

# FAQs for student elections



**MACQUARIE**  
University

[CALL FOR NOMINATIONS \(Information about the SRC, Council and what is involved in membership\)](#)

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## CALL FOR NOMINATIONS

**I've seen the email calling for nominations. Can you tell me more about the SRC and Council?**

### **Student Representative Committee (SRC)**

The Student Representative Committee ("SRC") is the main student consultation body at Macquarie University. The SRC works with the University on the allocation of the Student Services and Amenities Fee (SSAF) and liaises with both clubs and societies and University management on a range of student issues. You can find more information on the [SRC webpage](#).

### **Council**

Macquarie University Council ("Council") is the governing body of Macquarie University. It makes the big decisions about the University's finances and strategic direction. The membership includes the Chancellor, the Vice-Chancellor, the Chair of Academic Senate, appointed members with specific skills, and elected members of the academic staff, professional staff and students of the University. The student elected to Council automatically becomes a member of the SRC as well. You can find more information on the [Council webpage](#).

**How much time do I need to commit to being a member of the SRC or Council?**

Allow 2-3 hours for each meeting, as well as 2 hours of pre-reading and any follow up. You may be invited to get involved with other committees and activities and that will require an additional time commitment. If you can't afford the time – don't put your hand up. It's better to not offer than to offer and not deliver.

**What are my responsibilities and duties?**

- Attending meetings is the priority.
- Be prepared for the meeting – read the agenda before the meeting.
- Contribute to discussions at the meeting and provide perspectives from a student point of view.
- Communicate the work, discussions, and decisions of SRC to students/student cohorts – note, the student member on Council communicates Council business mainly to the SRC.

**What skills do I need to participate on the SRC or Council?**

- You need to be willing to express your perspectives and ask questions at the meetings.
- You need to be willing to collaborate and co-operate with the other members.
- You need to be able to manage your time and prioritise your study and work commitments to ensure you have capacity to prepare for and attend meetings.

**Who will support me?**

- If you are elected to the SRC, you will receive support from the SRC Secretariat in the Dean of Students portfolio.
- If you are elected to Council, you will receive support from the Director of Governance Services, who is also the Council Secretary.



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### What will I learn from my involvement?

All the skills listed will be further enhanced and developed through your participation. The skills and experience gained may be a real asset on your resume and as part of building your career.

### Is my involvement acknowledged?

Yes. You will receive acknowledgment of your participation as an [extra-curricular activity](#) on your AHEGS – this will be based on an assessment of your contribution to the SRC or Council including your attendance at meetings and involvement in discussions at meetings.

### Do I get paid?

No. But this may provide an advantage to your resume and in career opportunities.

## FILLING OUT THE NOMINATION FORM

### Where can I find the eligibility criteria for the position I am interested in?

The eligibility criteria for each position are listed on the relevant nomination forms. Contact [election@mq.edu.au](mailto:election@mq.edu.au) if you have any questions about these.

### Why are there two different terms of membership listed for the positions on the SRC?

Up until this year, all members of the SRC have started and finished their terms of membership at the same time. This has meant that there is usually a full turn-over of members after each election, and a loss of knowledge about the work of SRC. To correct this, a decision has been made to start staggering membership on the SRC, which means elections will be held each year, but for only half the membership each time. This year there will be elections for all positions on the SRC, but some positions will receive a two-year term, while others will receive a one-year term. After this year, all elected position will have two-year terms.

### I'm aiming to complete my degree at the end of this year. Can I still nominate for a position?

*For the position on Council:* A student who is enrolled on the date that nominations close is eligible to nominate for a position in these elections. There is no requirement to prove that you will be enrolled for the full term of membership. If a student elected to a position completes their studies before the end of their membership term, they automatically cease being a member of the body or committee to which they were elected.

*For positions on the SRC:* If you are on track to complete your studies at the end of this year, you are not eligible for membership on the SRC. Clause 16 of the SRC Terms of Reference states:

(16) Students elected must have a minimum of 12 months remaining on their program of study to be eligible for election to, and membership of the SRC, as follows:

- a) for full time students this is equivalent to 8 units of study; and
- b) for part time students this is equivalent to 4 units of study (with a minimum enrolment of 1 unit)

### Can I nominate for more than one position?

In most cases you won't be able to nominate for more than one position. Examples of where you could nominate for more than one position are:

- Being an international student and wanting to nominate for the International Student position on the SRC and one of the other student positions on the SRC, or for the position on Council;
- Nominating for one of the undergraduate, faculty-specific positions on the SRC and nominating for the position on Council.

Please note that if you do nominate for more than one position on the SRC you will only be able to



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hold membership in one position regardless of the election result.

### Is it possible to hold a position on the SRC or Council and live outside Sydney?

Where you live is not a criterion for nominating for a position on the SRC or Council. However, meetings of the SRC and Council are usually held face-to-face. Members can attend these meetings by Zoom video/teleconference, but there are limits to the sound and vision quality. You also need to think about how you can be involved in the other activities of the SRC and Council if you are unable to meet with students on campus.

### Who can be my proposer and seconder?

Students can only be nominated, or act as a proposer or seconder for the electorate in which they are enrolled. For example, if you want to nominate to be the Undergraduate Student Member from the Faculty of Arts on the SRC, you need to be enrolled in an undergraduate course in the Faculty of Arts, and your proposer and seconder also need to be enrolled in an undergraduate course in the Faculty of Arts. Two students can be in the same lecture, tutorial or lab group, but be enrolled in courses offered in different faculties, so please check!

The Faculty of enrolment will be based on which Faculty a student's course belongs to, or the first major a student has enrolled in. To find out your home Faculty, go to the [online Handbook](#) or [Handbook Archive](#) if you started your course before 2020, select the year of your commencement and enter your course name on the search bar.

Examples below:

The screenshot shows the Macquarie University Handbook website. At the top, there's a purple header for the 'Faculty of Arts' with a bookmark icon. Below this, the main title is 'Bachelor of Commerce and Bachelor of Laws'. Underneath the title, it says 'Double Degree' and '400 credit points'. A yellow box highlights a status bar that reads 'You are viewing the 2023 version' with a dropdown menu set to '2023' and an information icon. Below the header, the website navigation bar includes links for 'Handbook', 'Library', 'Campus Map', and 'Macquarie Contacts'. The main navigation menu has 'STUDY', 'RESEARCH', 'CONNECT', and 'ABOUT'. A breadcrumb trail shows 'Macquarie Home > Handbook Home >'. On the left, there's a '2018 HANDBOOK' section with a search bar and links for 'Undergraduate', 'Graduate', and 'Research Training'. The main content area is titled 'AWARD DETAILS' and shows 'Master of Ancient History' with the code 'AHIS18MTV1'. Below this, a red box highlights the 'Faculty:' field, which is set to 'Faculty of Arts'. The 'Award:' field is set to 'Master of Ancient History (MAnchist)'.

If you've checked the Handbook information and are still not sure, please contact [election@mq.edu.au](mailto:election@mq.edu.au) for help in confirming your faculty.



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### **A friend has asked me to sign their nomination form as proposer or seconder. Can I do this?**

You need to check that you meet the same eligibility criteria that your friend does for the position they are nominating for. You need to be able to vote for them if there is an election. As an example, if your friend is nominating to be the Undergraduate Student member from the Faculty of Science and Engineering on the SRC, you need to be an enrolled undergraduate student in the same Faculty. Two students can be in the same lecture, tutorial or lab group, but be enrolled in courses offered in different faculties, so please check! See the example above about how you can work out which Faculty you are in.

### **Can I nominate to run with another student or group of students?**

No, you can only nominate as an individual candidate. Candidates will not be able to campaign as groups (or “tickets”) at this election.

### **What should I include in my candidate statement?**

Your candidate statement should outline your capabilities, skills, and experience in relation to the position you are applying for and why you believe you would be successful in the position. This information will appear on the ballot, and it is your way of convincing people to vote for you.

### **What kind of photo do I need to provide?**

The best photo to provide is a head, or head and shoulders shot of you, as it will be used on the ballot. People voting on their mobile phones will only see a small photo, so we won't use full length portrait photos. We also won't use photos including other people or logos (including Macquarie University logos).

## ELECTIONS AND NEXT STEPS

### **When are the elections?**

The nominations and voting periods for the current SRC and Council elections are:

- Nominations period: Wednesday 15 March until Wednesday 3 April at 3.00 pm
- Voting and campaigning period: Wednesday 26 April at 3.00 pm until Wednesday 10 May at 3.00 pm.

### **I don't want to participate in the student elections, can I be removed from the mailing list?**

We understand that this may be frustrating but according to the rules for student elections, the University must deliver a notice of election to the email address of each person entitled to vote at that election. As such, we cannot remove you from the mailing list. Having your say about your student representatives is important and so you are encouraged to vote.

### **What are the rules of campaigning?**

Student candidates must attend a compulsory Election Conduct Briefing session on Monday 24 April 2023 from 11:00 am and adhere to the campaigning rules which will be provided at the Briefing. Attendance may be in person or via Zoom video/teleconference.

Note that these rules also apply to campaigners and scrutineers. Contact [election@mq.edu.au](mailto:election@mq.edu.au) if you have any questions about the rules.

### **What are the “election rules” I must follow?**

Candidates and campaigners must comply with the [Code of Conduct for Student Elections](#). More information will be provided to candidates at the Briefing Session.

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## Who can vote in this election?

You can vote for the electorate you are enrolled into. For example, if you are enrolled in a postgraduate coursework course owned by the Faculty of Arts, you can vote for the following positions:

- the Student Member enrolled in a postgraduate coursework course on the SRC; and
- the Student Member on Council.

If you're an international student studying, for example, an undergraduate degree in the Macquarie Business School, you can vote for the following positions:

- the Student Member on Council;
- the Undergraduate Student Member of the Macquarie Business School on the SRC; and
- the International Student Member on the SRC.

## Where and how do I vote?

The voting is conducted electronically. Students who are eligible to vote will receive an invitation email via their University email address with a personalised voting link to the online ballot.

You must **not** forward this personalised voting link to anyone as it will invalidate the link.

## How is voting counted?

The positions to be filled only require one person, so the candidate who has received the highest number of first preference votes will be declared elected.