



Nominations are invited from graduates for the election of two graduates to the University Council for a 4 year term commencing 1 July 2008.

#### **ELIGIBILITY:**

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If you are a graduate of UNSW, or any of its forming institutions, you are eligible to stand for election with the following exceptions:

- i. If you are currently undertaking undergraduate or postgraduate studies at UNSW you cannot stand for election;
- ii. If you are currently a staff member of UNSW you cannot stand for election.

NOTE: If election to Council means that you would be serving more than 12 consecutive years in office, the *University of New South Wales Act 1989* provides that you may not be a nominee without Council approval.

#### **HOW TO NOMINATE:**

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Lodge a completed original nomination form with the Returning Officer between **Monday 10 March 2008 and 5.00pm on Thursday 3 April 2008**. Completed original nomination forms must be lodged by hand to the Elections Office, Room G37C, Ground Floor, the Chancellery, or by post to the RETURNING OFFICER, UNSW SYDNEY NSW 2052.

**Nominations by fax or email will NOT be accepted.**

Nomination forms must be signed by the candidate and two graduates of the University.

Each candidate may provide a statement of NOT MORE THAN 150 WORDS giving reasons for candidature and a recent photograph. The statement may include the following information: name; academic qualifications; occupation and experience; positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure; honours and distinctions, UNSW, Alumni and community activities. The information provided may be edited by the Returning Officer and printed as a summary of information together with a copy of the photograph, if any, for distribution with voting papers. All candidate statements and photographs must be lodged with the Returning Officer before the close of nominations at **5.00pm on Thursday 3 April 2008**.

**NOTE: All candidate statements and photographs must be submitted electronically to [elections@unsw.edu.au](mailto:elections@unsw.edu.au) or on disc attached to the nomination form. Hardcopy statements and photographs will NOT be accepted. Candidate statements must be provided in Word or Rich Text Format. Photographs must be provided in JPEG or GIF format. Photographs embedded in Word documents will not be accepted.**

#### **ELECTIONS:**

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Where more nominations are received than there are places available, a postal ballot shall be conducted. Ballot papers will be dispatched by Friday 16 May 2008. The ballot will close at 5.00pm on Friday 20 June 2008. A list of names on the roll will be available for inspection in the Elections Office, Room G37C, The Chancellery, from the next working day after the close of nominations up to the close of the ballot.

Each candidate may nominate a scrutineer. Names and contact details of scrutineers must be submitted to the Returning Officer by 5pm on **Friday 13 June 2008**.



## Membership of the University Council

### What does the University Council do?

Under the *University of New South Wales Act 1989*, as amended, the Council is the governing authority of the University. Council's principal functions under the Act are:

- acting for and on behalf of the University in the exercise of the University's functions;
- having the control and management of the affairs and concerns of the University; and
- acting in all matters concerning the University in such manner as appears to the Council to be best calculated to promote the object and interests of the University.

Council is responsible for approving the University's mission, strategic directions, annual budget and business plan, and significant University commercial activities, and also for approving and monitoring systems of control and accountability for the University. It establishes policies and procedural principles consistent with legal requirements and community expectations, and is responsible for monitoring and overseeing risk management and assessment across the University, the academic activities of the University, and the performance of the University and of the Vice-Chancellor, and must also regularly review its own performance.

It has ordinary meetings six times a year and may have special meetings in addition to ordinary ones if required.

### What does the role of a member of Council involve?

- To act in the best interests of the University as a whole and for a proper purpose. This overrides any duty to another body, including one that has appointed or elected the Council member.
- Attend Council meetings
- Serve as a member of Council committees to which they are appointed by Council.
- Serve as a member of working parties established by Council from time to time

Council has adopted a Code of Conduct for Council Members to guide them in the performance of their duty. It can be found at [www.secretariat.unsw.edu.au/council/policy/018 Code of Conduct for Council Members.pdf](http://www.secretariat.unsw.edu.au/council/policy/018_Code_of_Conduct_for_Council_Members.pdf)

Under the University's Act, a Council member who misses three consecutive meetings after being given reasonable notice and without being excused by the Council ceases to be a member of the Council.

Further information on the University Council is available at [www.secretariat.unsw.edu.au](http://www.secretariat.unsw.edu.au)



**2008 ELECTION OF GRADUATES TO THE UNIVERSITY COUNCIL**

**NAME OF CANDIDATE:** \_\_\_\_\_

**NOMINATOR 1:**

I ..... (full name in block letters)

of .....P/Code.....

Phone no.....UNSW Degree(s).....Year of Award:.....

being a graduate of the University of New South Wales, nominate \_\_\_\_\_ as a candidate in the 2008 election of two (2) graduates to the University Council to serve a 4-year term.

Signature .....Date .....

**NOMINATOR 2:**

I ..... (full name in block letters)

of .....P/Code.....

Phone no.....UNSW Degree(s).....Year of Award:.....

being a graduate of the University of New South Wales, nominate \_\_\_\_\_ as a candidate in the 2008 election of two (2) graduates to the University Council to serve a 4-year term.

Signature ..... Date .....

**NOMINEE'S ACCEPTANCE:**

I ..... (full name in block letters)

of .....P/Code.....

Phone no.....UNSW Degree(s).....Year of Award: .....

being a graduate of the University of New South Wales, accept nomination as a candidate in the 2008 election of two (2) graduates to the University Council to serve a 4-year term. I am not a member of the staff of UNSW nor am I an undergraduate or postgraduate student enrolled at UNSW.

Signature ..... Date.....

**Nominations must be lodged with the Returning Officer BEFORE 5.00PM ON THURSDAY 3 APRIL 2008; by hand to the Elections Office, Room G37C, The Chancellery, or by post to the RETURNING OFFICER, UNSW SYDNEY NSW 2052.**

Office Use Only:

Received By .....Date Received.....