Elections Regulation

Version Control and Approval

Regulation ID:	REG-1
Version:	V1.0
Drafted by:	Shay Johnston, Student Partnerships Officer – Governance
Approved by:	Guild Committee of Management
Approval date:	10 August 2026
Effective date:	10 August 2026

Table of Contents

1. PART 1 - PRELIMINARY 3
1.1. Purpose 3
1.2. Scope & Application 3
1.3. Related Documents 3
1.4. Interpretation 3
1.5. Definitions 4
1.6. Governing Principles 5
2. PART 2 – STUDENT ELECTIONS COMMITTEE, RETURNING OFFICER AND ELECTORAL TRIBUNAL 5
2.1. Establishment of the Student Elections Committee 5
2.2. Appointment of Returning Officer 6
2.3. Powers and Duties of the Returning Officer 7
2.4. Appointment of the Electoral Tribunal 9
2.5. Powers and Duties of the Electoral Tribunal 10
3. PART 3 – GENERAL ELECTIONS 10
3.1. Key Election Timings 10
3.2. Polling Method 11
4. PART 4 – ELIGIBILITY TO VOTE AND STAND 11
4.1. Eligibility Voters 11
4.2. Eligibility of Candidates – Student Board Members 11
4.3. Eligibility of Candidates – Student Representative Council 12
5. PART 5 – NOMINATIONS 12
5.1. Form and Lodgement 12
5.2. Notification of Standing 12
6. PART 6 – CAMPAIGNING 13
6.1. Campaign Period 13
6.2. General Campaign Conduct 13
6.3. Guild-led Campaign Opportunities 13
7. PART 7 – VOTING AND COUNTING 14
7.1. Ballot Design 14
7.2. Commencement of Voting 14
7.3. Counting Method 14
7.4. Contingency for Technical Failures 14

7.5. Candidate Scrutiny of Voting 14
8. PART 8 – DECLARATION OF SUCCESSFUL CANDIDATES AND APPEALS 14
8.1. Provisional Declaration 14
8.2. Electoral Tribunal Action 15
8.3. Chairing a Tribunal Hearing 15
8.4. Appeals to the Tribunal 15
8.5. Hearings 15
8.6. Formal declaration 15
8.7. Election of the Guild President and Guild Vice President 15
8.8. Election of the Chair and Vice Chair of the Student Representative Council and its Sub-Committees 16
9. PART 9 – CASUAL VACANCIES 16
9.1. Student Board Member Casual Vacancies 16
9.2. Student Representative Council Member Vacancies 17
9.3. Fulfilment of Casual Vacancies on the Board, Student Representative Council, including its Sub-Committees 17
10. PART 10 – RECORDS AND REPORTING 18
10.1. Roll of Voters 18
10.2. Election Records 18
11. PART 11 – TRANSITIONAL ARRANGEMENTS 18
12. PART 12 – REVIEW AND CONTINUOUS IMPROVEMENT 19
12.1. Review of Elections Regulations, Policies and Procedures 19

1. PART 1 - PRELIMINARY

1.1. Purpose

1.1.1. The purpose of the Election Regulation is to stipulate:

a. the regulations for the operation, voting and campaigning practices relevant to General Elections;
b. the appointment and roles of the Returning Officer and Electoral Tribunal;
c. the approach to the management of disputes and appeals;
d. the fulfilment of casual vacancies on the Board, Student Representative Council and its sub-committees; and
e. the selection of the Board President, Vice President and the Chairs and Vice Chairs of the Student Representative Council and its sub-committees.

1.2. Scope & Application

1.2.1. This Elections Regulation applies to all parties engaged in election activity, including Guild Staff, the Guild's (transitional) Committee of Management, Board nominees and Members, Student Representative Council (and its sub-committees) nominees and members, staff and students involved in campaigns and all Guild Members.

1.2.2. This Elections Regulation governs all actions involved with the election of Board, Student Representative Council (and its sub-committees) Members, including whether filled by election or casual vacancy.

1.3. Related Documents

a. The Guild Constitution.

1.4. Interpretation

Unless the context otherwise indicates:

1.4.1. Words defined in the University of the Sunshine Coast Student Guild Constitution have the same meaning within these Election Regulations.

1.4.2. Terms used within these Election Regulations are defined below.

1.4.3. If there is any inconsistency between a definition in these Election Regulations and the law, the legal definition prevails.

1.4.4. If there is any inconsistency between a definition in these Election Regulations and the Constitution, the Constitutional definition prevails.

1.4.5. Any word which is not defined herein carries its ordinary meaning.

1.4.6. In the case of any ongoing ambiguity, the Board of the Student Guild shall be authorised to determine the appropriate interpretation of these Election Regulations.

1.5. Definitions

a. **"Annual Election"** means the election held pursuant to Part 3 of these Elections Regulations, for the purposes of electing the:
   - all Student Directors whose terms are to expire on whose terms expire on 31 December of that election year; and
   - All SRC members.

b. **"Constitution"** means the Constitution of the University of the Sunshine Coast Student Guild.

c. **"Day"** means calendar days, not working days.

d. **"Member"** means a Student who has not opted out of membership of the Student Guild in accordance with clause 3.1.3 of the Constitution;

e. **"Returning Officer"** means the independent person appointed by the Board to conduct annual elections in accordance with this Constitution and the Regulations;

f. **"Student"** means a person enrolled in a formal program of learning with the University, as defined by the University, and who has not ceased to be so enrolled for a continuous period of six months or more;

g. **"Student Representative Council (SRC)"** means the standing sub-committee of the University of the Sunshine Coast Student Guild Board charged with representing the student body. As a sub-committee of the Board (pursuant to clause 5.1.1 of the Constitution), the SRC's membership, election process and remit are governed by these Election Regulations. References to the Student Representative Council do not include its Sub-Committees unless specified.

h. **"Transitional Election"** means the General Election held in the in the first year of implementation only (calendar year 2026), to establish the rotation, the three candidates receiving the highest number of votes will serve two-year terms; the other three successful candidates that year will serve an initial one-year term. Thereafter, all Student Director terms shall be two calendar years (pursuant to clause 4.6.1 of the Constitution).

i. **"Working Day"** means a day on which the University is open for business, excluding Saturdays, Sundays and QLD public holidays.

1.6. Governing Principles

1.6.1. Elections must be free, fair, independent, transparent, secret and timely. Elections will be structured to encourage the inclusion of all members of the Guild in both nominating and voting.

2. PART 2 – STUDENT ELECTIONS COMMITTEE, RETURNING OFFICER AND ELECTORAL TRIBUNAL

2.1. Establishment of the Student Elections Committee

2.1.1. The Student Elections Committee is established as a standing Sub-Committee of the Board. The Student Elections Committee shall operate pursuant to Section 7 of the Constitution.

2.1.2. The purpose of the Student Elections Committee is to:

a. oversee the operation of Guild Elections and Casual Vacancy fulfilments;

b. support the Principal Executive Officer with the selection the independent Returning Officer and Electoral Tribunal Members, and, where required, make recommendations regarding the fulfilment of these roles to the Board; and

c. ensure the appropriate and timely implementation of any actions required by the Returning Officer or Electoral Tribunal.

2.1.3. The Student Elections Committee shall comprise:

a. Two (2) representatives from the Board, selected via a majority vote of the Board. External Board Members and the SRC Chair in their ex-officio capacity are ineligible for selection.
b. One (1) representative of the SRC, selected by the SRC via a majority vote; and
c. Two (2) Student Partnerships Officers – Governance who support the Board and SRC, selected by the Principal Executive Officer.

2.1.4. Membership of the Student Elections Committee shall render a representative ineligible for election at that year's Annual Election. An exception may be made, where required, for the Transitional Annual Election, where all Student Board Members transitioning from the transitional Committee of Management to the Board are required to stand for election.

2.1.5. The Student Elections Committee shall be co-chaired by one (1) representative of the Board and one (1) representative of the SRC.

2.1.6. Student Elections Committee membership commences immediately at member selection and concludes on 31 December of the same year.

2.1.7. Representatives shall be selected at the first annual meeting of the Board and SRC, and no later than 28 February of each year. Where a casual vacancy arises prior to the selection of the Student Elections Committee members, the Principal Executive Officer shall arrange for the selection of members via the fastest appropriate process, including, but not limited to, calling an out-of-cycle meeting to allow a vote or an electronic poll of the Board and SRC.

2.1.8. From June of each calendar year, the Student Elections Committee shall meet no less than monthly until the final determination of the election is made and all complaints, disputes, appeals and election-relation notifications and publications are concluded.

2.1.9. Outside of this period, it shall meet as needed to manage Casual Vacancies.

2.1.10. Where required, casual vacancies on the Student Elections Committee can be filled via a vote of the vacant role's originating body (being either the Board or SRC). Should the position filled by a Student Partnerships Officer – Governance become vacant, this will be filled by the Principal Executive Officer (or delegate).

2.2. Appointment of Returning Officer

2.2.1. No later than thirty (30) Working Days before nominations open or the elections roll is prepared for any General Election, the Student Elections Committee must appoint a Returning Officer.

2.2.2. The Principal Executive Officer shall undertake a process to identify appropriately experienced, independent candidate/s to serve as the Returning Officer and present their recommendation to the Student Elections Committee.

2.2.3. To be considered independent, and serve as the Returning Officer, the person must:

a. Not be a current employee or contractor of the University;

b. Not be a current student of the University;

c. Not have stood as a candidate in Guild election within the preceding two (2) years;

d. Satisfy any independence requirements specified in the Constitution; and

e. Demonstrate no real or perceived conflict of interest with any student faction or candidate.

2.2.4. The Returning Officer may be removed in the following circumstances and via the following approach:

a. The Returning Officer may be removed only for demonstrable misconduct, misbehavior, incapacity, or dereliction of duty.

b. Any recommendation to remove the motion to remove the Returning Officer must be passed by a majority of all Student Elections Committee members.

c. Once approved, the Student Elections Committee must make a written recommendation to the Board for the removal of the Returning Officer, and provide the Returning Officer with written notice of the grounds for recommending removal, inviting their timely response either in writing or in person to the Board prior to their vote on the motion to remove the Returning Officer.

d. Any motion to remove the Returning Officer must be passed by a majority of all Board Members, including at least two (2) Student members.
e. If the Board removes the Returning Officer, the Principle Executive Officer and Student Elections Committee must immediately begin the recruitment process for a replacement.
f. Until a new Returning Officer is ratified, the Chair of the Board (or their delegate) and the Principal Executive Officer (or their delegate) temporarily oversees any urgent election decisions.

2.3. Powers and Duties of the Returning Officer

2.3.1. Independence

a. Once ratified by the Board, the Returning Officer operates independently of the Student Elections Committee and the Board.
b. The Returning Officer must not seek or accept instructions from any candidate, faction or Board member about the exercise of any electoral function.

2.3.2. Core Responsibilities

a. The Returning Officer is responsible for administering all Guild elections (general elections, by-elections, casual-vacancy processes) in accordance with:
   - The Guild Constitution;
   - These Election Regulations; and
   - Any procedural details contained procedures subject to these Elections Regulations.
b. The Returning Officer must publish all notices (e.g., Election Notice, call for nominations, results) in the manner and within the timelines specified by these Regulations.
c. The Returning Officer assures roll preparation, and shall work with the University and the Guild to be satisfied that only eligible Students appear on each roll.

2.3.3. Staffing and Delegations

(a) The Returning Officer may appoint a Deputy Returning Officer and such election staff as necessary. Any Deputy or staff member must satisfy the same independence criteria in clause 6.2.

(b) The Returning Officer retains ultimate responsibility for any decision made by a Deputy or election staff.

(c) All appointments of a Deputy Returning Officer or election staff must be made within the election budget approved by the Board (via the Principal Executive Officer).

(d) The Principal Executive Officer may also appoint one (1) or more Guild employees as Poll Managers, to provide operational and governance support to the Returning Officer in the operation of the election. Poll Managers will follow all reasonable directions of the Returning Officer as it relates to the conduct of the election.

2.3.4. Counting and Declaration

(a) The Returning Officer must supervise vote counting, applying the counting method exactly as detailed in Part 7.

(b) In the event of a tie for elimination or election, the Returning Officer decides by lot.

(c) The Returning Officer issues a provisional declaration within two (2) Working Days of polling closing, then a formal declaration once any Tribunal appeals are resolved.

2.3.5. Dispute Resolution

(a) The Returning Officer investigates all complaints about nomination, campaigning or counting, and may impose interim measures (e.g., suspension of campaigning) to protect election integrity.

(b) If a complaint cannot be resolved, the Returning Officer refers it to the Electoral Tribunal per Part 8 of these Elections Regulations.

(c) Any Tribunal decision is final.

2.3.6. Record-keeping and Reporting

(a) The Returning Officer must arrange for the retention of all election records (nominations, ballots, count sheets, rulings, Tribunal decisions, etc.) securely for at least twelve (12) months after the formal declaration.

(b) Within thirty (30) days of the formal declaration, the Returning Officer submits a written “Election Report” to the Board, via the Student Elections Committee, and to the Principal Executive Officer (or delegate). A summary of this report is published on the Guild website.

2.3.7. Sanctions

(a) The Returning Officer may issue direction letters, warnings, or disqualify a candidate for breaches of these Regulations or the Constitution.

2.3.8. Enforcement

Any person (candidate, campaigner, staff member, or other participant) who fails to comply with a direction from the Returning Officer will be deemed to have breached these Regulations.

2.3.9. The Returning Officer shall enforce the proper operation of these Elections Regulations via the following process:

a. Notice of Breach - If the RO determines that a direction has been ignored or contravened, the RO will issue a written "Notice of Breach" to the individual involved. That notice must:

i. Identify the specific direction that was breached;

ii. Describe any evidence supporting the finding; and

iii. Specify which sanction(s) may be imposed under point c., below.

b. Opportunity to Respond - Except where immediate action is required to protect election integrity, the individual will have one (1) Working Day to submit a written response to the RO's Notice of Breach.

c. Imposition of Sanctions **-** After considering any response (or if no timely response is received), the RO may impose one or more of the following sanctions:

i. A written warning;

ii. Suspension of campaigning privileges (e.g., removal of posters, suspension of online campaign channels) for up to three (3) Working Days;

iii. Disqualification from the election; or

iv. Referral to the Electoral Tribunal for disciplinary review.

a. **Referral to Tribunal -** If the breach constitutes a serious or repeated violation (e.g., falsifying nomination endorsements, interference with ballots), the RO will refer the matter directly to the Electoral Tribunal under Part 8. The Tribunal's decision on any sanction is final.

2.4. Appointment of the Electoral Tribunal

2.4.1. The Student Elections Committee must appoint an Electoral Tribunal no later than the close of nominations.

2.4.2. The Electoral Tribunal shall comprise:

a. three (3) voting members, each independent of the Guild and who possess appropriate legal, governance or dispute-resolution expertise (pursuant to Clause 6.4.2 of the Constitution); and

b. the Guild's Principal Executive Officer (and/or delegate/s) as a non-voting advisor on the interpretation of the Guild's governance instruments.

2.4.3. The Principal Executive Officer shall undertake a process to identify appropriately experienced candidates to serve on the Electoral Tribunal and present their recommendation to the Student Elections Committee.

2.5. Powers and Duties of the Electoral Tribunal

2.5.1. Pursuant to clause 6.4.4 of the Constitution, the Electoral Tribunal may:

a. issue directions to the Returning Officer in relation to the conduct of an election;
b. affirm, vary or set aside a decision of the Returning Officer;
c. recommend to the Board that the appointment of the Returning Officer be terminated;
d. recommend that an election, or part of an election, be declared invalid and a new election conducted; and
e. recommend disciplinary action in relation to a breach of the Regulations.

3. PART 3 – GENERAL ELECTIONS

3.1. Key Election Timings

3.1.1. Pursuant to clause 6.3 of the Constitution, General Elections will be held annually and voting must be concluded by 31 October of each year.

3.1.2. Determination of a General Election should not exceed 30 days and must conclude by 30 November of each year.

3.1.3. The Returning Officer must publish an Election Notice at least fifteen (15) Working Days before nominations open, specifying all available positions and the nominations process, as well as key dates, including the dates and, if applicable, times of the:

a. Closure of nominations;

b. Open and closure of polls;

c. Expected determination of successful candidates.

3.1.4. Nominations must be open for at least ten (10) Working Days following the publication of the Election Notice.

3.1.5. Voting must be open for at least five (5) Working Days.

3.1.6. At each General Election, the Student Board Member positions whose terms expire on 31 December of the election year shall be declared vacant and contested.

3.2. Polling Method

3.2.1. All Guild elections must use a secret ballot.

3.2.2. All Guild elections must use an online voting platform.

3.2.3. The Guild's Principal Executive Officer shall select an online voting platform no later than 28 days prior to the commencement of voting.

3.2.4. Where member data is to be input into the online voting platform, the Principal Executive Officer must ensure that the Constitution, these Election Regulations and all Guild and, where applicable, University risk, compliance and governance standards are complied with, including with respect to data security, privacy and procurement.

3.2.5. The online voting platform must meet the following requirements:

a. Verifiable Count

The platform must:

- Enable ongoing monitoring by the Returning Officer, Poll Managers, Guild Principal Executive Officer and Student Partnerships Officer(s) throughout the elections process.
- generate a final count sheet that candidates can review upon request.

4. PART 4 – ELIGIBILITY TO VOTE AND STAND

4.1. Eligibility Voters

4.1.1. All Students who are members of the Guild ten (10) Working Days before nominations open are eligible to vote.

4.1.2. Where appropriate, voter eligibility for some positions may be limited to a particular subset of voters (e.g. positions representing a specific equity group, regional location or area of study). Such limitations require the approval of the Student Elections Committee.

4.2. Eligibility of Candidates – Student Board Members

4.2.1. A person is eligible to nominate for a Student Board Member position where they are:

a. Are a Student ten (10) Working Days prior to the opening of nominations and continue to be a Student at the closure of nominations.

b. Are at least 18 years of age.

c. Not be excluded by a term limitation, pursuant to clause 4.6.3 of the Constitution.

d. Are not otherwise disqualified from serving as Guild Board Member by law or by the Constitution.

4.3. Eligibility of Candidates – Student Representative Council

4.3.1. A person is eligible to nominate for a Student Representative Council Member position where they are:

a. Are a Student ten (10) Working Days prior to the opening of nominations and continue to be a Student at the closure of nominations.

b. Have not already served three (3) consecutive full one-year terms within the Student Representative Council or sub-committee the nominee is nominating for.

c. Must not be an Employee of the Guild, as defined by the Constitution.

d. Must not hold University employment, whether in a single role or across multiple concurrent roles, exceeding a combined total of 0.5 full-time equivalent.

5. PART 5 – NOMINATIONS

5.1. Form and Lodgement

5.1.1. Nominations must be lodged electronically via a standardised nomination form which includes the candidate's:

a. Full name;

b. Student number;

c. Student email address;

d. Statement of Nomination.

5.1.2. To ensure equity of access to representative positions in any election cycle, the Student Elections Committee may limit:

a. the number of positions that a student may nominate for; and

b. the number of positions a student may serve in.

5.1.3. Where a student is successfully elected for more positions than they are eligible to serve in, the Guild retains the right to determine on behalf of the student which role or roles they will be appointed to.

5.2. Notification of Standing

5.2.1. Following the submission of a nomination, the Returning Officer ensure each nominee is notified in writing whether their nomination has been accepted or rejected. If the nomination is rejected, the Returning Officer must provide the reasons for rejection.

5.2.2. All notifications of standing will be issued to the candidates no later than three (3) Working Days of nominations closing.

6. PART 6 – CAMPAIGNING

6.1. Campaign Period

6.1.1. The campaign period begins four (4) Working Days following the closure of nominations.

6.1.2. The campaign period will last at least ten (10) Working Days.

6.2. General Campaign Conduct

6.2.1. All campaign conduct must be in compliance with the UniSC Student Code of Conduct.

6.2.2. All campaign conduct must be truthful, non-defamatory and non-discriminatory.

6.2.3. The following are prohibited:

a. Use of megaphones or amplified sound on campus;

b. Campaigning by non-students;

c. Campaign activity that disrupts, or is likely to disrupt, student learning and study;

d. Display of political party logos or politically branded clothing;

e. The placement of campaign materials in unauthorised spaces;

f. The placement of campaign materials in a manner which damages, or could damage, Guild or University property;

g. Offering any inducement to vote or abstain from voting;

h. Interference with another candidates campaign or materials;

i. Harassment, bullying, menacing or intimidation of any kind, including through electronic or social media, direct messages or group chats.

6.2.4. The Guild or University may designate campaign-free zones.

6.2.5. Any Candidate-led Campaign Events require the pre-approval of the Guild and must comply with Guild and University policies, procedures and Codes of Conduct.

6.3. Guild-led Campaign Opportunities

6.3.1. Where the Guild provides access to a campaigning opportunity, including face to face or online events, the Guild will ensure that equal access is given to all candidates with relevance to the campaign opportunity's target audience.

6.3.2. Candidates will be given at least five (5) Working Days notice of a planned campaigning opportunity.

7. PART 7 – VOTING AND COUNTING

7.1. Ballot Design

7.1.1. Ballots will be designed such that voters can reasonably access candidate information when voting.

7.1.2. Ballots shall be designed, where possible, to minimise the likelihood of an informal ballot being submitted.

7.2. Commencement of Voting

7.2.1. Voting shall open no earlier than the Working Day following the closure of the campaign period.

7.3. Counting Method

7.3.1. Any Informal ballots are ruled upon by the Returning Officer and are excluded from counting.

7.3.2. Election votes a conducted via a first past the post approach, with positions allocated to candidates in order of most votes to least votes until all positions within each poll are filled.

7.4. Contingency for Technical Failures

7.4.1. If the Returning Officer is satisfied that a material technical failure or security breach has compromised the integrity of the ballot, they may suspend polling after consulting the Chair of the Board and the Principal Executive Officer of the Guild and either resume, extend or re-run the election on terms the Returning Officer considers reasonable.

7.4.2. In circumstances where a vote is extended or re-run, the Returning Officer must provide a written notice to candidates and eligible voters, explaining:

a. The nature and impact of the technical failure;

b. Their decision about extending or re-running the vote and their reasons for the same;

c. The next steps and any key dates, where known.

7.5. Candidate Scrutiny of Voting

7.5.1. All candidates have the right to scrutinise the vote tally upon written request.

7.5.2. Where requested, the Returning Officer must supply the vote count sheet to the candidate within one (1) Working Day of the provisional declaration.

8. PART 8 – DECLARATION OF SUCCESSFUL CANDIDATES AND APPEALS

8.1. Provisional Declaration

8.1.1. The Returning Officer must provisionally declare results within two (2) Working Days of the close of the ballot.

8.2. Electoral Tribunal Action

8.3. Chairing a Tribunal Hearing

8.3.1. If the Chair is unable or unwilling to act, for example, due to a disclosed conflict, illness or incapacity, then the Principal Executive Officer (or delegate) will Chair.

8.4. Appeals to the Tribunal

8.4.1. A candidate or voter may appeal a Returning Officer decision or provisional result by lodging a written notice to the Returning Officer within two (2) Working Days of notification of the disputed decision.

8.4.2. The Returning Officer must forward all relevant materials, including the complaint, evidence, and the Returning Officer's ruling) to the Tribunal Chair within one (1) Working Day of receiving the appeal.

8.4.3. The Tribunal must then hold a hearing within two (2) business days of receiving the Returning Officer's materials and issue its written decision, with reasons, no later than two (2) Working Days of the hearing concluding.

8.5. Hearings

8.5.1. All Tribunal hearings will be held in closed session. Only Tribunal members, the appellant (candidate or voter), the Returning Officer (as respondent), and a legal, advisory or support representatives they each nominate may attend. The Guild may invite an appropriately experience staff member to attend to take minutes and provide advice on the interpretation of the Guild's governance instruments. All other persons must be excluded during the hearing.

8.5.2. The Tribunal's decision is final and binding on all parties.

8.5.3. The Returning Officer will arrange for the publication of the Tribunal's decision (redacting any private information) on the Guild's website within one (1) Working Day of issuance.

8.6. Formal declaration

8.6.1. If no appeal is lodged or once all appeals are resolved, the Returning Officer must formally declare the result within one (1) Business Day.

8.6.2. A Notice of Results must be posted on the Guild's website and emailed to all Students.

8.6.3. Elected Student Board Members and Student Representative Council (and its Sub-Committees) Members commence their term on 1 January of the year following the General Election.

8.7. Election of the Guild President and Guild Vice President

8.7.1. In accordance with clause 4.2 of the Constitution, the Board will appoint a President and Vice President from among the Board Members.

8.7.2. A Board Member may be reappointed as President or Vice President while they remain a Board Member, provided that no Board Member serves more than 24 consecutive months as President.

8.7.3. When determining the Presidential and Vice Presidential appointees, the Board should consider the skills and experience of all Board Members, as well as each Board Member's final vote tally as a proportion of all formal votes cast.

8.7.4. The President and Vice President must be elected at the first general meeting of the newly elected Board, although where circumstances require a delay, this vote may be postponed by up to one month by a majority vote. Each Board may determine the manner in which this vote is held.

8.8. Election of the Chair and Vice Chair of the Student Representative Council and its Sub-Committees

8.8.1. The Chair and Co-Chair of the Student Representative Council and its Sub-Committees shall be determined by the final vote tally.

8.8.2. Following the formal declaration the Guild's Student Partnerships Officer(s) – Governance shall offer the role of Chair to the Member with the highest final vote tally within one (1) Working Day, providing the Member with one (2) Working Days to accept the role.

8.8.3. Should the Member decline or fail to respond, the Guild's Student Partnerships Officer(s) – Governance shall offer the role of Chair to the Member with the next highest final vote tally within one (1) Working Day, providing the Member with one (2) Working Days to accept the role. This process shall repeating the process until the role is accepted.

8.8.4. Following the finalisation of the appointment of the Chair, the Guild's Student Partnerships Officer(s) – Governance shall undertake the same process for the role of Vice Chair.

8.8.5. Should no Member agree to undertake a Chair or Vice-Chair role, the Guild's Student Partnerships Officer(s) – Governance shall work with the relevant group to either:

a. Support a Member to accept the role; or

b. Identify an appropriate way to manage or divide the functions of the subject role amongst the Members.

9. PART 9 – CASUAL VACANCIES

9.1. Student Board Member Casual Vacancies

9.1.1. Pursuant to the Constitution, a Student Board Member's position is deemed a casual vacancy where:

a. A member resigns;

b. A member is removed from their role;

c. A member is ineligible to serve on the Board, including where the member no longer meets the definition of a Student, or is otherwise not of good standing in accordance with the Constitution or Guild regulations, policies, procedures, or codes of conduct.

9.2. Student Representative Council Member Vacancies

9.2.1. A Student Representative Council (and its Sub-Committees) position is deemed vacant where:

a. A member resigns;

b. A member is removed from their role; or

c. A member is ineligible to serve on the Student Representative Council, including where the Member no longer meets the definition of a Student, or is otherwise not of good standing in accordance with the Constitution or Guild regulations, policies, procedures, or codes of conduct.

9.3. Fulfilment of Casual Vacancies on the Board, Student Representative Council, including its Sub-Committees

9.3.1. If a casual vacancy in a Student Board Member or Student Representative Council (and its Sub-Committees) position occurs within six (6) months of that Member's election, the Guild's Student Partnerships Officer(s) - Governance must offer the vacancy, in descending order of votes, to the next-highest polling unelected candidate who remains eligible to serve.

9.3.2. Each unelected candidate who is offered the opportunity to fill the casual vacancy has five (5) Working Days to accept the position, or is otherwise considered to have declined the position.

9.3.3. If no eligible candidate accepts, the Guild must inform the Student Elections Committee. The Student Elections Committee shall then:

a. Publish a call for nominations for the vacant position to all Members of the Guild, open for at least ten (10) Working Days;
b. following the closure of the call nominations, short list and interview at least the top two (2) nominees; and
c. Provide a written overview of all interviewed applicants to the Board (where the vacancy is within the Board) or the Student Representative Council (where the vacancy is within the Student Representative Council or its Sub-Committees), along with a recommendation for the preferred candidate.

9.3.4. The Board / Student Representative Council shall select the successful candidate by a majority vote.

9.3.5. The Board / Student Representative Council, or a subset thereof, may, at its discretion, interview some or all of the shortlisted nominees prior to voting to select a candidate.

9.3.6. Once the successful candidate has accepted the role, the appointment outcome shall be published on the Guild website.

9.3.7. The successful candidate shall serve out the remainder of the term held by the vacating member.

10. PART 10 – RECORDS AND REPORTING

10.1. Roll of Voters

10.1.1. The Returning Officer shall ensure that roll preparation processes are adequate to allow all members of the Guild the opportunity to vote in the Election, and that non-members have been excluded from the roll.

10.1.2. The roll of voters is confidential and is used solely for the administration of the election.

10.2. Election Records

10.2.1. All election-related materials, including nomination forms, roll of voters, ballots (paper or electronic), count sheets, Returning Officer rulings, Electoral Tribunal decisions, correspondence, and final result notices, must be retained in accordance for a minimum of seven (7) years from the date of the formal declaration.

10.2.2. Any subset of records requiring longer retention under the Guild's own records retention and disposal policies (or any other applicable legislation) must be held until that longer period has elapsed.

10.2.3. No election materials shall be destroyed prior to satisfying these retention requirements.

11. PART 11 – TRANSITIONAL ARRANGEMENTS

11.1.1. Where the Guild's operation, structure, Constitution, regulations or policies and procedures are subject to signification changes which are reasonably likely to impede the Guild's ability to full comply with these Regulations, the Board may approve the adoption of these transitional arrangements via a vote of the Board prior to nominations opening.

11.1.2. Even where these Transitional Arrangements apply, all reasonable efforts to achieve compliance with these Elections Regulations must be made by the Guild.

11.1.3. Where complete compliance is not possible, the Guild shall undertake its best endeavours to comply with these regulations as much as is possible, with particular care to ensure any election held remains free, fair, independent, transparent, secret and timely.

11.1.4. Any risk that the election may not be as free, fair, independent, transparent, secret or timely as would be the case were these Elections Regulations complied with must be transparently disclosed to the Board prior to the declaration of the vote.

11.1.5. Due to the substantial constitutional changes following the Guild's adoption of a new Constitution in April 2026, which included a 12-month transition period to achieve full

constitutional compliance, these Transitional Arrangements shall apply to the 2026 General Election.

12. PART 12 – REVIEW AND CONTINUOUS IMPROVEMENT

12.1. Review of Elections Regulations, Policies and Procedures

12.1.1. These Regulations and any associated policies and procedures must be reviewed after each General Election, with a report provided to the Board by the Returning Officer and the Principal Executive Officer.

12.1.2. Amendments to these Regulations require a majority vote of the Board.

12.1.3. Once approved, the updated Regulation, including a summary of key changes, must be published on the Guild website no later than 14 days following approval, pursuant to clause 12.4.2 of the Constitution.

12.1.4. Once approved, the updated Regulation, including a summary of key changes shall be submitted to the University Council for noting.