

GENERAL FAQs

FREQUENTLY ASKED QUESTIONS FOR ELECTIONS



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Am I eligible to nominate?

Eligibility criteria varies for each election. The Nomination Form and the [Elections web page](#) advises the specific eligibility criteria for each election.

If you are eligible to nominate for a position, you will receive an email containing the Nomination Form or a link to the Elections web page where the Nomination Form can be downloaded.

What do I need to do to nominate?

Complete the approved Nomination Form. There must be a separate Nomination Form for each candidate.

Candidates are encouraged to include a statement (150 words or less) to support their nomination, together with a passport sized photograph. These will be distributed to voters in the event there are more nominations received than there are positions available and a ballot is required.

It is not compulsory to provide a candidate statement and photo, although most nominees do include them.

Your completed Nomination Form must be received by 5:00pm on the due date by the Returning Officer: elections@newcastle.edu.au

How and who can vote?

The *Governance Rule* and the *University of Newcastle By-law 2017* states that all voting is electronic using an electronic ballot system.

Staff who are eligible to vote in an election will receive an email containing a link and instructions on how to access the electronic ballot during the voting period.

How do I fill in the electronic ballot correctly?

To vote, you must place the number '1' in the square next to the candidate who is your first choice. If you wish to vote for any more candidates, you may place consecutive numbers starting with '2' in the squares next to those candidates in order of your preference for them.

I am having technical issues during the voting period, how can I vote?

During the voting period, postal votes are available for those who request it via email from the Deputy Returning Officer
E: elections@newcastle.edu.au

For votes to be included in the ballot, they must be received by the Returning Officer by 5:00pm on the due date.

My question is not here, who do I contact?

Please contact the Deputy Returning Officer, Council and Records Management:
E: elections@newcastle.edu.au