Elections Regulations

Citation
1. This Regulation may be cited as the Elections Regulations.

Interpretation
2. In this Regulation, unless it is otherwise provided or the context otherwise requires – “Election” means an election selecting Management Committee members of Constituent Bodies;
   (1) All words shall have the meanings given in the Constitution of the Nanyang Technological University Students’ Union.

Amendment
3. A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
   (1) Not less than half of the total number of Voting Council Representatives present during a Council Meeting, or
   (2) Not less than half of the total numbers of Union Members present during a General Meeting of the Union.
4. For the purposes of Section 3, amendment of provisions includes addition, amendment or repealing of provisions.

Legislative History
5. This legislation was enacted on 18/06/2017 following the repeal of the NTUSU Executive Committee Elections Regulations and the NTUSU Management Committee Elections Regulations on 18/06/2017.

Sources of Law for Elections
6. The sources of law for Elections shall be found in the following sources in descending order of supremacy:
   (1) The NTUSU Constitution;
   (2) The Elections Regulations;
   (3) Other valid written sources of laws stipulated by the Union;
   (4) The respective Constituent Body’s Constitution;
   (5) Other valid written sources of laws stipulated by the respective Constituent Body.
7. A source of law for Elections, which is inconsistent with a more supreme source of law stipulated in Section (6), shall, to the extent of the inconsistency, be void.
   (1) The Constitution, regulations, rules and procedures stipulated by a Constituent Body for Elections shall be binding on that Constituent Body only and shall not be applicable to any other Constituent Body.
   (2) All Constituent Bodies may prescribe additional rules, regulations or procedures on Elections under Sections 6(4) or 6(5). However, they shall be deemed inconsistent if such rules, regulations or procedures contravene or derogate from the provisions of more supreme sources of law.

Scope
8. This Regulation shall apply to both annual Elections and by-Elections.
Division of Regulations

9. This Regulation shall be divided into the following parts:
(1) Part I – The Election Committees
(2) Part II – Election Process
(3) Part III – Electronic Voting Procedures and Formats
(4) Part IV – Physical Voting Procedures and Formats
Part I – The Election Committees

The Election Committees

10. There shall be the following Election Committees, in descending order of supremacy.
(1) Union Election Committee  
(2) Constituent Body’s Election Committee

Union Election Committee

11. The Union shall form a Union Election Committee, at the discretion of the Council, to supervise the conduct of elections by each Constituent Body’s Election Committee.
(1) The composition of the Union Election Committee shall be decided by the Union Council, other than the situation provided for under Section 12(3).
(2) The Union Election Committee shall be formed at least 3 months before the Elections and disbanded 1 month after the Elections.

12. The Union Election Committee shall comprise of one (1) Chief Returning Officer and a minimum of two (2), or a maximum of four (4) Union Election Officers.
(1) The Chief Returning Officer shall be the Chairperson of the Union Election Committee and the Union Election Officers shall assist the Union Returning Officer.
(2) For annual elections, they shall not stand for election to any Constituent Body’s Management Committee or Union Representatives. They shall also not be part of the incoming Council as an elected Council Representative or a co-opted Council member.
(3) For both annual elections and by-elections, they shall not be a proposer nor seconder for any candidate’s nomination forms for any Constituent Body’s Management Committee or Union Representatives.
(4) For both annual elections and by-elections, they shall not campaign for any candidates for any Constituent Body’s Management Committee or Union Representatives.
(5) For both annual elections and by-elections, they shall not vote for any candidates for any Constituent Body’s Management Committee or Union Representatives.

13. The Union Election Committee shall instruct each Constituent Body to form an Election Committee to supervise and conduct the elections of its Management Committee.

Duties and Powers of the Union Election Committee

14. The Union Election Committee shall:
(1) Supervise the conduct of elections by each Constituent Body’s Election Committee.
(2) Conduct the Council Elections during the first Council Meeting of the incoming Council according to the sources of law stated in Section 6.
(3) Give notice of the date, time, place of the first Council Meeting of the incoming Council, which includes the Council Elections, no less than seven (7) days before the date and time of the first Council Meeting.
(4) Announce to Union Members the results of Council Elections no later than two (2) days after its conclusion via communication means.
(5) Present the election results to the Council within seven (7) days via communication means. Once the Council confirms there to be no disputes, the election may be closed.

15. The Union Election Committee shall have the power to:
Review the election of any candidate of any Constituent Body’s Management Committee according to the procedures prescribed by the sources of law stipulated in Section 6.

(a) It shall be allowed to do so on its own discretion or upon appeal by a candidate whose election has been declared invalid by that Constituent Body’s Election Committee.

(b) If the Union Election Committee is of the view that a candidate’s valid election should have been invalid due to procedural irregularities, or that a candidate’s invalid, or invalidated, election, should have been valid according to the prescribed procedures, its determination of the validity of that candidate’s election shall be final.

(c) Such determination by the Union Election Committee shall be final and binding on all parties involved.

Adjudicate disputes between any candidate and the respective Constituent Body’s Election Committee concerning the procedures prescribed by the sources of law stipulated in Section 6.

Declare the election of any Constituent Body invalid if the election of that Constituent Body was invalid due to procedural irregularities according to the procedures prescribed by the sources of law stipulated in Section 6.

Constituent Body’s Election Committee

Each Constituent Body shall form an Election Committee to supervise and conduct the elections of its Management Committee members.

(1) The Election Committee shall be formed at least one (1) month before the Elections and disbanded one (1) month after the Elections.

Each Election Committee shall comprise of one (1) Returning Officer and two (2) Election Officers.

(1) The Returning Officer shall be the Chairperson of the Election Committee and the Election Officers shall assist the Returning Officer.

(2) The Election Officer shall minute down the proceedings of the rally.

(3) They shall not stand for election to any Constituent Body’s Management Committee.

(4) They shall not be a proposer nor seconder for any candidate’s nomination forms for any Constituent Body’s Management Committee.

(5) They shall not campaign for any candidate for any Constituent Body’s Management Committee.

(6) They shall not vote for any candidates for any Constituent Body’s Management Committee.

Duties and Powers of the Constituent Body’s Election Committee

Each Constituent Body’s Election Committee shall:

(1) Supervise and conduct the elections of its Constituent Body according to the sources of law stipulated in Section 6.

(2) Give notice of its Constituent Body’s elections via communication means no less than seven (7) days before the start of the nomination period.
(3) Announce to its Constituent Body’s Members the date, time, place and method of receiving nomination forms via communication means. Such date and time shall be the end of the nomination period for that Constituent Body.

(4) Announce to its Constituent Body’s Members the results of Elections of the Management Committee no later than two (2) days after its conclusion.

(5) All announcements are to be made via each club’s respective means of communication.

(6) A record of all voters and votes, shall be saved and kept with the Union Election Committee for safekeeping and inspection when necessary.
   (a) The voting ballots shall be kept for at least two (2) years in the event of a physical voting.
   (b) All the voting results shall be kept in a suitable soft copy format and be stored across two different mediums for at least two (2) years in the event of an e-voting.

19. Each Constituent Body’s Election Committee shall have the power to:
   (1) Accept the withdrawal of any candidate at any point in time from the start of the nomination period to the conclusion of the entire election process.
   (2) Declare the election of any candidate of its Constituent Body’s Management Committee invalid due to procedural irregularities according to the sources of law stipulated in Section 6.
   (3) Make decisions that encourage, and/or not contrary to, the spirit of ensuring a fair and transparent election. Such decisions shall only be made on exceptional circumstances that arise during the entire election process and are not provided for in the sources of law stipulated in Section 6, where the Union Election Committee is informed and approved of.

Dispute Resolution

20. All disputes between any candidate and the respective Constituent Body’s Election Committee concerning the elections shall be adjudicated by the Union Election Committee.

21. Any decision(s) of the Union Election Committee shall be binding and final on all parties. There shall be no appeal, nor the right of appeal, to the Union Council on such decision(s).
Part II – Election Process

**Components of the Election Process**

22. The election process shall consist of the following main components:
   (1) Election publicity
   (2) Nomination period
   (3) Campaign
   (4) Elections
   (5) Council Elections

23. The total duration of the nomination period, the campaigning period and the Elections shall not exceed twenty-one (21) days.
   (1) The Nomination Periods of all Constituent Bodies shall be held on the same period.
   (2) The Elections of all Constituent Bodies shall be held on the same day.
      (a) Regardless of the method of voting, each Election of any one Constituent Body shall be held in a period of no more than twenty-four (24) hours.

**Election Publicity**

24. The Union Election Committee and every Constituent Body’s Election Committee shall publicise, using reasonable means, within the timeframe stipulated by the Union Election Committee, before the Election Day, to their respective Members the following:
   (1) The personnel of the Election Committees,
   (2) The procedures of Elections,
   (3) The start and end of the nomination period,
   (4) The Election date,
   (5) The results of Elections,
   (6) The Council Elections date, and
   (7) The results of the Council Election,

**Nomination Period**

25. There shall be a nomination period when interested candidates may be nominated for elections.
   (1) If physical voting is to be held, the nomination period shall last no less than three (3) days and no more than fourteen (14) days.
   (2) If electronic voting is to be held, the nomination process shall be held by electronic means prescribed by the Union Election Committee. The nomination period shall last continuously no less than forty-eight (48) hours and no more than one hundred and twenty (120) hours. This time frame shall include any weekends and/or holidays that fall within the stipulated hours allocated.

26. All Constituent Bodies shall not impose any additional requirements on the nomination forms or processes for all candidates, unless stipulated by the Union Election Committee. The only requirements that may be stipulated are:
   (1) The candidate is an ordinary member of the Union,
27. Each candidate nominated for elections shall submit the nomination forms, according to the requirements laid down by the Union Election Committee and the sources of law stipulated in Section 6, by the end of the nomination period. 

(1) For physical voting, identity verification processes for the candidates, proposers and seconders are to be completed by the end of the nomination period as required by the Union Election Committee.

(2) For electronic voting, identity verification processes for the candidates, proposers and seconders are to be completed in no more than twenty-four (24) hours after the end of the nomination period. This process shall be communicated to all Members of their respective Constituent Bodies in the first announcement of the nomination process.

28. Each set of nomination forms shall have a proposer and a seconder and shall contain the written consent of the candidate for election.

(1) The proposer and seconder for each set of forms shall not be the same person.

(2) The proposer or seconder can only nominate one candidate for each seat.

(3) The proposer and the seconder for each candidate must comply to identity verification procedure(s) required by the Union Election Committee and/or the Election Committee of the Constituent Body to which the candidate has submitted the form.

(4) The proposer and seconder can only propose or second for one candidate during the election.

29. A Constituent Body shall not progress with campaigning in the event where no candidate is nominated for the role of President.

30. The Returning Officer shall, in the event that there is no nominee for a particular post, open the nomination again for the above mentioned post no later than three (3) days after the first nomination closed.

(1) For physical voting, the second nomination period shall last no less than three (3) days and no more than five (5) days. For electronic voting, the second nomination period shall last continuously no less than twenty-four (24) hours and no more than seventy-two (72) hours.

(2) The Returning Officer shall, in the event that there is no nominee for the second nomination, declare the nomination closed, and it will then be up to the discretion of the Management Committee of the Constituent Bodies at the point of time, to decide on the unoccupied post.

(3) An Emergency General Meeting shall be called by the Constituent Body to nominate a candidate for the election of the President if there is no nominee for the role after the
second nomination. The meeting shall be called within 3 days after the end of the second nomination.

31. Any candidate whose nomination forms are rejected by the respective Constituent Body’s Election Committee may request a review by the Union Election Committee.
   (1) The rejection of the candidate’s nomination forms shall be made known to the candidate no more than one (1) day after the end of the nomination period. The request to review such decision shall be made by the candidate no more than two (2) days after the end of the nomination period. The decision of the Union Election Committee (and, if applicable, the Constituent Body’s Election Committee) on the matter shall be made no more than three (3) days after the end of the nomination period.
   (2) The decision of such review(s) shall be binding and final on all parties per Section 20. Elections shall be held on the stipulated date(s), notwithstanding the review(s).
   (3) For the avoidance of doubt, the nomination form(s) shall be made invalid only due to procedural irregularities.

Campaign

32. The campaign period shall start immediately after the end of the nomination period and end before the start of Cooling-Off Day.
33. Each candidate must stand for election as an individual and shall not campaign as a group.
34. Banners, posters and other print materials are only allowed at specific locations as determined by the Constituent Body’s Election Committee.
35. Any campaign material, which bears defamatory remarks towards other candidate(s), will be removed.
36. Any candidate(s) who passes defamatory remarks towards other candidate(s) shall be disqualified.
37. Each Constituent Body’s Election Committee is to organise an Election Rally at an appropriate time, in accordance to the timeframe decided by the Union Election Committee. All Rallies must end seventy-two (72) hours before the Cooling-off Day.
   (1) Election Rally shall serve as the platform for the candidates to make known their manifesto to the voting population of their respective Constituent Body.
38. During Election Rallies, all candidates shall be entitled to:
   (1) at least 5 minutes for rally speech;
   (2) at least 15 minutes of Question and Answer session.
39. Sections 38 shall not apply to the following positions:
   (1) The President;
   (2) The Vice-President(s);
   (3) The Honorary General Secretary; and
   (4) The Honorary Financial Secretary or equivalent.
40. The positions stated in Section 39 shall be entitled to:
   (1) at least 10 minutes for rally speech;
   (2) at least 30 minutes of Question and Answer session.
41. In the event that the audience request for time extension, a proposer and a seconder are required to pass the motion for a 5-minute extension.
42. The Returning Officer shall have the right to reject a proposed time extension. All decisions made shall be binding and final.
43. The Election Officer shall minute down the proceedings of the rally.
The minutes of the rally shall be checked by the Candidates and vetted by the Election Committee before submission to the Union Election Committee.

(2) The submission of the minutes of the rally to the Union Election Committee shall be done within twenty-four (24) hours after the end of the Rally.

(3) The Union Election Committee shall publish the minutes of the Rally within seventy-two (72) hours after the end of the Rally or twenty-four (24) hours before the start of the commencement of the Cooling-off Day, whichever is earlier.

43. All rallies shall be video recorded by the respective Election Committee for administrative purposes.

(1) The video recordings shall be submitted to the Union Election Committee within twenty-four (24) hours after the end of the rally.

(2) The video recordings shall be screened to the member(s), upon request, at an appropriate venue for the candidate(s) requested. The video recordings screened must not be edited.

(3) The Union Election Committee shall keep the recordings for at least 3 years.

(4) The Union Election Committee and Election Committees shall take steps to ensure the video recordings will not be circulated, beyond the purpose of audit, verification by the Candidates and requirement by the Union Council, University Administration and the Law of Republic of Singapore.

**Elections**

44. The day of the Elections shall be held no earlier than seven (7) days and not later than ten (10) days after the end of the first nomination period. This intervening period between the end of the nomination period and the first day of the Elections shall be the campaigning period for the candidates.

(1) The period of Elections is known as the Union Election Period.

(2) The day(s) of Elections shall be prescribed in accordance with sub-section 23(2).

(3) The Union Election Committee shall decide on the day(s) of Elections. The day(s) of Elections shall not be later than fifth week of the new academic year.

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(3) The Union Election Committee shall decide on the day(s) of Elections. The day(s) of Elections shall not be later than fifth week of the new academic year.

46. The day before each Election shall be the Cooling-Off Day. No campaigning by the candidates and their associates in any form shall be allowed.

(1) Candidates found campaigning on this day shall be disqualified from elections.

47. Every member shall have one vote to each seat during the election of office bearers.

48. No lobbying for votes during the day of elections is allowed.

(1) Union members found lobbying for votes during the day of election may have his voting rights voided, and will be dealt with by the Union Election Committee.

**Voting Thresholds for Elections**

49. The voting threshold for elections shall be classified under the following:

(1) Single Seat;

(2) Multiple Seat.

50. A candidate running for a single seat position shall be declared as elected into office when:

(1) He secures at least 50% valid "FOR" votes of valid votes casted if the seat is uncontested.

(a) In the event where any candidate(s) does not hit the minimum threshold required, a by-election shall be called.

(2) He secures at least the threshold percentage of valid "FOR" votes of valid votes casted, if the seat is contested. The threshold percentage for a seat shall be determined by dividing full one-hundred percent (100%) by the number of candidates for the seat.
A by-election shall be called for in the event where there is a tie in the highest number of votes and/or the threshold percentage required is not met by any candidate of the seat.

51. A candidate running for a multiple seat position shall be declared as elected into office when:
   (1) He secures at least 50% valid “FOR” votes of valid votes casted if the seat is uncontested.
      (a) In the event where any candidate(s) does not hit the minimum threshold required, a by-election shall be called.
   (2) He secures at least the threshold percentage of valid “FOR” votes of valid votes casted, if the seat is contested. The threshold percentage for a seat shall be determined by dividing full one-hundred percent (100%) by the number of candidates for the seat. (a) The seats shall be filled by candidates in decreasing order of number of votes secured until all seats are filled.
      (b) In the event where there is tie to fill the seat(s) left, a by-election shall be called for to fill the remaining seat(s).

52. A candidate shall not be elected into office if he secures less than 50 valid “FOR” votes.

53. Notwithstanding section 52, if the Constituent Body has less than 100 members, a candidate shall not be elected into office if the number of valid “FOR” votes he secures is less than 50% of the number of members the Constituent Body has.

54. A by-election, if necessary, shall be held within five (5) working days after the end of elections and shall be held over the duration of one (1) working day.

## Council Elections

55. The election that chooses or ratifies the Union Representatives, having been chosen as Union Representatives during the Elections, as Executive Committee Officers shall be known as the Council Elections.

56. The Council Elections shall be conducted on the first Council Meeting of the incoming Union Council.

57. The Union Election Committee shall be responsible for the fair administration and conduct of the election of the incoming Council Chairperson and Council Secretary, pursuant to Section 37(2) and 37(3) of the Meetings Regulations.

58. As the Council Elections are conducted during a Council Meeting, the Council Elections shall proceed in accordance with the NTUSU Standing Orders of Meetings under the First Schedule of the Meetings Regulations.

59. The Executive Committee Officers shall be elected in the order stipulated in the Section 7 of the Executive Committee Officers Regulations.

60. For the election of the Council Chairperson and Council Secretary, the following shall be done:
   (1) The Chief Returning Officer shall open the floor up to nomination of candidates from among the current Union Council. Each nomination shall be proposed and seconded.
      (a) A candidate may propose, but not second, his own nomination.
      (b) No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
      (c) The nominations shall be subject to the consent of the respective candidate if the candidate did not propose his own nomination.
(d) Members of the Union Council who hold the position as Union Representatives are not eligible for nomination for the position of Council Chairperson.

(2) If there is more than one (1) candidate for the position, a Contested Vote shall be held. If there is only one (1) candidate for the position, a Vote of Confidence shall be held.

61. For each position to be filled up, the following shall be done:

(1) The Chief Returning Officer shall open the floor up to nomination of candidates from among the Union Representatives. Each nomination shall be proposed and seconded.
   (a) A candidate may propose, but not second, his own nomination.
   (b) No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
   (c) The nominations shall be subject to the consent of the respective candidate if the candidate did not propose his own nomination.
   (d) The position of the Council Chair and Council Secretary are required to be nominated and successfully elected during the first meeting in order for the rest of the positions to be filled.

(2) If there is more than one (1) candidate for the position, a Contested Vote shall be held. If there is only one (1) candidate for the position, a Vote of Confidence shall be held.
   (a) If there are no candidates for the position, the Chief Returning Officer shall reopen the floor to nomination of candidates.
   (b) If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next Council Meeting.

(3) Each candidate shall have 5 minutes to present followed by 15 minutes of question-and-answer session by the floor. The candidates will appear in the order that they are nominated. During the presentation and question-and-answer session by a candidate, the other candidates shall recuse themselves to another physical venue.
   (a) For candidates seeking election as the President of the Union, he shall have 10 minutes to present and 30 minutes of question-and-answer.
   (b) The time for presentation and question-and-answer for each candidate may be extended and such extension shall be approved by the Council in attendance.
   (c) The duration of time extension shall be 10 minutes per extension.

(4) After each candidate has presented and finish their respective question-and-answer session, the Contested Vote or Vote of Confidence shall be held for the candidate(s). The candidate(s) shall not have voting rights in these votes.

(5) For a Contested Vote, the candidate with the most number of valid votes cast, having obtaining no less than half (1/2) of the valid “FOR” votes cast, shall be deemed elected into that position. For a Vote of Confidence, the candidate shall only be deemed elected if the candidate obtains the approval of no less than half (1/2) of the valid “FOR” votes cast.

(6) If the candidate, having faced a Vote of Confidence or a Contested Vote, fails to secure the necessary approval, the Chief Returning Officer shall restart the process pursuant to Section 58(1).
   (a) The candidate who previously failed once to secure the approval shall be eligible to be nominated again.
   (b) If the new process results in a candidate failing to secure a Vote of Confidence, the election of the position shall be adjourned to the next Council Meeting.
(c) The candidate who previously failed twice to secure the approval shall be deemed to have resigned as a Union Representative. Such resignation shall be deemed to have been accepted by the Council.

Union Representatives

62. All Union Representative candidates shall not concurrently run as a Management Committee candidate of any Constituent Body.
   (1) Candidates shall choose to run as either a Union Representative candidate or a Management Committee candidate but not both.
   (2) This exclusion applies uniformly across all Constituent Bodies, even if different Constituent Bodies are involved.

63. For the avoidance of doubt, Article 3.4(3)(a) of the NTUSU Constitution shall be interpreted to mean that Union Representatives shall not concurrently be a Management Committee member, with or without voting rights, of any Constituent Body.

64. For the avoidance of doubt, a Union Representative shall owe a duty to act in the best interest of the Union, the Executive Committee and the Constituent Body he was elected from. In the event of a conflict between duties, he shall prioritise his duty in that order (from highest to lowest), notwithstanding the fact that he was elected by the constituent members of his Constituent Body.
Part III – Electronic Voting Procedures and Formats

Primary Method of Voting

65. Voting by electronic means shall be the only method of all Elections of the Constituent Bodies, except for Council Elections.

Formats of Electronic Ballot

66. Each voter shall be provided with an internet-based Uniform Resource Locator (URL) directing the voter to the electronic voting platform.

67. For verification purpose, each voter has to perform identity verification through electronic means prescribed by the Union Election Committee.

68. The electronic voting platform shall allow easy access to the title of the Election, instructions, the names of the candidates and the positions contested by the candidates.

69. On the voting page, the title of the Election, instructions, positions opened for voting and the names of the contesting candidates shall be available on a single webpage, with voting options of “FOR” for each of the candidates, and “ABSTAIN” for each of the contested positions.

70. The title of the Election shall be in the following format: the name of the Constituent Body, the type of candidates and the type of ballot.

71. The instructions shall tell the voter the nature of the ballot, the steps he needs to produce a valid vote, the maximum number of votes he may give and the consequences of an invalid vote.

   (1) The nature of the ballot shall tell the voter the type of candidates he is voting for and the nature of the vote.

      Example – “This is a Single Seat Vote for the Union Representative candidate(s).”

   (2) The steps needed for the voter to produce a valid vote shall include the type(s) of accepted marking in the voting column.

      Example – “To cast a vote for a candidate, you may tick at the box on the right side of the candidate’s name. To abstain from voting for a position, tick at the box on the right of the name of the position.”

   (3) The maximum number of votes shall tell the voter the maximum number of votes he may cast. There shall be no minimum number of votes the voter may cast.

      Example 1 – “As this is a Single Seat Vote, you may only vote for one candidate. If you vote for more than one candidate, the entire ballot may be rendered invalid. There is no minimum number of votes that you have to cast.”

      Example 2 – “As this is a Multiple Seat Uncontested Vote, you may only vote up to a maximum of X candidates. There is no minimum number of votes that you have to cast.” where X is the number of vacancies available in this Example.

      Example 3 – “As this is a Multiple Seat Contested Vote, you may only vote up to a maximum of X candidates. If you vote for more than X candidates, the entire ballot may be rendered invalid. There is no minimum number of votes that you have to cast.” where X is the number of vacancies available in this Example.

72. The first row of both columns shall be the header row. The cell of the header row from left to right shall contain the headings “Position”, “Abstain”, “Candidates” and “For”.

   (1) The names of the candidates shall be listed in the third column from left and sorted, from top to bottom, in alphabetical order.
(2) Each row shall contain the name of only one (1) candidate. No voting for a group or groups of candidates are allowed.
(3) The columns with headers “Abstain” and “For” shall remain empty and free of markings except for the header row.
(4) An icon named “Submit” shall be included at the end of the voting page.

73. Upon submission of the voting on the web page, the electronic system shall allow the voters to check their votes before confirming. Prior to confirmation, voters shall be allowed to return to the voting page and redo the voting.

74. The Union Elections Committee and the Constituent Body’s Election Committee shall undertake the responsibility to ensure adequate convenient access for technical support for the voters.

Counting of Electronic Votes

75. The Union Elections Committee and the Constituent Body’s Election Committee shall be given access to the results of the Election which were generated electronically by the system.
76. Should there be any objections to the results of the Election on the part of the Union Elections Committee or the Constituent Body’s Election Committee, both the Union Elections Committee and the Constituent Body’s Election Committee shall be inform to withhold the results of the Elections for investigation within four (4) hours after the results were generated.
77. After the four (4)-hour period, should there be no objections raised in accordance with Section 88, the Constituent Body’s Election Committee shall finalize and publicize the results of the Election according to the provisions of this Regulation.
78. Any discrepancies are to be made clear to both the Constituent Body’s Election Committee and Union Election Committee.

Whistle blowing

79. In the event that a particular candidate has been found to be unsuitable to partake in the elections due to outstanding cases being made against them, the whistle blowing policy can be utilised.

(1) The ability to whistle blow is granted to all members of the Union who are eligible for voting in that particular cycle of elections.
(2) Once a complaint is made against a particular candidate, they will be temporarily suspended from participating in any form of election activities in order to allow for investigations to be conducted. This suspension is to last for no more than 48 hours. This suspension is to be clearly communicated to the candidate in the form of writing, and should clearly indicate the period of suspension.
(3) All whistle blowing cases will be subject to investigation by the relevant Election Committee. Upon completion of the investigation, the Election Committee will either endorse or reject the complaint.
(4) Should the complaint be endorsed by the Election Committee, it will then be sent to the Union Election Committee to be subject to a second round of assessment. The Union Election Committee is to either endorse or reject the complaint.
(5) Should the candidate be found liable of the allegations made against them, the endorsement of their complaint by the Union Election Committee will subject them to removal from the elections with immediate effect.
(6) Once the Union Election Committee has endorsed a complaint against a candidate, the candidate shall be notified of their removal from the elections no more than twenty-four (24) hours after the decision has been made.

(7) Should a candidate wish to appeal against the decision, they are to do so in writing to the Union Election Committee. This appeal is to be sent in within forty-eight (48) hours of their notification, and is still subject to assessment by the Union Election Committee.

(8) Should a case involve higher authorities, the candidate shall be suspended from the elections, and their nomination will be removed should their case not be resolved within twelve (12) hours before the nomination deadline. These cases are to be of the following level of severity
   a. University disciplinary cases
   b. Court cases
   c. Police cases

(9) In the case of the involvement of higher authorities, evidence of the charge is to be provided to endorse the legitimacy of the claim. It is the responsibility of the candidate to inform the Union Election Committee of the status of their case.

(10) In the case that a complaint is made against either a member of the Election Committee or Union Election committee, their account is to be suspended, and they are not to undertake any duties until the commencement of the investigation. This suspension is to last no longer than forty-eight (48) hours.

(11) The suspension of an Election Committee or Union Election Committee member is to be communicated through writing to the member. The period of suspension is to be clearly indicated to the member.

(12) When an Election Committee or Union Election Committee member is undergoing investigation, their duties are to be assigned to the next suitable individual. This individual cannot be either a proposer or seconder for any candidate who is running in the elections.

(13) Any complaints made against an Election Committee or Union Election Committee member will be subject to investigation by a committee appointed by the council in accordance with the Discipline Regulations.

(14) Once an Election Committee or Union Election Committee member is found to be liable of the offence that is brought up against them, they are subject to removal from their role with immediate effect.

(15) The removal of an Election Committee or Union Election Committee member is to be made known to the member within twenty-four (24) hours after the decision is made.

(16) All decisions made against the Election Committee or Union Election Committee member by the appointed committee are final, and are not open to appeals. This is to maintain the integrity of the elections.

(17) To maintain the integrity of the whistle-blowing policy and ensure that it is not improperly used with intent to delay the process of the elections or to damage the reputation of any candidate, all complaints are to be verified by both the Election Committee and Union Election Committee. This verification is to take place before a candidate is suspended. All complaints are to include clear reasons and evidence (where necessary), and should clearly provide a means of contact. Should any complaint be lacking in substance (e.g. “This candidate is unsuitable because he is not good”) or does not provide a means of contact, the complaint can be rejected at the agreement of both the Election Committee and Union Election Committee.

(18) The abovementioned requirements are to apply to any complaints against any Election Committee or Union Election Committee member.
Contingency for Electronic System Failure

80. In the event of a technical difficulty in the electronic voting system that the Union Election Committee deems as jeopardizing the integrity and fairness of the Elections, the Union Election Committee may utilize the physical voting system, with the consent of more than two-thirds (2/3) of the members of the Council.

81. The validity of nominations received via the Electronic system during the nomination period will be determined at the discretion of the Union Election Committee.
Part IV – Physical Voting Procedures and Formats

Formats of Physical Ballot

82. Each voter shall produce his matriculation card before being issued his ballot.

83. Each ballot shall consist of a title, instructions, a table with three columns and an appropriate number of rows.

84. The title shall be in the following format: the Constituent Body’s name, the type of candidates and the type of ballot.

85. The instructions shall tell the voter the nature of the ballot, the steps he needs to produce a valid vote, the maximum number of votes he may give and the consequences of an invalid vote.
   (1) The nature of the ballot shall tell the voter the type of candidates he is voting for and the nature of the vote.
       Example – “This is a Single Seat Vote for the Union Representative candidate(s).”
   (2) The steps needed for the voter to produce a valid vote shall include the type(s) of accepted marking in the voting column.
       Example – “To cast a vote for a candidate, you may mark the box on the right side of the candidate’s name. Any markings made outside any boxes may render the entire ballot invalid.”
   (3) The maximum number of votes shall tell the voter the maximum number of votes he may cast. There shall be no minimum number of votes the voter may cast.
       Example 1 – “As this is a Single Seat Vote, you may only vote for one candidate. If you vote for more than one candidate, the entire ballot may be rendered invalid. There is no minimum number of votes that you have to cast.”
       Example 2 – “As this is a Multiple Seat Uncontested Vote, you may only vote up to a maximum of X candidates. There is no minimum number of votes that you have to cast.” where X is the number of vacancies available in this Example.
       Example 3 – “As this is a Multiple Seat Contested Vote, you may only vote up to a maximum of X candidates. If you vote for more than X candidates, the entire ballot may be rendered invalid. There is no minimum number of votes that you have to cast.” where X is the number of vacancies available in this Example.
   (4) The consequences of an invalid vote shall be made known to the voter.
       Example – “Any invalid markings and other infringing actions made may render the entire ballot invalid even though such markings or actions are only confined to one or a few of the candidates’ voting box.”

86. The first row of both columns shall be the header row. The left cell of the header row shall contain the heading “Candidates” while the right cell of the header row shall contain the heading “Yes”.
   (1) The names of the candidates shall be listed in the left column and sorted, from top to bottom, in alphabetical order.
   (2) Each row shall contain the name of only one (1) candidate. No voting for a group or groups of candidates are allowed.
   (3) The right column, also known as the voting column, of each row, other than the header row, shall remain empty and free of markings.

87. There shall be one (1) ballot box for voters to deposit their ballots.
Validity of Physical Ballots

88. The validity of a particular ballot shall be determined, individually from the other ballots, by the Returning Officer of the Constituent Body’s Election Committee.

(1) However, if any of the Election Officers object to the Returning Officer’s decision, for both validity and invalidity, a vote will be taken among the Constituent Body’s Election Committee on the invalidity of that ballot. The results of such a vote shall be taken only once and shall be conclusive and binding.

(2) That ballot shall be deemed invalid only if no less than two-thirds (2/3) of the Election Committee support the invalidation of that ballot, excluding abstentions.

(3) Members of the Constituent Body’s Election Committee shall not abstain from the decision.

89. The invalidity of any ballot shall render the entire ballot invalid, notwithstanding the fact that the reasons of invalidity are confined only to a particular or a few candidates’ ballots.

90. Any ballot, which has its validity determined, shall be marked accordingly (“Valid” or “Invalid”) by the Constituent Body’s Election Committee on the top-right hand corner of the ballot. Such ballots shall be separated into two (2) piles, a pile for valid ballots and a pile for invalid ballots.

Counting of Physical Votes

91. The place and time of the vote counting shall be made known to the members. Only the authorised personnel as prescribed by the Constituent Body’s Elections Committee shall be allowed in the counting room.

92. The counting of votes shall be conducted during or after the determination of validity.

93. The results of such elections shall be collated and publicised according to the provisions of this Regulation.