

STATUTE 3.3 - ELECTIONS TO THE COMMITTEE OF CONVOCATION

Casual vacancies

3.3.1 Subject to section 23 of the Act an election to fill a casual vacancy on the committee of convocation is to be conducted in accordance with the standing orders of the committee of convocation.

Vacancies caused by expiration of terms of office

3.3.2 When a vacancy, other than a casual vacancy, occurs on the committee of convocation the university secretary must nominate an election date.

Supervision of elections by University Secretary

3.3.3 Subject to the Act and this statute, the university secretary must manage and supervise all elections to the committee of convocation and may determine conclusively all questions of detail relating to the elections.

Representation on the committee of convocation to be determined by Council

3.3.4 The Council may, by regulation, establish procedures, time limits and any other matters relating to representation on the committee of convocation.

[Am. 3/5/99, effective 1/7/99,
ss.1 and 2 am., ss. 3 and 4 subst., ss. 5 - 8 deleted 2/7/01, s. 2 am. 3/9/01.]

SCHEDULE A TO STATUTE 3.3
(Section 3.3.3)
(Year)

THE UNIVERSITY OF MELBOURNE

Election to Committee of Convocation by (class of graduates)

Call for Nominations

Nominations are hereby called for from (class of graduates) for election to the Committee of Convocation for a period being (specify).

Nominations must reach the office of (name and function, precise address of office) by 12 noon on (specify date).

Further information and nomination forms are available from (name, function and precise address of office if not already given, telephone extension) to whom all enquiries should be directed.

Date.....

(Signature).....

University Secretary

**SCHEDULE B TO STATUTE 3.3
(Section 3.3.3)
(Year)**

THE UNIVERSITY OF MELBOURNE

Election to the Committee of Convocation by **(class of graduates)**

The University Secretary,
The University of Melbourne.

We,.....

.....Proposer

and.....

.....Secondor
(insert full names, addresses and names of degrees in block letters)

being eligible to vote in the election of **(number)** member(s) of the Committee of Convocation elected by **(class of graduates)** to be completed on **(election date)** hereby nominate thereto.

.....

.....
(insert full name, address and name of degree of nominee in block letters)

.....
(Signature of Proposer)

.....
(Signature of Secondor)

.....
Date

I consent to the above nomination.

.....
(Date)

.....
(Signature of Nominee)

This nomination form must reach the office of **(name and function)**, **(precise address of office as on Call for Nominations)** by 12 noon on **(specify date)**.

SCHEDULE C TO STATUTE 3.3
(Section 3.3.5)
(Year)

THE UNIVERSITY OF MELBOURNE

Election to the Committee of Convocation by (class of graduates)

Notice of Election

Notice is hereby given that an election is to be held for (number) member(s) of the Committee of Convocation of the University elected by (class of graduates).

Voting will close at 12 noon on (election date).

All (class of graduates) may vote in this election.

The following nominations have been received:

(Full names of nominees in alphabetical order of surnames).

Any (member of the class of graduates) may obtain voting papers by application in writing received by the University secretary at least fourteen days before the close of voting, or by application in person to (name and function, precise address of office) in office hours before the close of voting, together with such proof of qualification as may be required. Voting papers will in any case be forwarded to every graduate in the relevant class whose name appears on the graduate roll unless the graduate is believed to be no longer at the address appearing on the roll or has requested that his or her address be removed from the roll or that voting papers not be sent.

(Date)..... (Signature).....
University secretary

**SCHEDULE D TO STATUTE 3.3
(Section 3.3.7)
(Year)**

THE UNIVERSITY OF MELBOURNE

Election of (**number**) member(s) of the Committee of Convocation
by (**class of graduates**)

Ballot Paper

The following qualified persons have been nominated and the order of listing of their names has been determined by lot:

- Chisholm, Caroline
- Austen, Jane
- Phillip, Arthur
- Brunel, Isambard Kingdom
- Curie, Marie
- Wollstonecraft, Mary
- Curtin, John
- Roosevelt, Franklin Delano
- Deakin, Alfred
- Melba, Nellie

Indicate the order of your preference by writing the numbers 1, 2, 3 and so on in the squares opposite the names of such persons as you think fit in such order as you think fit.-It is not necessary to put a number in every square. No number may be used more than once.

SCHEDULE E TO STATUTE 3.3
(Section 3.3.7)
(Year)

THE UNIVERSITY OF MELBOURNE

Election to the Committee of Convocation by (class of graduates)

The University Secretary,
The University of Melbourne

I the undersigned.....

.....
(insert full name and address in block letters)

declare that I am a member of the class of graduates in (faculty as in heading) in that I graduated (insert name of degree) and that at the election to be completed at 12 noon on (election date) I do hereby vote as shown on the enclosed ballot paper.

.....
(Date)

.....
(Signature)