

Monash Student Association

Election Regulations

Adopted by Monash Student Council on 18 August, 2000
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1. Definitions and Interpretation

- 1.1.** For the purposes of these regulations, terms defined in the MSA Constitution and other MSA regulations are applicable to these regulations. In addition, unless the contrary appears:
- 1.1.1.** ‘Constitution’ means the MSA Constitution
 - 1.1.2.** “before” in reference to an election means before the first day of polling in that election;
 - 1.1.3.** “campus” means the Clayton campus of the University;
 - 1.1.4.** “club” and “society” mean a club or society respectively affiliated to MSA through the Clubs & Societies Council;
 - 1.1.5.** “individual candidate” means any candidate not running on a ticket;
 - 1.1.6.** “ticket” means a group of candidates who have registered to have their names set out on the ballot paper under a common name in accordance with these regulations;
 - 1.1.7.** a reference to a time means that time by the Telstra dial-it time service.

2. Status

- 2.1.** These regulations govern the manner in which MSA elections should be conducted, in addition to what is prescribed in the Constitution.

3. Authorising Provisions

- 3.1. These regulations are made under sub-clause 46(1) and clause 59 of the Constitution.

4. Applicability

- 4.1. This Part applies to elections held in accordance with Part 10 of the Constitution.
4.2. This Part applies, in so far as it is applicable and with any necessary modifications, to referenda held in accordance with clause 16 of the Constitution.
4.3. These regulations are effective immediately on adoption or amendment by MSC.

5. Appointment of Returning Officer

- 5.1. The MSC must appoint the Returning Officer no later than the Monday 9 weeks before the annual elections.
5.2. A temporary Returning Officer can be appointed while the appointment of a Returning Officer is finalised.
5.2.1. where a temporary Returning Officer has been appointed an official Returning Officer must be appointed before nominations open
5.3. For by-elections MSC is to appoint a Returning Officer by an absolute majority at least 11 academic days before the by-election. If this cannot be reached, the Secretary is the Returning Officer.
5.4. The Returning Officer must not:
5.4.1. be a candidate in any election for which they are returning officer;
5.4.2. be a currently enrolled student of the University, unless the Secretary is Returning Officer for a by-election; and
5.4.3. have contested any MSA election in the two academic years prior to the year of the election, unless the Secretary is Returning Officer for a by-election.
5.5. If the Returning Officer resigns or is unable to act, the MSC must as soon as practicable appoint another Returning Officer.
5.6. The Returning Officer may only be removed by the MSC by a resolution passed by an absolute majority.

6. Responsibilities of Returning Officer

- 6.1. The Returning Officer
6.1.1. is responsible for the conduct of the election;
6.1.2. may decide all matters not provided for in the Constitution or these regulations; and
6.1.3. is subject only to the Electoral Tribunal.
6.2. Any decision of the Returning Officer may be appealed to the Electoral Tribunal in accordance with regulation 51.
6.3. The Returning Officer must present a written report to the MSC within 30 days of the polls being declared, which must include a full list of all registered ticket names.
6.4. The Secretary must provide the facilities, resources and assistance necessary to enable the Returning Officer to carry out the responsibilities under these regulations.

7. Deputy and Assistant Returning Officers, Poll Clerks and Vote Counters

- 7.1. The Returning Officer may appoint and remove Deputy and Assistant Returning Officers, poll clerks and vote counters.
7.2. Deputy and Assistant Returning Officers, poll clerks and vote counters must not:
7.2.1. be candidates in the election;

- 7.2.2. be currently enrolled students of the University; and
- 7.2.3. have contested any MSA election in the two academic years prior to the year of election.
- 7.3. Deputy and Assistant Returning Officers, poll clerks and vote counters are subject to the direction of and have the duties determined by the Returning Officer.
- 7.4. The Returning Officer may delegate any responsibilities under this Part to a Deputy or Assistant Returning Officer.

8. The Electoral Roll

- 8.1. The Returning Officer must request a list of students and their enrolment details from the University for the purpose of establishing an Electoral Roll of those eligible to stand and vote in the elections.

9. Opening of Nominations

- 9.1. For the annual elections nominations open at 9.00am on the Wednesday 5 weeks before the annual elections
- 9.2. For by-elections nominations open 8 academic days before the by-election.

10. Notice of Election

- 10.1. At 9.00am on the Monday 7 weeks before the annual elections the Returning Officer must give notice of the election, mentioning the possibility of postal votes, by placing notice on the MSA website and posters on MSA notice-boards and poster kiosks, and by distributing notice via the Monash University bulk e-mail facilities where available;
- 10.2. At 9.00am 10 academic days before a by-election the Returning Officer must give notice of the election, mentioning the possibility of postal votes, by placing notice on the MSA website and posters on MSA notice-boards and poster kiosks;
- 10.3. On the Monday 7 weeks before the annual elections (and 10 academic days before a by-election if at least one of the vacant positions is the Indigenous Officer) the Returning Officer, in consultation with Yulendj Indigenous Engagement Unit, will prepare and send an email to all Indigenous Australian students at Monash University (Clayton) campus as set out in Schedule 1.3, that will
 - 10.3.1. give notice of the election;
 - 10.3.2. explain the role of the Indigenous Officer;
 - 10.3.3. call for nominations specifying the opening date of nominations, and provide a nomination form as shown in Schedule 1.4;
 - 10.3.4. explain the process of election;
 - 10.3.5. emphasise the requirement stipulated in regulation 11.4.2, specifying the exact date for this requirement.
- 10.4. The Returning Officer must give notice of the annual elections in each edition of "Lot's Wife" and any regular MSA news-sheet between the opening and closing of nominations.
- 10.5. The notice of the election must be in the form of Schedule 1.2

11. Eligibility to Stand

- 11.1. All students may stand in elections, subject to sub-clause 43(1) of the Constitution, unless disqualified from participation for serious misconduct for a period to be determined by the Returning Officer or Electoral Tribunal.
- 11.2. Only students who indicate that they identify as a woman on their nomination form may run for Women's Officer or the Women's Affairs Committee.
- 11.3. Only students who are registered with the Yulendj Indigenous Engagement Unit as an Indigenous Australian may run for Indigenous Officer.

- 11.4.** A student who is not registered with the Yulendj Indigenous Engagement Unit and wishes to stand and/or vote for Indigenous Office and/or the Indigenous Affairs Committee may do so provided they;
- 11.4.1.** satisfy the standard process for identifying as an Indigenous Australian as recognised by Yulendj Indigenous Engagement Unit; and
 - 11.4.2.** are accordingly registered with Yulendj Indigenous Engagement Unit at least one week before the close of nominations.
- 11.5.** From the opening of nominations until the close of nominations, a student can request that the Returning Officer check the Electoral Roll to determine if they are eligible to stand in elections. The Returning Officer is required to give written confirmation of a student's eligibility status within 48 hours of the student contacting them with a valid request. A request is valid only if:
- 11.5.1.** the student requests the Returning Officer check their own eligibility to stand and no other student's eligibility to stand;
 - 11.5.2.** the student provides their student number; and
 - 11.5.3.** the request is made either in person or via e-mail.
 - 11.5.3.1.** If the request is made in person the student must produce their student card. If the student is unable to produce their student card, they will only have their eligibility checked if the Returning Officer is satisfied of their identity. The student must at least produce photo identification.
 - 11.5.3.2.** If the request is made via e-mail the student must use their university student e-mail account.

12. Form of Nominations

- 12.1.** Nominations must be in the form of Schedule 1.4, or for the position of "Lot's Wife" Editors, in the form of Schedule 1.4A.
- 12.2.** All nominations must be signed by the nominee, nominator, and seconder, all of whom must be qualified to stand and vote in the election in accordance with sub-clauses 43(1) and 43(2) of the Constitution
- 12.2.1.** Nominators and seconders of candidates for Women's Officer(s) and Women's Affairs Committee must indicate that they identify as a woman on the nomination form.
 - 12.2.2.** Nominators and seconders of candidates for the Indigenous Officer(s) must be students who are registered with the Yulendj Indigenous Engagement Unit as an Indigenous Australia.
- 12.3.** Candidates may not nominate or second their own nomination.
- 12.4.** Students may only nominate one candidate and second one candidate. Students may not nominate and second the same candidate.
- 12.4.1.** If a student nominates two or more candidates, their nomination does not count for any of the candidates they nominated.
 - 12.4.2.** If a student seconds two or more candidates, their seconding does not count for any of the candidates they seconded.
- 12.5.** The Returning Officer must make nomination forms available at the MSA office and via the internet from the opening of nominations.

13. Receipt of Nominations

- 13.1.** Nominations must be given or sent to the Returning Officer or left for the Returning Officer in the locked box provided for that purpose at a location determined by the Returning Officer and publicised.
- 13.1.1.** Nominations for the Indigenous Officer may be left for the Returning Officer in the locked box provided for that purpose in the Indigenous Student Lounge.
- 13.2.** The Returning Officer must provide the student nominating with:

- 13.2.1. an acknowledgment of the receipt of their nomination,
- 13.2.2. a copy of these regulations, and
- 13.2.3. a copy of the MSA constitution;
on the close of nominations in electronic format.

- 13.3. If a nomination is rejected, the Returning Officer must immediately notify the person concerned, and state the reason for the rejection. If a contact telephone number has given on the nomination form, the Returning Officer must first attempt to notify the person concerned by telephone.
- 13.4. No decision of the Returning Officer to reject a nomination may be appealed more than one academic day after the list of candidates and registered ticket names is published in accordance with regulation 18.

14. Close of nominations

- 14.1. For the annual elections nominations must be received by the Returning Officer no later than 5.00pm on the Friday 4 weeks before the annual elections.
- 14.2. For by-elections nominations must be received by the Returning Officer no later than 12.00md on the day 5 academic days before the by-election.
- 14.3. Nomination forms may not be amended or altered after nominations have closed with the exception that nominations may be withdrawn as allowed by regulation 19.

15. Verification of Eligibility

- 15.1. Immediately after the close of nominations the Returning Officer must verify that each person who has nominated is eligible to stand under sub-clause 43(1) of the Constitution.

16. Uncontested Positions

- 16.1. If the number of candidates for any position does not exceed the number to be elected, the Returning Officer must declare those candidates elected as soon as their eligibility has been verified.
- 16.2. If at the close of nominations there are less candidates for a position than the number to be elected, the Returning Officer must reopen nominations for the remaining positions to be elected:
 - 16.2.1. for the annual elections – until 5.00pm on the Friday 2 weeks before the annual elections;
 - 16.2.2. for by-elections – until 12.00md the day before the by-election.

17. Draw for Ballot Paper

- 17.1. If the number of candidates for any position exceeds the number to be elected, the Returning Officer must, at 12.00 midday on the Wednesday 3 weeks before the annual elections and 5pm 5 academic days before a by-election, provided their eligibility has been verified, determine by lot the order of those candidates on the ballot paper.
- 17.2. Any student may observe the draw.
- 17.3. The Returning Officer must place a notice on the MSA notice-board stating when and where the draw will take place.

18. List of Candidates and Registered Ticket Names

- 18.1. The Returning Officer must by 12.00md on the Thursday 3 weeks before the annual elections and 4 academic days before a by-election, place on the MSA notice-board and the MSA website a list of candidates in the order they will appear on the ballot paper and a list of registered ticket names including the authorised officers.

19. Withdrawal of Nomination

- 19.1.** Candidates may withdraw their nomination at any time before the close of polling.
- 19.2.** Withdrawals must be in the form of Schedule 1.5
- 19.3.** The withdrawal takes effect on its receipt by the Returning Officer.
- 19.4.** If a candidate withdraws, the Returning Officer must proceed as if that student had never nominated (except any statement of distribution of preferences under regulation 22 lodged by the candidate remains valid).
- 19.5.** If a candidate withdraws, the Returning Officer may modify ballot papers as necessary or appropriate.
- 19.6.** Any ballot paper showing a preference for a withdrawn candidate must be allocated under regulation 43 as if the candidate had been eliminated.

20. Tickets

- 20.1.** Any student may apply to have a ticket name registered in the form of Schedule 1.6 if:
 - 20.1.1.** they have found at least 15 students who supported the registration or reregistration of the ticket who must sign and provide their student numbers on Schedule 1.6; and
 - 20.1.2.** the student has submitted the names, signatures and student numbers of those students before the deadline to submit a registration or registration of a ticket name expires.
- 20.2.** A student may only be a signatory to 1 ticket.
 - 20.2.1.** If it is found that a student has been a signatory for more than 1 ticket, than that student's signature does not count as a signatory for any ticket.
- 20.3.** If the ticket incorporate the name of a club or society, all signatures must be Ordinary Members of the relevant club or society.
- 20.4.** Applications under regulation 20.1 for the annual elections:
 - 20.4.1.** open at 9.00am on the Tuesday 6 weeks before the annual elections; and
 - 20.4.2.** close at 5.00pm on the Monday 5 weeks before the annual elections.
- 20.5.** Applications under regulation 20.1 for a by election:
 - 20.5.1.** Open at 9.00am 10 academic days before the by-election; and
 - 20.5.2.** Close at 5.00pm 9 academic days before the by-election.
- 20.6.** For the annual elections, the Returning Officer must publish a full list of all registered tickets on the MSA notice-board and website by 5.00pm on the Tuesday 5 weeks before the annual elections.
- 20.7.** For a by-election, the Returning Officer must publish a full list of all registered tickets on the MSA notice-board and website by 9.00am 8 academic days before the by-election.
- 20.8.** Any group of candidates for a MSA may apply to have their names set out on the ballot paper under the name of a ticket in the form of Schedule 1.7.
- 20.9.** Applications under regulation 20.8 for the annual elections:
 - 20.9.1.** open at 9.00am on the Wednesday 5 weeks before the annual elections;
 - 20.9.2.** close at 5:00pm on the Friday 4 weeks before the annual elections; and
 - 20.9.3.** may not be amended or altered after nominations have closed.
- 20.10.** Applications under regulation 20.8 for by-elections:
 - 20.10.1.** open at 9.00am 8 academic days before the by-election;
 - 20.10.2.** close at 12.00md 5 academic days before the by-election; and
 - 20.10.3.** may not be amended or altered after nominations have closed.
- 20.11.** A proposed ticket name may only be registered if:
 - 20.11.1.** If it incorporates the name of an organisation (including a club or society), the consent of the governing body of that organisation is given in writing to the

- Returning Officer, and the Returning Officer is satisfied that the organisation is bona fide (this regulation will not be applicable to political parties, unless the political party is registered as a club or society);
- 20.11.2.** it is not the same or does not incorporate another registered ticket name;
 - 20.11.3.** it is not so similar to any other registered ticket name as to be confused with or mistaken for that name;
 - 20.11.4.** it does not contain the word 'independent';
 - 20.11.5.** it is not so similar to the name of any department or division of MSA as to be confused with or mistaken for that name;
 - 20.11.6.** it is no longer than four words;
 - 20.11.7.** it is not misleading or deceptive;
 - 20.11.8.** it is not contrary to law; and
 - 20.11.9.** it is not racist, sexist, militaristic or queerphobic.
- 20.12.** The student who registers the ticket name is the initial authorised officer, and the ticket name remains registered until:
- 20.12.1.** the authorised officer requests that ticket name to be de-registered;
 - 20.12.2.** the authorised officer ceases to be a student; or
 - 20.12.3.** the ticket name lapses because it has not been reregistered.
- 20.13.** The authorised officer of a ticket name remains the authorised officer unless:
- 20.13.1.** they nominate another student to be the authorised officer by lodging a statement with the Returning Officer; or
 - 20.13.2.** the ticket is reregistered with a different authorised officer in line with Schedule 1.6
- 20.14.** A student cannot be an authorised officer for more than one ticket.
- 20.15.** If it is found that a student has been an authorised officer for more than 1 ticket, than that student cannot be an authorised officer for any of the tickets and all the tickets the student has registered as an authorised officer for will lapse. In the case of a club or society, the authorised officer is the president or equivalent office-bearer of that club or society, the governing body of the club or society resolves that another member should be the authorised officer.
- 20.16.** The authorised officer of a ticket contesting an election for multiple positions must notify the Returning Officer by writing the order in which they want the names of the members to be printed on the ballot paper by the close of nominations.
- 20.17.** The reregistration period opens at 9.00am on the Monday 7 weeks before the annual elections. There is no reregistration period for by-elections – all tickets registered at the previous Annual Elections are considered reregistered automatically.
- 20.18.** The reregistration period closes at 5.00pm on the Friday 7 weeks before the annual elections.
- 20.19.** During the reregistration period any student, or club or society may reregister any name registered in the name of that student, club, or society.
- 20.20.** The registration of any ticket name not reregistered during the reregistration period lapses.
- 20.21.** By 5.00pm on the Monday 6 weeks before the annual elections, the Returning Officer must publish a list of all reregistered ticket names on the MSA notice-board and website.
- 20.22.** By 9.00am 10 academic days before a by-election, the Returning Officer must publish a list of all reregistered ticket names on the MSA notice-board and website.
- 20.23.** The Returning Officer must include a separate list of all registered ticket names and authorised officers in the Returning Officer's report under regulation 6.3.
- 20.24.** Tickets may only submit one nomination per individual position to be elected.

21. Club and Society Ticket Names

- 21.1. Only a club or society may apply in accordance with this regulation and regulation 20 to have its name or trading name registered as a ticket name.
- 21.2. If an application is made by a club or society in accordance with regulation 20.1, the Returning Officer must register that ticket name in the name of the club or society.
- 21.3. If a club or society applies to have its name or trading name registered as a ticket name under this regulation:
 - 21.3.1. regulation 20.11.3 does not apply;
 - 21.3.2. the registration of any other ticket name that is so similar to the proposed ticket name of the club or society, as to be confused with or mistaken for that name, lapses.
- 21.4. If a ticket name is registered and a club or society subsequently formed with that same name, the club or society may only register the ticket name
 - 21.4.1. If the prior registration of the ticket name has lapsed; and
 - 21.4.2. In accordance with regulation 20.

22. Statements of Distribution of Preferences

- 22.1. A candidate or group of candidates applying to be set out as a ticket under regulation 20 may lodge a statement in the form of Schedule 1.8 setting out the order in which preferences are to be distributed after being distributed to the ticket in accordance with regulation 38.5.
- 22.2. For the annual elections statements must be received by the Returning Officer by 12.00md on the Friday 2 weeks before the annual elections
- 22.3. For by-elections statements must be received by the Returning Officer by 12.00md on the day before the by-election.
- 22.4. The Returning Officer must display the statements on the MSA notice board and the MSA website by 5.00pm on the Friday 2 weeks before the annual elections, and by 5.00pm on the day before the by-election.
- 22.5. The Returning Officer must display a summary of the statements in a clear and accessible location at the polling place during the polling hours set under regulation 33.1.6.

23. Sharing of Positions

- 23.1. Students may jointly stand for and hold office-bearer positions in accordance with section 37 of the Constitution.
- 23.2. The candidates must sign a statement:
 - 23.2.1. acknowledging that they are standing jointly; and
 - 23.2.2. specifying who is to the voting member on all MSA bodies where that office-bearer has a vote.

24. Election Guide

- 24.1. Candidates may submit by 5.00pm on the Monday 3 weeks before the annual elections a policy speech and photograph for each position for which they nominate.
- 24.2. Policy speeches and photographs must be submitted electronically in a form specified at the opening of nominations by the editors of "Lot's Wife" before or at the time nominations close.
- 24.3. Two or more candidates who nominate to share an office-bearer position may submit only one policy speech for that position.
- 24.4. Candidates standing as a ticket for proportionally elected positions may submit only one policy speech for all candidates on that ticket.

- 24.5.** Policy speeches for two or more candidates standing as a ticket proportionally elected positions must be no longer than 300 words. Policy speeches for all other candidates, including co-officebearers running for directly elected positions must not be longer than 200 words.
- 24.6.** If the number of words in a policy speech exceeds the number permitted by regulation 24.5, the excess words must not be published under regulation 24.7.
- 24.7.** For the annual elections the Returning Officer must produce an election guide, which must
- 24.7.1.** be at least A4 size;
 - 24.7.2.** include a brief description of each position to be elected;
 - 24.7.3.** not have any candidate material on the front or back covers, inside the front or back covers, or on the two centre pages;
 - 24.7.4.** give the candidate photographs and policy speeches for each position in reverse ballot order;
 - 24.7.5.** use the same colour, font, font style and font size for all names and policy speeches;
 - 24.7.6.** reproduce candidate photographs at least passport size;
 - 24.7.7.** be available for viewing in electronic format from 12pm – 5pm on the Friday 2 weeks before the annual election;
 - 24.7.8.** be able to be amended at the request of a candidate with the approval of the Returning Officer; and
 - 24.7.9.** be distributed on or before Wednesday in the week before the annual elections.
- 24.8.** The names of candidates who do not submit a policy speech or photo will be published in the election guide, with a note that the other speech and/or photo was not submitted.
- 24.9.** The editors of “Lot’s Wife” and any other person nominated by the MSC must assist the Returning Officer to produce the election guide using the facilities of “Lot’s Wife”.

25. Publicity

- 25.1.** This regulation applies from the opening of nominations to the end of polling.
- 25.2.** This regulation is subject to sub-clause 42(5) of the Constitution.
- 25.3.** The content of all promotional material must be fair and honest.
- 25.4.** Any promotional material that contains the word ‘independent’, or whose content is tended or likely to mislead or deceive a vote is prohibited.
- 25.5.** The only distributed materials allowable are posters, pamphlets and clothing.
- 25.6.** Posters and pamphlets must:
- 25.6.1.** be of 80gsm or lighter, 100% post-consumer recycled and with a matte finish;
 - 25.6.2.** not be laminated;
 - 25.6.3.** not be adhesive;
 - 25.6.4.** in the case of posters, not exceed A3 in size;
 - 25.6.5.** in the case of pamphlets; not exceed A4 in size; and
 - 25.6.6.** be printed on paper received from the Returning Officer in accordance with regulation 25.7
- 25.7.** The Returning Officer must supply tickets and individual candidates with identifiably marked and ‘copy-proofed’ paper, at its cost price to the MSA.
- 25.7.1.** Tickets and individual candidates may make a written request to the Returning Officer to be reimbursed the price they paid for the paper supplied by the Returning Officer. If a written request is made to the Returning Officer requesting reimbursement, the Returning Officer must reimburse the ticket or

- individual candidate within 7 days of receiving the written request where practicable.
- 25.7.2.** Paper must be given to individuals and tickets in the following quantities:
- 25.7.2.1.** for individual candidates (not standing as part of a group of candidates) – 1,000 A4 sheets and 100 A3 posters;
 - 25.7.2.2.** for groups of candidates standing for Activities Chairperson or Editors of Lot's Wife – 3,000 A4 sheets and 150 A3 posters; and
 - 25.7.2.3.** for all other groups of candidates – 1,500 A4 sheets and 100 A3 posters for the first candidate, and a further 300 A4 sheets and 20 A3 posters for each additional candidate, up to a maximum of 6000 A4 sheets and 400 A3 posters.
- 25.8.** The marking on paper supplied by the Returning Officer in accordance with regulation 25.7 must be of sufficient size and visibility to enable the paper to be identified if it is divided.
- 25.9.** Clothing is limited to a maximum of three colours in total.
- 25.10.** Use of electronic communication must conform as far as practicable to the regulations for printed material.
- 25.11.** Electronic communication on social networking mediums is limited to comments, statuses and other like forms of communication being made on one page, profile or other group per social networking medium established by tickets or individual candidates with the explicit purpose of promoting that ticket or individual candidate.
- 25.12.** The authorised officer of each ticket or individual candidates making use of social networking mediums must provide the Returning Officer the URL of each social networking medium page, profile or other group established for the purposes of promoting that ticket or individual candidate prior to its use for publicity.
- 25.13.** Regulations 25.13 – 25.14 do not apply to personal social networking profiles in the name of candidates where such communication has occurred within the confines of the profile itself.
- 25.14.** Without limiting the generality of regulations 25.2 – 25.4, the following is prohibited:
- 25.14.1.** badges, stickers, balloons, videos, films, live music, sound recordings, food, drink, drugs or any other give away consumables
 - 25.14.1.1.** For the avoidance of doubt, T-shirts are not consumables
 - 25.14.2.** advertisements in newspapers, radio, television, electronic print and any other broadcast communications (including "Lot's Wife" and Radio Monash);
 - 25.14.3.** using chalk to promote a ticket or candidate;
 - 25.14.4.** using an A-Frame;
 - 25.14.5.** banners;
 - 25.14.6.** publicity does not comply with regulation 27;
 - 25.14.7.** publicity in contravention of regulation 48.
- 25.15.** A copy of every pamphlet, item or clothing, poster and electronic publicity must be given to the Returning Officer for their approval before it is distributed or displayed. Acceptance of publicity material by the Returning Officer does not indicate that the material does not breach the regulations. Any such material may be ordered withdrawn by the Returning Officer at some later point if it becomes clear that it contains content in breach of the regulations.
- 25.16.** The Returning Officer must keep a register of all pamphlets and posters.
- 25.17.** This regulation does not apply to publicity by the Returning Officer.

26. Publicity by "Lot's Wife"

- 26.1.** Editions of “Lot’s Wife” published from the opening of nominations to the end of polling must not:
- 26.1.1.** advantage one or more candidate/s and/or ticket/s;
 - 26.1.2.** disadvantage one or more candidate/s and/or ticket/s;
 - 26.1.3.** contain any misleading or deceptive information about the election and/or any candidate/s and/or tickets involved in the election;
 - 26.1.4.** contain anything prohibited under regulation 48; and
 - 26.1.5.** be in contravention of regulation 25.
- 26.2.** Any editions of “Lot’s Wife” published from the opening of nominations to the end of polling must be reviewed by the Returning Officer.
- 26.3.** If the Returning Officer determines that the edition of “Lot’s Wife” is in breach of regulation 26.1, the Returning Officer must ban the edition from being published until the end of polling. If the edition has already been published, the Returning Officer must ban the edition from circulation until the end of polling.
- 26.4.** The Returning Officer must be given at least 48 hours to review any edition of “Lot’s Wife” as required by regulation 26.2 before it is published.
- 26.4.1.** If the Editors of “Lot’s Wife” fail to give the Returning Officer at least 48 hours to review any edition of “Lot’s Wife” before publication, the Returning Officer must ban the edition from being published until the end of polling. If the edition has already been published without the Returning Officer being given at least 48 hours to check it, the Returning Officer must ban the edition from circulation until the end of polling.

27. Authorisation of Pamphlets and Posters

- 27.1.** All pamphlets and posters must be authorised by the authorised officer of that ticket.
- 27.2.** The student’s name must appear legibly on the pamphlet or poster.

28. Defamation

- 28.1.** MSA does not indemnify any person in relation to defamation in an election.

29. Election Forum

- 29.1.** Any debate or forum held for the MSA elections must comply with these regulations. Any debates or forums held that do not comply with these regulations will be considered invalid and any student who participates in a debate or forum that does not comply with these regulations are in breach of these regulations.
 - 29.1.1.** For the purposes of regulation 29.1, a debate or forum shall be anything that can be considered as a formal discussion in a public space involving two or more candidates for the MSA elections not running on the same ticket.
- 29.2.** Any MSA election forum must be convened by the Forum Organiser, in collaboration with the Returning Officer.
- 29.3.** An election forum will be considered valid only if:
 - 29.3.1.** it is held after the close of nominations and before the week of polling;
 - 29.3.2.** it is held on an academic day between the times of 8am and 6pm;
 - 29.3.3.** it is held on campus in a location generally accessible to all students;
 - 29.3.4.** it is not held in any MSA spaces, including but not limited to Sir John’s Bar, the Wholefoods Restaurant, the Clubs & Societies Office, the MUISS Lounge, the MAPS lounge and MSA offices;
 - 29.3.5.** it is no longer than one hour in duration;

- 29.3.6.** a representative of each ticket, as nominated by the authorised officer of that ticket, and every candidate not running on a ticket in the elections are invited to participate; and
- 29.3.7.** it is convened by the Forum Organiser.
- 29.4.** Following their election, the Forum Organiser must contact the authorised officer of every ticket and every candidate not running on a ticket in the elections and invite them to participate in the election forum. If a ticket desires to participate in the forum, the authorised officer must nominate one candidate running on the ticket to speak on behalf of the ticket. A candidate not running a ticket cannot nominate someone else to speak on their behalf.
- 29.5.** The Forum Organiser shall be responsible for devising the rules for the election forum. The rules must specify:
- 29.5.1.** how much time each candidate or representative of a ticket has to speak;
- 29.5.2.** how many questions each candidate or representative of a ticket will be asked;
- 29.5.3.** who will be asking questions of each candidate and the process for determining whose these people will be;
- 29.5.4.** how much time, if any, the candidate or representative of a ticket has to verbally respond to the other speeches; and
- 29.5.5.** anything else the Forum Organiser deems appropriate to be in the rules.
- 29.6.** The Forum Organiser must circulate the proposed rules of the forum to all those who have expressed interest in participating in the forum after being invited in accordance with regulation 29.4. In the spirit of consensus decision-making in which all participants must agree on the best course of action, the rules must be approved in writing by all those who have expressed interest in participating in the forum and must be approved at least seven days before the election forum is to be held. If the rules are not approved by all those who have expressed interest in participating by the stipulated time frame, the forum will be declared invalid and cannot proceed.
- 29.7.** The Forum Organiser shall be responsible for setting the time, date and location of the election forum. The Forum Organiser must give all those who have invited to participate in the forum at least 48 hours to submit a set of times of when they would be available to participate in the forum before the Forum Organiser can set a time and date for the forum. If those who have expressed interest in participating in the forum have provided the Forum Organiser with a set of times when they are available, the forum must be scheduled for a time in which they have indicated that they are available.
- 29.8.** At least seven days before the forum, the Forum Organiser must give notice of the forum by placing notice of the forum on the MSA website and posters on the MSA notice-boards and poster kiosks. This notice must be approved by the Returning Officer before distribution. This notice is the only form of promotional material that the Forum Organiser is allowed to utilise in promoting the forum.
- 29.9.** Multiple forums can be held for an annual election. However, each forum must comply with the regulations and there cannot be more than one forum scheduled for any given week.
- 29.10.** Election forums cannot be held for a by-election.

30. The Forum Organiser

- 30.1.** The Forum Organiser's duties are to organise an election forum in compliance with regulation 29.
- 30.2.** The Forum Organiser shall be appointed by the Returning Officer.
- 30.3.** To ensure independence and impartiality, the Forum Organiser must:

- 30.3.1.1.** be a currently enrolled student of the University;
 - 30.3.1.2.** not be a candidate in the election for which they are convening an election forum;
 - 30.3.1.3.** not have contested any MSA election in the two academic years prior to the year of the election;
 - 30.3.1.4.** not have endorsed or in any other way supported a candidate in the election for which they are convening an election forum; and
 - 30.3.1.5.** not have endorsed or in any other way supported a candidate in any MSA election in the two academic years prior to the year of the election.
- 30.4.** The role of Forum Organiser cannot be jointly shared by two or more people.
- 30.5.** To be considered for the role of Forum Organiser, a student must lodge a written expression of interest with the Returning Officer. A written expression of interest cannot be lodged on someone else's behalf.
- 30.6.** Expressions of interest must be given or sent to the Returning Officer or left for the Returning Officer in the locked box provided for nominations at a location determined by the Returning Officer and publicised. An expression of interest is valid only if it:
- 30.6.1.1.** is made in writing;
 - 30.6.1.2.** contains the student's name, student number and contact details; and
 - 30.6.1.3.** includes the following phrases 'expression of interest', 'election forum' and 'Forum Organiser'.
- 30.7.** Expressions of interests can be received by the Returning Officer no earlier than 9.00am on the Wednesday 5 weeks before the annual elections and no later than 5.00pm on the Friday 4 weeks before the annual elections.
- 30.8.** Immediately after the close of expressions of interest the Returning Officer must verify that each person who has lodged an expression of interest is eligible to hold that role under regulation 30.3. The Returning Officer must provide the authorised officer of every ticket and every candidate not running on a ticket with a list of the expressions of interest to provide an opportunity for them to present any evidence, written or otherwise, that could find an expression of interest to be ineligible under the provisions of regulation 30.3
- 30.9.** If there is only one valid expression of interest the Returning Officer must appoint that applicant as the Forum Organiser. If there is more than one valid expression of interest, the Returning Officer will appoint the Forum Organiser by lot. If no expressions of interest are received, the Returning Officer will not elect anyone to the role of Forum Organiser and an election forum cannot be held.
- 30.10.** The Returning Officer must by 12.00md on the Thursday 3 weeks before the annual election, place on the MSA notice-board and website the name and contact details of the Forum Organiser.

31. Postal Votes

- 31.1.** Any student may apply for a postal vote.
- 31.2.** Applications must be in the form of Schedule 1.9.
- 31.3.** The Returning Officer must make application forms available at the MSA office and via the internet from 9.00am on the Wednesday 5 weeks before the annual elections, and 9.00am 8 academic days before the by-election.
- 31.4.** Applicants must be issued with a postal vote if they submitted an application.
- 31.5.** Applications must be sent or given to the Returning Officer or left for the Returning Officer at the MSA office.
- 31.6.** For the annual elections applications must be received by the Returning Officer by 12.00md on the Wednesday 2 weeks before the annual elections.

- 31.7.** For by-elections applications must be received by the Returning Officer by 12.00mid on the day nominations close for the by-election.
- 31.8.** The Returning Officer must verify that each person who has applied is eligible to vote.
- 31.9.** The Returning Officer must endeavour before 12.00 midday on the Friday in two weeks before the annual election and 12.00 midday 4 academic days before the by-election to send to each student who has successfully applied:
- 31.9.1.** instructions in the form of Schedule 1.10;
 - 31.9.2.** ballot papers;
 - 31.9.3.** the election guide or the policy speeches received before the close of nominations;
 - 31.9.4.** any statements of distribution of preferences in accordance with regulation 22.
 - 31.9.5.** a plain envelope large enough to contain all ballot papers; and
 - 31.9.6.** an envelope large enough to contain all ballot papers; and
 - 31.9.7.** an envelope large enough to contain the envelope referred to in regulation 31.9.6 addressed to the Returning Officer, and with the postage prepaid.
- 31.10.** The Returning Officer must prepare a list of students to whom postal votes have been sent.
- 31.11.** The name of each student who has been sent a postal vote must be marked as such on every voters' roll.
- 31.12.** A student who has been sent a postal vote may only vote in person at a polling place if they first sign a withdrawal of their postal vote in the form of Schedule 1.11.
- 31.13.** Postal votes must be received by the Returning Officer before the close of polling.
- 31.14.** The Returning Officer must compare the signature on the application form with the signature on the envelope to verify that the person who has voted is the student who made the application. If the signatures do not correspond the vote is invalid.

32. Dates of Polling

- 32.1.** The annual elections must be held in second semester before the non-teaching period of that semester.
- 32.2.** The annual elections must be held over the number of academic days prescribed under sub-clause 42(4) of the Constitution.
- 32.3.** The annual elections must be held on consecutive academic days determined by the MSC, subject to this regulation.
- 32.4.** By-elections must be held on an academic day determined by the MSC in accordance with sub-clause 46(4) of the Constitution.

33. Polling Times and Places

- 33.1.** For the annual elections there must be polling places:
- 33.1.1.** every day for at least 4 hours between 9am-5pm with one late night polling period outside of these regular hours in the floor of the Campus Centre;
 - 33.1.2.** for at least two days at a minimum of 3 hours between 9am-5pm each day in:
 - 33.1.2.1.** the ground floor of the Hargrave Library
 - 33.1.3.** For by-elections there must be polling places in the ground floor of the Campus Centre for at least 4 hours between 9am-5pm. For polling places outside the Campus Centre all votes must be issued as provisional votes.
 - 33.1.3.1.** Provisional votes are to be treated in the same way as postal votes.
 - 33.1.4.** Hours of polling must be set by the MSC when fixing the dates of polling.

34. Voting

- 34.1.** Under sub-clause 43(2) of the Constitution all students may vote in elections.

34.2. Under sub-clause 42(2) of the Constitution all elections must be conducted by secret ballot.

35. Form of Ballot Papers

- 35.1. Elections may only be printed on one side of the ballot paper.
- 35.2. Ballot papers must be as small as possible without limiting legibility.
- 35.3. Elections for office-bearer positions, with the exception of Women's Officer, Indigenous Officer, Female Queer Officer and Male Queer Officer may be printed on the same ballot paper.
- 35.4. Elections for the Women's Officer must be printed on a separate ballot paper.
- 35.5. Elections for the Indigenous Officer must be printed on a separate ballot paper.
 - 35.5.1. Elections for the Female Queer Officer and the Male Queer Officer must be printed on a separate ballot paper. The ballot papers for Female Queer Officer must have in writing either above or below the ballot that "Please only vote in this ballot if you are a female self-identified non-heterosexual."
 - 35.5.2. The ballot papers for Male Queer Officer must have in writing either above or below the ballot that "Please only vote in this ballot if you are a male self-identified non-heterosexual."
- 35.6. Elections for any multi-member positions must be printed on separate ballot papers, and cannot be printed on the same ballot paper as elections for any office-bearer positions.

36. Issuing of Ballot Papers

- 36.1. Each voter must produce their student card to the poll clerk.
- 36.2. A student who is unable to produce their student card may not vote unless the Returning Officer is satisfied of their identity. The student must at least produce photo identification.
- 36.3. The poll clerk must:
 - 36.3.1. verify that the voter is the student whose card it is by checking the photograph,
 - 36.3.2. initial each ballot paper,
 - 36.3.3. issue the ballot papers; and
 - 36.3.4. then issue the voter a badge, stamp, sticker or similar identification indicating they have voted.
- 36.4. If a person's name does not appear on the electoral roll then they may only be issued with a provisional vote.
- 36.5. Ballot papers for Female Queer Officer and Male Queer Officer must be issued to all voters. However, when the poll clerk issues these ballots to voters, they must explain that only voters who identify as queer or non-heterosexual should vote in the elections for the Queer Officers.
- 36.6. Ballot papers for Women's Officer and Women's Affairs Collective must only be issued to voters who identify as a woman.
- 36.7. Ballot papers for Indigenous Officer must only be issued to voters who identify as an Indigenous Australian to the poll clerk.

37. Spoilt Ballot Papers

- 37.1. A voter who spoils a ballot paper may request a fresh paper from the poll clerk.
- 37.2. The voter must return the spoilt ballot paper to the poll clerk.
- 37.3. The poll clerk must:
 - 37.3.1. mark the ballot paper as spoilt
 - 37.3.2. seal the spoilt ballot paper in an envelope marked "Spoilt Ballot Paper" and place it in the ballot box; and

37.3.3. then issue the voter with a fresh ballot paper in accordance with regulation 36.3.2 – 36.3.3

38. Method of Voting

- 38.1.** Under sub-clause 43(2) of the Constitution all elections must be conducted using optional preferential proportional representation.
- 38.2.** Voters must indicate their order of preference for candidates by either:
- 38.2.1.** placing the number 1 against the name of the candidate of first preference and consecutive higher numbers against the names of as many other candidates of lower preference in order as they wish; or
 - 38.2.2.** placing the number 1 against the name of a ticket.
- 38.3.** For the purposes of regulation 38.2.1:
- 38.3.1.** a number against the name of a candidate indicates a preference for that candidate ahead of all candidates with higher numbers or no number against their name;
 - 38.3.2.** a vote is formal even if:
 - 38.3.2.1.** the lowest number is not 1,
 - 38.3.2.2.** the numbers are not consecutive,
 - 38.3.2.3.** numbers are repeated;
 - 38.3.3.** a tick against the name of a candidate where there is no number 1 against the name of another candidate is deemed to be the number 1; and
 - 38.3.4.** a cross against the name of a candidate where there is no number 1 or tick against the name of another candidate is deemed to be the number 1.
- 38.4.** For the purposes of regulation 38.2.2:
- 38.4.1.** the number 1 against the name of a ticket, or
 - 38.4.2.** a tick against the name of a ticket where there is no number 1 against the name of another ticket, or
 - 38.4.3.** a cross against the name of a ticket where there is no number 1 or tick against the name of another ticket, indicates a preference for that ticket ahead of all other tickets.
- 38.5.** A voter who has voted for a ticket in accordance with regulation 38.2.2 is deemed to have voted as if they had placed the number 1 against the name of the first candidate on the ticket and consecutive higher numbers against the names of any other candidates on the ticket in order.
- 38.6.** If a candidate or a group of candidates have lodged statement under regulation 22.1, voters who have voted for that ticket are deemed to have voted for other candidates in that election in accordance with that statement.
- 38.7.** A voter who has voted in accordance with both regulation 38.2.1 and regulation 38.2.2 is deemed to have voted in accordance with regulation 38.2.1 and not regulation 38.2.2.

39. Security of Ballot Papers and the Electoral Roll

- 39.1.** Ballot boxes may only be unlocked by the Returning Officer.
- 39.2.** The Returning Officer must whenever a ballot box becomes full remove the ballot papers and lock them in a secure place.
- 39.3.** For the annual elections the Returning Officer must at the close of polling on each day until the next day of polling or until counting, lock and seal all ballot boxes, unissued ballot papers and the Electoral Roll in a secure place.
- 39.4.** The ballot papers and the Electoral Roll become the property of MSA after the election result is verified.
- 39.5.** In this regulation “Secure place” means a place or places determined by the Returning Officer and approved by the President and Secretary.

39.6. MSA must destroy all ballot papers and voters rolls at the conclusion of the terms of office of the office bearers elected.

40. Counting of Votes

40.1. For the annual elections the Returning Officer may start counting from five hours prior to the close of polling on the last day of polling if:

40.1.1. counting takes place on campus in a locked room; and

40.1.2. no person leaves the room or attempts to communicate with a person outside the room until the close of polling, except with the express permission of the Returning Officer, and subject to any undertakings the Returning Officer may require.

40.2. The Returning Officer must start counting immediately after the close of polling.

40.3. The only persons who may be present during counting are:

40.3.1. the Returning Officer, Deputy and Assistant Returning Officers and poll clerks; and

40.3.2. scrutineers.

40.4. The Returning Officer may exclude from the place of counting any person disrupting or not assisting with the counting.

40.5. Alcohol must not be consumed in the place of counting by any person.

40.6. The Returning Officer must place a notice on the MSA notice-board stating when and where counting will take place at least 24 hours before counting is to commence.

41. Scrutineers

41.1. Each candidate may appoint a person as scrutineer for each position for which they standing by notice to the Returning Officer in the form of Schedule 1.13.

41.2. A candidate may not be appointed as a scrutineer for which that student is a candidate.

42. Informal Votes

42.1. Only the Returning Officer may rule a vote informal.

42.2. A vote is only informal when it does not comply with regulation 38 and the voter's intention is not clear.

43. Method of Counting

43.1. Votes must be counted in accordance with the following procedure:

43.1.1. Each ballot paper must first be given the value of 1.

43.1.2. The value of each ballot paper must be allocated to the continuing candidate against whose name appears the lowest number on the ballot paper.

43.1.3. A ballot paper which does not show a valid preference for at least one continuing candidate is exhausted and may not be allocated further.

43.1.4. A quota must be calculated at each state of counting by dividing the total value of ballot papers allocated to continuing candidates by one more than the number of positions remaining to be filled and rounding up the answer so obtained in the sixth decimal place.

43.1.5. If at any stage of counting a continuing candidate is allocated a value in excess of the quota, that candidate must be declared elected and each ballot paper allocated to that candidate must be given a new value obtained by multiplying its current value by the candidate's transfer value.

43.1.6. If at any stage of counting no continuing candidate is allocated a value in excess of the quota, the candidate with the lowest value must be eliminated. If there are two or more candidates with an equal value and no candidate has a

lower value at an earlier stage of counting, the Returning Officer must determine by lot which of these candidates is to be eliminated.

43.1.7. The procedure in regulations 43.1.2 – 43.1.6 must be repeated in order until the number of positions to be filled is filled.

43.1.8. If at any stage during the counting, affirmative action needs to be applied under sub-clause 14(3) of the Constitution then the method followed for this election is outlined in Schedule 1.1

43.1.9. In this regulation:

43.1.9.1. “continuing candidate” means a candidate who has neither been elected nor eliminated;

43.1.9.2. “stage of counting” means when all ballots which have not been exhausted have been allocated to continuing candidates;

43.1.9.3. “candidate’s transfer value” is the elected candidate’s value, less the quota at stage of counting, all divided by the elected candidate’s value.

44. Statement of Preference of Nominated Positions

44.1. If a candidate has nominated for two or more positions, they may submit a statement of preference of nominated positions in line with Schedule 1.12 to indicate their preference of positions that they have nominated.

44.2. In the event that a candidate is elected to multiple positions that they are ineligible to hold concurrently, the Returning Officer must declare them elected in accordance with the preferences submitted on the statement of preference of nominated positions.

44.3. Statements of preference of nominated positions must be accepted by the Returning Officer until the close of polling.

45. Declaration of Election

45.1. The Returning Officer must declare each election immediately after counting it.

45.2. In the event that a candidate is elected to multiple positions that they are ineligible to hold concurrently and has not submitted a statement of preference of nominated positions, the Returning Officer must determine the positions that the candidate is to be declared elected to by way of lot.

45.3. The Returning Officer must place a notice of the declaration of the election in the form of Schedule 1.14 on the MSA notice-board, the MSA website and posters on the MSA notice-boards and poster kiosks; as soon as practicable after declaring the election.

46. Recounts

46.1. Following the declaration of an election, any candidate in that election can call for a recount if they so desire. If a candidate wants to call for a recount, they must lodge a written request with the Returning Officer for a recount within 24 hours after the election has been declared.

46.2. If the Returning Officer receives a written request for a recount in accordance with regulation 46.1, they must hold a recount as soon as practicable.

46.3. The Returning Officer must give at least 24 hours written notice of a recount to all of the candidates involved in that election. The Returning Officer must also place a notice on the MSA notice-board stating when and where the recount will take place at least 12 hours before the recount is to commence.

46.3.1. This regulation does not apply if the Returning Officer receives a statement in writing from all candidates involved in the election to be recounted that gives their consent for the notice period being waived.

46.4. Once a recount has been held and the election is declared, no candidate can call for any further recounts of that election.

47. Notification of Result

47.1. The Returning Officer must as soon as practicable after the election:

- 47.1.1. notify each candidate of the result by email;
- 47.1.2. publish the results in "Lot's Wife", and
- 47.1.3. place the results on the MSA notice-board and the MSA website.

48. Prohibited Conduct

48.1. This regulation applies from the appointment of the Returning Officer until the end of polling.

48.2. Any dishonest conduct in an election is prohibited.

48.3. Any conduct intended or likely to mislead or deceive a voter is prohibited.

48.4. Without limiting the generality of regulations 48.2 and 48.3, the following are specifically prohibited:

- 48.4.1. Providing false information in or interfering with any form lodged with the Returning Officer;
- 48.4.2. voting or attempting to vote except in accordance with this Part;
- 48.4.3. interfering with ballot papers, ballot boxes or voters' rolls;
- 48.4.4. violating the secrecy of the ballot;
- 48.4.5. publicity not in accordance with regulation 25;
- 48.4.6. unfairly interfering with other candidates' publicity;
- 48.4.7. campaigning within the lines marked by the Returning Officer, to be no closer to the polling place than three (3) metres and no further from the polling place than ten (10) metres at any given point;
- 48.4.8. campaigning in MSA spaces, including but not limited to Sir John's Bar, the Wholefoods Restaurant, the Clubs & Societies Office, the MUISS Lounge, the MAPS lounge and MSA offices;
- 48.4.9. campaigning unless a student;
- 48.4.10. campaigning if an employee of the MSA other than a casual employee;
- 48.4.11. campaigning with clothes or other items covering their face, unless it is worn for health, cultural or religious reasons;
- 48.4.12. campaigning for a candidate without the approval of that candidate, or for a ticket without the approval of the authorised officer for that ticket;
- 48.4.13. paying a person to campaign;
- 48.4.14. offering gifts;
- 48.4.15. selling or exchanging goods during the week of polling;
- 48.4.16. using MSA or University facilities not generally available to all students (this includes the facilities provided by the Clubs & Societies Office for use by club, with the use of club printing accounts for the printing of election material expressly prohibited);
- 48.4.17. using the noticeboard, letterhead or logo of MSA or any committee, department or division of MSA to promote a candidate or ticket;
- 48.4.18. damaging MSA or University property;
- 48.4.19. placing promotional material on:
 - 48.4.19.1. a noticeboard, notice pole or poster Kiosk of the university if that noticeboard already has a poster promoting that candidate or ticket or if that pole or kiosk already has two posters promoting that candidate or ticket;
 - 48.4.19.2. a noticeboard that is reserved for use by a specific group;
 - 48.4.19.3. any outside pillar which exists within the University;

- 48.4.19.4. any glass within the University;
- 48.4.19.5. the ground anywhere within the University;
- 48.4.19.6. tables, chairs or the floors in cafes, eating or communal venues or in lecture theatres on campus unless given directly to a voter who agrees to accept it;
- 48.4.19.7. under the doors of voters' bedroom or in letter boxes in the Halls of Residence (including Jackomos Hall and Briggs Hall), South East Flats, Mannix College and any other formal accommodation on campus; or
- 48.4.19.8. in the letterboxes of clubs and societies.
- 48.4.20. publicly criticising the Returning Officer or unfairly questioning their impartiality and/or competence;
- 48.4.21. making comments, posts or other like forms of electronic communication on social networking mediums other than pages, profiles and groups established by tickets and individual candidates and personal social medium profiles, with the exception of 25.15;
- 48.4.22. using a social networking medium to promote a ticket or individual candidate without providing the URL to the Returning Officer as per regulation 25.14.
- 48.4.23. failing to comply with a direction of the Returning Officer, or a ruling or direction of the Election Tribunal; and
- 48.4.24. impeding the conduct of the election.
- 48.5. For the purposes of regulation 48.4.7 the Returning Officer must wherever practicable mark a line around the polling place.
- 48.6. Bullying behaviour by candidates or campaigners is prohibited.
- 48.7. Without limiting regulation 48.5, discrimination based on race, gender identity or sexual orientation is prohibited.

49. Appointment of Electoral Tribunal

- 49.1. The Election Tribunal must be constituted by an individual who:
 - 49.1.1. has been admitted to practice as a barrister and solicitor of the Supreme Court of Victoria for at least 5 years;
 - 49.1.2. is not a candidate in the election;
 - 49.1.3. is not currently an enrolled student of the University; and
 - 49.1.4. has not contested any MSA election in the 5 years before the election.
- 49.2. The MSC must by resolution passed by an absolute majority appoint the Electoral Tribunal no later than the Monday 9 weeks before the annual elections.

50. Procedure of Electoral Tribunal

- 50.1. The Electoral Tribunal may conduct hearings by telephone and, subject to regulations 50.2-50.5, regulate its own proceedings.
- 50.2. The Electoral Tribunal must conduct hearings in camera.
- 50.3. Parties may not be represented unless the Electoral Tribunal decides that without representation a party will be unable to fairly put its case.
- 50.4. Proceedings of the Electoral Tribunal, other than its formal decisions, are confidential and may not be reported.
- 50.5. Where in the view of the Electoral Tribunal it is unnecessary that a hearing be held, the Tribunal may give a direction or ruling without holding a hearing.
- 50.6. Subject to subsection 67(2) of the Associations Incorporation Reform Act 2012, decisions of the Electoral Tribunal are final.

51. Appeals against the Decision of the Returning Officer

- 51.1. A student may appeal against a decision of the Returning Officer by writing to the Returning Officer within 24 hours after the original decision who will then refer the matter to the Electoral Tribunal.
- 51.2. If the Electoral Tribunal considers that the Returning Officer's decision should be reviewed, they must as a matter of urgency:
 - 51.2.1. Give the student appealing an opportunity to present their case; and
 - 51.2.2. Give the returning officer an opportunity to respond.
- 51.3. The Electoral Tribunal may call upon submissions from any other interested person.
- 51.4. The Electoral Tribunal must then rule on the matter. The Election Tribunal must then rule on the matter and prepare a decision in writing for each matter it considers.
- 51.5. The Election Tribunal must make the decision available to the Returning Officer and the appellant as soon as is practicable.
- 51.6. The Returning Officer must display the decision on the MSA notice board and the MSA website as soon as is practicable.
- 51.7. The Electoral Tribunal may make declaratory rulings under this regulation.
- 51.8. The Electoral Tribunal may not make any ruling under this regulation which alters the result of an election which has been declared if the appeal has been brought after the time set in regulation 53.1.
- 51.9. The Returning Officer may appeal under this regulation against their own decision if subsequently satisfied it was wrong and if the decision is not otherwise able to be reversed.
- 51.10. In this regulation "decision" includes omission and failure to act.

52. Reports of Prohibited Conduct or Material

- 52.1. The person who has reported the breach must given an opportunity to present their case.
- 52.2. Any person who has been reported must be given an opportunity to respond.
- 52.3. The Returning may, whether they find there has been a breach or not, give such directions as they see fit.
- 52.4. If the Returning Officer finds that there has been a breach they may formally reprimand the person reported.
- 52.5. Without limiting the Returning Officer's powers under this regulation, if the Returning Officer finds that a student has breached any part of these regulations, the Returning Officer may suspend that student from campaigning for a period of time determined by the Returning Officer.
- 52.6. If the Returning Officer finds that there has been a serious breach they may disqualified the person and/or ticket reported from:
 - 52.6.1. voting, or
 - 52.6.2. standing or
 - 52.6.3. standing and voting, in
 - 52.6.3.1. that election, or
 - 52.6.3.2. that election and a specified number of future elections, or
 - 52.6.3.3. all elections.
- 52.7. For the purposes of regulation 52.6 and without limiting the generality of the words "serious breach", a breach of regulations 48.4.1 – 48.4.4 or failure to comply with a direction or ruling of the Returning Officer is automatically a serious breach.
- 52.8. Without limiting regulation 19.4, if a candidate is disqualified, the Returning Officer must proceed as if that person had never nominated.

52.9. The Electoral Tribunal may not disqualify a person from standing in an election which has been declared if the report has been made after the time set in regulation 53.1.

53. Appeals Against Results of Elections

53.1. A student may appeal against the result of an election by writing to the Returning Officer within three academic days or one week, which is the lesser, of the declaration of the election.

53.2. A student may only appeal against the result of an election on the ground that there has been a defect in the conduct of the election which has materially affected the result.

53.3. The Returning Officer must contact the Electoral Tribunal to advise of the appeal within one week of being contacted.

53.4. The Electoral Tribunal may only hear an appeal if they are satisfied there is a prima facie case.

53.5. The student appealing must be given an opportunity to present their case to the Electoral Tribunal.

53.6. The Electoral Tribunal may call upon submissions from any interested person.

53.7. If the Electoral Tribunal is satisfied that there has been a defect in the conduct of the election which has materially affected the result it may order a new poll or polls or election or elections.

53.8. The Electoral Tribunal may determine the timetable for a new poll or election ordered under regulation 52.7.

54. Filling of Vacancies

54.1. If a vacancy occurs in an office-bearer position directly elected by students more than 3 months before the annual elections, a by-election for the position must be held within 30 days, as required by clause 48.4(a) of the Constitution.

54.2. If a vacancy occurs in a position directly elected by students that is not an office-bearer position the Secretary will contact the authorised officer of the ticket on which the individual who vacated the position ran on when elected to the position, requesting them to lodge a statement in the form of Schedule 1.15, nominating an individual to fill the vacancy.

54.2.1. If the individual who vacated the position did not run on a ticket they will act as the authorised officer of the ticket for this process.

54.2.2. If the ticket appointment form is not submitted within one week the Secretary giving notice of the vacancy, then the vacancy shall be filled by resolution of MSC.

54.2.3. The appointment must be noted at the next meeting of the body on which the vacancy occurred.

55. Validation

55.1. Under the Constitution no act, decision or election is invalid only because it was done, made or held after the time required by the Constitution.

55.2. No act, decision or election is invalid only because it was done, made or held after the time required by these regulations.

55.3. For the purposes of regulations 54.1 and 54.2 “act” does not include appeal(s).

56. Modification of regulations

56.1. These regulations can be modified by a resolution of MSC passed by an absolute majority. However, for the motion to be considered at an MSC:

56.1.1. the motion must include the particulars in writing of the proposed change;

- 56.1.2.** the motion must be distributed to all members of the MSC at least seven days before the meeting; and
- 56.1.3.** the wording of the proposed changes cannot be modified once it has been distributed to all members of the MSC.
- 56.2.** These regulations cannot be modified from the appointment of the Returning Officer until the Returning Officer has presented their written report to MSC in line with regulation 6.3.

Amendment History

Adopted by the Monash Student Council on 18 August, 2000; and
Amended by the Monash Student Council on 9 August 2001; and
Amended by the Monash Student Council on 21 August 2001; and
Amended by the Monash Student Council on 6 December, 2001; and
Amended by the Monash Student Council on 29 July, 2002; and
Amended by the Monash Student Council on 6 August, 2002; and
Amended by the Monash Student Council on 15 September, 2003; and
Amended by the Monash Student Council on 31 July, 2008; and
Amended by the Monash Student Council on 27 April, 2009; and
Amended by the Monash Student Council on 29 May, 2009; and
Amended by the Monash Student Council on 17 June, 2010; and
Amended by the Monash Student Council on 10 March, 2011; and
Amended by the Monash Student Council on 20 December, 2011; and
Amended by the Monash Student Council on 26 June, 2013; and
Amended by the Monash Student Council on 28 April, 2016.

Schedule 1.1 – AFFIRMATIVE ACTION COUNTING METHOD

As stipulated by sub-paragraph 43(a) of the MSA Constitution, where there are multiple positions to be elected in the same ballot at least half of the candidates elected must be women, provided sufficient women candidates have nominated. If the filling of a vacancy in one of a number of positions to which the above applied at the time of the original election by a man would result in less than half of those positions being held by a women, the vacancy must be filled by a woman. When this situation occurs, the following counting method must be applied:

- Exclude the remaining male candidates;
- Take all the ballot papers off the table (including those of unelected female candidates);
- Make a new place marker for each female candidate not yet elected, and a new count-sheet for the affirmative action count carrying forward previous quotas, remainders, etc. (note: all such candidates are reintroduced to the count at zero votes, regardless of how many votes they had earlier in the count), then re-introduce any defeated female candidates into the count at a zero number of points;
- Distribute any surpluses not previously distributed from the already elected candidates, in the order they were declared elected, between the female candidates on the table. If a candidate is elected on this surplus, she is not allocated any further ballot papers;
- Re-distribute any previously exhausted ballot papers bundle by bundle in the order in which they were previously declared exhausted. Each continuing female candidate is allotted those ballot papers on which she is indicated as preferred to any other continuing female candidate, at the same values at which the papers were originally excluded, keeping every bundle of ballot papers separate. Once a candidate reaches the quota she is not allocated any further ballot papers beyond the bundle that elected her;
- Re-distribute in an order determined by lot the ballot papers of any female candidate still in the count at the time affirmative action was applied, bundle by bundle in the order in which they were received by the female candidate. Each continuing female candidate is allotted those ballot papers on which she is indicated as preferred to any other continuing female candidate, at the same values at which the ballot papers were originally received by the first mentioned female candidate, keeping every bundle of ballot papers separate. Once a candidate reaches the quota she is not allocated any further ballot papers beyond the bundle that elected her;
- Re-distribute in an order determined by lot the ballot papers of the excluded male candidate, bundle by bundle in the order in which they were received by the male candidate. Each continuing female candidate is allotted those ballot papers on which she is indicated as preferred to any other continuing female candidate, at the same values at which the ballot papers were originally received by the excluded male candidate, keeping every bundle of ballot papers separate. Once a candidate reaches the quota she is not allocated any further ballot papers beyond the bundle that elected her;
- After all the votes taken off the table under this clause have been allocated, commence the distribution of any surpluses of the women elected by virtue of the Affirmative Action provisions;
- Continue the count until the required number of female candidates are elected in accordance with the standing rules applying to quota and exclusion as practised in optional preferential proportional ballots.

Schedule 1.2 – NOTICE OF ELECTION

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) – THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
NOTICE OF ELECTION

Nominations

Nominations are now open for:

(list all positions to be elected)

Nomination forms are available at the MSA office, or by telephoning or writing to MSA, or via the internet [www.msa.monash.edu.au]

Nominations close at (time) (day) (date) (month)

Copies of the regulations governing the election are available from the MSA office or via the internet [www.msa.monash.edu.au]

Voting

Polling will be held on:

Monday (date) – Thursday (date) September

(or)

(day) (date)(month)

The main polling place will be open in (place) from (time) (date)

Remote polling will be open in (place) from (time) (date)

(name)
Returning Officer

Schedule 1.3 – EMAIL TO INDIGENOUS STUDENTS GIVING NOTICE FOR ELECTION

Dear student,

This letter is to inform you of the upcoming Monash Student Association (MSA) Elections (or) By-Election, and the opening of nominations for the Indigenous Officer. These positions are elected by and from Indigenous Australian students.

The Indigenous Officer is a member of Monash Student Council (MSC) and chairs the Indigenous Affairs Collective. They are responsible for raising awareness of Indigenous issues amongst students, staff and the wider community; and representing the interests of Indigenous students on University Committees.

The positions commence on (DAY) (MONTH) (YEAR), and conclude on the (DAY) (MONTH) (YEAR). Two people may share the Indigenous Officer position, whereby only one person will have voting rights on MSC.

Nominations will open from (DAY) (MONTH) (YEAR), and will close (DAY) (MONTH) (YEAR).

To nominate for the position, you need to fill in a **nomination form** (enclosed) and be nominated and seconded by 2 other Indigenous Australian students. Every student may only nominate another person once, and second someone else once. If sharing the position, the nomination form must also include the signature of the person you wish to share with, and an indication of who will hold the voting rights on MSC. Please see the Election Regulations for further information on the nomination process, or contact one of the people below for more information. Once complete, nomination forms can be submitted to the Returning Officer either directly (at the MSA Office); by post (a stamped, self-addressed envelope is enclosed); or by leaving in the locked box provided for that purpose at the Indigenous Student Lounge no later than (DAY) (MONTH) (YEAR).

Polling times and places are as follows:

(POLLING PLACE)
(DATE) (TIME OPENS) – (TIME CLOSES)
(DATE) (TIME OPENS) – (TIME CLOSES)

(POLLING PLACE)
(DATE) (TIME OPENS) – (TIME CLOSES)

**Please note that if you intend on standing or voting for the position, you must be registered with the Yulendj Indigenous Engagement Unit as an Indigenous Australian student by:
(DAY) (MONTH) (YEAR)**

Full details of the election process are outlined in the Election Regulations (enclosed), and further information can be sought from the Coordinator, Indigenous Academic Engagement (name) in the Yulendj Indigenous Engagement Unit, the MSA Secretary (name), or from the Returning Officer (name).

Sincerely,

(name)
Returning Officer

Schedule 1.4 – NOMINATION FORM

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
NOMINATION FORM

I,,
of..... (current postal address)...
....., (student number)
....., (contact telephone number)
....., (email)
nominate for:
(use separate forms for each position)

Do you identify as a woman? Y / N

By completing this nomination form, you consent for the Returning Officer to check your enrolment status to verify if you are eligible to run in these elections.

.....
(signature)

Nominated by:(name)

Do you identify as a woman? Y / N

....., (student number)
..... (signature)

Seconded by:(name)

Do you identify as a woman? Y / N

....., (student number).....(signature)

If running on a ticket:

ticket name..... (signature of authorised officer)

If sharing a position:

I nominate to share this position with:

.....(name)
....., (student number)
..... (signature)

If sharing a position:

Where this nomination is for an office-bearer position, the person to be the voting member on all MSA bodies where that office-bearer has a vote will be:

.....(name)

.....
(signature)

Nominations must be signed by the candidate, and the students nominating and seconding.

Schedule 1.4A – NOMINATION FORM

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
NOMINATION FORM

I,,
of..... (current postal address)...
....., (student number)
....., (contact telephone number)
....., (email)
nominate for Lot's Wife Editor
(use separate forms for each position)

By completing this nomination form, you consent for the Returning Officer to check your enrolment status to verify if you are eligible to run in these elections.

.....
(signature)

Nominated by:(name)
....., (student number)
..... (signature)

Seconded by:(name)
....., (student number)
.....(signature)

If running on a ticket:
ticket name.....
..... (signature of authorised officer)

If sharing the position with one (or two) other people:
I nominate to share this position with:
.....(name)
....., (student number)
..... (signature)

I also nominate to share this position with:
.....(name)
....., (student number)
..... (signature)

Nominations must be signed by the candidate, and the students nominating and seconding.

Schedule 1.4B – NOMINATION FORM

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
NOMINATION FORM

I,,
of..... (current postal address)...
....., (student number)
....., (contact telephone number)
....., (email)
nominate for Indigenous Officer
(use separate forms for each position)

By completing this nomination form, you consent for the Returning Officer to check your enrolment status and your identity as an Indigenous Australian with the Yulendj Indigenous Engagement Unit to verify if you are eligible to run in these elections.

.....
(signature)

Nominated by:(name)

Do you consent to having your identify as an Indigenous Australian checked with the Yulendj Indigenous Engagement Unit? Y / N
....., (student number)
..... (signature)

Seconded by:(name)

....., (student number)
.....(signature)

If running on a ticket:

ticket name..... (signature of authorised officer)

If sharing a position:

I nominate to share this position with:
.....(name)
....., (student number)
..... (signature)

If sharing a position:

Where this nomination is for an office-bearer position, the person to be the voting member on all MSA bodies where that office-bearer has a vote will be:
.....(name)

.....
(signature)

Nominations must be signed by the candidate, and the students nominating and seconding.

Schedule 1.5 –WITHDRAWAL OF NOMINATION FORM

Monash Student Association Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
WITHDRAWAL OF NOMINATION FORM

I,, (name on nomination form)
of (address on nomination form)
....., (student number),
....., (contact telephone number)
withdraw my nomination for:

(use separate forms for each position)

.....
(signature)

This withdrawal only takes effect upon its receipt by the Returning Officer.

Schedule 1.6 - APPLICATION TO REGISTER A TICKET NAME

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
APPLICATION TO REGISTER A TICKET NAME

I,, (name)
of (address)
....., (student number)
....., (contact telephone number)
register the ticket name:

If this is a reregistration of a ticket:
..... (name of most recent authorising officer)
..... (signature of most recent authorising officer)
(use separate forms for each name)

.....
(signature)

We, the below signed, support the (re)registration of this ticket name
If incorporating the name of a club or society, all signatures must be those of Ordinary Members of the relevant club or society

..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)

..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)
..... (name)..... (signature).....(student number)

If incorporating the name of a club or society approval from their governing body with signatures must be attached.

Schedule 1.7 - APPLICATION TO BE SET OUT AS A TICKET

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
APPLICATION TO BE SET OUT AS A TICKET

I/We,.....
.....
.....(names to be
set out on ballot paper in order)

candidate/s for:(use separate forms for each body)
apply to have my/our name/s set out on the ballot paper under the name:
..... Ticket

.....
.....
.....
(signatures in order)

Schedule 1.8 - STATEMENT OF DISTRIBUTION OF PREFERENCES

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
STATEMENT OF DISTRIBUTION OF PREFERENCES

Preferences for the: Ticket
for..... (name of body)
are to be distributed in accordance with the preferences set out on the attached sample ballot paper.

.....
(signature of authorised officer)

Schedule 1.9 - POSTAL VOTE APPLICATION

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
POSTAL VOTE APPLICATION

I,
of (current postal address)
..... (current phone number)
....., (student number)

apply for a postal vote.
Reason for application:
.....
.....
.....

.....
(signature)

Schedule 1.10 - POSTAL VOTE INSTRUCTIONS

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
POSTAL VOTE INSTRUCTIONS

Enclosed are:

1. ballot paper/s;
2. candidates' policy speeches;
3. Statements of Distribution of Preferences;
4. smaller blank envelope; and
5. Larger stamped envelope addressed to the Returning Officer.

Please:

1. fill in the ballot paper/s;
2. place the ballot paper/s inside the smaller envelope and seal it. Do not write anything on the smaller envelope;
3. Place the smaller envelope inside the larger envelope and seal it;
4. Print your full name and student number on the back flap of the larger envelope and sign it; and
5. post the Larger envelope.

(name),
Returning Officer

Schedule 1.11 - WITHDRAWAL OF POSTAL VOTE

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
WITHDRAWAL OF POSTAL VOTE

I,, (name on application form)
of (address on application form)
....., (student number)
....., (contact telephone number)

have applied for a postal vote and now intend to vote in person. I therefore withdraw my postal vote and authorise its destruction should it be received by the Returning Officer.

.....
(signature)

Schedule 1.12 – STATEMENT OF PREFERENCE OF NOMINATED POSITIONS

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)

BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
STATEMENT OF PREFERENCE OF NOMINATED POSITIONS

I, (name)
of (address)
..... (student number)
..... (contact telephone number)

declare that, in the event I am elected to multiple positions that I am ineligible to hold concurrently, I wish to be elected to the following positions in order of preference:

- (position)
- (position)
- (position)
- (position)
- (position)
- (position)
- (position)
- (position)
- (position)
- (position)

.....
(signature)

Schedule 1.13 - APPOINTMENT OF SCRUTINEER

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
APPOINTMENT OF SCRUTINEER

I,, (name)
a candidate for: (position)
appoint:
..... (name of student)
.....,
(student number)
as my scrutineer.

.....
(signature)

Schedule 1.14 - DECLARATION OF ELECTION

Monash Student Association (Clayton) Incorporated
ANNUAL ELECTIONS, MONDAY (DATE) - THURSDAY (DATE) SEPTEMBER (YEAR)
(or)
BY-ELECTION, (DAY) (DATE) (MONTH) (YEAR)
DECLARATION OF ELECTION

At (time) on(day) (date) (month)
I declared:
.....
.....
(name/s of candidate/s in order)
elected as/to:
.....(name of position)

.....
(signature)
(name),

Returning Officer

Schedule 1.15 – Vacancy Appointment

Monash Student Association (Clayton) Incorporated
Vacancy Appointment

I, (name of authorised officer)
the authorised office for, (name of ticket)
authorise the vacancy created due to (name of person who has created the vacancy)
no longer holding their position on (name of body on which the vacancy has arisen)
be filled by (name of person to fill vacancy)
of (current postal address of person filling the vacancy)
....., (student number of person filling the vacancy)

....., (contact telephone number of person filling the vacancy)

..... (email of person filling the vacancy)

.....
(signature of authorised officer)

.....
(signature of person filling the vacancy)