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Election Regulations (2026)

Approved by Senate on 4 August 2026

These regulations are made by the Senate of the University, as the governing authority of the University, under the *University of Western Australia Act 1911* section 16E.

Contents

Part 1 – Preliminary	8
1 Purpose	8
2 Authorisation.....	8
3 Commencement	8
4 Terms used.....	8
5 Interpretation	13
6 Remedial action	13
Part 2 – Administration	14
Division 1 - Returning officer and substitute returning officer.....	14
7 Appointment	14
8 Notice of appointment.....	14
9 Time and duration of appointment.....	14
10 Resignation from office	15
11 Revocation of appointment.....	15
12 Casual vacancies	15
13 Remuneration	15
Division 2 – Electoral assistant	15
14 Appointment	15
15 Resignation from office	16
16 Revocation of appointment.....	16
17 Casual vacancies	16
18 Remuneration and conditions	16
Division 3 – Scrutineers	16
19 Appointment	16
20 Resignation from office	17
21 Revocation of appointment.....	17
Division 4 – Issuing officer	17
22 Appointment	17
23 Resignation from office	17
24 Revocation of appointment.....	17
Part 3 – Powers, Rights and Responsibilities of electoral officials and scrutineers	18
Division 1 – Returning officer	18
25 Powers.....	18
26 Responsibilities.....	18
27 Delegation	19
Division 2 – Electoral assistants	19

28	Powers and responsibilities	19
Division 3 – Scrutineers		19
29	Powers.....	19
30	Responsibilities.....	20
Division 4 – Issuing officer		20
31	Powers and responsibilities	20
Part 4 – Election		21
Division 1 – Election parameters.....		21
32	Election Handbook.....	21
33	Election timetable	21
34	Establishment of election.....	21
35	Notification to Electoral Commissioner	21
Division 2 – Key dates and parameters		22
36	Close of electoral roll	22
37	Nomination notice.....	22
38	Candidate nominations	23
39	Determination of order of name on ballot paper	23
40	Polling dates	23
41	Declaration of poll	23
42	Extensions	23
43	Other polls	24
Part 5 – Eligibility to participate in election		25
Division 1 – Group agents.....		25
44	Group agent appointment.....	25
45	Eligibility for appointment.....	25
46	Form of appointment.....	25
47	Time and duration of appointment.....	25
48	Resignation from office	25
49	Revocation of appointment.....	26
50	Limitation of numbers	26
51	Responsibilities.....	26
52	Register of group agents	26
Division 2 – Candidates.....		27
53	Qualifications for candidates	27
54	Multiple nominations	27
55	NUS office bearers	27
Division 3 – Voters		28
56	General qualifications for voting	28
Part 6 – Registration of groups and colours.....		29
Division 1 – Groups		29
57	Registration of group	29

58	Procedure for registration of groups	29
59	Participant requirements	30
60	Registration of group	30
61	Withdrawal of student's consent to be part of group.....	30
62	Grounds for rejection of group name	31
63	Disqualification of groups.....	31
64	Ungrouped candidates	31
Division 2 – Colours		32
65	Registration of a colour on which election material is to be printed.....	32
Part 7 – Nomination of candidates.....		33
Division 1 – Nominations		33
66	Form and mode of nomination of candidates	33
67	Requisites for nomination and rejection of nomination	34
68	Candidate's preferred name	35
69	Time and place for receipt of nomination.....	35
70	Withdrawal of nomination	36
71	Action on receipt of nomination withdrawal	36
72	Failed elections.....	36
73	Declaration of nominations received.....	37
74	Provision of information to candidates.....	37
75	Return or forfeiture of deposit.....	37
76	Candidates bound by regulations	37
77	Death of candidate for office with single vacancy.....	37
78	Death of candidate for office with multiple vacancies	38
Part 8 – Polling		39
79	Campus polling places and precincts	39
80	Special polling places	39
81	Adjournment of polling	40
Part 9 – Materials used in election.....		41
Division 1 – Electoral roll		41
82	Form	41
83	Supply and access	41
84	Alterations to electoral roll	41
85	Preservation of electoral roll	41
Division 2 – Ballot papers		42
86	General form of ballot papers	42
87	Additional form requirements for postal and provisional ballot papers	42
88	Printer's statement.....	43
Division 3 – Polling place equipment.....		43
89	Polling booths	43
90	Ballot boxes	43

Division 4 – Candidate and election material	43
91 Election Handbook.....	43
92 Election material	43
93 Prohibited election material	44
94 Cleaning and removal costs	45
95 Costed election material	45
96 Display of election material.....	45
97 Distribution of election material.....	46
98 Electronic communications constituting election material.....	46
Part 10 – Voting procedures.....	48
Division 1 – Ordinary voting	48
99 Eligibility criteria for an ordinary voter.....	48
100 Deadlines for issue and return of ordinary votes	48
101 Withholding an ordinary ballot paper	48
Division 2 – Provisional voting	49
102 Provisional voting	49
103 Issuing procedures	49
104 Withholding provisional ballot paper	50
105 Preliminary scrutiny of provisional ballot papers.....	50
Division 3 – Postal voting	50
106 Postal vote application.....	50
107 Formal defects	51
108 Rejection of postal vote application	51
109 Issue of postal ballot materials	51
110 Requisites for a postal vote dispatch envelope	51
111 Deadlines for dispatching postal vote to applicant.....	52
112 Duplicate issue of postal votes	52
113 Method of postal voting.....	52
114 Procedures for receiving and counting postal votes	53
115 Preliminary scrutiny of postal votes	54
Part 11 – Polling and counting.....	55
Division 1 – Polling places	55
116 Conduct of poll.....	55
117 Rules for ballot boxes and rolls at close of poll.....	55
118 Candidate’s responsibilities	55
Division 2 – Voting.....	56
119 Method of marking ballot papers	56
120 Spoilt ballot papers	56
121 Assistance for disabled voters	56
122 Secrecy of vote.....	56
Division 3 – Counting	56

123	Times and locations for counts	56
124	Order of election of office bearers	57
125	Commencement of counting and subsequent adjournments	57
126	Criteria for formality	57
127	Specific formality of declaration votes	58
128	Objections by scrutineers	58
129	Method of counting votes	59
130	Validity of result	59
131	Recounts	59
132	Use of computers in counting process.....	59
Division 4 – Casual vacancies		59
133	Vacation of position	59
134	Preservation of ballot papers and other election papers	60
135	Destruction of election papers	61
Part 12 – Declaration of poll and election reporting.....		62
136	Action where nominations for the position do not exceed the vacancy	62
137	Failed or partly failed elections	62
138	Validity of result	62
139	Declaration notice.....	62
140	Election report and statistics.....	63
Part 13 – Offences & misconduct		64
141	Election offences	64
142	Guild misconduct	66
143	Disputed returns	66
144	Complaints alleging election offences	66
145	Offences to be referred to other bodies	67
146	Role of Election Offences Tribunal	67
147	Composition of Election Offences Tribunal.....	67
148	Meetings and determinations of Election Offences Tribunal	67
149	Objections to determination	68
Part 14 – Referendums		69
150	Term used: referendum	69
151	Regulations.....	69
152	Enrolment and eligibility to vote	69
153	Administrative appointments	69
154	Notice of a referendum	69
155	Procedural requirements	70
156	Result of referendum	70
157	Declaration of poll and election reporting	70
Part 15 – Plebiscites.....		71
158	Conduct of plebiscite	71

Part 16 – National Union of Students	72
159 Election of delegates to NUS.....	72
Schedule 1 – Guild Council Positions	73
Schedule 2 – Rule Of Optional Proportional Representation.....	76
Schedule 3 – Codes of Conduct	78
Schedule 4 – National Union of Students Regulations	81

Part 1 – Preliminary

1 Purpose

The purpose of these regulations is to regulate the administration and operation of the general Guild elections.

2 Authorisation

These regulations are made by the Senate under section 16E of the University Act.

3 Commencement

These regulations take effect on 1 September 2026.

4 Terms used

In these regulations, unless the context otherwise indicates or requires:

ballot paper envelope means the envelope marked “Ballot Paper” which must be provided for a provisional vote under regulation 10399(1) or included in a postal vote dispatch envelope under regulation 110(1);

campus polling place means a static polling place appointed under regulation 79(1);

candidate nomination period has the meaning given to that term in regulation 37(3)(e);

codes of conduct means the codes of conduct binding candidates in an election or as elected representatives including:

- (a) the Election Candidate Code of Conduct set out in Schedule 3 or as amended or replaced by the Guild from time to time; and
- (b) the Student Representative Code of Conduct and Ethics set out in Schedule 3 or as amended or replaced by the Guild from time to time;

costed election material means the election material referred to in regulation 95 that has received approval in accordance with the procedure set out in the Election Handbook;

counting centre means a location determined under regulation 123(1) where the official counting of votes takes place;

day means any 24-hour period reckoned from and to midnight and includes a public holiday, university holiday, Saturday and Sunday;

declaration notice means a notice placed under regulation 139;

determination means any order, ruling or direction validly made or given under these regulations;

disputed return means an allegation as to the invalidity of an election or referendum (as applicable) by way of:

- (a) the breach of, or non-compliance with, one or more of these regulations sufficient to influence the outcome of the election or referendum; or
- (b) an act of misconduct by a person, either specified or not, that is sufficient to influence the outcome of the election or referendum; or
- (c) an act in breach of the law of the State or the Commonwealth that is sufficient to influence the outcome of the election or referendum;

distribute means publish, display or hand out material, including by any electronic means;

election means:

- (a) a general Guild election for a position set out in Schedule 1 ; or
- (b) an election for a position as a Guild officer administered by the Guild under these regulations;

Election Handbook means the document 'Election Handbook' published by the Guild from time to time;

election material has the meaning given to that term in regulation 92;

election offence means an offence mentioned in regulation 141;

Election Offences Tribunal means the body constituted under regulation 147;

election period, for an election, means the period of time from the beginning of the group registration period to the lodgement of the election report;

election report means a report lodged under regulation 140(1);

electoral assistant means a person appointed under regulation 14(1);

Electoral Commission means the Western Australian Electoral Commission or the Australian Electoral Commission as applicable;

Electoral Commissioner means the Commissioner of the Western Australian Electoral Commission or the Commissioner of the Australian Electoral Commission as applicable;

electoral official includes a returning officer or substitute returning officer, an issuing officer, an electoral assistant, the Guild general secretary and anyone else to whom duties are delegated by the returning officer or substitute returning officer under these regulations;

electoral roll means the roll certified under regulation 82(3);

formal defect means an error or omission which does not constitute a lack of substantial compliance;

general Guild elections means the annual election for the positions listed in Schedule 1;

Student General Regulations means the Student General Regulations made by the Senate under section 16E of the University Act;

group means a group of candidates registered under regulation 60(1);

group agent means (as applicable):

- (a) a person appointed by a group under regulation 44(1) to act as the agent of the group in relation to an election; or
- (b) an independent candidate;

group registration form has the meaning given to that term in regulation 57(1);

group registration period has the meaning given to that term in the Election Handbook;

Guild or Student Guild means the student Guild as established by section 28(1) of the University Act;

Guild administration means the administration reception, which at the commencement of these regulations, is located in the Guild Village, South Wing, and associated Guild staff members;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Council transition training means compulsory training which all elected members of Guild Council must undertake prior to commencement of their term (or at another time approved by the Managing Director), including but not limited to the following:

- (a) student leadership training;
- (b) governance training; and
- (c) event management training; and
- (d) training in relation to various Guild procedures;

Guild misconduct has the meaning given in regulation 89(2) of the Student General Regulations;

Guild general secretary means the secretary of the Guild Council;

Guild Misconduct Tribunal means the tribunal established to deal with allegations of Guild misconduct as set out in the Student General Regulations;

Guild notice board means the official Guild notice board in a physical form, or in any other form otherwise authorised by the Guild Council;

Guild officer means any elected or appointed officer of the Guild Council, a subsidiary council, a Guild department, Guild committee, student society or any other committee or division of the Guild;

how-to-vote card means how-to-vote cards handed out by or on behalf of a candidate or a group prior to or during an election;

independent candidate means a candidate who is not a member of, or otherwise affiliated with, a group or any other candidate;

issuing officer means a person appointed by the Electoral Commission to fulfil the role of issuing ballot papers to voters at polling places;

licensed premises has the meaning given in the *Liquor Control Act 1988* section 3(1);

Managing Director means the Guild employee in overall charge of the running of the organisation including the strategic planning, governance, implementation and operations on a daily basis;

material has the meaning given to that term in regulation 92(1);

misconduct means conduct on the part of an ordinary member or Guild officer which:

- (a) is a breach of these regulations or an election offence; or
- (b) is Guild misconduct; or
- (c) is a breach of, or wilful non-compliance with a determination made by the returning officer or an electoral official; or
- (d) interferes with the rights of a person to participate in an election;

nominator means a member of the Guild who nominates a nominee under regulation 66;

nomination means an ordinary member's nomination for one or more positions in an election;

nomination deposit means the deposit paid under regulation 67(2)(c) when a candidate is nominated;

nomination notice has the meaning given to that term in regulation 37(1);

NUS means the National Union of Students;

officer-in-charge:

- (a) for a polling place - means the officer-in-charge of the polling place;
- (b) for a counting centre - means the officer-in-charge of the counting centre;

ordinary guild councillor means a position listed in Table D of Schedule 1;

ordinary member means a student who is a member of the Guild on the day of the close of the electoral roll;

polling place means a campus polling place or a special polling place;

postal vote application has the meaning given to that term in regulation 106(1);

postal vote dispatch envelope has the meaning given to that term in regulation 109(1)(b);

printed election material means election material produced by printing;

printing includes photocopying, plate, photographic and other like processes;

public list means the list of candidates displayed under regulation 73(1);

referendum has the meaning given to that term in regulation 150;

return envelope means the prepaid envelope which must be included in a postal vote dispatch envelope under regulation 110(1);

returning officer means a person appointed as a returning officer under regulation 7;

scrutineer means a person appointed as a scrutineer under regulation 19;

Senate means the University Senate;

special polling place means one of the polling places appointed under regulation 80(1);

student means a student as defined in the Student General Regulations at the date of the close of the electoral roll;

substitute returning officer means a person appointed under regulation 7 as a substitute returning officer;

teaching day means a day officially designated by the University as a day when classes are scheduled and excludes the following:

- (a) any day which falls outside a semester designated by the University;
- (b) public holidays observed by the University, and Saturdays and Sundays;
- (c) days designated by the University as “free from class-contact”;
- (d) days designated by the University as part of formal examination periods;

- (e) the 7 days immediately prior to a week designated as a formal examination period;

uncosted election material means:

- (a) material prohibited from being used as election material under regulation 93(2); and
- (b) election material which has not received costing approval under regulation 95;

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*;

verification program means an electronic plagiarism detection program or service used by the University, including Turnitin, or as otherwise determined by the returning officer.

5 Interpretation

- (1) A term used in these regulations that is given a meaning or effect by the *Interpretation Act 1984* (WA) has the same meaning or effect in these regulations unless the contrary intention appears.
- (2) Unless the contrary intention appears, a term used but not defined in these regulations has the same meaning as in the Student General Regulations.
- (3) All initial interpretation of these regulations must be made by the returning officer.
- (4) Where the Student General Regulations are inconsistent with these regulations, the former prevails and the latter, to the extent of inconsistency, is invalid. The inconsistent regulation remains valid for all other purposes.

6 Remedial action

- (1) Where these regulations provide that an appointment must be made at a specific meeting of Guild Council and the appointment is not made, for whatever reason, the appointment must be made at the earliest next meeting.
- (2) Where an electoral official appointed by the Electoral Commission refuses or fails to do an act required under a provision of these regulations at the time, or within the period required by that provision, the Electoral Commissioner may determine that the act may be done within a further time not exceeding 48 hours.

Part 2 – Administration

Division 1 - Returning officer and substitute returning officer

7 Appointment

- (1) The Electoral Commissioner must appoint, in writing, a returning officer to conduct an election
- (2) A substitute returning officer may be appointed in writing by the Electoral Commissioner to act under regulation 26(2).
- (3) A person must not be appointed as a returning officer or substitute returning officer if that person was within the last 5 years:
 - (a) a member of the Guild; or
 - (b) an employee of the Guild or the University; or
 - (c) a member of a political party registered at Federal or State level; or
 - (d) a candidate in a general Guild election.

8 Notice of appointment

- (1) The Electoral Commissioner must make arrangements for copies of the instruments of appointment and the declarations of the returning officer and substitute returning officer to be displayed on the Guild notice board as soon as possible after the appointments have become effective.
- (2) The Electoral Commissioner may also cause the instruments and declaration to be published on the Guild's official website.

9 Time and duration of appointment

- (1) The appointment of the returning officer or substitute returning officer takes effect on the day on which the person appointed signs an undertaking stating that they will perform the duties associated with the position impartially and in accordance with the spirit and detail required by these regulations.
- (2) The appointment of a returning officer or substitute returning officer ceases to have effect on the declaration of all polls for which that officer has been appointed.

10 Resignation from office

- (1) A returning officer or substitute returning officer may resign by lodging a written resignation with the Electoral Commissioner.
- (2) The resignation takes effect from the time and date it is received by the Electoral Commissioner.

11 Revocation of appointment

A returning officer or substitute returning officer may have their appointment revoked at any time by the Electoral Commissioner.

12 Casual vacancies

In the event of the resignation or death of a returning officer or substitute returning officer, or the revocation of the appointment of a returning officer or substitute returning officer, a replacement must be appointed as soon as possible by the Electoral Commissioner.

13 Remuneration

The Guild must remunerate the returning officer or substitute returning officer in accordance with the pay rates set and notified to the Guild president by the Electoral Commissioner.

Division 2 – Electoral assistant

14 Appointment

- (1) A returning officer may, by instrument in writing signed by the returning officer, appoint electoral assistants.
- (2) A person under the age of 18 years is not eligible to be appointed as an electoral assistant.
- (3) A person is not eligible to be appointed or remain appointed as an electoral assistant if:
 - (a) within the last 2 years, they have been a candidate at a contested election; or
 - (b) they hold or, within the last 2 years have held, office as a voting member of the Guild Council.
- (4) The appointment of an electoral assistant is not effective until the person concerned has signed an undertaking stating that they:
 - (a) are eligible for appointment; and

- (b) will not contest the election; and
 - (c) agree to perform the duties associated with the office impartially and in accordance with the spirit and detail required by these regulations.
- (5) The duration of an appointment may be specified on the instrument of appointment or may be left on a needs basis for the period of the election.

15 Resignation from office

- (1) An electoral assistant may resign by notifying the returning officer either verbally or in writing.
- (2) The resignation may be effective at the time the notification is received by the returning officer or at a time and date acceptable to the returning officer.

16 Revocation of appointment

The appointment of an electoral assistant may be revoked at any time by the returning officer.

17 Casual vacancies

The returning officer may fill a vacancy that occurs through the resignation or revocation of an appointment of an electoral assistant but is not required to do so.

18 Remuneration and conditions

- (1) Rates and conditions of employment for electoral assistants must be in accordance with a schedule provided by the Electoral Commissioner.
- (2) These rates and conditions must reflect the contemporary pay rates and conditions for equivalent State electoral officials.

Division 3 – Scrutineers

19 Appointment

- (1) A candidate or group agent (as applicable) may appoint a scrutineer to act on behalf of the candidate or group.
- (2) The appointment must be in writing and signed by the candidate or group agent (as applicable).
- (3) The appointment must be lodged with the returning officer or officer-in-charge of the polling place or counting centre.

- (4) A person under the age of 16 years is not eligible to be appointed as a scrutineer.
- (5) A candidate at an election must not act as:
 - (a) their own scrutineer; or
 - (b) a scrutineer for any poll taken in conjunction with the poll at which that person is a candidate.
- (6) A candidate may only have one scrutineer appointed at any given time.

20 Resignation from office

A scrutineer may resign from office at any time by notifying the candidate or group agent who appointed them.

21 Revocation of appointment

- (1) The appointment of a scrutineer may be revoked by the candidate or group agent who appointed them at any time by notifying the returning officer in writing.
- (2) The revocation takes effect on the day that the returning officer receives the written revocation.
- (3) The appointment of a scrutineer may be revoked by the returning officer at any time if, in their opinion, the scrutineer has failed to obey a lawful direction of the returning officer or an electoral assistant.

Division 4 – Issuing officer

22 Appointment

The Electoral Commissioner must appoint, in writing, an issuing officer to assist with the voting process for an election.

23 Resignation from office

- (1) An issuing officer may resign by lodging a written resignation with the Electoral Commissioner.
- (2) The resignation takes effect from the time and date it is received by the Electoral Commissioner.

24 Revocation of appointment

An issuing officer may have their appointment revoked at any time by the Electoral Commissioner.

Part 3 – Powers, Rights and Responsibilities of electoral officials and scrutineers

Division 1 – Returning officer

25 Powers

- (1) A returning officer has the power to:
 - (a) recruit, engage and appoint electoral assistants to assist in the conduct of an election or poll; and
 - (b) determine the interpretation of any word, regulation or other related electoral matter; and
 - (c) issue any determination in whatever terms they see fit for the fair conduct and administration of any election, or in regard to any relevant electoral matter in general; and
 - (d) act on their own motion to prevent a breach or attempted breach of these regulations; and
 - (e) requisition expenditure on behalf of the Guild for goods and services related to the preparations for and conduct of an election; and
 - (f) remove any person wilfully interfering, obstructing or disputing procedures at the poll or count; and
 - (g) take any other action they, in their absolute discretion, deem appropriate to ensure the fair conduct and administration of the election.

26 Responsibilities

- (1) The returning officer is responsible for ensuring the following:
 - (a) the fair conduct and administration of a general Guild election and the polls held in conjunction with that election; and
 - (b) that a general Guild election and other polls held in conjunction with that election are conducted in accordance with these regulations; and
 - (c) that election preparations are complete and timely; and
 - (d) that duties expressly or implicitly required in these regulations are carried out; and

- (e) that all determinations that relate to the conduct of the election and the interpretation of these regulations are recorded and (where appropriate and anonymised) incorporated into the Election Handbook as a standard for future elections; and
 - (f) the maintenance of security in respect to electoral rolls, ballot papers and boxes; and
 - (g) that casual staff receive adequate training and supervision.
- (2) In the absence of the returning officer, the responsibilities of the substitute returning officer are the same as those of the returning officer.
 - (3) The returning officer or their delegate must be in attendance on campus throughout the hours of polling and the conduct of the counts.
 - (4) In the absence of the returning officer, the attendance requirements of the substitute returning officer are the same as those of the returning officer.

27 Delegation

- (1) The returning officer may delegate to an electoral official any of the returning officer's duties and functions, except the power of delegation.
- (2) In the absence of the returning officer, the substitute returning officer may exercise the powers of the returning officer if necessary, except the power of delegation.

Division 2 – Electoral assistants

28 Powers and responsibilities

- (1) Electoral assistants have no specific powers other than those conferred on them by the returning officer.
- (2) Electoral assistants must provide assistance to the returning officer or officer-in-charge of the polling or count as directed.
- (3) An electoral assistant has no powers of delegation.
- (4) Electoral assistants must be in attendance at a polling place or counting centre in strict accordance with the terms of their appointment.

Division 3 – Scrutineers

29 Powers

- (1) A scrutineer may direct the attention of the officer-in-charge of the count to any irregularity concerning the following:

- (a) admission of any vote to the scrutiny; or
- (b) admission of a ballot paper as formal; or
- (c) rejection of a ballot paper as informal; or
- (d) counting of the votes.

30 Responsibilities

- (1) A scrutineer must obey all lawful directions of the returning officer, substitute returning officer, officer-in-charge of the count, and electoral assistants.
- (2) A scrutineer must not:
 - (a) touch a ballot paper at any time; or
 - (b) interrupt the scrutiny otherwise than in accordance with their powers; or
 - (c) communicate with any person in the counting centre except so far as is necessary in the discharge of their functions.
- (3) A scrutineer must wear a badge supplied by the returning officer or officer-in-charge that identifies the person as a scrutineer.
- (4) A scrutineer has no powers of delegation.
- (5) A scrutineer may be present while the returning officer carries out their functions in respect to the counts.

Division 4 – Issuing officer

31 Powers and responsibilities

- (1) An issuing officer has the power and responsibility to:
 - (a) issue ballot papers to students attending a polling place who are eligible to vote in an election; and
 - (b) require a person to produce identification documents or other evidence of identity necessary to establish the person's entitlement to vote; and
 - (c) refuse to issue a ballot paper unless reasonably satisfied as to the person's identity and entitlement to be issued with the ballot paper.
- (2) An issuing officer has no other powers, functions or duties other than those conferred in subregulation (1) and those conferred on them by the Electoral Commissioner.

Part 4 – Election

Division 1 – Election parameters

32 Election Handbook

- (1) The Election Handbook must be developed each year by the Guild administration and the returning officer.
- (2) The Election Handbook must be approved by the Guild's governance committee prior to distribution.
- (3) The requirements, procedures, policies and determinations set out in the Election Handbook must be followed at all relevant times including but not limited to the duration of an election.

33 Election timetable

- (1) The timetable for elections must be proposed and approved by the Guild Council.
- (2) Following the appointment of the returning officer by the Electoral Commissioner, the timetable approved by the Guild Council must be submitted to the returning officer for approval.
- (3) The election timetable is officially adopted once it has been approved by both the Guild Council and the returning officer.
- (4) Once officially adopted, the election timetable must be incorporated into the Election Handbook.

34 Establishment of election

The general Guild election must be held annually for the positions set out in Schedule 1.

35 Notification to Electoral Commissioner

- (1) The Managing Director must provide notification to the Electoral Commissioner of the general Guild election.
- (2) The notification must include:
 - (a) a request to the Electoral Commissioner or their delegate for assistance in the recruitment and appointment of a returning officer or substitute returning officer; and

- (b) details of the proposed timetable for the elections submitted by Guild Council; and
 - (c) a copy of all current election regulations (certified correct by the relevant authorities) relating to the general Guild election and any other polls held in conjunction with the poll for which the returning officer will have responsibilities.
- (3) The Electoral Commissioner must not accept a request to conduct an election unless satisfied that it is practicable for the Electoral Commissioner to conduct the election in accordance with the proposed timetable and other requirements set out in these regulations.
- (4) The Guild must reimburse the Electoral Commission for all costs incurred by the Electoral Commission in the conduct of an election.

Division 2 – Key dates and parameters

36 Close of electoral roll

The electoral roll closes at 23:59 on the Friday preceding the opening of nominations.

37 Nomination notice

- (1) A notice inviting nominations (a ***nomination notice***) must be placed on the Guild notice board and in the official Student Guild publication at least 7 days before nominations open.
- (2) The nomination notice must only be issued during the candidate nomination period for group registrations and individual nominations set out in the Election Handbook must be followed.
- (3) The nomination notice must contain the following:
 - (a) the name of the Guild; and
 - (b) the title and number of vacancies for all offices due for election; and
 - (c) the form in which nominations are to be made; and
 - (d) the location where nominations and accompanying documents may be lodged; and
 - (e) the times and dates of the commencement and closure of the period for lodging nominations (the ***candidate nomination period***); and
 - (f) the amount of the nomination deposit; and
 - (g) the eligibility criteria for voters, nominees and nominators; and

- (h) details of the relevant dates and times of the election timetable (including the times, dates and places for the draw for positions on the ballot paper and, where it applies, the lodgement of group registration forms); and
- (i) an invitation for interested and eligible persons to nominate; and
- (j) contact details of the returning officer.

38 Candidate nominations

- (1) Nominations for candidates in an election open at the time and date specified in the nomination notice under regulation 37(3)(e).
- (2) Nominations must be open for at least 5 teaching days.
- (3) Nominations must close at least 6 weeks before polling commences.

39 Determination of order of name on ballot paper

Within 7 days of the close of nominations (excluding a Saturday or Sunday), the returning officer must determine by lot the order in which names will appear on the ballot paper for positions for which a poll will be held.

40 Polling dates

- (1) Ordinary voting for the general Guild election must be held over 4 consecutive teaching days during the second semester.
- (2) Polling must commence on a Monday.

41 Declaration of poll

The poll must be declared by the returning officer on the completion of counting but not later than 30 days after the close of the poll.

42 Extensions

- (1) The returning officer may, in their absolute discretion, extend the time appointed for the nomination of candidates and the taking of the poll.
- (2) Where an extension of time is made under this regulation, notice of the extension must be given by the returning officer by placing a notice to that effect on the Guild notice board. The returning officer may also publicise the extension on the Guild's official website and through any other means that the returning officer considers appropriate.

- (3) The returning officer may extend the period of nominations where no nominations are received or for any unfilled vacancies in multi-member positions until 11:59 on the third teaching day following the original close of nominations.

43 Other polls

The timetable of polls held in conjunction with the general Guild election must be in accordance with the parameters prescribed in these regulations that govern those polls.

Part 5 – Eligibility to participate in election

Division 1 – Group agents

44 Group agent appointment

- (1) A group must appoint an agent (a **group agent**) to act on their behalf under these regulations and in relation to other administrative matters.
- (2) If a candidate is nominating without a group as an independent candidate they are taken to be their own group agent.

45 Eligibility for appointment

A person is eligible for appointment as a group agent if the person:

- (1) is at least 18 years of age; and
- (2) meets the qualification requirements for election as an ordinary Guild councillor set out in Table D in Schedule 1.

46 Form of appointment

- (1) The form for the appointment of a group agent must be prepared by the returning officer.
- (2) The group agent appointment form must:
 - (a) contain a signed statement by the appointee declaring they are eligible for, and consent to act, in the position; and
 - (b) be witnessed and signed by at least 2 ordinary members.
- (3) If the appointment of a group agent is revoked under regulation 49, the group must inform the returning officer of a new appointment not later than 48 hours after the revocation.

47 Time and duration of appointment

Subject to these regulations, the appointment of a group agent is effective when accepted by the returning officer and expires at the declaration of the poll.

48 Resignation from office

- (1) A group agent may resign from office by notifying the returning officer either verbally or in writing.

- (2) The resignation takes effect when received by the returning officer.

49 Revocation of appointment

- (1) The appointment of a group agent may be revoked:
 - (a) by a majority of the candidates in the group; or
 - (b) if, in the returning officer's opinion, the group agent has consistently failed to discharge their obligations to their group, by the returning officer.
- (2) Revocation in accordance with subregulation (1)(a) must be in writing and does not take effect until it is received by the returning officer.

50 Limitation of numbers

- (1) A group must have no more than one group agent appointed at any given time.
- (2) A group agent may only be appointed as a group agent for one group.
- (3) A group agent must not nominate as or be a candidate for another group.

51 Responsibilities

A group agent is responsible for the following:

- (a) the content of the election material created and distributed by their group;
- (b) ensuring all election material for their group has been submitted for costing approval under regulation 95 and in accordance with the procedure set out in the Election Handbook; and
- (c) ensuring all election material for their group is otherwise in accordance with regulation 96.

52 Register of group agents

- (1) The returning officer must maintain a register of group agents.
- (2) The register must be reproduced and made available, after close of nominations, for public inspection at the Guild office and on the Guild notice board.
- (3) The returning officer may publish the register on the Guild's official website.

Division 2 – Candidates

53 Qualifications for candidates

- (1) Candidates must meet, and continue to meet for the duration of their candidacy:
 - (a) the eligibility criteria in regulation 20 of the Student General Regulations; and
 - (b) any specific eligibility criteria for the position set out in Schedule 1.
- (2) A person is disqualified from candidature if they do not meet the qualifications set out in regulation 20(1) and (2) of the Student General Regulations.
- (3) Unless otherwise specified in these regulations, a person elected as a Guild officer immediately becomes ineligible to be elected to any subsequent office for which the count is still to be conducted due to the order of counts prescribed in these regulations.

54 Multiple nominations

- (1) A person may nominate for more than one position at the same election.
- (2) A group may only nominate a maximum of:
 - (a) one person for each Guild officer position to be filled in Tables A, B and C (inclusive) in Schedule 1; and
 - (b) 13 people for the ordinary Guild councillor positions in Table D in Schedule 1; and
 - (c) 7 people for the NUS delegate positions in Table E in Schedule 1.

55 NUS office bearers

- (1) In this regulation:

NUS office bearer means a student holding one of the following positions in the NUS:

 - (a) national president;
 - (b) any other national officer;
 - (c) a general executive member;
 - (d) state branch president;
 - (e) state branch education vice-president.

- (2) A person who is an NUS office bearer must not run, campaign, coordinate campaign activities or otherwise act on behalf of any candidate or group in an election, and may only participate in an election in their capacity as a voter.

Division 3 – Voters

56 General qualifications for voting

- (1) To be eligible to vote at a general Guild election a person must be:
 - (a) an enrolled student of the University at a Western Australian campus at the close of the electoral rolls; and
 - (b) not otherwise disqualified from being enrolled at the University.
- (2) Specific eligibility criteria for voting for each position apply as shown in Schedule 1.
- (3) Voting is voluntary. No sanctions are attached to failure to vote.
- (4) Each voter may only vote once in respect of each position for which they hold entitlement to vote.
- (5) Voters must vote personally. There is no right of proxy vote.
- (6) A person's right to vote at an election for which the person is enrolled is not affected by any change in the person's name or by any change in residence or other qualification if the person continues to be eligible to be enrolled on the electoral roll to vote in the election.

Part 6 – Registration of groups and colours

Division 1 – Groups

57 Registration of group

- (1) Students wishing to be part of a group may deliver a completed form (a **group registration form**) to the returning officer.
- (2) A group is eligible to participate in an election if by the end of the group registration period set out in the Election Handbook:
 - (a) it has 5 or more students who genuinely intend to register as candidates for a position in an election, and are eligible to do so in accordance with regulation 20 of the Student General Regulations; and
 - (b) at least one of those students intends to nominate for a position other than an ordinary Guild councillor position set out in Table D in Schedule 1; and
 - (c) it has appointed a group agent.

58 Procedure for registration of groups

- (1) The group registration form must be delivered to the returning officer in a method acceptable to the returning officer (acting reasonably).
- (2) The group registration form must be lodged with the returning officer by the close of the group registration period for groups set out in the Election Handbook.
- (3) The group registration form must identify at least 5 enrolled students as signatories to the group, and those signatories must meet the requirements of regulation 57(2)(a) and (b).
- (4) The students wishing to be part of the group must submit a statement including the details prescribed in the Election Handbook (a **group statement**) in hard copy form at the same time the group registration form is submitted.
- (5) The returning officer may reject a group statement if, in the opinion of the returning officer, the content indicates a substantial lack of originality or plagiarism, having regard to any guidelines published in the Election Handbook.
- (6) Each group statement is to be published on the Guild's official website by Guild administration.
- (7) A group registration form will not be accepted if the verification program indicates an unacceptable plagiarism score, as determined by the returning officer, acting reasonably.

59 Participant requirements

- (1) Each student wishing to be part of a group at the time of registration of the group must sign a declaration on the group registration form which states the following:
 - (a) that the student consents to be part of the group; and
 - (b) that the student supports the group name; and
 - (c) each position the student is intending to stand for.
- (2) A student must not be registered in more than one group contesting the general Guild election by the close of the group registration period.
- (3) If a student is registered in more than one group contesting the general Guild election by the close of the group registration period:
 - (a) the student's name must be excluded from all such groups; and
 - (b) each affected group must be processed as if the candidate had not been included in its registration; and
 - (c) if, as a result, fewer than the minimum number of students required to form a group under regulation 57(2) remain, the remaining student or students are not to be treated as a group.

60 Registration of group

- (1) The returning officer may, in their absolute discretion:
 - (a) accept a group registration form which, in their opinion, substantially complies with the requisites for registration; and
 - (b) register the group.
- (2) The returning officer may, in their absolute discretion, allow a candidate to be included in a group or allow a group agent to correct any formal defect in the registration form.
- (3) A group may de-register its name if an application to do so is made to the returning officer and signed by its group agent or all the individual members of that group in writing.

61 Withdrawal of student's consent to be part of group

- (1) A student who has been included in the registration of a group may, by means of a form approved by the returning officer, and before the close of nominations, withdraw their consent to be included in that group.

- (2) Where one or more withdrawals within a group are affected by the close of the group registration period, but more than one name remains within the group, the remaining names must still be grouped, and the order shown on the original registration will stand, save for those excluded.

62 Grounds for rejection of group name

A group name will not be accepted by the returning officer if it:

- (a) comprises more than 4 words or 25 characters; or
- (b) is obscene or in poor taste in the opinion of the returning officer; or
- (c) is the name, or is an abbreviation or acronym of the name of another group name already accepted for the election; or
- (d) 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; or
- (e) comprises the words “independent party” or comprises or contains the word “independent”; or
- (f) in the opinion of the returning officer, has the potential to interfere with the fair conduct of the election.

63 Disqualification of groups

- (1) The returning officer may disqualify a group from contesting an election if:
- (a) at the close of the group registration period, the group does not meet the requirements in regulation 57(2); or
 - (b) the group commits an election offence.
- (2) The students who were members of a group disqualified under subregulation (1)(a) prior to its disqualification will be treated as ungrouped independent candidates in accordance with regulation 64.

64 Ungrouped candidates

Any person not registering as part of a group is taken to be an independent candidate.

Division 2 – Colours

65 Registration of a colour on which election material is to be printed

- (1) An independent candidate or group may nominate a colour (excluding white) on which to produce their election material from the available list of colours set out in the Election Handbook (if any).
- (2) Persons wishing to be registered as a group must register their colour on the same form on which they register their group.
- (3) An independent candidate must register their colour on a separate form available from Guild administration.
- (4) Once a colour has been registered, no other group or independent candidate may:
 - (a) register that colour under this regulation; or
 - (b) use that colour or a substantially similar colour on their election material.
- (5) The returning officer has discretion to determine which colour is to be registered to a group and must give consideration to the colour registered to the group in previous years (if any).
- (6) An independent candidate or group must not produce election material in a colour other than their registered colour.
- (7) The deadline for registering colours is:
 - (a) for persons wishing to be registered as a group, the same as the deadline for the registration of groups; and
 - (b) for independent candidates, the same as the deadline for individual nominations.
- (8) The returning officer may, in their absolute discretion, make any determination they see fit concerning registration or use of colours in order to ensure the fair conduct of the election, including a determination about whether the use of colours may amount to misconduct.
- (9) The returning officer's determination regarding a group's colour, including its use of a colour, is final and binding.

Part 7 – Nomination of candidates

Division 1 – Nominations

66 Form and mode of nomination of candidates

- (1) A nomination must be made on an official nomination form prepared by the returning officer and available online on the Guild's website.
- (2) The nomination form must:
 - (a) be signed by not less than 2 nominators, who are entitled to vote at the election for which the nominee is nominating; and
 - (b) state each position for which the nominee is nominating and contain a signed statement by the nominee stating that they consent to act in the position, if elected; and
 - (c) contain a signed statement by the nominee stating that they are eligible to hold each position for which they have nominated, in accordance with these regulations and the Student General Regulations; and
 - (d) set out the name, contact number, student number and place of residence of the nominee; and
 - (e) be accompanied by a personal statement including the details prescribed in the Election Handbook (a **personal statement**) to be submitted in hard copy form at the same time as the nomination form is submitted; and
 - (f) be accompanied by a copy of the codes of conduct (as set out in Schedule 3 or as amended or replaced from time-to-time) signed by the nominee; and
 - (g) if the nominee is a member of a group, state the name of the group (which confirms the nominee's consent to be part of that group); and
 - (h) be accompanied by an acknowledgement signed by the nominee acknowledging that:
 - (i) the personal statement will be published on the Guild's official website for public access; and
 - (ii) they are required to attend compulsory Guild Council transition training after they have been elected at a time to be determined by the Guild; and
 - (iii) non-attendance at the Guild Council transition training will result in the Guild forwarding the matter to the Guild Misconduct Tribunal or the candidate forfeiting their position or both.

- (3) The returning officer must not accept a nomination form if the verification program indicates an unacceptable plagiarism score as determined by the returning officer.
- (4) The returning officer may reject a personal statement where, in the opinion of the returning officer, the content indicates a substantial lack of originality or plagiarism, having regard to any guidelines published in the Election Handbook.
- (5) A nominator may nominate multiple nominees but:
 - (a) cannot nominate more than one person for the same position in an election; and
 - (b) cannot nominate more than one person for an ordinary Guild councillor position; and
 - (c) if the nominator is a member of a group, the nominator cannot nominate candidates from a different group or an independent candidate.
- (6) A list of nominees' names and the positions they nominated for must be available for inspection by Guild members at Guild administration. The list must only be inspected under supervision by Guild employees and must not be copied or distributed in any form.
- (7) A nominee's contact details stated in their nomination form must be held by the managing director or returning officer in accordance with the Guild privacy policy.

67 Requisites for nomination and rejection of nomination

- (1) On an ongoing basis throughout the candidate nomination period, the returning officer must check the validity of nomination forms lodged.
- (2) A nomination is not valid unless:
 - (a) the nomination form and accompanying documents set out in regulation 66 are fully completed; and
 - (b) the nomination form and accompanying documents set out in regulation 66 are personally delivered in accordance with regulation 69; and
 - (c) the person nominated deposits, with the returning officer, the relevant nomination deposit in cash or electronic funds transfer, at the time the nomination form is personally delivered to the returning officer; and
 - (d) the nomination form is accompanied by a signed declaration that the nominee agrees to the codes of conduct; and
 - (e) the nomination form is accompanied by a signed declaration that the nominee agrees that their personal statement will be published on the Guild's official website.

- (3) If a candidate is ineligible as a result of a statute, by-law, regulation or rule, the nomination must be declared invalid.
- (4) If the nomination deposit is not lodged at the time of delivery to the returning officer, the nomination must be rejected by the returning officer.
- (5) The returning officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requisites.
- (6) The returning officer may allow a nominee to alter or correct any formal defect in a nomination form or supplementary information and documents lodged by the close of nominations whenever this is practicable.
- (7) The returning officer must take reasonable steps to notify any nominee before nominations close of the rejection of that person's nomination and reasons for that rejection. Any nomination rejection must later be confirmed in writing.

68 Candidate's preferred name

- (1) Details of the candidate's preferred name to be included on the ballot paper, the declaration notice and other public notices may be provided by the nominees prior to the close of nominations.
- (2) The statement of the form of the candidate's name to be printed on the ballot papers must include the candidate's surname and may include each, or one or more, of the candidate's given names.
- (3) A given name may be stated by specifying:
 - (a) the name; or
 - (b) an initial standing for the name; or
 - (c) a commonly accepted variation of the name (including an abbreviation or truncation of the name or an alternative form of the name).
- (4) The returning officer may reject any varied name which in their opinion is obscene or in poor taste.

69 Time and place for receipt of nomination

- (1) An independent candidate must nominate in accordance with regulation 66 during the candidate nomination period.
- (2) Nominations must be received by the returning officer by 17:00 on the day that nominations close.
- (3) Nominations must be:
 - (a) delivered personally by the nominee to the returning officer; or,

- (b) with the written approval of the returning officer, submitted electronically after nominations are publicly invited and before the close of nominations (as required and notified by the nomination notice); or
 - (c) lodged at the Guild administration office in the locked receptacle provided for that purpose.
- (4) The returning officer must lodge any nominations delivered to them in accordance with subregulation (2) before the close of nominations.

70 Withdrawal of nomination

- (1) A person nominated as a candidate may withdraw their nomination by lodging a notice of withdrawal with the returning officer before the ballot draw under regulation 86(5) occurs.
- (2) Unless the withdrawal is lodged personally with the returning officer, it must be signed by the nominee and witnessed by another person who must be a voter for the position for which the nomination refers.

71 Action on receipt of nomination withdrawal

- (1) If the withdrawal is received before the printing of the public list, the name must be excluded from the public list.
- (2) If the withdrawal is received before the printing of the ballot papers, the name must be excluded from the ballot paper.
- (3) If the withdrawal is received after the printing of the ballot paper, a notice must be displayed to alert voters in the polling place, and the candidate must be excluded from the count.

72 Failed elections

An election fails if:

- (a) no nomination is declared (after the expiration of the extension period); or
- (b) a candidate for an office with a single vacancy in the election dies after the close of the poll but before the declaration of the poll; or
- (c) there are insufficient nominations received (where this is the case, the election fails only with respect to the vacancy or vacancies for which a nomination is not received).

73 Declaration of nominations received

- (1) The returning officer must display on the Guild notice board, and may cause to be published on the Guild's official website and in other forums deemed appropriate, a public list of candidates for each position and any other relevant details as soon as practicable after the close of nominations.
- (2) If similarity in the names of 2 or more candidates is likely to cause confusion, the names of those candidates may be arranged with such description or addition as will, in the opinion of the returning officer, distinguish them from one another.

74 Provision of information to candidates

The returning officer must make available free of charge to each candidate a copy of these regulations and any other information the returning officer thinks relevant as soon as possible after nominations, if not before.

75 Return or forfeiture of deposit

- (1) The nomination deposit must be refunded in full to a candidate if the candidate is declared elected to a Guild office by the returning officer.
- (2) The nomination deposit must also be returned to a candidate who, in the official results, received at least 10% of the quota at the primary vote count for each and every position contested.
- (3) The nomination deposit must be returned to the estate in respect of any candidate who dies before polling closes.
- (4) In any other case the nomination deposit is forfeited to the Guild.

76 Candidates bound by regulations

- (1) A candidate who nominates is taken to have agreed to be bound by these regulations.
- (2) A candidate who nominates is bound by the codes of conduct.

77 Death of candidate for office with single vacancy

- (1) If a nominee dies before the declaration of nominations for an office with a single vacancy, their name must not be declared as a candidate and the election must proceed as normal.
- (2) If the death occurs after the declaration of nominations but before the postal votes are dispatched, no voting is to take place for any relevant position for which the deceased was a declared candidate.

- (3) If the death occurs after the dispatch of postal votes but before the close of the poll, all further voting is to be suspended in respect of any position contested by the deceased candidate. No count of any votes already received is to take place, and the votes themselves must be placed in a sealed parcel if the ballot paper is solely devoted to that particular position.
- (4) If, after the close of the poll but before the declaration of the poll any candidate in an election dies, any election in which that candidate was contesting is, by reason of such death, taken to have wholly failed and a fresh election must be held.

78 Death of candidate for office with multiple vacancies

- (1) If a nominee dies before the declaration of nominations for an office with multiple vacancies, they must not be declared as a candidate and elections must proceed as normal.
- (2) If the death occurs between the declaration of nominations and the close of the poll:
 - (a) the name must be excluded from the public list if the list has not been printed; and
 - (b) the name must be excluded from the ballot paper if the ballot papers have not been printed; and
 - (c) a notice must be displayed to alert voters in the polling place and the candidate must be excluded from the count if the ballot papers have been printed.

Part 8 – Polling

79 Campus polling places and precincts

- (1) The returning officer must appoint 2 static polling places, one within 50 metres of the Guild building foundation stone and one at the base of the Reid Library stairs.
- (2) The returning officer must advertise on the Guild notice board, and may publish on the Guild's official website, and take whatever other steps they consider appropriate and convenient, to give public notice of the location of the campus polling place and the dates and times of operation.
- (3) The returning officer must act as the officer-in-charge of the polling places throughout their hours of operation or may appoint an electoral assistant to be the officer-in-charge at any polling place.
- (4) A campus polling place must not be appointed in licensed premises.
- (5) The precincts of the polling place must include the area within a 5-metre radius of any entrance or exit to a polling place.
- (6) The precincts of a campus polling place must be designated before the commencement of polling by the officer-in-charge of the polling place but may be altered at any time by the officer-in-charge of the polling place.
- (7) Polling hours at a campus polling place are from 10:00 to 17:00, or as determined by the returning officer.

80 Special polling places

- (1) The Guild Council, at its sole discretion may appoint special polling places at any location it determines prior to the election period.
- (2) Polling is to take place for one day at each of the special polling places but not on the same day as at another special polling place.
- (3) The returning officer is to take such steps as necessary to give public notice of the location of the special polling places and the dates and times of operation.
- (4) A special polling place must not be appointed in licensed premises or within 50 metres of licensed premises.
- (5) Precincts of the special polling place must be designated by the officer-in-charge of the polling place in accordance with regulation 79 governing the campus polling place or as near as can be practically achieved.
- (6) Except as provided in subregulation (7), the hours of operation of the polling at special polling places must be in accordance with regulation 79(7).

- (7) The hours of operation of a special polling place may be altered or extended by the officer-in-charge provided the extension does not go beyond the closure of the campus polling place on the last day of polling or commence before the commencement of polling on the first day of polling.
- (8) If the hours of operation are altered or extended under subregulation (7), the returning officer must take reasonable steps to give public notice of the change as soon as is possible.

81 Adjournment of polling

- (1) An officer-in-charge of a polling place or the returning officer may adjourn polling from day to day where the polling is interrupted by:
 - (a) riot or open violence; or
 - (b) fire, storm, tempest, flood or a similar occurrence.
- (2) A returning officer may adjourn polling at a polling place for a period not exceeding 7 days, where, from any cause, the polling place is not open.
- (3) The returning officer must take such steps as they consider necessary or convenient to give public notice of that adjournment as soon as possible.

Part 9 – Materials used in election

Division 1 – Electoral roll

82 Form

- (1) The electoral roll is a consolidated listing of all students in alphabetical order.
- (2) The electoral roll must indicate which ballot paper or papers each voter is entitled to receive.
- (3) The electoral rolls must be certified correct, to the best of their knowledge, by the Managing Director.

83 Supply and access

- (1) The electoral roll must be delivered to the returning officer within 7 days of the electoral roll closure by the Managing Director.
- (2) A copy of the electoral rolls must be made available for public inspection at Guild administration within 7 days of their closure by the Managing Director.
- (3) The returning officer must, at the place where they carry out their functions as returning officer, make a copy of the electoral roll available for inspection by members of the Guild or by any person authorised by the returning officer during the ordinary hours of business until the day on which the result of the election is declared.

84 Alterations to electoral roll

- (1) Alterations to the electoral roll may be made at any time by the returning officer if satisfied that an error exists.
- (2) The returning officer must add to the electoral roll the names and student numbers of persons who, after the date of receipt by the returning officer of the electoral roll, were entitled to vote in the election, prior to the close of electoral rolls.
- (3) The returning officer must delete from the electoral roll the names, Guild membership status and student numbers of persons who, after the date of receipt by the returning officer of the electoral roll, ceased to be entitled to vote in the election prior to the close of nominations.

85 Preservation of electoral roll

A copy of the electoral roll must be retained by the Guild for inspection after the election, and for archival purposes.

Division 2 – Ballot papers

86 General form of ballot papers

- (1) The returning officer is to determine:
 - (a) the size, colour and number of ballot papers; and
 - (b) the font, and font size of the printing on a ballot paper.
- (2) The capitalisation of a group name on a ballot paper must be the same as registered by the group agent.
- (3) The returning officer must include on the ballot paper:
 - (a) the title of the office to which the election relates; and
 - (b) an instruction on how to vote and mark the ballot paper in order to record a formal vote (in compliance with the requirements of these regulations); and
 - (c) an instruction not to put on the ballot paper any mark or writing by which the voter can be identified; and
 - (d) the candidates' registered group name or blank space as applicable.
- (4) The following ballot papers must be prepared by the returning officer:
 - (a) a ballot paper for a single office of only one vacancy.
 - (b) a ballot paper for a single office of multiple vacancies.
- (5) The order of names on the ballot paper for each position must be in accordance with the results of the draw by lot held by the returning officer.

87 Additional form requirements for postal and provisional ballot papers

- (1) Postal ballot papers must include the time and date of the close of the poll.
- (2) Ballot papers issued to postal and provisional voters must be printed or endorsed "Postal" or "Provisional" as the case requires and include instructions to:
 - (a) place the ballot paper when completed in the ballot paper envelope and then seal the envelope; and
 - (b) complete the details on the counterfoil printed on the ballot paper envelope; and
 - (c) for a postal vote - place the ballot paper envelope into the return envelope and either return it to the returning officer; and .

- (d) for a provisional vote – place the ballot paper envelope in the ballot box.

88 Printer's statement

The returning officer must obtain from the printer of the ballot paper a certificate stating the number of each type of ballot paper printed in respect of the election.

Division 3 – Polling place equipment

89 Polling booths

- (1) A polling place must have separate polling booths constructed so as to screen a voter from observation while a ballot paper is marked.
- (2) No person, other than an electoral official may exhibit, in a polling booth, a card or paper having on it any directions or instructions with respect to voting.

90 Ballot boxes

- (1) Each polling place or section of a polling place must be provided with a ballot box with a lock and key (or other sealing device), which has a cleft for receiving the ballot papers.
- (2) Ballot boxes are to be sealed during the election unless otherwise prescribed.
- (3) A polling place is to be provided with as many such ballot boxes as the returning officer sees fit.

Division 4 – Candidate and election material

91 Election Handbook

The Election Handbook may further prescribe matters relating to election material including but not limited to the procedure for costed election material, allowable quantities and rules relating to display and distribution.

92 Election material

- (1) In this Division:

material means:

- (a) written, printed, photographic or electronic material including a voting guide, poster sign, leaflet; or
- (b) an audio or visual display (including any electronic audio or visual display); or

- (c) content of any Guild publication or subsidiary publication.
- (2) Material, whether attached to a fixed or mobile structure or not, constitutes ***election material*** if the material:
 - (a) is distributed during an election period, directly supports any candidate and has the purpose of causing, or not causing, the election of any candidate; or
 - (b) in the opinion of the returning officer at their absolute discretion, constitutes electoral material.
- (3) Material that is prohibited under regulation 93(2) from being used as election material does not constitute election material.

93 Prohibited election material

- (1) In this regulation:

banner means a piece of material larger than A3 piece of paper, or a series of pieces of material placed together to make a message or symbol, that is designed to promote or discourage the election of any candidate or candidates in a general Guild election.
- (2) The following are prohibited from being used by groups, members of groups and independent candidates as election material;
 - (a) banners; or
 - (b) stickers; or
 - (c) chalking (on footpaths, wall, whiteboards, blackboards or any other place); or
 - (d) items of clothing other than t-shirts that form part of the costed election material; or
 - (e) merchandise branded with the name, logo or both, of a group or candidate; or
 - (f) election material in substantially a colour other than a colour registered to that group or independent candidate (as the case may be); or
 - (g) any other election material that the returning officer does not confirm as permissible in accordance with the process outlined in the Election Handbook.

94 Cleaning and removal costs

If campus services are required to clean or remove any election material or material prohibited from use under regulation 93(2), the cost, as assessed by campus services, will be charged to each candidate responsible or to their group.

95 Costed election material

- (1) The following types of election material must be approved in accordance with the procedure outlined in the Election Handbook to become costed election material:
 - (a) electronic communications;
 - (b) badges;
 - (c) leaflets;
 - (d) posters;
 - (e) speeches;
 - (f) how-to-vote cards;
 - (g) overhead transparencies;
 - (h) t-shirts.
- (2) The specifications of election material that may be approved under subregulation (1) are to be determined at the returning officer's discretion and clearly recorded in the Election Handbook.

96 Display of election material

- (1) In this regulation:

prescribed area means an area set aside for the display of election material and may include a wall, rotunda, notice board, support or structure whether fixed, mobile or electronic and whether belonging to the Guild, the University, University residences or any other body.
- (2) Costed election material may only be displayed in accordance with this regulation.
- (3) Costed election material may be submitted for display in prescribed areas specifically appointed by the returning officer.
- (4) Display in prescribed areas must be in a manner consistent with the fair conduct of the election.
- (5) Prescribed areas are to be set by the returning officer after consultation with the University authorities.

- (6) Printed election material must be removed from lecture theatres at the end of each day.
- (7) A person must not remove, alter, deface, obstruct, attach or affix election material in a prescribed area unless authorised to do so by the returning officer.
- (8) No printed election material is to be displayed outside of University grounds, including in residential colleges, libraries, catering outlets or licensed premises.

97 Distribution of election material

- (1) Election material may only be distributed by students.
- (2) For the avoidance of doubt, only students may campaign in relation to an election and must show their proof of enrolment if requested by the returning officer.
- (3) Election material may only be distributed from 17:00 on the tenth day before polling commences, and must cease no later than 24 hours after the close of the polls for the current election.
- (4) Election material including how-to-vote cards, must not be distributed:
 - (a) within 5 metres of a polling place at any time; or
 - (b) in person between 12:30 to 13:30 on days in which voting in the election is actively taking place.
- (5) No printed election material is to be distributed outside of University grounds, including in residential colleges, libraries, catering outlets or licensed premises.
- (6) An independent candidate or group must not distribute election material on behalf of, or produced by, another group or independent candidate.
- (7) Despite subregulation (6), a group may include and direct preferences to candidates from other groups or independent candidates in its own how-to-vote cards, provided that such material clearly identifies the originating group and is not misleading, as determined in the discretion of the returning officer.
- (8) A person who distributes uncoded election material may be charged with misconduct.

98 Electronic communications constituting election material

- (1) In this regulation:

electronic media means any website, online profile, social media or online platform, however named, including but not limited to the following:
 - (a) stand-alone websites hosted by the Guild;

- (b) Meta and Facebook;
- (c) Google+;
- (d) Instagram;
- (e) X (formerly known as Twitter);
- (f) YouTube;
- (g) Snapchat;
- (h) TikTok.

electronic media account means any account or profile on electronic media, including but not limited to the following (as applicable):

- (a) personal profiles and accounts;
 - (b) group profiles and accounts;
 - (c) independent candidate profiles and accounts.
- (2) No group, member of a group or independent candidate is under any circumstances permitted to allocate expenditure to the promotion of election material on electronic media or through electronic media accounts.
 - (3) Candidates are responsible for making reasonable efforts to moderate electronic communications made by non-candidates on the candidates' personal electronic media accounts so that the comments they are not defamatory or insulting in any way.
 - (4) Groups, members of a group and independent candidates must not use electronic media or an electronic media account in a manner that identifies a candidate, or has the effect of targeting a candidate, in a defamatory or insulting way.
 - (5) All electronic material available on electronic media or an electronic media account must be removed in the month immediately after the declaration of the poll.
 - (6) Material of the kind referred to under regulation 95 conducted through any electronic media or an electronic media account is subject to the codes of conduct.
 - (7) At the request of the Guild, a candidate must provide to the Guild, its representative or nominee, full access and control to external websites not hosted by the Guild in which the candidate promotes or campaigns for themselves.

Part 10 – Voting procedures

Division 1 – Ordinary voting

99 Eligibility criteria for an ordinary voter

- (1) Except as provided in regulation 101, a voter may cast one ordinary vote if:
 - (a) their name is on the electoral roll; and
 - (b) identification as required under subregulation (2) is presented.
- (2) Electors must present a commonly accepted photographic identification (or satisfy the returning officer personally of their identity by other means) in order to be issued with an ordinary vote.
- (3) The returning officer determines what types of photographic identification can be accepted. Where these requirements cannot be readily satisfied, a person may make a provisional vote.

100 Deadlines for issue and return of ordinary votes

Any person eligible for an ordinary vote who is within the precincts of the polling place at the time of its closure is entitled to vote on request.

101 Withholding an ordinary ballot paper

- (1) The issuing officer must refuse to issue an ordinary ballot paper to a person if any of the following applies:
 - (a) the person fails to answer any question satisfactorily in relation to their eligibility to receive that ballot paper; or
 - (b) the person's name cannot be found on the electoral roll; or
 - (c) the person cannot supply acceptable identification as required under regulation 99(2); or
 - (d) the electoral roll does not indicate that the voter person is entitled to receive a particular ballot paper to which the person claims to be entitled; or
 - (e) a mark on the electoral roll used at the polling place indicates that the person has already voted at the polling place.
- (2) Where an issuing officer refuses to issue a ballot paper to a person, they must:

- (a) make a written note of the person's request to be issued with a ballot paper and the reasons for refusing to issue the ballot paper; and
 - (b) sign the note in the presence of any scrutineers present at the polling place; and
 - (c) give the note to the returning officer as soon as practicable.
- (3) If the issuing officer refuses to issue an ordinary ballot paper to a person under this regulation, the person may be eligible to vote as a provisional voter under Division 2.

Division 2 – Provisional voting

102 Provisional voting

An elector to whom regulation 101(3) applies becomes entitled to a provisional vote by signing a declaration under regulation 103.

103 Issuing procedures

- (1) A provisional ballot paper and ballot paper envelope must not be issued to a person, unless the person signs a declaration which contains the following:
 - (a) their full name; and
 - (b) their student number; and
 - (c) a statement that they are the person to whom those details refer.
- (2) Where a ballot paper is issued to a provisional voter, the issuing officer must:
 - (a) endorse the ballot paper(s) "PROVISIONAL" (if not already printed as such); and
 - (b) make and sign a record of the name of the person and the types of ballot papers issued to that person.
 - (c) instruct the voter to return the completed ballot paper in the sealed ballot paper envelope prior to lodgement in the ballot box.
- (3) A person eligible to receive a provisional ballot paper who is within the precincts of the polling place during the hours of polling, at the time of its closure, is entitled to vote.

104 Withholding provisional ballot paper

- (1) The issuing officer must refuse to issue a provisional ballot paper to a person who fails to answer any question satisfactorily in relation to their eligibility to receive that ballot paper.
- (2) Where an issuing officer refuses to issue a provisional ballot paper to a person, they must:
 - (a) make a written note of the person's request to be issued with the ballot paper and the reasons for refusing to issue the ballot paper; and
 - (b) sign the note in the presence of any of the candidate's representatives present at the polling place; and
 - (c) give the note to the returning officer as soon as it is practicable to do so.

105 Preliminary scrutiny of provisional ballot papers

- (1) The returning officer must make all reasonable enquiries that they consider necessary to ascertain whether provisional votes should be included in the count.
- (2) Where the returning officer is not satisfied that the provisional vote should be included in the count, they must mark the unopened envelope with the word "Rejected" and place it in the ballot box labelled "Rejected from the Count".

Division 3 – Postal voting

106 Postal vote application

- (1) A voter may make an application (a **postal vote application**) to vote by postal voting.
- (2) The form of a postal vote application must be prepared by the returning officer.
- (3) A postal vote application received by the returning officer, must:
 - (a) state the applicant's name, student number and forwarding address; and
 - (b) contain a declaration by the applicant stating they qualify for a postal vote; and
 - (c) be signed by the applicant and a witness; and
 - (d) be lodged with the returning officer not later than 6.00pm, 5 teaching days prior to the commencement of polling.
- (4) Postal vote applications must be made available to all eligible voters in a manner determined by the returning officer.

- (5) The returning officer must provide a post office box for the purpose of receiving postal vote applications and postal ballot papers.

107 Formal defects

Where the returning officer is satisfied that a postal vote application or a returned postal vote contains a formal defect, the returning officer may amend the application or returned postal vote to correct the formal defect.

108 Rejection of postal vote application

- (1) The returning officer may reject a postal vote application that, in the opinion of the returning officer, does not comply with regulation 106(3).
- (2) A written notice must be sent to the applicant wherever a postal vote application is rejected.

109 Issue of postal ballot materials

- (1) If the postal vote application complies with regulation 106(3) the returning officer must:
 - (a) approve the postal vote application; and
 - (b) forward the voter an envelope with the requisites set out in regulation 110 (a **postal vote dispatch envelope**).
- (2) The postal vote dispatch envelope must be forwarded to the address shown for the forwarding of mail on the postal vote application if that address is provided.
- (3) If a forwarding address has not been provided, the dispatch must be forwarded to the voter's enrolled address.
- (4) A unique annotation must be made on the electoral roll against the name of a voter who has been forwarded postal ballot papers.

110 Requisites for a postal vote dispatch envelope

- (1) A postal vote dispatch envelope must include the following:
 - (a) a ballot paper initialled by the returning officer or bearing a facsimile of those initials; and
 - (b) a ballot paper envelope; and
 - (c) a prepaid envelope addressed to the returning officer (a **return envelope**).

- (2) The postal vote dispatch envelope must bear an instruction that, if it is not delivered to the addressee, it must be returned to the post office box being used by the returning officer for return of postal ballots.
- (3) The ballot paper envelope must include a counterfoil which must be printed on the back with the unique number that the returning officer has given the relevant application.
- (4) The details of the counterfoil are as follows:
 - (a) the full name of the voter;
 - (b) the address of the voter;
 - (c) the signature of the voter;
 - (d) the type of ballot paper issued to the voter.

111 Deadlines for dispatching postal vote to applicant

Wherever practical, the dispatch of a postal voting dispatch envelope to a voter who has applied for a postal vote must be effected as follows:

- (a) if the postal vote application was received before ballot papers were received from the printer, as soon as is practicable after the ballot papers are received from the printer; or
- (b) otherwise, on the same day as receipt of the application.

112 Duplicate issue of postal votes

- (1) Where, on application by the voter before the time of the close of the poll in an election, the returning officer is satisfied that a ballot paper, ballot paper envelope or return envelope issued to a person whose name is on the electoral roll has not been received or has been lost, destroyed or spoilt, that officer must issue to that person a duplicate ballot paper, ballot paper envelope or return envelope as the case requires. In these cases the return envelope must be marked "DUPLICATE".
- (2) An application for a duplicate issue of a ballot paper or return envelope for an election must be in writing setting out the grounds on which the application is made and declaring that the person has not voted in the election and must, if practicable, be accompanied by any evidence that is available of that non-receipt, loss, destruction or damage.

113 Method of postal voting

- (1) If a voter receives a postal voting dispatch envelope and wishes to vote, the voter must:

- (a) mark their vote on the postal ballot paper in accordance with regulation 119; and
- (b) enclose the postal ballot paper in the ballot paper envelope; and
- (c) sign and date the counterfoil provided with the ballot paper envelope; and
- (d) enclose the ballot paper envelope in the return envelope; and
- (e) ensure the return envelope is sent to the returning officer.

114 Procedures for receiving and counting postal votes

- (1) Postal votes must be received by the returning officer at least one week prior to the close of the poll in order to be included in the count.
- (2) The returning officer may, at any time prior to the close of the poll ballot, place unopened into a sealed ballot box, all return envelopes received by that officer before the time of the close of poll.
- (3) The returning officer must keep each of the ballot boxes in safe custody until the ballot boxes are opened for the scrutiny.
- (4) As soon as practicable after the time of the close of the poll, and in the presence of the scrutineers (if in attendance), the returning officer must take each ballot box to the place of the count, and proceed to undertake the count and keep all envelopes so collected in safe custody until the count is complete.
- (5) The returning officer, at the time of the close of the poll but not before, in the presence of scrutineers (if in attendance), must collect all envelopes from the private box at the post office and take all the envelopes so collected to the place of the count and keep all those envelopes in safe custody until the count is complete.
- (6) The returning officer, before proceeding to count the number of postal votes must:
 - (a) compare the signatures on the postal vote application and counterfoil to verify that they are a match; and
 - (b) check each postal vote declaration against the voter's name on the electoral roll and, if the voting papers are in order, mark the electoral roll; and
 - (c) remove the ballot paper envelope from the return envelope and place the ballot paper envelope unopened into a separate container until all declarations are checked; and
 - (d) open the ballot paper envelopes when all declarations have been checked and cleared.

- (7) The returning officer must then extract the ballot papers and proceed with the count.

115 Preliminary scrutiny of postal votes

- (1) The returning officer may undertake any check that they determine to be necessary, to adjudge whether a postal ballot paper should be included in the count.
- (2) These checks may take place at any time that the returning officer considers practicable and must ensure that:
 - (a) a signature appears on the counterfoil; and
 - (b) the signature matches that which is on the application and the returning officer has no reason to doubt its authenticity; and
 - (c) the postal ballot paper was received by the close of the poll.
- (3) Where the returning officer is satisfied that a postal ballot paper should be included in the count they must:
 - (a) place a mark against the name of the voter on the electoral roll; and
 - (b) place the ballot paper envelope unopened in the postal ballot-box labelled “Admitted to the Count”.
- (4) Where the returning officer is not satisfied that the postal ballot paper should be included in the count, they must mark the unopened ballot paper envelope with the word “Rejected” and place it in the postal ballot box labelled “Rejected from the Count”.
- (5) Where a voter is eligible to have one or more but not all ballot papers included in the count, those ballot papers which are not included in the count must be placed in a sealed envelope provided for this purpose and set aside as rejected.

Part 11 – Polling and counting

Division 1 – Polling places

116 Conduct of poll

- (1) Before any vote is taken at a polling place, the officer-in-charge must exhibit each ballot box empty and must then securely fasten and seal them so that nothing can be removed without breaking the seal;
- (2) The polling place must remain open during the hours prescribed or determined under regulation 79(7) and every voter inside the polling place at the time of its closure must be permitted to vote.

117 Rules for ballot boxes and rolls at close of poll

- (1) At the close of the poll the officer-in-charge must take charge of the ballot boxes and:
 - (a) publicly close, fasten and seal the ballot boxes; and
 - (b) if the ballot box does not have an outer cover without a cleft, close and seal the cleft; and
 - (c) with the least possible delay, forward them to the counting centre for the purposes of scrutiny.
- (2) A ballot box closed, fastened and sealed under subregulation (1) must not be opened except in accordance with of these regulations.
- (3) The officer-in-charge must:
 - (a) certify the marked electoral roll used at the polling place as a true record of the taking of votes; and
 - (b) forward to the counting centre the marked electoral roll used at the poll and any other documents received before or during the poll.

118 Candidate's responsibilities

- (1) Without the express permission of the returning officer a candidate must not attend or remain in the polling place other than to cast their own vote.
- (2) A candidate must not attend the count without the express permission of the returning officer.

Division 2 – Voting

119 Method of marking ballot papers

Each voter must mark the voter's vote on the ballot paper by:

- (a) placing the numeral "1" in the square opposite the name of the candidate for whom the voter votes as the voter's first preference; and
- (b) if the voter wishes, placing consecutive numerals from 2 in the squares opposite the names of any or all of the other candidates in order of the voter's preference for those candidates.

120 Spoilt ballot papers

- (1) Where a person who has been issued with a ballot paper satisfies the issuing officer that the ballot paper has been spoilt by mistake or accident, the issuing officer must, on receiving the spoilt ballot paper, cancel it and issue to that person another ballot paper.
- (2) Where an issuing officer cancels a spoilt ballot paper, that officer must write the word "Spoilt" across the face of the paper, place it in an envelope provided for that purpose, and return it to the returning officer with the rest of the election material at the close of the poll.

121 Assistance for disabled voters

A voter who is unable to vote without assistance because of a disability may request any person other than a candidate or a scrutineer to provide assistance, which includes marking the ballot paper for the voter in accordance with the voter's instructions.

122 Secrecy of vote

Voting must be by secret ballot.

Division 3 – Counting

123 Times and locations for counts

- (1) The returning officer must determine the location and time for the counting of votes.
- (2) The returning officer may adjourn the count at any time at their absolute discretion.
- (3) Preliminary checking of postal votes and provisional votes and the sorting (not allocation to candidates or groups) of ballot papers must commence as soon as practicable after the close of the poll.

124 Order of election of office bearers

- (1) The declarations for various elections will be conducted in the order listed in Schedule 1.
- (2) The returning officer may, at their discretion, conduct counts in any order, subject to regulation 125(1), provided the outcome could not be affected by a preceding count.
- (3) Despite subregulation (2), the declaration of the results of the elections must still occur in accordance with Schedule 1.

125 Commencement of counting and subsequent adjournments

- (1) Counting for the position of Guild president must commence as soon as practicable after the close of the poll.
- (2) Each adjournment must be announced to all of the scrutineers and officers present at that time by the officer-in-charge. The time and place for the continuation of the count must also be advised at that time, if known.
- (3) Before every adjournment of the count, all ballot papers and other documents connected with such count must be placed in one or more ballot boxes, and the officer conducting the count must then, in the presence of the scrutineers and officers in attendance, seal the ballot box or boxes. The cleft must also be closed and sealed unless the ballot box is provided with an outer cover without a cleft.
- (4) Before recommencing the count after an adjournment, the seals must be exhibited unbroken to the scrutineers and officers present.

126 Criteria for formality

- (1) A ballot paper is not informal for any reason other than those reasons mentioned in these regulations.
- (2) Without limiting the generality of the method by which a ballot paper may be marked, a vote which is marked on a ballot paper other than in the prescribed manner but which clearly indicates the voter's intention and is not otherwise informal, is formal.
- (3) A ballot paper is informal if it:
 - (a) is not initialled by the returning officer or issuing officer; or
 - (b) has upon it any mark or writing not authorised by these regulations which, in the opinion of the returning officer, will enable any person to identify the voter; or
 - (c) shows no first preference or more than one first preference; or

- (d) has no mark indicated on it, or the surname of any candidate is omitted from it, or no name of any candidate is written on it.
- (4) Where a candidate dies between the date of nomination and the commencement of polling and the number of candidates remaining is greater than the number of candidates to be elected, a ballot paper is not informal or exhausted by reason only of the:
 - (a) inclusion on the ballot paper of the name of the deceased candidate; or
 - (b) marking of any consecutive number opposite that name; or
 - (c) omission to place any number opposite that name, or of any resultant failure to indicate in consecutive order the voter's preferences.
- (5) Despite subregulation (3)(a) if a ballot paper does not carry the issuing officer or returning officer's initials, it may be included in the count if the returning officer is satisfied that it is an authentic ballot paper.
- (6) Where a tick or cross is the sole mark on the ballot paper, it is to be taken to indicate a first preference for the group, members of a group or independent candidate concerned.
- (7) Where ticks, crosses and other marks are mixed on the same ballot paper it must be treated as informal.
- (8) Where further preferences cease to be cast or a duplication or omission in the sequence occurs, that ballot paper becomes exhausted at that point.
- (9) Where 2 or more ballot papers are printed on one piece of paper, the presence of any mark or writing identifying the voter makes the votes on each ballot paper informal. Informality on one ballot paper for other reasons does not extend to other ballot papers on the same piece of paper.

127 Specific formality of declaration votes

- (1) A postal vote which is not enclosed in its return envelope (not ballot paper envelope) is informal.
- (2) A provisional ballot paper which is not enclosed in its ballot paper envelope is informal.

128 Objections by scrutineers

- (1) A scrutineer may make submissions in relation to any ballot paper that the ballot paper is formal or informal and the officer-in-charge must endorse the paper as "Rejected" or "Admitted" according to their decision to admit or reject the ballot paper.

- (2) Where an officer-in-charge makes an endorsement under subregulation (1), they must initial the endorsement.
- (3) Nothing in this regulation prevents the officer-in-charge, in the absence of a submission by a scrutineer, from rejecting any ballot paper as being informal or from admitting a ballot paper to the count.

129 Method of counting votes

The method of counting votes must be in accordance with Schedule 2 as interpreted by the returning officer.

130 Validity of result

An election is not invalid because of:

- (a) any delay, error or defect of a procedural nature if the delay, error or defect does not affect the result of the election; or
- (b) any omission, error or defect in the appointment or authorisation of an electoral official.

131 Recounts

- (1) At any time before the declaration of the poll the returning officer may, if they think fit or at the request of any scrutineer, recount the ballot papers.
- (2) The returning officer, in conducting the recount, has the same powers as if the recount were the count, and may reverse any decision in relation to the scrutiny as to the allowance, admission or disallowance or rejection of any ballot paper.

132 Use of computers in counting process

The returning officer may decide to use computers in the counting process for any ballots where they consider this method would be the most cost-efficient and appropriate means of conducting the count.

Division 4 – Casual vacancies

133 Vacation of position

- (1) A position in Schedule 1 may be taken to be vacant in accordance with these regulations or the Student General Regulations.
- (2) If an ordinary Guild councillor position becomes vacant under regulation 23 of the Student General Regulations before, but not on, the last day of the first semester, the Guild Council may order that all votes cast for that position, at the general Guild

election at which the person vacating their position (**vacating officer**) was elected, be recounted.

- (3) If the Guild Council orders a recount under subregulation (2) :
 - (a) the vacating officer is taken to be an ineligible candidate; and
 - (b) all votes cast for the vacating officer will be disregarded in the recount and numerals indicating any subsequent preference altered accordingly; and
 - (c) the person who receives the highest number of votes (the **alternate candidate**) is taken to be elected to the vacant position.
- (4) Subregulation (3)(c) does not apply unless the alternate candidate is able and willing to fill the position, and is eligible to hold a position on the Guild Council under the Student General Regulations.
- (5) If the alternate candidate is unable or unwilling to fill the vacant position, or is ineligible to hold a position on the Guild Council under the Student General Regulations, the Guild may order a further recount, with the vacating officer and alternate candidate being taken to be ineligible candidates and all votes cast for the vacating officer and alternate candidate being disregarded and numerals indicating any subsequent preference altered accordingly.
- (6) If the person who receives the highest number of votes under subregulation (5) is unable or unwilling to fill the vacant position, or is ineligible to hold a position on the Guild Council under the Student General Regulations, the Guild may:
 - (a) as a first step, repeat the recount process set out in subregulation (5), until an eligible person is taken to be elected to the vacant position; and
 - (b) only if that process does not result in an eligible candidate who is able and willing to take the position, appoint a person who is eligible under the Student General Regulations to fill the vacant position.

134 Preservation of ballot papers and other election papers

- (1) The returning officer must make provision for the preservation in safe custody of the following papers (**election papers**):
 - (a) all nomination papers;
 - (b) all ballot papers admitted as formal;
 - (c) all ballot papers rejected as informal;
 - (d) all ballot paper envelopes and return envelopes, whether formal or informal;
 - (e) all postal votes received after the close of the poll ;

- (f) the marked electoral roll showing voters that have recorded a vote;
 - (g) unused ballot papers, ballot paper envelopes and return envelopes and other documents prepared in connection with the election.
- (2) The papers must be respectively placed in separate containers and the containers must be:
 - (a) endorsed with the name of the Guild and the official to which the election relates (if applicable); and
 - (b) sealed, signed and dated by the returning officer; and
 - (c) sent to the Western Australian Electoral Commission.
- (3) Ballot papers and other election papers must be kept in safe keeping at the Western Australian Electoral Commission.

135 Destruction of election papers

- (1) After any ballot papers and other election papers have been kept for a minimum of 12 months from the date of the returning officer's election report, the current returning officer may order their destruction.
- (2) The returning officer must personally oversee the destruction of the ballot papers, ballot paper envelopes and return envelopes (admitted and rejected) and other election material and complete a certificate of destruction once the task has been completed.

Part 12 – Declaration of poll and election reporting

136 Action where nominations for the position do not exceed the vacancy

Where, at the close of nominations, the number of candidates for an election is equal to or less than the number of vacancies to be filled at the election, the respective candidates are declared elected subject to the candidate not being a candidate for a conflicting position higher in the hierarchy of positions, as set out in Schedule 1.

137 Failed or partly failed elections

- (1) An election must be declared a failed election where no nomination is received or a candidate for an office with a single vacancy dies after nominations have been declared.
- (2) Where there are insufficient nominations for multi-member vacancies, an election fails only in respect of in the vacancy or vacancies for which nominations are not received.

138 Validity of result

No election is liable to be questioned by reason of any of the following:

- (a) defect in the title or any want of title of any person by or before whom such election is held, if such person really acted at such election; or
- (b) formal error or defect in any declaration or other instrument, or in any publication made under these regulations or intended to be so made; or
- (c) publication of the declaration of the poll made under these regulations (as regulated under regulation 139(1)) being out of time.

139 Declaration notice

- (1) The returning officer must declare the poll by placing a declaration notice on the Guild notice board on the completion of counting but not later than 30 days after the close of the poll.
- (2) The declaration notice may in addition, be published on the Guild's official website or by any other means deemed appropriate by the returning officer.
- (3) The declaration notice must contain a signed and dated declaration of result by the returning officer.
- (4) Full details of the count must be provided wherever practical. Where this is not practical, the details outlining where this information is available for public inspection must be provided.

140 Election report and statistics

- (1) The returning officer must lodge an election report with the Guild Council through the Guild general secretary within 30 days after the declaration of polls, or, within 30 days following the resolution of any disputed returns.
- (2) The election report must include the details of the arrangements made for the polls, the results of the count, and the returning officer's comments and recommendations for improvement, for consideration by Guild Council.
- (3) The Guild general secretary must table the returning officer's election report at the next ordinary Guild Council meeting following receipt of the election report.

Part 13 – Offences & misconduct

141 Election offences

A person commits an election offence if that person, in relation to an election under these regulations:

- (a) offers a bribe or exerts undue influence, directly or indirectly, on a voter, candidate or electoral official; or
- (b) canvasses for votes in a polling place; or
- (c) interferes with and infringes the secrecy of the ballot; or
- (d) acts in a position or contests an election while disqualified from doing so under the Student General Regulations or these regulations; or
- (e) falsely impersonates another person; or
- (f) destroys or defaces a ballot paper, ballot box or election notice with the intention to defraud; or
- (g) deposits a ballot paper in a ballot box, returns a postal ballot paper through the mail, or removes a ballot paper from a polling place or counting centre with the intention to defraud; or
- (h) forges a nomination, ballot paper or electoral form; or
- (i) fails to obey a lawful instruction of the officer-in-charge within a polling place or counting centre; or
- (j) supplies ballot papers without authority; or
- (k) vote more than once for the same position in the same election; or
- (l) cast more than one vote in the same election in contravention of regulation 56(4); or
- (m) defaces, mutilates, destroys or removes any notice, list or other document affixed by the returning officer or by their authority; or
- (n) makes a false statement in any claim, application, return or declaration or in answer to a question under these regulations; or
- (o) distributes any advertisement, handbill or pamphlet which is not approved as prescribed under these regulations or is otherwise published in contravention of these regulations; or

- (p) 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; or
- (q) obstructs an election meeting; or
- (r) hinders, obstructs or prevents an electoral official or candidate from discharging their duties or exercising their rights; or
- (s) defaces, mutilates, removes or interferes with election material without authority from the returning officer; or
- (t) interferes with, defaces or destroys 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; or
- (u) brings alcohol to a polling place or counting centre; or
- (v) engages in disorderly conduct at a polling place or counting centre; or
- (w) in the case of a candidate, remains within 5 metres of a voting enclosure after a formal warning; or
- (x) distributes or displays election material within 5 metres of a voting enclosure following a formal verbal warning; or
- (y) duplicates, conceals or unlawfully marks a ballot paper; or
- (z) witnesses an electoral paper which has not been completed; or
- (za) witnesses a signature without actually seeing the person concerned write that signature; or
- (zb) acts as a witness on an electoral form whilst being a candidate or group agent; or
- (zc) hinders, obstructs or prevents an electoral official or candidate from discharging a duty or exercising a right under these regulations; or
- (zd) directly or indirectly attempts to induce an electoral official to alter the course of an election; or
- (ze) in the case of a candidate, exceed their expenditure limit as prescribed in the Election Handbook; or
- (zf) in the case of a candidate, breaches the 'Candidate Code of Conduct' set out in Schedule 3; or
- (zg) distributes or authorises the distribution of uncosted election material; or
- (zh) fails to obey a determination of the returning officer; or

- (zi) disobeys the lawful and reasonable directions of Guild employees or the returning officer.

142 Guild misconduct

An election offence is a type of Guild misconduct under the Student General Regulations and may be dealt with by the Guild Misconduct Tribunal.

143 Disputed returns

- (1) A student may lodge a disputed return in accordance with the requirements and procedures set out in the Election Handbook.
- (2) Disputed returns are to be handled by the returning officer in the manner set out in the Election Handbook. Where not applicable, the returning officer must determine the appropriate procedures.

144 Complaints alleging election offences

- (1) A person may make a written complaint to the returning officer alleging an election offence has occurred.
- (2) A complaint must be submitted to the returning officer either during the election or prior to the declaration of the poll.
- (3) The complaint must:
 - (a) state the ground of complaint and alleged misconduct; and
 - (b) outline the facts and evidence relied upon; and
 - (c) state the remedy sought.
- (4) Subject to regulation 145 and depending on the nature of the complaint, the returning officer must:
 - (a) refer the complaint to the Guild Misconduct Tribunal to be dealt with in accordance with the procedures set out in Part 7 of the Student General Regulations; or
 - (b) engage the Election Offences Tribunal to deal with the complaint as set out in regulation 148.
- (5) If the returning officer elects to engage the Election Offences Tribunal, this does not preclude the matter from being referred to the Guild Misconduct Tribunal at a later time either by the returning officer or as a determination of the Election Offences Tribunal.

145 Offences to be referred to other bodies

- (1) A person who suspects that a candidate has breached the Student Charter of Rights and Responsibilities or a code of conduct in the course of the election must report it to the returning officer.
- (2) The returning officer must refer the report to one or more of the following bodies (as replaced or renamed from time to time):
 - (a) the University Board of Discipline; or
 - (b) the Guild Misconduct Tribunal; or
 - (c) the Student Conduct and Resolution Centre.

146 Role of Election Offences Tribunal

The role of the Election Offences Tribunal is to:

- (a) investigate allegations of election offences in a timely manner during the course of an election; and
- (b) if it determines that an election offence has been proven, making a determination in respect of the conduct; and
- (c) where appropriate, refer matters to the Guild Misconduct Tribunal or one or more other appropriate University bodies.

147 Composition of Election Offences Tribunal

The Election Offences Tribunal is constituted by the following members:

- (a) the returning officer; and
- (b) the Managing Director; and
- (c) the Finance & Corporate Services Director (or an alternative Guild employee, appointed at the Managing Director's discretion).

148 Meetings and determinations of Election Offences Tribunal

- (1) If the returning officer elects to engage the Election Offences Tribunal in response to a complaint under regulation 144(1), a meeting of the Election Offences Tribunal must occur within 24 hours of the next available teaching day.
- (2) The Election Offences Tribunal may make any determination in respect of a complaint that has been referred to it under regulation 144(4)(b).

- (3) The Election Offences Tribunal must make a determination within one day of the returning officer receiving the complaint or, if that is not possible, complain to the Guild Misconduct Tribunal.
- (4) A determination of the Election Offences Tribunal is effective immediately upon notice to the affected persons.
- (5) The Election Offences Tribunal may determine its own procedures consistent with the principles of fairness and natural justice, these regulations, the Guild by-laws and the Student General Regulations.

149 Objections to determination

- (1) Any objections to the determination of the Election Offences Tribunal may be submitted to the Guild Misconduct Tribunal in accordance with Part 7 of the Student General Regulations.
- (2) The Guild Misconduct Tribunal may overrule any determination of the Election Offences Tribunal.
- (3) An election is not invalid as a result of the Guild Misconduct Tribunal overruling a determination of the Election Offences Tribunal.

Part 14 – Referendums

150 Term used: referendum

In this Part:

referendum means a proposal to students at a general Guild election to:

- (a) change the affiliation status of the Guild with the NUS; or
- (b) propose amendments to the Student General Regulations or these regulations in accordance with regulation 17 of the Student General Regulations.

151 Regulations

- (1) The requirements for referendums as set out in these regulations and the Student General Regulations must be followed.
- (2) Unless expressed to the contrary in this Part 14, regulations that apply to a general Guild election also apply to a referendum whenever applicable and appropriate.

152 Enrolment and eligibility to vote

- (1) All students at the close of the electoral rolls are entitled to vote once with respect to each proposal put at a referendum.
- (2) No person is permitted to vote on behalf of another voter.
- (3) Postal votes and provisional votes are to be made available in the same manner as in a general Guild election.

153 Administrative appointments

- (1) The returning officer is to be appointed in the same manner as prescribed in these regulations for a general Guild election.
- (2) Scrutineers are to be appointed by any member of the current Guild Council in accordance with appointment procedures prescribed in these regulations for a general Guild election.

154 Notice of a referendum

- (1) The returning officer must, within 7 days of their appointment, advertise the authorisation of a referendum by any method they consider appropriate, but must include a notice on the Guild notice board and may include a notice on the Guild's official website.

- (2) The notice must contain the polling dates and locations, the wording of the referendum proposal, and the date the notice was first displayed.

155 Procedural requirements

- (1) The Guild must meet the cost of any referendum held under these regulations.
- (2) Where applicable, in the opinion of the returning officer, complaints and disputed returns are to be handled in the manner set down for a general Guild election. Where not applicable, the returning officer must determine the appropriate procedures.
- (3) The returning officer has the same powers, rights and responsibilities as the returning officer for a general Guild election, insofar as they may be applied to the conduct of a referendum.
- (4) Polling, ballots and counting for a referendum must be handled in the same way as for a general Guild election whenever applicable and appropriate.

156 Result of referendum

- (1) A proposal is approved if the number of votes in favour of the proposal is greater than those not in favour and the total number of favourable votes is equal to or exceeds 10% of the number of eligible voters.
- (2) The proposal is not approved if the number of votes not in favour is greater than those in favour.
- (3) In the event of a tie, the proposal is lost and not approved.

157 Declaration of poll and election reporting

- (1) Requirements in relation to the declaration of the poll and election reporting are the same as those for a general Guild election whenever applicable and appropriate.
- (2) At any time before the declaration of the poll, the returning officer may, at the request of a scrutineer or of their own volition, recount the ballot papers.
- (3) The results of the referendum are binding on the Guild Council.

Part 15 – Plebiscites

158 Conduct of plebiscite

- (1) In this regulation:

plebiscite means a proposal of a ‘yes’ or ‘no’ question that is of significant interest to the students, to be voted at a general Guild election.

- (2) Unless expressed to the contrary in this Part, regulations that apply to a general Guild election and to a referendum also apply to a plebiscite in so far as they are appropriate and practical.
- (3) A plebiscite must be conducted if:
- (a) a motion calling for the plebiscite is passed by an absolute majority of Guild Council; and
 - (b) the plebiscite complies with the codes of conduct as well as any other University policies, laws and legislation.
- (4) The result of a plebiscite must be published to students in a manner determined by Guild Council.
- (5) The result of a plebiscite does not determine policy and is not binding on the Guild Council.

Part 16 – National Union of Students

159 Election of delegates to NUS

- (1) The delegates to the NUS are to be elected in accordance with the National Union of Students Regulations (***NUS regulations***) set out in Schedule 4.
- (2) Unless expressed to the contrary in this regulation or the NUS regulations set out in Schedule 4, regulations that apply under these regulations to a general Guild election apply to the election of delegates to the NUS in so far as they are appropriate and practical.
- (3) The requirements of eligibility for voting and candidacy are set out in Table E in Schedule 1.

Schedule 1 – Guild Council Positions

TABLE A		
CANNOT HOLD A POSITION ON TABLE B OR D		
Position	Voting Qualification	Candidate Qualification
President of the Guild	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
President of the Societies Council	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
President of Education Council	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
President of Public Affairs Council	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
Guild General Secretary	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
Women's Officer	A woman / non-binary student who is enrolled at the University at a Western Australian campus	A woman / non-binary student who is enrolled at the University at a Western Australian campus and who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
International Students' Department President	An international student who is enrolled at the	An international student who is enrolled student at the University at a Western Australian campus and who

	University at a Western Australian campus	is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
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TABLE B**CANNOT HOLD A POSITION ON TABLE A**

Position	Voting Qualification	Candidate Qualification
Environment Officer	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
Wellbeing Officer	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations

TABLE C**CAN HOLD POSITIONS ON A, B, D OR E EXCEPT GUILD PRESIDENT**

Position	Voting Qualification	Candidate Qualification
Sports Officer	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations

TABLE D**CAN HOLD POSITIONS ON B, C OR E**

Position	Voting Qualification	Candidate Qualification
Ordinary Guild councillors - 13 persons to be elected	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations

TABLE E**CAN HOLD POSITIONS ON A, B, C OR D**

Position	Voting Qualification	Candidate Qualification

Delegates to the National Union of Students (NUS) - 7 persons to be elected	An enrolled student at the University at a Western Australian campus	An enrolled student at the University at a Western Australian campus who is a member of the Guild and meets the eligibility criteria set out in the Student General Regulations
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Schedule 2 – Rule Of Optional Proportional Representation

1. Each voter must indicate on each ballot paper an order of preference amongst the candidates by placing the number 1, 2 and 3, and so on against the name of each candidate. A voter need not place a number against the name of every candidate.
2. The returning officer must accept a ballot paper which does not satisfy the above procedure where they are satisfied that the voter has unambiguously indicated an order of preference by some other means.
3. A ballot paper which does not comply with the above procedures is deemed informal and must be set aside as finally dealt with.
4.
 - (a) Where a candidate has nominated for more than one of the positions listed in Table A of Schedule 1 and the candidate has been declared elected to one of the positions listed in that table, counting must proceed for the remaining positions as if that candidate's name did not appear on the ballot paper. All votes cast in favour of the candidate must immediately be allocated to the candidate next in the order of the voter's preference. Such allocation must not be considered a transfer.
 - (b) Subject to clause 1 where a candidate has nominated for any position listed in the Schedule 1, and the candidate has been declared elected to one of the positions listed in Table A, counting must proceed as if that candidate's name did not appear on the ballot paper for the counting for position on Table B. All votes cast in favour of the candidate must immediately be allocated to the candidate next in the order of the voter's preference. Such allocation must not be considered a transfer.
5. In determining the candidate next in order of the voter's preference, a candidate must be disregarded who, in the course of the election, has been declared elected to the position listed in Table A of Schedule 1 or has been declared elected to another position listed in the Table or has had their candidature declared void. A quota must be calculated by dividing the number of formal votes cast by one more than the number of candidates to be elected and taking the next highest whole number.
6. Each ballot paper must first be given a value of one and must be allocated to the candidate first in the voter's order of preference or such other candidate determined in accordance with clause 4 above.
7. Any candidate who achieves a total value of ballot papers greater than or equal to the quota must be declared elected.
8. Where a candidate achieves a total value greater than the quota then all those ballot papers which cause the last increase in the total value of ballot papers for the candidate must be reallocated to the candidate next in the voter's order of preference. The remaining ballot papers must be set aside as fully dealt with.
9. A transfer value must be calculated by taking the amount by which the total value exceeds the quota and dividing by the number of ballot papers to be reallocated.

10. The number of such reallocated ballot papers must be counted for each candidate and must be multiplied by the transfer value and this amount must then be added to the total value of ballot papers received by that candidate. Where this amount is not a whole number the fractional amount must be rounded to one decimal place.
11. Where after the allocation or reallocation more than one candidate achieves a total value greater than the quota, the ballot papers of the candidate with the highest total value must be dealt with first provided that if any candidate is declared elected after an allocation or reallocation previous to that at which another candidate is declared elected then the ballot papers of the former must be dealt with first.
12. If two or more candidates are declared elected with the same total value, for the purpose of clause 11 above, the ballot papers of the candidate who achieved a higher total value at the most recent allocation or reallocation at which the candidates had an unequal total value must be dealt with first. If this procedure fails to differentiate two or more candidates, the returning officer must determine the matter by lot.
13. When all reallocations of ballot papers of elected candidates have been completed, subject to clause 15, the candidate with the lowest total value must be eliminated. The ballot papers allocated to the eliminated candidate must be reallocated to the candidate next in the voter's order of preference and must have a transfer value of one. The ballot papers that had been reallocated to the eliminated candidate next in the voter's order of preference in the order in which and at the transfer value at which eliminated candidate had been reallocated them. The reallocations of each of these groups of ballot papers must be considered as separate reallocations. Such series of reallocations must be completed notwithstanding that one or more candidates is declared elected as a result of one of these reallocations.
14. If two or more candidates have an equal total value and any one of them must be eliminated that candidate who achieved the lower total value at the most recent allocation or reallocation at which the candidates had an unequal total value must be eliminated. If this procedure fails to differentiate between two or more candidates the returning officer must determine the matter by lot.
15. The process of elimination must continue until the required number of candidates have been declared elected or until the candidates, except the number required to be elected, have been eliminated whereupon the remaining candidates who have not already been declared elected must be declared elected.
16. For interpretation of these rules reference must first be made to Appendix 5 of N.E. Renton's "Guide for Meetings and Organisations" (1972) with the exception of the Note appearing on page 201.

Schedule 3 – Codes of Conduct

GUILD ELECTION CANDIDATE CODE OF CONDUCT

I agree, as an election candidate, that I have read and I agree to the following conditions for my participation in the general Guild election for Guild and NUS:

1. Object

This code of conduct details the policies of the Guild and the conditions of participation in a general Guild election for election candidates to ensure that elections are free and fair.

2. Definitions

- (a) Terms used in this code of conduct have the meaning provided for by the Election Regulations. For the purposes of this code of conduct, regulation 4 of the Election Regulations is a complete list of terms used.
- (b) A reference in this code of conduct to misconduct, must be construed as a reference to an offence of misconduct.
- (c) A reference in this code of conduct to a complainant is a reference to the person who lodged a complaint of misconduct against a candidate.

3. Breach of code of conduct

- (a) As a candidate I understand that I must not deliberately or intentionally:
 - (i) assault or harass, or attempt to assault or harass, another candidate, voter or electoral official; or
 - (ii) distribute defamatory statements; or
 - (iii) act in a manner which discriminates against another person (the basis of discrimination may include gender or gender history, sexual orientation, race, pregnancy, religious conviction, impairment, socioeconomic status birth, or other status); or
 - (iv) damage Guild property or fixtures in a manner that affects the conduct of the election; or
 - (v) distribute any uncoded election material; or
 - (vi) bring alcohol, drugs or any other illicit substance to a polling place or counting centre; or
 - (vii) fail to obey a determination made by the returning officer.
- (b) A breach of this code of conduct is an election offence.

STUDENT REPRESENTATIVE CODE OF CONDUCT AND ETHICS

Purpose

The Guild is a representative body run by students for students and exists to make sure each student has the best University experience possible.

As an integral part of the community of the University of Western Australia, elected and appointed student representatives of the Student Guild are expected to act, at all times, ethically and with integrity. Maintaining these standards promotes a culture of fair, respectful and ethical behaviour and, in turn, reflects positively on the Student Guild.

This student representative code of conduct (**code**) sets out standards of conduct expected of Guild officers when carrying out their representative functions, making decisions or taking actions in connection with their representative role within the Student Guild.

This code is to be read in conjunction with the University Statute, Student General Regulations, Election Regulations, General Regulations for Student Conduct and Discipline, Guild by-laws and all applicable laws.

Underlying Principles

The ethical principles, values and behaviours expected of all Guild officers are founded on the following universally recognised principles:

- 1) Equity and Justice; and
- 2) Respect for Individuals; and
- 3) Taking Responsibility – Personal and Professional.

Exemplary Conduct

In the performance of representative duties, Guild officers must act with honesty and integrity, demonstrate respect and courtesy, exercise care and diligence, comply while applicable legal obligations and uphold the values, integrity and reputation of the Student Guild.

Without limitation, Guild officers must:

- (1) lead by example and strive for excellence by maintaining high standards; and
- (2) act with honesty, integrity and impartiality, and not for ulterior purposes or with malice; and
- (3) treat all persons with respect, courtesy, consideration, sensitivity, and not engage in prejudice, discrimination or bias in the performance of our duties; and
- (4) respect the point of view of others while appropriately advancing our own; and
- (5) act in the best interests of the Student Guild and its members, rather than in our own interests or in the interests of others; and

- (6) maintain a professional approach to all matters, including refraining from personal attacks, name-calling and sledging; and
- (7) work collaboratively by consulting, co-operating and co-ordinating with others; and
- (8) maintain a safe and healthy environment in which all can thrive, including by not engaging in bullying, harassment or sexual harassment; and
- (9) use confidential, official and personal information for authorised purposes only; and
- (10) not make public comments (orally, in writing, or via social media or otherwise) for and on behalf of the Student Guild or the Guild Council, unless expressly authorised to do so; and
- (11) when expressing personal views, ensure that those views are communicated respectfully, are free from prejudice, discrimination and bias, and make clear that they are our personal views and not those of the Student Guild or Guild Council; and
- (12) utilise Student Guild resources and tools of trade in a responsible, appropriate and accountable manner; and
- (13) avoid actual, perceived or potential conflicts of interest and place the interests of the Student Guild ahead of personal interests; and
- (14) not accept any offers, gifts or gratuities or other incentives or inducements that may influence, or reasonably be perceived to influence, our actions or decisions; and
- (15) disclose information in a timely, accurate, consistent, complete and fair manner; and
- (16) report suspected breaches of this code through Guild approved channels; and
- (17) comply with all applicable legal requirements, policies and lawful directions.

Guild officers are entrusted with representing and advocating for students. In carrying out that role, they are expected to uphold the values and standards of the Student Guild and to conduct themselves in a manner that promotes confidence in the Student Guild and its governance.

Schedule 4– National Union of Students Regulations

1. Election of Delegates

- (a) Each member organisation must elect its delegates to meetings of National Conference at its annual Elections.
- (b) Delegates must be elected:
 - (i) by secret ballot;
 - (ii) using optional preferential proportional representation;
 - (iii) in a separate ballot in which other positions are not elected;
 - (iv) from the students represented by that organisation; and
 - (v) by the students represented by that member organisation.
- (c) A delegate of 1 member organisation is not eligible to be elected as the delegate of another member organisation.
- (d) A delegate who ceases to be a student represented by the member organisation on whose behalf that delegate was elected ceases to be a delegate.
- (e) A member organisation that has held its annual Elections before it was admitted as a member organisation:
 - (i) may elect its delegates without complying with regulation 1(a); and
 - (ii) if National Executive is satisfied that it is not possible for the member organisation to comply with regulation 1(b)(v), National Executive may by resolution passed by an absolute majority allow the governing body of the member organisation to elect its delegates.
- (f) If a member organisation amalgamates after the annual meeting of National Conference and before 1 July:
 - (i) it must elect new delegates:
 - (A) within 2 months of the amalgamation, or
 - (B) before 1 May, whichever is the later; and
 - (ii) in the meantime, its delegates are the combined delegates of the member organisations that have amalgamated, subject to regulation 1(a).
- (g) If a member organisation amalgamates on or after 1 July and before the annual meeting of National Conference, its delegates are the combined delegates of the member organisations that have amalgamated (unless it elects new delegates), subject to regulation 1(a).

- (h) Delegates elected in accordance with regulation 1(a) hold office from the beginning of the next annual meeting of State Conference until the beginning of the following annual meeting of State Conference.
- (i) Delegates elected in accordance with regulation 1(e) hold office from the time of their election until the beginning of the annual meeting of State Conference in the year after their election.
- (j) Delegates elected in accordance with regulation 1(f)(i)(A) hold office from the time of their election until the beginning of the next annual meeting of State Conference.
- (k) By nominating for election, delegates agree to comply with the rules of NUS.

2. Number of Delegates

The number of delegates to be elected by each member organisation is:

EFTSLs	number of delegates
1-2,000	2
2,001-5,000	3
5,001-8,000	4
8,001-12,000	5
12,001-18,000	6
more than 18,000	7

where “EFTSLs” are the Equivalent Full-Time Student Load of the students represented by the member organisation.

BY-LAWS

3. Notification of Election

Each member organisation must notify the National General Secretary of the Election:

- (a) By certified mail,
- (b) at least 2 Weeks before the close of nominations.

4. Nominations

- (a) Notice of the close of nominations must be:
 - (i) published in at least 1 issue of the official publications of the member organisation; or
 - (ii) prominently advertised in some other way practical for the member organisation.

- (b) Nominations must remain open for at least 5 academic days.
- (c) The returning officer for the Election must issue all candidates with a receipt for their nomination.
- (d) Nominations must close at least 2 academic days before the commencement of voting.

5. Ballot

- (a) There must be a ballot to determine the order of election, unless the delegates are elected unopposed.
- (b) Voting must take place
 - (i) on at least 3 consecutive academic days, and
 - (ii) for at least 5 hours each day.
- (c) The following must be widely advertised on all campuses of the member organisation:
 - (i) the times and place or places of voting, and
 - (ii) any brief policy statements submitted by candidates before the close of nominations.

6. Returning officer's report

- (a) Within 2 Weeks of the end of the Election, the member organisation must send to the Accreditations Committee a report on letterhead signed by the returning officer:
 - (i) stating that the Election was conducted in accordance with regulations 3-5;
 - (ii) setting out the names of the delegates in the order in which they were elected; and
 - (iii) including:
 - (A) the rules under which the Election was conducted, and
 - (B) details of voting.
- (b) If delegates have been elected unopposed, the member organisation must send to the Accreditation Committee within 2 Weeks of the close of nominations a report signed by the returning officer:
 - (i) stating that 4 was complied with; and
 - (ii) setting out an order of Election agreed to and signed by each delegate.

- (c) If the Accreditation Committee does not receive an agreed order of election as required by 6(b)(ii), it must determine the order of election by lot.

ELECTIONS GENERALLY

7. Optional Preferential Proportional Representation

For the purposes of regulation 6(b)(ii), the Election must be conducted in accordance with the following procedure:

- (a) the voter must indicate an order of preference for 1, some or all of the candidates by placing the number 1 against the candidate of first preference and consecutive higher numbers against candidates of lower preference in order;
- (b) each ballot paper must be given a value of 1;
- (c) the value of each paper must be allocated to the candidate against whose name appears the lowest number on the ballot paper among those candidates not elected or eliminated;
- (d) a ballot paper that does not show a valid preference for at least 1 continuing candidate is exhausted and may not be allocated further;
- (e) a “stage of counting” is when all ballot papers have been allocated to candidates not yet elected or eliminated;
- (f) a quota must be calculated at each stage of counting by dividing the total value of ballot papers allocated to continuing candidates by 1 or more than the number of positions remaining to be filled and rounding up the answer so obtained in at least the 6th decimal place;
- (g) if at any stage of counting a candidate is allocated a value in excess of the quota, that candidate must be declared elected, and each ballot paper allocated to that candidate must be assigned a new value obtained by multiplying its current value by the candidate’s transfer value;
- (h) the “candidate’s transfer value” is an elected candidate’s value, less the quota, all divided by the elected candidate’s value;
- (i) if at any stage of counting no candidate is allocated a value in excess of the quota, the candidate with the lowest value must be eliminated; If there are 2 or more candidates with an equal value and no candidate has a lower value at an earlier stage of the counting the returning officer must determine by lot which of these candidates is to be eliminated; and
- (j) the procedure in 7(a)-7(i) must be followed in order until the number of positions to be filled is filled.

Administrative purposes only

Version History Version	Approved / Amended	UWA Endorsement	Commencement
V1	Approved – New Regulations		2014
V2	Approved – Amended		2015
V3	Approved – Amended		2018
V4	Approved – Amended		2019
V5	Approved – Amended	23 May 2022 Senate Resolution [S R34/22]	31 May 2022
V6	Approved – Amended	22 May 2023 Senate Resolution [S R 38/23]	26 May 2023
V7	Approved – Amended	29 July 2024 Senate Resolution [S R75/24]	9 August 2024
V8	Approved - Amended	4 August 2026 Senate Resolution [S R134/26]	1 September 2026



The UWA Guild of Undergraduates respects the rights of individuals to privacy and complies with the Privacy Act 1988 and the National Privacy Principles 2001. Information provided on forms will be managed, stored and used only for the purposes of the Election and in adherence with the Guild Privacy Policy 2002, which can be found at www.uwastudentguild.com/policies/privacy-policy/ or a copy can be obtained from the Guild Student Centre.

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