



Board Elections Policy

Melbourne - Australia

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Purpose

To determine the principles for the conduct of Board elections held for student and staff members on the Board.

Scope

This policy applies to all elections for positions on the Institute Board.

Policy

The Institute will conduct all Board elections using a personal ballot, which will be implemented in an open and transparent manner to give all persons eligible to participate in the election every opportunity to participate fully as a candidate or voter, while maintaining an efficient and manageable process and ensuring that candidates have a clear understanding of the roles, duties and behaviours expected of them in the position for which they nominate.

Definitions

Election – choosing or selection of candidates for a position by vote

Poll – The casting and registering of votes in an election

Returning Officer - The officer responsible for the conduct of the election.

Principles

The election will be conducted on the basis that:

- all eligible persons may nominate, subject to being nominated, and seconded by eligible voters;
- as far as possible, action will be taken to promote the election to staff and students and advise all eligible voters of the election timetable and how to lodge a vote;
- all eligible persons may vote;
- no eligible person is required to vote; and
- It is the decision of the individual concerned as to whether or not they exercise their right to vote.
- Individuals may only lodge their own individual ballot. Where individuals attempt to lodge ballots on behalf of other voters, these ballots will be

declared invalid and may invalidate the poll. This decision will be at the discretion of the Returning Officer.

Eligibility

Staff Members: All persons eligible to vote shall be staff named on the Box Hill Institute payroll and the payroll of any Institute controlled entity at the date of the calling for nominations.

All persons eligible for nomination shall be staff named on the Box Hill Institute payroll and the payroll of any Institute controlled entity who are employed at a time fraction of 0.4 or above.

Staff who are elected to the Board who cease employment with Box Hill Institute or any Institute controlled entity are required to resign their position on the Board.

Students: all persons eligible for nomination for election and to vote shall be students who:

- are enrolled in year-long courses
- have a minimum of 80% of their study on site
- expect to continue in classes for the remainder of the relevant calendar year.

The term of office of a student who is elected to the Board who ceases to be a student of Box Hill Institute at the end of a calendar year will extend until March of the following year.

Ensuring Understanding of Roles and responsibilities:

Nomination forms must contain/be accompanied by a brief description of the roles and responsibilities of the position.

Attendance at the briefing session for interested candidates is expected of nominees for both staff and student candidates.

Adherence to the Code of Conduct for Board members is required of staff and student members on the Board.

Responsibilities

The Executive Manager Corporate Governance is responsible for ensuring that Board Elections are conducted in accordance with the Board Constitution and that prospective elected members to the Board are fully informed of the roles and responsibilities of Institute Directors prior to their nomination for election.

The Returning Officer for all elections is to be a person independent of the Board and the business operations of the Institute, and is responsible for running the poll in line with the Board Election Policy and Procedure.

Candidates are responsible for nominating scrutineers, if they so wish, to attend the determination of the ballot paper and the count of votes.

Scrutineers are responsible for attending the development of the ballot paper and the count of votes at the time and place advised by the Returning Officer.

The Institute Board is responsible for deciding whether or not a poll is valid.

Records

Records of the result of ballots will be maintained for three (3) months after the declaration of the poll.

References and Other Compliance Requirements

Box Hill Institute Board Constitution

Related Documents

[Board Election Procedure](#)

Review

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

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Committee Reference:	Union Consultative Committees
Prepared by:	Executive Manager, Corporate Governance and Registrar
Accountable Manager:	Deputy Chief Executive Officer
