

WORONI

The Australian National University Student Newspaper since 1950

Meeting Minutes

Board Meeting
28th September 2014, 12:00pm
Woroni Boardroom

Present: Tara Shenoy (Chair), Ross Caldwell (Secretary), Alex Catalán-Flores, Janis Lejins, Jacob Ingram, Abigail Widijanto, Polly Mitton

Apologies: Beatrice Smith

Opened 12:11pm

ITEM 1: Acknowledgement of Country

Jacob read the acknowledgment of country.

ITEM 2: Previous Action Items

Name	Item	Due Date
Janis	Investigate prices for importing a Camera	Wednesday 24/09
Tara	Call ANU Security to ascertain who still has access to the office	Next Meeting
Alex	Email the inventory register to Tara	Will be done by tonight (21/09). Sent out by 28/09 will be passed by
Polly	Email Ross with policy for Radio retractions, corrections and apologies	This meeting
Ross	Create policy document outlining what published contributions mean	Next Meeting
Abby & Alex	Develop a column policy for clubs/societies/student organisations	By next Sunday
Ross	Clarify abstentions and absences in the voting process	Next meeting

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Janis	Publish the Woroni App	Next Meeting
Alex	Report of financial viability of advertising via Facebook	By Tuesday 23/09
Janis	Investigate prices for non-student equipment loans from Media/Arts office	Next Meeting
Polly	Get Woroni Radio stickers for Oktoberfest Showbags	Next Meeting
Janis	Get Woroni Print Promotional material and gig guides for Oktoberfest Showbags	Next Meeting
Alex	Calculate amount of expected surplus	Next Meeting
Janis & Abby	Create Advertising: ISIS Forum Woroni Weekend Radio Launch Party	By 30th of September (Edition 13)
Janis	Investigate ANU alcohol advertising laws and ascertain whether or not they apply to Woroni	Next Meeting
Tara & Alex	Discuss format of ISIS Forum	24th of September
Jacob	Organise National Press Club Memberships for 5 Editors, ascertain whether or not they are transferable	Next Meeting
Janis & Alex	Investigate costs of travel, accommodation and other living expenses for Woroni Internship Scholarship	24th of September

ITEM 3: Accepting Previous Meeting Minutes

Ross outlined that there are several Board Meeting minutes that need to be accepted, but they have not been properly distributed. He suggested that the board wait until next week to accept any minutes as there would not be enough time to read the minutes

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before a vote.

The board agreed.

ACTION ITEM: Ross to distribute meeting minutes to the board by Tuesday.

PRINT

ITEM 4: General Update

Abby told the board that the theme for the Creative Edition will be 'Realities & Illusions' and she asked for permission to announce that on Facebook.

Tara gives permission for Abigail to announce theme on Facebook on Monday.

ACTION ITEM: Abigail to announce theme on Facebook on Monday

ACTION ITEM: Print Team to source people for the Creative Edition Working Group by next meeting.

ITEM 5: Printing

Janis outlined that the best plan would be to stick with current printers for rest of the year, then next year the next board would discuss using MPD printing next year.

ACTION ITEM: Alex to contact MPD and ask them to hold prices from their last quote.

ITEM 6: Photos

Janis told the board that he had some photos to upload to Facebook and would do so once they were finished.

ACTION ITEM: Janis to upload Art School Ball photos during the week.

RADIO

ITEM 7: General Update

Polly told the board that Woroni Radio was going well.

Polly reported back on the cost of Woroni Radio branded coasters: \$250 for 500 coasters. General idea is to place 100 in showbags at ANU Bar Oktoberfest, 100 for ANU Bar, 300 for future events.

MOTION: That we set aside \$250 for the Woroni Radio Coasters.

Proposed: Polly Mitton

Seconded: Tara Shenoy

Votes for: All

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Janis asked about different colours.

Polly said that it's possible, but she will need to confer with the printers.

ACTION ITEM: Janis to develop files for coaster printing by Monday

FINANCE

ITEM 8: General Update

Transactions: \$6504.70
Savings: \$47,883.25
Term Deposit: \$60,000 + interest

ITEM 9: Surplus

Alex asked how much a creative edition costs.

Janis confirmed that it costed roughly \$3000 based on last edition.

Alex predicts that we will have an 11.83% (\$8,455) surplus at the end of the Semester.

Alex noted that the assumption of costs for events are based on current events planned: ISIS Forum, Woroni Launch Party, Contributors Party, and Woroni Weekend.

Woroni Scholarship costed at \$6,635.51

Woroni Market Research costed at \$8,000

ITEM 10: Woroni Scholarship

Alex presented his costing for the Woroni Scholarship (APPENDIX ONE)

Front page is Alex's calculation for the scholarship

2nd page is for accommodation costs.

3rd page is incidental costs

4th page is Internet costs.

5th page is transportation costs.

Tara: Internship will likely run for 4-6 weeks & will cost \$5,000

Motion: That the board approve \$5,000 for the Woroni Scholarship to be held in the 2014-2015 Summer Holidays.

Proposed: Tara Shenoy

Seconded: Jacob Ingram

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Votes for: All

ITEM 11: Market Research Project

Alex presented the status of his research into holding Market Research at Woroni.

Deloitte wants to hold a meeting with us.

Newspoll wants to hold a meeting.

Colmar Brunton Social Research gave us figures for focus grouping.

Alex said that he didn't want to spearhead the project, Jacob said that he would do so.

ACTION ITEM: Alex to send all details of the Market Research Project to Jacob.

Focus grouping will likely cost \$8,000

Alex was thinking of holding 3-4 focus groups in the 3rd week of October.

Janis wants to hold a meeting regarding the focus grouping.

Jacob will discuss that with Janis at a later date.

Alex explained that focus Grouping will likely be used to develop surveys to be run in 2015. These surveys will then aid in the design of future focus groups in 2015.

First focus group participants will be drawn from a broad demographic second focus grouping will be very specific.

ITEM 12: Facebook Advertising Report

Alex presented his report on the Facebook advertising (APPENDIX TWO).

Alex was happy with the results.

Janis, Polly, Jacob & Ross were also happy with the results

Ross said that it was a good test but that we should think about strategy for the future.

ACTION ITEM: Alex to write up a one-page document on Facebook Advertising for next Board Meeting

Tara said for everyone to email Alex with their ideas for future advertising use

EVENTS

ITEM 13: ISIS Forum

Alex worries that were just going to have a bunch of people agreeing with each other, and that we need to do something to make it interesting.

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Alex presented his ideas that were to:

1. Invite Abu Bakr, a Sydney-sider who is an outspoken supporter of ISIS. Geordie and Mitch are trying to track him down and get him there; or

2. Hire an actor to represent ISIS and we train him & give him lines to say. We can use him to provoke academics. Alex acknowledges ethical implications, but said that they would reveal it at the end & the purpose would be to challenge community perceptions.

Jacob said that the first idea gives legitimacy to forum. He felt that the second idea is a bad idea, it undermines the rest of the forum. Jacob suggests that the Imam of Canberra could come, and this will ensure the panel is not all just academics.

Ross said that he likes the first idea, but second idea is dishonest and provoking the panellists and ensuring interesting and varied discussion is the job of the MCs, not of an actor.

Janis raised concern that the first idea the guy has no real qualification. He felt that the second idea has potential & likes getting the Imam there but the second idea is more like performance art than a standard forum. He also raised concerns about having the time or effort to coach the guy.

Abigail agrees that the first guy has no legitimacy but she felt that the Actor is a good idea. She asked Alex where we would hire the actor.

Alex told Abigail that he would like to hire the actor from NIDA.

Polly argued that if you question the legitimacy of the first person, then the 2nd person has even less legitimacy. She raised concerns that the actor may be insulting to the panel. She felt that no matter how good the actor is they're not going to be able to shape up with the world experts. Polly liked the idea of the reveal, but given Woroni's current perception on campus people would think we're talking down to them and treating them like idiots.

Tara advised Alex to think about how many people on the board are against the actor idea when deciding what to do with the forum.

Alex responded to Ross by saying that there's a difference between the MCs representing the views of ISIS as chairs & a panellist doing that, as the job of MC is to be impartial while a panellist can argue better.

Alex responded to Polly by saying that we do owe the experts our respect, but just because it's high risk doesn't mean we shouldn't do it. We shouldn't base what we do on our perception.

Alex responded to Janis by saying that Abu Bakr may be a shit-stirrer, but he's just there to bring the view of ISIS.

Alex responded to Jacob by saying that in the end it's about whether we take the risk.

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Janis raised the idea that if people are aware ahead of time it's an actor it may mitigate some concerns the board has. He said that it'd be worth getting the academics' input on the panel.

Abigail asked if the academics would be scripting the actor?

Janis: No

Polly agreed with Janis that asking the academics would be a good idea.

Janis reminded the board that there are a lot of other ways that this can be done. He said that maybe the actor is the best way, but it needs to be investigated more.

Ross said that we have a duty of care to everyone, even if they do hold opinions we strongly disagree with. His concerns were with Woroni's ethical obligations, and he raised that we wouldn't be able to write the best lines for the actor because we don't know what ISIS members think.

Jacob raised the idea of a video section that academics could then respond to. He also outlined is that the problem with the actor idea isn't that it's high risk, it just looks bad to people even if we pull it off without a hitch.

Alex said that he was happy to drop the actor idea as it seemed like the board doesn't support it.

Tara told the board that if people have ideas for alternative member of panel then they should contact Alex.

ITEM 14: Mission Statement

Tara has outlined that much institutional knowledge is lost, so we're developing institutional memory.

Tara said that over the semester she has realised that the board may not all be on the same page so it would be worth crafting a mission statement.

Tara outlined that a mission statement should consider ANUSM's

1. Market
2. Content
3. Distinction (What makes us unique?)

Ross asked whether this would be for the organisation, or for our board.

Tara answered that it was just for the current board and not for the full organisation

Tara gave the board 5 minutes to come up with their personal mission statements.

Tara sent Polly, Alex & Abigail outside to work on their mission statement

Tara sent Janis, Jacob & Ross to work on their mission statement

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Meeting adjourned 1:16pm

Meeting opened 1:24pm

The board discussed their mission statements.

Tara took the main points from everyone's statements and will develop a mission statement for Board consideration.

ACTION ITEM: Tara to write draft mission statement for the Board to consider at the next meeting.

ITEM 15: Radio Launch Party

Tara to discuss with Polly privately.

ITEM 16: Woroni Weekend

Tara to discuss Polly privately.

ADMIN

ITEM 17: Handover Policies and Guides

Tara asked if everyone was happy to do the guides allocated to them in her emails sent. Everyone said that they were happy to do them.

ITEM 18: Woroni Elections

Ross outlined to the Board that the Electoral Regulations (APPENDIX THREE) used in the previous 2014 editor election is fine and should be used for the current election.

The board was okay with that and did not wish to change them.

Ross presented the election timeline to the Board (APPENDIX FOUR)

ACTION ITEM: Ross to email Olivia to place election timeline in handover doc.

ITEM 19: Other Business

Meeting closed: 1:38 pm

ACTION ITEMS

Name	Item	Due Date
Janis	Investigate prices for importing a Camera	Sunday Afternoon
Tara	Call ANU Security to ascertain who still has	Next Meeting

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	access to the office	
Abby & Alex	Develop a column policy for clubs/societies/student organisations	By next Sunday
Janis	Investigate prices for non-student equipment loans from Media/Arts office	Next Meeting
Janis & Abby	Create Advertising: ISIS Forum Woroni Weekend Radio Launch Party	Edition 13
Ross	Distribute Board Meeting Minutes	Tuesday
Abigail	Announce theme for Creative Edition	Monday
Print Team	Source people for Creative Edition Working Group	Next Meeting
Alex	Contact MPD and ask for them to hold their prices offered in the last quote	ASAP
Janis	Upload photos from Art School Ball	During the week following this meeting
Janis	Develop files for coaster printing.	Monday
Alex	Send Jacob all details of the Market Research Project.	ASAP
Alex	Write up one page document on Facebook Advertising	Next Board Meeting
Tara	Write draft mission statement for the board	Next meeting
Ross	Email Olivia with Election Timeline and get her to place it in handover doc	ASAP

MINUTES ACCEPTED BY:

Chair of Accepting Meeting on 11/10/14

Name: Tara Shway

Signature: [Signature]

Date: 11/10/14

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Secretary of Accepting Meeting on 11 / 10 / 14

Name: Ross Caldwell

Signature: 

Date: 19 / 10 / 14

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Appendix One

Woroni Scholarship Costing

Managing Editor Alex Catalán-Flores

Item	Weekly Cost	Cost for 6 Weeks	Cost for 8 Weeks
Accommodation	\$ 521.53	\$ 3,129.16	\$ 4,172.21
Household Products*	\$ 159.32	\$ 159.32	\$ 238.98
Food†	\$ 138.25	\$ 829.50	\$ 1,106.00
Internet*	\$ 234.20	\$ 234.20	\$ 234.20
Utilities	\$ 242.56	\$ 363.84	\$ 485.12
Transport	\$ 40.50	\$ 243.00	\$ 324.00
Incidentals*	\$ 50.00	\$ 50.00	\$ 75.00
TOTALS:	\$ 1,386.36	\$ 5,009.02	\$ 6,635.51

* Weekly costs for these items are calculated differently to other items.

† Average price for a typical household grocery basket (adjusted for inflation) as per delineated here:

<http://www.choice.com.au/reviews-and-tests/food-and-health/food-and-drink/supermarkets/supermarket-price-survey-2009/page/cities-and-states-compared.aspx>

Location	Weekly Cost
Redfern	\$290.00
Sydney City	\$530.00
Sydney City	\$585.00
Sydney City	\$310.00
Darlinghurst	\$335.00
Surry Hills	\$425.00
Newtown	\$435.00
Potts Point	\$450.00
Sydney City	\$950.00
Sydney City	\$610.00
Sydney City	\$520.00
Sydney City	\$1,100.00
Sydney City	\$420.00
Sydney City	\$420.00
Sydney City	\$550.00
Sydney City	\$495.00
Sydney City	\$520.00
Sydney City	\$565.00
Outer Suburbs	\$399.00
AVERAGE:	\$521.53

Product	Unit Price (Woolworths)		Unit Price (Coles)	
Sponges	\$	2.15	\$	1.87
Laundry Powder	\$	2.68	\$	6.00
Universal Degreaser	\$	6.44	\$	6.59
Gloves	\$	4.83	\$	4.24
Toilet Cleaner	\$	3.00	\$	4.17
Toilet Paper	\$	5.36	\$	4.95
Multipurpose Cleaner	\$	3.00	\$	7.14
Dishwashing Liquid	\$	3.21	\$	4.22
Dish Brush	\$	3.00	\$	4.39
Deodorant	\$	5.38	\$	4.27
Toothbrush	\$	11.28	\$	10.99
Toothpaste	\$	2.80	\$	5.49
Tampons	\$	5.65	\$	5.04
Razors	\$	7.19	\$	8.79
Condoms	\$	7.51	\$	7.69
TOTAL:	\$	73.48	\$	85.84
AVERAGE:			\$	159.32

Company	Description	Set-up Fees (1st mth)	Monthly Cost	Total (2 mths)
Optus	Month-to-month contract, ADSL2+, 30GB, free modem.	90	65	220
	Month-to-month contract, ADSL2+, Unlimited, free modem.	123.9	39.9	203.7
iPrimus	Month-to-month contract, ADSL2+, 100GB, BYO modem.	199	39.95	278.9
			AVERAGE:	234.2

Type of Transportation	Fare for One Trip	Estimated number of trips a day	Daily Total	Weekly Total (5-day work week)
Bus	\$ 1.05	3	\$ 3.15	\$ 15.75
Light Rail	\$ 1.65	3	\$ 4.95	\$ 24.75
Total:			\$ 8.10	\$ 40.50

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Appendix Two

Facebook Advertising Report

Managing Editor Alex Catalán-Flores

Start Date	End Date	Campaign Name	Placement	Reach	Frequency	Impressions	Impressions (CPM) (AUD)	Cost Per 1,000 Impressions (AUD)	Reached (AUD)	Amount Spent (AUD)	Clicks	Unique Clicks	Through Rate (CTR)
2014-06-26	2014-09-23	[11/08/2014] Promoting Woroni	News Feed on Desktop Computers	13,084	2,722,027	35,615	\$ 4,253,826	\$ 115,790,28	\$ 151,500,000	844	658	2,369,788	
2014-06-26	2014-09-23	[11/08/2014] Promoting Woroni	News Feed on Mobile Devices	8171	2,959,736	24184	\$ 3,961,710	\$ 11,725,615	\$ 95,810,000	495	384	2,046,808	
2014-06-26	2014-09-23	[11/08/2014] Promoting Woroni	Right Column Adverts on Desktop Computers	4591	1,688,521	7752	\$ 5,675,955	\$ 9,583,969	\$ 44,000,000	174	160	2,244,582	
2014-06-26	2014-09-23	[11/08/2014] Promoting Woroni	Right Column Adverts on Home Page for Desktop Computers	11	1,545,455	17	\$ -	\$ -	\$ -	0	0	0	
2014-06-26	2014-09-23	[11/08/2014] Promoting Woroni	Computers	6	1,166,667	7	\$ -	\$ -	\$ -	0	0	0	
2014-06-26	2014-09-23	Post: "Woroni sat down with the cast of this year's..."	News Feed on Desktop Computers	1449	1,322,981	1917	\$ 2,712,572	\$ 3,588,682	\$ 5,200,000	61	55	3,182,055	
2014-06-26	2014-09-23	Post: "Woroni sat down with the cast of this year's..."	News Feed on Mobile Devices	195	1,107,692	216	\$ 3,703,704	\$ 4,102,564	\$ 0,800,000	17	13	7,870,37	
2014-06-26	2014-09-23	Post: "How To Get Published" by Jo Walker..."	News Feed on Desktop Computers	789	1,248,416	985	\$ 3,959,391	\$ 4,942,966	\$ 3,900,000	58	41	5,888,325	
2014-06-26	2014-09-23	Post: "How To Get Published" by Jo Walker..."	News Feed on Mobile Devices	330	1,072,727	354	\$ 3,107,345	\$ 3,333,333	\$ 1,100,000	18	18	5,084,746	
2014-06-26	2014-09-23	Post: "Woroni have received allegations that the ANUSA..."	News Feed on Desktop Computers	73	1	73	\$ 3,287,671	\$ 0,240,000	\$ 0,240,000	7	6	9,589,041	
2014-06-26	2014-09-23	Post: "Woroni have received allegations that the ANUSA..."	News Feed on Mobile Devices	110	1	110	\$ 4,090,909	\$ 0,450,000	\$ 0,450,000	14	12	12,722,723	

Unique Click Through Rate (uCTR)	Cost Per Click (CPC) (AUD)	Cost Per Unique Click (AUD)	Action	People Taking Action	Social Clicks	Page Likes	Engagement	Post Engagement	Photo Views	Website Clicks	Page Like Engagement (AUD)	Cost per Post Engagement (AUD)	Photo View Website Click (AUD)	Cost per Website Click (AUD)
5.029043	\$ 0.179502	\$ 0.230243	6282	1852	26	294	5937	5240	356	\$ 0.515306	\$ 0.025432	\$ 0.028912	\$ 0.425562	
4.699547	\$ 0.193556	\$ 0.249505	5053	1355	0	181	4872	4420	230	\$ 0.529337	\$ 0.019665	\$ 0.021676	\$ 0.416565	
3.48508	\$ 0.252874	\$ 0.275000	1143	495	0	109	1031	820	80	\$ 0.403670	\$ 0.042677	\$ 0.053659	\$ 0.550000	
0	\$ -	\$ -	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	
0	\$ -	\$ -	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	
3.795721	\$ 0.085246	\$ 0.094545	46	46	13	3	43	0	38	\$ 1.733333	\$ 0.120930	\$ -	\$ 0.136842	
6.666667	\$ 0.047059	\$ 0.061538	4	4	1	0	4	0	3	\$ -	\$ 0.200000	\$ -	\$ 0.266667	
5.196451	\$ 0.067241	\$ 0.095122	26	22	5	1	0	0	0	\$ 3.900000	\$ -	\$ -	\$ -	
5.454545	\$ 0.061111	\$ 0.061111	3	2	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	
8.219178	\$ 0.034286	\$ 0.040000	3	3	0	0	3	0	2	\$ -	\$ 0.080000	\$ -	\$ 0.120000	
10.909091	\$ 0.032143	\$ 0.037500	4	4	7	0	4	0	3	\$ -	\$ 0.112500	\$ -	\$ 0.150000	

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Appendix Three

ANUSM Electoral Guidelines 2014

Deputy Editor-in-Chief Ross Caldwell

Australian National University Student Media Association (Woroni)

ELECTION REGULATIONS

1.1 Overview

1.1.1 These Regulations are the Election Regulations of Australian National University Student Media Association Incorporated (referred to as ANUSM or the Association),

1.1.2 These Regulations are formed to compliment section 7.6 of the ANUSM Constitution. Where there is a contradiction in these regulations, the Constitution is the deciding document.

1.1.3 All Definitions used within these Regulations are drawn from the ANUSM Constitution.

1.1.4 During an Election of the Association, any dispute about membership eligibility is to be decided by the Returning Officer, whose decision will be final.

1.1.5 If a person is elected to fill a casual vacancy in an office, that person must serve so much of the term of that office as remains unexpired.

1.1.6 Undergraduate and postgraduate students of the University (including non-award students) are eligible to vote for, or stand for election for ANUSM.

1.2 Nature of these Regulations

1.2.1 These Regulations are made under the power afforded the Board in s 7.6.8 (c) of the ANUSM Constitution, which allows the Board to make regulations for the management of the elections consistent with s 7.6.

1.3 Counting of Votes

1.3.1 The Returning Officer must, as soon as is practicable after the close of polling, arrange for final results of the online ballot to be announced.

1.3.2 Votes may be recounted at the discretion of the Returning Officer or her/his nominee.

1.3.3 The Returning Officer must ensure that all voting results are retained and stored securely for 12 months after the election or referendum in which they are cast.

Section 2: Elections

2.1 The electoral systems to be used in the annual elections and the method of counting votes, must comply with s. 7.6.5 and s.7.6.8 of the ANUSM Constitution.

2.1.1 The annual elections must be conducted over 5 consecutive academic days.

2.2 The Returning Officer must call for nominations that comply with s. 7.6.6 and s. 7.6.7 of the ANUSM constitution.

2.2.1. For the purposes of s. 7.6.7 of the ANUSM constitution, 'contribution' shall be defined as "a submission of content intended for publication by the Association that is submitted or arranged

through official correspondence with the Association and considered to be acceptable for publication by the Association”.

2.3 Nominations

2.3.1 A nominee can withdraw her/his nomination at any time after the date of the close of nominations

2.3.2 Nominations must be sent to the Returning Officer and at the close of nominations the Returning Officer or her/his nominee must, in consultation with the Board via the Deputy Editor-in-Chief, determine the validity of the nominations.

2.3.2a Where the Returning Officer or her/his nominee determines that a nomination that is submitted during the period that nominations remain open is not valid under section 7.6.6 of the ANUSM Constitution the Returning Officer or her/his nominee must:

a) make a reasonable attempt to contact the candidate to inform her/him that the nomination is invalid.

b) inform the candidate that the invalidity may be remedied and the nomination may be resubmitted to the Returning Officer or her/his nominee at any time up until 2 Working days after the date of the close of nominations.

2.3.3 The Returning Officer or her/his nominee must, as soon as is practicable after the close of nominations, prominently display a list of nominations for all positions on the front door of the Association offices and online.

2.3.4 If the number of candidates nominated is equal to the number required to be elected, an election for that position is not required.

2.3.5 If the number of candidates nominated for any position is below the number required to be elected, an election for that position is not required, and any unfilled position is to be considered a casual vacancy, and must be filled in accordance with section 7.8 of the ANUSM Constitution.

2.3.6 If the number of candidates nominated for any position is greater than the number required to be elected, the Returning Officer must conduct an election for that position.

2.3.7 All nominations, valid and invalid, must be kept by the Returning Officer in a secure place until after the poll is declared.

2.4 Online Ballot

2.4.1 The Returning Officer must arrange for online ballot using the ANU's online electoral system.

2.5 Polling Procedure

2.5.1 Candidates must not set up polling stations. A polling station is defined as providing a physical mechanism to facilitate voting, such as providing your laptop to someone with the express purpose of them voting for you in the election.

2.5.2 The Returning Officer must ensure that procedures are in place to limit each ordinary member of the Association to voting no more than once.

2.6 Casting of Votes

2.6.1 The voter must indicate the order of her/his preference on the online ballot by writing the numeral 1 against the name of the candidate of her/his first choice, 2 against the name of the candidate of her/his second choice, 3 against the name of the candidate of her/his third choice and so on, in an unbroken sequence of numbers against the names of candidates.

2.6.2 A ballot paper will not be valid if the voter has not indicated her/his preferences for at least 1 candidate.

2.7 Limits on Campaign-Related Expenditure

2.8.1 The campaign-related expenditure of a candidate must not exceed \$70.

2.9 Disclosure Requirements

2.9.1 Upon nomination, each candidate must complete and lodge with the Returning Officer a statement of intention identifying anticipated sources of campaign funding. This statement will include all financial and non-financial contributions to the campaign, including but not limited to printing facilities, paper, paint, glue, T-shirts, BBQ supplies and other sundry items.

Section 3: Electoral Offences

3.1 Electoral Offences

3.1.1 It is an offence to place on any notice board an election notice larger than A3 size.

3.1.2 It is an offence to publish any publication during an election campaign that contains untrue statements likely to mislead a voter in the casting of her/his vote.

3.1.3 It is an offence to remove from any place any registered publication. No offence is committed by:

a) a person removing a reasonable quantity of the publication for their own or another's information; or

b) a member of the group in whose name the publication is registered; or

c) a person authorised by a member of the group in whose name the publication is registered; or

d) a person who has the right to control the entrance to the place where the publication lies or that person's agent.

3.1.4 It is an offence to cast or attempt to cast a vote to which the person is not entitled.

3.1.5 It is an offence to offer money, food, drink, or any other enticement to encourage a member to vote.

3.1.6 It is an offence to incite any other person to commit any of the Electoral Offences detailed in this section.

3.2 Action by the Returning Officer During an Election of the Association

3.2.1 The Returning Officer must undertake a thorough investigation into any matter referred to it during an Election of the Association under the Constitution, Regulations or Policy.

3.2.2 The possible commission of an electoral offence is taken to be referred to the Returning Officer if:

- a) an allegation of that offence is made in writing addressed to the Returning Officer by any member of the Association; or
- b) the Returning Officer of their own motion decides that an electoral offence may have been committed.

3.2.3 If an allegation of an Electoral Offence is referred to the Returning Officer in accordance with the Constitution, the Returning Officer may exercise any power detailed in section 3.2 of the Election Regulations.

3.2.4 If, after thoroughly investigating the conduct of an election referred to under this Constitution, the Returning Officer accepts that there has been a breach of this Constitution or the Regulations, then the Returning Officer may, at their discretion:

- a) affirm the result and declare the poll; or
- b) disqualify a candidate; or
- c) declare the poll null and void and order a new election or referendum.

3.2.5 During an Election of the Association, the Returning Officer may impose a fine; revoke membership rights or such other penalty as is prescribed upon a member or former member of the Association in accordance with the Regulations. The fine imposed by the Returning Officer should be proportional to the seriousness of the offence committed, but must not exceed \$100 for each offender.

3.2.6 Any member with a fine outstanding to the Association is to have her/his membership privileges suspended, and may not hold any Representative position within the Association.

3.2.7 In the event that the Returning Officer determines that any member(s) have breached Section 2 and Section 3 of the Regulations, there shall be a presumption in favour of the revocation of the impugned individual(s) membership rights for a period of time not exceeding twelve months from the date of the Returning Officer's decision.

3.2.8 In considering whether the presumption arising from the operation of s 3.2.7 has been rebutted, the Returning Officer may take into account factors including, but not limited to, the presence or absence of intent on the part of the impugned individual(s), the extent of any breach, and the extent to which the breach had the potential to undermine the integrity of the electoral process.

3.2.9 The provisions of s 3.2.7 and s 3.2.8 of the Electoral Regulations do not affect the Returning Officer's power to impose an alternative sanction upon the provision of exculpatory evidence or additional information.

WORONI

The Australian National University Student Newspaper since 1950

Appendix Four

ANUSM Semester 2 Election Timeline

Deputy Editor-in-Chief Ross Caldwell

Woroni Election Timeline

Date	Event	Reasoning	Constitutional Reference	Who
By 10 th September	VC to appoint Returning Officer	Constitution says VC must appoint a staff member. We've suggested it be Roxanne Missingham and 2 weeks in advance gives time for her to prepare etc. She has agreed too.	7.6.4 The Returning Officer for elections for the Board must be a staff member of the University appointed by the Vice-Chancellor.	Deputy Editor-in-Chief to approach Roxanne Missingham and then seek VC approval.
Week of 15 th September	Meet with Returning Officer	Planning meeting. <ul style="list-style-type: none"> - Brief Returning Officer of election process - Discuss set up of Apollo voting form - Ensure Returning Officer has the appropriate wording for emails - Discuss any other matters as relevant 	n/a	Deputy Editor-in-Chief
23 rd September	Nominations OPEN	We have to arrange an election at least 2 months before the end of our term (i.e. when the vacancies arise) and that's 21 June this semester (the last day of exams).	7.6.3 The Board must arrange an election to fill vacancies on the Board at least two (2) calendar months prior to vacancies being created. 7.6.1 The term of office for a Member of the Board begins on the day following the last day of the examination period immediately following an election and ends on the last day of the examination period two semesters hence.	Returning Officer to send email out to all students with a notice inviting nominations.
7 th October	Nominations CLOSE	There is no set period as to how long they have to be open but we've given 2 weeks in the past.	n/a	n/a
13 th October	Email to all members with candidate profiles	Constitution says an email has to be sent to all members two weeks before election.	7.6.5 Elections for the Board must: (b) be accompanied by at least two (2) official notices of the election delivered to all ordinary members of the Association by email at least once each week in the two weeks preceding the election;	Returning Officer to send email to all students with list of candidates and a link to their profiles on the Woroni website.
20 th October	Second email out with candidate profiles	Constitution says an email has to be sent to all members one week before election.	7.6.5 Elections for the Board must: (b) be accompanied by at least two (2) official notices of the election delivered to all ordinary members of the Association by email at least once each week in the two weeks preceding the election;	Returning Officer to send email to all students with list of candidates and a link to their profiles on the Woroni website.
27 th October	Email out to all members with link to online voting form		7.6.5 Elections for the Board must: (a) be held by online ballot open to all ordinary members of the Association;	Returning Officer to send email to all students with link to the online poll (which will have been sorted with IT to ensure it has the optional preferential system).
27 th to 31 st October	ELECTION WEEK	Constitution says it has to be over 5 days and that it must be in the last teaching week of the semester.	7.6.5 Elections for the Board must: (d) be held over the course of five (5) consecutive academic days. (e) be held in the last week of the teaching period of the semester prior to vacancies being created.	Returning Officer monitors election and deals with any issues. Current editors do not see any results or deal with candidates. Returning Officer to contact all candidates informing of result by Uni ID email and also cc Deputy

				Editor-in-Chief the results so they can be published on Woroni website.
22 nd November	Out-going editors last day as editors	Constitution says out-doing editors finish on the last day of exams of the semester.	7.6.1 The term of office for a Member of the Board begins on the day following the last day of the examination period immediately following an election and <u>ends on the last day of the examination period two semesters hence.</u>	
23 rd November	New editors start officially	Constitution says new editors start the day after the last day of exams.	7.6.1 The term of office for a Member of the Board <u>begins on the day following the last day of the examination period</u> immediately following an election and ends on the last day of the examination period two semesters hence.	