



THE GUILD ELECTION HANDBOOK

A guide to the 2022 Annual Guild Elections

Produced by
Curtin Student Guild

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INTRODUCTION

This handbook has been produced by the Curtin Student Guild for the benefit of all potential candidates in the Guild elections. If you intend to participate as a candidate in the elections, it is essential that you become fully acquainted with its contents.

PLEASE PAY PARTICULAR ATTENTION TO THE RELEVANT CLOSURE DATES AND PROCEDURES FOR NOMINATION AND POLICY STATEMENT SUBMISSIONS FOR PUBLICATION.

PLEASE NOTE ALSO THE PROCEDURE FOR APPROVAL OF ELECTION MATERIAL AND THE LIMITS ON HOW MUCH YOU CAN SPEND ON ELECTION MATERIAL. IT MUST BE STRICTLY ADHERED TO.

The *Student Guild (Election and Referenda) Regulations 2018* are the legislative basis for the elections and are available from the website: www.guild.curtin.edu.au/governance. In the event of a discrepancy between this handbook and any relevant Regulations, the Regulations will prevail.

WHY SHOULD YOU GET INVOLVED?

University is a place where we come to study, socialise and develop life skills. Some of the most interesting, memorable and rewarding experiences you encounter are gained through interaction with your peers. Here at the Curtin Student Guild, students have obtained a lifetime of rewards by being a part of a dynamic group of people.

By becoming a part of the Guild, you learn about the wider university community, get your voice heard by the Government, represent your fellow students on University boards and committees, and are part of a successful representative union. You will get to know politics, learn about marketing and public relations, and get insight into how the University is managed. Most important of all, the Guild is a place where you can really make a difference. At one time or another, the University may have done something that has really annoyed you. The Guild is a place where you can stop complaining and start doing something about it.

WHAT DOES THE GUILD DO?

The Guild represents all students at Curtin University.

Through ownership of the campus food outlets and catering, the Tavern, G-Mart, vending machines, and the funds from SSAF, the Guild has been able to develop a stable funding base to support representation.

But what does representation mean?

Guild Representatives sit on many boards and committees within the University. The Guild runs educational campaigns regularly. It also has six departments which focus on special interest groups with specific needs – the Women's, Queer, International (ISC), Postgraduate (PSC), First Nations and Accessibility Departments.

The Guild is the peak representative body of students at Curtin University and is driven by the Guild Council.

STRUCTURE

The structure of the Guild Council and Representation Board is as below:

The Guild Council:

1. President
 2. Vice President - Education
 3. Vice President - Activities
 4. Twelve (12) Guild Councillors (at least six (6) of whom must identify as women)
- } *Elected via Annual Elections*
5. Chair of the Representation Board
 6. The Immediate Past President (non-voting invitee)
 7. Managing Director (non-voting invitee)
 8. Minute Secretary (non-voting invitee and minute taker)

Six (6) Guild Councillors (of whom at least three (3) must identify as women), will be elected each year for a two-year term to promote continuity and experience within the Guild Council.

The Secretary and the Chair of Guild Council will be elected from among the twelve (12) Guild Councillors each year.

The Chair of the Representation Board is elected by and from the Representation Board.

The Representation Board:

1. President
 2. Vice President - Education
 3. Faculty of Business and Law Representative
 4. Faculty of Science and Engineering Representative
 5. Faculty of Health Science Representative
 6. Faculty of Humanities Representative
 7. International Student Committee President
 8. Postgraduate Students Committee President
 9. Queer Officer
 10. Women's Officer
 11. Indigenous / First Nations Officer
 12. Accessibility Officer
 13. Six (6) Ordinary Representation Board Members
- } *Elected via Annual Elections*
14. Minute Secretary (non-voting invitee and minute taker)
 15. Vice President - Activities (non-voting invitee)
 16. Secretary (non-voting invitee)
 17. Manager, Student Assist (non-voting invitee)

The six (6) Ordinary Representation Board Members (of whom at least three (3) must identify as women), will be elected each year for a one-year term.

The Representation Board will elect one of its voting members to be the Chair of the Board who also becomes a member of Guild Council.

RESPONSIBILITIES OF AND ELIGIBILITY FOR THE POSITION

If elected, you are expected to represent all Guild Members and the wider student community for one year (two years for Guild councillors) starting 1 December 2022. They entrust you to look after their interests, financial and otherwise, and expect you to actively participate in the Guild Council and/or the Representation Board on their behalf.

The Student Guild Rules made by the University Council outline the fiduciary duties of all Guild Officers:

- (1) Each Officer-
 - (a) must at all times act honestly in the performance of the functions of the Officer, whether within or outside the State;
 - (b) must at all times exercise the degree of care and diligence in the performance of the functions of the Officer, whether within or outside the State, that a reasonable person in that position would reasonably be expected to exercise;
 - (c) must at all times act in the best interests of the Guild and give precedence to the interests of the Guild over the interests of any person appointing or electing the Officer;
 - (d) must not, whether within or outside the State, make improper use of information acquired by virtue of the position of the Officer to gain, directly or indirectly, an advantage for any person or to cause detriment to the Guild; and
 - (e) must not, whether within or outside the State, make improper use of the position of the Officer to gain, directly or indirectly, an advantage for any person or to cause detriment to the Guild.
- (2) Nothing in subrule (1) affects-
 - (a) any other duty the Officer may have under any other law; or
 - (b) the operation of any other law in relation to such a duty.

The Guild Statute Book outlines the general responsibilities of each individual officer; it is a binding requirement that you follow these rules, regulations and by laws.

In addition to the positions outlined earlier in this document, the National Union of Students (NUS) delegate positions will be available for appointment through the Annual General Elections.

Note that for the voluntary position of Guild Councillor, if you are elected, you will have to attend Guild Council Meetings (typically monthly), and other regular University Boards and Committees. Here you will be required to make decisions that can be significant and binding as well as trivial and mundane. There are similar expectations of Representation Board members with respect to Representation Board and University Boards and Committees.

Before the meeting you should read the documentation (the agenda). It is expected you will contribute intelligently to the discussion in accordance with the rules of Guild Council or Representation Board as relevant. Being a member of the Guild Council or Representation Board, it is expected you will also generally help out around the Guild, making yourself available to the Executive (comprised of President, Vice-Presidents, Secretary, and Chair of

Representation Board), help out (and have fun) at Guild events, and most importantly make yourself available to the general student body you represent.

Special Requirements...

To nominate for some of the office bearer positions, there are some extra requirements that you must meet (see Part 3 and Schedule B of the of the *Student Guild (Guild Council) Regulations 2018*). These are as follows:

President - A candidate for President shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight.

Vice President Education - A candidate for Vice President - Education shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Vice President – Activities - A candidate for Vice President - Activities shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Faculty Representative - A candidate for Faculty Representative must be currently enrolled within an undergraduate course in the Faculty they seek to represent.

International Students Committee President - A candidate for International Students Committee President must be an international student.

Postgraduate Students Committee President - A candidate for Postgraduate Students Committee President must be a postgraduate student.

Queer Officer - A candidate for Queer Officer must be queer.

Women’s Officer - A candidate for Women’s Officer must identify as a woman.

Accessibility Officer - A candidate for Accessibility Officer must be disabled.

First Nations Officer - A Candidate for First Nations Officer must be Indigenous (Australian Aboriginal or Torres Strait Islander). The person holding Office may also propose an alternative title to better reflect their identity.

There are also eligibility requirements that apply to all Guild office bearer positions...

A candidate shall be eligible to be an Officer if they:

- (a) hold the general qualifications listed in Schedule B(1) of the *Student Guild (Guild Council) Regulations 2018*, namely:
 - i. be an enrolled student at least seven (7) days prior to the opening of nominations;
 - ii. be a Guild Member at least seven (7) days prior to the opening of nominations;
 - iii. study at Curtin University at a Curtin University campus in Western Australia or otherwise reside in the State of Western Australia;
 - iv. where a candidate for Guild Council, be eighteen (18) years of age or older, as at the date the candidate commences as an Officer; and
 - v. is enrolled in an award course at Curtin University.

- (b) do not hold any of the general disqualifications specified in Schedule B(2) of the *Student Guild (Guild Council) Regulations 2018*, specifically a candidate shall be ineligible to be an officer if they meet any of the following (at the commencement of or during their term);
 - i. is currently or have within the last five (5) years been a staff member of the Guild (casual staff and officers of the Guild are not ‘a staff member’);
 - ii. is a staff member of the University (casual staff of the University are not ‘a staff member’);
 - iii. is an undischarged bankrupt, or a debtor against whose estate there is a subsisting receiving order in bankruptcy;

- iv. is incarcerated;
- v. has been convicted on indictment of an offence for which the indictable penalty was or included imprisonment for life or imprisonment for more than five (5) years;
- vi. is disqualified under any provision of the Guild Statute Book;
- vii. is disqualified due to any requirement of a visa they may hold;
- viii. is an editor of the Guild publication "GROK";
- ix. is disqualified due to any act, statute, regulation, rule or by-law in force in the State of Western Australia over the Guild;
- x. have served for more than five (5) years as an officer or where their term of office would cumulatively exceed five (5) years' service as an officer and this includes acting in an officer position;
- xi. have been elected or appointed to the same officer position more than once;
- xii. have held an officer position or acted in an officer position for more than six (6) months and have been re-elected or re-appointed to the same officer position more than once; and
- xiii. have been appointed as Chair of the Remuneration Tribunal (a current officer shall not be disqualified from their current position but may not stand for re-election or be re-appointed in the next term of office).

NUS...

Curtin is affiliated to the National Union of Students (<http://nus.asn.au>) and is therefore entitled to elect delegates to the National conference. At present **Curtin is eligible to send seven (7) delegates**. Delegates are elected in much the same way as Guild Councillors. Any enrolled student can nominate for these positions, even if they have nominated for another position.

Anyone who is elected as a NUS delegate is expected to attend the National conferences. The National conference is usually held in Victoria and goes on for about four days in early December. The Guild pays reasonable costs for transport, accommodation and registration (and, subject to available funding, food and incidentals) for elected delegates for the duration of the National conference.

At the conferences, delegates from all member campuses in the country gather to determine policy, finances and the office bearers for the following year.

ELECTION SCHEDULE

Key dates for the election are:

Action	Date (in 2022)
Opening of Nominations & Notification to NUS	10am Monday 15 August
Close of Nominations and Group Registrations	12 noon Thursday 1 September
Ballot Draw	1 pm Thursday 1 September
Candidate/Campaigner Briefing	2 pm Thursday 1 September
Deadline to add candidates to a Group	12 noon Thursday 8 September
Commencement of Campaigning	12.01am Monday 12 September
Deadline for Postal Vote Applications	Noon Tuesday 13 September
Deadline for sending Postal Vote election packet	5pm Tuesday 13 September
Close of application for printed election materials to be approved	5pm Wednesday 14 September (May be accepted later but entirely at RO's discretion depending on other commitments.)
Opening of Polls	10am Monday 19 September
Close of Polls and acceptance of Postal Votes	4pm Thursday 22 September
Counting	6pm (or sooner if the Returning Officer is ready) on Thursday 23 September till late
Declaration of Poll & Report to NUS	By 4pm Thursday 6 October
RO's Report to Guild Council Due	By 5pm Thursday 1 December

The Candidate/Campaigner Briefing will provide a lot of useful information and is well worth attending.

NOMINATIONS

All enrolled students who meet the eligibility requirements may nominate. **To nominate, pick up a nomination form from the Guild Reception (Building 106F) or the Guild Website <https://guild.curtin.edu.au/elections/> and fill in all of the information.** There are two nomination forms: one for NUS Delegates and one for all Guild Office bearer roles.

If you are unsure if you would like to nominate, or would like to discuss the elections, you are able to make an appointment to speak with The Returning Officer Ms Kelly Dansie by calling **0433 056 950** or emailing **CurtinGuild2022@outlook.com**. The Returning Officer is independent from the Guild so you can be assured that your conversation will be confidential.

Your nomination must be witnessed by either a member of Guild Staff authorised by the Managing Director (at Guild Reception, Building 106F), the Returning Officer or a Justice of the Peace, who has seen your student card and witnessed you signing the form. For those enrolled at satellite/regional campuses your nomination must be witnessed by either a staff member at the satellite campus or a Justice of the Peace who has seen your student card and watched you sign the form.

It is also important that you pay the nomination deposit. In order for a candidate's nomination to be valid, **a \$10 deposit (preferably EFTPOS) must be paid with the nomination form** for which you will receive a receipt. The maximum amount payable by a candidate shall be \$10 no matter how many positions they nominate for. No nomination deposit is required for NUS nominations. Nomination deposits will be refunded to those candidates who are successful in becoming elected.

When you have done this put your nomination form in an envelope and into the nomination box in the Guild Reception (Building 106F) or, for those on satellite/regional campuses, email a scanned copy to the Returning Officer (CurtinGuild2022@outlook.com) from your Curtin student email account. You also have the opportunity to provide a policy statement of up to 500 words (rich text format or Word format) on a portable digital storage device (in the envelope) or emailed to the Returning Officer (CurtinGuild2022@outlook.com) from your Curtin student email account. You may also include a recent digital head and shoulder photo (in jpeg format and no larger than 1MB in file size). Note that:

- a) The policy statement must include the candidate's name and position(s) nominated for and **must be confined to information about the candidate and statements of the candidate's policies and beliefs.**
- b) Candidate photographs should reflect an accurate appearance of the candidate without any background/or extra information visible on the photo.

Number of positions that you can nominate for...

A person may nominate only for one (1) position that is a member of Guild Council and one (1) position that is a member of the Representation Board.

Example: A person who is eligible could nominate to be a Guild Councillor and the Faculty of Business and Law Representative. However, a person could not nominate to be President and Faculty of Business and Law Representative as the President is also a member of the Representation Board.

Example: A person who is eligible could nominate to be a Guild Councillor, the Faculty of Business and Law Representative and a NUS Delegate.

Example: A person cannot nominate to be Vice President – Activities and a member of the Representation Board.

You may nominate for more than one position on the same nomination form. However, note that each nomination form must be signed by two Guild members (nominators) who shall:

- (a) be represented by the position that they are nominating a candidate for;

Example: A person cannot nominate a candidate for Women's Officer unless they identify as a woman. A Health Sciences student cannot nominate a Humanities Representative.

- (b) be Guild Members; and
- (c) support the nomination of only one (1) candidate per position.

Example: A person cannot nominate two persons to be President.

To meet these requirements may mean that you need to have more than one nomination form if nominating for multiple positions.

Affirmative Action...

Of the six (6) Guild Councillors to be elected at least three (3) must identify as women, and of the six (6) Ordinary Representation Board Members to be elected at least three (3) must identify as women.

If you identify as a female and are nominating for a position(s) reserved for women you must select this option on the nomination form.

Nomination forms and all supplementary information are due by 12:00 noon, Thursday 1 September 2022

GROUP REGISTRATION FORM

This will allow you and your friends to run as a group. You may wish to run in a group to pool campaign expenditure/allowances and campaigners if there are people with similar policies to you.

The following is a guide on how to fill out the form:

If a group is continuing...

If you are continuing as a group from 2021 you can retain your group name and colour as long as the Group Agents from 2021, or a majority of the candidates on that group from 2021, consent to the continuation of the Group. The last page of the Group registration form must be completed for a group to continue.

Name of Group

Make sure that you print clearly and in block letters so that the Returning Officer knows the name you are after. Remember, have a back-up name in case someone else registers the name before you. A Group name may not be accepted by the Returning Officer if it:

- (a) comprises either more than seven (7) words or thirty-five (35) characters;
- (b) is obscene or in poor taste in the opinion of the Returning Officer;
- (c) could be confused with another Group;
- (d) comprises or contains the words "independent" or "Guild" or "NUS" or an abbreviation of those words; or
- (e) is misleading.

Claim to reserve the following colour...

Fill out this section to reserve your colour. This colour is what you use on all your campaign material (i.e. you must print on this coloured paper). The colour is decided by draw if more than one team wants the same colour. No candidate or ticket will be allowed to choose the same colour, regardless of the shade. If group A chooses blue, no other candidate/group may choose blue. White is reserved for the Returning Officer and the colours you may choose from are as follows:

Blue
Pink
Green
Gold/Orange
Yellow
Lilac
Sand



The above colours are indicative and colours are subject to availability from the suppliers.

Group Agents

You must authorise both a primary group agent and a secondary group agent. The secondary group agent will be contacted in the event that the Returning Officer is unsuccessful in contacting the primary group agent. Group Agents are able to act on behalf of the group in working with the Returning Officer, they must be Candidates in your Group.

Group Members

In this section each Candidate in your group must write their names and sign, this is the list of people within your group. A Candidate cannot be in more than one group. The order on the list does not matter as positions on the ballot paper are chosen randomly.

Group Registrations close at 12:00 noon, Thursday 1 September 2022 (the same time as nominations). Candidates may be added to a Group after Thursday 1 September provided that the candidate has met registration requirements and the relevant form is provided to the returning officer by 12:00 noon, Thursday 8 September 2022.

THE RETURNING OFFICER

The Returning Officer is responsible for the entire conduct of the elections. They been appointed by the Vice Chancellor to ensure that the Guild Elections are fair and free. Any questions should go through the Returning Officer Ms Kelly Dansie by calling **0433 056 950** or emailing **CurtinGuild2022@outlook.com**.

SATELLITE CAMPUSES

Unbeknown to many, Curtin University does not exist solely on the Bentley campus. We have many regional/satellite campuses in WA including the City and Kalgoorlie. Students at these campuses may still run as candidates, and they may vote via postal votes.

POSTAL VOTES

To cater for part-time students, regional students, those who are ill and so on, the Guild enables these people to vote even though they cannot attend voting booths. All candidates'

policy statements will be available to view on the Guild's website so postal voters know who they are voting for.

An application for postal vote form must be completed and received by the Returning Officer no later than **12:00 noon, Tuesday 14 September 2022** in order to be eligible for a postal vote. Application forms for a postal vote are available from Guild Reception (Building 106F) or on the Guild website.

Each Group and each independent candidate may also lodge a Postal Vote Flyer (one double-sided A4 page) for inclusion in postal vote packages. The flyer must include contact details of the Group or candidate. Flyers must first be approved as election material by the RO (See "Approval Process" below) and will be included in packages only if available to the RO at the time that package is sent.

APPROVAL PROCESS FOR ELECTION MATERIAL

1. Material for approval must be attached to a completed election material approval form and emailed to the Returning Officer at **CurtinGuild2022@outlook.com**. The Returning Officer will review the material and provided the material complies with the requirements of the regulations you will receive a signed approval via email. In addition, the returning officer will forward a signed approval to the Manager, Student Engagement via studentengagement@guild.curtin.edu.au. **NOTE: Hard-copy election material will be printed at low resolution. Photos and graphics files should be limited to 1MB per file and a total of 5MB maximum per submission or risk being rejected. Larger files will not improve the quality of the printing.**
2. Once approved, you may produce the quantity of the material applied for (quantities must comply with the minimum order quantities below). Remember! **Do not produce material before approval is received as the authorisation may be withheld for a number of reasons.**
3. You can print your printed material at G-Mart. The G-Mart staff will provide you with the appropriately coloured and sized paper when you show them your RO approved election material approval form. While the Returning Officer and the Guild will make all reasonable efforts, **it is the responsibility of the candidates to allow sufficient time for approval of material. Applications for printed election materials must be received by the Returning Officer no later than 5pm on Wednesday 14th of September. Late applications for printed materials will be accepted at the RO's sole discretion depending on other commitments at that time. Acceptance of late applications is not guaranteed.**
4. All material produced shall be costed in accordance with the Guild Election Regulations. Each candidate/group shall have a separate section in the election file and the total running cost to each campaign will be recorded. Material will not be approved over the expenditure limit of \$50.00 per candidate if in a group or \$200.00 if running independently except that candidates for Queer Officer or First Nations Officer may not exceed an expenditure limit of \$50.00.
5. Authorised material may only be circulated to the student body in the approved manner.
6. Electronic media may only be used after approval (e.g. you must be approved to use a specific Facebook page but the content itself does not need to be approved). However, the Returning Officer may subsequently:
 - a. Direct that electronic media content is removed and/or corrected.
 - b. Direct a candidate/group to provide content for approval prior to posting on electronic media.
7. **Candidates are responsible for the content in campaign material.**

ITEM	APPROVAL NEEDED
T-shirts (including reused shirts from previous years)	Content must be authorised by RO
A3 black and white on tint*	Content must be authorised by RO
A4 black and white on tint*	Content must be authorised by RO
A5 black and white on tint*	Content must be authorised by RO
DL black and white on tint*	Content must be authorised by RO
Banners	Content must be authorised by RO. Only One per Group/Candidate
Social Media	Authorisation required to use but not for content. Only One per Group/ Independent Candidate for each social media product (eg Instagram, Tik Tok, Facebook etc)
Web sites	Authorisation required to use but not for content. Only One per Group/ Independent Candidate
Stickers	BANNED
E-mails	BANNED
Chalking	BANNED
SMS (Text Messages)	BANNED
Paid Internet Advertising (e.g. Sponsored Facebook Posts)	BANNED
Other sized posters (other than listed)	BANNED
Other forms of Social Media (other than listed)	BANNED

* tint refers to coloured paper

Candidates shall not directly influence/request others to digitally post material that would aid their election to office.

NOTE TO CANDIDATES

The above methods have proven to be the most effective way of operating the approval system. Objections to campaign material must be made directly to the Returning Officer.

COSTINGS

The Guild does not fund candidates; it funds the cost of running the election. Candidates must fund their own campaigns and are costed on what they have spent on their election campaign. The Guild limits the amount candidates can spend on campaigns in order to ensure equity.

The reason for costing candidates and setting a spending limit is to limit the amount of election material on campus and also to provide some sort of a level playing field for all candidates. According to regulations, apart from candidates for Queer Officer and First Nations Officer, each candidate not in a group can spend **no more than \$200.00** on election material (**for the Queer Officer and First Nations Officer it is \$50.00**), and each group **no more than \$2000.00** for each group, however unlike independent candidates, each candidate in a group only adds \$50.00 to the total allowance. For example, a group with 10 students will have an allowance of $10 \times \$50 = \500.00 . The following is a list of commonly used election

material as approved by the Managing Director of the Guild and adopted by the Returning Officer. It is worth noting that the ‘costing’ may not necessarily reflect the actual monetary cost of producing an item – even if you can get material for free from a friend or previous years, it still must be costed and authorised.

ITEM	COST
T-shirts (including reused shirts from previous years)	\$15ea (Actual cost may be higher, but only \$15 will be deducted from allowable spend)
A3 black and white on tint*	30c single-sided, 60c double-sided
A4 black and white on tint*	15c single-sided, 30c double-sided
Banner	\$50 regardless of the cost of the banner
Social Media	\$20 for each platform
Web site	\$20
Stickers	BANNED
E-mails	BANNED
Chalking	BANNED
SMS (Text Messages)	BANNED
Social Media Messages	BANNED
Paid Internet Advertising (e.g. Sponsored Facebook Posts)	BANNED
Other sized posters (other than listed)	BANNED
Other forms of Social Media (other than listed)	BANNED

Other sizes such as A5 and DL can be made by cutting up printed A3 or A4 sheets.

Other campaigning techniques may be considered and costed by the Returning Officer on request and all forms of campaigning must first be approved by the Returning Officer

THE COUNT

The Guild uses the system of optional proportional representation to count the ballot. In simple terms this means that, in a single vacancy election where a candidate does not get over 50% of the primary vote, the ballot is determined by preferences. In multi vacancy elections candidates must reach a quota to be elected. The full outline of how this count is carried out is in the Election Regulations.

PROBLEMS

Preparing yourself for an election campaign to enter the Guild can be a challenging and daunting task, especially if this is your first election and you have had limited, or no prior, involvement with the Guild. Some of the problems generally faced begin with policies.

A large part of an election is relaying your ideas and policies across to the electorate. Campaigning can present a few common problems some of which are fear of going up against experienced campaigners, not knowing the rules and regulations, and a lack of knowledge of the avenue available to the campaigner. There may also be anxiety in facing the electorate. An understanding of the reasons behind your policies will reduce this anxiety and enhance the effectiveness of your campaign technique.

Reading this Handbook and the Election Regulations will provide you with information about what you can and cannot do in relation to an election. Refer to the strategy options below to help you with the campaign.

POLICIES

These are the areas of concerns that you decide to campaign on, usually in the form of existing problems and how you would tackle them. Your policies must be realistic and persuasive in order to attract votes. It is also useful if they are easy to attain, because if you can't follow through on promises, a lot of people will not be very happy.

CAMPAIGNERS

If you want a good chance at being elected you will need people to help you. This is where running in a group is helpful, however you may wish to ask your friends who are students at Curtin to help out by handing out How to Votes, doing poster runs or speaking at lectures. To give all candidates a fair chance, **campaigners must be enrolled students (ie enrolled in at least one Curtin University unit and, as such, would include UniReady students)**. A person who is distributing campaign material or otherwise canvassing must produce their student card when requested by the Returning Officer.

You must also make sure that your campaigners are aware of the Regulations, election offences and the contents of this Election Handbook.

Campaigners must **not** infringe on a person's right to move freely around campus by:

- Standing in the middle of a path forcing an individual to stop and talk to them
- Following an individual who has refused to stop to talk
- Touching an individual at any time
- 'Shepherding' another campaigner preventing them speaking to an individual

In addition to this, campaigners are not allowed to engage students;

- along Sir Charles Court Promenade between Buildings 101 and 103, nor between Buildings 103 and 102.
- between Buildings 209 and 210
- between Buildings 210 and 204
- wearing a lanyard or stickers (or similar) to indicate 'do not approach'. The returning Officer will provide specific information on this to candidates prior to the campaigning period commencing.

These areas are clearly depicted on the annexed map. Campaigners caught within these areas will be moved on and may be subject to University Safer Communities Team intervention and any disciplinary proceedings resulting from this intervention. As also detailed in the annexed map, campaigners are not allowed to engage students in any commercial outlet including any of the Guild leased/operated areas.

ELECTORS

To be eligible for enrolment to vote in the Annual General Election a person must be an enrolled student of the University at the Semester Two Census Date. An enrolled student is someone who is enrolled in at least one unit and, as such, would include UniReady students.

STRATEGY

Make yourself visible.

Let the voters see you! Pick a bright colour for your posters, how to vote cards, and other campaign material.

KISS – “Keep It Simple, Stupid.”

A complex poster or message will be ignored.

Cover all bases.

Don't just concentrate on your own division and friends. Whilst they are important, make sure that everyone on campus has a chance to hear your message.

Be prepared.

Make sure you have enough material ready, particularly during days when voting is going on. Make sure you and your team mates get enough sleep the night before... you will need it.

Never be too sure.

Don't miss a chance to speak at a lecture or to talk to a potential voter. It is easy to slow down towards the end of a campaign but it is not unusual for someone to lose by just one vote.

Don't let anyone get to you.

Often a psychological battle is waged to demoralise or distract opposing candidates. Don't even bother with such tactics; just ignore anyone who tries to upset you. Remember, they were not going to vote for you anyway.

Be consistent.

Send a common message to the electorate. This can be achieved by condensing your policy down to 10 or so specific points and not moving from these. A logo or mascot on all your material may also help voters recognise your material and equate it to your candidacy. Make sure that everyone in the team is sending the same message.

Know the rules.

Make sure you pick up a copy of the Guild Rules and Regulations, and read them (not as obvious as you might think). Read the Election Handbook (this) and if you have any questions, ask the Returning Officer.

Plan ahead.

As soon as you decide to nominate, sit down and write down all of your ideas for policies. Then write down your resources-time, money, helpers. Flesh out your ideas properly then condense them down to a few major points. Work out what you want your material to look like and how much you intend/can afford to produce. Often someone

you know will be able to help design, or be willing to help distribute material. Set out a time line for your campaign and be prepared to modify it if necessary.

GUIDELINES FOR CONDUCT AT GUILD RECEPTION

Guild Reception remains exactly that throughout the election period – it does not become an election foyer.

In light of this, the following must be observed by all election candidates when they are in the Guild Reception area:

- ❖ Election-related discussions/arguments are not to be held in the Guild Reception.
- ❖ Do not walk behind the Reception Desk without the receptionist's approval. The Guild Receptionist must be advised of your movement when you go into one of the offices or a Guild Meeting room.
- ❖ You cannot use the reception phone for election-related calls
- ❖ No campaigning is to occur in the Guild Reception area.

LECTURE SPEAKING

When speaking to a group in a lecture theatre, speak clearly, know what you are going to say and, if necessary, carry palm cards to remind yourself.

If you are shy or find public speaking difficult, try some smaller theatres or even your own tutorial groups first. Lecture speaking is the best way to get your point across to the most students in the least amount of time and can be the difference between winning and losing.

In the past, some academic staff have requested that candidates should refrain from using lecture theatres, immediately prior to lectures, as a forum for their campaigning. Always seek permission before speaking in lecture theatres and then be brief. If campaigning with a team, avoid repeating the same lecture twice.

TIPS

Banners...

A highly visible medium and an easy and efficient method of alerting students of your presence and intention to run in the Guild Election.

Independent candidates can also list the position they are running for as well as any other relevant information that is approved.

T-Shirts...

An excellent way of identifying campaigners. They can be printed on one side or both, in the nominated colour of either the team or independent with the person's name or logo printed on it. The most effective way to do this is with silk screening. Depending on your artistic capabilities you can attempt it yourself or hire a printing company to do it for you.

Leaflets...

Leaflets are a good way of getting students to read about your policies and candidates, expanding on the information on your posters. It is important that you don't litter by leaving leaflets in classrooms/lecture theatres. If you leaflet a classroom/lecture theatre you should go back later to clean up – you will also be able to reuse the leaflets the next day!

Posters...

Posters can only be affixed in approved areas. For example, do **not** put posters on the postgraduate nursing student information board or a staff information board. Do not put more than one type of poster on each board. You are also not permitted to remove, deface, cover up or shift opposing election material.

It is advisable to do regular poster runs around the campus to ensure your posters have not been tampered with. If so, do not take the law into your own hands. Inform the Returning Officer.

The best layout for any poster is the simplest one. Don't try to cram your posters full of information. That is what leaflets are for. Posters should be designed to catch the eye, demand attention and remind people of your key points.

The University By-Laws state that no person shall without authority:

- (a) post, paint or otherwise affix to any building, sign, structure, vehicle or tree on the University lands or publish or distribute within the University lands any placard, paper, notice or advertisement or other written, printed or graphic matter; or
- (b) write on, draw on, paint or deface any building, sign, structure, vehicle or tree on the University lands

For the 2022 Annual General Election, the University provides authorisation to affix posters to University buildings and structures, as long as the following conditions are met.

Poster Rules:

- Chalking and other forms of marking structures is not allowed
- Posters may not be displayed on University buildings or structures until 12.01am on the Monday of the week prior to the commencement of polling
- All material must be taken down by 5pm Friday of the week that the polling concludes
- Posters are not to be affixed to any glass windows or doors including building entries
- Posters are not to be affixed to any artwork, sculptures, or directional signs including signs for commercial businesses or in any location that could cause a hazard
- Posters are not to be fixed where it is hazardous to fix the poster (for example, possible to fall more than 1 m while fixing the poster)
- Posters are not to be affixed to toilets and painted walls and posters are not to be permanently affixed to walls
- Posters are not to be affixed to temporary construction fencing (including for the Library Refurbishment)
- Posters placed internally within university buildings must be displayed on community noticeboards
- Multiple posters may not be placed together to form a large block
- Posters must not be placed within 5 metres of Guild Cafes or the Guild Precinct which includes the Building 106 Precinct, Agora Courtyard and Building 104 (Guild Café Central). Additionally, posters may not be placed in Wesfarmers Courtyard (B 408).
- Posters not on community noticeboards are **to be placed only** on structures within 15 metres of paths outlined in the annexed map of the University in accordance with these rules.
- The candidate must make good and remediate the structure that the posters are affixed to. This includes marks left by blu-tack or sticky tape residue. **Candidates should use masking tape to avoid leaving marks on the structures.**
- Each poster must contain the name and address of the candidate who authorised the material. This person shall be responsible for removing posters, remediating structures and generally displaying the posters in accordance with these rules. The display of an "authorised by" name shall be prima facie evidence that it is the name of the person who affixed the poster and this person may be fined if these rules are not adhered to.

PREFERENCING

We do not use Group Preferences (also known as Above the Line Votes/Group Voting Tickets). If you wish for voters to number preferences in a particular order, you may hand out How to Vote Cards (see next section).

HOW TO VOTE CARDS

The cornerstone of your campaign is your How-To-Vote (HTV) cards. In the more traditional sense, these used to just list the order you recommended the voters should vote for all the candidates. However, more recently they have become complete guides to the various policies you may have, they may also contain photographs. A well thought out and designed HTV can attract quite a few votes.

How-to-vote cards must not instruct electors to vote informally and must indicate at least one first preference for every position up for election.

POLLING LOCATIONS

It is intended that:

- Polling at the Bentley campus will take place at Club HQ and Curtin South (near Mallokup Café) from 10am to 4pm on each polling day.
- There will be facilitated postal voting at the Kalgoorlie Campus during the week prior to polling as determined by the Returning Officer.

ONCE POLLING IS OVER

Election results will be posted on Building 106F as soon as they are available (at the entry to Guild Reception). The Returning Officer will notify each candidate of the outcome of the elections and all candidates will receive a certificate of participation.

FINALLY

The elections are hard and gruelling but the rewards are great. They are the single most significant part of a democratic and accountable Guild, so make sure that all you do throughout the elections is done with that same spirit. Dirty tactics are not required to win the election. If you have good ideas, go by the book, work hard, and you will have a very good chance of getting on to Council. Best of luck!

ELECTORAL OFFENCES

(Excerpt from *Student Guild (Tribunal) Regulations 2018*)

Election misconduct means conduct by an Officer, Officer of a student society, student society or Guild Member that is one (1) or more of the following:

- (a) as an Officer and neglects official duty of that office as proscribed in the Statute Book whilst conducting campaign duties in any election;
- (b) canvases for votes inside a polling place;
- (c) interferes with or infringes the secrecy of the ballot;

- (d) takes any action contrary to the *Student Guild (Election and Referenda) Regulations 2018* or a lawful direction of the Returning Officer;
- (e) impersonates another person with the intention to defraud;
- (f) destroys or defaces a ballot paper, ballot box or election notice with the intention to defraud;
- (g) submits a ballot paper in the ballot box or through the mail with the intention to defraud;
- (h) removes a ballot paper from the polling place or counting centre with the intention to defraud;
- (i) fails to obey the lawful instruction of the Returning Officer within a polling place or counting centre;
- (j) supplies ballot papers without authority;
- (k) votes more than once at the same election;
- (l) defaces, mutilates, destroys or removes any document published or distributed by the Returning Officer;
- (m) makes a false statement in any claim, application, return or declaration or in answer to a question under these regulations;
- (n) distributes any advertisement, handbill or pamphlet which is not authorised under these regulations or otherwise published in contravention of these regulations;
- (o) is a candidate or scrutineer, and wears or displays a badge or emblem of a candidate or Group in a polling place during polling or at a counting centre during counting;
- (p) interferes unduly with freedom of speech;
- (q) hinders, obstructs, interferes with or delays the conduct of an election meeting;
- (r) damages Guild property or fixtures which delay's or interferes with the conduct of the election;
- (s) hinders, obstructs or prevents a candidate from exercising a right, including the right to freedom of political communication;
- (t) defaces or mutilates campaign material;
- (u) induces, directly or indirectly, an electoral official to unlawfully influence the result of the election, including by stuffing ballot boxes, destroying ballot papers, or willingly counting votes incorrectly;
- (v) interferes with, defaces, duplicates, destroys or unlawfully deals with in any way a ballot paper, electoral form, nomination form, official electoral notice, ballot box, nomination receptacle, electoral roll or other object pertaining to the election;
- (w) is intoxicated at a polling place or counting centre;
- (x) engages in disorderly conduct at a polling place or counting centre;
- (y) in the case of a candidate, remains within the polling place after a formal warning;
- (z) distributes or displays campaign material within the polling place following a formal warning;
- (aa) duplicates or conceals a ballot paper;
- (bb) distributes any card or paper which includes how-to-vote instructions or directions in a polling place;
- (cc) witnesses an electoral paper which has not been completed with the intent to defraud;
- (dd) witnesses a signature without actually seeing the person signing the required form with the intention to defraud;
- (ee) marks a ballot paper unlawfully (including by identifying themselves by stating their name or address on the ballot paper);
- (ff) acts as a witness on an electoral form unlawfully;
- (gg) uses Guild resources for election purposes beyond that which are entitled to or authorised to use under these regulations;
- (hh) engages in any campaign activity, including any activity relating to a particular candidate or Group, in buildings or premises occupied by the Guild;
- (ii) exceeds the spending limit for campaign material;
- (jj) campaigns or canvasses for votes when not an enrolled student;
- (kk) distributes misleading, false or defamatory statements; and
- (ll) commits an act in relation to the election that constitutes gross misconduct.

COMPLAINTS AND CONDUCT

While we hope the elections are trouble-free, you may want to make a complaint about a candidate, campaigner or the conduct of the election.

It is recommended that you contact the Returning Officer first to discuss your complaint – it could just be a misunderstanding. The Returning Officer, Ms Kelly Dansie, can be contacted by calling **0433 056 950** or emailing **CurtinGuild2022@outlook.com**.

For complaints relating to election misconduct or a disputed election result, you can lodge a complaint addressed to the Chair of the Election Tribunal and the Returning Officer (the complaint can be delivered to **Guild reception** (Building 106F, Bentley Campus) and/or emailed to the returning officer **CurtinGuild2022@outlook.com**). Complaints should always be in writing and include as much information as possible to help the investigation of the complaint. This includes things such as dates, description of what happened and why it constitutes election misconduct, what has been done about it so far, supporting documentation and names/contact details of witnesses.

Before lodging a complaint, please ensure that you have read the requirements of clause 12 of the *Student Guild (Tribunal) Regulations 2018* which can be found here www.guild.curtin.edu.au/governance.

THE STUDENT CHARTER

All students of Curtin University have agreed to uphold the Student Charter when enrolling in their degree. The Student Charter details the expectations and responsibilities of both the university and students to ensure a welcoming, supportive and safe environment.

It is expected that candidates and their supporters evidence these values of Integrity, Respect, Courage, Excellence and Impact throughout their campaign. Failure to do so may result in either a breach of expected standards of behaviour or possible student discipline proceedings under Statute 10. Penalties for Student Misconduct range from a formal warning to expulsion from the University and are explained in the General Misconduct Rules.

If you believe a student has breached either the Student Charter or the General Misconduct Rules you may lodge a written complaint with the Student Discipline and Appeals Office on sdao@curtin.edu.au. This can be done in conjunction with lodging a complaint to the Chair of the Election Tribunal and the Returning Officer.

Curtin University Student Charter: <https://students.curtin.edu.au/essentials/rights/student-charter/>

Statute 10 (student Discipline): https://policies.curtin.edu.au/local/docs/statutes-rules/Statute_No_10_Student_Disciplinary_Statute.pdf

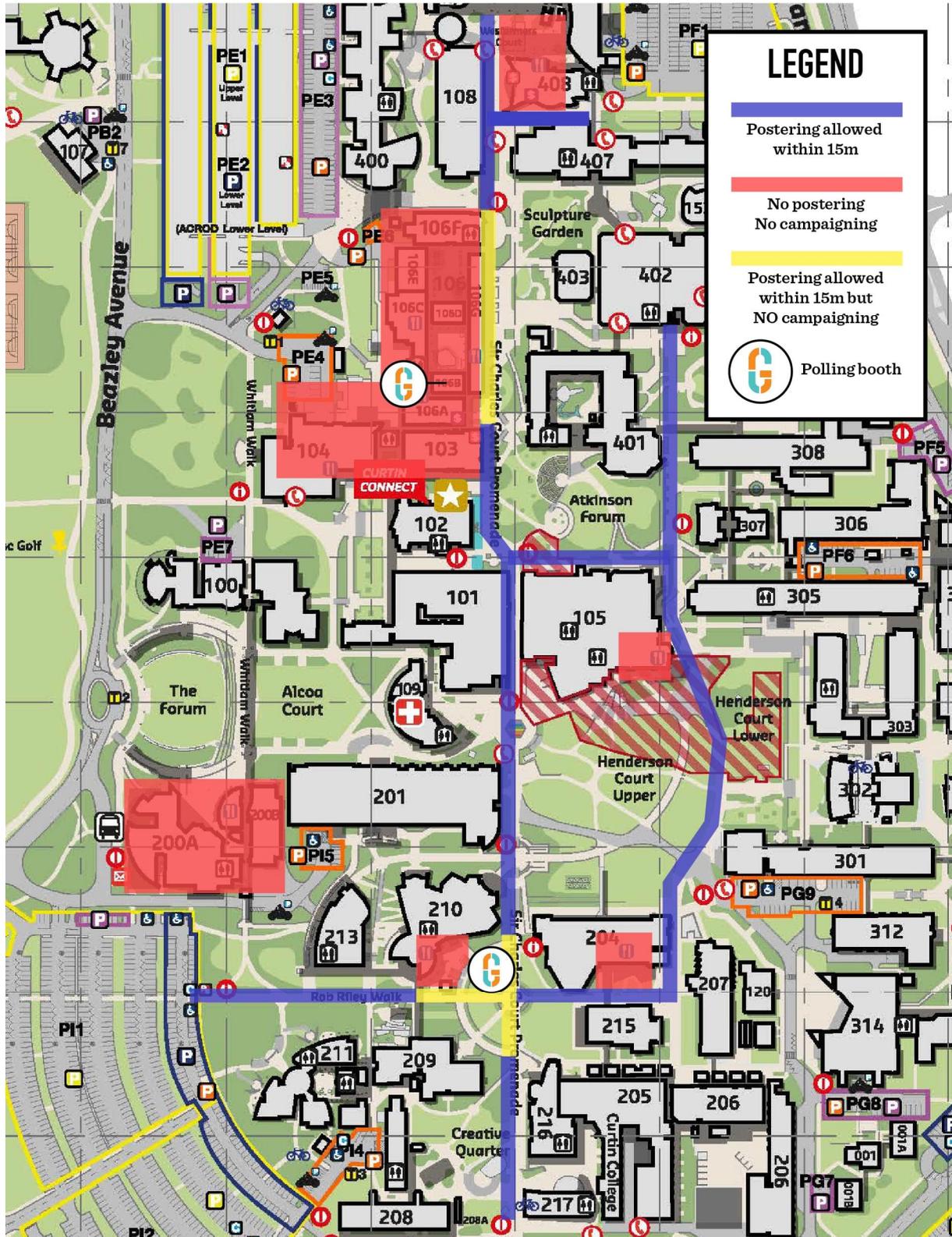
General Misconduct Rules: https://policies.curtin.edu.au/local/docs/statutes-rules/General_Misconduct_Rules.pdf

Candidate checklist for 2022 Curtin Student Guild Election

1. Before submitting forms, check that:
 - a) All parts of the nomination and registration forms have been completed as required,
 - b) Candidates and nominators meet the eligibility requirements listed on the forms, and
 - c) The form is witnessed.
2. Nomination form(s) must be delivered to the Returning Officer or Guild Reception (Building 106F, Bentley Campus) and \$10 deposit paid (if required) by **12:00 noon, Thursday 1 September 2022**. The nomination deposit should preferably be paid by EFTPOS, however, cash will be accepted. Cheques will not be accepted. No nomination deposit is required for NUS delegate vacancies. If you are on a satellite/regional campus:
 - you can email a scanned copy of your nomination form(s) to the Returning Officer (CurtinGuild2022@outlook.com) from your student email account.
 - Please contact Guild reception or the Returning Officer (CurtinGuild2022@outlook.com) regarding how you can pay your \$10 deposit.
3. Candidates may provide the following additional information by close of nominations **12:00 noon, Thursday 1 September 2022** on a portable digital storage device (in the sealed nomination envelope) or via email to the Returning Officer:
 - a) A policy statement of up to 500 words (rich text format or Word format). The policy statement must include the candidate's name and position(s) nominated for and must be confined **to information about the candidate and statements of the candidate's policies and beliefs**.
 - b) A recent digital head and shoulder photo (in jpeg format and no larger than 1MB in file size).
4. **If you are running in a group** - Group Registration forms, with the signatures of candidates running in the group, must be provided to the Returning Officer or Guild Reception by **12:00 noon, Thursday 1 September 2022**. Candidates may be added to a Group after Thursday 1 September provided that the candidate has met registration requirements and the relevant form is provided to the returning officer by **12:00 noon, Thursday 8 September 2022**.
5. The draw for ballot paper positions and allocation of colours will take place beginning **1:00 pm, Thursday 1 September 2022** in the Guild Offices. At 2pm there will be a briefing for candidates and campaigners.

ALL NOMINATIONS AND GROUP REGISTRATIONS MUST BE RECEIVED BY THE RETURNING OFFICER OR GUILD RECEPTION BY CLOSE OF NOMINATIONS 12:00 NOON, THURSDAY 1 SEPTEMBER 2022. LATE NOMINATIONS OR GROUP REGISTRATIONS CANNOT BE ACCEPTED.

ELECTION MAP



** To be used in conjunction with instructions in this handbook **