

Info_BYTE



Subject: Election of Student Member (undergraduate or postgraduate) by and from the Students of the University to the Council of James Cook University – Call for Nominations

Action required: Nominations to be submitted no later than Friday 1 March 2024 at 4.00 pm

To: JCU Students Australia (excluding JCU Singapore and JCU Brisbane)

From: The Returning Officer

Approved by: University Secretary

Date: 16 February 2024

Dear JCU Students,

Notice is hereby given that an Election by electronic ballot of one (1) Student member (undergraduate or postgraduate) by and from the students of the University to the Council of James Cook University will be conducted between Friday 22 March and Friday 5 April 2024. **Nominations close on Friday 1 March 2024 at 4.00 pm.** The Declaration Date for the election is Tuesday 9 April 2024.

The election will be conducted in accordance with the [Conduct of Council Elections Policy](#) and the [Conduct of Council Elections Procedure](#).

The elected Student member on the Council of James Cook University is elected for a period of two (2) years, commencing 20 April 2024.

The [James Cook University Act 1997 \(Qld\)](#) requires all Council members to undergo a series of checks, including a criminal history check, to confirm their eligibility for membership. Council members are also required to obtain and maintain a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000*.

Council is the governing body of the University and consists of 16 members including official, appointed and elected members. The primary governance role of Council is to oversee the affairs of the University and, in so doing, to ensure that the appropriate structures, policies, processes and planning are in place for JCU to manage its activities effectively and achieve its goals. Council is also responsible for setting and reviewing the strategic direction of the University, as outlined in the [Corporate Strategy](#) and is not involved in management decisions.

The Council is chaired by the [Chancellor](#), who is elected to the position by the members of Council.

Potential candidates are reminded that, in accordance with governance best practice and section 3 of the [Voluntary Code of Best Practice for the Governance of Australian Public Universities](#), which JCU subscribes to and complies with, Council members serve in a personal capacity as individuals and are not representatives of particular bodies, organisations or constituencies.

This means that an elected Student member does not represent the University's Students but has been elected from that constituency in accordance with the Council membership requirements of the [James Cook University Act 1997 \(Qld\)](#). Members, whether appointed or elected, are not to act as delegates speaking for and reporting back to a particular constituency.

Council members have an overriding responsibility to act collectively and are expected and encouraged to be concerned with all Council issues.

The duties of members include requirements to:

- a) act always in the best interests of the University as a whole, with this obligation to be observed in priority to any duty a member may owe to those electing or appointing them;
- b) act in good faith, honestly and for a proper purpose;
- c) exercise appropriate care and diligence;
- d) not improperly use their position to gain an advantage for themselves or someone else; and
- e) disclose and avoid conflicts of interest (with appropriate procedures for that purpose similar to those for public companies).

Council meets seven times each year during business hours, currently four times in Townsville and three times in Cairns. Council also has two workshops each year, held in conjunction with a Council meeting, usually on a Saturday morning. It is preferred that Council meetings and workshops are held face-to-face but Zoom attendance may be allowed at some meetings.

A number of Council Committees support Council in making its decisions or, through delegations, are authorised to make decisions on its behalf. All of these Committees include Council members. These Committees normally meet around four times a year during business hours, but members may participate either in person or by Zoom.

Potential candidates are encouraged to make themselves familiar with the information on the [Council website](#) to gain an understanding of the Council's role and the division between governance and management responsibilities before submitting a nomination.

Nomination and Biographical Details/Further Information forms are available online via the [Elections website](#), which also contains further details and information, including details on who is eligible to stand for election and who is eligible to nominate those who wish to stand.

Completed Nomination and Biographical Details forms must be returned by **4.00 pm on Friday 1 March 2024** to the Secretariat, via email (secretariat@jcu.edu.au). Typed forms are preferred as are electronic signatures and electronic signature keys.

The [Conduct of Council Elections Policy](#) defines Students as:

Students – mean, for the purposes of the policy, those persons who are currently admitted in a course of study offered through JCU Australia (excluding JCU Singapore and JCU Brisbane) and have not been declared “absent without leave” nor granted a “leave of absence” and whose admission for that course has neither lapsed, nor been cancelled, nor subject to a deferral.

On behalf of I.D. Troupe
University Secretary
(Returning Officer)
16 February 2024

For more information, please contact Secretariat on 4781 4795 or at [email](#).

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