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## Council Elections Procedure

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### 1 Purpose

This procedure sets out the process by which Staff Members and Students will be elected to the Council in accordance with clause 5.1(b) and (c) of the Council Membership Statute.

### 2 Organisational Scope

This is a University-wide procedure.

### 3 Definitions

For purposes of this procedure, unless otherwise stated, the following definitions shall apply:

Council	The Council of the University.
Eligible Elector	A Staff Member or a Student (as applicable) as at the time of the relevant election.
Notice of Candidacy	A form of application to stand as an candidate as set out in Appendix A or B.
Permanent Member	As defined in section 10(1) of the Act - meaning, in relation to the teaching or general staff <sup>1</sup> of the University, a member of the staff who: <ul style="list-style-type: none"><li>(a) is employed on either a full time or part-time basis, for a period ending, unless sooner terminated, on his or her resignation or retirement; or</li><li>(b) has been employed, on either a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for at least 3 months; or</li><li>(c) has been employed, on either a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for less than 3 months and whose employment is, in the opinion of the chief executive of the institution, likely to continue for at least 3 months from the date of commencement of that employment.</li></ul>
Returning Officer	The Secretary to Council or such other person as the Council appoints.
Staff Member	A Permanent Member of the teaching or general staff <sup>1</sup> of the

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<sup>1</sup> The University uses the terms *academic staff* and *professional staff* rather than *teaching staff* or *general staff* as used in the Education and Training Act 2020.

	University.
Student	As defined in section 10(1) of the Act – includes both a domestic student and an international student enrolled at the University.
University	Victoria University of Wellington.

## Procedure Content

### 4 Notice of Election

- 4.1 Whenever an election is to be held in accordance with clause 5.1(b) or (c) of the Council Membership Statute (regarding the election of Staff Members and Students to Council), the Returning Officer will notify the election generally within the University.
- 4.2 A notice of election must include:
- (a) the timing for the election as determined by the Returning Officer, including:
    - (i) the day and hour by which candidacies must be received (which must be at least 7 calendar days from the date of the notice);
    - (ii) the day on which the election will begin (which must be at least 10 calendar days from the date of the notice); and
    - (iii) the day and hour on which voting will close.
  - (b) the number of positions to be filled;
  - (c) a call for potential candidates; and
  - (d) the contact details of the Returning Officer to which all correspondence relating to the election must be addressed.

### 5 Candidates

- 5.1 A potential candidate must complete a Notice of Candidacy and return that to the Returning Officer by the day and time specified in the notice of election.
- 5.2 The Returning Officer will acknowledge receipt of each completed Notice of Candidacy.
- 5.3 The Returning Officer may reject any Notice of Candidacy which is incomplete or not received by the day and time specified in the notice of election.

### 6 Withdrawal of candidacy

- 6.1 A candidate may withdraw his or her candidacy by notice in writing to the Returning Officer.
- 6.2 A candidate will be deemed to have withdrawn if he or she dies or becomes incapacitated to such an extent that he or she is unable to participate in the election.
- 6.3 Where a candidate has withdrawn in accordance with clauses 6.1 or 6.2, the Returning Officer will take reasonable steps to notify Eligible Electors and, if the voting process permits, remove the candidate's name from the election.
- 6.4 Any vote cast for a withdrawn candidate will not be counted.
- 6.5 If, by the withdrawal of a candidate the number of candidates does not exceed the number of vacancies to be filled, clause 7 of this Procedure will apply.

**7 Where Number of Candidates does not exceed Vacancies**

- 7.1 If the number of Candidates received does not exceed the number of vacancies to be filled, the Candidate or those Candidates will be deemed to have been elected in accordance with this Procedure. The Returning Officer will notify the Council so that the Council can appoint that Candidate or those Candidates to Council in accordance with the Council Membership Statute.

**8 Where Number of Candidates Exceeds Vacancies**

- 8.1 If the number of Candidates exceeds the number of vacancies to be filled, the Returning Officer will:
- (a) notify generally within the University:
    - (i) the day or days on which the election will be held;
    - (ii) the names of the Candidates; and
    - (iii) the method of secret ballot, as determined by the Council, by which the election will occur.
  - (b) send to the University email address of each Eligible Elector:
    - (i) instructions for voting; and
    - (ii) the supporting statement for each Candidate.

**9 Counting of Votes**

- 9.1 Votes must be counted as soon as reasonably practicable after the close of voting in the manner determined by the Returning Officer.
- 9.2 Where there is an equality of votes between Eligible Candidates, the Returning Officer will determine by lot which Eligible Candidate will be declared the highest polling candidate.

**10 Result of election**

- 10.1 The Returning Officer will, as soon as is reasonably practicable after the close of voting:
- (a) notify the result of the election generally within the University, giving the name or names of the highest polling Candidate and the number of votes gained by each Candidate;
  - (b) notify the Council of the highest polling Candidate (or Candidates if there is more than one vacancy) so that the Council can appoint that Candidate or those Candidates to Council in accordance with the Council Membership Statute.

**11 Recount**

- 11.1 Any Candidate or person who voted at an election may, by notice in writing delivered to the Returning Officer within 7 calendar days from the closing of the poll for that election, require a recount of the votes cast at the election.
- 11.2 The Returning Officer, together with another person appointed by the Council, will conduct a recount of the votes cast at the election as soon as practicable following receipt of a notice under clause 11.1
- 11.3 On the completion of a recount, the Returning Officer will notify the result of the recount in the same manner as the result was notified under clause 10.

**12 Decisions of the Returning Officer**

- 12.1 The decisions of the Returning Officer on all questions concerning an election governed by this procedure shall be final.

## Related Documents and Information

### 13 Related Documents

[Education and Training Act 2020](#)

[Te Tiriti o Waitangi Statute](#)

[Council Membership Statute](#)

### 14 Appendices

Appendix A: Notice of Candidacy – Staff Member

Appendix B: Notice of Candidacy – Student

### 15 Document Management and Control

Approval Agency	Council
Approval Date	24 August 2015
Last Modified	29 July 2019
Review Date	29 July 2022
Sponsor	Vice-Chancellor
Contact Person	Secretary to Council Ext 5196

**Appendix A: Notice of Candidacy – Staff Member**

VICTORIA UNIVERSITY OF WELLINGTON COUNCIL  
Notice of Candidacy – Staff Member

Please accept my candidacy in the election for staff representative on the University Council to be held on [date].

<b>Name</b>		
<b>Contact Details</b>		<b>Address:</b>
		<b>Phone:</b>
		<b>Email:</b>
<b>Degrees and qualifications</b>		
<b>Date</b>	<b>Degree/Qualification</b>	<b>Institution</b>
<b>Posts held</b>		
<b>Dates from/to</b>	<b>Post</b>	
<b>Reasons for standing for election (200 words)</b>		

I confirm that:

1. All information on this Notice of Candidacy is true, correct and not misleading.
2. I am a Permanent Member (as defined in the Council Membership Statute) of the University's teaching or general staff.
3. I am not disqualified from appointment under section 277 of the Education and Training Act 2020.

Signed:

\_\_\_\_\_

Candidate

\_\_\_\_\_

Date

*Please attach a head-and-shoulders photograph and return to:*  
*Returning Officer*  
*Victoria University of Wellington*  
*PO Box 600*  
*Wellington 6140*  
*caroline.ward@vuw.ac.nz*

**Appendix B: Notice of Candidacy – Student**

VICTORIA UNIVERSITY OF WELLINGTON COUNCIL  
Notice of Candidacy - Student

Please accept my candidacy in the election for a student representative on the University Council to be held on [date].

<b>Name</b>	
<b>Student ID</b>	
<b>Contact Details</b>	<b>Address:</b> <b>Phone:</b> <b>Email:</b>
<b>Course of Study</b>	
<b>Reasons for standing for election (200 words)</b>	

I confirm that:

1. All information on this Notice of Candidacy is true, correct and not misleading.
2. I am currently enrolled as a student at the University and, if appointed to Council, I will be enrolled as a student at the University at the time of my appointment.
3. I am not disqualified from appointment under section 277 of the Education and Training Act 2020.

Signed:

\_\_\_\_\_

Candidate

\_\_\_\_\_

Date

*Please attach a head-and-shoulders photograph and return to:*  
 Returning Officer  
 Victoria University of Wellington  
 PO Box 600  
 Wellington 6140  
 caroline.ward@vuw.ac.nz