

Monash University MONSU Caulfield (MONSU) Caulfield Inc.
MONSU Caulfield Election By-law
Election Procedure· MONSU Caulfield

1. INTERPRETATION

1.1 In this By-law unless inconsistent with the context:

- (a) 'Absolute majority of votes' in any count means a number of votes greater than one half the total number of valid votes (excluding ballot paper which are deemed to be exhausted) cast at the relevant election.
- (b) 'Academic Day' shall mean a day during semester, not being a Saturday, Sunday or public holiday observed by the university. In calculating the period of Academic Days, neither the day on which notice is given nor the day on which a meeting is held shall be counted.
- (c) 'Continuing candidate' means a candidate not already elected or excluded from the count.
- (d) 'Member' means a member MONSU Caulfield Inc. as defined by the rules of Associations of MONSU Caulfield.
- (e) 'University' means the Monash University.
- (f) 'Prescribed' means prescribed by this By-Law.
- (g) 'Personal Contact' means verbal communication between persons and excluded contact by electronic means.
- (h) 'Returning Officer' means the person appointed by the MONSU Caulfield President and includes a deputy returning officer appointed to assist the Returning Officer.
- (i) 'MONSU Caulfield' means MONSU Caulfield Inc.

1.2 Unless the context otherwise requires, words importing the singular include the plural.

2. ROLL OF ELECTORS

2.1 For the purpose of electing members to MONSU Caulfield or any other election, the returning officer shall keep a roll of electors in respect to each such election

or series of elections conducted together.

2.2 Each roll shall show the names of the electors and the course in which the electors are enrolled.

2.3 Each Roll shall be held by the returning officer and shall be made available on request.

2.4 A Person has the right to apply to the Returning Officer for the inclusion of the person's name on a roll or rolls.

2.5 A person has the right to object to the inclusion of a name on a roll or rolls and to have that objection dealt with by the Returning officer.

2.6 In the event of an application of objection as provided in section 2.4 and 2.5, the decision of the Returning officer shall be final.

2.7 The electoral roll shall include all member of MONSU Caulfield as defined in C5 and C6 to the MONSU Caulfield Constitution, in addition to all current paid officers of MONSU Caulfield.

3. NOMINATION OF CANDIDATES.

3.1 Notification of election

3.1.1 Whenever an election under this regulation is to be held the returning officer shall cause to be exhibited on notice boards of MONSU Caulfield three notices calling for nominations to be lodged with the returning officer before a day not less than five days from the date of such a notice.

3.1.2 A Candidate may withdraw his/her nomination at any time by giving notice in writing, signed by the candidate, to the Returning Officer

and this shall have the effect of cancelling the candidates nomination.

- 3.1.3** The incumbent President of MONSU Caulfield shall decide the date of the notification of an election, the opening and closing of nomination and the date of the election, taking into consideration the timing of activities and events by MONSU Caulfield and other groups on the Caulfield Campus of Monash University.
- 3.1.4** The Returning Officer is solely responsible for the notification of an election.
- 3.1.5** The contact details of candidates may not be released by the Returning Officer to other candidates or interested parties without the permission of the candidate.

3.2 Qualification of Candidates and Nominators:

- 3.2.1** In addition to any qualifications which are prescribed for the position for which a candidate has been nominated, each candidate must be qualified as an elector at the election for which he/she presents himself/herself as a candidate.
- 3.2.2** Each Nomination of a qualified person shall be made by two persons entitled to vote and shall contain the written consent of the candidate to the nomination.
- 3.2.3** No candidate in a contested election shall continue to be eligible for employment by MONSU Caulfield, O Group Ltd, Esperanto, Monash Postgraduate association, or any other student organisation that represents students within Monash university, or Monash University until the electoral contest has been resolved. "Employment" does not include an office bearer receiving a salary or honorarium.
- 3.2.4** No candidate shall be eligible to contest an election while they are

employed as either contract, permanent, casual, part time or full time employee of MONSU Caulfield, O Group Ltd, Esperanto, Monash Post graduate association or any other student organisation that represents student within Monash University or Monash University.

- 3.2.5** No Person shall be eligible to hold any MONSU Caulfield, MONSU, Esperanto, Monash Postgraduate association or any other student organisation that represents students within Monash University, Monyx, Monyx Services Monyx education services or Monash University staff position from the time they are declared elected until such time as their office expires.
- 3.2.6** Nomination forms must contain the statement "I affirm my right to campaign vigorously for election into office. I respect the rights of others to campaign just as vigorously. In opposing those whose viewpoint is different from mine, I may criticise their plans and policies, but I shall refrain from personal abuse and from questioning their honesty and integrity. I acknowledge that the elections are conducted pursuant to the election by law. I also acknowledge that I must abide by the University's discrimination and harassment policy in the conduct of my campaign.

3.3 Closing Date for Nominations

- 3.3.1** To be valid a nomination must inter alia be received at the office of the Returning Officer no later than 12 noon on the day specified in the nomination notice referred to in section 3.1.1 above
- 3.3.2** A nomination received by the Returning Officer which has been sent by facsimile transmission will be rejected unless the original is received by the Returning Officer no later than 24 hours after the close of nominations

3.4 Need for a Poll

3.4.1 If in any case the number of valid nominations does not exceed the number of vacancies to be filled the candidates are successful in the election. The Returning Officer shall, after all votes in the series of elections have been counted and candidates who are successful in election to more than one position have been contacted by telephone or other means, declare the several candidates duly elected.

3.4.2 In all cases in which the number of valid nominations received exceeds the number of vacancies to be filled a poll shall be conducted.

3.5 Defective Nomination Form

3.5.1 Where the Returning Officer finds there appears to be grounds for rejecting a person's nomination, the Returning Officer shall notify the person by telephone or other means of the grounds and shall invite the person to:

- a) Remedy a defect in the form of the nomination, or,
- b) Provide evidence to refute the information shown in the records

3.5.2 The Returning Officer shall determine the time by which a defect must be remedied and shall reject the nomination if the defect has not been remedied by that time.

3.6 Non-MONSU Caulfield Positions

3.6.1 In addition to MONSU Caulfield positions elected as directed by the MONSU Caulfield constitution, other elections may be held on behalf of other organisations in conjunction with a MONSU Caulfield poll. They include:

- (a) Member of the Monash University Caulfield Campus Service Council
- (b) Representative to a Faculty Board; and
- (c) Other positions as determined by MONSU Caulfield from time to time. A candidate may only be elected to one MONSU Caulfield position but in

addition, may hold any number of other positions referred to in rule 3.6.1

4. CONDUCT OF A POLL

4.1 Form of a poll

Every poll for election shall be by secret ballot, and the polling place/s shall be on Monash University's Caulfield Campus, in the places directed by the incumbent Present of MONSU Caulfield, after consultation with campus management.

4.2 Notification of Poll

Within five working days after the time for nomination has passed, the Returning Officer shall:

4.2.1 Determine that a poll shall be held on a day not less than three and not more than twenty-one working days from the date of exhibiting on the notice boards of MONSU Caulfield the notice next referred to;

4.2.2 Exhibit on notice boards in the Student Union Building a statement of names of the candidates who have been nominated and times and places of polling.

4.3 Statements in support of candidature

4.3.1 Each nominee may submit a statement in writing in support of candidature which the nominations form. The statement must not exceed 200 words and may include a photograph of the nominee.

4.3.2 A statement is defective if it exceeds 200 words or if, in the opinion of the Returning Officer, it is defamatory, or otherwise contrary to the provisions of this by-law or the law.

4.3.3 Where a statement is found to be defective the Returning Officer will notify the nominee by telephone or other means and will determine a period in which the nominee may remedy the defect. Should the defect not be remedied at the end of that period the Returning Officer shall delete the defective sentences.

4.3.4 A statement may not be submitted or modified after the close of nominations except by the Returning Officer as described in the sub-rule.

4.3.5 The Returning Officer may distribute a copy of the statements with the ballot materials.

4.4 Ballot Papers

4.4.1 Every ballot paper shall set out the names of all duly nominated candidates arranged in order of surnames determined by lot and a rectangle shall be printed against and to the left of the name of each candidate. The ballot paper shall also specify the method by which voters shall signify their votes and the date and time for the closing of the poll.

4.4.2 After the determination of the contents of the ballot paper the Returning Officer will give each candidate the option to view the ballot paper prior to printing and circulating.

4.4.3 Before 5pm on the next academic day after the publication of the Returning Officer's acceptance of nomination, groups or individuals may submit to the Returning Officer in respect of contested elections:

- (a) A request to register the name of their group which shall be no longer than three words and must not, in the opinion of the Returning Officer, be misleading, deceptive, offensive, libellous or slanderous and must not include the word 'independent' or similar word
- (b) A 'ticket' showing the voting pattern approved by the group,
- (c) The group leader's name, signature and contact particulars, and
- (d) The signature of each candidate against whose name a number is placed on the ticket up to the number of candidates to be elected to a particular office

4.4.4 The Returning Officer shall produce a publication that makes available the tickets together with the candidates' statements:

- (a) The ticket for the group, and
- (b) A policy statement of no more than 200 words submitted by the group leader on behalf of each group

4.4.5 The ballot paper shall show:

- (a) The names of groups above the horizontal line and the customary ballot paper layout below the line.
- (b) An instruction that voters may choose to vote above or below the line.
- (c) An instruction to the effect that a vote for a group above the line registers votes in accordance with the group's ticket or tickets as shown in the relevant document published by the Returning Officer and voids any vote below the line.
- (d) May only contain a brief description of the election, the tickets together with the candidate's statements.

4.4.6 Votes above the line shall be counted as if the voter had voted below the line in accordance with the ticket of the group voted for. If a group has more than one ticket approved, votes will be equally divided between the preferences shown on the tickets.

4.4.7 The Returning Officer may issue directions to implement the intent of these provisions including necessary additional instructions of the ballot papers.

4.4.8 A ticket may only be registered if it fulfils all the requirements of being a formal vote as described in rule 6, and the ticket distributes preferences to all contested positions. Partial tickets may not be registered.

4.4.9 There shall be nothing else printed on the ballot paper except instructions appropriate to these regulations, as determined by the Returning Officer.

4.5 Polling Procedure

- 4.5.1** The Returning Officer shall establish at least one polling booth, each of which shall be in the charge of the Returning Officer or a poll clerk appointed by the Returning Officer
- 4.5.2** The booths shall remain open for three consecutive days for periods of not less than 10:00am to 4:00pm daily, with at least open hour closing of the polls at a time deemed appropriate by the Returning Officer

4.6 Proof of Enrolment

- 4.6.1** The poll clerk shall obtain from each voter a current form of photographic identification, including, but not limited to, a Monash University student identification card, a driver's license or passport, before issuing a ballot paper. No student shall be denied the right to vote because a lack of Monash University photo ID, but may provide other identification in place.

4.7 Action by Poll Clerk

- 4.7.1** The poll clerk shall initial each ballot paper with his/her initials, and, as the voter votes, rule a line through the voter's name on the electoral roll.

4.8 Postal Vote

- 4.8.1** Where a voter requires a postal vote he or she may apply in writing to the Returning Officer giving particulars of the course and year. The Returning Officer shall, if there is time to return a vote before the close of polling, issue the voter with a ballot paper marked "Postal Ballot Paper", a return envelope addressed to the Returning Officer's Post Office Box and directions that the voter's full name, course and year and the voter's signature shall be written on the outside of the return envelope.

- 4.8.2** Before admitting the envelope and its contents to the counting the

Returning Officer will check the roll and, if the details on the envelope are insufficient to identify the voter or if the roll shows that the voter has already voted, then the Returning Officer shall reject the envelope and its contents.

- 4.8.3** Should a voter present a postal vote at a polling booth, it may be deposited in the ballot box and the roll endorsed "Postal Vote in envelope". Details of identification are still required on the envelope.

4.9 Accidental Omission Not to Invalidate an Election

- 4.9.1** The accidental omission to give notice of any vacancy for which an election is required or of an election to any elector or to forward a ballot paper to any elector or the failure of any elector to receive a ballot paper shall not invalidate the result of the election.

5. ELECTIONEERING BY CANDIDATES

- 5.1** Electioneering material shall be presented for approval by the Returning Officer who will allot an approval number to approved material.
- 5.2** Printed or photocopied electioneering material is to show the Returning Officer's approval number and the name of the authorising individual and printed and photocopied material printed on paper must also show a statement to encourage recycling of campaign material to the effect of "Please recycle this How to Vote card."
- 5.3** In determining whether electioneering material should be approved the Returning Officer shall consider whether the material is defamatory, libellous, indecent, contrary to this by-law or the law. Before disallowing material the Returning Officer shall seek and be guided by the opinion of MONSU Caulfield's solicitor. No 'how to vote' material shall be approved which shows a method of voting which included marks other than figures or which

would, if followed, lead to an informal vote.

5.3.1 Statements by individuals must not claim to introduce actions, which are not within the authority of the O Group Ltd. Board or MONSU Caulfield Student Council

5.4 The Returning Officer's approval is for the content of the electioneering material. Separate authorisation from the appropriate authorities must be obtained to use facilities such as controlled notice board space.

5.5 No electioneering material is to be placed in, near or around any MONSU Caulfield Inc. office.

5.6 Candidates, clubs and individuals may not use the following MONSU Caulfield owned resources for electioneering purposes, except when contacting the Returning Officer;

- (a) Photocopiers (including other printing devices)
- (b) Computers (including peripherals)
- (c) Telephones (including facsimile machines)
- (d) Service Desk Facilities
- (e) Noticeboards
- (f) Whiteboards
- (g) Sound Equipment

5.7 All persons wishing to distribute campaign material on the Caulfield Campus of Monash University, or within 100 metres of the Caulfield Campus of Monash University, must

- a) Be appointed by a candidate in writing
- b) Be approved by the Returning Officer
- c) Wear a registered campaigner sticker at all times
- d) Be entitled to vote and have their name appear on the electoral roll

5.8 Only individuals on the electoral roll are entitled to campaign on behalf of the candidates.

6. METHOD OF VOTING

6.1 Marking the Ballot Paper

Every voter shall mark their vote on the ballot paper by placing:

6.1.1 Where there is only one candidate to be elected, the figure 1 against the name of the candidate for whom they vote as their first preference and the figures, 2, 3, 4 and so on against the respective names of such the remaining candidates as they may desire so as to indicate by numerical sequence the order of their preference for all or any of such candidates.

6.1.2 Where there is more than one candidate to be elected, the figure 1 against the name of the candidate for whom they vote as their first preference and the figures 2, 3, 4 and so on against the respective names of such of the remaining candidates as they may desire so to indicate by such numerical sequence the order or their preference for at least as many candidates as to be elected.

6.2 Informal Votes

6.2.1 A ballot paper shall be rejected as informal by the Returning Officer if:

- a) It does not bear the initials of the Returning Officer or a poll clerk appointed for the purpose of the poll; or
- b) The voter has not placed the figure 1 against the name of more than one candidate.
- c) The voter has placed the figure 1 against the name of more than one candidate
- d) The voter has not voted for at least as many candidates as are to be elected in the one numerical sequence without duplication of any number
- e) The ballot paper bears any mark by which the voter may be identified

6.2.2 where the voter has placed a tick or cross beside the name of only one candidate in an election this may be counted as figure 1

6.3 Transfer of Ballot Paper Prohibited

6.3.1 No voter shall part with their ballot paper or permit it to be used by any other person.

6.3.2 No voter may permit their completed ballot paper to be seen before being placed in a ballot box or, in the case of a postal ballot paper, sealed in an envelope.

6.3.3 The above provisions do not prevent a person authorised by the Returning Officer from assisting a sight-impaired voter from recording his or her vote.

6.4 Action by Returning Officer

6.4.1 The ballot paper shall be taken into account at any election unless it is received by the Returning Officer or a poll clerk at the polling place before the hour fixed for the close of the ballot as stipulated in accordance with Section 4.2.2. The Returning Officer shall be responsible for the collection of ballot boxes at the end of each day.

7. PROCEDURE AT CLOSE OF POLL

7.1 As soon as practicable after the close of the poll, the Returning Officer shall open the locked ballot box and;

7.1.1 withdraw the ballot papers therefrom and arrange the ballot papers by placing in a separate parcel all those on which a first preference is indicated for the same candidate, omitting ballot papers which require to be rejected in accordance with Section 7.2 hereof and;

7.1.2 count all first preference votes given for each candidate

7.2 The Returning Officer shall decide

accepted or rejected because of non-conformity with this regulation and the Returning Officer's decision shall be final.

8. ASCERTAINMENT OF RESULT OF POLL

8.1 Procedure where there are only two candidates

At an election where only one person is to be elected and there are two candidates the result of the poll shall be ascertained as follows:

8.1.1 The candidate who has received the greater number of first preference votes (including the casting vote of the Returning Officer to be exercised if necessary by lot) shall be declared duly elected.

8.1.2 If two candidates have received an equal number of votes the Returning Officer shall in such case exercise the casting vote by lot.

8.2 Procedure where there are more than two candidates

8.2.1 Procedure where only one person is to be elected

At any election where only one person is to be elected and there are more than two candidates the result of the poll shall be ascertained as follows:

8.2.1.1 If no candidate has an absolute majority of first preference votes to be a defeated candidate;

8.2.1.2 Distribute each of the ballot papers counted to such defeated candidate;

8.2.1.3 Distribute each of the ballot papers counted to such defeated candidate amongst the continuing candidates next in order of preferences marked on the ballot paper;

8.2.1.4 After such distribution again ascertain the total number of votes given to each continuing candidate.

8.2.1.5 The candidate who after such distribution has received the greatest number of votes, if such

- majority of votes (Including the casting vote of the returning Officer exercised if necessary by the lot) shall be declared duly elected.
- 8.2.1.6** If no candidate then has an absolute majority of votes (including the casting vote of the Returning Officer exercised if necessary by the lot) the process of declaring the candidate who then has the fewest votes to be a defeated candidate and distributing the ballot papers counted to such defeated candidate amongst the continuing candidates next in order of the voter's preference shall be repeated and the votes shall be recounted after every such redistribution until one candidate has received an absolute majority of votes (including the casting vote of the Returning Officer exercised if necessary by the lot) and such candidate shall be declared duly elected.
- 8.2.1.7** If on any count two or more candidates have an equal number of votes and one of them has to be declared a defeated candidate the Returning officer shall decide by the lot which is to be determined a defeated candidate and if on the final count two candidates have received an equal number of votes the Returning Officer shall exercise the casting vote by the lot.
- 8.2.2 Procedure where more than one person is to be elected**
- 8.2.2.1** After opening the ballot box, the Returning Officer shall count all valid ballot papers in order to determine the quota. The quota is determined by dividing the total number of first preferences votes in the count by one more than the number of candidates to be elected and by increasing the quotient so obtained (disregarding any remainder) by one.
- 8.2.2.2** The Returning Officer shall then arrange the ballot papers by placing in a separate parcel all those on which a first preference is indicated for the same candidate, omitting papers which require to be rejected in accordance with section 7.2 hereof, and count all first preference votes given for each candidate;
- 8.2.2.3** Any candidate who has then received a number of first preference votes equal to or greater than the quota shall be declared elected;
- 8.2.2.4** Where a candidate or candidates so elected have received a number of votes in excess of the quota, a number of votes equal to the surplus shall be transferred to other candidates remaining in the count in the manner described in the following section;
- 8.2.2.5** The Returning Officer shall then sort the ballot papers of the first elected candidate or candidates according to each voter's preference indicated thereon to determine the proportion in which the surplus votes are to be transferred;
- 8.2.2.6** The surplus votes are then transferred, in the correct proportion to the continuing candidates.
- 8.2.2.7** After the surplus votes have been so distributed, any candidate who has reached the quotes shall be declared elected and the candidate's surplus votes (i.e. that portion received from the previously elected candidate over and above the number required to reach the quota) shall be distributed in the correct proportion to the continuing candidates in the order of the voter's preference.
- 8.2.2.8** If, after the distribution of the surplus votes to all elected candidates, fewer candidates than the number of vacancies have been elected, the candidate with the least number of votes in the

count shall be declared excluded and the candidate's ballot papers shall be transferred, in accordance with the next preference thereon, to the continuing candidates.

- 8.2.2.9** If no candidate is then elected, or if fewer than the required number of candidates have been elected, the process of excluding candidates is continued until a further candidate is elected, in which case (unless all vacancies have now been filled), the surplus votes of the elected candidate are then transferred, in the correct proportion, to continuing candidates;
- 8.2.2.10** If necessary, the process of excluding candidates one by one shall be continued until all vacancies are filled;
- 8.2.2.11** If on any count two or more candidates have an equal number of votes, the Returning Officer shall decide, by lot, which candidates shall be elected or the order of their election, as the case may be.

8.3 Exhausted Ballot Papers

In this regulation:

- 8.3.1** Where in any count the ballot papers counted to a candidate already elected or excluded have to be distributed amongst the continuing candidates and any such ballot paper does not indicate the voter's next succeeding preference for a continuing candidate such ballot papers shall be deemed to be exhausted.
- 8.3.2** Next succeeding preference in any count means the preference which is marked on the ballot paper and is next in numerical order of the voter's preference or preferences given by him to any already elected or excluded candidate. Provided that where there is any repetition of a figure or any break in the consecutive numbering of the preferences marked by a voter on

their ballot paper only the preference or preferences proceeding such repetition or break shall be taken into account.

9. Appointment of Scrutineers

- 9.1** Each candidate for election shall be entitled to appoint in writing a person (other than a candidate in contested election) to act as a scrutineer on their behalf. The appointment shall be advised to the Returning Officer in writing before the close of the ballot. Scrutineers may not handle ballot papers and not impede the conduct of the ballot. Scrutineers must obey directions of the Returning Officer. A scrutineer so appointed and whose appointment has been advised to the Returning Officer may attend the counting of the votes to check the accuracy thereof and may inspect each ballot paper to verify that it has been validly included in or excluded from the count. Scrutineers must be on the electoral roll.

10. DECLARATION OF POLL

- 10.1** At the conclusion of every election the Returning Officer shall declare the poll and advise in writing the result to the O Group Ltd. Board and to the MONSU Caulfield Student Council and to the candidates. The result shall be declared as soon as practicable after the scrutiny has been completed and any recounts required by the Returning Officer carried out.

11. RIGHT OF REFERRAL BY RETURNING OFFICER

- 11.1** It shall be the right but not the obligation of the Returning Officer to refer to the O Group Ltd. Board for its decision on any question touching the validity of an election.

12. APPEAL AGAINST DECLARATION

- 12.1** Within five academic days of the declaration of a poll a candidate may appeal in writing to the Returning Officer against such declaration, setting out the grounds for such appeal.

12.2 The Returning Officer shall investigate the matter and, within ten academic days from the date of receipt of the appeal, may either;

- a) Dismiss the appeal;
- b) Order a new election; or
- c) Overturn a declaration and declare the losing candidate as having been elected.
- d) The actions in b) and c) are only available to the Returning Officer if he is of the opinion that an irregularity has occurred which may have affected the outcome of the election.

12.3 Notice of the Returning Officer's decision shall be exhibited on MONSU Caulfield notice boards and a copy forwarded in writing to the appellant as soon as practicable after the decision is made.

13. APPEALS TO THE O GROUP LTD. BOARD

13.1 A candidate may appeal to the O Group Ltd. Board against the decision of the Returning Officer within five academic days of the date of notice provided for in Section 12.3. The appeal shall be in writing and shall set out the grounds of the appeal.

13.2 The O Group Ltd. Board shall, within twenty one academic days of receipt of the appeal, meet to determine the appeal. Notice of the time and place of the hearing shall be given to the appellant, the Returning Officer and the candidates affected by the appeal at least seven days before the date of appeal.

13.3 All questions arising at the hearing of the appeal shall be decided by a majority of votes. In the event that there is an equality of votes on any question, the person presiding shall have a casting vote.

13.4 In the event of dispute of any of these rules the O Group Ltd. Board is the final arbiter on the disputed matters.

13.5 The Returning Officer shall report all breaches (and alleged breaches) of these by-laws to the O Group Ltd. Board before the hearing of any appeal, and the O Group Ltd. Board shall consider these in conjunction with any appeal.

13.6 Subject to this Section the O Group Ltd. Board has power to regulate its own proceedings.

14. PROHIBITED PRACTICES

14.1 No candidate, individual, club or society may in connection with any election, engage in any practice which would generally impede the conduct of the election and without limiting the generality of the foregoing:

- a) Engage in any type of electioneering, except personal contact, without prior permission of the Returning Officer;
- b) Interfere with the notice, ballot box, ballot papers, electoral roll, nominations or any other things related to the election;
- c) Remove a ballot paper from the polling booth;
- d) Offer food, drink, gifts, financial inducement or any kind, prizes or entertainment as an inducement to vote, or not to vote, or to vote in any way
- e) Engage in any electioneering within six metres of a ballot box;
- f) Distribute any electioneering material which does not carry the Returning Officer's approval number and the name of the authorising individual; or
- g) Engage in any type of electioneering unless they are members of MONSU Caulfield
- h) Remove any properly authorised electioneering material unless instructed to do so by the Returning Officer or poll clerk.
- i) Subject to 14 (j) all campaign material shall be in the English Language

- j) Written campaign material may be in a language other than English provided that the written campaign material contains an English translation

14.2 The Returning Officer acting reasonably determines that a person has engaged in a prohibited practice, the Returning Officer may call on the person to show cause as to why the person should not be disqualified from the election.

15. PERIOD OF RETENTION OF BALLOT PAPERS

15.1 After the declaration of the poll the Returning Officer shall enclose all the ballot papers in a sealed package and retain them for a period of three months after which the Returning Officer shall destroy them unless in the meantime any dispute has arisen in which case the Returning Officer shall retain them until the dispute has been finally decided and for a period of three months thereafter.

16. PREVENTION OF IRREGULARITIES

16.1 The Returning Officer or someone authorised by the Returning Officer may take such action and give such directions as she or he considers necessary to ensure that the election is properly conducted in accordance with these Election By Laws, the Constitution, and any relevant legislation

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