

**LA TROBE UNIVERSITY**  
**UNIVERSITY OFFICERS REGULATIONS 2009**

The Council of La Trobe University makes these Regulations under the **University Officers Statute 2009**.

**PART 1—PRELIMINARY**

**1. Name**

These Regulations are the **University Officers Regulations 2009**.

**2. Interpretation**

In these Regulations—

*casual election* means an election referred to in section 3(1)(b);

*election* means an election of the Chancellor or Deputy Chancellor;

*incumbent*, in section 3, means the incumbent Chancellor or Deputy Chancellor, as the case requires;

*meeting* means a meeting of the Council;

*term election* means an election referred to in section 3(1)(a).

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## PART 2—CHANCELLOR AND DEPUTY CHANCELLOR

### 3. Election of the Chancellor and Deputy Chancellor

An election must be held—

- (a) at a meeting before the date on which the incumbent's term ends or at another meeting held as soon as practicable after that date; or
- (b) if the incumbent's position becomes vacant at any time during his or her term, at a meeting held as soon as practicable after the vacancy arises.

### 4. Returning Officer

The Director, Governance, Policy and Planning is the Returning Officer for an election.

### 5. Notice of election

- (1) The Returning Officer must ensure that written notice of a term election is—
  - (a) included in the agenda papers for the meeting that precedes the meeting at which the election is to take place (the *preceding meeting*); and
  - (b) as soon as possible thereafter, given to any member of the Council who was not present at the preceding meeting.
- (2) The Returning Officer must give written notice of a casual election to each member of the Council as soon as practicable after becoming aware of the circumstances giving rise to the relevant vacancy.
- (3) A notice under this section must be—
  - (a) in the form approved by the Council; and
  - (b) accompanied by a nominations sheet, also in the form approved by the Council.

### 6. Nominations

- (1) Nominations of candidates for a term election will close 10 days prior to the date of the meeting at which the election is to be held.
- (2) Nominations of candidates for a casual election will close 5 days prior to the date of the meeting at which the election is to be held.

- (3) If only one candidate is nominated for an election, the Council must determine by secret ballot whether that candidate is to be elected.
- (4) If no nominations are received for an election or only one nomination is received and the candidate is rejected by the Council in a secret ballot conducted under sub-section (3), the Returning Officer must re-schedule the election to a later meeting and give notice again in accordance with section 5.
- (5) A candidate may withdraw his or her nomination at any time prior to the date of the meeting at which the relevant election is to be held by giving a signed written notice to the Returning Officer.

## **7. Voting**

In an election—

- (a) the voting must be conducted by way of a secret ballot among the members of the Council who are present at the meeting at which the election is held; and
  - (b) the votes are to be counted in accordance with the principles of first-past-the-post voting.
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**PART 3—THE VICE-CHANCELLOR**

**8. Powers of Vice-Chancellor**

- (1) Subject to the Act, the Statutes and regulations and any relevant resolution of the Council, the Vice-Chancellor may, in respect of an urgent matter requiring immediate decision or action by a committee or other body of the University (other than the Council), make any decision or take any action on behalf of that committee or body which the Vice-Chancellor considers necessary in the circumstances.
- (2) If the Vice-Chancellor makes a decision or takes any action on behalf of a committee or body under this section, the Vice-Chancellor must inform the committee or body of that fact as soon as possible.



Approved by the Council on 7 September 2009

Promulgated on 8 September 2009