

## **Election of Principal Officers of the Senate and of Committees of the Senate and of the Fellow referred to in Section 9(1)(c) of the Act**

**Approved by:** Senate prior to 1990

**Latest amendment:** Senate on 21 September 2009

**Date of effect:** 28 May 2010

### **RESOLUTIONS OF THE SENATE**

#### **Application**

- 1.1 Unless the Senate otherwise decides, these resolutions shall apply to elections held for—
  - 1.1.1 the Chancellor, the Deputy Chancellor and the Chair of the Finance Committee;
  - 1.1.2 any of the standing committees of the Senate or any ad hoc committee established by the Senate for any purpose; and
  - 1.1.3 the Fellow appointed by the Senate under section 9(1)(c) of the Act.
- 1.2 The voting papers at an election at which one candidate is to be elected shall be counted in accordance with section 10 of these resolutions and, at an election at which more than one candidate is to be elected, shall be counted in accordance with section 11 of these resolutions.
- 1.3 The Secretary to Senate shall be responsible for the conduct of elections held under these resolutions.

#### **Nominations for election as Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act**

- 2.1 Nominations for election to the office of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act shall be received by the Secretary to Senate not later than 5.00 pm on the thirteenth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.
  - 2.2 Each nomination shall be signed by at least two Fellows and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination.
  - 2.3 There shall be a separate nomination paper for each candidate and no Fellow shall sign more than one nomination paper.
  - 2.4 If a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.
3. On the expiration of the time for receiving nominations—
    - 3.1 should there be no valid nominations, the Secretary to Senate shall report to the next regular meeting of the Senate that there have been no valid nominations, and shall give notice that the election shall be held at the next following regular meeting of the Senate;
    - 3.2 should there be only one valid nomination for any of the offices, the Secretary to Senate shall declare elected the person nominated, and shall report that person's election to the next regular meeting of the Senate;

- 3.3 should there be more than one valid nomination for any of the offices—
  - 3.3.1 the Secretary to Senate shall show the name of each person so nominated on the agenda paper for the meeting of the Senate at which the ballot for the election is to be conducted; and
  - 3.3.2 a ballot shall be conducted as provided in these resolutions.

#### **Nominations for election to committees**

- 4.1 Nominations for election to committees shall be received by the Secretary to Senate not later than 5.00 pm on the fifth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.
  - 4.2 Each nomination shall be signed by one Fellow and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination. Alternatively, a Fellow may self-nominate, provided he/she is eligible to do so.
  - 4.3 There shall be a separate nomination paper for each candidate. Where there is one position to be filled on a Senate committee, no Fellow shall sign more than one nomination paper. Where there is more than one position to be filled on a Senate committee, the maximum number of nomination forms a Fellow may sign equals the number of positions to be filled.
  - 4.4 Where there is one position to be filled on a Senate committee, if a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.
5. At the close of nominations—
- 5.1 should the number of nominations equal the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated;
  - 5.2 should the number of nominations be less than the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated with the remaining vacancies filled by existing members on the basis of seniority on the Committee, subject to the member's agreement, and, if there is equal seniority, on the basis of a name drawn by lot;
  - 5.3 should the number of nominations exceed the number of vacancies, a ballot shall be conducted as provided in these resolutions.

#### **Preparation of voting papers**

- 6.1 In the case of an election for the offices of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act—
  - 6.1.1 the Secretary to Senate shall prepare separate voting papers for the election for each office, and shall give a voting paper for each election to each Fellow at the meeting at which the election is to be held;
  - 6.1.2 the voting paper shall contain—
    - 6.1.2.1 instructions as to the manner in which the voting paper shall be completed;
    - 6.1.2.2 the names of all duly nominated candidates arranged in an order to be determined by lot; and
    - 6.1.2.3 a rectangle opposite and to the left of the name of each candidate.
- 6.2 In the case of other elections—
  - 6.2.1 The Secretary to Senate shall give to each Fellow for each election a separate and similar slip of paper headed 'Voting Paper' and containing instructions as to the manner in which the voting paper is to be completed and a column of rectangles down the left hand edge of the paper;

- 6.2.2 each Fellow shall write on the voting paper opposite the rectangles printed on it the names of the candidates in the order in which they were nominated.

### **Instructions for voting**

- 7.1 The instructions for completing the voting paper shall provide that—
- 7.1.1 in the case of a ballot to fill one vacancy,
    - 7.1.1.1 the voter shall vote for all candidates; and
    - 7.1.1.2 the voter shall vote by placing the figure '1' in the rectangle opposite and to the left of the name of the candidate for whom the voter votes as first preference and by placing the figures '2' and '3' in the rectangles opposite and to the left of the names of the candidates for whom the voter votes as second and third preference, and so on, until the voter has voted for all candidates; and
  - 7.1.2 in the case of a ballot to fill more than one vacancy,
    - 7.1.2.1 the voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate voted for; and
    - 7.1.2.2 the voter shall vote for as many candidates as there are vacancies to be filled.

### **Invalid voting papers**

- 8.1 The Secretary to Senate shall reject any voting paper that is not completed in accordance with the instructions contained in it, or upon which the numbers indicating the order of preference are not consecutive, or upon which the voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than the number of vacancies to be filled, or that is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.

### **Conduct of ballots to fill one vacancy**

- 9.1 The procedure for the counting of votes in a ballot to fill one vacancy shall be as follows—
- 9.1.1 After any invalid votes have been rejected, the Secretary to Senate shall count the total number of first preference votes given for each candidate.
  - 9.1.2 The candidate who has received the largest number of first preference votes shall, if that number constitutes an absolute majority of votes, be declared elected.
  - 9.1.3 If no candidate has received an absolute majority of first preference votes on the first count, the candidate who has received the fewest first preference votes shall be excluded and each voting paper counted to the excluded candidate shall be counted to the continuing candidate next in the order of the voter's preference.
  - 9.1.4 If a candidate then has an absolute majority of votes, that candidate shall be declared elected, but if no candidate then has an absolute majority of votes, the process of excluding the candidate with the fewest votes and counting each of the candidate's voting papers to the continuing candidates next in the order of the voter's preference shall be repeated by the Secretary to Senate until one candidate has received an absolute majority of votes, and the Secretary to Senate shall declare that candidate elected.
  - 9.1.5 Where in the process of counting there is more than one candidate with the fewest votes the candidate to be excluded shall be determined by the Secretary to Senate by lot.

### **Conduct of ballots to fill more than one vacancy**

- 10.1 The procedure for the counting of votes in a ballot to fill more than one vacancy shall be as follows:
- 10.1.1 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.
- 10.1.2 The Secretary to Senate shall rank the candidates in descending order of the number of votes received by each candidate.
- 10.1.3 Where two or more candidates have received an equal number of votes, the Secretary to Senate shall—
- 10.1.3.1 write the name of each candidate concerned on separate and similar slips of paper;
- 10.1.3.2 fold the slips so as to prevent identification; and
- 10.1.3.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before the name of another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.
- 10.1.4 The Secretary to Senate shall declare elected the candidate who has received the highest number of votes and such further candidates in descending order of the rank as may be required to fill the remaining vacancies, if any.

### **Casual vacancies**

- 11.1 An election shall be held in accordance with these resolutions to fill a casual vacancy.

### **Definitions**

- 12.1 In these resolutions—
- absolute majority of votes** means a greater number than one half of the whole number of voting papers other than invalid voting papers;
- ad hoc committee** includes circumstances in which the Senate is to select one or more persons to be nominees of the Senate for a specified purpose;
- continuing candidate** means a candidate not already excluded from the count;
- determine by lot** means determine in accordance with the following directions: The names of the candidates concerned having been written on separate and similar slips of paper and the slips having been folded so as to prevent identification and mixed, the candidate whose name is drawn first shall—
- in the context of an equality of votes, be excluded;
- in the context of an equality of surpluses, be first dealt with; or
- in the context of listing names on a ballot paper, be placed first on the list, and the candidate drawn next be placed second on the list, and so on;
- exhausted voting paper** means a valid voting paper upon which there is not indicated a next preference for a continuing candidate;
- next preference** means the first of the subsequent preferences marked on the voting paper which is not given to an excluded candidate or to a candidate already declared elected.”