GUILD
SENATE
NUS

ELECTION
HANDBOOK
IMPORTANT DATES

1. Monday August 3, 10.00am
   ➤ Nominations open.

2. Friday August 28, 5.00pm
   ➤ Nominations close.
   ➤ Group registration deadline
   ➤ Broadsheet submission deadline
   ➤ Close of Withdrawals

3. Monday August 31, Midday
   ➤ Deadline for lodgement of $10 Candidate bond (cash only)
   ➤ Draw for ballot positions, Sue Boyd Room 2pm.

4. Monday September 7, 10.00am
   ➤ Deadline for first round submission of Election material for approval.

5. Friday September 11, between 3pm & 4pm
   ➤ Election material to be paid for at Guild Finance then picked up from Guild Administration.

6. Monday September 14, 10.00am
   ➤ Deadline for Second submission of election material to Guild Admin.

7. Friday September 18, between 3pm & 4pm
   ➤ Election material to be paid for at Guild Finance then picked up from Guild Administration.
   ➤ 4pm Close for applications for postal votes

8. Monday to Thursday September 21– September 24
   ➤ Election Polling Dates. Polls open
   10.00am - 5.00pm daily. Other campus’ from 11.00am - 3.00pm.
INTRODUCTION
This handbook has been produced by the Election Committee for the benefit of all potential candidates in the Guild elections. If you intend to participate as a candidate in the elections, it is essential that you become fully acquainted with its contents. More detailed procedures and candidate obligations may be found in the UWA Student Guild Electoral Regulations.

PLEASE PAY PARTICULAR ATTENTION TO THE RELEVANT DATES AND PROCEDURES FOR NOMINATIONS, CANDIDATE DEPOSITS AND BROADSHEET SUBMISSIONS.

PLEASE NOTE ALSO THE PROCEDURE FOR APPROVAL OF ELECTION MATERIAL AND THE LIMITS ON HOW MUCH YOU CAN SPEND ON ELECTION MATERIAL.

The UWA Student Guild Electoral Regulations are the legislative basis for the elections and are available from Guild Administration or from the website: http://www.guild.uwa.edu.au/home/Elections please study them carefully.

In addition:
(i) Be aware at all times of the relevant rules, deadlines and requirements.
(ii) Do not leave anything to the last minute.
(iii) Do not make assumptions concerning any rules or procedures on the basis of assertions made by anyone other than the Election Committee/Returning Officer.
(iv) If in doubt on a procedural matter then seek advice from the Returning Officer before any deadlines. For any other issues please refer to the student Election Committee members.

ELECTION OFFICIALS
Returning Officer
The Electoral Commissioner of the Western Australian Electoral Commission (WAEC) has appointed Ron Camp, Mob: 0408 900 147 as the Returning Officers for the 2009 annual Guild elections.

The Returning Officer has responsibility for all the election processing including:
- Nominations
- Production and security of ballot papers and other ballot material
- Postal Voting
- Polling arrangements
- Conduct of the Poll
- Counting of Votes
- Declaration of the Poll

The Election Committee
The Election Committee consists of two Election Officers and the Executive Officer. The Committee assists the Returning Officer to supervise a fair and equitable campaign. It reviews all election material and monitors costs in relation to such material. A quorum of the Committee consists of any two of its members.

Election Officers
The Election Officers are responsible for all student liaison with the Committee so please refrain from taking concerns directly to the Executive Officer or the Returning Officer.

The Election Officers are:
Georgina Rogers M: 0422 333 055
Andrew Portelli M: 0431 868 933

The Executive Officer is:
Des Mitting
Managing Director
UWA Student Guild
Ph: 6488 2271
Email: elections@guild.uwa.edu.au

Do not hesitate to contact an Election Officer in the first instance, if you have any concerns.

Electoral Tribunal
For the 2009 UWA Guild Elections the Electoral Commissioner shall perform the function of an Election Tribunal and shall deal with all disputes, complaints and charges of misconduct.

In practice, problem solving is more appropriately dealt with at the Election Committee/Returning Officer level during the course of the election. As such the Election Tribunal is rarely involved in more than the most serious cases, if at all.

NOMINATION PROCEDURES
Nominations open at 10.00am Monday 3 August 2009 and close at 5.00pm Friday 28 August 2009.

Nomination forms may be obtained from the Guild Administration, 1st floor Guildhall. Or as a computer PDF file from the Guild website http://www.guild.uwa.edu.au/home/Elections
Nomination forms can either be placed in the locked box at Guild Finance (1st Floor Guildhall) or lodged directly with the Returning Officer. Nominations should not be lodged with the Returning Officer unless prior arrangements have been made with that Officer.

In order for a candidate’s nomination to be valid, a $10 bond (cash or banker’s cheque only) must be paid to Guild Finance by noon Monday 31 August 2009. The maximum amount payable by a candidate for more than one position shall be ten (10) dollars. This fee shall be non-refundable if an unsuccessful candidate does not acquire a total of primary votes equal to or more than 10% of the quota required for election to any of the positions that the candidate has nominated for.

A person nominated as a candidate may, before the close of nominations, by notice signed by him/her, witnessed by an eligible voter and addressed and lodged with the Returning Officer before the close of nominations, withdraw his/her consent and that person shall be deemed not to have nominated.

ELECTION MATERIAL
NOTE: ALL election material to be published or distributed MUST be approved by the Election Committee before, publication or distribution. When submitted for approval, two copies shall be submitted, accompanied by a completed Election Material Approval Form and the material must state “Authorised By” and then state the name of the authoriser. Election material must comply with the following:

A. Group Names and Colours
There will be no restrictions on group names or colours unless use of either a group name or colour is deemed by the Returning Officer to be inappropriate or misleading. As a general guideline the name of a Guild Department, Division, Club or Affiliated Society will be deemed as inappropriate.
While not restricting a group’s choice of colour, the copy centre has a relatively limited range. The range is normally limited to: Pink, Purple, Green, Red, Grey, Blue, Yellow, Orange, Buff and Gold (Regulation 627(2) refers to colours).

In accordance with Regulation 627 (7) the Returning Officer will reject a group name if it:

- comprises more than 4 words or 25 characters;
- is obscene or in poor taste in the opinion of the Returning Officer;
- is the name, or is an abbreviation or acronym of the name of another group already accepted for the election;
- so nearly resembles the name, or an abbreviation or acronym of the name, of another group name already accepted for the election that it is likely to be confused with or mistaken for that group or that abbreviation or acronym, as the case may be;
- comprises the words “Independent Party” or comprises or contains the word “independent”.

By close of nominations all groups must have submitted a completed Group Registration Form appointing a group agent and providing contact information for that agent.

B. Types of Materials

Election Material, as defined in Election Regulation 601 (1): 'Election Material' means any written, printed or photographic material including a voting guide, poster, sign, leaflet, audio or visual display (including any electronic audio or visual display) whether attached to any fixed or mobile structure or not, or content of any Guild publication, subsidiary publication or broadsheet provided that such material has been distributed during an election period and provided that such material directly supports any candidate and has the purpose of causing or not causing the election of any candidate.

Subject to the Election Committee’s discretion authorised election material may include the following:

- Posters
- Badges
- Leaflets
- Speeches
- How to Votes
- Overhead Transparencies

Election material will be deemed unapproved if it is ‘scandalous, malicious, defamatory, obscene, oppressive or unlawful’. Additionally it must be either reasonable in all the circumstances or fair comment and balanced. If the content, in the opinion of the Election Committee, satisfies the above conditions it will be approved. Such material must also state “Authorised By” and state the name of the authoriser.

All election material must be approved and each piece individually stamped by the Election Committee in accordance with the UWA Student Guild Electoral Regulations. Unapproved material will be removed.

C. Speeches

In the past, certain academic staff have requested that candidates refrain from using lecture theatres, immediately prior to lectures, as a forum for their campaigning. Consequently it is advisable to ask permission before speaking in lecture theatres and then to be brief. In the case of Physics, it is preferred that campaigning takes place outside the building. If campaigning with a team avoid duplication.

D. Guild Publications

The Pelican and Silver Guilder are NOT forums for conducting a candidate’s or party’s campaign. Any election material which appears in the Pelican or Silver Guilder will be in breach of the Electoral Regulations.

E. Broadsheet

Election material for the broadsheet must be submitted to Guild Administration before 5.00pm Friday 28 August 2009. All broadsheet statements must be submitted on a CD Rom (Compact disc) or USB Drive (Thumb drive), as text only, in a PC compatible format. A printout of the text should accompany this. Candidates are entitled to have a maximum of 400 words and have a portrait photograph included in the broadsheet. See Regulation 624 (5)(b) for specifications of the photograph.

F. Approval Procedures

The purpose of the approval of election material is to ensure that such material is not scandalous, malicious, defamatory, false, obscure, oppressive or offending the laws of this State of the Commonwealth. Election material which fails to be approved will not be displayed.

The authoriser’s name only will be listed. All election material will be kept confidential throughout the approval period. It will be available for pick up and payment on Friday 11 September 2009 and Friday 18 September 2009 between 3.00pm - 4.00pm from Guild Administration.

There will be two submission dates for approval of election material in the 2009 Guild Elections. Candidates may lodge their material for approval on either or both of the two dates set out below.

The procedures and schedule for approval shall be as follows:

- **10.00am Monday 7 September 2009**
  Deadline for first submission of election material. Two copies of prospective election material, stating “Authorised By” and the name of the authoriser are to be submitted, accompanied by a completed ‘Election Material Approval Form’ to Guild Administration. Each individual piece of prospective election material must be accompanied by a completed ‘Election Material Approval Form’. Guild Administration shall issue a receipt for election material lodged. Election material approved by the Election Committee shall be sent directly to the Guild Copy Centre.

- **10.00am Tuesday 8 September 2009**
  A list of the authoriser’s of unapproved election material shall be posted on the Guild noticeboard. Candidates may retrieve a copy of their unapproved election material from Guild Administration, together with an explanation of why the material was unapproved.

- **1.00pm - 4.00pm Tuesday 8 September 2009**
  Election Committee available for consultation. Candidates will have only one opportunity to resubmit material declared unapproved.

- **10.00am Wednesday 9 September 2009**
  Deadline for re-submission of modified election material.

- **3.00pm - 4.00pm Friday 11 September 2009**
  Approved election material, printed and stamped with the 2009 official Guild election stamp, shall be available for collection. Candidates shall pay for their material at Guild Finance and collect it from Guild Administration.
The second approval cycle shall follow the above procedure with the following schedule:

- **10.00am Monday 14 September 2009**
  Deadline for second submission of election material.
- **10.00am Tuesday 15 September 2009**
  A list of the authoriser’s of unapproved election material posted on Guild noticeboard.
- **1.00pm - 4.00pm Tuesday 15 September 2009**
  Election Committee available for consultation.
  Candidates will have only one opportunity to re-submit material declared unapproved.
- **10.00am Wednesday 16 September 2009**
  Deadline for re-submission of modified election material.
- **3.00pm - 4.00pm Friday 18 September 2009**
  Approved election material, printed and stamped with the 2009 official Guild election stamp, shall be available for collection. Candidates shall pay for their material at Guild Finance and collect it from Guild Administration.

**G. Distribution**

Election material may not be affixed or attached to any area by anyone other than those persons specifically appointed by the Election Committee. No person may remove, alter, deface, obstruct or affix election material to a prescribed area.

There are no limitations on the handing out of leaflets etc provided the leaflets etc have been approved. Candidates may hand out their material or leave it for persons to collect (do not leave big piles as they may be stolen).

No person shall be permitted to remove a candidate’s authorised election material unless duly authorised by that candidate or the Election Committee. Any person disobeying this ruling may be charged with misconduct.

Material which has previously been authorised and which is to be affixed to the noticeboards should be left with Guild Administration before **9.00am Monday 14 and 21 September 2009**. Some display areas are too small to accommodate posters from all candidates. In these cases each candidate will get roughly equal exposure at the discretion of the Election Committee.

**H. Prohibitions**

**Prohibited Election Material**

- Banners
- Stickers
- Chalking (chalking on blackboards, footpaths, walls etc is prohibited).
- T-shirts or other items of clothing
- Emails, Myspace, You Tube, Facebook, Forums, Blogs, SMS and any electronic media.

**Prohibited Display of Election Material**

- Election material may only be displayed in prescribed areas. The Election Committee determines these areas.

**Prohibited Conduct**

- Distributing of unauthorised material
- Defacing, altering, confiscating other candidate’s election material
- Interfering with the conduct of the election

PARTICIPATING IN THE ABOVE MAY LEAD TO A CHARGE OF MISCONDUCT.

**I. Costing**

**Expenditure Limits**

Candidates must keep within a limit of $44.60. A candidate may be costed for material which he/she did not originate, but which by definition qualifies as material. Refer to Electoral Regulations.

If a candidate exceeds his/her expenditure limit the Committee is required to lodge a charge of misconduct with the Election Tribunal. All election work performed by Guild Copy Centre, Design and other service is strictly on a **cash on delivery basis**.

**Costing Procedures**

The Election Regulations place a limit on the value of election material that a candidate may produce and use in his/her campaign. Each candidate may not exceed more than $44.60 on election material during the 2009 campaign. When material is submitted for each of the two authorisation ‘cycles’, it must be accompanied by an ‘Election Material Approval Form’. This year the costing system for determining whether a candidate is within the costing limit will be the same as the actual cost of the printing through the Guild Copy Centre. Therefore, the ‘Election Material Approval Form’ is also an order form that will go to the Guild Copy Centre with the master copies of any piece of approved material.

The GST inclusive costing prices are as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Single Side</th>
<th>Double Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 white</td>
<td>08c</td>
<td>16c</td>
</tr>
<tr>
<td>A4 colour</td>
<td>13c</td>
<td>21c</td>
</tr>
<tr>
<td>A3 white</td>
<td>16c</td>
<td>32c</td>
</tr>
<tr>
<td>A3 colour</td>
<td>26c</td>
<td>42c</td>
</tr>
<tr>
<td>Overheads</td>
<td>50c</td>
<td>—</td>
</tr>
</tbody>
</table>

**Fluorescent Paper is not available.**

**Please note:**

- Large, solid areas of black are unsuitable for copying.
- You need to supply 2 sets of originals.
- All artwork to have a 1cm border all around.
- Photos should be scanned or laser printed at 300dpi or higher for best results.
- Originals must be black ink on white paper. No colour images will be permitted.
- The design office is available for typesetting or consultation @ $40 per hour.
- Please provide a completed sample for double-sided work.
- There is a 1cent per cut charge for guillotining work.
  100 sheets cut in half = 100 cuts = $1.00 Cutting a sheet into thirds requires two cuts or quarters requires four cuts so 100 sheets = $2.00.

**J. ‘How to Vote’ Material**

Although ‘How to Votes’ 632(2)(r) Election Regulations are not costed (and they do not impact upon a candidates expenditure limit) they must be approved during one of the two approval cycles. ‘How to Votes’ must be printed through Guild Copy Centre (or a supplier approved by the Election Committee) like other election material and must be paid for as set out above.
K. Groups
Groups are in the habit of producing material on behalf of all the candidates within the group. It is important, however, that the individual candidate’s expenditure be kept in mind. The cost of material that deals with the general group objective must be spread across all candidates within that group. Group members may not ‘donate’ parts of their expenditure to other candidates within that group, nor may they contribute more to the cost of general material than other candidates within their group.

In the past, groups have produced material that contains both candidate specific information and general information. Where this occurs, the cost of that material will have to be distributed appropriately. Such distribution is at the discretion of the Election Committee.

Groups should make it easy on themselves and the Committee by ensuring that ‘mixed’ material is comprised of easily divided components. For example, an A4 sheet that is divided one half general group information, one quarter candidate X, one quarter candidate Y, would be appropriate. In addition, there is no guarantee that complex compositions will be divided by the Committee in precisely the way envisaged by the authoriser.

OTHER INFORMATION
A candidate may lodge with the Returning Officer a statement authorising another person to do all or some of the acts required of the candidate by the UWA Student Guild Electoral Regulations. A form for this purpose may be obtained from the Guild Administration office and be submitted at any time after nomination.

A candidate may also appoint in writing one scrutineer who may attend and observe the counting of the ballot papers relating to the position for which the candidate is seeking election (provided that no scrutineer shall be a candidate in that election). A form for this purpose may also be obtained from the Guild Administration Office and may be submitted at any time to the Returning Officer or the Officer conducting the count. A candidate may appoint more than one person as scrutineer for a count but only one may attend at any given time.

Voting and Counting System
Voting at the Guild Elections is voluntary. Guild Elections use an optional preferential voting system. Voters must place the number 1 in the square of the candidate of their choice. They may then, if they wish, show further sequential preferences for ANY or ALL of the remaining candidates.

A proportional representation system for the counting of votes is used. This means that successful candidates must receive sufficient votes to reach a ‘quota’ and therefore do not necessarily require a majority of votes to be elected.

Full details of the calculation of the quota and the method of the transfer of votes from one candidate to another is contained in the Second Schedule of the Regulations.

Eligibility to Participate in the Elections
All enrolled students may participate in the elections.

Refer to Schedule 1 of the UWA Student Guild Electoral Regulations for the particular eligibility requirements for each position.

Offences
An electoral offence is a serious matter. Electoral offences are prescribed in the Regulations and under Chapter 14 of The Criminal Code. Offences carry heavy penalties and participants should make themselves acquainted with their obligations.