to a complaint received or subject to their own investigation, in the Returning Officer's sole discretion, unless the complaint amounts to Guild Misconduct, in which case, the Returning Officer must report the complaint in accordance with Chapter 7 of the Guild Student General Regulations.
 - (3) The Returning Officer must provide the complainant and the person the subject of the Determination with written notice of the Determination.

42 Penalties

- (1) Where an individual has, in the opinion of the Returning Officer, committed an offence, the Returning Officer shall have the power to, at their discretion:
 - (a) refer the matter to the Guild Misconduct Tribunal;
 - (b) remove a Candidate's submitted material from display for any duration;
 - (c) ban that person from any place associated with the Election;
 - (d) strike a Candidate's name from the ballot, where, in the opinion of the Returning Officer, such offence has undermined the integrity of the ballot for which that person is a Candidate so that a fair Election cannot occur; or
 - (e) take any other reasonable action or apply any reasonable penalty to ensure the fair conduct of the Election is maintained, including ordering a fresh Election where it is determined that the integrity of the ballot was compromised to an extent that a fair Election did not occur.

43 Objections and Appeals

- (1) Any objections to the Determination of the Returning Officer may be submitted to the Guild Governance Committee.
- (2) The Guild Governance Committee may overrule any Determination of the Returning Officer.
- (3) An Election is not invalid as a result of the Guild's Governance Committee overruling a Determination of the Returning Officer.

Chapter 10 – Amendments

44 Proposing amendments

- (1) A Guild Department who is affected by these rules or the Guild's Governance Committee may propose amendments to these Election Rules, however, changes to these Rules must be approved by Guild Council.

Schedule1 - Department Officers

Item	Position	Department	Process of Election or Appointment
1	Access Officer	<i>Access</i>	<i>Online voting</i>
2	Ethnocultural Officer	<i>Ethnocultural</i>	<i>Online voting</i>
3	Pride Officer	<i>Pride</i>	<i>Online voting</i>