Student Election Campaigning Activities Guidelines – October 2018

The University appreciates the need for campaign materials to be placed on the campus during the campaign period for an election and for candidates to have areas where they can campaign. However, this need must be balanced with consideration for the campus population and sensitivity to other social, cultural or academic bodies that also wish to publicise their activities and respect for the campus environment.

With these considerations in mind, the following guidelines are set down by the Returning Officer for the management of campaigning and campaign material on campus during the 2018 Student Election to Faculty Boards Campaign Period:

- **Wednesday 24 October 2018 at 3:00pm to Wednesday 7 November 2018 at 3:00pm**

These guidelines are intended to be complementary to, and should be read in conjunction with, the Election Code of Conduct.

**Campaigning**

1. Campaigning has been defined as *any activity or material that, in the opinion of the returning officer, identifies a person as a candidate or affiliates a person with the election*.

2. All rules regarding campaigning apply to campaigning on electronic platforms and through social networks.

3. To nominate a campaigner, a candidate must complete the campaigner registration form and submit it to the Returning Officer prior to that campaigner undertaking any campaign work. The form for registering campaigners will be sent via email to all candidates.

4. A campaigner must be entitled to vote for the election they campaign for and abide by the Elections Code of Conduct.

5. A campaigner may only campaign for ONE candidate during an election. However, to campaign for a ticket, they must be nominated to campaign for a candidate in that ticket.

6. A candidate is responsible, at all times, for the conduct of any person whom they have nominated as a campaigner.

**Election Material**

1. Election material is defined as any physical, online or social media content that, in the opinion of the Returning Officer, is intended to promote the electoral prospect of a candidate or ticket in the election. Election material includes Facebook posts, Twitter feeds, Instagram posts, Snapchats and any other social media activity.

2. All election material must be approved prior to its use in the election. Campaign material can be submitted to [election@mq.edu.au](mailto:election@mq.edu.au).

3. To have election material approved candidates will need to provide examples of the material to Governance Services and obtain a registration approval number.

4. Campaigners and candidates should ensure that if third parties are being used in election material (for example photos with other parties), that consent has been provided and evidence of consent will be asked for prior to approval.

5. Campaigners and candidates may not use personal information, such as email addresses, for campaigning purposes where consent has been provided for another purpose e.g. campaigners and candidates are not to use email distribution or membership lists for a club or society to send campaign messages.
6. Copies of approved election material will be retained on file and candidates must record the registration approval number on all approved material used in an election.

7. Candidates are responsible for removing election material at the conclusion of the campaigning period.

8. Election material should be placed in such a way as to not adversely affect health or safety.

9. Glue is not to be used to post any campaign materials. Glued materials will be removed at the candidate’s expense.

10. Election materials should not be placed in excessive numbers, so as to preclude the posting of election materials by others.

11. The placement of banners is not permitted except for general promotion of the election period by the University.

12. Locations where campaigning activity can occur and election materials may be displayed are:
   a. The colonnade pillars and adjacent walls of the MUSE Building, (18WW) on level 1 outside Bassline, including the walls of both the external stairs (to the level of the top step) leading from level 1 of the Lincoln Building (16WW) to the Wally’s Walk level of the MUSE Building (18WW)
   b. The colonnade pillars and walls of the MUSE Building (18WW) on level 2 (Wally’s Walk entrance).
   c. All internal uncovered display boards provided in various building entrances, foyers and covered walkways. Material must not obscure other information being displayed on these boards.
   d. The Student Notice Board on Wally’s Walk opposite the entry to MUSE Building (18WW) on level 2 (Wally’s Walk entrance).
   e. Chalk may only be used:
      i. on exterior footpaths (not steps) exposed to rainfall. The use of crayons, felt tip pens etc. or any type of paint is not permitted.
      ii. on the asphalt surface outside of the University Library (16MW) or Library Café but not on the paved forecourt outside the entry doors.

13. Campaigning activities cannot occur and election material must not be placed in any other location including:
   a. On the internal and external glass windows, walls and columns of the University Library (16MW) or Library Café.
   b. On the windows or glass doors of the MUSE Building (18WW).
   c. On the white hoardings around the Central Courtyard precinct.
   d. Campus Commons.
   e. Any residential colleges including Herring Road Apartments, Dayman Place, the Macquarie University Village and Iglu.
   f. On the glass fronts of display boards so as to cover material inside.
   g. On campus light standards, directories, or street, traffic or parking signs, totems or plinths.
   h. In toilets or lifts.
   i. In bus bays.
   j. On sculptures, trees, shrubs, rocks etc.
   k. On building exteriors, entrances, doors, windows, steps, stairwells or interior surfaces.
   l. At a level higher than 2 metres above the ground.
   m. At Macquarie University Hospital.
   n. At locations external to the North Ryde campus, or Macquarie City Campus including the Macquarie University train station.

14. Sandwich boards (also known as A-Frames) may be used only when:
   a. Not exceeding one square metre in surface area.
   b. Limited to a maximum of 2 per candidate.
   c. Not placed on or in walkways or thoroughfares.

15. Sandwich boards that pose a Workplace Health and Safety Issue will be removed.
16. Paper materials are not to be placed on footpaths as they may tear or shred to become slip and trip hazards and unacceptable pollutants.

17. Any election materials placed in contravention of these guidelines are subject to immediate removal at the expense of the candidate and may be subject to consequences by the Returning Officer, as per Part 6 of the Election Code of Conduct.

Election Complaints

1. There is a defined complaint process in the Student Elections Code of Conduct.

2. Complaints must be submitted within 24 hours of the alleged breach to the Returning Officer via the election@mq.edu.au email address.

3. The Returning Officer will review and make a determination within 48 hours (not including weekends) of receiving the complaint.

4. The Returning Officer may refer complaints about campaigning behaviour to be addressed through the University’s Student Discipline Procedure.

5. Submitting vexatious or frivolous complaints is also considered to be a breach of the Code of Conduct by the complainant.

Consequences of Breach

1. The consequences for a breach depend on the consequences and severity of that breach.

2. For a serious breach of the Code of Conduct, a candidate may be disqualified from the election and/or the matter referred to the University’s Discipline Committee.

3. A decision by the Returning Officer under the Election Code of Conduct is final and not subject to appeal.
MQ Campaigning Locations

External Stairs L1 Lincoln to L2 MUSE

Colonnade pillars and walls, L2 MUSE.

Library - asphalt and paved forecourt.
Exterior footpath, exposed to rainfall

Exterior footpath, not exposed to rainfall