



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

[FILLING OUT THE NOMINATION FORM \(Information for nominees, proposers and seconders\)](#)

[NEXT STEPS \(What happens after lodging a nomination, when are the elections\)](#)

CALL FOR NOMINATIONS

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

The University Council acts for and on behalf of the University in the manner best calculated to promote the objects and interests of the University. The University is a statutory authority, under the [Macquarie University Act 1989 \(as amended\), Part 4 of the Act](#) outlines the general and specific functions of Council.

The University Council comprises 15 members who contribute a blend of commercial, governance, legal, academic, administrative and public sector expertise to the business and operation of the Council. You can find more information on the [Macquarie University Council webpage](#).

Under the [Student Representative Committee \(SRC\) Terms of Reference](#), the student member of Council automatically becomes a member of the SRC as well. You can find more information about the SRC on the [SRC webpage](#).

How much time do I need to commit to being a member of Council?

Allow 3 hours for each meeting, as well as at least 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 and papers before the meeting.
- Contribute to discussions at the meeting and provide perspectives from a student point of view.
- Further responsibilities are outlined in the [Charter of Council](#).

What skills do I need to participate in meetings?

- 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 Council 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?

The Council Secretary will provide organisational support to help you meet the requirements of your role. They will send you the agendas, minutes and papers, and keep you informed of what you need to do and when.

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.



FAQs for student elections

Is my involvement acknowledged?

You may receive acknowledgment of your participation as an [extra-curricular activity](#) on your AHEGS – this will be based on an assessment of your contribution to 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.

What are the ongoing membership criteria?

- You must be enrolled in a Macquarie University degree
- You must be enrolled in at least one unit in each Session.

FILLING OUT THE NOMINATION FORM

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

To be eligible to be nominated as a candidate in the election for the student member of the University Council, nominees must:

- 1) be progressing towards a Macquarie University degree, diploma or certificate;
- 2) be enrolled in at least one (1) unit of study at the date and time of the close of nominations (Wednesday 2 April 2025, 3.00 pm); and
- 3) not be employed on a full-time basis as a member of the academic or non-academic staff of the University.

Contact election@mq.edu.au if you have any questions about your eligibility.

How are the eligibility criteria confirmed?

Enrolment information is determined using information from a student's internal transcript. You can view your internal transcript on [eStudent](#).

Who can be my proposer and seconder?

The proposer or seconder must be eligible to vote in the election, that is they must be:

- 1) be progressing towards a Macquarie University degree, diploma or certificate; and
- 2) be enrolled in at least one (1) unit of study at the date and time of the close of nominations (Wednesday 2 April 2025, 3.00 pm).

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

You must be eligible to vote in the election to sign the nomination form – see above.

My legal name is different to the preferred name I use at University. Can I use my preferred name on the ballot?

If you have a preferred name that you use at University, for instance a middle name instead of your legal first name, a shorter version of your name (e.g. Beth rather than Elizabeth), or an 'English name', this can be used on the ballot form. Please fill in the preferred name field on the nomination form.



FAQs for student elections

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

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.

Is it possible to hold a position on Council and live outside Sydney?

Where you live is not a criterion for nominating. However, meetings of Council are usually held face-to-face. Members can attend these meetings by video/teleconference, but there are limits to the sound and vision quality.

If you are studying remotely, also be aware of the time difference. Council typically meet in the late afternoon and evenings.



What does the ballot look like?

An example ballot from the same online voting system is available at left. 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 phone to a laptop screen, and formatting cannot be reproduced on all screen types.

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 photos. We also won't use photos including other people or logos (including Macquarie University logos).

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.



FAQs for student elections

ELECTIONS AND NEXT STEPS

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 I must follow for the election and campaigning?

Candidates must abide by the Code of conduct for student elections, available as Schedule 1 of the nomination form. Note that these rules also apply to campaigners and scrutineers. Contact election@mq.edu.au if you have any questions about the rules.

More information will be provided to candidates at the Briefing Session.

Student candidates must attend a compulsory Election Conduct Briefing session on **Wednesday 9 April 2025 from 4pm – 5pm** in The Chancellery, 19 Eastern Road (19ER). Attendance may be via video/teleconference on request. Non-attendance at the briefing session may lead to a candidate's eligibility being reviewed.

Who can vote in this election?

The Council election is open to all enrolled students. The electoral roll is created from students enrolled in at least one (1) unit of study at the date and time of the close of nominations (Wednesday 2 April 2025, 3.00 pm).

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 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.*](#)