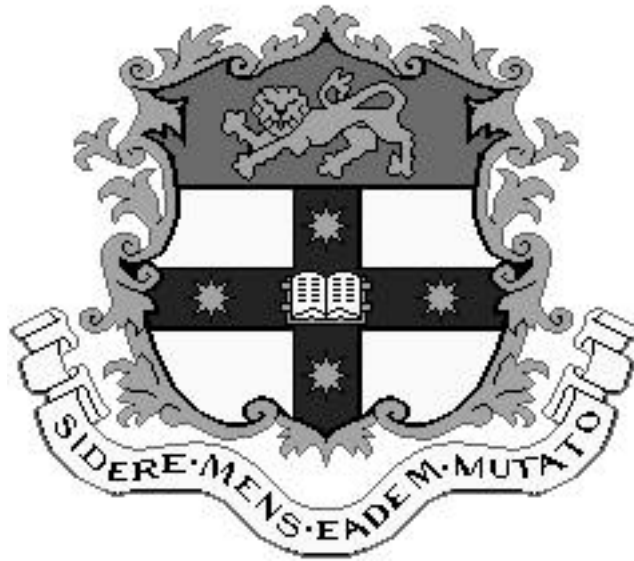


The University of Sydney



Academic Governance Rules Academic Board

**Consolidated to incorporate all changes
approved by the Senate
up to and including 8 October 1996**

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Academic Governance Rules Academic Board

1. CITATION AND COMMENCEMENT

- 1.1 Citation** These rules are made by the Senate pursuant to section 37(1) of the Act, and pursuant to chapter 8 of the *University of Sydney Amendment (Academic Governance) By-law 1996*.
- 1.2 Commencement** These rules commence on the day after they are published in accordance with the *University of Sydney Amendment (Academic Governance) By-law 1996*.

2. PURPOSE

- 2.1 Defined** The purpose of these rules is to prescribe the membership, function and procedures of the Academic Board.

3. DICTIONARY

- 3.1 Definitions** In these rules:

absolute majority of votes means an amount greater than fifty per cent (50%) of valid votes;

Academic Forum means the Academic Forum established pursuant to the *University of Sydney Amendment (Academic Governance) By-law 1996*;

academic staff member means any person employed by the University:

- (a) for no less than 0.6 of the hours required of a full-time position in any of the academic classifications prescribed by the Senate; **and**
- (b) on a continuing basis or pursuant to an agreement for a fixed term of no less than three years,

and member of academic staff has a corresponding meaning;

Act means the *University of Sydney Act 1989* (NSW);

Chair means a person elected as chair of the Academic Board;

Dean means (as the case may be):

- (a) a dean of a Faculty;
- (b) a director or a principal of an academic college; or
- (c) the Director of the Graduate School of Business;

Deputy Chair means any person elected as a deputy chair of the Academic Board;

election means an election conducted pursuant to these rules;

Faculty means (as the case may be):

- (a) a Faculty as established by its constitution;
- (b) a College Board as established by its constitution; or
- (c) the Graduate School of Business as established by its constitution;

Faculty member means a person who is a member of a Faculty pursuant to a rule made by the Senate and **member of Faculty** has a corresponding meaning;

majority means an amount greater than 50%;

non-professorial member of academic staff means a member of the academic staff who is not a professor, and includes the University Librarian;

primary votes means preferences marked on a ballot paper equal to the number of vacancies to be filled and which have equal value;

professor means a member of academic staff who has been appointed or promoted to the position of professor by the Senate;

secondary votes means preferences marked on a ballot paper beyond the primary votes to be allocated in rank order according to their numerical values;

special resolution means a resolution passed by at least two-thirds of all members of the Academic Board who are eligible to vote;

Standing Committee means a standing committee of the Academic Board established pursuant to rule 13.

4. FUNCTIONS

4.1 **Deleted.** Refer Senate Resolution 1 relating to Academic Board (page 58 of 1996 Calendar).

4.2 **Sub-committees** The Academic Board or a Standing Committee may establish or dissolve a sub-committee or working party to advise the Academic Board or the Standing Committee (as the case may be) in relation to performance of any of its functions.

5. CONSTITUTION OF THE ACADEMIC BOARD

5.1 **Membership** The Academic Board consists of:

- (a) the Chair elected:-
 - (i) from the academic staff members of the Academic Forum; and
 - (ii) by all members of the Academic Forum;
- (b) five Deputy Chairs elected:-
 - (i) from the academic staff members of the Academic Forum; and
 - (ii) by all members of the Academic Forum;
- (c) one academic staff member from the academic staff members of each Faculty:
 - (i) who is not already a member of the Academic Board; and
 - (ii) elected by and from the academic staff members of the relevant Faculty
- (d) the Deans
- (e) five persons who are professors:
 - (i) who are not already members of the Academic Board; **and**
 - (ii) elected by the professors;

- (f) five persons who are Heads of departments or schools:
 - (i) who are not already members of the Academic Board; **and**
 - (ii) elected by the Heads of departments and schools;
- (g) five persons who are non-professorial members of the academic staff:
 - (i) who are not already members of the Academic Board;
 - (ii) who are members of the Academic Forum; **and**
 - (iii) elected by the non-professorial academic staff members of the Academic Forum;
- (h) the President of Sydney University Postgraduate Representative Association;
- (i) the President of the Students' Representative Council;
- (j) one person elected by and from those persons already elected to hold office as postgraduate student members of Faculties from 1 January in the year following election to the relevant Faculty;
- (k) one person elected by and from those persons already elected to hold office as undergraduate student members of Faculties from 1 January in the year following election to the relevant Faculty;
- (l) the Vice-Chancellor;
- (m) the Deputy Vice-Chancellors; **and**
- (n) the Chair of the Academic Forum.

5.2 Gender composition Members elected pursuant to rule 5.1(b), (e), (f) or (g) shall, subject to rule 41, consist of at least two females and two males.

5.3 Allocation of members For the purpose of an election under rule 5.1(c):

- (a) the Senate may allocate to any one Faculty any member of the academic staff who is not a member of a department or school placed under the supervision of a Faculty; **and**
- (b) a member of academic staff who is a member of more than one Faculty is entitled to one vote only, through the Faculty which supervises that person's department or school.

5.4 Voting rights All members of the Academic Board have voting rights prescribed in these rules.

5.5 Cessation of membership A person ceases to be a member of the Academic Board if that person:

- (a) dies;
- (b) resigns from the Academic Board;
- (c) except those appointed under rule 5.1(h) or (i) or elected under rule 5.1(j) or (k), ceases to be employed by the University;
- (d) where appointed under rule 5.1(h) or (i), ceases to hold that position;

- (e) where elected under rule 5.1(j) or (k), inclusive, ceases to be a student; or
- (f) where elected or appointed, is absent from three consecutive ordinary meetings of the Academic Board and is not, within six weeks of the last of those meetings, excused for his or her absence.

6. OBSERVERS MAY SPEAK AT MEETINGS

6.1 Rights to speak The following persons have a right to speak, but no right to vote, at Board meetings:

- (a) the Pro-Vice-Chancellors;
- (b) the Assistant Vice-Chancellor;
- (c) the Deputy Principals;
- (d) the University Librarian [unless already elected to the Academic Board under rule 5.1(g)]; **and**
- (e) any person first approved by the Chair.

7. TERMS OF OFFICE

7.1 Elected members Subject to rule 7.3 and except for those members elected pursuant to rule 5.1(j) or (k):

- (a) the members of the Academic Board elected at the first election hold office from the date of election; and
- (b) the members of the Academic Board elected at subsequent elections hold office for two years, from 1 January in the year following election.

7.2 Student members Subject to rule 7.3, members of the Academic Board elected pursuant to rule 5.1(j) or (k) hold office for one year, from 1 January in the year following election.

7.3 Casual vacancies Members of the Academic Board appointed to fill a casual vacancy hold office from the date of appointment until the end of the term of that member's predecessor.

7.4 Re-election An elected member of the Academic Board is eligible for re-election, on the conditions that that Board member:

- (a) remains eligible for membership in that category; **and**
- (b) does not serve more than two consecutive terms as a member in the relevant category.

8. CHAIR OF THE ACADEMIC BOARD

8.1 Term of office The Chair holds office for two years commencing on January 1 following election.

8.2 Re-election A person elected as Chair is eligible for re-election, on the condition that that person does not serve more than two consecutive terms as Chair.

8.3 Disqualification A person may not hold office as Chair while that person is:

- (a) the Vice-Chancellor;
- (b) a Deputy Vice-Chancellor;
- (c) a Pro-Vice-Chancellor;
- (d) an Assistant Vice-Chancellor;
- (e) a Dean; **or**
- (f) the Chair of the Academic Forum.

8.4 Casual vacancy The office of Chair becomes vacant if the person holding that office:

- (a) resigns in writing from the position of Chair, or from the University; **or**
- (b) becomes disqualified under rule 8.3.; **or**
- (c) dies.

8.5 Alternative Chair The Chair must, at the first meeting following election, nominate to the Academic Board for approval a Deputy Chair to act in the Chair's position where:

- (a) the Chair is unavailable to perform his or her duties; **or**
- (b) a casual vacancy occurs and is to be filled pursuant to rule 42.5(a).

9. DEPUTY CHAIRS

9.1 Term of office Deputy Chairs hold office for two years commencing on January 1 following election.

9.2 Re-election A person elected as Deputy Chair is eligible for re-election, on the condition that that person does not serve more than two consecutive terms as Deputy Chair.

9.3 Casual vacancy The office of Deputy Chair becomes vacant if the person holding that office:

- (a) is appointed as Chair under rule 42.5(a);
- (b) resigns in writing from the position of Deputy Chair, or from the University; **or**
- (c) dies.

10. MEETINGS

10.1 Frequency The Academic Board must meet at least eight times in any one calendar year.

10.2 Convening The Chair must convene all meetings.

10.3 Additional meetings The Chair must convene a meeting if requested to do so by:

- (a) the Senate;
- (b) the Vice-Chancellor; **or**
- (c) at least 50% of all members of the Academic Board.

- 10.4 Secretary** The Registrar, or the Registrar's nominee, is to act as secretary of the Academic Board.
- 10.5 Notice** Members of the Academic Board must be given at least seven days' notice of any meeting. A notice of a meeting must specify the place, date and time of that meeting and a brief description of the business to be transacted at that meeting.
- 10.6 Notice not given** A meeting or a resolution passed at a meeting is not invalid because:
- (a) of an accidental failure to give notice of that meeting to a person entitled to receive notice;
 - (b) a person entitled to receive notice of that meeting does not receive it; **or**
 - (c) less than seven days' notice of that meeting was given.

11. MEETING PROCEDURES

- 11.1 Quorum** The quorum of the Academic Board is a majority of all members.
- 11.2 No quorum** Subject to rule 11.3, no business may be transacted at a meeting unless a quorum of members is present at the meeting within 30 minutes of the time nominated in a notice given under rule 10.4.
- 11.3 Qualification** If a quorum is not present at a meeting, the meeting may consider procedural matters only.
- 11.4 Minutes** Minutes of each meeting must be kept and must be:
- (a) signed by the Chair as a true and accurate record; **and**
 - (b) distributed to each Board member and to each observer listed in rule 6.1 no later than the date when notice of the next meeting is given.
- 11.5 Resolutions** Any motion which is to be put to a vote by members of the Academic Board:
- (a) must be duly proposed and seconded;
 - (b) subject to rule 11.6, may be carried or lost by a majority of votes of those present at the meeting and eligible to vote; **and**
 - (c) together with the results of any vote on that motion, must be recorded in the minutes.
- 11.6 Special resolution** A special resolution is required to make or change a rule made by the Academic Board.
- 11.7 Motions without notice** Subject to rule 11.9, only the Chair may put a motion without notice to a meeting of the Academic Board.
- 11.8 Chair's ruling is final** Subject to rules 11.9 and 11.10, the Chair's decision on all matters relating to meetings is final.
- 11.9 Motions of dissent** Members of the Academic Board may, by resolution of at least two-thirds of members present at the meeting:
- (a) overrule a ruling of the Chair; **and**
 - (b) substitute their own ruling for the ruling of the Chair.

11.10 Presiding over motions of dissent The following person must preside at the meeting while a motion is put to, and resolved by, the members of the Academic Board under rule 11.9:

- (a) the person appointed as alternate Chair under rule 8.5; or
- (b) if that person is not present at that meeting, another member of the Academic Board elected by and from the members of the Academic Board present at that meeting.

11.11 Voting at meetings Voting at meetings must be conducted by:

- (a) show of hands; or
- (b) secret ballot, if demanded by any two members who are present at the meeting and who have a right to vote at that meeting, or if the Chair so directs.

11.12 Member's vote Members of the Academic Board have one deliberative vote each.

11.13 Casting vote If there is a tied vote then the Chair has one casting vote, in addition to a deliberative vote, except in relation to a motion put to a meeting of the Academic Board under rule 11.9.

12. REPORT TO SENATE

12.1 Chair must report The Chair must present to Senate a report from the Academic Board about any Academic Board meetings held since the previous Senate meeting.

13. STANDING COMMITTEES

13.1 Establishment The following Standing Committees of the Academic Board are established:

- (a) Undergraduate Studies Committee;
- (b) Graduate Studies Committee;
- (c) Teaching and Learning Committee;
- (d) Research Committee;
- (e) Library and Information Technology Committee; and
- (f) Academic Staffing Committee.

13.2 Membership Except for the chair of each Standing Committee, it does not matter that any or all of the members of a Standing Committee are not members of the Academic Board or the Academic Forum.

13.3 Presiding member The chair of each Standing Committee must be the Chair or a Deputy Chair.

13.4 Alternative Chair The chair of a Standing Committee may nominate a member of that Standing Committee (who must first be approved by the Academic Board) to act as alternate chair if the chair of that Standing Committee is unavailable to perform his or her duties.

14. UNDERGRADUATE STUDIES COMMITTEE

14.1 Terms of reference The terms of reference for the Undergraduate Studies Committee are:

- (a) to advise the Academic Board on policies relating to all undergraduate studies in the University, including:
 - (i) attraction and recruitment of students to undergraduate programs;
 - (ii) admissions;
 - (iii) equity and access initiatives;
 - (iv) assessment and examinations;
 - (v) provision of facilities and services;
 - (vi) approval of new courses and degree programs; and
 - (vii) approval of changes to courses and degree programs;
- (b) to advise faculties on the development of proposals for new courses and degree programs;
- (c) to consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor; **and**
- (d) to obtain information or reports from any Faculty, department, school or other unit on academic matters relating to undergraduate studies.

14.2 Membership The members of the Undergraduate Studies Committee are:

- (a) the Chair or a Deputy Chair, who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Teaching and Learning);
- (c) a nominee of each Faculty offering undergraduate programs, nominated by the Dean; **and**
- (d) two undergraduate students:
 - (i) one of whom is to be nominated by and from the undergraduate student members of the Academic Forum; **and**
 - (ii) the other of whom is to be a nominee of the Students' Representative Council.

15. GRADUATE STUDIES COMMITTEE

15.1 Terms of reference The terms of reference for the Graduate Studies Committee are to:

- (a) advise the Academic Board on policies relating to all graduate coursework and research studies in the University, including:
 - (i) attraction and recruitment of students to graduate programs;
 - (ii) admissions;
 - (iii) equity and access initiatives;

- (iv) assessment and examinations;
 - (v) provision of facilities and services;
 - (vi) approval of new graduate programs; and
 - (vii) approval of changes to graduate degree programs;
- (b) advise on the pattern of graduate programs, student outcomes and any measures necessary for their improvement;
 - (c) advise the Academic Board on the criteria for determining selection for postgraduate awards and to determine the successful applicants;
 - (d) establish effective supervisory practices for postgraduate research students;
 - (e) advise on the provision of appropriate facilities for research students;
 - (f) consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor; **and**
 - (g) obtain information or reports from any Faculty, department, school or other academic unit relating to graduate studies.

15.2 Membership The members of the Graduate Studies Committee are:

- (a) the Chair or a Deputy Chair who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Research);
- (c) the Pro-Vice-Chancellor (Teaching and Learning);
- (d) the chair (or the chair's nominee) of the Board or Committee of Postgraduate Studies in each Faculty;
- (d) two postgraduate students:
 - (i) one of whom is to be nominated by and from the postgraduate student members of the Academic Forum; and
 - (ii) the other of whom is to be a nominee of the Sydney University Postgraduate Representative Association.

16. TEACHING AND LEARNING COMMITTEE

16.1. Terms of reference The terms of reference of the Teaching and Learning Committee are to:

- (a) advise the Academic Board about ways of improving the quality and effectiveness of the teaching, learning, examination and assessment processes within the University;
- (b) advise the Academic Board about implications of changes in technology;
- (c) advise the Academic Board on academic activities that take place outside the Faculty academic structure (including the Centre for Teaching and Learning, the Learning Assistance Centre, the Centre for English Teaching, and the Centre for Continuing Education);
- (d) maintain an overview of the integration of developments in teaching, learning, examination and assessment into undergraduate and graduate curricula;

- (e) advise the Academic Board about measures needed to encourage and assist staff to develop new skills in teaching and learning;
- (f) consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor; **and**
- (g) obtain information or reports from any Faculty, department, school or other unit on matters relating to teaching and learning.

16.2 Membership The members of the Teaching and Learning Committee are:

- (a) the Chair or a Deputy Chair who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Teaching and Learning);
- (c) the Pro-Vice-Chancellor (Library and Information Technology);
- (d) the Director, Centre for Teaching and Learning;
- (e) a member of the Undergraduate Studies Committee, nominated by the chair of that Committee;
- (f) a member of the Graduate Studies Committee, nominated by the chair of that Committee;
- (g) a member of the Library and Information Technology Committee nominated by the chair of that Committee; **and**
- (h) the Presidents of:
 - (i) the Students' Representative Council; **and**
 - (ii) the Sydney University Postgraduate Representative Association,
 or a person nominated by either of them and chosen from the undergraduate or postgraduate (as the case may be) members of the Academic Forum.

17. RESEARCH COMMITTEE

17.1 Terms of reference The terms of reference of the Research Committee are:

- (a) to advise the Academic Board on the promotion of research, scholarship and other creative work within the University;
- (b) in relation to the Academic Board's research policies:
 - (i) to make recommendations to the Academic Board;
 - (ii) to monitor the implementation and effectiveness of those policies;
 - (iii) to identify resource needs arising from those policies; **and**
 - (iv) to draw any deficiencies to the attention of the Vice-Chancellor and the Academic Board;
- (c) to promote and foster the work of faculty research committees;
- (d) to consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor.

17.2 Membership The members of the Research Committee are:

- (a) the Chair or a Deputy Chair who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Research);
- (c) eight other persons appointed by the Academic Board on the advice of the chair of the Committee and taking into account the following factors:
 - (i) high personal standing in the University in research;
 - (ii) current research activities;
 - (iii) University-wide perspective (if possible supported by evidence);
 - (iv) collective experience or expertise in working with the major granting bodies;
 - (v) collectively embracing all types of research activity within the University (for example, pure or applied research, research based in a laboratory, library or fieldwork, research as an individual or in a team environment); and
 - (vi) reflecting the broad disciplinary clusters across the University; and
- (d) one postgraduate student being the President of the Sydney University Postgraduate Representative Association, or that person's nominee.

18. LIBRARY AND INFORMATION TECHNOLOGY COMMITTEE

18.1 Terms of reference The terms of reference of the Library and Information Technology Committee are to:

- (a) promote the adoption, dissemination and effectiveness of appropriate academic information policies within the University;
- (b) identify information and library issues relevant to academic policy and make recommendations for new or amended policies;
- (c) monitor the implementation and effectiveness of those policies and draw any deficiencies to the attention of the Vice-Chancellor and the Academic Board;
- (d) convene working parties as necessary;
- (e) through Deans, liaise with appropriate Faculty committees and to seek advice from them;
- (f) communicate new developments and needs in library and information matters to the University.

18.2 Membership The members of the Library and Information Technology Committee are:

- (a) the Chair or a Deputy Chair who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Library and Information Technology);
- (c) the Pro-Vice-Chancellor (Teaching and Learning);
- (d) a member of the Teaching and Learning Committee nominated by the chair of that Committee;
- (e) the University Librarian;

- (f) no more than six persons appointed by the Academic Board on the advice of the chair of the Committee:
 - (i) three of whom are selected for their interest in library matters; and
 - (ii) the other three of whom are selected for their interest in information technology matters.
- (g) one undergraduate student nominated by the elected undergraduate student member of the Academic Board, who is selected for his or her interest in library or information technology matters; and
- (h) one postgraduate student nominated by the elected postgraduate student member of the Academic Board, who is selected for his or her interest in library or information technology matters.

19. ACADEMIC STAFFING COMMITTEE

19.1 Terms of reference The terms of reference of the Academic Staffing Committee are to:

- (a) recommend to the Academic Board on academic staffing policies which will attract, retain and promote outstanding academic staff;
- (b) identify issues relating to academic staffing and make recommendations for new or amended policies;
- (c) monitor the implementation and effectiveness of existing policies;
- (d) work with faculties, departments and schools on appointment, tenure and promotion matters and to seek their advice as appropriate;
- (e) report regularly to the Academic Board and at least once a year to the Academic Forum.

19.2 Membership The members of the Academic Staffing Committee are:

- (a) the Chair or a Deputy Chair, who shall act as chair of that Committee;
- (b) the Deputy Vice-Chancellor (Staffing); and
- (c) up to eight members appointed by the Academic Board on the advice of the chair of the Committee, and chosen for their interest or expertise in academic staffing matters.

20. ELECTIONS

20.1 Forum as electoral college Except for members of the Academic Board elected pursuant to rule 5.1(c), all elected members are elected by and from the relevant category of the Academic Forum. Members elected pursuant to rule 5.1(c) are elected by and from members of the relevant Faculty.

20.2 Election procedures Any election for the Academic Board must be carried out in accordance with these rules.

21. RETURNING OFFICER

21.1 Returning officer The Registrar, or the Registrar's nominee, is the returning officer for any election.

21.2 Decision of returning officer is final If there is any dispute about an election, the decision of the returning officer is final.

21.3 Agency The returning officer may authorise another person to exercise any function of the returning officer under these rules. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

21.4 Electoral roll The Registrar must prepare a list of all persons entitled to vote in each category of election for the Academic Board, completed to 14 days prior to the last day for receiving nominations for the election to each category. A copy of that list must be available for inspection at the Registrar's office (or another place nominated by the Registrar) during the University's usual business hours for at least 14 days up to the time of the election.

22. ELIGIBILITY FOR ELECTION

22.1 Defined A person is eligible for election to the Academic Board if:

- (a) except for members elected pursuant to rule 5.1(c), that person is a member of the relevant category of the Academic Forum; **or**
- (b) if elected pursuant to rule 5.1(c), that person is an academic staff member of the relevant Faculty.

23.1 Defined A person is eligible to vote in an election for the Academic Board if:

- (a) except for elections held pursuant to rule 5.1(c), that person is a member of the relevant category of the Academic Forum; **or**
- (b) where an election is pursuant to rule 5.1(c), that person is an academic staff member of the relevant Faculty.

24. TIME INTERVALS FOR DIFFERENT STAGES OF THE ELECTION PROCESS

24.1 Time intervals When conducting an election, the returning officer must ensure that:

- (a) there are not less than 14 days nor more than 28 days between the publication of the notice that an election is to be held and the time for nominations to close;
- (b) there are not more than 28 days between the time nominations close and the issue of ballot papers; **and**
- (c) where a postal ballot is held, there are not less than 14 days nor more than 28 days between the issue of ballot papers and polling day.

25. NOTICE OF BALLOT

25.1 Content of notice When an election becomes necessary, the returning officer must publish a notice of election containing the following information:

- (a) that an election is necessary to a particular office;
- (b) the category or categories for election;
- (c) the number of vacancies to be filled in each category;
- (d) the term of office of each category;
- (e) inviting nominations for election;
- (f) the form in which a nomination must be made;
- (g) the date and time when nominations close;

- (h) the polling day for the election;
- (i) the method of election;
- (j) where appropriate, the time(s) and place(s) where polling is to take place; **and**
- (k) that the election procedures can be found in this rule.

25.2 Publication of notice The returning officer must give a notice of an election by any one of these methods:

- (a) displaying the notice on all official University notice boards;
- (b) sending a notice to each person entitled to vote in that election; or
- (c) placing an advertisement in the *University News*.

26. NOMINATING CANDIDATES

26.1 Requirements Each nomination must be proposed and seconded by persons, other than the person nominated, who are eligible to vote in the category for which the nominee has been nominated. A separate nomination form must be completed for each nominee, in each category for which that person has been nominated, and must be signed by:

- (a) the person who is nominated for election to the relevant category;
- (b) the person proposing that nomination; and
- (c) the person seconding that nomination.

26.2 Eligibility for nomination A nominee must be eligible for inclusion in the category for which that person is nominated.

26.3 Nominating in more than one category An eligible person may be nominated in more than one category of membership of the Academic Board.

26.4 Non-withdrawal A nomination may not be withdrawn once nominations have closed.

26.5 Statement of information At the time of nomination each candidate may provide a statement of no more than 100 words containing any of the following information:

- (a) the candidate's name;
- (b) current occupation or position;
- (c) if a student, current course of enrolment and year; or
- (d) any other information the candidates thinks relevant (for example, brief policy statements).

26.6 Editing and distribution of information The returning officer may edit any information provided by an candidate under rule 26.5. Edited statements will be printed as a summary of information and distributed with ballot papers.

26.7 Candidate no longer eligible If, before the declaration of a poll for an election, a candidate dies or is no longer eligible for election, the election must proceed as if:

- (a) the candidate had not been nominated for election;
- (b) the candidate's name had not been included on the ballot papers printed for the election; **and**
- (c) any vote for that person had not been cast.

27. RECEIVING NOMINATIONS

27.1 Receipt of nominations Nominations must be received by the returning officer no later than 4.00 pm on the date for close of nominations specified in a notice of ballot given pursuant to rule 25.1.

27.2 Rejection of nomination The returning officer must reject a nomination paper if satisfied that the nomination does not comply with the requirements of rules 26.1 and 26.2. If a nomination is rejected, then the returning officer must, within seven days of receiving that nomination, send or deliver a notice to each person who has signed or endorsed that nomination paper, notifying the person that the nomination has been rejected.

28. DEALING WITH NOMINATIONS

28.1 Nominations less than or equal to positions vacant If the number of nominations received is less than or equal to the number of candidates to be elected, then the returning officer must declare those candidates elected.

28.2 Number of nominations greater than positions vacant If the number of nominations received is greater than the number of candidates to be elected, then the returning officer must conduct an election in accordance with these rules.

29. SECRET BALLOTS

29.1 Election by secret ballot An election carried out in accordance with these rules must be conducted by secret ballot.

29.2 Confidentiality A person involved in an election must not disclose or assist another person to disclose any information as to how a person voted at that election.

30. POSTAL BALLOTS

30.1 If postal ballot required This rule applies if a postal ballot is required pursuant to the Act, this rule or any rule.

30.2 Dispatch of electoral material The returning officer must, at least 14 days before the ballot is due to be held, send to each voter on the relevant electoral roll, at the voter's address as listed on the electoral roll:

- (a) a ballot paper;
- (b) a notice describing:
 - (i) how the ballot paper must be completed; **and**
 - (ii) the date and time by which the ballot paper must be returned to the returning officer;

- (c) a declaration requiring the voter to state his or her name and that he or she is eligible to vote; **and**
- (d) two envelopes, one marked "Voting Paper" and the other a returning envelope addressed to the returning officer.

30.3 Placing a vote Each voter must, after completing a postal ballot:

- (a) enclose and seal the ballot paper in the envelope marked "Voting Paper";
- (b) complete and sign the declaration of eligibility required under 30.2(c);
- (c) enclose and seal the envelope and declaration, referred to in sub-rules (a) and (b) above, in the returning envelope addressed to the returning officer; **and**
- (d) send by post or deliver the envelope to the returning officer so that the returning officer receives it no later than the closing date for ballots specified in rule 30.2(b)(ii).

30.4 Security of votes The returning officer must take all reasonable steps to ensure that all ballot papers received under rule 30.3 are stored securely until the close of the poll concerned.

31. ELECTION NOT INVALID BECAUSE OF CERTAIN ERRORS

31.1 Non-receipt of ballot or notice An election is not invalid only because an eligible voter did not see displayed or receive a notice of election, or did not receive a ballot paper.

31.2 Vote not accepted An election is not invalid only because an eligible voter's vote has not been accepted at the election.

32. MARKING BALLOT PAPERS

32.1 Preferences must be allocated Voters must vote by marking the numbers 1, 2, 3 and so on, next to every candidate, in order of preference.

33. SCRUTINEERS

33.1 Each candidate may nominate a scrutineer Each candidate for election may nominate one person to be present as that candidate's scrutineer at any counting of votes for that election. Any nomination under this rule must be in writing, signed by the candidate, and given to the returning officer before counting of votes commences.

33.2 Candidate may not be a scrutineer A candidate for election is not eligible to be appointed as a scrutineer.

33.3 May inspect any vote A scrutineer is entitled to inspect any vote provided that scrutiny does not unreasonably delay the counting of votes in that election.

34. INFORMAL VOTES

34.1 Informality A vote is informal if:

- (a) it contains any mark or writing that, in the opinion of the returning officer, enables any person to identify the voter;
- (b) the ballot paper is not validated by the returning officer; **or**
- (c) in the opinion of the returning officer, the vote contains no voting, or does not allocate a preference to each candidate.

34.2 Not informal for any other reason A ballot-paper is not informal for any reason other than the reasons specified in this rule, and must be given effect to according to the voter's intention so far as that intention is clear.

35. TALLY SHEET TO BE KEPT

35.1 Contents of tally sheet The returning officer must keep a tally sheet for each ballot containing the following information:-

- (a) total number of ballot papers;
- (b) a list of candidates;
- (c) primary votes allocated to each candidate;
- (d) secondary votes allocated to each candidate;
- (e) progressive total vote for each candidate;
- (f) informal votes, calculated by multiplying informal ballot papers by the number of candidates to be elected; **and**
- (g) exhausted votes.

35.2 Number of ballot papers must tally At each stage of counting the total votes divided by the number of candidates to be elected must correspond with the total number of ballot papers.

36. PROCEDURES FOR ELECTION OF ONE CANDIDATE ONLY

36.1 Procedures to be followed The returning officer must follow the procedures in rule 37 where one candidate only is to be elected.

37. COUNTING VOTES FOR ONE CANDIDATE ONLY

37.1 Informal votes Exclude all informal votes.

37.2 Count primary votes Count the primary votes for each candidate on formal ballot papers.

37.3 Total primary votes Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.

37.4 Majority of votes If a candidate receives a majority of primary votes, then declare that candidate elected.

37.5 Distribute secondary votes Where no candidate receives an absolute majority of primary votes, distribute secondary votes according to rules 37.6 to 37.11 until one candidate receives an absolute majority.

37.6 Exclusion of candidates Exclude the candidate with the fewest primary votes.

37.7 Allocation of secondary votes For each ballot paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

37.8 Indicate excluded candidate Indicate the excluded candidate and that the next secondary vote has been allocated.

37.9 Exhausted ballot papers If there is no active secondary vote on any ballot paper examined then that ballot paper is exhausted.

- 37.10 Exclusion of candidates** Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes.
- 37.11 Distribution of secondary votes** If, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate then that secondary vote shall be disregarded and the next secondary vote, if any, distributed.
- 37.12 Repeat process** Repeat the process as set down in rules 37.6 to 37.11 until one candidate receives an absolute majority of votes.
- 37.13 Equal lowest vote** If on any count two candidates have an equal number of votes and that number is the lowest on that count then:
- (a) the candidate with the lowest number of primary votes shall be eliminated; or
 - (b) where the number of primary votes is equal, then the returning officer shall draw lots with the candidate first drawn remaining in the ballot.

38. ELECTION PROCEDURES FOR MORE THAN ONE CANDIDATE

- 38.1 Procedure to be followed** The returning officer must follow the procedures in rule 39 where more than one candidate is to be elected.

39. COUNTING VOTES

- 39.1 Informal votes** Exclude all informal votes.
- 39.2 Count primary votes** Count the primary votes for each candidate on the formal ballot papers.
- 39.3 Total primary votes** Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.
- 39.4 Exclusion of candidates** Exclude the candidate with the fewest primary votes.
- 39.5 Allocation of secondary votes** For each ballot paper where the excluded candidate received a primary vote, allocate the next active secondary vote.
- 39.6 Indicate excluded candidate** Indicate the excluded candidate and that the next secondary vote has been allocated.
- 39.7 Exhausted ballot papers** If there is no active secondary vote on any ballot paper then that ballot paper is exhausted.
- 39.8 Exclusion of candidates** Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest of total votes.
- 39.9 Allocation of secondary votes** If, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, then that secondary vote must be disregarded and the next secondary vote, if any, allocated.
- 39.10 Repeat process** Repeat the process as set down in rules 39.5 to 39.9 until only the number of candidates required to fill the vacancies remain.

39.11 Equal lowest vote If on any count, two candidates have an equal number of votes and that number is the lowest on that count then:

- (a) the candidate with the lowest number of primary votes shall be eliminated; or
- (b) where the number of primary votes is equal, then the returning officer must draw lots with the candidate first drawn remaining in the ballot.

40. ELECTION IN MORE THAN ONE CATEGORY

40.1 Order of election Where a person is nominated in more than one category under rule 26.3, and receives a sufficient number of votes to be declared elected in more than one category, then that person must be declared elected in the relevant category that occurs first in this order:

- (a) member elected as Chair;
- (b) member elected as a Deputy Chair;
- (c) member elected pursuant to rule 5.1(e) [professor];
- (d) member elected pursuant to rule 5.1(g) [non-professorial member of academic staff];
or
- (e) member elected pursuant to rule 5.1(f) [Head of department or school].

40.2 Removal from subsequent categories If a person is declared elected pursuant to rule 40.1, then that person is no longer eligible for election to any subsequent category of membership, and must be removed from any list of successful candidates for any subsequent category.

41. GENDER BALANCE

41.1 Nominees in gender groups In any election of members elected pursuant to rules 5.1(b) or 5.1(e) to (g) inclusive, the candidates will be sorted by gender and then by number of votes received. The candidate or candidates to be declared elected will be the candidate or candidates with the highest number of votes in the gender group required to fulfil the provisions of rule 5.2.

41.2 Remaining vacancies Once the gender balance as required under rule 5.2 is satisfied, then all remaining vacancies will be filled by candidates with the highest number of votes from either gender group.

41.2 Insufficient nominations If there are insufficient nominations in any gender group required to fill any vacancy, then that position becomes a casual vacancy.

42. FILLING CASUAL VACANCIES

42.1 Elected members If a casual vacancy occurs in the office of any elected member of the Academic Board, then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

42.2 Elected members rule 5.1(e) to (g) If a casual vacancy occurs in the office of a member elected pursuant to rule 5.1(e) to (g) inclusive, and cannot be filled in accordance with rule 42.1, then the Academic Board may fill that vacancy by appointing:

- (a) an eligible member from the Academic Forum; or
- (b) if there is no eligible member from the Academic Forum, a person who is eligible to be elected to that category of members to the Academic Forum.

42.3 Students If a casual vacancy occurs in the office of a member elected pursuant to rule 5.1(j) or (k), and cannot be filled in accordance with rule 42.1, then the Academic Board must fill that vacancy by:

- (a) appointing an eligible member from the Academic Forum; or
- (b) if there is no eligible member on the Academic Forum, appointing a student who is eligible to be elected to that category of members to the Academic Forum, after first consulting with the relevant student associations recognised by Senate.

42.4 Faculty members If a casual vacancy occurs in the office of a member elected pursuant to rule 5.1(c), and cannot be filled in accordance with rule 42.1, then the Academic Board may fill that vacancy by appointing a person from the relevant Faculty who is eligible to be elected to that category of members to the Academic Forum, after first consulting with the relevant Dean.

42.5 Chair If a casual vacancy occurs in the office of the Chair:

- (a) on or after the last six months of the end of the Chair's term, then that vacancy must be filled by the Deputy Chair appointed to act as alternative Chair pursuant to rule 8.5; or
- (b) before the last six months of the end of the Chair's term, then an election must be held to fill that vacancy.

42.6 Deputy Chairs If a casual vacancy occurs in the office of a Deputy Chair, the Academic Board may elect another member of the Academic Board to hold office for the rest of the term of that member's predecessor.