

## **WAMSS Election Administration Policy**

The WAMSS Elections determine the Committee for the following year, and shall be governed by the following Policy.

### **1. Terms**

- 1a. This policy was amended last on 15th July 2015.
- 1b. This policy requires an ordinary motion to amend.

### **2. Returning Officer**

- 2.1. There shall be a Returning Officer for each election period.
- 2.2. The Committee shall appoint a member of the Association to the role of Returning Officer by way of an ordinary motion.
- 2.3. The Returning Officer shall be a Member of good standing.
- 2.4. The Returning Officer shall not be nominating for any position on the Committee, either elected or appointed, for the year to which the election applies.
- 2.5. The office of the Returning Officer is vacated upon the adoption of the election result at the Annual General Meeting.
- 2.6. The Returning Officer shall oversee the election and nomination process to ensure that the elections are carried out in a fair and transparent manner.
- 2.7. The Committee shall comply with any reasonable request for assistance from the returning officer in order to carry out their duties.
- 2.8. Any matters requiring clarification will be jointly decided upon by the Returning Officer, the Electoral Administrator and the President.

### **3. Electoral Administrator**

- 3.1. There shall be an Electoral Administrator for each election period.
- 3.2. The Secretary will be the Electoral Administrator, except in the case that he or she is nominating for any position on the Committee, either elected or appointed, for the year to which the election applies.
- 3.3. If the Secretary is ineligible for the position of Electoral Administrator pursuant to Section 2.1., then a Member of good standing shall be appointed by the Executive to be the Electoral Administrator.
  - 3.3.1. The Member shall not be nominating for any position on the Committee, either elected or appointed, for the year to which the election applies.
- 3.4. The office of the Electoral Administrator is vacated upon the adoption of the election result at the Annual General Meeting.

### **4. Electoral IT Officer**

- 4.1. There shall be an Electoral IT Officer for each election period.
- 4.2. The Website and IT Officer will be the Electoral IT Officer, except in the case that he or she is nominating for any position on the Committee, either elected or appointed, for the year to which the election applies.

- 4.3. If the Website and IT Officer is ineligible for the position of Electoral IT Officer pursuant to Section 3.1., then a Member of good standing shall be appointed by the Executive to be the Electoral Administrator.
  - 4.3.1. The Member shall be required to have an acceptable level of IT expertise, as deemed sufficient by the Website and IT Officer.
  - 4.3.2. The Member shall not be nominating for any position on the Committee, either elected or appointed, for the year to which the election applies.
  - 4.3.3. The Website and IT Officer shall have their administrative access to the WAMSS website revoked for the full duration of the voting period.
- 4.4. The office of the Electoral IT Officer is vacated upon the adoption of the election result at the Annual General Meeting.

## **5. Nominations**

The nomination process shall be administered by the Electoral Administrator as follows:

- 5.1. The Electoral Administrator shall notify the student body of the following:
  - 5.1.1. The opening and closing times for the nomination period.
  - 5.1.2. The opening and closing times for the voting period.
  - 5.1.3. The name of the returning officer.
  - 5.1.4. The list of positions available for nomination, along with any restrictions for candidacy placed upon those positions.
  - 5.1.5. The list of positions that are elected by way of an application so that the student body is aware of them during the election period.
- 5.2. The Electoral Administrator shall ensure that:
  - 5.2.1. The nomination period is open for seven days
  - 5.2.2. The voting period is open for seven days
  - 5.2.3. The nomination period and the voting period shall not overlap
- 5.3. Applications for nomination shall be accepted through an online form, and a confirmatory email shall be generated and sent to the candidate, the Electoral Administrator, and the Electoral IT Officer
- 5.4. An application for nomination shall only be considered valid if:
  - 5.4.1. It is received by the Electoral Administrator during the nomination period
  - 5.4.2. It is in writing
  - 5.4.3. It identifies the candidate and the position for which they are nominating
  - 5.4.4. The candidate is eligible to nominate for the position pursuant to the Register of Resolutions of the Association
- 5.5. Any applications received after the closure of the nomination period shall be deemed invalid unless accepted by the Electoral Administrator and the Returning Officer
- 5.6. All students who submit a valid nomination shall be notified by the Electoral Administrator before the voting period begins
- 5.7. All nominations will be confidential and known only to the Returning

Officer, the Electoral Administrator and the Electoral IT Officer for the duration of the nomination period

- 5.8. Campaigning shall only be permitted after the closure of the nomination period and prior to the commencement of the voting period

## **6. Team Nominations**

- 6.1. Where permitted by the Register of Resolutions of the Association, team nominations shall be permitted from candidates wishing to share a single Committee role, including (but not limited to):
  - 6.1.1. International Officer(s)
  - 6.1.2. Social Representative(s)
  - 6.1.3. Orientation Representative(s)
  - 6.1.4. Allied Health Representative(s)
  - 6.1.5. Medical Dinner Representative(s)
  - 6.1.6. Med Camp Representative(s)
  - 6.1.7. Sports Representative(s)
  - 6.1.8. Lookout Representative(s)
  - 6.1.9. Environmental Officer(s)
  - 6.1.10. Wellbeing Officer(s)
  - 6.1.11. Indigenous Representative(s)
  - 6.1.12. Marketing Representative(s)
  - 6.1.13. Undergraduate Communications Officer(s)
  - 6.1.14. Academic Events Coordinator(s)
  - 6.1.15. Student Grand Rounds Coordinator(s)
  - 6.1.16. Red Party Coordinator(s)
- 6.2. Team nominations shall not be accepted for the following positions, or other positions as deemed necessary by the Committee:
  - 6.2.1. Executive positions
  - 6.2.2. Year Representatives
- 6.3. Team nominations shall not be accepted for any group of positions (for example, a combination of any positions listed in Section 5.1.)
- 6.4. Candidates are not permitted to run as a slate. A “slate” is defined as two or more candidates who:
  - 6.4.1. Are nominating for different positions on the Committee
  - 6.4.2. Have their names appear jointly on any campaign material
  - 6.4.3. Actively promote each other for the respective positions to which they have nominated
- 6.5. Team nominations that breach this Policy will not be accepted by the Returning Officer
- 6.6. Candidates deemed to be running as a slate by the Returning Officer may be disqualified subject to the processes outlined in Section 11.

## **7. Election Bulletin**

- 7.1. The Election Bulletin is to be compiled and distributed by the Electoral Administrator
- 7.2. The Election Bulletin should be distributed as widely as possible within the UWA medical student community, using means including (but not limited to):
  - 7.2.1. The WAMSS email mailing list

- 7.2.2. The WAMSS and Year Group Facebook pages
- 7.2.3. The WAMSS email bulletin
- 7.3. The Election Bulletin should contain all available information regarding the nomination, campaigning and voting periods, contact details for the Returning Officer and the Electoral Administrator, and a list of each candidate.
  - 7.3.1. Candidates for each position are to be listed in a randomised order.
  - 7.3.2. The randomisation method shall be at the discretion of the Electoral Administrator and the Electoral IT Officer

## **8. Campaigning**

- 8.1. Campaigning means the promotion of a position with respect to a candidate in the current electoral period.
- 8.2. Each candidate shall enjoy the right to inform the student body of their candidacy in a manner consistent with the Constitution, the Register of Resolutions, and the Policies of the Association.
- 8.3. At no time shall any candidate promote themselves as running as part of a “slate” or team with another candidate, except for those exceptions noted in Section 3.
- 8.4. At no time shall a candidate in an election of the Association use the Association’s resources, any privileges bestowed on them by the Association to promote their candidacy.
- 8.5. Candidates are not permitted to use gifts that may be perceived as conferring upon them an unfair advantage in the election to promote their candidacy.
  - 8.5.1. Candidates must contact the Returning Officer for approval to distribute gifts during the campaigning period, including the distribution of food.
  - 8.5.2. Should a candidate wish to appeal a decision made in this regard by the Returning Officer, they may request in writing that the request be considered by the Returning Officer, the Electoral Administrator and the WAMSS President.

## **9. Voting**

The voting process shall be administered by the Electoral IT Officer and the Electoral Administrator as follows:

- 9.1. The Electoral Administrator shall notify the student body of the method of voting for each year group
- 9.2. The Electoral IT Officer shall ensure that any online voting system used for the election meets a safe and secure standard
- 9.3. Any vote received after the closure of the voting period shall be deemed invalid unless accepted by the Electoral Administrator and the Returning Officer

## **10. Counting Votes**

- 10.1. Votes shall be tallied for each contested position
- 10.2. If there is a nominee with an absolute majority of all votes, then that nominee shall be deemed the elected student for that position
- 10.3. If there is no nominee with a total majority of all votes, then the nominee who received the lowest number of votes shall be

- excluded from the election and their votes will be redistributed to the remaining candidates based on voter preferences
- 10.4. The above process shall be repeated until a nominee holds an absolute majority

## **11. Acceptance and Notification of the Election Results**

- 11.1. The election results shall be approved and validated by the Returning Officer and the Electoral Administrator
- 11.2. The Returning Officer and the Electoral Administrator shall be responsible for communicating the results of the election to all candidates in a timely fashion
  - 11.2.1. Candidates will be asked to accept or reject their elected position within 24 hours of notification of their success
- 11.3. Once all candidates have been contacted, the Electoral Administrator shall be responsible for notifying the student body of the election results in a timely fashion
- 11.4. The final list of elected students shall be verified by the Returning Officer and submitted to the Electoral Administrator for presentation and ratification at the Annual General Meeting.

## **12. Disqualification of a Candidate**

- 12.1. A candidate may be disqualified from an election or from their elected position should they fail to comply with any of the provisions of the Constitution, the Register or Resolutions, or the Policies of the Association.
- 12.2. Any written complaint against any candidate relating to their election will be investigated by the Returning Officer, and a written response made to the complainant informing them of the outcome.
- 12.3. Should the Returning Officer determine that a candidate is to be disqualified, the Returning Officer shall submit a written notice to the candidate notifying them of the intention to disqualify (“Notice of Intention to Disqualify”), advising:
  - 12.3.1. The purpose of the notification
  - 12.3.2. The reason for the disqualification
  - 12.3.3. The date of any infraction
  - 12.3.4. Notice of the appeal process
- 12.4. A candidate may appeal the disqualification by providing a written notice of appeal to the Returning Officer within three days of receipt of the Notice of Intention to Disqualify (“Notice of Appeal of Disqualification”)
- 12.5. Within two days of receipt of a Notice of Appeal of Disqualification, the Returning Officer, the Electoral Administrator, the Electoral IT Officer and the Executive must convene a meeting to discuss the disqualification. Both the candidate and the Returning Officer shall be given a full and fair opportunity to present his or her case.
- 12.6. The Executive will evaluate the circumstances surrounding the candidate and decide on the disqualification by a simple majority vote
  - 12.6.1. Any Executive member who is the subject of the dispute will be excluded from voting or discussion on this matter.
    - 12.6.1.1. In the event that one or more Executive members is

involved in the dispute leaving an even number of voting Executive members, the Returning Officer shall hold the casting vote.

- 12.7. The Returning Officer will, by written notice, inform the candidate within 24 hours of the decision made by the Executive.
- 12.8. There will be no further means of appeal

### **13. Destruction of the votes**

- 13.1. The Returning Officer is to be responsible for the destruction of all votes following the:
  - 13.1.1. Validation of the results by the Returning Officer, the Electoral Administrator and the Electoral IT Officer; and
  - 13.1.2. Verbal or written acceptance of the position by the successful candidate
- 13.2. No record of the vote tallies, written, digital or otherwise, is to be kept
  - 13.2.1. The Returning Officer, and all Officers of the Association involved in the electoral process, are prohibited from discussing publicly the specific vote tallies from the election

### **14. By-Elections**

- 14.1. If a position remains unfilled at the conclusion of the electoral process as outlined in this Policy:
  - 14.1.1. A By-Election shall be called and coordinated by the Returning Officer within one week of the outcome of the primary electoral process being known
- 14.2. If a position that was filled during the electoral process is later vacated by the candidate for any reason:
  - 14.2.1. The incumbent Secretary of the Association will be responsible for coordinating a By-Election within one week of the vacation of the position
- 14.3. Any By-Election will be governed by the provisions outlined in this Policy as if it were a normal electoral process
- 14.4. Should a position remain vacant following a By-Election, the Executive may choose to open applications for the position and appoint a candidate in accordance with the Appointed Positions Guidelines (2014)
- 14.5. Should no appointment be made, the incumbent holder of the position shall remain in that capacity until such time as the position is filled, or they resign from the position

### **15. Inconsistency**

- 15.1. In the event of an inconsistency between this Policy, the Register of Resolutions of the Association, and the Constitution of the Association:
  - 15.1.1. The Constitution shall prevail to the extent of that inconsistency
  - 15.1.2. The Register of Resolutions shall prevail should the inconsistency not be clarified by the Constitution