

Procedures for Election of Academic Board Members



1 Purpose

- 1.1 These procedures set out the method for the election of the following categories of members of Academic Board:
- Chair and/or deputy chair
 - Professor (level E)
 - Academic staff (levels A-D)
 - Professional staff

2 Returning Officer

- 2.1 An election referred to in these procedures is to be conducted by the Council Secretary (or equivalent position) who is to be the Returning Officer for the election. The Returning Officer may delegate any of his or her powers or functions under these procedures.
- 2.2 Subject to these procedures, detailed arrangements for the conduct of any election shall be made by the Returning Officer.
- 2.3 The Returning Officer shall prepare and circulate a notice calling for nominations in accordance with the procedures.
- 2.4 The Returning Officer shall check the validity of all nominations received during the nomination period and advise each candidate of the outcome of their nomination. The Returning Officer shall reject any nominations received after the nomination period has closed.
- 2.5 The Returning Officer shall accept all nominations which satisfy the requirements of these procedures.
- 2.6 The Returning Officer shall treat any defective nominations in the manner prescribed in these procedures.
- 2.7 Where a ballot is required, the Returning Officer shall conduct the ballot in accordance with the provisions of these procedures.
- 2.8 In respect to any matter pertaining to the conduct of any election, and notwithstanding anything else contained in the procedures, the Returning Officer shall take such action as the Returning Officer considers necessary, including but not limited to making void a step already taken in the election, to ensure the secrecy of the ballot and to prevent or remedy an irregularity.
- 2.9 The Returning Officer shall, subject to these procedures, provide final determination on questions of detail concerning any election.

3 Scrutineers

- 3.1 In the event that a ballot is conducted using a manual process, each candidate may, in writing, appoint a scrutineer to act on their behalf. A candidate (including a candidate that may have been declared elected) cannot be a scrutineer.
- 3.2 Scrutineers have the right to view all facets of the election process.

4 Time of elections

- 4.1 The Returning Officer in consultation with the Academic Board Chair shall determine the election dates in each category.

5 Electors and candidates

- 5.1 The chair and/or deputy chair of Academic Board will be elected by the members of the Academic Board from professors (level E) who are members of Academic Board; with elections to be held as required in accordance with these procedures to the extent

practical and agreed to by the Returning Officer (for example, the time that nominations or elections are open may be adjusted as appropriate, the requirement for a ballot webpage to be used etc).

- 5.2 Elections for the following members will be held as required:
- (a) Six professors (level E) – being two professors (level E) elected from and by eligible academic staff in each faculty.
 - (b) Six academic staff (levels A-D) – being two academic staff (levels A-D) elected from and by eligible academic staff in each faculty.
 - (c) Two professional staff (HEO7 or above) – being two professional staff at a classification of HEO7 or above elected by eligible professional staff.
- 5.3 A person is eligible to vote if their name appears on a Roll referred to in 5.5 below on Close of Roll Day.
- 5.4 Close of Roll Day shall be at 10:00am on a day which is no earlier than 30 days before the day on which nominations for the election open.

Rolls

- 5.5 The Returning Officer is to be provided with the following Rolls (as applicable for the relevant election):
- (a) a Roll containing the names and e-mail addresses of professors of the University who are members of Academic Board.
 - (b) a Roll of professors of the University containing the names, e-mail addresses and type of fractional appointment (if any) of those persons who hold a continuing or fixed term appointment to the post of professor (level E);
 - (c) a Roll of academic staff containing the names, e-mail addresses and type of fractional appointment (if any) of those persons who hold a continuing or fixed term appointment as academic staff (level A-D);
 - (d) a Roll of professional staff containing the names, e-mail addresses and type of fractional appointment (if any) of those persons who hold a fixed term or continuing appointment to a post at the University other than a post referred to in paragraphs (a), (b) and (c).

Note: Section 3 of the University of Adelaide Act 1971 defines

- *the academic staff as the officers or employees of the University classified by the Council as members of the academic staff;*
- *the professional staff as the officers or employees of the University classified by the Council as members of the professional staff.*

Eligibility to nominate as chair or deputy chair of Academic Board

- 5.6 In respect of a person seeking election as chair or deputy chair of Academic Board, the prescribed qualification is that:
- (a) the person will be a professor of the University and a member of Academic Board on Close of Roll Day; and
 - (b) the person will not be an ex officio member of Academic Board.

Eligibility to nominate as a professor (with no more than two professors to be elected from any one faculty)

- 5.7 In respect of a person seeking election as a member from the professors of the University, the prescribed qualification is that:
- (a) the person's name is on the Roll of professors (level E) of the University on Close of Roll Day;
 - (b) the person holds an appointment of at least 50% for the period of the electoral term (i.e. hold a full-time, or not less than 0.5 fractional appointment); and
 - (c) is not on the Roll of academic staff (levels A-D) or the Roll of professional staff.

Eligibility to nominate as a member of academic staff (levels A-D) (with no more than two academic staff (levels A-D) to be elected from any one faculty)

- 5.8 In respect of a person seeking election as a member of the academic staff (levels A-D), the prescribed qualification is that:

- (a) the person's name is on the Roll of academic staff (levels A-D) on Close of Roll Day;
- (b) the person holds an appointment of at least 50% for the period of the electoral term (i.e. hold a full-time, or not less than 0.5 fractional appointment); and
- (c) is not on the Roll of professors (level E) of the University or the Roll of professional staff.

Eligibility to nominate as a member of professional staff

- 5.9 In respect of a person seeking election as a member of the professional staff, the prescribed qualification is that:
- (a) the person's name is on the Roll of professional staff on Close of Roll Day;
 - (b) the person holds a fixed term or ongoing position at a classification of HEO7 or above for at least 0.5 of a full-time equivalent position; and
 - (c) is not on the Roll of professors (level E) of the University or on the Roll of academic staff (levels A-D).

6 Notice of election and call for nominations

- 6.1 Before the opening of nominations for an election, the Returning Officer must publish a notice which:
- (a) specifies the number and category of vacancies to be filled at the election, the term of office, the names of retiring members and whether the retiring members are eligible for re-election;
 - (b) invites nominations for election to the vacancies; and
 - (c) specifies how nominations are to be made and the date and time by which nominations must reach the Returning Officer.
- 6.2 The notice must be published at least 28 days before the appointed day for the election.
- 6.3 The notice may be published via the University's website, staff bulletin or email to relevant staff.

7 Making of nominations

- 7.1 Each nomination form shall state the number of vacancies, and the date and time by which nominations must reach the Returning Officer.
- 7.2 Each nomination shall be supported by two members of the electorate for the election.
- 7.3 Each candidate nominated shall declare, on the nomination form, that he/she is qualified to be elected in the category of membership for which he/she is nominated, and signify thereon his/her consent to the nomination.
- 7.4 Nominations must reach the Returning Officer by the close of nominations. Nominations received after the date and time set for the close of nominations shall be invalid. The nomination form may be forwarded electronically.
- 7.5 Where the Returning Officer finds that a nomination is or may be defective, the Returning Officer shall, before rejecting the nomination, notify the person concerned of the defect and where practicable, give the person the opportunity of remedying the defect prior to the close of nominations.
- 7.6 Where the Returning Officer has notified a person of a defective nomination, and where that person has corrected the defect and advised the Returning Officer prior to the close of nominations, the Returning Officer shall accept the nomination.
- 7.7 Where the Returning Officer has notified a person of a nomination defect, and where that person has not corrected the defect and advised the Returning Officer prior to the close of nominations, the nomination shall be rejected.
- 7.8 A candidate must provide a statement in support of their nomination of not more than 200 words. If a statement exceeds the 200 word limit and the candidate has not reduced the size of the statement to 200 words or less by the close of nominations, the Returning Officer will exclude from the statement all words appearing after the 200th word. A statement must not refer to another person who has nominated as a candidate for election without the written consent of that person.

- 7.9 A candidate may provide a photograph of themselves to be included with their statement.
- 7.10 All nominations and candidate statements must reach the Returning Officer before 12:00pm on nomination closure day.
- 7.11 Valid nomination forms will be acknowledged by e-mail to the candidate.
- 7.12 A candidate duly nominated for any office may subsequently withdraw their nomination by advising the Returning Officer in writing at any time before the closing date for the receipt of nominations, and receipt by the Returning Officer of such advice shall be held to cancel such nomination.

8 Uncontested elections

- 8.1 If the number of valid nominations received is less than or equals the number of vacancies to be filled, the Returning Officer shall declare the nominated candidate/s elected.
- 8.2 In the event that a position for an elected professor (level E) and/or elected academic staff (levels A-D) member remains unfilled following declaration of the election, the Executive Dean of the faculty where the vacancy exists may nominate a suitable candidate to fill that vacancy.

9 Conduct of ballot

- 9.1 If the number of valid nominations received exceeds the required number of candidates, the Returning Officer shall conduct a ballot.

Form of ballot

- 9.2 The ballot must be a secret ballot using an appropriate preferential voting system.

Notification of voters

- 9.3 If there is to be an election, the Returning Officer is to notify each person whose name is on the relevant Roll by e-mail addressed to the person at his or her last known e-mail address.
- 9.4 The online voting system is to be accessible by voters at least 14 clear days before the day appointed for the election.
- 9.5 The fact that a person whose name is on the relevant Roll did not receive notification of the election does not invalidate an election.

Information for voters

- 9.6 If a ballot is required, the following information will be provided to voters:
 - (a) Instructions on how to vote and the date and time of the close of ballot.
 - (b) A statement for each of the candidates.

Contents of ballot webpage

- 9.7 The ballot webpage must contain the names of the candidates in a random order for each category. The method of randomisation will be determined by the Returning Officer.

Method of voting

- 9.8 To make a formal vote at an election a person must vote as provided for in the online voting system; or if no online voting system is available, by following procedures issued by the Returning Officer in accordance with an appropriate preferential voting methodology.

Procedure on close of ballot

- 9.9 As soon as practicable after the close of ballot, the Returning Officer shall identify the candidates from each category with the highest number of votes (in accordance with the preferential voting method) matching the number of vacancies for each category. In the event of a tied result, the successful candidate will be drawn by lot.

Declaration of result

- 9.10 When the Returning Officer is satisfied that the votes have been correctly calculated and counted, the Returning Officer shall declare the result of the election by:
- (a) writing to all candidates contesting the election and advising them of the outcome;
 - (b) providing a written election report to the next meeting of the Academic Board.
- 9.11 The report to the Academic Board shall include:
- (a) The total number of persons on the Roll of voters.
 - (b) The total number of votes cast.

Paper-based elections

- 9.12 In the event that electronic systems are unavailable, an election may be conducted using physical documents.
- 9.13 For a paper-based election, any reference in these procedures to an electronic document may be read as a reference to an appropriate physical document.

10 Casual vacancy

- 10.1 If an elected professor (level E) and/or elected academic staff (levels A-D) ceases to remain in office (for whatever reason) the unfilled position will be treated as a casual vacancy and will be filled in accordance with the procedure for uncontested election vacancies at 8.2.
- 10.2 If an elected professional staff member ceases to remain in office (for whatever reason) the unfilled position may be filled by an eligible professional staff member in consultation with the Chair of the Academic Board.
- 10.3 A person who fills a casual vacancy in accordance with 9.1 shall hold office until the expiry of the term of the predecessor's office.

Approved by Academic Board 2/22, 6 April 2022