



NOMINATION FORM

What are the key dates?

Notice of Election and Nominations open	Wednesday 2 September
Nominations close	Wednesday 16 September, 3.00 pm
Recess	Mon 21 September – Fri 2 October
Ballot Draw with Scrutineers	Tuesday 6 October 1.30 – 3.00, 3.00 – 4.00pm
Voting opens	Wednesday 14 October, 3.00 pm
Voting closes	Wednesday 28 October, 3.00 pm
Vote Counting	Thursday 29 October 2.00pm

What are the eligibility criteria for the position I am interested in?

Council

These elections are to be held in accordance with the [Macquarie University By-law 2005](#) which states:

The persons qualified to be elected as, and the persons entitled to vote for, the elected (non-academic staff) members of the Council, are those persons who are members of the non-academic staff of the University at the date and time for the close of nominations for the election concerned.

Academic Senate

These elections are to be held in accordance with the [Academic Senate Rule](#). Pursuant to clauses 12 and 14 staff are to be elected by and from the academic staff of each electorate in accordance with [Schedule 1 of the University By-law](#) provided that:

- only members of the academic staff who are full-time or part-time continuing, or fixed term for three or more years and with fractional appointment of 50 per cent and above are eligible to participate in the election and to be elected; and
- members elected from each Faculty electorate must be from different departments.

Faculty Board – Non-Academic Staff

These elections are to be held in accordance with Section 4 (Procedures for Election of Faculty Board) in the [Faculty Rule](#) which states that the staff members eligible to participate in the election and to be elected must be either:

- full-time continuing;
- part-time continuing; or
- fixed term for three or more years with fractional appointment of 50% and above.

Contact election@mq.edu.au if you have any questions about these criteria.

Who can be my proposer and seconder?

Staff can only be nominated, or act as a proposer or seconder **for their electorate**. For example, if you want to nominate for this position:

- One (1) Continuing Academic Staff member from the Faculty of Arts on Academic Senate

you must appear on the electoral roll as an academic staff member under the Faculty of Arts, and **so must your proposer and seconder**.

The electoral roll is based on your current employed position. Staff who previously worked in the Faculty and have taken a position outside the Faculty usually are not on the electoral roll for the Faculty and thus cannot act as your proposer or seconder. In some rare circumstances this can vary e.g. staff holding multiple fractional appointments. Please contact election@mq.edu.au if you have any questions.

I already hold a position on another governance body. Can I nominate for this position?

As long as you meet the eligibility criteria for each position, you can stand for election for more than one governance body, and hold positions on multiple governance bodies at the same time.

My legal name is different to the preferred name my colleagues know me by. Can I use my preferred name on the ballot?

You are welcome to use a preferred name, including a middle name instead of your legal first name, a shorter version of your name (e.g. Beth rather than Elizabeth), or another name your colleagues know you as on the ballot form. Please fill in the preferred name field on the nomination form.

What does the ballot look like?

A stylised example ballot from the same online voting system is available below. As your statement is reproduced on the ballot it should be in plain text (without letterhead, special fonts, indents, use of bold, italics or colour formatting), and not more than 150 words. Voters can choose to vote on a variety of devices from a mobile to a large monitor screen, and formatting cannot be reproduced on all screen types.

What should I include in my candidate statement?

Candidate statements usually outline your skills and experience in relation to the position 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.

There is a strict word limit of **150 words**, and the statement should be in plain text (without letterhead, special fonts, indents, use of bold, italics or colour formatting).

What kind of photo do I need to provide?

The best photo to provide is a head and shoulders shot. People voting on their mobile phones will only see a small photo, so full length photos will not be easily visible. Please also avoid photos including other people or logos (including Macquarie University logos).

The Returning Officer may make minor typographical edits to the statement or crop the photo.



Is it compulsory to submit a statement and photo?

It is not compulsory, you can submit your nomination form and in your email also state that you do not wish to submit a statement or photo. On the ballot form, a blank space will appear instead of your photo and statement.

ELECTIONS AND NEXT STEPS

What are the guidelines for campaigning?

Candidates must abide by relevant University policies that apply to their role including the:

- [Acceptable Use of IT Resources Policy](#);
- [Discrimination, Bullying and Harassment Prevention Policy](#);
- [Freedom of Speech and Academic Freedom Policy](#);
- [Privacy Policy](#); and
- [Staff Code of Conduct](#).

Campaigning should only occur **during the voting period** – Wednesday 14 October 2026 until Wednesday 28 October 2026 at 3.00 pm.

Frequently Asked Questions - staff elections



MACQUARIE
University

Staff should be mindful of their obligations under the [Privacy Policy](#) and ensure their use of email mailing lists are consistent with the purpose for which the mailing list was created, and abide by any guidelines set by the owner/s of the mailing list.

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

We understand that this may be frustrating but according to the [Macquarie University By-law 2005](#) 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 representatives is important and so you are encouraged to vote.

Who can vote in this election?

Eligibility criteria for participation as a voter are the same as for standing for election as a candidate (see question 2). For example if you are standing for this position:

- *One (1) Continuing Non-Academic Staff member from the Faculty of Arts on Academic Senate*

Section 4 (Procedures for Election of Faculty Board) in the [Faculty Rules](#) states that the staff members eligible to participate in the election and to be elected must be either:

- a) full-time continuing;
- b) part-time continuing; or
- c) fixed term for three or more years with fractional appointment of 50% and above.

Staff who will be offered an opportunity to vote for you are Non-Academic Staff in the Faculty of Arts who hold continuing appointments, or fixed term appointments for three or more years that are 0.5FTE or greater.

Where and how do I vote?

The voting is conducted electronically. Staff who are eligible to vote in an electorate where an election is being held will receive a voting email via their University email address with a **personalised** voting link to the online ballot. You must **not** forward your personalised voting link to anyone as it will invalidate the link.

If you did not receive a link – check the [elections website](#) to ensure an election is being held in your electorate. Elections do not always proceed – e.g. if no nominations are received, an election is not held. If an election is being held please contact electon@mq.edu.au

Voting is preferential. Place a 1 against your first preference. You may choose to continue to number candidates in order of preference. As long as you have numbered your first preference, your vote will count.

How is voting counted?

The result of the ballots are determined in accordance with the procedures set out in the [Proportional Representation Manual: Rules for Conducting Elections by the Quota Preferential Method](#).