

## Election of Chancellor and Deputy Chancellor – Guidelines

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### 1. Intent

The Election of Chancellor and Deputy Chancellor Guidelines (the **Election Guidelines**) support *University Statute No. 7 Election of Chancellor and Deputy Chancellor (Statute 7)* and provide guidance for submitting a nomination to Council of a candidate for election as Chancellor or Deputy Chancellor under Section 12(1) of the *Edith Cowan University Act 1984*.

### 2. Organisational Scope

The Election Guidelines are applicable to:

- Council Members;
- the Vice-Chancellor; and
- the University Secretary.

### 3. Definitions

Definitions and interpretations provided in Statute 7 apply to these Election Guidelines.

### 4. Guidelines – Content

#### *Eligibility*

- 4.1. The Act sets out circumstances under which an individual would be ineligible to be elected or re-elected to be the Chancellor or Deputy Chancellor.
- 4.2. The *Higher Education Standards Framework (Threshold Standards)* made under the *Tertiary Education Quality and Standards Agency Act 2011 (Cwlth)* require ECU to ensure that each Member of its governing body is a fit and proper person. A candidate who is unable to complete a Fit and Proper Person Declaration to the University's satisfaction is ineligible for election to be the Chancellor or Deputy-Chancellor.
- 4.3. Nominations for election as the Chancellor or Deputy Chancellor must be submitted to the Vice-Chancellor in accordance with the requirements set out in Statute 7.

#### *Nominations presented to Council*

- 4.4. For each nomination submitted in accordance with paragraph 4.3, the University Secretary must ensure that appropriate due diligence is undertaken to confirm the accuracy of the information submitted in the nomination and to identify any undisclosed information which may be relevant to Council's consideration of the nomination.
- 4.5. For the nomination of a candidate for an inaugural term, investigative tools to be used for due diligence will include, but are not limited to:
  - searches of ASIC's Banned and Disqualified Register and the Bankruptcy Register,
  - national Criminal History checks,

- verification of any qualifications or accreditations held by the candidate,
  - searches of affiliation sites (ie LinkedIn, ASX, Business News, company information subscription services),
  - review of Social Media,
  - review of Philanthropic registers such as the Australian Charities and Not-for-profits Commission.
- 4.6. For the nomination of a candidate for re-election, the University Secretary must determine what, if any, investigative tools should be used for due diligence.
- 4.7. Prior to the election of a candidate under Statute 7, the University Secretary must ensure that Council is provided with:
- a) a copy of the candidate's Curriculum Vitae and a Fit and Proper Person Declaration completed by the candidate;
  - b) any relevant information ascertained from the due diligence conducted in accordance with paragraph 4.4; and
  - c) an assessment of the candidate's skills and experiences against the criteria set out in Schedule 1 of the Membership of Council and Council Bodies Guidelines.

## 5. Accountabilities and responsibilities

- 5.1 The University Secretary has overall responsibility for the operation of the Election Guidelines.
- 5.2 Amendments to the Election Guidelines require the approval of the Governance and Nominations Committee.

## 6. Contact information

Guideline Owner	University Secretary
All enquiries contact	University Secretary
Email address:	<a href="mailto:j.quinn@ecu.edu.au">j.quinn@ecu.edu.au</a>

## 7. Approvals

Guideline approved by:	Council
Date policy first approved:	19 October 2023
Date last modified:	
Revision history:	
Next revision due:	October 2026
HPCM file reference:	SUB/541