

Frequently asked questions – Elected Staff Members of Council

This information explains eligibility, nominations, candidate requirements, Council member expectations, voting and support for Council elections.

Am I eligible to nominate?

- (a) All full-time or fractional-time members of the University's **academic staff** are eligible to nominate for and vote in the election for Academic staff members of Council.
- (b) All full-time or fractional-time members of the **non-academic staff** of the University are eligible to nominate for and vote in the election for Non-academic staff member of Council.

Full-time means staff employed on a continuing (permanent) or fixed-term basis working full-time hours but excludes casual staff.

Fractional-time means staff employed on a continuing (permanent) or fixed-term working less than full-time hours but excludes casual staff.

How do I nominate?

An email will be sent to eligible staff notifying them about the nomination poll and inviting them to nominate. The email will contain a personal auto-sign-in link to the nomination poll.

Nominations must be supported by two staff listed on the same University staff roll as you (*as defined above under Am I eligible to nominate?*).

Note, academic staff cannot support non-academic (professional) staff nominations and vice-versa.

A candidate cannot support their own nomination.

The Returning Officer may reject ineligible or incomplete nominations.

What are the requirements for the candidate statement and photo?

To support your nomination, you may provide a statement of not more than 150 words outlining why you are nominating and what you can bring to the staff member role.

Your candidate statement must not include offensive, defamatory or inappropriate content that would breach the [University Code of Conduct](#).

You may wish to include, for example, the following particulars:

- your full name;
- your work unit;
- qualifications and experience; and
- positions or offices held at any time with public bodies, clubs and institutions (including University clubs and societies) with dates of tenure.

Providing a photo to support your nomination is not compulsory, although most nominees include them.

If your candidate statement (or photo) contains any inappropriate content or your statement is longer than 150 words, the Returning Officer reserves the right to request that it be edited.

What sort of time commitment does this role need?

The time commitment for a Council member is estimated at a minimum of 40 hours per calendar year. There will be an additional time commitment should you also be appointed to a subcommittee of Council.

Council meetings are conducted not less than five times each year, and meetings may be scheduled at any of the University's campus locations or via videoconference in special circumstances.

A Council meeting may run for a minimum of three hours.

What will be required of me as a member of Council?

As the elected academic or non-academic Member of Council, you will be expected to attend meetings, read the meeting papers, be prepared to discuss items at the meetings and share your perspective as a member of staff at Southern Cross University.

Will I be paid?

No. All Council member roles are voluntary and are not remunerated. However, reasonable costs associated with Council duties are met by the University.

Who can vote?

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

Academic staff can only vote for the academic staff member candidates, and non-academic staff can only vote for the non-academic staff member candidates.

Voting is not compulsory.

How are votes counted and kept confidential?

Council elections are conducted via a secret ballot using the optional preferential system in accordance with the [Council Membership Rule](#).

The University has appointed an external online voting and election service provider (BigPulse) to conduct the nomination process and subsequent election.

Contact us

If you have any other questions about the elections, please contact the Returning Officer.

E: governance.services@scu.edu.au