Senate and Academic Board Elections Policy

Section 1 - Purpose and Scope

Context

(1) The University is required to conduct elections for:

a. the eight elected members of Senate (s15(2) of the University of Queensland Act 1998 (the Act)); and
b. elected members of the Academic Board under the Academic Board Policy.

(2) Section 26AA of the Act requires the Senate to make an election policy about the conduct of elections for elected members of the Senate.

(3) Section 35(2) of the Act provides that the Senate must determine the membership of the Academic Board. The Senate has established the Academic Board Policy which identifies that certain members of the Academic Board are to be elected.

(4) Capitalised terms used in this Policy are defined in section 6.

Purpose

(5) This Policy sets out the framework for the conduct of the Senate elections and the Academic Board elections and seeks to ensure the integrity and security of those election processes.

(6) This Policy applies to all staff, students, candidates nominated for election and all other persons who are eligible to participate and vote in a Senate election or Academic Board election.

Section 2 - Principles and Key Requirements

(7) The University will ensure that the election of members of the Senate and the Academic Board is open, transparent and fair.

(8) The Returning Officer is responsible for the conduct of Elections and ensuring candidate conduct during an election complies with the Electoral Code.

(9) Subject to the provisions of the Act and the 'Senate and Electoral Committee' provisions of this Policy, the decision of the Senate Electoral Committee or the Election Review Committee on all complaints lodged in accordance with the 'Election Review Committee' provisions is final.

Part A - Eligibility to Vote in an Election

Senate Elections

(10) Section 15(2) of the Act lists the classes of persons from which members of Senate are elected.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

(11) The persons who are eligible to vote for each class of member for the Senate are set out in the table below:

Relevant section of the UQ Act	No of elected members	Class of person to be elected to the Senate	Persons eligible to vote for that class of person
15(2)(a)	1	Academic Board of the University	All members of the Academic Board.
15(2)(b)	1	University full-time or part-time academic staff	- All members of the full-time academic staff; and - Those members of the part-time academic staff employed under a contract with a term of employment of 6 months or more requiring at least 18 hours of work each week.
15(2)(c)	1	University full-time or part-time general staff	- All members of the full-time general staff; and - Those members of the part-time general staff employed under a contract with a term of employment of 6 months or more requiring at least 18 hours of work each week.
15(2)(d)	1	Undergraduate Student of the University	All undergraduate students enrolled in a course or program leading to the award of an undergraduate certificate, degree or diploma of the University.
15(2)(e)	1	Postgraduate Student of the University	All postgraduate students enrolled in a course or program leading to the award of a postgraduate certificate, degree or diploma, or a master's or doctoral degree, of the University.
15(2)(f)	3	Graduates of the University, other than persons eligible for membership under Sections 15(2)(a), (b), (c) (d) or (e) of the UQ Act	All graduates awarded: (a) an undergraduate certificate, degree or diploma of the University or the former Queensland Agricultural College; or (b) a postgraduate certificate, degree or diploma, or a master's or doctoral degree, of the University or the former Queensland Agricultural College.

(12) Where a person is a member of more than one class mentioned in section 15(2) of the Act (class), that person may only be nominated to stand for election in one class at any one election but is eligible to vote for each class.

Academic Board Elections

(13) Persons who are eligible to vote in an election for an elected member of the Academic Board are set out in the Academic Board Policy.

(14) A person may only vote for the class of membership of the Academic Board for which they are on the Electoral Roll.

Part B - Eligibility to be Nominated

Senate Elections

(15) A person who is a member of a class of persons mentioned in section 15(2) of the Act is eligible to be nominated to stand for election for that class of elected member provided that person is also eligible to vote for that class of elected member as set out in the table at clause 11 of this Policy.

(16) Where a person is a member of more than one class, that person may only nominate to stand for election in any one class at any one election but is eligible to vote for each class of which they are a member.

Academic Board Elections

(17) The candidates who are eligible to be nominated to stand for a position as an elected member of the Academic Board are set out in the Academic Board Policy.

Part C - Electoral Rolls

Creation of Electoral Rolls

(18) The Returning Officer will create electoral rolls for each Senate and Academic Board election (Electoral Rolls) in the classes mentioned below:

a. For Senate elections:
    i. Members of the Academic Board;
    ii. Full-time academic staff and part-time academic staff;
    iii. Full-time general staff and part-time general staff;
    iv. Undergraduate students;
    v. Postgraduate students; and
    vi. Graduates of the University.
b. For Academic Board Elections:
    i. Elected Staff Members:
        - Professorial staff employed by the University at Level D or E; and
        - Academic staff employed under a contract with a term of employment of 12 months or more requiring at least 18 hours of work each week at Level A to C.
    ii. Elected Student Members:
        - Postgraduate research students;
        - Postgraduate coursework students; and
        - Undergraduate students.

Particulars to be Included in Electoral Rolls

(19) The following details may be recorded in the Electoral Rolls:

a. full name of the voter;
b. eligibility for inclusion on the roll (if relevant);
c. an electronic address for service of notices, which in the case of a student or member of staff, is the student's or staff member's university email account; and
d. other particulars prescribed by the Returning Officer.

Closure and Amendment of Electoral Roll

(20) The relevant Electoral Rolls close at 4pm on the final day prescribed for receipt of nominations. Any person eligible under Part A 'Eligibility to Vote in an Election' of this Policy for inclusion in an Electoral Roll whose name has not been entered onto that Electoral Roll, may apply to the Returning Officer before closure of the Electoral Rolls for inclusion on the Electoral Roll. If the Returning Officer is satisfied that the applicant is eligible to be enrolled, the Returning Officer must enter the person's name on the appropriate Electoral Roll.

(21) Where any person who appears in a class of the Academic Board Electoral Roll and has lost, prior to the election, the eligibility to be in that class or becomes otherwise disqualified, the Returning Officer will remove that person's

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

name from that Electoral Roll or transfer it to the class for which that person is or will be eligible.

Part D - Mode of Election

(22) Elections will be held by electronic ballot through an electronic voting system.

(23) The Returning Officer may, in circumstances the Returning Officer considers appropriate, issue hard copy ballot papers containing information set out in Part I 'Electronic Voting' of this Policy. Hard copy ballots will be posted to the nominated address.

(24) At each Election, the voting will be conducted by secret ballot.

Part E - Notification of an Election

Senate Elections

(25) The Returning Officer will announce the Senate election by a notice on the University's website.

(26) The notice must be provided at least 30 days before the start of the relevant Voting Period and must:

a. state the number of members to be elected and each electoral class;
b. invite nominations of persons for election and detail the method for nominating them; and
c. prescribe a date, time, and method which shall be no less than 14 days after the day on which nominations were called, by which nominations must be submitted to the Returning Officer.

(27) In addition to announcing the Senate election on the University's website, the Returning Officer will, where reasonably possible, notify by email all persons on the relevant Electoral Roll and eligible to vote in the class that an Election is to be conducted.

Academic Board Elections

(28) For Academic Board elections, the Returning Officer will, where reasonably possible, notify by email all persons on the relevant Electoral Roll and eligible to vote in the class that an Election is to be conducted.

Part F - Voting Period

(29) For every Election, the Returning Officer will prescribe the Voting Period, which must be a minimum of 7 days and a maximum of 14 days.

(30) For Senate elections, the start of the Voting Period must be no less than 30 days after the notice of the Election under Part E, 'Senate Elections' provisions.

(31) For Academic Board elections, the start of the Voting Period must be no less than 7 days after the notice of the Election under Part E 'Academic Board Elections' provisions.

Part G - Nominations

Process for Nomination

(32) To be a candidate in an Election a person must be nominated in accordance with these provisions.

(33) Nominations:

a. must:
    i. be made in the prescribed form approved by the Returning Officer;
    ii. be submitted by the candidate;
    iii. contain a declaration from the candidate confirming their eligibility to stand in the Election in the class they are nominating for;
    iv. acknowledge that the candidate will comply with the expected standards of behaviour as set out in this Policy and the Electoral Code; and
    v. be received by the Returning Officer by 4pm on the final date prescribed for the receipt of nominations;
b. may include a candidate statement that:
    i. may include:
        - a recent photograph of the candidate;
        - information about the candidate in not more than 150 words;
    ii. must not include external links.

    The Returning Officer may amend or request that a candidate amend a candidate statement that the Returning Officer considers does not comply with this Policy or the Electoral Code.

(34) Nominations received after 4pm on the final day prescribed for receipt of nominations will not be accepted.

(35) Where a candidate is eligible for nomination in more than one class in an election, the candidate must:

a. notify the Returning Officer of the class to which the nomination relates; and
b. only stand in that nominated class.

(36) A candidate wishing to withdraw their nomination must do so in writing to the Returning Officer no later than 3 days before the commencement of the Voting Period.

Returning Officer to Confirm

(37) The Returning Officer will review and confirm:

a. the eligibility of nominated candidates to present themselves for nomination at the Election under Part A 'Eligibility to Vote in an Election' of this Policy; and
b. for Senate elections, that the candidate has submitted the declaration confirming that the candidate is not ineligible to be a member of Senate under section 23 of the Act.

Disqualification of Candidate Before Commencement of the Voting Period

(38) If a candidate is disqualified before the Voting Period commences, the Returning Officer will use their best efforts to remove the name of such disqualified candidate from the ballot.

Disqualification of Candidate After Commencement of the Voting Period

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

(40) If votes have been cast for the disqualified candidate, then those votes will be counted and will be distributed among the remaining candidates in accordance with Part L 'Counting of Votes' of this Policy.

Part H - Requirement for an Election

(41) If, when nominations close, the number of candidates equals or is less than the number of positions to be filled, the Returning Officer may declare the nominated candidates duly elected. In cases where there are still positions to be filled:

a. for Senate elections, section 20A of the Act which deals with casual vacancy in the office of an elected member applies; or
b. for Academic Board elections:
    i. in the case of elected staff members, the Returning Officer may, after consultation with the President, conduct another Election under this Policy; or
    ii. in the case of elected student members, unless otherwise directed by Senate, the President may appoint a student from the relevant class of student as the case requires, after consulting with the University of Queensland Union.

(42) If, when nominations close, the number of candidates exceeds the number of positions to be filled, the Returning Officer must conduct an Election by vote.

Part I - Electronic Voting

Election Website

(43) The Returning Officer will, where reasonably possible, make available to each person entitled to vote access to the Election website ('Website'). The Website will set out:

a. details of how to vote, the Voting Period and the last date and time by which a vote must be submitted in order to be included in the vote count of the Election;
b. a link to the electronic voting system; and
c. key election dates.

Electronic Voting System

(44) The Returning Officer will make available to each person entitled to vote, access to the electronic voting system (Voting System). The Voting System will enable the voter to cast their vote and indicate their preference/s among the candidates.

(45) The Voting System will:

a. display the names of the candidates in a random order, or if this is not possible, in order determined by lots drawn by the Returning Officer;
b. display the candidate statements provided in the nomination process; and
c. not make any comment on candidates or groups of candidates, other than the candidate statement.

Part J - Hard Copy Ballot

(46) If hard copy ballot papers are issued to persons eligible to vote in the Elections:

a. the ballot will be posted to the voter's nominated address;
b. the ballot must display the names of the candidates in an order determined by lots drawn by the Returning Officer; and

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

c. the voter must follow the instructions accompanying the hard copy ballot paper.

(47) A hard copy ballot paper must be received by the Returning Officer before the close of the Voting Period. This ballot paper is to be lodged at the address set out in the ballot paper.

(48) Subject to Part A 'Eligibility to Vote in an Election', a person cannot vote more than once in an Election.

Part K - Observers and Scrutineers

Observers

(49) In order to ensure security and integrity of the Election in respect of electronic voting, the Returning Officer will appoint two persons, who are not less senior than the Returning Officer, as observers. Candidates are not permitted to nominate a person to be an observer.

(50) In the case of votes cast electronically, the role of an observer is to:

a. be present when the results of the election are released; and
b. confirm the results released are what has been generated by the electronic voting system.

(51) Where hard copy votes are cast in an election, the Returning Officer can appoint an observer to also be a scrutineer, who is not less senior than the Returning Officer. In this case, the role of the scrutineer is to:

a. observe the counting of votes;
b. (where relevant) observe the entry of votes into the Voting System; and
c. confirm the outcome of the electronic election and comment on the legitimacy of the election process.

(52) Observers and Scrutineers must not disclose the results of an election before the Returning Officer declares the election results under Part M, 'The Returning Officer to Declare the Result of the Election' provisions.

Results

(53) The results of an Election are not invalidated because an observer or scrutineer failed or refused to carry out their duties under this Policy, or failed to maintain confidentiality in the Election process.

(54) The Returning Officer may appoint another person as an observer or scrutineer for the Election in the place of any observer or scrutineer who fails or refuses to carry out their duties in that Officer's sole discretion.

Part L - Counting of Votes

(55) Only valid votes will be included in the count. In the case of votes cast by use of the Voting System, voter validation will take place at the time of logging into the Voting System to cast a vote. Once a voter casts their vote and logs off the Voting System, the vote is deemed to be permanently cast and cannot be altered.

Only One Member to be Elected

(56) For Elections where one member is to be elected as a member of Senate or the Academic Board, votes are counted as follows:

a. each vote is of equal value;
b. if there are two candidates, the one with more first preference votes is elected;
c. if there are more than two candidates, a further count assigning preference votes will be conducted, and if

necessary repeated, until only two candidates remain.

d. for subclause 56(c), a further count assigning preference votes is conducted by:
    i. excluding the candidate with the fewest votes in the previous count, and reassigning the excluded candidate's preference votes as follows:
        - excluding votes on which there is not recorded a preference vote for a candidate who has not yet been excluded; and
        - assigning each preference vote recorded to the candidate who:
            - is next in the order of an elector's preference; and
            - has not been excluded; and
    ii. counting the number of votes (first-preference votes for a candidate together with any preference votes assigned to the candidate) for each candidate who has not been excluded.
e. if subclause 56(d)(i) cannot be applied because 2 or more candidates (1 of whom must be excluded) have the least number of votes and these candidates all have the same number of votes, these candidates are to be excluded and their preference votes assigned by:
    i. excluding votes on which there is not recorded a preference vote for a candidate who has not yet been excluded; and
    ii. assigning each preference vote recorded to the candidate who:
        - is next in the order of an elector's preference; and
        - has not been excluded; and
    iii. counting the number of votes (first-preference votes for a candidate together with any preference votes assigned to the candidate) for each candidate who has not been excluded.
f. The Returning Officer must repeat the process under subclauses 56(c), 56(d), 56(e) until only two candidates remain. The candidate with more votes (first preference votes together with any preference votes assigned to the candidate) is elected.
g. If, after the counting of votes under subclause 56(f), no candidate has received the most number of votes (due to the candidates being excluded for receiving the same number of votes), the Returning Officer must conduct a re-election under Part O 'Holding a Re-election'.

More Than One Elected Member

(57) For Elections where more than one member is to be elected as a member of Senate or the Academic Board in a specific class, votes are counted as follows:

a. Each vote is of equal value.
b. If there are more candidates than the number of positions to be filled, a further count assigning preference votes must be conducted, and if necessary repeated, until the number of candidates remaining equals the number of positions to be filled.
c. For subclause 57(b), a further count assigning preference votes is conducted by:
    i. excluding the candidate with the fewest votes in a previous count and reassigning the excluded candidate's votes as follows:
        - excluding votes on which there is not recorded a preference vote for a candidate who has not yet been excluded; and
        - assigning each preference vote recorded to the candidate who:
            - is next in the order of an elector's preference; and
            - has not been excluded; and
    ii. counting the number of votes (first-preference votes for a candidate together with any preference votes assigned to the candidate) for each candidate who has not been excluded.

d. If subclause 57(c) cannot be applied because 2 or more candidates (1 of whom must be excluded) have the least number of votes and these candidates all have the same number of votes, these candidates are to be excluded and their preference votes assigned by:
    i. excluding votes on which there is not recorded a preference vote for a candidate who has not been excluded for the count or a previous count; and
    ii. assigning each preference vote recorded to the candidate who:
        - is next in the order of an elector's preference; and
        - has not been excluded; and
    iii. counting the number of votes (first-preference votes for a candidate together with any preference votes assigned to the candidate) for each candidate who has not been excluded.
e. The Returning Officer must repeat the process under subclauses 57(c) and 57(d) until the number of candidates equals the number of positions to be filled. Each candidate remaining under this section is elected.
f. If, after the counting of votes under subclause 57(e), the number of candidates is fewer than the number of positions to be filled (due to two of more candidates being eliminated for receiving the same number of votes), the Returning Officer must:
    i. declare the remaining candidates with the most number of votes elected; and
    ii. conduct a re-election under Part O 'Holding a Re-election' for the vacant position or positions.

Part M - Counting of Votes

Actions by the Returning Officer

(58) At the close of voting, a printed report of the total votes cast will be prepared by the Returning Officer.

(59) In the presence of the observers and scrutineers (if applicable), the Returning Officer will examine the reports of the votes cast and record the total number of votes cast for each candidate. The Returning Officer and the observers (and scrutineers, if applicable) will then sign and confirm that the reports are a true and correct record of the votes cast in the Election.

The Returning Officer to Declare the Result of the Election

(60) The Returning Officer will declare the result of the Election by:

a. giving notice in writing of the names of elected candidates to the Chancellor and Vice-Chancellor or, where appropriate, the President of the Academic Board (for Academic Board elections); and
b. giving notice in writing to the candidates of the result of the Election; and
c. subject to clause 61, within 5 business days after confirmation of the Election results in accordance with clause 59, publishing the names of the elected candidates on the University's website for a period of 28 days.

(61) The Returning Officer may withhold declaring the result of the Election if:

a. the Returning Officer is investigating a candidate for a breach of the Electoral Code or considering whether to refer a candidate's conduct to the Senate Electoral Committee in accordance with Part P 'Electoral Code';
b. an elected candidate has been referred to the Senate Electoral Committee and the committee has not made a decision on the matter;
c. the Returning Officer is investigating a procedural irregularity which is likely to affect the election result; or
d. in the opinion of the Returning Officer, a procedural irregularity which was likely to have affected the result has been identified with the original Election and the Returning Officer has decided to conduct a re-election under Part O 'Holding a Re-election' of this Policy.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Website or Electronic Voting System Not Available

(62) In the event that the Website or the Voting System is temporarily unavailable, there will be no extension of the Voting Period unless the interruption occurs in the 24-hour period before the Election closes, in which case the Voting Period will be extended by the length of time that the Website or the Voting System was unavailable. The Returning Officer will, where reasonably practicable, notify by email persons on the relevant Electoral Roll and persons who have not voted that the Voting Period has been extended.

Part N - Validity of Election

(63) An Election remains valid even where there has been:

a. an inadvertent failure to include a voter in the Electoral Rolls and/or send a voter any Election documents; or
b. a procedural irregularity, provided that the irregularity was not likely, in the opinion of the Returning Officer, to have affected the result of the Election.

Part O - Holding a Re-election

When is a Re-election Required

(64) The Returning Officer must conduct a re-election if:

a. in the opinion of the Returning Officer, a procedural irregularity which was likely to have affected the result was identified with the original Election; or
b. a re-election is required under clause 56(g) or clause 57(f); or
c. there has been breach of the Electoral Code and the Senate Electoral Committee cancels a candidate's nomination or invalidates a candidate's election under Part S 'Senate Electoral Committee' of this Policy.

Procedure for Conducting a Re-election

(65) The Returning Officer must follow the procedure set out below in conducting the re-election:

a. notify relevant candidates of the requirement to conduct a re-election;
b. inform the relevant candidates that they may withdraw their nomination at any time three days before commencement of the voting period;
c. notify all persons on the relevant Electoral Roll of the re-election by:
    i. where reasonably possible, email to each person eligible to vote in the class; and
    ii. a notice on the University's website; and
d. follow the voting procedure set out in this Policy in the conduct of the re-election.

(66) This Policy applies to any re-election with any necessary modifications relevant to it being a re-election.

Part P - Electoral Code

(67) The Electoral Code sets out the conduct required of candidates before or during an Election campaign and includes provisions to ensure that no person who is eligible to vote is improperly influenced. The Electoral Code forms part of and is an addendum to this Policy.

(68) Candidates must comply with the Electoral Code, as amended from time to time by the Senate.

(69) If, in the opinion of the Returning Officer, a candidate is found to have failed to comply with the Electoral Code,

the Returning Officer may:

a. issue a written warning to the candidate;
b. impose sanctions on the candidate, including restricting campaigning for a period of up to 3 calendar days; or
c. refer the candidate's conduct to the Senate Electoral Committee for determination.

(70) A candidate may apply to the Election Review Committee for a review of the decision by the Returning Officer to impose a sanction on a candidate for a breach of the Electoral Code.

Part Q - Complaints

Complaints to Returning Officer

(71) Other than complaints about the conduct of the Returning Officer, a person may lodge a complaint with the Returning Officer about the way an Election has been conducted or about the behaviour of individuals (including a candidate breaching the Electoral Code) during an Election. All complaints must be made in writing to the Returning Officer at uqelections@uq.edu.au.

(72) Complaints must be made by an individual and cannot be made on behalf of a group of others.

(73) The Returning Officer will acknowledge the complaint, investigate and reach a decision as soon as practicable.

Complaint about the Returning Officer

(74) A person may lodge a complaint about the conduct of the Returning Officer during or after an election under the Complaints Management Policy.

(75) In the event of any uncertainty about whether a complaint falls under the ‘Complaints to Returning Officer’ or ‘Complaint about the Returning Officer’ provisions, the Chief Operating Officer will determine the appropriate section.

Part R - Election Review Committee

(76) The Election Review Committee is established to review decisions made by the Returning Officer, including those to impose a sanction on a candidate for breach of the Electoral Code.

(77) A person may apply to the Election Review Committee for a review of a decision of the Returning Officer under Part P ‘Electoral Code’ or Part Q, ‘Complaints to Returning Officer’ provisions, of this Policy.

(78) The Election Review Committee comprises the Provost and the Chief Operating Officer. An application must be made in writing to the Chief Operating Officer citing the decision of the Returning Officer. The decision of the Election Review Committee with respect to the outcome of a review of a complaint is final.

Part S - Senate Electoral Committee

Committee and Breach of the Electoral Code

(79) The Senate Electoral Committee is established.

(80) The Senate Electoral Committee will:

a. comprise three (3) members of Senate, as determined by the Chancellor from time to time; and
b. hear and determine any allegation of breaches of the Electoral Code referred to the Committee.

Power of Senate Electoral Committee

(81) If an alleged breach of the Electoral Code is referred to the Committee by the Returning Officer, the Committee must conduct a hearing pursuant to the procedures set out in the 'Procedure for Senate Electoral Committee' provisions of this Policy. The Committee may take any of the following actions in response to allegations of breaches of the Electoral Code:

a. determine there is no case to answer;
b. give a written warning to the candidate;
c. cancel a candidate's nomination; and/or
d. if any breach of the Electoral Code is established before a candidate's term on Senate commences, invalidate a candidate's election.

(82) If the Committee decides to invalidate the election of a candidate as a result of a breach of the Electoral Code that candidate is not permitted to stand in any re-election under Part O 'Holding a Re-election'.

(83) The Committee's decision is final.

Procedure for Senate Electoral Committee

(84) When dealing with a referral from the Returning Officer for an alleged breach of the Electoral Code, the Committee must proceed to consider the alleged breach in the way the Committee chair decides, but it must observe the following requirements:

a. the secretary of the Committee must give the candidate notice of the time and place of the hearing at least five (5) business days before the date of the hearing;
b. the University and the candidate are entitled to be represented by a legally qualified person; and
c. the Committee must determine whether a breach of the Electoral Code occurred on the basis of evidence adduced by the University and the candidate.

Basis for Decision

(85) In considering a breach of the Electoral Code, the Committee must make a decision based on sound reasoning and relevant evidence.

Part T - Relationship with other Policies and Procedures

(86) Any action under Part P 'Electoral Code' and Part S 'Senate Electoral Committee' of this Policy does not prevent the University from taking action against a candidate for a breach of other University requirements, for example, the Student Integrity and Misconduct Policy or the Staff Code of Conduct Policy.

Section 3 - Roles, Responsibilities and Accountabilities

Chief Operating Officer

(87) The Chief Operating Officer is responsible for appointing an appropriately qualified member of staff to be the Returning Officer. The Returning Officer must not be a person who is more senior than the Chief Operating Officer. The Returning Officer for a Senate Election or an Academic Board Election need not be the same person.

Returning Officer

(88) The Returning Officer is responsible for the conduct of Elections under this Policy.

Candidates

(89) Candidates for election under this Policy are required to comply with the standards of behaviour and conduct set out in this Policy, the Electoral Code, and the Staff Code of Conduct Policy or the Student Code of Conduct Policy (whichever is applicable).

Senate Electoral Committee

(90) The Senate Electoral Committee considers allegations of breaches of the Electoral Code as set out in Part S 'Senate Electoral Committee' of this Policy.

Section 4 - Monitoring, Review and Assurance

(91) The Returning Officer is required to ensure that Senate and Academic Board elections are conducted in accordance with the principles and key requirements of this Policy. The Director, Governance and Risk will review and provide an annual assurance report to the Chief Operating Officer on the adequacy, efficiency and effectiveness of this Policy.

Section 5 - Recording and Reporting

(92) After the declaration of the result of an Election, the Returning Officer must retain printed copies of the electronic records of voting for the period of time required by the Public Records Act 2023, after which time the Returning Officer must destroy or delete the electronic records.

Section 6 - Appendix

Definitions

Term	Definition
Act	Means the University of Queensland Act 1998.
Candidate	Means a candidate nominated under Part G 'Nominations' of the Policy.
Committee	Means the Senate Electoral Committee established under Part S 'Senate Electoral Committee' of this Policy.
Election	Means the election of elected members to the Senate or the Academic Board.
Electoral Code	Means the University of Queensland Electoral Code.
Electoral Rolls	Means those lists of voters created or maintained by the Returning Officer of persons eligible to vote for Senate and Academic Board Elections.
Postgraduate Coursework Student	Means a postgraduate student other than a postgraduate research student.
Postgraduate Research Student	Means a postgraduate student enrolled in a Higher Degree by Research (HDR) program, comprising Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and Professional Doctorate programs at the University.
Postgraduate Student	Means a student enrolled in a course or program leading to the award of a postgraduate certificate or diploma, or a master's or doctoral degree, of the University.

Term	Definition
Procedural Irregularity	Means a procedural breach of this Policy.
Returning Officer	Means the staff member of the University appointed under Section 3, ‘Chief Operating Officer’ provisions of this Policy.
Student	Means a student enrolled in the University.
Undergraduate Student	Means a student who is not a postgraduate student.
University	Means The University of Queensland.
Voting Period	Means the period from the first day of voting to the last day of voting as notified under Part F ‘Voting Period’ of this Policy.

Status and Details

Status	Current
Effective Date	23rd July 2025
Review Date	31st December 2029
Approval Authority	Senate
Approval Date	17th June 2025
Expiry Date	Not Applicable
Policy Owner	Joanna Spanjaard Director, Governance and Risk
Enquiries Contact	Governance and Risk Division

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.