



---

**DATE:** WEDNESDAY 5<sup>th</sup> of AUGUST, 2009

---

**TO:** CAMPUS RETURNING OFFICERS

---

**SUBJECT:** ELECTION OF NUS DELEGATES

---

**FROM:** DAVID WILKINS, NATIONAL GENERAL SECRETARY

---

Dear Campus Returning Officers,

I am writing to you to outline the process in which election of delegates to NUS National Conference are to be conducting in your organisation's upcoming annual elections.

### **ELECTION PROCESS**

As such, please find below the relevant sections of the NUS Constitution which govern these elections:

### **RULES**

R18.1 Each member organisation must elect its delegates to meetings of National Conference at its annual elections.

R18.2 Delegates must be elected:

- (a) by secret ballot,
- (b) using option preferential proportional representation,
- (c) in a separate ballot in which other positions are not elected,
- (d) from the students represented by that organisation, and
- (e) by the students represented by the member organisation

R18.11 By nominating for election, delegates agree to comply with the rules of NUS.

R19 The number of delegates to be elected by each member organisation is:

- 1,000 - 2,000 EFTSL = 2 delegates
- 2,001 - 5,000 EFTSL = 3 delegates
- 5,001 - 8,000 EFTSL = 4 delegates
- 8,001 - 12,000 EFTSL = 5 delegates
- 12,001 - 18,000 EFTSL = 6 delegates
- more than 18,000 EFTSL = 7 delegates

**NUS National**  
Suite 64, Trades Hall  
54 Victoria St,  
Carlton South VIC 3053  
Phone: (03) 9650 8908  
Fax: (03) 9650 8906  
[www.unistudent.com.au](http://www.unistudent.com.au)

## **BYLAWS**

### Notification of Election

- B3 Each member organisation must notify the National General Secretary of the election:
- (a) by certified mail,
  - (b) at least 2 weeks before the close of nominations

### Nominations

- B4.1 Notice of the close of nominations must be:
- (a) published in at least 1 issue of the official publications of the member organisation; or
  - (b) prominently advertised in some other way practical for the member organisation
- B4.2 Nominations must remain open for at least 5 academic days.
- B4.3 The returning officer for the election must issue all candidates with a receipt for their nomination.
- B4.4 Nominations must close at least 2 academic days before the commencement of voting.

### Ballot

- B5.1 There must be a ballot to determine the order of election, unless the delegates are elected unopposed.
- B5.2 Voting must take place
- (a) on at least 3 consecutive academic days, and
  - (b) for at least 5 hours each day
- B5.3 The following must be widely advertised on all campuses of the member organisation:
- (a) the times and place or places of voting, and
  - (b) any brief policy statements submitted by candidates before the close of nominations

### Returning Officers Report

- B6.1 Within 2 weeks of the end of the election, the member organisation must send to the National General Secretary a report on letterhead signed by the returning officer:
- (a) stating that the election was conducted in accordance with B3-B5
  - (b) setting out the names of the delegates in the order in which they were elected; and
  - (c) including:

- i. the rules under which the election was conducted, and
- ii. details of voting.

B6.2 If delegates have been elected unopposed, the member organisation must send the National General Secretary within 2 weeks of the close of nominations a report signed by the returning officer:

- (a) stating that B4 was complied with; and
- (b) setting out the order of elected agreed to and signed by each delegate

### SUMMARY

This should outline the requirements that each organisation needs to comply with, a summary of which is below:

REQUIREMENT	WHEN	SEND TO
Notification of election	2 weeks before close of nominations	David Wilkins, National General Secretary
RO Report	2 weeks after election	David Wilkins, National General Secretary

You can send the relevant information through the following ways:

#### MAIL

David Wilkins  
National General Secretary  
National Union of Students Inc  
Suite 64, Trades Hall  
54 Victoria Street  
CARLTON VIC 3053

#### FAX

(03) 9650 8906  
ATTENTION:  
DAVID WILKINS,  
NATIONAL GENERAL SECRETARY

If you have any questions about the above process or would like more information about any of the above, please don't hesitate to contact me on 0413 700 667 or via email, [gensec@nus.asn.au](mailto:gensec@nus.asn.au)

Kind regards,

David Wilkins  
National General Secretary  
National Deputy President