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Memorandum to: All Academic Staff, School of Business

From: Academic Secretary

Date: 31 August 2009

Subject: **Nomination Notice for the Election of One Member of Academic Staff from the School of Business to the Business Faculty Board**

Following the restructure of the Faculty of Business, it is necessary for an election to be conducted for one member of academic staff from the newly established School of Business to the Business Faculty Board.

Nominations are therefore invited for the election of one member of academic staff from the School of Business to the Business Faculty Board. The term of office for the elected member will be commence on the date on which the election is declared and end on the day before the first meeting of the newly constituted Faculty Board held after 30 June 2011.

Persons eligible to stand for election, to vote and to nominate a candidate in this election must:

- be a member of the academic staff of the particular Faculty concerned; and
- have their name entered on the roll of academic staff electors at the close of nominations (see clauses 7(a), 11 and 13 of the Rule for the Election of Staff to University Committees)

A person is eligible to have their name entered on the roll of academic staff electors if they are appointed to a full-time academic staff position of, or above, the rank of associate lecturer where "full-time" includes a fractional position of 0.5 or greater.

A nomination form is attached to this notice. The nomination form shall be signed by two persons entitled to vote in the election for which the candidate is nominated and shall be endorsed with or accompanied by the signed consent of the nominee. There shall be a separate nomination form for each candidate.

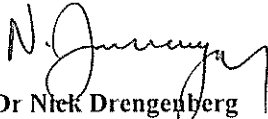
Staff are reminded of clause 14.4 of the Rule for the Conduct of Meetings of Academic Committees (published at http://www.csu.edu.au/acad_sec/academic-manual/docs/bl-3.rtf) which requires that an elected committee member will not absent for three or more consecutive meetings of the committee. Staff are advised to consider their plans for leave during their period of membership on the Faculty Board before seeking nomination.

Nominees may provide a written statement of not more than 150 words with the nomination form, which may include information relating to the candidate's full name, qualifications, experience and any positions or offices held at any time in public bodies, clubs or other organisations with dates of tenure. If a ballot is necessary, this information will be edited and printed as a summary of information for distribution with the voting papers.

Nomination forms must be addressed to the Polling Officer, Ms Verinnia Lansom, Office of Academic Governance, Bathurst and be received no later than 4 00 pm on Wednesday, 16 September 2009. Faxed copies of nomination notices will be accepted if they are received no later than 4 00 pm on Wednesday, 16 September 2009. The original copy of faxed nominations must be sent to the relevant Polling Officer.

In the event that a ballot is necessary, ballot papers will be posted to those who, at the close of nominations, are entitled to vote. Completed ballot papers must be returned no later than 4.00 pm on Wednesday, 7 October 2009.

The University is committed to improving the representation of women, Aborigines, people of non-Anglo Celtic background and people with disabilities on University committees, and such people are encouraged to seek nomination.



Dr Nick Drengenberg
Returning Officer

**CHARLES STURT
UNIVERSITY**

**NOMINATION OF A CANDIDATE FOR ELECTION
AS ONE ACADEMIC STAFF MEMBER FROM THE SCHOOL OF BUSINESS TO
THE BUSINESS FACULTY BOARD**

We, the undersigned, being entitled to vote in the election of one academic staff member from the School of Business to the Business Faculty Board, wish to nominate the following as a candidate for the position:

Surname

First and Other Name

School of Business

Level of Appointment/Position

To be completed by the nominators

1. _____
Signature

2. _____
Signature

Name (block letters please)

Name (block letters please)

School of Business

School of Business

Date: _____

Date: _____

To be signed by the candidate

1 I, _____, consent to this nomination and declare that I am eligible to be elected.

Signature

Date

This nomination must be addressed to the Polling Officer, Ms Verinnia Lansom, Office of Academic Governance, Bathurst to reach her hands no later than 4.00 pm on Wednesday, 16 September 2009.

Candidates are reminded of the invitation to submit a written statement with their nomination.