BOARD OF TRUSTEES
NOTICE OF ELECTION AND CALL FOR NOMINATIONS
ONE PROFESSIONAL STAFF MEMBER

Key Information

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Nominations open</td>
<td>Monday, 14 October 2019</td>
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<tr>
<td>Nomination forms, candidate statements and photos should be sent to:</td>
<td><a href="mailto:returningofficer@westernsydney.edu.au">returningofficer@westernsydney.edu.au</a></td>
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<tr>
<td>Nominations close</td>
<td>4.00pm Monday, 28 October 2019</td>
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<tr>
<td>Notice and opening of ballot</td>
<td>Thursday, 31 October 2019</td>
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<td>Ballot closes</td>
<td>4.00pm Thursday, 7 November 2019</td>
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Notice of Election

This is a notice of election for the position of professional staff member on the Board of Trustees for the two-year term commencing 1 January 2020 and ending 31 December 2021.

Nominations for the position are now open. Nomination forms must be received by the Returning Officer returningofficer@westernsydney.edu.au by no later than 4.00pm Monday, 28 October 2019.

This election will be held in accordance with the Western Sydney University Act 1997, the Western Sydney University By-law 2017 and the Western Sydney University (Governance) Rule 2017. Relevant parts of each of these instruments are referred to in the separate Information for Nominees document, available on the University’s Elections web site: https://www.westernsydney.edu.au/elections

Eligibility

To be eligible to stand, nominate and/or vote a person must, at the close of nominations at 4.00pm Monday, 28 October 2019, be on the Roll of Professional Staff. The Roll of Professional Staff contains the names of the full-time professional staff employed at the University and who have accepted and started duty in a position with tenure of one year or more. Note that ‘full-time staff’ is defined as a person who is working half time or greater. Further information about eligibility is provided on the elections web site: https://www.westernsydney.edu.au/elections

Nomination Process

- A person cannot nominate themselves for election; their nomination must be proposed by two other professional staff members eligible to vote in this election.
- The form must be signed by the nominee and two other professional staff members eligible to vote in this election.
• This election does **not use** an electronic nomination form. Nominations must be completed, scanned as a PDF and emailed to the Returning Officer returningofficer@westernsydney.edu.au by **4.00pm Monday, 28 October 2019**
• A person cannot propose more than one candidate for election. If a person proposes more than one candidate, the first valid nomination form only received by the Returning Officer will be accepted as a valid nomination
• The candidate for election cannot withdraw their nomination after the closing date for nominations.

If candidates wish to submit a statement (in MS Word format and a maximum of 300 words) and photo (.jpeg no bigger than 256kb) to support their candidature, these must be received by the Returning Officer returningofficer@westernsydney.edu.au by the close of nominations, **4.00pm Monday, 28 October 2019**. In the event of a ballot, the Returning Officer will make candidate’s statements and photos publically available on the Elections web site and to voters on the electronic voting site. The Returning Officer may ask the candidate to edit or redact any information that exceeds the 300-word limit, or which the Returning Officer considers is irrelevant. If this does not occur by the deadline specified by the Returning Officer, then the Returning Officer has the discretion to withholding the candidate’s statement from being distributed to voters.

**Ballots and Voting**

If, at the close of nominations, there is more than one valid nomination, a ballot will be conducted using bigpulse online voting technology between **Thursday, 31 October 2019** and **4.00pm Thursday, 7 November**.

**Further Information**

Intending nominees must read the “Eligibility” document and the “Information for Nominees” documents which provide important information on the role and responsibilities of a Board member. It is provided on the Elections web site https://www.westernsydney.edu.au/elections

General information about the Board of Trustees can be found at: https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees

You can also contact the Returning Officer at the details below.

**Your nomination must be received by the Returning Officer by 4.00pm Monday, 28 October 2019.**

Sophie Buck
Returning Officer
returningofficer@westernsydney.edu.au

(02) 4570 1415