

Schedule 1: Code of conduct for student elections

Note: A reference to Returning Officer also includes the Deputy Returning Officer.

The University encourages and supports students engaging with student election activities. The University appreciates the need for election materials to be placed on the University's campuses during the campaign period, 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.

PART 1 - PRINCIPLES

1. This Code of conduct applies to any person involved in a student election at the University, including staff and students of the University, eligible voters, campaigners, candidates and scrutineers.
2. The [Student Code of Conduct](#) will apply to students involved in elections.
3. No person shall engage in dishonest or misleading practices of any kind during the course of an election.
4. All information provided to the Returning Officer and election staff, on official forms, in correspondence and/or verbally, must be true and accurate and not misleading.
5. The directions of the Returning Officer must be followed at all times.

PART 2 – NOMINATIONS

Nominations Period: Wednesday 19 March 2025 - Wednesday 2 April 2025 at 3.00pm

6. The nomination form must be:
 - a) accompanied by the signed written acknowledgement and consent of the candidate to his or her nomination and agreement to abide by the Code of conduct; and
 - b) signed by two (2) persons qualified to vote at the election covered, one of whom is proposer and one the seconder.
7. The candidate may provide a statement, not exceeding 150 words, at the time of nomination, along with a photograph.
8. The Returning Officer may reject a statement or photo if in their opinion it is inappropriate.
9. The Returning Officer may make minor edits to the statement.
10. A nominated candidate may request the withdrawal of their nomination at any time by giving written notice to the Returning Officer.
11. A candidate may nominate for any and all positions on a governing body for which they are eligible. If they are successfully elected for more than one (1) position they will be asked to choose the position they wish to hold and will relinquish their right to any other position on the governing body to which they have been elected.

PART 3 – CAMPAIGNING

Campaigning Period: Wednesday 30 April 2025 at 3.00 pm - Wednesday 14 May 2025 at 3.00 pm

During the voting period, candidates may wish to promote the fact that they are a candidate for an election, known as 'campaigning'.

12. Campaigning is defined as any activity or material that in the opinion of the Returning Officer:
 - a) identifies a person as a candidate; or
 - b) affiliates a person with the election.
13. All requirements regarding campaigning apply in person as well as to campaigning on electronic platforms and through social networks.
14. The time period during which campaigning can take place for any specific election will be determined by the Returning Officer in line with the [Macquarie University By-Law 2005](#).

15. Candidates are permitted to nominate persons to participate in their election campaign (**campaigners**).
16. To nominate a campaigner, a candidate must use the campaigner registration form to provide the name, student number and contact details in writing of any campaigner, which must be signed by the campaigner and sent to the Returning Officer (via election@mq.edu.au) prior to that campaigner undertaking any campaign work.
17. A campaigner may only campaign for one (1) candidate during an election.
18. A candidate is, at all times, responsible for the conduct of any person who they have nominated as a campaigner.
19. A campaigner must abide by this Code of conduct.
20. A campaigner must be entitled to vote in the election they campaign for and must not be otherwise prohibited from campaigning.
21. All persons involved in campaigning activities on campus are strongly encouraged to engage in safe public health behaviours. This includes (but is not limited to):
 - **Briefing your campaigners.** Candidates are to give an introductory talk to their campaigner/s to remind them of the importance of **good handwashing, cough/sneeze hygiene and other public health behaviours.**
 - **Stay home when unwell.** If you are feeling unwell, please [seek support and advice](#), and consider your need to attend campus.
22. Locations where campaigning activity can occur are:
 - a) along Wally's Walk;
 - b) in front of the Library; and
 - c) within the Central Courtyard.
23. Candidates must ensure that no walkways, or doors are blocked by any equipment or attendees.

PART 4 - ELECTION MATERIAL

24. 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 in an election. Election material includes content on Facebook, Twitter/X, Instagram, Snapchat, TikTok and any other social media activity. Content shared in private extracurricular groups is also considered election material. Private messages between two individuals is exempt.
25. All election material must be approved prior to its use in the election. Your proposed campaign material must be submitted to election@mq.edu.au to obtain a registration approval number. Copies of approved material will be retained on file.
26. All election material must:
 - a) comply with the University's [Student Code of Conduct](#);
 - b) clearly display the name of the candidate on whose behalf the material is posted, displayed or distributed;
 - c) contain the words "authorised by the Returning Officer" in every copy of election material displayed, distributed or posted;
 - d) display the registration approval number;
 - e) be placed on campus in accordance with the University's policies relating to posters and advertising; and
 - f) not use, contain or refer to, a Macquarie University logo.
27. Candidates are responsible for removing election material (e.g. posters) at the conclusion of the campaigning period.
28. Election material should be placed in such a way as to not adversely affect health or safety.
29. Glue is not to be used to post any campaign materials. Glued materials will be removed and this may be done at the candidate's expense.
30. Election materials should not be placed in excessive numbers to preclude the posting of election materials

by others.

31. The placement of banners is not permitted except for general promotion of the election period by the University.
32. Campaigning material must only refer to one (1) candidate. A ticket, or group of candidates campaigning together, will not be approved. Materials that include third party logos that are likely to be used by multiple candidates and infer membership of a ticket will not be approved.
33. Campaigners and candidates should ensure that if third parties are being used in election material (for example photos with other people, memes), that consent from these people has been provided. Evidence of consent is required prior to approval. If stock photos or footage are being used, a link to the original source is to be provided.
34. Candidates are encouraged to be considerate in their use of physical leaflets and flyers for both environmental and public health reasons. One alternative is to generate QR codes for election materials using online tools like [QR Code Generator](#).
35. Campaigners and candidates may not use personal information, such as email addresses, for campaigning purposes where consent has been provided for another purpose, for example campaigners and candidates are not to use email distribution or membership lists for a club or society to send campaign messages.

Locations for Election Material

36. Locations where election materials may be displayed are:
 - a) the colonnade pillars and adjacent walls of the MUSE Building (18WW) on Level BG including the walls of the external stairs (up until the level of the top step) leading from Central Courtyard to the Wally's Walk level of the MUSE Building (18WW);
 - b) the colonnade pillars and the walls of the MUSE Building (18WW) on the Ground Floor (Wally's Walk entrance);
 - c) the Student Notice Board on the rotunda on the southern side of Wally's Walk opposite the entry to the MUSE Building (18WW);
 - d) 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; and
 - e) for locations within Faculty Buildings, students should comply with any Faculty requirements for the use of display boards or digital signage. For the Faculty of Arts, please contact arts.concierge@mq.edu.au for information regarding the use of digital flyers.
37. 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; and
 - b) on the asphalt surface outside of the University Library (16MW) but not on the paved forecourt outside the entry doors.
38. Chalk must not be used in the following locations:
 - a) Central Courtyard precinct- all paved areas (including stairs and surrounds) between MUSE;
 - b) 16 Wally's Walk;
 - c) 14 Sir Christopher Ondaatje Ave, 1 Central Courtyard (1CC); and
 - d) Residential 1 and Residential 2 Towers.
39. Election materials **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 Cafe;
 - b) on the internal and external glass windows, walls and columns of 1 Central Courtyard (1CC) and the Lincoln Building (16WW);
 - c) inside 1 Central Courtyard (1CC), and the Lincoln Building (16WW);
 - d) on the windows or glass doors of the MUSE Building (18WW);
 - e) Residential 1 and Residential 2 Towers and 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 any toilets or lifts;
 - i) in any bus bays and car parks structures or open areas;
 - j) on or against sculptures, trees, shrubs, rocks etc.;
 - k) on or against university furniture, including rubbish bins;
 - l) on building exteriors, entrances, doors, windows, steps, stairwells or interior surfaces.

- m) on any construction hoarding or fencing;
- n) at a level higher than 2 metres above the ground;
- o) at Macquarie University Hospital or Clinic Building; and
- p) at locations external to the Wallumattagal Campus, or the City Campus including the Macquarie University train station.

40. 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; and
- d) not left unattended.

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

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

43. Any election materials placed in contravention of these requirements 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 [Code of conduct for student elections](#).

44. The Returning Officer may control the placement of election material in any way that they see fit.

PART 5 - PROHIBITED CONDUCT

Unauthorised campaigning

45. A person must not campaign on behalf of a candidate unless they have been nominated to campaign and they are not otherwise prohibited from campaigning.

46. A campaigner must not:

- a) accept or receive payment or payment in kind for their efforts;
- b) use public address systems for campaign purposes; and/or
- c) use facilities of the University not generally available to all students, including, but not limited to, office space, computers, photocopiers, stationery, telephones and facsimile machines, for campaigning.

47. A person must not campaign:

- a) during class times in classrooms and other premises used to conduct classes;
- b) on any premises, such as the library and other similar areas reserved for teaching, study or research; and/or
- c) in any online spaces reserved for classes, teaching, study or research (e.g. iLearn spaces for units, research support or study support).

Unauthorised Election Material

48. A person must not publish, display or post election material which has not been approved by the Returning Officer.

49. A person must not publish, display or post election material except in accordance with this Code of conduct.

50. The use of mailing lists in campaigning, other than lists specifically created for the election, is forbidden.

51. Endorsement of a candidate by a student club, society or other organisation is forbidden.

52. A person must not present information about a candidate of any kind (including by making allegations in relation to a candidate) during an election period either in writing or verbally except where:

- a) that person is campaigning on behalf of a candidate in accordance with this Code of conduct and the information presented is in relation to and approved by that candidate; or
- b) the candidate in relation to whom the information is presented is present, the information presented is not rude, slanderous or calculated to embarrass and it is in a forum where in the Returning Officer's opinion that candidate has a fair and reasonable opportunity to respond directly.

Interference with secret ballot

53. A person must not by dishonest or clandestine means attempt to discover how another person has voted.
54. A person involved in administering the conduct of an election (including any scrutineer appointed under this Code) must not disclose or assist another person to disclose any information as to how a person votes at an election.

Inducement, bribery or interference

55. A person must not exercise violence or intimidation, or offer or give a bribe, with a view to:
 - a) inducing a person to submit or withdraw candidature for election; or
 - b) influencing the vote of a person at an election; or
 - c) otherwise interfering with the due course of an election.
56. In this section, **bribe** includes any pecuniary benefit or material advantage including food, drink or entertainment.

Illegal voting

57. A person must not dishonestly exercise, or attempt to exercise, a vote at an election to which that person is not entitled.

Persons acting on behalf of candidates not to assist voters

58. A person who is a candidate for election or acting on behalf of such a candidate (whether with or without the candidate's authority) must not act as an assistant to a person voting at the election.
59. A scrutineer (*refer to Part 8 of this Code*) must not act as an assistant to a person voting at an election.
60. Without limiting the generality of clauses 58 and 59, a person acts as an assistant by assisting another to submit a vote electronically.
61. A person who is a candidate for election or acting on behalf of such a candidate (whether with or without the candidate's authority) must not have in his or her possession, or attempt to gain possession of, another person's online voting link for that election.
62. During the voting period a person, other than the voter, must not:
 - a) be in contact with or in the immediate vicinity of a voter while that voter has the election webpage open on any electronic device; or
 - b) set up an electronic device and solicit voters to cast their vote using that electronic device.

Unlawful interference with computer programs

63. A person must not, without lawful authority to do so, tamper or interfere with a computer program, system or election website used for the purposes of an election.

Destruction of Property

64. A person must not cover, deface, mutilate, destroy or remove without the express permission of the publisher, election material which is displayed, posted or distributed.
65. A person must not damage public or private property, including that of the University.

PART 6 – ELECTION COMPLAINTS

66. Any candidate, campaigner, staff member or student is entitled to report an alleged breach of this Code.
67. A complainant must make his or her complaint in writing to the Returning Officer via the election@mq.edu.au email address.
68. A complaint must:
 - a) be submitted in a timely fashion, within 24 hours of the alleged breach;
 - b) be written clearly and entirely in English;
 - c) include the complainant's full name and contact details; and
 - d) provide a full description of the circumstances of the complaint and evidence to support the allegation.

69. The Returning Officer must provide the following to a person against whom a complaint is made:
- a) a statement of what is alleged; and
 - b) subject to (c), an opportunity to make a written or verbal representation to the Returning Officer in relation to the complaint.
- The provisions of clause 69(b) do not apply when, in the opinion of the Returning Officer, the urgency of the matter so requires.
70. The Returning Officer must investigate all complaints and make a determination within 48 hours of receiving the complaint in relation to whether a breach of this Code has occurred and the consequences.
71. The Returning Officer must communicate their determination on a complaint to the complainant and the respondent.
72. The Returning Officer may refer complaints about campaigning behaviour to be addressed through the University's [Student Conduct Procedure](#).
73. Complaints regarding inappropriate or unwanted behaviour, including discriminatory or threatening language, should be submitted via [Advocate](#).
74. The act of submitting vexatious or frivolous election complaints to the Returning Officer is considered to be a breach of this Code by that complainant.

PART 7 – CONSEQUENCES OF BREACH

75. The Returning Officer may, if satisfied that a person involved in an election has breached this Code or in any way acted improperly, dishonestly or unfairly at any time during the conduct of an election, enforce any of the below consequences or a combination thereof:
- a) direct that a person makes an apology verbally or in writing;
 - b) direct that, where possible, a candidate rectifies the matter which was the subject of the complaint;
 - c) direct any person to cease their behaviour;
 - d) direct a person or group of persons to cease and desist from any form of campaigning for such period of time as the Returning Officer deems appropriate, including this or any future election at the University;
 - e) recommend to an appropriate body that the person or group of persons be removed from the campus, for any period of time that the Returning Officer recommends;
 - f) charge any person or group of persons for the expenses resulting from any damage caused as a result of their prohibited conduct;
 - g) disqualify any candidate from the election; and/or
 - h) refer issues of a disciplinary nature regarding the conduct of students to the appropriate University bodies.
76. The Returning Officer may, acting in their discretion, dismiss any candidate immediately on the grounds of abuse, coercion, harassment or intimidation by that candidate or a campaigner acting on their behalf of other candidates, campaigners, voters or electoral officials.
77. A decision of the Returning Officer under clause 75 is final and not subject to appeal.
78. Breach of this Code by any candidate or person campaigning may result in an investigation of misconduct by that person for the purpose of the University's conduct rules and policies.

PART 8 – SCRUTINEERING

79. Candidates are permitted to nominate another person to observe these election processes on their behalf (**scrutineer**), by submitting a scrutineer form.
80. The scrutineer form must be:
- a) signed by the candidate; and
 - b) signed by the scrutineer, including a written undertaking by the scrutineer to follow rules outlined on the scrutineer form for the observing of election processes.