



Senate Regulations

SENATE APPROVED – 27 MARCH 2024

These Regulations are made by the Senate of the University of Western Australia, as the governing authority of the University, under the [University of Western Australia Act 1911](#) section 16E.

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Chapter 1 — Preliminary

1 Purpose

The purpose of these Regulations is to regulate —

- (1) the election of Staff members to the Senate;
- (2) the co-option of members of Senate;
- (3) the election of the Chancellor and Pro-Chancellor; and
- (4) Senate meetings and procedures.

2 Authorisation

These Regulations are made by the Senate pursuant to the [University of Western Australia Act 1911](#) section 16E.

3 Commencement [deleted]

[deleted]

4 Interpretation and definitions

- (1) A term used in these Regulations that is given a meaning or effect by the *Interpretation Act 1984* (WA) has the same meaning or effect in these Regulations unless the contrary intention appears.

- (2) In these Regulations, unless the contrary intention appears —

Absolute Majority means a majority comprising more than 50% of the total number of all members (excluding any unfilled vacancies) of the Senate or a Senate committee (as the case may be);

Academic Board means the board established by Chapter 6 of the University of Western Australia Statute;

Academic Staff means a person employed by the University under the *UWA Academic Employees Agreement 2017*, as it may be amended, or replaced, from time to time;

Act means the [University of Western Australia Act 1911](#) (WA);

Convocation means Convocation of the University as established under the Act;

incumbent office-holder means the person currently holding the office of Chancellor or Pro-Chancellor as the case may be;

Professional Staff means a person employed by the University under the *UWA Professional and General Employees Agreement 2017*, as it may be amended, or replaced, from time to time;

Staff has the meaning given in the [University of Western Australia Statute](#) clause 6, which as at the date of these Regulations is:

an individual employed by the University.

Student Guild means the Student Guild referred to in section 28(1) of the Act;

Returning Officer means the officer specified in regulation 7(1) who is responsible for the conduct of Senate elections conducted under these Regulations;

Selection Committee means the Senate committee established under regulation 16C;

University Working Day has the meaning given in the [University of Western Australia Statute](#) clause 6, which as at the date of these Regulations is:

any day other than a —

- (a) Saturday;
- (b) Sunday;
- (c) day specified in the University calendar as a University holiday; and
- (d) the University's annual shut-down period as determined by the University's executive each year.

UWA ASA means The University of Western Australia Academic Staff Association.

5 Senate Committees

- (1) The Senate's standing committees includes, but may not be limited to, the —
 - (a) Academic Board;
 - (b) Audit and Risk Committee;
 - (c) Board of Discipline;
 - (d) Chancellor's Committee;
 - (e) Honorary Degrees Committee;
 - (f) Senate Nominations Committee; and
 - (g) Strategic Resources Committee.
- (2) The Senate may establish any other committee as required and refer any matter to a Senate committee.
- (3) The membership and functions of Senate committees are to be set out in a constitution or other governance document, approved by the Senate.
- (4) Unless otherwise specified or determined by Senate, the following apply to all Senate committees:
 - (a) The committee must comprise at least five members, and the Chancellor is ex officio a member of all Senate committees.
 - (b) The majority of committee members (excluding any unfilled vacancies) constitutes a quorum.
 - (c) The Chancellor may elect to act as chair, otherwise the committee must elect a chair.
 - (d) In the case of an equal number of votes by a Senate committee, the chair has a casting vote.

Chapter 2 — Election and appointment of Senate members and officers

Part 1 — General

Note:	The University of Western Australia Act 1911 includes information regarding the following matters:
(a)	Composition of the Senate, eligibility for appointment and re-appointment
(b)	Terms of members, resignation and vacancies of office
(c)	Duties of Senate members and disclosure of interests
(d)	Remuneration and allowances for Senate members
(e)	Relief of Senate members from liability
(f)	Nominations Committee, including membership and functions
(g)	Eligibility and election of the Chancellor and Pro Chancellor.
	The University of Western Australia Statute includes information regarding the following matters:
(a)	Election of Senate members (clause 7 of the Statute)
(b)	Election of members of Convocation to the Senate (Chapter 4 of the Statute)
(c)	Chancellor, Pro-Chancellor and Vice-Chancellor (Chapter 3 of the Statute)
(d)	Appointment of acting Pro-Chancellor (clause 10 of the Statute)

6 Application

- (1) This Chapter applies to the election and co-option (as appropriate) of the following Senate members and offices:
 - (a) the election of Staff of the University to the Senate pursuant to the Act sections 8(1)(b) and 8(1)(c);
 - (b) the co-option of members of Senate pursuant to the Act section 8(1)(i);
 - (c) the election of the Chancellor pursuant to the Act section 12; and
 - (d) the election of the Pro-Chancellor pursuant to the Act section 12A.
- (2) The election of students to the Senate pursuant to the Act section 8(1)(g) is not conducted in accordance with these regulations, but is instead conducted in accordance with the Student Guild Regulations and Student Guild Election Regulations.
- (3) The election of members of Convocation to the Senate pursuant to the Act section 8(1)(h) is not conducted in accordance with these Regulations, but is instead conducted in accordance with the [University of Western Australia Statute](#).

7 General requirements

- (1) The University Secretary or their nominee is the Returning Officer and responsible for the conduct of Senate elections conducted under this Chapter.
- (2) An election under this Chapter may be conducted by electronic means, in which case the processes in the relevant Part are to be modified as the Returning Officer considers necessary for the conduct of the election by electronic means.
- (3) The Returning Officer must ensure that any ballot is secret and the identity of each voter is kept separate from the person's vote.
- (4) The accidental omission to send a call for nominations or voting ballot as required by these Regulations, or the misdirection or non-receipt of such documents, does not invalidate any nomination or election.

- (5) In these Regulations, selection “by lot” means the selection of a candidate or candidates (as appropriate) for the relevant position or positions (as appropriate) as a random sample from the relevant candidates.

8 Senate Nominations Committee

Note: The [University of Western Australia Act 1911](#) includes information regarding the membership and functions of the Nominations Committee.

- (1) In these Regulations, the Senate Nominations Committee means the Nominations Committee referred to in the Act section 9A.
- (2) The Senate Nominations Committee is a standing committee of the Senate constituted in accordance with, and with the functions as prescribed in, the Act.

Part 2 — Election of Staff to Senate

9 Application

This Part applies to the election of Staff members to the Senate under the Act sections 8(1)(b) and 8(1)(c).

10 Eligible Staff

- (1) Staff of the University who are eligible for election to the Senate under this Part —
- (a) are those who hold an ongoing or fixed term appointment which will enable them to complete a three year term; and
 - (b) are not people who are Staff of the University solely because they hold emeritus, visiting, adjunct, clinical or honorary appointments.
- (2) Staff of the University who are eligible to vote in an election to the Senate under this Part —
- (a) are those who hold an ongoing or fixed term appointment; and
 - (b) are not people who are Staff of the University solely because they hold emeritus, visiting, adjunct, clinical or honorary appointments.

11 Vacancies and nominations

- (1) At least three months before a Senate member’s term expires, or as soon as possible after the office otherwise becomes vacant, the Returning Officer must —
- (a) call for nominations for the upcoming vacancy from those Staff members eligible to vote; and
 - (b) allow at least 15 University Working Days for a response.
- (2) Nominations must be —
- (a) agreed to and signed by the nominee;
 - (b) seconded by another Staff member who is eligible to vote;
 - (c) submitted on and in accordance with the requirements of the prescribed nomination form; and
 - (d) submitted to the Returning Officer in writing by the closing date.
- (3) A Staff member who is eligible for election to the Senate may self-nominate. The nomination must comply with (2)(b) to (d).
- (4) Nominations submitted to the Returning Officer after the closing date will not be considered.

- (5) The Returning Officer is to reject a nomination if satisfied that —
 - (a) the nomination does not comply with these Regulations; or
 - (b) the person nominated is not eligible.
- (6) A Staff member may withdraw their nomination in writing to the Returning Officer up to [seven] University Working Days before the Ballot Period.

12 Conduct of elections

- (1) Elections are to be conducted and vacancies are to be filled in accordance with the following table:

Table 1: Election of Academic Staff and Professional Staff to Senate	
Number of candidates and vacancies	Process for filling vacancy
Equal number of candidates and vacancies	Ballot is not required and candidate(s) is/are elected. Where vacancies are for different terms, the term to be served by each candidate is — (a) to be agreed by the candidates; or (b) failing such agreement, to be determined by lot.
Two nominees for a vacancy	Ballot is required, and the vacancy is to be filled by majority vote. If there is a tie, the election must be determined by lot.
Three or more candidates for a vacancy	Ballot is required and the vote is to be carried out by optional preferential voting with proportional counting of votes. If there is a tie, the election must be determined by lot. Where vacancies are for different terms, the longest term is served by the candidate elected first.

13 Ballots

- (1) This regulation applies where the number of candidates for an election exceeds the number of vacancies and a ballot is required.
- (2) The Ballot Period is the period during which persons may vote in an election and must be not less than ten University Working Days.
- (3) The Returning Officer must issue a notice of ballot not less than five University Working Days before the start of the Ballot Period to all Staff who are eligible to vote.
- (4) The notice of ballot must include —
 - (a) the date when the ballot closes, allowing reasonable time for votes to be returned; and
 - (b) where appropriate, details of the electronic voting website.
- (5) The ballot must include —
 - (a) any electoral statements; and
 - (b) instructions for the completion of the ballot.
- (6) Votes may be cast in a manner determined by the Returning Officer. Votes that do not comply are invalid.
- (7) Votes may be recorded in a manner determined by the Returning Officer.

- (8) Ballots must be completed according to any voting instructions provided and returned by the time and date provided. Ballots that do not comply are invalid.
- (9) After the closing of the Ballot Period, the Returning Officer must —
 - (a) exclude any invalid votes; and
 - (b) count the valid votes in accordance with regulation 12.
- (10) If there is a tie, the election must be determined by lot.
- (11) Each candidate may appoint a person who is not a candidate as a scrutineer to review the result of the election, but any scrutineer must not disclose the details of any individual vote.
- (12) The Returning Officer must report the election result to the Chair who declares the candidates elected at the next meeting of the Senate.

Part 3 — Co-option of members

14 Application

This Part applies to Senate members co-opted under the Act section 8(1)(i).

15 Vacancy and nomination

- (1) At least three months before a current co-opted member's term expires, or as soon as possible after the office otherwise becomes vacant, the Senate Nominations Committee must recommend to the Senate whether to:
 - (a) re-appoint the current co-optee (if they are eligible and willing to be re-appointed); or
 - (b) initiate the appointment of a new co-optee who is eligible and willing to be appointed, and in doing so the Senate Nominations Committee may have regard to the register of persons kept by that committee.

Part 4 — Election of the Chancellor and Pro-Chancellor

16 Application

- (1) This Part applies to the election of the Chancellor under the Act section 12 and the Pro-Chancellor under the Act section 12A.
- (2) Regulation 17A provides for an alternative procedure if the term of office of the incumbent office-holder is expiring and they are willing to be re-elected as Chancellor or Pro-Chancellor, as applicable.

16A Vacancy

- (1) The Senate must initiate the election of a Chancellor or Pro-Chancellor under the Act section 12(1)(a) or 12A(1)(a), as applicable, at least four months before the term of office of the current Chancellor or Pro-Chancellor expires unless the Senate resolves to reduce that period.
- (2) The Senate must initiate the election of a Chancellor or Pro-Chancellor under the Act section 12(1)(b) or 12A(1)(b), as applicable, as soon as practicable after the office of the Chancellor or Pro-Chancellor becomes vacant under the Act section 20.

16B Date of election

- (1) The Senate must set a date for a meeting of the Senate at which the election will be conducted.

16C Selection Committee

- (1) The Senate must establish a Selection Committee to —
 - (a) assist the Senate with the selection of candidates for election as a Chancellor or Pro-Chancellor, as applicable; and
 - (b) undertake such other roles and functions as directed by the Senate.
- (2) Subject to regulation 16D(13) and (14), the Selection Committee is to consist of no more than nine members of the Senate as follows —
 - (a) the Chancellor as Chair;
 - (b) the Pro-Chancellor as Deputy Chair;
 - (c) the Vice-Chancellor;
 - (d) the Chair of the Academic Board; and
 - (e) one member appointed by Senate from each of:
 - i) the members referred to in the Act section 8(1)(a);
 - ii) the members referred to in the Act section 8(1)(b) or (c);
 - iii) the members referred to in the Act section 8(1)(g);
 - iv) the members referred to in the Act section 8(1)(h); and
 - v) the members referred to in the Act section 8(1)(i).
- (3) The Selection Committee may regulate its own procedure, but it must comply with any direction given by the Senate.

16D Nomination for election

- (1) This regulation applies to the election of the Chancellor or Pro-Chancellor.
- (2) Regulations 16D(4) to (18) apply to the office of Chancellor.

- (3) Regulations 16D(4), (13) to (17) and (18)(a) and (c) apply to the office of Pro-Chancellor.

Potential candidates and nominations

- (4) Members of the Senate may confidentially suggest suitable candidates for the office of Chancellor or Pro-Chancellor at any time to the Selection Committee but must not approach any individual before making their suggestion.
- (5) When an election for the office of Chancellor is to be held, the Returning Officer must —
- (a) call for nominations from the parties in (6); and
 - (b) specify a closing date that allows at least 15 University Working Days for a response.
- (6) Nominations must be called from —
- (a) members of the Senate;
 - (b) the Council of Convocation by way of the Warden of Convocation;
 - (c) the Council of the Student Guild by way of the President of the Student Guild;
 - (d) the Chair of the Academic Board; and
 - (e) the Committee of Management of the UWA ASA by way of the President of the UWA ASA.
- (7) In addition to any person nominated by parties in (6), the Selection Committee may also consider candidates from among persons:
- (a) on registers maintained by the Senate Nominations Committee in accordance with that committee's constitution;
 - (b) on any list maintained or compiled by the University; and
 - (c) proposed by an external search firm that has been engaged by the Selection Committee to assist with the identification of suitable candidates.
- (8) A member of the Selection Committee cannot be considered for candidacy under (7).
- (9) Nominations must be submitted —
- (a) in writing to the Returning Officer;
 - (b) by the closing date specified by the Returning Officer in the call for nominations; and
 - (c) in accordance with the requirements of the form specified by the Returning Officer.
- (10) Nominations submitted after the closing date will not be considered.
- (11) The Returning Officer is to reject a nomination if satisfied that —
- (a) the nomination does not comply with these Regulations; or
 - (b) the election of the nominee could give rise to a breach of the Act section 12(4); or
 - (c) the nominee is disqualified from membership of the Senate under the Act section 11(a), (c), (d) or (f).
- (12) All nominations for the position of Chancellor are subject to due diligence to determine if there is any potential risk to the University's reputation.

Candidates excluded from Selection Committee

- (13) A candidate cannot be a member of the Selection Committee.
- (14) If the Chancellor is precluded from being a Selection Committee member under (13) but the Pro-Chancellor is not so precluded, then the Pro-Chancellor is to be the Chair. If both are so precluded, the Senate must appoint someone who is not so precluded, other than a staff or student Senate member, as the Chair.

Shortlist and ranking

- (15) The Selection Committee will —

- (a) make such enquiries as it considers appropriate in respect of any nominee; and
 - (b) determine a shortlist of candidates. Where attributes for the position have been agreed by the Senate the shortlist shall be developed according to those attributes.
- (16) The Selection Committee may meet with the shortlisted candidates to determine their interest, and provide information on the role and the level of commitment required. Candidates may be invited to respond to the Chair of the Selection Committee within two weeks to indicate their availability.
- (17) The Selection Committee will rank each shortlisted candidate. Where attributes for the position have been agreed by the Senate the ranking shall be according to those attributes.

Preferred candidate

- (18) The Selection Committee —
- (a) will, subject to their consent, recommend a shortlist of preferred candidates, in order of priority, to the Senate for election as Chancellor or Pro-Chancellor, as applicable;
 - (b) when recommending the preferred candidates to the Senate for election as Chancellor, will provide information to Senate about the Selection Committee's evaluation of the top three nominees and the Selection Committee's rationale for choosing the preferred candidates; and
 - (c) will provide the Senate with such other information as the Senate may request.

17. Conduct of election

- (1) The election by the Senate of the Chancellor or the Pro-Chancellor must be conducted in accordance with this regulation at a meeting of the Senate.
- (2) A candidate may be elected unopposed if there is only one candidate.
- (3) If there are two or more candidates, voting will take place as follows—
 - (a) members who cannot physically attend the meeting may either attend and vote electronically in accordance with the Standing Orders of the Senate, or may lodge their vote with the Returning Officer before the meeting; and
 - (b) if there are two candidates for the vacancy, then the decision must be made by a majority vote by way of hands or on the voice unless a member requests that the election be conducted by secret ballot; and
 - (c) if there are three or more candidates for the vacancy, then the decision will be made by secret ballot with optional preferential voting; and
 - (d) in the event of a tie, the decision must be determined by lot.
- (4) Any person whose nomination has been accepted under regulation 16D can be elected even if the Selection Committee has not included that person on the shortlist of candidates under regulation 16D(15)(b).
- (5) The Returning Officer must report the election result to the Chair who then declares the candidate elected

17A Incumbent Chancellor or Pro-Chancellor standing for re-election

- (1) If regulation 16A(1) applies, the University Secretary, after consulting the incumbent office-holder, must advise the Senate whether the incumbent office-holder is willing to be re-elected to the office of Chancellor or Pro-Chancellor, as applicable, and whether they can be so re-elected without giving rise to a breach of the Act section 12(4) or 12A(3), as applicable, and that advice must be considered at the next meeting of the Senate.
- (2) If the incumbent office-holder is willing to be re-elected to the office of Chancellor or Pro-Chancellor, as applicable, and can be so re-elected without giving rise to a breach of the Act section 12(4) or 12A(3), as applicable, the Senate may decide to consider the incumbent office-holder for re-election without other nominations being obtained and, in that case —

- (a) regulations 16B, 16C, 16D and 17(3) and (4) do not apply; and
 - (b) the incumbent office-holder may be re-elected under regulation 17(2) at that meeting or a subsequent meeting of the Senate.
- (3) If the incumbent office-holder is not re-elected under (2), the Senate must advise the University Secretary and an election for the office of Chancellor or Pro-Chancellor, as applicable, must be held in accordance with regulations 16B, 16C, 16D and 17.

Chapter 3 — Senate proceedings

Note: The [University of Western Australia Act 1911](#) includes information regarding the following matters relevant to this Chapter:

- (a) Chair of Senate (section 23A);
- (b) Quorum for meetings of Senate (section 25).

The [University of Western Australia Statute](#) prescribes the minimum number of Senate meetings each year (clause 8).

18 Chair of Senate

The Chair of Senate is prescribed in the Act section 23A, which as at the date of these Regulations provides as follows:

- (1) The Chancellor, or in the absence of the Chancellor the Pro-Chancellor, is to preside as the chair of a meeting of the Senate.
- (2) If the Chancellor and the Pro-Chancellor are not present at a meeting of the Senate, the members of the Senate present at the meeting are to elect a person to preside as the chair of the meeting.

19 Special meetings

- (1) The Chancellor (or in the absence of the Chancellor, the Pro-Chancellor) may call a special meeting of the Senate.
- (2) A special meeting of the Senate must be held if requested by at least four members of the Senate and the request —
 - (a) is in writing;
 - (b) specifies the proposed purpose of the meeting; and
 - (c) is given to the Chancellor, or in the Chancellor's absence is given to the Pro-Chancellor, or in the absence of both the Chancellor and Pro-Chancellor is given to the University Secretary.
- (3) A special meeting requested by members under (2) must be held no later than ten University Working Days after the request is received.

20 Notice of meetings and agendas

- (1) Subject to (2), members must be given at least five University Working Days' notice of a Senate meeting.
- (2) Where the Chair considers the matter to be urgent, members must be given at least two University Working Days' notice of a Senate meeting.
- (3) A notice of a meeting must be in writing and provided to each member of the Senate personally and must provide details of all matters to be considered at the meeting.

21 Adjourning and cancelling meetings

- (1) The Senate may adjourn a meeting to a date before the next scheduled meeting date.
- (2) The Chancellor may cancel an ordinary meeting of the Senate if satisfied that there is insufficient business, but must give at least three University Working Days' notice to members.

22 Quorum

- (1) The quorum for a meeting of the Senate is prescribed in the Act section 25, which as at the date of these Regulations provides as follows:

No business shall be transacted at any meeting of the Senate unless 8 members... are present.

- (2) If a quorum is not present within 15 minutes after the time appointed for the meeting, then the business to be transacted must either be (as decided by the Chair) —
- (a) deferred until the next ordinary meeting, at which it must take precedence; or
 - (b) dealt with by circular in accordance with the Standing Orders of the Senate.

23 Meeting procedures

- (1) Senate meetings are conducted in accordance with Standing Orders of the Senate.
- (2) Senate committee meetings are conducted in accordance with Standing Orders of the Senate, unless otherwise prescribed in the committee's constitution approved by the Senate.

24 Rescission of Senate decisions

A decision of the Senate can only be rescinded where —

- (1) prior notice has been given in accordance with these Regulations and the Standing Orders of the Senate; and
- (2) it is approved by an Absolute Majority of the Senate.

25 Minutes

- (1) The proceedings of all Senate meetings must be minuted and retained.
- (2) Members must be sent, or have access to, a copy of the minutes within a reasonable period of time following each meeting.
- (3) The minutes must be confirmed or amended by resolution of the Senate at the following meeting.

26 End of year arrangements

At its final meeting each year, the Senate must appoint a sub-committee of the Senate to deal with any urgent matters which arise prior to the first meeting of the Senate in the following year. The sub-committee is authorised to act on behalf of the Senate during that time.

Approval and Implementation:

Approval Authority: Senate
Responsible Officer(s): University Secretary

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Version	Description Approved/Amended/Rescinded	UWA Senate approval (date and resolution)	Commencement
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