

## **ELECTION PROCEDURE**

<b>Responsible Officer:</b>	Operations Manager
<b>Approved By:</b>	CEO
<b>Approval Date:</b>	7/08/2023
<b>Review Date:</b>	7/08/2024

### **1. Purpose and Scope**

The Tasmanian University Union, trading as the Tasmanian University Student Association (TUSA) holds annual student representative elections in semester 2 each year to elect positions on State Council for the next council term as per the TUSA Constitution. This election and any by-election held to fill vacancies during the year, are normally conducted by an on-line ballot system with a provider which has an arrangement with UTAS.

This procedure applies to:

- a. TUSA State Council candidates, scrutineers, and their campaigners, who all need to be enrolled UTAS students;
- b. Candidates, scrutineers and campaigners in other elections approved by the TUSA Board of Management to be held in conjunction with TUSA elections;
- c. Currently enrolled UTAS students; and
- d. TUSA election officers during the running of annual State Council elections and any subsequent by-elections.

This procedure should be read alongside the TUSA Constitution and Election Policy.

## 2. Key Requirements

### 2.1 Overview

The objectives of this procedure are to:

- a. Provide a framework to ensure a fair and equitable election for all candidates, irrespective of their decision to run as part of a ticket or independently.
- b. Communicate clearly to candidates and their campaigners, election rules, and consequences for breaching these rules.

### 2.2 Election Procedures

Reference should be made to the TUSA Constitution Part V for election procedures including the following:

- a. State Council positions;
- b. Commission for elections;
- c. Returning Officer;
- d. Eligibility of candidates and voters;
- e. Nominations;
- f. Conduct of Ballot;
- g. Scrutineers;
- h. Determination of election result; and
- i. Casual vacancies, recounts and By-elections;

### 2.3 Election Rules

Candidates, campaigners, scrutineers and voters must follow directions given by the Returning Officer, TUSA Electoral Officer or TUSA Election Tribunal at all times. Failure to do this may result in penalties being imposed.

#### 2.3.1 Electoral Material

All electoral material must comply with the following:

- a. Any electoral material (print and digital, including social media content) to be published or distributed must be authorised by TUSA , including the name and student ID number or UTAS email address for the candidate or their agent.
- b. Authorised material shall:
  - be requested by emailing [TUSA.elections@utas.edu.au](mailto:TUSA.elections@utas.edu.au)
  - be clearly stamped with the TUSA watermark/stamp by a TUSA staff member; or

- receive approval in writing from the TUSA Returning Officer.
- c. A candidate may appoint a person as their agent either on the nomination form, or by providing a written letter of appointment that:
  - is signed by the candidate; and
  - states the name of the person to be appointed; and
  - a candidate may only have one person appointed as their agent at any one time.

### 2.3.2 Posters

Posters must specifically comply with the following requirements:

- a. Maximum size A3;
- b. Must be stamped by TUSA per Clause 2.3.1.b ;
- c. Only place on allocated TUSA notice boards (as advised by TUSA staff), or other UTAS authorised locations requested by the candidate;
- d. Only place on allocated TUSA notice boards (as advised by TUSA staff), or other UTAS authorised locations requested by the candidate;
- e. Correct method of adhesion must be used (as advised by TUSA staff);
- f. Do not cover other candidates posters, remove them or deface them; and
- g. Posters must be removed immediately after the election, or at the request of the TUSA Electoral Officer.

### 2.3.3 Campaigning

All campaigning by candidates and candidates' supporters must comply with the following:

- a. Campaigning is not permitted within lecture theatres, computer labs, classrooms or libraries without express permission from the person in charge of that area;
- b. Do not make defamatory remarks about other candidates;
- c. Do not use photos of other candidates or students without owner's permission;
- d. Do not make comments about other candidates without their permission;
- e. All campaigning material must be factual and able to be proven;
- f. No bulk emails that contravene the University of Tasmania Privacy Policy (ie email addresses cannot be used for any purpose other than the purpose for which they were collected without the consent of the student);
- g. No bullying or harassment of other candidates or voters;
- h. No TUSA resources are permitted to be used by candidates, including the TUSA logo, with the exception of TUSA resources offered to all candidates by the TUSA for election purposes;

- i. No campaigning at TUSA events, including the wearing of campaigning clothing with the exception of any specific election event organised by the TUSA;
- j. Permitting or authorising the printing, publishing or distribution of electoral material (print or digital) that has the capacity to mislead or deceive an elector in relation to recording his or her vote is prohibited;
- k. Any attempt to influence the vote of an elector or the results by way of bribery, intimidation, coercion, misinformation or other corrupt practices is prohibited. This includes elector gift giving and food/refreshments for voters;
- l. An organisation, person or party other than a candidate or the group of candidates that candidate is a part of, may not incur expenditure to promote or procure the election of a candidate, except where the TUSA may incur expenditure to offer support to all candidates;
- m. Only UTAS students are permitted to campaign on behalf of candidates;
- n. All candidates and campaigners must clearly display their current UTAS student ID card in a lanyard provided by the TUSA while campaigning;
- o. All candidates including current student representatives seeking re-election, may in their capacity as a candidate communicate with the media; and
- p. All UTAS/TUSA governance instruments must be adhered to.

#### 2.3.4 Other Offences

The following acts are generally prohibited:

- a. permitting or authorising the printing, publishing or distribution of electoral material (print or digital) that has the capacity to mislead or deceive an elector in relation to recording his or her vote;
- b. breaching the rules and policies of the UTAS while campaigning; and
- c. breaching the rules and policies of the TUSA while campaigning, except where specifically allowable under this Procedure.

#### 2.3.5 TUSA Responsibilities

The TUSA undertakes to perform the following during the election period:

- a. Advertise the timeline and locations for nominations and polling, including a bulk email to all UTAS students;
- b. Provide all relevant election forms and information on the TUSA website prior to nominations opening;
- c. Provide events on main campuses (if safe and practicable) to promote the election and allow candidates to engage with voters;
- d. Provide clear voting instructions and candidate statements;
- e. Enforce election rules and investigate allegations of breaches in a timely manner;

- f. Publish the results of the election on the TUSA website for a minimum of two weeks following the declaration of the polls; and
- g. Conduct a post-election feedback survey provided to all candidates and any voters who wish to participate.

### 3. Responsibilities

TUSA community members must comply with all relevant laws, regulations and TUSA governance instruments.

### 4. Relevant Documentation

TUSA community members are encouraged to read this procedure in conjunction with other relevant documentation, as detailed below.

TUSA governance instruments:

- TUSA Constitution
- TUSA Code of Conduct Statement
- TUSA Election Policy
- NUS Constitution and Regulations

### 5. Review

This procedure will be reviewed annually, or as needed. Any amendments deemed necessary will be approved by the CEO.

### 6. Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Election Procedure	New document	7/08/2023