

## Notice of forthcoming Election of Councillors – 2022

**19 September 2022**

This is a notice of election in accordance with the Society's Constitution.

### Key Dates

Nominations open	9am, Monday 19 September 2022
Nominations close	6pm, Monday 3 October 2022
Campaigning may commence	9am, Wednesday 5 October 2022
Campaigning must conclude	6pm, Wednesday 19 October 2022
Ballot opens	9am, Monday 17 October 2022
Ballot closes	6pm, Wednesday 19 October 2022
Expenditure declarations due	6pm, Thursday 20 October 2022
Annual General Meeting	10am, Saturday 22 October 2022

### Nominations

To be eligible to nominate as a candidate, you must currently be a member of the UTS LSS in accordance with the UTS LSS Constitution and be eligible to remain a member for a minimum of two further sessions.

A person may nominate to be an individual candidate for the Election by lodging a Candidate Nomination Form (Annexure A of the UTS LSS Constitution) (printable pdf, available at <https://bit.ly/ElectionTemplates2022>).

Candidate Nomination Forms must be emailed to Electoral Officer, Erika Serrano, at [elections@utslss.com](mailto:elections@utslss.com) by 6pm on Monday 3 October (being the close of the nomination period). Late nomination forms will not be accepted.



You may nominate for up to two positions. If you nominate for two positions, you must indicate your first preference. Your first preference is the position you must take if you receive the highest number of votes in both of your nominated positions.

You may nominate for 1 Executive position OR 1 Director position OR 2 Director positions OR 1 Executive and 1 Director position. Please see the list of positions at the bottom of this notice.

Where a role is not contested, the voting will be between the individual candidate and a vote to “Reopen Nominations”. If the latter succeeds, this position will be treated as a casual vacancy under section 23 of the UTS LSS Constitution.

## Statements of Candidature

All candidates nominating for a position may lodge a Statement of Candidature with the Electoral Officer prior to the close of nominations on Monday 3 October.

The Statements will be made available to all UTS LSS members online.

The Statement of Candidature must comply with the following style requirements:

- Font: Times New Roman, size 12
- Spacing: 1.5 lines
- Page margins: 2cm
- Page size: A4
- Pages: 1 page
- File format: Microsoft Word .doc or .docx format

The Statement of Candidature must also include the following details:

- Candidate’s full name;
- Position(s) the candidate is nominating for;
- Candidate’s UTS student number.

You may include a photograph of yourself in the Statement of Candidature – however, this is optional.

In addition to a Statement of Candidature, nominees for the position of Marketing Director are highly encouraged to include a maximum A4 page design for the following fictional brief:

*The UTS LSS First Year Law Camp is the ultimate way to kick-start your university experience. It is a must-attend event for all law students starting at UTS, giving you the perfect opportunity to get to know your fellow first year students in a relaxed, fun environment. The Camp will be held on the 24-26th February at Broken Bay Sport and Recreation Centre.*

The Electoral Officer reserves the right to not publish Statements that do not compl



## Constitution and By-Laws

Before nominating, it is important that you read and understand all of the conditions contained in the UTS LSS Constitution and UTS LSS By-Laws, which can be found at [utslss.com](https://bit.ly/ElectionTemplates2022) (also available at <https://bit.ly/ElectionTemplates2022>).

The **UTS LSS Constitution Part 7** contains the Election Regulations, which prescribes, among other things:

- Eligibility requirements for nomination;
- Rules concerning voting;
- Permissible and prohibited forms of campaigning;
- Election spending limitations;
- Complaints procedures;
- Sanctions for breaches of the Election Regulations; and
- Appeals procedures.

The **By-Laws** outline the obligations attached to each position, which will assist you to determine the position(s) for which you may wish to lodge a nomination form.

## Campaigning Generally

All permitted forms of campaigning may commence at 9am on Wednesday 5 October 2022 and must cease at 6pm on Wednesday 19 October 2022. You must not campaign outside these dates in any form.

All campaign materials must include the candidate's name and student number.

Candidates must not refer to another candidate, irrespective of whether the reference would be positive or negative. This prohibition includes any inferences to another candidate.

Candidates must not use any facilities or property owned by UTS LSS (including the UTS LSS office, printers, computers, email addresses, contact lists, etcetera) in the course of campaigning.

Candidates must not release information that is untrue, misleading, discriminatory or defamatory.

Other rules concerning campaigning methods or practices, as determined by the Electoral Officer each year:

- Nominees cannot solicit votes in person using their own hand-held electronic devices (mobile phones, tablets, laptops etcetera).
- Only candidates are allowed to engage in campaigning activities on campus.

The Electoral Officer reserves the right to create and/or amend rules concerning campaigning methods or practices, which apply to all nominees equally, with notice to be given to the nominees.

### **Campaigning: Executive and Presidential Candidates**

To ensure that Members can stay involved during the Election period, we will be inviting Members to submit questions to be asked of Executive and Presidential Candidates.

These questions will be submitted anonymously via a Google Form issued by email and published on the Society Website. These questions will be vetted by the Electoral Officer. The deadline for Members to submit questions is 5pm Tuesday 11 October 2022.

Presidential candidates will have an opportunity to answer the questions during a in-person Q&A event held online at 6pm on 12 October 2022. This event will also be livestreamed. All questions will be asked to each Presidential candidate, and all Presidential candidates shall have an equal opportunity to answer the question. By nominating for President, you agree to be available and participate in the Live Q&A event.

Executive candidates will be sent questions after the deadline. Executive candidates will submit written responses to some or all questions within 24 hours to be published on the Society website.

### **Spending Cap**

An expenditure cap applies to all candidates and must not be exceeded:

- AUD\$120.00 per person

Candidates nominating for two positions must apportion their expenditure accordingly per two spending caps.

Whilst a candidate may receive discounted materials and donations, those materials will be taken at the reasonable market rate for goods and services and must be accounted for. If you are unsure, contact the Electoral Officer.

A complete summary of each candidate's Election Expenditures must be disclosed by email to the



Electoral Officer by 6pm on Thursday 20 October 2022.

Disclosure must include:

1. Election Expenditure Disclosure Sheet (Excel spreadsheet, available at <https://bit.ly/ElectionTemplates2022>);
2. All relevant receipts as electronic scans;

It is vital that all receipts are scanned and submitted with the Disclosure Sheet. We recommend scanning each receipt soon after purchase to ensure you have an electronic copy.

### **Voting Method**

Voting will be open from Monday 17 October 2022 at 9am until 6pm on Wednesday 19 October 2022.

Voting will be by online ballot administered by the UTS Governance Support Unit. All UTS students who are enrolled in a law degree at the time of the election are eligible to vote.

To vote, the student can log on using their UTS student ID and password. The election website URL will be circulated closer to the opening of the online ballot.

Candidates will be elected on the basis of “1” votes only. This includes the positions with two or more openings (e.g. Socials Directors, Careers (Activities) Directors, Marketing Directors, and Subject Mooting Directors), which will go to the two highest “1” voted Candidates. Please note that preferential voting will not be considered unless needed to determine the outcome of a tie between candidates.

### **Announcement of Election Results**

Election results will be announced at the 2022 UTS LSS Annual General Meeting (AGM) and subsequently published on our Facebook page. The meeting will be held at 10am on Saturday 22 October 2022 at a location to be announced closer to the date.

### **Disqualifications For Breach Of Election Regulations**

The rules contained in the Election Regulations are comprehensive. Breaches will result in the candidate’s automatic disqualification.

## Positions Available For Nomination

### Secretariat:

- **President** (Executive Position)
- **Treasurer** (Executive Position)
- **Secretary** (Executive Position)
- **Vice-President (Sponsorship)** (Executive Position)

### Activities Portfolio:

- **Vice-President (Activities)** (Executive Position)
- Socials Director 1
- Socials Director 2
- Sports Director

### Careers Portfolio:

- **Vice-President (Careers)** (Executive Position)
- Careers (Activities) Director 1
- Careers (Activities) Director 2
- Careers (Publications) Director

### Mooting Portfolio:

- **Vice-President (Mooting)** (Executive Position)
- Subject Mooting Director 1
- Subject Mooting Director 2
- Intersity Mooting Director

### Skills Competitions Portfolio:

- **Vice-President (Skill Competitions)** (Executive Position)
- Client Interview Director
- Negotiation Director
- Witness Examination Director
- Intersity Skills Competitions Director

### Education Portfolio:

- **Vice-President (Education)** (Executive Position)
- Education (Internal) Director



- Education (External) Director
- Education (Publications) Director
- Wellbeing Director

#### Marketing Portfolio:

- **Vice-President (Marketing)** (Executive Position)
- Marketing Director 1
- Marketing Director 2
- Marketing Director 3
- Marketing Director 4
- Information Technology Director

#### Social Justice Portfolio

- **Vice-President (Social Justice)** (Executive Position)
- Equity Director
- Brennan Program Director 1
- Brennan Program Director 2

#### Representatives:

- Postgraduate Representative
- Queer Representative \*
- Wom\*ns Representative \*
- First Nations Representative \*
- Disability Representative\*
- First Year Representatives \*\*

\* The positions for Queer Representative, Wom\*ns Representative, First Nations Representative and Disability Representative will be elected at the start of next tenure through a By-Election in accordance with the UTS LSS Constitution

\*\* The positions for First Year Representative will be elected at the start of next tenure at First Year Law Camp, if possible, or otherwise through a By-Election in accordance with the UTS LSS Constitution.

Please email the Electoral Officer, Erika Serrano, at [elections@utslss.com](mailto:elections@utslss.com) if you have any questions.