The University appreciates the need for campaign materials to be placed on the campus during the campaign period for an election. 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 campaign material on campus during the 2017 Student Elections to Academic Senate and Faculty Board Campaign Period:

- **25 October 2017 at 3:00 pm to 8 November 2017 at 3:00 pm.**

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

1. Campaign material should be placed in such a way as to not adversely affect health or safety.
2. All campaign material must be attached with either blue tack, thumbtacks or tape only. Glued materials will be removed at the candidate's expense.
3. Campaign materials should not be placed in excessive numbers, so as to preclude the posting of campaign materials by others.
4. The placement of banners is not permitted except for general promotion of the election period by the University.
5. The candidate is responsible for the collection of discarded flyers from all areas of the campus.
6. The candidate is responsible for the removal of posters and promotional material following the end of the campaigning period.
7. Campaigning in the residential colleges or village is subject to the approval of the college or village.
8. Locations where campaign materials may be displayed are:
   a. The east and north colonnade pillars and adjacent walls of the MUSE Building (C7A) on the central courtyard level, including the walls of the external stairs (to the level of the top step) leading from level 1 of the Lincoln Building (C8A) to the Wally's Walk level of the MUSE Building (C7A).
   b. All internal uncovered display boards provided in various building entrances, foyers and covered walkways.
   c. On the southern wall (opposite the old Co-Op Bookshop) and all other external walls of the central courtyard level of the MUSE Building C7A.
   d. Specifically provided surfaces on activity boards.
9. Campaign material must not be placed:
   a. On the glass windows of the University Library (C3C) or Library Cafes.
   b. On internal walls or columns inside the University Library (C3C) or Library Café.
   c. On the windows or glass doors of the MUSE Building (C7A).
   d. On the glass fronts of display boards so as to cover material inside.
   e. On campus light standards, directories, or street, traffic or parking signs.
   f. In toilets or lifts.
   g. In bus bays.
   h. On sculptures, trees, shrubs, rocks etc.
   i. On building exteriors, entrances, doors, windows, steps, stairwells or interior surfaces.
   j. At a level higher than 2 metres above the ground.
   k. At locations external to the North Ryde campus, or Macquarie City Campus including the Macquarie University train station.
10. Chalk may only be used:
   a. on exterior footpaths (not steps) exposed to rainfall. The use of crayons, felt tip pens etc. or any type of paint is not permitted.
   b. on the asphalt surface outside of the University Library (C3C) or Library Café but not on the paved forecourt outside the entry doors.

11. 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.

12. Sandwich boards that pose a Workplace Health and Safety Issue will be removed.

13. Paper materials are not to be placed on footpaths as they may tear or shred to become slip and trip hazards and unacceptable pollutants.

14. Any campaign 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.