### “DEADLINES” FOR CLOSING TIMES AND DATES

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOMINATIONS</td>
<td>5pm</td>
<td>FRIDAY</td>
<td>24 August 2012</td>
</tr>
<tr>
<td>DEPOSITS</td>
<td>12 Noon</td>
<td>MONDAY</td>
<td>27 August 2012</td>
</tr>
<tr>
<td>POLICY &amp; PHOTO for Broadsheet</td>
<td>5pm</td>
<td>FRIDAY</td>
<td>24 August 2012</td>
</tr>
<tr>
<td>GROUP REGISTRATION</td>
<td>5pm</td>
<td>FRIDAY</td>
<td>24 August 2012</td>
</tr>
</tbody>
</table>

Lodge nominations and deposits at Guild Finance—Guild Administration
1st floor
IMPORTANT DATES

1. Monday August 6, 10.00am
   ▶ Nominations open

2. Friday August 24, 5.00pm
   ▶ Nominations close.
   ▶ Group registration deadline
   ▶ Broadsheet submission deadline
   ▶ Close of Withdrawals

3. Monday August 27, Midday
   ▶ Deadline for lodgement of $10 Candidate bond
     (cash only)
   ▶ Draw for ballot positions, Sue Boyd Room 2pm.

4. Monday September 3, 10.00am
   ▶ Deadline for first round submission of Election
     material for approval.

5. Friday September 7, between 3pm & 4pm
   ▶ Election material (1st Round) to be paid for at Guild
     Finance then picked up from Guild Administration.

6. Monday September 10, 10.00am
   ▶ Deadline for Second submission of election
     material to Guild Admin.

7. Friday September 14, between 3pm & 4pm
   ▶ Election material (2nd Round) 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 17—September 20
   ▶ Election Polling Dates, Polls open 10.00am - 5.00pm
     daily. Other campus’ from 11.00am - 3.00pm.

9. Thursday September 22, 6pm
   ▶ Presidential count UWA.
   ▶ Postal Vote Close

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**POLLING**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DATE</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>UWA Campus – Oak Lawn (Near Guild Village)</td>
<td>Mon 17/9/12 to Thurs 20/9/12</td>
<td>10:00am — 5:00pm</td>
</tr>
<tr>
<td>UWA Campus – Reid Library (Lawn area near Reid Library stairs)</td>
<td>Mon 17/9/12 to Thurs 20/9/12</td>
<td>10:00am — 5:00pm</td>
</tr>
<tr>
<td>Nedlands Campus - Nedlands Café (Foyer)</td>
<td>Mon 17/9/12</td>
<td>11.00am — 3:00pm</td>
</tr>
<tr>
<td>UWA Business School—Foyer</td>
<td>Tue 18/9/12</td>
<td>11.00am — 3:00pm</td>
</tr>
<tr>
<td>Q.E. II Medical Centre - FJ Clarke Lecture Theatre (Foyer)</td>
<td>Wed 19/9/12</td>
<td>11.00am — 3:00pm</td>
</tr>
<tr>
<td>University Dental Student Society (in front of Common Room) Oral Health Centre of WA</td>
<td>Thurs 20/9/12</td>
<td>11.00am — 3:00pm</td>
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</tbody>
</table>
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.
- A LINK TO THE BROADSHEET ON THE GUILD WEBSITE WILL BE INCLUDED IN AN “ALL STUDENT EMAIL” TOGETHER WITH GUILD ELECTION INFORMATION.
- 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, Email: elections@guild.uwa.edu.au as the Returning Officer for the 2012 Guild Elections.

The Returning Officer has responsibility for all the election processes 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:
- George Brown (M) 0448 995 335
- TBA (M)

The Executive Officer is:
Wayne Howells
Managing Director
UWA Student Guild
Tel: 6488 3760
Email: elections@guild.uwa.edu.au

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

Election Committee Bulletins to Candidates in 2012
The Election Committee and/or Returning Officer will circulate information to all candidates UWA Student Email Address.

Candidates are advised to check their UWA Student Email daily, for important election information between 27 August and 20 September 2012.

Electoral Tribunal
For the 2012 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 6 August 2012 and close at 5.00pm Friday 24 August 2012.

Warning: Students who are casual employees of the Guild and who intend to nominate for Guild Elections should note that their nomination for election will result in the termination of their casual employment with the Guild (refer Guild Regulation 21.5.2)

Nomination forms may be obtained from the Guild Administration, 1st floor Guild Building. Or from the Guild website http://www.guild.uwa.edu.au/home/Annual Elections

Nomination forms can either be placed in the locked box at Guild Finance (1st Floor Guild Building) 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 27 August 2012. 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 (1ST & 2ND Round)

NOTE: ALL election material to be published or distributed MUST be approved by the Election Committee before publication or distribution. When submitting for approval, two copies shall be submitted. These copies must be paper clipped together (not stapled), and are to be accompanied by a completed Election Material Approval Form. Election Material must state the words “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.

For the 2012 Election “authorized election material” will be:

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

For specific prohibitions see section (H).

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 Communications

Guild communication channels including, but not limited to, Pelican, G News, Guild Email Lists, Guild Electronic or Social Media Facilities are NOT forums for conducting a candidate’s or party’s campaign. Any election material which appears in these communication channels 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 24 August 2012. All broadsheet statements must be submitted on a CD (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. Photographs need to be endorsed on the back with the current date and the following the words:

“______, verify that this is a true and accurate photo of myself”

See Regulation 624 (5)(b) for specifications of the photograph.

Please Note:

(1) The Broadsheet with all Candidates Policy Statements and Photos as provided will be posted on the Guild Website. The Guild Website is deemed part of the University Campus for this purpose.

(2) While the broadsheet is printed in black and white, candidates are requested to submit one colour photograph to be used in the Guild Diary (if candidate is elected). Photographs should be head and shoulders only.

Also, while not compulsory, it is recommended that candidates for officer bearing positions make a Broadsheet submission. This information can be subsequently used in the Guild Diary.

F. Approval Procedures

The purpose of the approval of election material is to ensure that such material is not scandalous, malicious, defamatory, false, obscene, 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.

There will be two submission dates for approval of election material in the 2012 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 and pick up process is as follows:

> **10.00am Monday 3 September 2012**

This is the 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 4 September 2012**

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 4 September 2012**

Electoral Committee available for consultation. Candidates will have only one opportunity to resubmit material declared unapproved.

> **10.00am Wednesday 5 September 2012**

Deadline for re-submission of modified election material.

> **3.00pm - 4.00pm Friday 7 September 2012**

Approved election material, printed and stamped with the 2012 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 10 September 2012**

Deadline for second submission of election material. (Pls read first submission info pg 4)

> **10.00am Tuesday 11 September 2012**

A list of the authoriser’s of unapproved election material posted on Guild noticeboard.

> **1.00pm - 4.00pm Tuesday 11 September 2012**

Electoral Committee available for consultation. Candidates will have only one opportunity to re-submit material declared unapproved.

> **10.00am Wednesday 12 September 2012**

Deadline for re-submission of modified election material.

> **3.00pm - 4.00pm Friday 14 September 2012**

Approved election material, printed and stamped with the 2012 official Guild election stamp, shall be available for collection. Candidates shall pay for their material at Guild Finance and collect it from Guild Administration.

Please note: Rotunda Poster Distribution for Elections

Maximum of 25 posters at A3 size are allowed per submission cycle. When submitting approved posters, for affixing onto Rotundas for both collection dates (7 Sept and 14 Sept), please paperclip these together in lots of five (5), as there are five rotundas. These lots can be one of the same, or can be a mix of five different ones. The posters must then be dropped off to the Activities Officer by no later than 4.15pm on specified dates for both cycles.

G. Distribution

Electoral 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 electoral 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 around as they may be stolen or removed by the cleaners).

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

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, You Tube, Facebook, Twitter, Forums, Blogs, Tumblr, SMS and any other Social and 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

> Violent, abusive or disruptive behaviour

Campaigning and Distribution

Campaigning is limited to the University Campus only. Please note: residential colleges are not part of the University Campus.
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 2012 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>
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<tr>
<th>Type</th>
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<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)(c) Election Regulations are 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

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.