General Administrative Procedures for Conducting Elections
Secretariat - Curtin University

This document outlines procedures for the conduct of postal and electronic (eVote) elections for Council and its Committees at Curtin University

240273B
2/25/2011
Overview of the election process (postal voting)

NOTIFICATION OF THE RESULT
Candidates are notified of the result first, then the VC/ Chancellor/ Minute Secretary/ & the electors.

CALL FOR NOMINATIONS
Commencement of the nomination period.

COMMENCEMENT OF THE NOMINATION PERIOD
End of nominations period

VOTING PACKS ARE PREPARED, PRINTED AND DISTRIBUTED TO THE VOTERS.

VOTES CAN NOW BE ACCEPTED, WHEN RETURNED THEY ARE PUT IN THE BALLOT BOX.

CANDIDATES & ELECTORS ARE NOTIFIED IF ELECTION IS TO GO AHEAD
Conduct a ballot lot order draw.

VOTING PERIOD COMMENCES

VOTING PERIOD CONCLUDES
Any votes received after the deadline are not accepted and are not put in the ballot box.

VOTES ARE COUNTED.
Candidates may nominate a scrutineer to observe the count on their behalf.

NOTIFICATION OF THE RESULT
Candidates are notified of the result first, then the VC/ Chancellor/ Minute Secretary/ & the electors.
Tasks associated with conducting a postal ballot

Pre election tasks

If an election is due under a Committee’s constitution:

Prepare an election time-line
- Use the correct statute for guidance. *Rule number 1 pursuant to Statute 9* for elections to Council/Statute 5 for elections to Academic Board.
- Have it approved by Returning Officer

Prepare to communicate with the electorate
- Contact Human Resources (Vidya Jayaraman 9090) or Student Services (Leah Clapton 4661) to obtain a list of voters.
- Specify the constituency as defined in the Committee Constitution
- Request LDAP (appropriate Curtin ID) number/ surname/ first name/ area, faculty, staff type (academic or general, full or part-time), student etc/ Curtin University email address/ other information such as title
- Use the information to create a distribution list to communicate the call for nominations and nomination forms to be used for this election. See instructions for this attached.
- Prepare the necessary Call for Nominations and the Nomination Forms. Have them approved by Returning Officer.

Communicate with the electorate
- Email the electorate with the Call for Nominations and the Nominations Form
- If no nominations have been received close to the last day for nominations, it may be necessary to send a reminder to the electorate.

Background tasks

- Ensure a sufficient number of envelopes for mailing the voting packs to the voters. Allow time for these to be ordered and printed (up to two weeks) before they are actually required. You will need:
  - Mail out envelopes;
  - a smaller pre-paid reply envelopes with an identity declaration on the back; and
  - small buff-coloured envelopes which are to contain the voting paper. These are sealed and inserted into the return envelope.
- If there are simultaneous elections,
  - ensure that there is a separate secure ballot box for each one; and
  - devise a means of identifying the return envelopes as being for particular elections to ensure that they go into the correct ballot box.
  - Consider printing the ballot papers for each election on different coloured paper stock.

Candidate elected unopposed

*If there are only sufficient valid nominations for the number of positions to be filled:*

- Declare candidate(s) elected unopposed
- Declare result to the Chancellor, VC & each candidate
- Prepare documentation for elected unopposed
- Returning Officer must review/approve documentation for elected unopposed
Election to occur

If there are more than sufficient valid nominations for the number of positions to be filled:

Notice of election
- Prepare and Broadcast Notice of Election
- Conduct ballot lot order draw
- Prepare voting documentation for voting pack
  - Set of instructions for how to vote in the election, voting deadlines and mailing instructions
  - Ballot paper with list of candidates in order determined by lot
  - Candidates statements and photographs if supplied
  - Necessary envelopes for returning the ballot.
- Prepare labels for voting pack envelopes
- Prepare candidate statements and photographs
- Prepare ballot papers
- R.O. approves voting pack documentation
- Pack election envelopes
- Send Envelopes to Voters - mail room to distribute voting packs (internal & external)

Voting period
- Set up Ballot Box
- Book Count Venue
- Request Ballot Count Helpers (3 additional helpers for a large ballot count; 1 for a small election)
- Prepare Electoral Roll to cross of names of voters as their votes are received at ballot count
- Prepare Tally Sheet
- Notify the candidates of period to appoint a scrutineer
- Inform scrutineers and Ballot Count helpers of venue and date for vote count
- Conduct Ballot Count

Post-voting period
- Prepare documentation for the declaration of the election results
- Prepare letters to successful candidates
- Prepare letters to unsuccessful candidates
- Declare result to candidates
- Notify the Committee Secretary of the result of the election
- Publish the result of the election to constituency
- Prepare report on conduct of the election
- Update and close election file
Sending a broadcast email

- Send election communications via a broadcast email to the electoral group;
- The broadcast emails are first sent to a moderator and then all broadcast emails are usually sent out every afternoon. If you have an urgent broadcast email, contact Corporate Communications and they can send it immediately if necessary;
- As emails are sent on behalf of the Returning Officer, ensure that the Returning Officer has checked and approved any documentation before sending;
- In the ‘From’ box, select “Elections – Returning Officer”, copy yourself into the hidden ‘BCC’ field, keep the subject line brief, write the text and then finally address the ‘To’ field;
- The relevant policy is attached for information.

Distribution lists for broadcast emails

All Curtin staff: curtin-staff@lists.curtin.edu.au

All HR classified General Staff: general-staff@lists.curtin.edu.au
HR classified General Staff located at Bentley: general-staff-bentley@lists.curtin.edu.au
HR classified General Staff located at Muresk: general-staff-muresk@lists.curtin.edu.au
HR classified General Staff located at Kalgoorlie: general-staff-kalg@lists.curtin.edu.au

All HR classified Academics: academics@lists.curtin.edu.au
HR classified Academics located at Bentley: academics-bentley@lists.curtin.edu.au
HR classified Academics located at Muresk: academics-muresk@lists.curtin.edu.au
HR classified Academics located at Kalgoorlie: academics-kalg@lists.curtin.edu.au

Notes

If you send a message to one of the new lists, you will receive a return email message informing you that your message has been held for moderation by an authorised staff member.

All persons attempting to use this service must familiarise themselves with Curtin’s "Conditions of Use" and "Code of Practice for Appropriate Use" at [http://is.curtin.edu.au/info-security/resources.htm](http://is.curtin.edu.au/info-security/resources.htm)
Creating a distribution list

When we ask Staff Services for staff contact details to be used in compiling electoral rolls, we often have to use the information received to then create distribution lists. Sometimes the lists are quite specialised and it is important that the information does not go to the wrong parties or that we do not inadvertently leave people off the rolls etc.

To create distribution lists from the information that they supply

- Always ensure that they include email addresses along with names, faculties and other information;
- Convert the email information from Excel format to Word format;
- Sort it into alphabetical list (note that Curtin uses first names to sort email addresses, so your alphabetical list will be organised on a first name or at least first initial basis);
- Determine how many names will fit to a distribution list (two pages is a good rough guide) and determine a way of identifying each distribution list that you will create (e.g. A – C, D – F, etc. depending on the number of addresses);
- Go to “Contacts” in Outlook and create Distribution Lists (File, - New, - Distribution List), giving each an appropriate name, like, “Staff (A – C) to Council Election 2009”;
- In Word highlight and copy the appropriate email addresses for this Distribution List;
- In Outlook (Contacts) go to “Select Members” (not “Add New” which is intuitively correct, but will actually waste your time);
- The Outlook Contact Address Book will appear on the screen;
- Do not press “Members” – instead place the cursor directly into the box next to this term and paste the information that you have copied from the Word File; and
- Press “OK.”

The result should be that the Distribution List will be created and it will be populated with the information that you have supplied to it.

What is sent to postal voters

A large envelope with the voter’s name and address is sent to eligible voters. It is marked postage paid, but may be sent through the internal mail system to staff. Be aware that some staff work externally and may need theirs sent through the ordinary post.

Inside this envelope will be placed a ballot paper, an information pack about candidates (photos, statements etc.) and two more envelopes.

One envelope is for the completed ballot paper to be sealed in. This envelope is placed inside a return envelope and sent back to the returning officer.

The return envelope is also marked “Postage Paid” and addressed to the returning officer. On the back of the envelope is an identification declaration. This must be signed by the voter and countersigned by a witness. the voters put their ID number on the back of the envelope, too, and the name is matched to the number.

When several elections are being conducted at once, the return envelope may be marked with the name of the election (e.g. “Academic Staff to Council,” “General Staff to Council” etc.) to indicate which ballot box the vote must be placed into.

It is also a good idea to have the separate ballots printed in different colours (pastel shades) to further distinguish them.
Counting the votes

Optional preferential vote counting

Definitions

- **Informal vote**: An identification declaration that is not legible or not complete. This would not be applicable for electronic voting.

- **Invalid vote**: An invalid vote is one that is illegible, does not correctly mark the vote in the manner prescribed, or does not indicate a preference for at least the number of candidates as there are positions vacant. The total numbers of invalid votes are recorded and are then set aside from the count.

- **Valid vote**: A valid vote is one that correctly indicates the voter’s preferences in the manner prescribed by the Returning Officer and is included in the vote count.

- **Exhausted votes**: If at any stage when distributing the votes of an eliminated candidate the next preference on the vote has already been elected, the vote should be transferred to the next preferred candidate indicated on the vote. If there is no more available preferences on the vote, that vote has become exhausted. However, if full preferential voting is used, votes will not become exhausted as voters are required to indicate a preference for each candidate. A candidate cannot be eliminated at the same stage another candidate is elected.

  If a vote does not indicate a next preference then that vote is said to be exhausted and set aside from the count.

- **Tie**: A tie may occur when the candidate with the lowest votes is to be eliminated:

  The vote counting officer should go back to the last time the tied candidates had an unequal total. The candidate with the lowest total at that point is to be eliminated. If there was no previous round when the candidates totals where different, the candidate to be eliminated should be determined by random lot.

  If the tie occurs when two or more candidates reach or exceed the quota:

  The vote counting officer should go back to the last time the tied candidates had an unequal total. The candidate with the highest total at that point is to be elected. If there was no previous round when the candidates totals where different, the candidate to be elected should be determined by random lot.
Method of counting for a postal election

Count and record the:
- total number of votes received;
- the number of informal votes received;
- the number of invalid votes received; and
- the total number of valid votes to be included in the count.

Calculate the Quota. The Quota is a proportion of votes that a candidate must receive to be elected. The Quota is calculated as follows:

\[
\text{Quota} = \frac{\text{the total number of formal votes}}{(\text{the number of positions to be elected} + 1)} + 1
\]

Note: Ignore any remainder.

Allocate votes to the candidate who has been given first preference on the vote (the candidate with the numeral "1" next to it).

Record the number of votes each candidate receives

Calculate the total number of first preference votes for each candidate.

Has any candidate received enough first preference votes to equal or exceed the quota?

Yes.

That candidate shall be declared elected

No.

The candidate with the lowest number of votes should be eliminated from the count.

If the number of votes the elected candidate received exceeds the quota, all votes should be transferred to the next available preference. However, all votes are transferred to the next preferred candidate listed on each vote at the Transfer Value. If the elected candidate equalled the quota, all of those votes are set aside from the count and are not transferred.

\[
\text{Transfer Value} = \frac{\text{total number of votes the elected candidate received} - \text{quota}}{\text{total number of votes}}
\]
Attribute the transfer value to all of the elected candidate’s votes. That is, write the transfer value on each of the elected candidate’s votes. Distribute the votes to the next available preference indicated on the vote.

At this stage, there should be no exhausted votes as voters are required to indicate a preference for at least the number of candidates as there are positions vacant.

If voters are not required to indicate a preference for at least the number of candidates as there are positions vacant, some votes may be exhausted. That is, votes that do not show any further preferences and cannot be re-distributed are said to be exhausted. The total number of exhausted votes are recorded and set aside from the count.

Recalculate the total number of votes for each candidate (votes from the previous stage plus any additional votes that have been transferred to the candidate resulting from the elected candidate).

Recalculate and record the total number of votes remaining in the count, minus the number of exhausted votes.

All of the eliminated candidates votes are then distributed to the next preferred candidate indicated on the vote at full value (i.e. vote is NOT transferred at the reduced ‘Transfer Value’).

At this stage, there should be no exhausted votes as voters are required to indicate a preference for at least the number of candidates as there are positions vacant.

If voters are not required to indicate a preference for at least the number of candidates as there are positions vacant, some votes may be exhausted. That is, votes that do not show any further preferences and cannot be re-distributed are said to be exhausted. The total number of exhausted votes are recorded and set aside from the count.

Recalculate the total number of votes for each candidate (votes from the previous stage plus any additional votes that have been transferred to the candidate resulting from the eliminated candidate).

Calculate the total number of exhausted votes (if there are any).
Has any candidate reached or exceeded the previously calculated quota?

Yes

Declare this candidate elected.

No

Do you need to elect more candidates? That is, are there more positions vacant?

Yes

Calculate the *transfer* value and attribute the transfer value to *all* of the elected candidate’s votes. Distribute the elected candidate’s votes to the next available preference at the ‘Transfer Value’.

No

Vote count is complete.

If no candidate has reached the quota, eliminate the candidate with the lowest number of votes.

Distribute the eliminated candidate’s votes at *full value* to the next available preference as listed on each vote.

Votes that do not indicate any further preference are said to be exhausted and are set aside from the count.
Recalculate the total number of votes for each candidate (previous round votes plus any additional votes that have been transferred to the candidate resulting from the elected candidate).

Recalculate the total number of votes remaining in the count, minus the number of exhausted votes.

Do you need to elect more candidates?

Yes

No

Vote count is complete.

Do you need to elect more candidates? That is, are there more positions vacant?

Yes

No

Vote count is complete.

Declare this candidate elected.

Calculate the transfer value and attribute the transfer value to all of the elected candidate’s votes. Distribute the elected candidate’s votes to the next available preference at the ‘Transfer Value’.

Distribute the eliminated candidates’ votes at full value to the next available preference as listed on each vote.

Votes that do not indicate any further preference are said to be exhausted and are set aside from the count.
Continue the above process until all vacant positions have been filled or until there are the same number of candidates remaining as there are positions vacant.

Recalculate the total number of votes for each candidate (previous round votes plus any additional votes that have been transferred to the candidate resulting from the elected candidate).

Recalculate the total number of votes remaining in the count, minus the number of exhausted votes.

Do you need to elect more candidates?

Yes

No

Vote count is complete.
Further explanation of vote counting

Division 1 – Preliminary

1. Terms used

**Quota**: The quota of votes is the total number of valid votes, divided by the number of positions vacant plus one, plus one (and ignoring any fraction).

\[
\text{Quota} = \frac{\text{Number of valid first preference votes}}{\text{Number of positions to be elected} + 1} + 1
\]

**Exhausted vote**: Those votes to be transferred that do not show a preference for any candidate that remains in the ballot count can not be transferred any further, and are thus set aside from the count as exhausted votes. Exhausted votes decrease the total number of votes remaining in the count process.

**Total vote remaining in the count**: The total number of votes remaining in the count is the number of votes allocated to each candidate after any transfer of votes, minus the number of exhausted votes resulting from a transfer.

**Discount value**:

\[
\text{Discount value} = \frac{\text{Number of Excess Votes}}{\text{Total Number of Votes for that Candidate}} = \frac{\text{Total Number of Votes for that Candidate} - \text{Quota}}{\text{Total Number of Votes for that Candidate}}
\]

2. Voting method

2.1 The voting method

The optional preferential voting method is to be used. Electors are required to place a vote for at least a first preference in order for their vote to be valid, and may choose to allocate further preferences for other candidates. Optional Preferential voting applies to both elections to fill one vacancy, and elections to fill more than one vacancy.

The difference between the voting systems used to elect candidate and more than one candidate is:

- For single vacancies an absolute majority of the votes remaining in the count, not including those exhausted votes is needed to be elected;
- where there is more than one vacancy, a quota of the total number of valid votes is required to be elected. The Quota is calculated at the beginning of the ballot count,
when the total number of valid votes is known and is not recalculated when votes become exhausted.

2.2 Marking the voting paper

2.3 Elections to fill one vacancy

A candidate shall be elected when they have received an absolute majority of the votes remaining in the count.

2.4 Elections to fill more than one vacancy

A candidate shall be elected when they have received a number of votes that is equal to or greater than the quota. The system used to elect more than one candidate is described as a form of proportional representation, and is an adaptation to the absolute majority system used for elections to fill one vacancy. When votes of an elected candidate are transferred to the next available preference indicated on each vote, they are transferred at a discounted 'transfer rate'. However, votes arising from an eliminated candidate will be transferred to the next available candidate on each vote at full value.

2.5 Transfer of votes

At any stage when distributing the votes of an eliminated or elected candidate, if the next preference on the vote has already been elected or eliminated, the vote should be transferred to the next available preference indicated on the vote.

Murdoch’s Election Statute – Regulations 20 - 22

20. Where there are only two candidates for one position, the candidate with the greatest number of first preference votes shall be duly elected. If the two candidates have received an equal number of votes, the candidate to be elected shall be determined by the Returning Officer by lot.

21. Where there are more than two candidates for one position, the result of the election shall be determined by the following system of preferential voting:

(1) Count of first preference votes

a) The Returning Officer is to:

   (i) ascertain the number of first preference votes received by each candidate and the total vote; and

   (ii) determine the absolute majority of first preference votes, which is half the number of first preference votes, plus one (disregarding any remainder).

b) If a candidate has an absolute majority of first preference votes, that candidate shall be elected.

(2) a) If no candidate has an absolute majority, the Returning Officer shall eliminate the candidate with the fewest first preference votes and
distribute their votes to the continuing candidates in order of the voter’s next preference.

b) The total number of ballot papers that are transferred to a continuing candidate under paragraph (a) is to be added to the number of votes of the continuing candidate.

c) Voting slips that do not indicate a preference for any of the candidates remaining in the ballot count are deemed to be exhausted. Exhausted voting slips are set aside from the ballot count.

d) The total number of exhausted votes for each transfer is recorded for that transfer. The number of exhausted votes resulting from the transfer is taken from the total number of valid votes remaining in the count.

e) As a result of the transferred voting slips, a continuing candidate who has an absolute majority of the votes remaining in the count, not including those exhausted votes, shall be duly elected.

f) A candidate must not be eliminated at the same stage that a candidate has been elected.

(3) If no candidate then has an absolute majority, this process described in (2) shall be repeated until one candidate has received an absolute majority of the votes remaining in the count, and this candidate shall be duly elected.

(4) a) Whenever two or more candidates have an equal number of votes, and one of them has to be eliminated from the vote, that candidate shall be determined by the Returning Officer by lot.

b) Therefore, if two or more candidates receive zero votes, the Returning Officer shall determine which candidate will be eliminated by lot.

(5) (a) Where the voting slip of an eliminated candidate does not indicate the voter’s next preference, that voting slip shall be deemed to be exhausted.

(b) When transferring voting slips, those voting slips that indicate the voters next preference is a previously eliminated candidate, will be transferred to the next preferred candidate indicated on the voting slip that remains in the count.

(6) Where there is any repetition of a figure or any break in the consecutive numbering of the preferences marked by a voter on a voting slip, only the preference(s) preceding such repetition or break shall be taken into account.

22. Where an election is for two or more positions, the result of the poll shall be determined by the following system of proportional voting:

(1) **Count of first preference votes and determination of quota**
a) The Returning Officer is to:

(i) ascertain the number of first preference votes received by each candidate and the total vote; and

(ii) determine the quota, by dividing the total number of valid votes by the number of positions vacant plus one, and by increasing the quotient so obtained (disregarding any remainder) by one.

b) Any candidate who has received a number of first preference votes equal to or greater than the quota is to be elected.

As the total number of valid votes remaining in the count decreases as votes become exhausted, the quota remains the same.

(2)

a) If a candidate is declared elected with a number of votes in excess of the quota, all of their votes are transferred to the next preference indicated on each voting slip at a discounted value (being the excess number of votes ÷ the total number of votes).

b) Voting slips that do not indicate a preference for a continuing candidate is deemed to be exhausted; this does not affect the value of the remaining votes which are to be transferred...

c) The total number of exhausted votes for each transfer is recorded for that transfer. The number of exhausted votes resulting from the transfer is taken from the total number of valid votes remaining in the count.

d) If a candidate is elected with a number of votes equal to the quota, all of their voting slips are to be set aside as exhausted and are not transferred to continuing candidates.

e) Following the transfer of the elected candidates voting slips, if a continuing candidate has received a number of votes equal to or greater than the quota, he or she shall be declared elected.

f) If an elected candidate has received a number of votes in excess of the quota, their voting slips shall be distributed in manner described above. As a result of the transferred voting slips, a continuing candidate who has an absolute majority of the votes remaining in the count, not including those exhausted votes, shall be duly elected.

g) Transfer all of the elected candidate’s votes at discounted rate (“the transfer value”).

h) A candidate must not be eliminated at the same stage that a candidate has been elected.

(3) a) If any position(s) remain unfilled, the candidate with the least number
of votes shall be eliminated.

b) These voting slips shall be distributed among the remaining candidates in order of the voter's next preference, at their full value. Those votes that do not show a preference for a candidate that remains in the count shall be set aside as exhausted votes.

c) A candidate who reaches the quota after votes have been transferred shall be declared elected.

(4) The process outlined above should be continued until a sufficient number of candidates have been elected.

(5) a) Whenever two or more candidates have an equal number of votes, and one of them has to be eliminated from the vote, that candidate shall be determined by the Returning Officer by lot.

b) Therefore, if two or more candidates receive zero votes, the Returning Officer shall determine which candidate will be eliminated by lot.

c) A candidate must not be eliminated at the same stage that a candidate has been elected.

(6) Where there is any repetition of a figure or any break in the consecutive numbering of the preferences marked by a voter on a voting slip, only the preference(s) preceding such repetition or break shall be taken into account.
Using eVote
Tasks associated with conducting an eVote ballot

Pre election tasks

If an election is due under a Committee’s constitution:

Prepare an election time-line
- Use the correct statute for guidance. Rule number 1 pursuant to Statute 9 for elections to Council/Statute 5 for elections to Academic Board.
- Have it approved by Returning Officer

Prepare for Communicate with the electorate
- Contact Human Resources (Vidya Jayaraman 9090) or Student Services (Leah Clapton 4661) to obtain a list of voters.
- Specify the constituency as defined in the Committee Constitution
- Request LDAP (appropriate Curtin ID) number/ surname/ first name/ area, faculty, staff type (academic or general, full or part-time), student etc/ Curtin University email address/ other information such as title
- Use the information to create a distribution list to communicate the call for nominations and nomination forms to be used for this election. See instructions for this attached.
- Prepare the necessary Call for Nominations and the Nomination Forms. Have them approved by Returning Officer.

Communicate with the electorate
- Email the electorate with the Call for Nominations and the Nominations Form
- If no nominations have been received close to the last day for nominations, it may be necessary to send a reminder to the electorate.

Background tasks
- You may use eVote to prepare for an anticipated election at any time. However, certain information such as candidates’ names and profiles will only become available after the nomination process is completed.
- You will need an election account provided by the system administrator and a password for this account provided by the election administrator (yourself).
- Detailed information for creating a ballot and entering the necessary data is given in the next section of this document.

Candidate elected unopposed

If there are only sufficient valid nominations for the number of positions to be filled:

- Declare candidate(s) elected unopposed
- Declare result to the Chancellor, VC & each candidate
- Prepare documentation for elected unopposed
- Returning Officer must review/approve documentation for elected unopposed
Election to occur

If there are more than sufficient valid nominations for the number of positions to be filled:

Notice of election

- Prepare and Broadcast Notice of Election
- Prepare voting documentation for inclusion on the eVote account for this election
  - An email to send to electors with a link to the eVote site and a set of instructions for how to vote in the election. The instruction can also be entered into the election account so that voters will see them when they access the site.
  - Enter the candidate information into the account. The order in which they will appear on the website is randomly determined, so you need not conduct a draw of their names.
  - Enter candidates’ statements and photographs if supplied
- Prepare candidate statements and photographs
- Prepare ballot forms
- Returning Officer approves voting pack documentation
- Send eVote link to voters
- Inform voters who may have no access to the internet of the possibility of the election manager casting a proxy vote on their behalf.

Voting period

Whilst the ballot is in progress the election administrator can access the account to add new voters who have inadvertently been left off the electoral roll or to enter votes on behalf of those who are valid voters but who cannot access the system for any reason

Post-voting period

- Prepare documentation for the declaration of the election results
- Prepare letters to successful candidates
- Prepare letters to unsuccessful candidates
- Declare result to candidates
- Notify the Committee Secretary of the result of the election
- Publish the result of the election to constituency
- Prepare report on conduct of the election
- Update and close election file
Using eVote - an overview - (see next section for detailed manual)

How the system works

eVote is the software that the Curtin University uses to conduct elections and referenda. Voters arrive at the eVote gateway by clicking on a hyperlink that is supplied to them for the purpose of voting in the election.

The voters log in to vote using their LDAP identity (Curtin University ID number and password). If login is successful, they are taken to a menu listing all ongoing elections that they are registered for. The voter clicks on the relevant ‘Vote Now!’ link. Ballot forms are displayed. The candidates’ order of appearance on the ballot is random for each voter.

When electors submit a ballot, the results are encrypted and stored in a database and their names are crossed out on an electronic roll. They will not be able to vote for this election again.

First past the post and yes/no Ballots

The voter marks one box as required.

Optional preferential ballot

The voter numbers the candidate boxes in order of preference. To successfully register a vote, a number of boxes at least equal to the number of positions available must be selected and marked in numerical order of preference. However, if the voter wishes to number more choices in numerical order he or she may do so.

Changing a vote

The voter selects the Change button. Ballot forms are redisplayed and the voter continues as before until satisfied with his or her choices.

Confirming a ballot

The voter selects the Confirm button. The ballot form with votes as chosen is displayed. A message advising voters to review their choices is displayed, and they may either confirm or change their vote.

Confirming a vote

The voter selects the Confirm button. The vote is accepted and if there was more than one election available to the voter, the ‘Vote in Other Elections’ screen is redisplayed; otherwise the screen shows that the voter has voted in the relevant election.

Once the voter has confirmed his or her vote it will not be possible for that voter to vote again in that particular election.

The Election Manager provides eVote with an Excel.csv file obtained from Staff or Student Services containing the names of electors and other relevant details and uploads it into the application.

These files are provided according to the eligibility specifications that the Election Manager supplies. They must be imported in Excel.csv format. There are no header lines (that is, each cell in the spreadsheet contains only information to do with the voters), but the information that appears in each column is arranged as follows:

<table>
<thead>
<tr>
<th>LDAP number (appropriate Curtin ID)*</th>
<th>Surname</th>
<th>First Name</th>
<th>Area/Faculty/Staff Type/Student etc**</th>
<th>Optional Information#</th>
</tr>
</thead>
</table>
Prerequisites

All election details should be prepared in advance in an electronic format, ready to copy and paste into eVote. The information includes electoral roll, polling dates, candidate statements and photographs. The electoral roll must be an Excel CSV file with only voter details).

Connecting to the eVote system

eVote is a web based Online Voting System and voters connect to the Online Voting System via the link (https://evote.curtin.edu.au)

The Online Voting system login screen will be displayed.

Calling a new election

The election administrator initialises the election by creating the election account for a particular ballot and entering the details of the election including ballot options/choices, voting dates, electoral rolls and other information needed. By entering the dates and times that the election is to start and finish the election administrator schedules the voting period.

Importing an electoral roll

A pre-prepared Excel.csv file containing the electoral roll details is imported button.

If the format is invalid the status will be set to ‘waiting’ and the number of defined ballots will be zero. The administrator must then check for duplicates, invalid voter ID etc. in the Excel.csv file and correct any errors or inconsistencies.

Entering votes

A valid voter may experience Inability to vote may occur in Curtin University Elections because some eligible voters do not have an LDAP password or access to a computer. However, as voting goes on, an Election Manager may use an option in the Administration menu called ‘Enter Votes’ to do this on their behalf. However, this is a form of proxy voting, because the Election Manager must physically enter the votes on behalf of an eligible voter.

If a voter is not on the original electoral roll, but can validly claim that this was an oversight or mistake, that voter may be added to the roll manually. This can occur either before the election begins or during the polling period. However, such a person will still not be able to vote if he or she does not have a valid Curtin ID and password.

Results and raw results

Once the election has ended, results become available on the ‘Results’ page.

The ‘Raw Results’ page displays the raw voting data, making it possible to tabulate the data by hand.

Participation

The ‘Participation’ page generates information reports about the election. One can find out voter turnout by faculty or year group, for example (provided that these markers were included in the voter information uploaded into the ballot information when the election was being set up). There are also reports about daily turnout, electors voted and electors not voted.
Introduction to eVote

eVote Election Process

Curtin University uses a web-based electronic voting software system called eVote to record and tally ballots. eVote ensures ballot privacy and it is impossible to find out how any individual voter voted. Voters must authenticate their identity using both their Curtin University identity number and their password (the one that gives them access to all of Curtin’s electronic information).

Types of Ballot

eVote can be used to conduct elections by any of the following voting methods. The choice of vote method is determined by the relevant statute or committee constitution and set by the election officer before the election period begins.

First Past the Post and Yes/No Ballots

The voter marks one box as required.

Optional Preferential Ballot

The voter numbers the candidate boxes in order of preference. To successfully register a vote, a number of boxes at least equal to the number of positions available must be selected and marked in numerical order of preference. However, if the voter wishes to number more choices in numerical order he or she may do so.

How the System works

Voters arrive at the eVote gateway by clicking on a hyperlink that is supplied to them for the purpose of voting in the election. They log in to vote using their LDAP identity (Curtin University ID. number and password).

If login is successful, they are taken to a menu listing all ongoing elections that they are registered for. The voter clicks on the relevant Vote Now! link. Ballot forms are displayed. The candidates’ order is randomly displayed for each voter.

To vote, the voter chooses from the list of candidates, ranking them in order of preference in optional preferential elections. When ready, the voter selects the Confirm button. The ballot form with votes as chosen is displayed. A message advising voters to review their choices is displayed, and they may either confirm or change their vote.

To change the selection a voter may select the Change button. Ballot forms are redisplayed and the voter continues as before until satisfied with his or her choices.

The voter selects the Confirm button. The vote is accepted and if there was more than one election available to the voter, the Vote in Other Elections screen is redisplayed; otherwise the screen shows that the voter has voted in the relevant election.

Once the voter has confirmed his or her vote it will not be possible for that voter to vote again in that particular election.

When electors submit a ballot, the results are encrypted and stored in a database and their names are crossed out on an electronic roll. They will not be able to vote for this election again.

System Administration Page

Details about how to use the Administrator’s page are given in the following pages.
This is the screen that greets anyone logging into eVote. The log-in boxes in the centre take enrolled voters to any elections that they are currently enrolled to vote in. Note that the administrator logs into the separate administration page by clicking on the admin login bar at the bottom of the page.
User name is account user-name or sysadmin. Curtin will not use the poll station option. The administrator (currently a Secretariat Project Officer) accesses the Accounts Page to set up different polls by typing **sysadmin** (case sensitive) into the box that appears and entering the separate **system administration password** (also case sensitive).

The **System Administration** page has the headings **Username**, **Organisation**, **Start Date**, **End Date** and **Status** allowing an administrator to view those elections currently being conducted, which are pending and which have concluded. The administrator may also change the passwords for each user account (giving themselves access to the election data if it becomes necessary for them to take control) or delete the account altogether.

Please note that the task bar **Edit Selected** allows only for user-name details (password etc.) to be updated. This is accessed exclusively by the administrator who has access to the system administration password. It does not allow direct access to the election information that may have been created in any particular user account. Access to that information is gained by the administrator or by an election manager entering the appropriate user-name and password details for a particular account after accessing the **Admin Log-in** page. To protect the integrity of the whole system only the administrator has overall access to create new accounts and passwords.

At Curtin University each election will require a unique user-name. A suggested standard is to make the user-name that of the body for which the election is conducted, followed by a number and the year in which the election takes place. For example, "Academic Board 1/2010" would indicate the first election to the Academic Board in 2010.

Although a user-name can be re-used and restored from a backup file, in practice the number of elections will be small and by naming each one individually an accurate record can be maintained.
Note: Deleting a user-name will erase all of the information previously created for that user from the web-site so a backup file must be made and saved in “J” Drive in the folder where other information about a particular election is created and stored.

Each separate election account (user-name) will have a unique password set by the administrator and supplied to the relevant election manager. It should be stored in a safe place, but may be reset by the administrator.

**Election Set-Up Menu**

To set up and manage a specific election an election manager uses the user name and generic password supplied by the administrator to log-in via the System Administration page.

This page provides an overview of the election process. The programme divides the tasks associated with an election into three broad areas (Election Set-Up, Election Tools and Election Analysis) as may be seen in the left hand column shown on the screen. Each of these has associated tools and sub-tasks.

The first function that an election manager would wish to utilise is that of calling an election with the Election Set-Up menu to edit and update basic information for the electors.

**Election Set-Up** data can be edited at any stage up until the voting period begins in real time, but no ballot information can be altered once the ballot has begun.

However, there is an option available under Election Tools for an elector to be added to the electoral roll in the database at any stage, meaning that the Excel.csv file containing the electoral roll must have the new voter added to it and then the entire electoral roll is reloaded.
The following briefly explains each step in setting up a new election. More detailed information is given at the end of this section.

**Prerequisites**
All election details should be prepared in advance in an electronic format, ready to copy and paste into eVote. The information includes electoral roll, polling dates, candidate statements and photographs. The electoral roll must be an Excel.csv file with only voter details. Photographs must be in the .jpg format and will be sized to 125 pixels wide by 150 pixels long. Distortion may occur if the photographs are not in the appropriate 5:6 ratio.

**Connecting to the eVote System**
eVote is a web based Online Voting System.
Connect to the Online Voting System via the link (https://evote.curtin.edu.au)
The Online Voting system login screen will be displayed.

**Logging in to the Administration Options**
Ensure that Election Manager is selected (at the bottom of the page)
Press Admin Login Page.
The administration screen is displayed.
Enter the user-name and associated password (supplied by administrator). This user-name is your election account.

**Calling a New Election**
*Call a New Election* contains a single button to initialize the election account. If the user account has been used to run a previous election, this data will need to be backed up by the election administrator and saved before you proceed.
Once you are sure that all information has been backed up, press the reset button. The screen will be cleared of old election details.

**Scheduling an Election**
Click the *Schedule Your Election* button.
The schedule screen is displayed.
Enter the dates and times that the election is to start and finish. Time format is hh:mm; date is in yyyy-mm-dd format. When Javascript is on there is an icon pick box available for each month.
Press Save.
The start date and end date of the election are updated and are viewed in the election details box at the top of the schedule screen.

**Importing an Electoral Roll**
Press the *Import List of Voters* button.
The import electoral roll screen is displayed (*Update a New List*).
Click on the browse button and navigate to the pre-prepared Excel.csv file. Click the *Import* button.
The list is imported and an option to View all Electors is provided.
The screen at the top will also display the number of electors loaded. If the format is invalid the status will be set to Waiting and the number of defined ballots will be zero.
View the elector list, by clicking on the View all Electors button.
The list is displayed. If the formatting was invalid it will not appear as expected. Details of the required format are displayed by clicking the FAQ button.
**Designing a Ballot**

Click on *Design your Ballot*. The ballot screen is displayed, together with a facility to *Preview the Ballots*.

Click on *Add a Ballot*. Here, the election manager will describe the election, its purpose, its appropriate legislative basis, the term of office involved and other appropriate information.

Provide a suitable name and description for the ballot. Note that there are options to use lower case, **UPPER CASE**, *bold* and *italics* available.

Choices are recorded but not saved yet.

**Faculty Specific Ballots**

It is possible to limit the voters in a ballot to only a segment within a particular electoral roll by specifying a particular faculty or year group; but this function is not to be used to delimit the electoral roll. Instead, Staff or Student Services must be instructed to supply the roll required specifically for each election.

The *Faculty Specific* option default is *All Faculties*. If the drop down box is used, the various faculties/schools which were included in the electoral roll will be displayed.

Select *All Faculties* or limit the ballot by selecting one of the options in the drop down box.

**Type**

This determines which election model (or type) will be used for this ballot. There are three options:

- Optional Preferential (Curtin’s normal method for electing staff and students to committees)
- Ranked Ballot (First-past-the-post, used in some Faculty elections)
- Simple Ballot (Yes/No type, used for EBA type ballots)

Select required election type by pressing the appropriate radio button.

**Choose Up To**

This allows the administrator to determine how many candidates will be elected. The default is one. Select required number of positions to be filled by pressing the appropriate radio button.

**Add an Option**

This allows a candidate’s name and information to be entered. Add the name of the first candidate or option. Press the Update button. Repeat the process for further candidates.

The required name is added and the options display.

**Update Candidate Statement & Photo**

Once candidates have been entered a text box is available to upload candidate statements and photographs. Text may be cut and pasted directly into the text box.

There is a browse button to navigate to the relevant photograph. Click on it and when the required photograph is located, double click or press the *Open* button to attach the photograph. It will be displayed next to the candidate information.

Repeat the process for each candidate until all details are entered.

**Display Candidate Statement & Photo**

This allows a *Candidate statement/Information about the ballot* option to be entered or copied, and a photo to be uploaded. Choose *Yes* to allow these options or *No* to avoid them.

**Delete Option**

There is an option which allows the data to be deleted if necessary.

Click on the delete button next to the link to the candidate statement and photograph. The selected details are deleted.
Save a Ballot
Click on the OK button at the bottom of the screen. The ballot is added and appears in the list of ballots, with the Faculty and Year choices and the number of options entered for that ballot displayed. The number of defined ballots in the box at the top of the screen which provides details of the elections is increased by one for each ballot saved.

Update a Ballot
If more information becomes available it is possible to add to a ballot at any time prior to the election beginning. Click on the ballot name. The whole ballot re-opens and may be updated prior to the election starting. Once the election has commenced, no changes may be made.

Delete a Ballot
This must not be done without the election manager making a backup file unless the election is simply not to go ahead, otherwise all information will be lost.
Click on radio button next to the ballot name to be deleted. Click on the Delete Selected option. The ballot is deleted.
The number of defined ballots in the box at the top of the screen that provides details of the elections is decreased by one for each ballot deleted.

Preview Your Election
Click on the Preview Ballots option. The ballot paper(s) will be displayed in a new window, as the voter will view them. Note that the order in which candidates appear changes randomly each time the preview option is utilised.

Voting
There are options for three methods of election: First Past the Post (Ranked), Yes/No Options and Preferential Voting. In the latter case, there is provision for both Full (unlikely to be used at Curtin University) and Partial Preferential voting.
In an Optional Preferential Election, indicate the number of vacancies in the election set-up menu.
The voter logs in to vote using his or her LDAP identity (Curtin University ID. number and password).
If the log-in is unsuccessful a message that the user is not registered to vote in any elections appears. If no election is available, the user should log out.
If log-in is successful a list of those elections where a vote is available is listed. User chooses the election to vote in, and clicks on the relevant Vote Now! link. Ballot papers are displayed.

First past the post and Yes/No Ballots
User marks one box as required.

Optional Preferential Ballot
The voter numbers the candidate boxes in order of preference. To successfully register a vote, a number of boxes at least equal to the number of positions available must be selected and marked in numerical order of preference. However, if the voter wishes to number more choices in numerical order he or she may do so.
The appearance of the order of candidates is random for each voter.

Full Preferential Ballot
All of the candidate boxes must be marked in numerical order of preference.
The appearance of the order of candidates is random for each voter.
**Change Vote**
The voter selects the Change button. The ballot papers are redisplayed and the voter continues as before until satisfied with his or her choices.

**Confirming a Ballot**
The voter selects the Confirm button. The ballot form with votes as chosen is displayed. A message advising voters to review their choices is displayed, and they may either confirm or change their vote.

**Confirm Vote**
The voter selects the Confirm button. The vote is accepted and if there was more than one election available to the voter, the Vote in Other Elections screen is redisplayed; otherwise the screen shows that the voter has voted in the relevant election.
Once the voter has confirmed his or her vote it will not be possible for that voter to vote again in that particular election.

**Additional Information for Election Managers**

**Adding Photos and Statements**
Only jpeg files are accepted for photographs and they will be re-sized to 125 pixels wide by 150 pixels high. Candidates should be instructed to submit only jpeg files and to crop image files to the ratio of 5:6 to avoid distorted photographs.
There is no problem with inserting text of up to 150 or even 200 words from electronic word-processing files. Candidate statements submitted via a word processing application can be imported directly into the programme. There is a facility to preview Candidate Statements and photographs and to edit the information. As with all other functions at this stage of the process, editing may take place up until the voting period commences.

**Importing a List of Electors**
The Election Manager provides eVote with an Excel.csv file obtained from Staff or Student Services containing the names of electors and other relevant details and uploads it into the application. These files are provided according to the eligibility specifications that the Election Manager supplies. They must be imported in Excel.csv format. There are no header lines (that is, each cell in the spreadsheet contains only information to do with the voters), but the information that appears in each column is arranged as follows:

<table>
<thead>
<tr>
<th>LDAP number (appropriate Curtin ID)*</th>
<th>Surname</th>
<th>First Name</th>
<th>Area/Faculty/Staff Type/Student etc**.</th>
<th>Optional Information#</th>
</tr>
</thead>
</table>


**Issues to be Aware of with this Operation**

If there is any duplication in the Excel file the voter uploading operation ceases until the duplication is identified and deleted. A solution is to sort the list with Excel first using a particular marker (The LDAP - Curtin ID number is best) and to physically scan the list to find duplicate IDs before importing it into eVote. An even better strategy is to link the file to Access as a table and use the *New Query* option to check for duplicates. It is also best when requesting electoral rolls from Student or Staff Services to specify uniqueness of ID as a list criterion.

**Adding to the List of Candidates**

This menu asks one to add an *Option* instead of a *Candidate*. This is probably to provide for referendum style ballots where the choice is between two or more courses of action or options, rather than between people.

**Setting the Schedule**

The schedule for voting must be entered exactly as indicated in the instructions, with forward slash marks between the dates in DD/MM/YYYY. The times must be in 24 hour clock notation and include the minutes. Seconds need not be entered; however, they will be displayed by default.

**Election Tools Menu**

**Enter Votes**

As voting goes on, an Election Manager may use *Enter Votes* on behalf of electors who could not vote electronically. This can occur in Curtin University Elections because some eligible voters do not have an LDAP password or access to a computer. However, this is a form of proxy voting, because the Election Manager must physically enter the votes on behalf of an eligible voter.

**Public Computers**

If it is anticipated that there will be a very high voter turnout, computers that are used heavily for voting may be designated on the *Public Computers* page. It is anticipated that the Election Manager may make a computer available for use by those who do not have private access to their own.

Voting activity can be monitored by generating reports from the *Participation* page. To be safe, an Election Manager may want to generate a backup every so often on the *Backup/Restore* page.

In practice, this would not happen very much at Curtin University except in the situation where many voters had to use the same public computer (for instance, if they were incarcerated in a prison).


**Candidate Withdrawal**

Although it is not possible to alter any data during the time that a ballot is actively being conducted (i.e. during the actual voting period) it is possible to withdraw a candidate from the race either before voting has begun or once the poll has closed. In the latter case, any votes that have gone to a withdrawn candidate will simply be eliminated from the count (in first-past-the-post elections) or redistributed to other candidates in Preferential Voting elections.

It is also possible to reinstate a candidate after they have been withdrawn, but this function would probably not be utilised in practice.

When the candidate is withdrawn before the voting begins, his or her candidacy information is eliminated from the ballot and most voters will not be aware that this person was ever a candidate. There is no means of informing anyone of a withdrawal through the eVote system itself, though voters could presumably be informed via other means if this was thought necessary.
To withdraw a candidate, the Election Manager clicks on the link. A screen similar to the one shown above will appear and the manager will select the candidate for withdrawal from the list by clicking on the radio button and then clicking on Withdraw Selected.

Election Analysis Menu

Results and Raw Results
Once the election has ended, results become available on the Results page.

The Raw Results page displays the raw voting data, making it possible to tabulate the data by hand.

Participation
The Participation page generates information reports about the election. One can find out voter turnout by Faculty or year group, for example (provided that these markers were included in the voter information uploaded into the ballot information when the election was being set up). There are also reports about daily turnout, electors voted and electors not voted.

Activity Log
The Activity Log provides transparency with an accounting of all significant activity that occurred during the election. This includes information about when the election was called, when candidates were added to the ballot, updates to voter lists and so forth.
Vote Count Method

First-past-the-post ballots are the most straightforward, as whoever has majority wins. First-past-the-post can be used for Yes/No questions.

eVote also provides options for both full and partial preferential voting. When the latter is selected voters must rank a minimum of one candidate for every seat available. When the former is selected all candidates must be ranked.

Calculating the Vote Tally (preferential voting)

- The quota for election shall be the total number of valid first preference votes, divided by the number of positions plus one, with one added to this total.

- The quota for election shall be the total number of valid first preference votes, divided by the number of positions plus one, with one added to this total.

- Any candidate(s) who have received first preference votes equal to or greater than the quota shall be declared elected.

- Where any candidate is declared elected with more votes than the quota, the excess votes shall be distributed among the remaining candidates in accordance with the next preference indicated on all the voting slips for that candidate. Each such voting slip shall have a discounted value, being the excess...
number of votes over the quota obtained by a candidate divided by the total votes for that candidate. If some voting slips do not have further preferences, they shall be deemed to be exhausted; this does not affect the value of the remaining votes which are redistributed. Any candidate who reaches the quota after this transfer of votes, shall be declared elected. If that candidate's votes exceed the quota, the excess votes shall be distributed in the same manner and the process repeated.

- If any position(s) remain unfilled, the candidate with the least number of votes shall be eliminated. These voting slips shall be distributed among the remaining candidates in order of the voters' next preferences; those which were first preference votes for that candidate shall retain their full value. Where an eliminated candidate's voting slip does not indicate the voter's next preference, that voting slip shall be deemed to be exhausted. Any candidate who reaches the quota after this transfer of votes, shall be declared elected. If that candidate's votes exceed the quota, the excess votes shall be distributed in the manner outlined above.

- This process is continued until sufficient candidates have each obtained a quota and been elected.

- Whenever two or more candidates have an equal number of votes, and one of them has to be eliminated from the vote, the Returning Officer shall determine by lot which candidate is to be eliminated.

In effect, for elections run by the Secretariat, in every round of counting, eVote is to identify and eliminate winning candidates from the scrutiny first. Their surplus second preference votes will then be redistributed to the other candidates at a discounted value for the next round of counting. If no winner emerges in any particular round of counting the candidate with the fewest votes shall be identified, eliminated from the scrutiny and have their next preference votes redistributed at full value for the next round of counting. This procedure will occur until either enough candidates have achieved a quota to be elected to the number of positions vacant or there remain in the race only enough candidates to fill the available positions.

If two or more candidates simultaneously achieve a quota with the same number of votes and there are positions available for them they shall be declared elected, if, however, there are not sufficient vacancies for both or all of them, the outcome shall be determined by lot.

If, in a round of voting no successful candidate emerges there is a tie for the fewest number of votes (and there are therefore no votes to be redistributed), the candidate to be shall be determined by lot. The eliminated candidate’s next preference votes shall then be redistributed and the vote taken to the next round of counting.

### Saving and Restoring Election Information

In the status column elections are shown as *Waiting, In Progress, or Finished*. If an account is used to conduct a fresh election, any other election information in that account will be deleted, even if an ongoing election process is not finished.

However, every time an account is reset, a back-up is automatically taken of the previous election. Then all information relating to that election is cleared. Each election must be backed up separately. This is a process that must be done conscientiously.
A list of the back-ups is presented at the bottom of the account administration screen, with the date that the backup was made (in date format yyyy-mm-dd). There is an option to download the back-up or to delete it.

The correct process to save election information is:

- Go to the user the election in question and click on the back-up option. A message saying that a backup has been successful will appear on the screen.
- Press the Download icon beside the relevant back-up.
- Identify the filename by selecting Save to Disk, and then searching for the file. It is sometimes saved on the desktop of the user’s computer, but rather than assuming this to be the case, verify that this is the process on any particular computer.

The file default name is given as the date and time that it was backed up and is expressed in the format: yyyy-mm-dd hh:mm:ss (e.g. as above 2008-12-08 14:06:15). This is not useful for identifying a particular election after some time has passed. Therefore, once identified, the file should be copied and saved to a directory on a shared server which is regularly backed up. The title should be changed and the directory it is saved to must be named appropriately – for example, eVote backups, with sub-directories for each election name.

- Once saved properly, the Back-up File should be removed from the Administration screen record (use the delete option).

**Restoring a Backup File**

File information is saved using the Winzip tool. When a saved file is opened directly from the directory to which it has been saved all of the election information will appear in plain text, which can be read but is very hard to interpret. Therefore one must restore the backup into the eVote application. In this way one will get usable data that can be used to access all of the information regarding the election.

To achieve this outcome:

- navigate to the required directory and the relevant back-up via the Restore a Back-up browse option;
- select the required file and then click Restore;
- a warning message will be displayed (All information will be lost). This is because eVote can store and display only one election file at a time. If a file is restored to a particular location it will eliminate any other file in that location at the same time.

**A Warning:** When the file is restored to eVote (see below for this process), the backup name is lost and replaced by the year, date, time format. Furthermore, the time specified is that when the restoration occurs (not the date of the election). This makes it most important that the copy saved in the separate directory is given an appropriate descriptive name.

- When restoring an earlier election to a particular location, be aware that any other election being conducted in this account at the same time will be deleted. Take care that any current election information has been safely saved to the backup directory first, so that it can be restored when the need for the other one is over.
Once the election is restored to the user page, all of the information about the ballot and the results may be viewed using the *Election Analysis* tools.
## Time line

**ELECTRONIC VOTE - Academic Board to Council Election Calendar**

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<th>SUN</th>
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</table>

- **Election proposal to AB**
- **Call for Nominations**
- **Close of Nominations**
- **Notice of Election**
- **Period to prepare voting documentation**
- **Voting Begins**
- **Close of voting**
<table>
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<th>Announce</th>
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<tr>
<td>Result</td>
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</table>
### Time line

**POSTAL VOTE - STUDENT TO COUNCIL ELECTION FOR 2011 TERM OF OFFICE.**

- **Last day of Student attendance prior to study break/exams** Friday, 5 November 2010
- **Tuition free week** 27 September 2010 to 1 October 2010

Timing based on **RULE NO. 1 MADE PURSUANT TO STATUTE 9 – ELECTION OF STUDENT MEMBERS ON THE COUNCIL**

<table>
<thead>
<tr>
<th>Procedure and Pertinent Rule</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Call for Nominations:</strong></td>
<td>Friday, 10 September 2010</td>
</tr>
<tr>
<td>3 When there is a vacancy in one or both of the positions on the Council for students, or a vacancy or vacancies are imminent, the Returning Officer will notify all students of the vacancy or vacancies, and call for nominations through the Official Communications Channel on OASIS. The nomination form will be an attachment to this notification.</td>
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<tr>
<td><strong>Nominations Close:</strong></td>
<td>5.00 p.m. Friday, 24 September 2010 (14 days after the call for nominations)</td>
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<tr>
<td>8 Nominations shall remain open for a period of at least 14 days.</td>
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<tr>
<td><strong>Notification that Election is to take place and period to print and send requested ballots:</strong></td>
<td>Monday, 27 September 2010 (3 days after nominations close) to Friday, 8 October 2010</td>
</tr>
<tr>
<td>11 No later than seven days after the closing date for nominations, the Returning Officer will notify all students of the election through the Official Communications Channel on OASIS. At the discretion of the Returning Officer, the election may be conducted both in specified physical locations on specified dates and by postal ballot, or by postal ballot only.</td>
<td></td>
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<tr>
<td><strong>Voting Begins:</strong></td>
<td>Monday, 11 October 2010 (17 days after nominations close)</td>
</tr>
<tr>
<td>10 If there is more than one eligible candidate for a vacancy, the Returning Officer will conduct an election. An election will be held not less than 14 days and not more than 30 days after the closing date for nominations.</td>
<td></td>
</tr>
<tr>
<td><strong>Close of Ballot:</strong></td>
<td>2.00 pm, Friday, 22 October 2010 (28 days after nominations close)</td>
</tr>
<tr>
<td>10 If there is more than one eligible candidate for a vacancy, the Returning Officer will conduct an election. An election will be held not less than 14 days and not more than 30 days after the closing date for nominations.</td>
<td></td>
</tr>
<tr>
<td><strong>Ballot Count:</strong></td>
<td>Monday, 25 October 2010</td>
</tr>
<tr>
<td>20 As soon as practicable after the close of the ballot, the Returning Officer shall, with the assistance of such other persons as may be appointed, scrutinise the ballot papers and eliminate any invalid votes. The number of votes (other than second or subsequent preferences) expressed for each candidate will then be counted and recorded.</td>
<td></td>
</tr>
<tr>
<td><strong>Announce Result:</strong></td>
<td>Monday 25 October 2010</td>
</tr>
<tr>
<td>22 Within a period of five working days after the result of an election is known, the Returning Officer shall declare a candidate elected, by 22.1 Formally writing to the successful and all other candidates to notify them of the results 22.2 Posting the results of the election through the Official Communication Channel on OASIS.</td>
<td></td>
</tr>
</tbody>
</table>
Call for Nominations

ELECTION OF TWO STUDENTS TO THE UNIVERSITY COUNCIL
Curtin University of Technology Act 1966

CALL FOR NOMINATIONS

This is a call for nominations for the election of two students to the Council of Curtin University.

Council is the University’s governing body, established under the Curtin University of Technology Act 1966 ("the Act"). Council is responsible for the overall governance and effective management of the University. Membership of Council can be found at the following web address:

http://about.curtin.edu.au/policy/council.cfm

Section 9(1)(ga) of the Act provides that the membership of Council shall include “2 persons elected by and from the students in the manner prescribed by Statute”, for terms of office of one year.

The term of office of the current students elected to Council expires on 31 December 2010.

Accordingly, the term of office for the newly elected students to Council will commence on 1 January 2011 and conclude on 31 December 2011.

Students Eligible for Election:

All students of the University are eligible for election to Council.

Please note that pursuant to section 9A of the Act, an elected student “may be re-elected once, but only once, on the expiry of his term of office, if he continues to be qualified under section 9.”

Students Eligible to Nominate a Candidate:

A student of the University may nominate himself or herself, or another student or students, to be a candidate for this election. No more than two (2) nominations may be made by any one student.

Nominations:

Nominations should be made on the attached nomination form. The nomination form must be completed, signed and dated by both the nominee and nominator, and be returned to Mr B. Mulvey, Secretariat, by:

- email (scan and send to b.mulvey@curtin.edu.au); or
- post (addressed to Mr B. Mulvey, Curtin University, GPO Box U1987, Perth WA 6845); or
- fax (08 9266 3891); or
- hand delivery (to Secretariat, Building 100, Level 4, Room 411, Bentley Campus).

All completed nomination forms must be returned to the Secretariat by 5.00 p.m. on Friday, 24 September 2010. Nomination forms received after this time will not be accepted.

Supporting Candidate Statements and/or Photographs

Nominees may provide a passport-sized photograph and/or a short statement, not exceeding 150 words, for circulation with the voting papers. The Returning Officer reserves the right to edit any statement, or abbreviate any statement exceeding 150 words. Candidate statements and photos must be returned to the Secretariat by the closing date for nominations, 5.00 pm on Friday, 24 September 2010. If
possible, please provide an electronic copy of your statement and/or photograph by email to 
b.mulvey@curtin.edu.au

Election Process:

- If only two valid nominations are received, those students shall be elected;
- If more than two valid nominations are received, an election will be conducted to fill the positions;
- The system of voting will be Optional Preferential; and
- The two candidates that receive the highest number of votes following the distribution of preferences will be declared elected to Council.

Election Schedule:

- If an election is to commence, notification will be made by broadcast email on Monday, 27 September 2010;
- Students who wish to vote in the election must complete the “Request for Ballot” form, and submit it to the Secretariat office by 5.00 p.m. on Friday, 8 October 2010.
- Voting will begin from Monday, 11 October 2010;
- Votes must be completed and returned to the Secretariat by 2.00 p.m. on Friday, 22 October 2010;
- Votes will be counted on Monday, 25 October 2010; and
- The result of the election will be declared by the Returning Officer within five working days of the vote count.

Jon Porter
Director, Secretariat and Council Secretary
Returning Office

10 September 2010
• Nomination Form

ELECTION OF TWO STUDENTS TO COUNCIL
Curtin University of Technology Act 1966

NOMINATION FORM

I, ____________________________, _________________________,
Please print your name Your student I.D.
being a student of Curtin University, hereby nominate,

_________________________________, __________________________,
Please print the nominee’s name Nominee’s student I.D.
for election to Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

_________________________________ ____________________
Your signature (Nominator) Date

Consent of Nominee

I consent to this nomination, and confirm that I am a student of Curtin University.

__________________________  ____________________
Signature of Nominee Date

Nominee’s email address: _____________________________________

Nominee’s contact telephone number: ____________________________

Supporting Candidate Statements and/or Photographs

Nominees may provide a passport-sized photograph and/or a short statement (not exceeding 150 words) with this nomination form for circulation with the voting papers. The Returning Officer reserves the right to edit any statement, or abbreviate any statement exceeding 150 words. Candidate statements and photos must be received by 5.00 p.m. on Friday, 24 September 2010.

The nomination form must be completed, signed and dated by both the nominee and the nominator, and returned to
Mr Brendan Mulvey, Secretariat by:

• email (scan and send to b.mulvey@curtin.edu.au; or
• post (addressed to Mr B. Mulvey, Secretariat, Curtin University, GPO Box U1987, Perth WA 6845); or
• fax (9266 3891); or
• hand delivered (to Secretariat, Building 100, Level 4, Room 411, Bentley Campus).
All completed Nomination Forms must be returned by 5 pm on Friday, 24 September 2010. Nomination Forms received after this time will not be accepted.

Jon Porter
Director, Secretariat and Council Secretary
Returning Officer

10 September 2010
Email Acknowledging Nomination

This email is to acknowledge that your nomination form for the Students to Council Election (2011 Term of Office) has been received at the Secretariat.

Your nomination will now be examined to ensure that you are eligible for election to Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

If there are to be more than two valid nominations for the two available positions before the close of nominations at 5.00 p.m. on Friday, 24 September 2010, an election to determine the successful candidates will be called. An announcement to this effect made on Monday, 27 September 2010 by email sent via the Official Communications Channel.

If you have not already done so you may supply a brief statement and photograph for inclusion with the ballot papers in the case that an election becomes necessary. You are reminded that the statement should be no more than 150 words and the photograph should be in jpeg format. These documents must be received before the close of the nominations period (that is by 5.00 p.m. on Friday, 24 September 2010) for inclusion on the materials sent out to voters.

If there are no more valid nominations received than there are positions to be filled, those nominated candidates will be declared elected to the positions.

Regards,
**Ballot order draw**

**ELECTION OF TWO STUDENTS TO THE UNIVERSITY COUNCIL**

For Terms of Office commencing on 1 January 2011 and concluding on 31 December 2011.

**BALLOT ORDER DRAW**

The order of candidates on the voting paper will be determined by a ballot order draw. The order of names is picked randomly.

<table>
<thead>
<tr>
<th>CANDIDATE</th>
<th>DRAWN ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sven Colic</td>
<td>8</td>
</tr>
<tr>
<td>Seth Cray</td>
<td>3</td>
</tr>
<tr>
<td>Christopher Hossen</td>
<td>5</td>
</tr>
<tr>
<td>Frederick Josiya</td>
<td>9</td>
</tr>
<tr>
<td>Bansikumar M. Kathrotiya</td>
<td>4</td>
</tr>
<tr>
<td>Ng Boon Khai Jacob</td>
<td>7</td>
</tr>
<tr>
<td>Joseph Quick</td>
<td>1</td>
</tr>
<tr>
<td>Chamonix Terblanche</td>
<td>6</td>
</tr>
<tr>
<td>Augustin Thomas</td>
<td>2</td>
</tr>
</tbody>
</table>

DATE __________________________

On behalf of

_______________________________
Jon Porter
Returning Officer

_______________________________
Brendan Mulvey
Secretariat

_______________________________
May Smith
Secretariat

*On behalf of*
NOTICE OF ELECTION OF TWO STUDENT MEMBERS TO COUNCIL
(for terms of office commencing on 1 January 2011 and expiring on 31 December 2011)

Nine nominations for two student positions on the University Council were received when nominations closed on Friday, 24 September 2010. Therefore, a postal election will be conducted to determine which two students will be elected to Council for terms of office commencing on 1 January 2011 and expiring on 31 December 2011.

The nominees for the student to Council election are listed below in an order determined by lot:

Joseph Quick
Augustin Thomas
Seth Cray
Bansikumar M. Kathrotiya
Christopher Hossen
Chaminox Terblanche
Ng Boon Khai Jacob
Sven Colic
Fredrick Josiya

Council is the University’s governing body, established under the Curtin University of Technology Act 1966 ("the Act"). Council is responsible for the overall governance and effective management of the University.

To vote in the election of two students to Council you must enrol to vote by 5.00 p.m. Friday, 8 October 2010. Please note that although voting is not compulsory you are strongly encouraged to vote in this election.

Those students who enrol to vote will be sent a voting pack to their nominated postal address. The voting pack includes:

- voting instructions;
- candidate statements and photos;
- a Ballot Paper, containing the names of the candidates in an order determined by lot;
- a gold envelope marked "Ballot Paper"; and
- a larger white return envelope addressed to the Returning Officer.

Enrolling to vote is easy: Please complete the attached ‘Request for Ballot’ form and return it to Mr Brendan Mulvey, Secretariat by:

- email [the preferred method] (send to b.mulvey@curtin.edu.au); or
- post (addressed to Mr Brendan Mulvey, Secretariat, Curtin University, GPO Box U1987, Perth WA 6845); or
- fax (08 9266 3891); or
- hand deliver (Secretariat, Building 100, Level 4, Room 411, Bentley Campus);

so that it is received by 5:00 p.m. on Friday, 8 October 2010. ‘Request for Ballot’ forms received after this time will not be accepted.

Voting closes at 2.00 p.m. on Friday, 22 October 2010.

The two candidates that receive the highest number of votes following the distribution of preferences will be declared elected to Council under Section 9(1)(ga) of the Act.

Jon Porter
Director, Secretariat and Council Secretary

Returning Officer

27 September 2010
ELECTION OF TWO STUDENT MEMBERS TO COUNCIL
REQUEST FOR BALLOT

I, ______________________   _______________________    ___________________,
First Name Surname     Student I.D.

being a student of Curtin University, request a voting paper for the election of two students to the
University Council for terms of office commencing on 1 January 2011 and expiring 31 December 2011.

Please post my voting pack to the following address:

<table>
<thead>
<tr>
<th>Title (please circle)</th>
<th>MISS</th>
<th>MR</th>
<th>MRS</th>
<th>MS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
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<td></td>
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<tr>
<td>Postcode</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you would prefer the voting pack to be sent to your office at Curtin University, Bentley, please specify
your room number and department below.

Please complete the ‘Request for Ballot’ form and return it to Mr B. Mulvey, Secretariat by:

- email [the preferred method] (send to b.mulvey@curtin.edu.au); or
- post (addressed Mr Brendan Mulvey, Secretariat, Curtin University, GPO Box U1987, Perth
  WA 6845); or
- fax (9266 3891); or
- hand deliver (Secretariat, Building 100, Level 4, Room 411, Bentley Campus);

so that it is received by 5:00 p.m. on Friday, 8 October 2010. ‘Request for Ballot’ forms received after
this time will not be accepted.

Jon Porter
Director, Secretariat and Council Secretary
Returning Officer

27 September 2010
Ballot Paper

ELECTION OF TWO STUDENT MEMBERS TO COUNCIL
BALLOT PAPER

(for terms of office commencing on 1 January 2011 and expiring on 31 December 2011)

Please place the numeral “1”, “2”, “3”, “4” and so on in the box beside the candidates that you wish to vote for, in the order of preference. **You must indicate a preference for at least two (2) candidates, the numeral “1” being your first preference.**

Please refer to the voting instructions document for detailed instructions.

<table>
<thead>
<tr>
<th>Joseph Quick</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Augustin Thomas</td>
<td></td>
</tr>
<tr>
<td>Seth Cray</td>
<td></td>
</tr>
<tr>
<td>Bansikumar M. Kathrotiya</td>
<td></td>
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<tr>
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<td></td>
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<tr>
<td>Chamonix Terblanche</td>
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<tr>
<td>Ng Boon Khai Jacob</td>
<td></td>
</tr>
<tr>
<td>Sven Colic</td>
<td></td>
</tr>
<tr>
<td>Fredrick Josiya</td>
<td></td>
</tr>
</tbody>
</table>

Please place your voting paper in the gold envelope marked “Ballot Paper”.

Place the “Ballot Paper” envelope in the white reply paid envelope addressed to the Returning Officer, and complete the details on the back of the envelope.

Finally, please post your vote to the Returning Officer. **Voting closes at 2.00 p.m. on Friday, 22 October 2010.**

Any votes received after that time will not be counted.

Returning Officer’s Initials: ________________________
• Candidate statements and photos

**ELECTION OF TWO STUDENT MEMBERS TO COUNCIL**
(for terms of office commencing on 1 January 2011 and expiring on 31 December 2011)

**Candidate Statements**

**Joseph Quick**

Hi, I'm Joseph Quick running for a position on University Council. I'm currently in my 3rd year of a double degree in Social Science & Commerce. As Education Vice President of the Guild this year I have gained incredibly valuable experience representing students at a senior university level. Being elected to Council would mean that I can take this representation to the next step.

As students, we know that student rights and welfare are important, but does the University really know this? As a University Councillor I would work tirelessly to make sure that students are always seen as number one priority. University Council is the highest governing body at Curtin, therefore it's important that those who represent you are strong minded, know the issues, are willing to fight for them and most importantly have the ability to make positive change- this I know I am and will always be.

**Augastin Thomas**

Dear Friends,

A leader is a dealer in hope. Without hope we cannot achieve anything. In my view leadership is getting along with people. I will always with U as one of U.

Kind regards,

Augastin Thomas
Voting Instructions

ELECTION OF TWO STUDENT MEMBERS TO COUNCIL
(for terms of office commencing on 1 January 2011 and expiring on 31 December 2011)

VOTING INSTRUCTIONS

Thank you for enrolling to vote in the election of two student members to the University Council. A postal election has commenced to determine which two students will be elected to Council for terms of office commencing on 1 January 2011 and expiring on 31 December 2011.

Accompanying these instructions are:

(i) candidate statements provided by the candidates;
(ii) a ballot paper listing the nine candidates in an order determined by lot;
(iii) a gold envelope marked “Ballot Paper”; and,
(iv) a white reply paid envelope addressed to the Returning Officer.

The system of voting will be **Optional Preferential**. The two candidates who receive the highest number of votes following the distribution of preferences will be declared elected to Council.

1) You must vote for at least two (2) candidates;
2) Place the numeral “1” in the box beside your candidate of first preference;
3) Place the numeral “2” in the box beside your candidate of second preference;
4) You may choose to express a preference for some or all of the remaining candidates. Place the numerals “3”, “4”, “5” and so on in numerical order in the box beside the candidate or candidates for whom you wish to express a third or any subsequent preference;
5) After completing the ballot paper, place it in the gold envelope marked “Ballot Paper”;
6) Place the “Ballot Paper” envelope in the larger white reply paid envelope addressed to the Returning Officer, and complete the details on the back of the envelope. **Failure to complete the identification details legibly or fully will result in the voting paper being set aside from the count; and,**
7) Finally, please post your vote to the Returning Officer. Voting closes at **2.00 p.m. on Friday, 22 October 2010.** Any votes received after that time will not be counted.

The votes will be counted on Monday, 25 October 2010. All candidates will be notified of the election result in writing. The successful candidates will be announced to the student community through the Official Communication Channel (the OCC).

Jon Porter
Director, Secretariat and Council Secretary
Returning Officer

27 September 2010
Dear Candidate,

Voting in the Students to University Council election closes on Friday, 22 October 2010 at 2.00 pm. Votes will be counted on Monday, 25 October in Room 322, Building 100 (Meeting Room 1, Chancellory Building). The vote count will commence at 9.00 am. You will be notified of the election result within five days of it being known.

Each candidate may appoint one fellow Curtin University student as a scrutineer to observe the counting of votes. **Candidates may not nominate themselves to scrutineer the vote count.**

Please advise me prior to 9.00am Wednesday, 20 October 2010 if you wish to appoint a scrutineer to witness the vote count. If you will be appointing a scrutineer, please provide their contact details to me to ensure that they receive an invitation to attend the vote count.

Best of luck.

Regards,
ELECTION OF TWO STUDENT MEMBERS TO COUNCIL
(for terms of office commencing on 1 January 2011 and expiring on 31 December 2011)

Ballot closed 22 October 2010; count conducted 9.00 am, 25 October 2010 in Building 100 – Room 322

Exhausted Vote:
A vote becomes exhausted when a voting paper has no second or further preferences to be distributed.

Tie:
If a tie occurs the following will be observed (ACT Electoral Commission, 2003): “The process of excluding candidates continues until one candidate has received an absolute majority of votes. If at any stage of the count two or more candidates have an equal number of votes, the returning officer shall go back to the last count where the two candidates were not equal, or if there is no count where the candidates were not equal, determine by lot who shall be excluded”.

Majority:
The formula below is used to calculate a majority of votes required for a candidate to be elected. A candidate whose tally of votes equals or exceeds the majority of votes required is to be declared elected. Note that any remainder is ignored.

\[
\text{Majority} = \frac{\text{Total number of valid votes}}{\text{Number of positions available} + 1} + 1
\]

Majority =

\[
\frac{3}{3} + 1
\]
Ballot closed 22 October 2010; count conducted 9.00 am, 25 October 2010 in Building 100 –Room 322

<table>
<thead>
<tr>
<th>Notes</th>
<th>Candidate</th>
<th>Joseph Quick</th>
<th>Augustin Thomas</th>
<th>Seth Cray</th>
<th>Bansikumar M Kathroliya</th>
<th>Christopher Hossen</th>
<th>Chamonix Terblanche</th>
<th>Ng Boon Khai Jacob</th>
<th>Sven Colic</th>
<th>Fredrick Josiya</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

Votes

Tick - Absolute majority achieved or candidate with fewest votes – to be excluded

Distribute the excluded candidate's votes to their next preferences

Number of Exhausted Votes*

* A vote is exhausted when a ballot paper has no second or further preferences to be distributed.
<table>
<thead>
<tr>
<th>Scrutineers for (signature required below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Quick</td>
</tr>
</tbody>
</table>

Date: 25 October 2010

Ballot Count conducted by:

Brendan Mulvey ___________________ May Smith __________________________Margaret Davies-Slate

_________________________ Secretariat ___________________________ Secretariat

Jon Porter
Returning Officer and Council Secretary
25 October 2010

Mr
XXXXXXXXXXXXX
XXXXXXXXXXXXX

Dear,

ELECTION OF TWO STUDENT MEMBERS TO THE UNIVERSITY COUNCIL

I refer to your candidacy for election as a student member to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

The vote count for the election of two student members to the University Council was conducted on 25 October 2010. I regret to inform you that you were not elected. A copy of the election tally sheet showing the distribution of the votes is attached.

I thank you on the University’s behalf for your willingness to contribute to University governance through membership of the Council.

Yours sincerely,

Jon Porter
Director, Secretariat and Council Secretary
Returning Officer
• Letter informing candidate of success

25 October 2010

M
XXXXXXXXX
XXXXXXXXX

Dear,

ELECTION OF TWO STUDENT MEMBERS TO THE UNIVERSITY COUNCIL

I refer to your candidacy for election as a student member to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

The count of votes was conducted on 25 October 2010. It is with pleasure that I declare you elected to the University Council under section 9(1)(ga) of the Act. Please find attached a copy of the vote tally sheet which shows the distribution of votes.

Your term of office commences on 1 January 2011 and concludes on 31 December 2011.

I will contact you in the near future regarding your induction to the University Council.

Congratulations on your election to the University Council.

Yours sincerely,

Jon Porter
Director, Secretariat and Council Secretary
Returning Officer
Letter informing Chancellor of election result

To     Dr Jim Gill, Chancellor
From    Mr Jon Porter
        Director, Secretariat and Council Secretary
Subject  Election of two Students to the University Council
Date    25 October 2010
Copy
File

Dear Jim,

I refer to the election of two students to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

The vote count for the election was conducted today, 25 October 2010. Following the count, Mr Joseph Quick and Ms Chamonix Terblanche have been declared elected to the University Council. Please find attached a copy of the vote tally sheet which shows the distribution of votes.

The term of office on the University Council for Mr and Ms commences on 1 January 2011 and concludes on 31 December 2011.

Kind Regards

Jon Porter
Director Secretariat and Council Secretary
Returning Officer
Dear Jeanette

I refer to the election of two students to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

The vote count for the election was conducted today 25 October 2010. Following the count Mr Joseph Quick and Ms Chamonix Terblanche have been declared elected to the University Council. Please find attached a copy of the vote tally sheet which shows the distribution of votes.

The term of office on the University Council for Mr Quick and Ms Terblanche commences on 1 January 2011 and concludes on 31 December 2011.

Kind Regards

Jon Porter
Director, Secretariat and Council Secretary
Returning Officer
Mr
XXXXXXXXXX
XXXXXXXXXX

Dear Joseph,

ELECTION OF TWO STUDENT MEMBERS TO THE UNIVERSITY COUNCIL

Congratulations on your election to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

I wish you all the best for a successful year ahead and look forward to working with you in 2011.

Yours sincerely,

Dr Jim Gill AO
Chancellor
• Vice-Chancellor’s letter of congratulations

25 October 2010

M
XXXXXXXXXXX
XXXXXXXXXXX

Dear,

ELECTION OF TWO STUDENT MEMBERS TO THE UNIVERSITY COUNCIL

Congratulations on your election to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966 for a term commencing on 1 January 2011 and concluding on 31 December 2011.

I wish you all the best for a successful year ahead and look forward to working with you in 2011.

Yours sincerely,

Professor Jeanette Hacket
Vice-Chancellor
CONGRATULATIONS TO MS CHAMONIX TERBLANCHE AND MR JOSEPH QUICK WHO ARE DECLARED ELECTION OF TWO STUDENT MEMBERS TO THE UNIVERSITY COUNCIL

ANNOUNCEMENT OF THE RESULT

Congratulations to Ms Chamonix Terblanche and Mr Joseph Quick who are declared elected to the University Council under section 9(1)(ga) of the Curtin University of Technology Act 1966.

Ms Terblanche and Mr Quick commence their terms of office on the University Council on 1 January 2011 and conclude on 31 December 2011.

Jon Porter
Director, Secretariat and Returning Officer

26 October 2010
Elections Conducted by Secretariat

UNIVERSITY WIDE ELECTIONS
Elections where all students are involved (except the Guild elections), or all academic or general staff across entire University are involved. Generally, the Secretariat does not run Area or Faculty specific elections.

FOR ELECTED POSITIONS ON THE UNIVERSITY COUNCIL
Curtin University of Technology Act 1966

FOR ELECTED POSITIONS ON COMMITTEES; BOARDS; OR BODIES THAT ARE SET OUT IN A UNIVERSITY STATUTE.

ELECTION ON ACCEPTING THE PROPOSED ACADEMIC STAFF EBA AND THE GENERAL STAFF EBAS (YES/NO VOTE)

FOR ELECTED POSITIONS ON ANY STANDING COMMITTEE OF THE ACADEMIC BOARD

FOR ELECTED POSITIONS ON THE ACADEMIC BOARD
Statute No. 21
Academic Board Constitution