



NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

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22nd July 2019

2019 NUSSU Election Standing Orders

Citation

1. This Standing Order may be cited as the NUSSU Election Standing Orders.

Sources of Law

2. The sources of law for the Election shall be found in the following sources in descending order of supremacy:
 - a. NUS Regulation 9;
 - b. NUSSU Constitution;
 - c. Executive Committee Election Regulations (ECER) and Management Committee Election Regulations (MCER);
 - d. Election Standing Orders;
 - e. The respective Constituent Club's Constitution; and
 - f. The respective Election Committee's procedures.
3. These standing orders are intended to communicate most of the important election rules for easier administration of elections for Election Committees. Nevertheless, a source of law for elections which is inconsistent with a more supreme source of law shall, to the extent of the inconsistency, be void.

Union Election Committee

4. The Union Election Committee shall:
 - a. Supervise the conduct of all elections by Constituent Club Election Committees;
 - b. Ensure the enforcement of all election-related rules;
 - c. Set and announce to Election Committees particular rules to facilitate the supervision of the conduct of all elections;
 - d. Hear any dispute between Exco Representative candidates and/or their Election Committees;

- e. Review any dispute between MC candidates and/or their Election Committees, that have been heard by an Election Committee;
 - f. Act in a manner to promote a free and fair election.
5. The UEC comprises of the following officers:
- a. Union Returning Officer:
 - i. Mr Chester Su Yong Meng (Law Club, Exco Rep)
 - b. Union Election Officers:
 - i. Mr Sia Bao Huei (Law Club, President)
 - ii. Mr Benjamin Loo Qi En (Computing Club, Exco Rep)
 - iii. Ms Chua Khai Shing (Community Service Club, Exco Rep)
 - iv. Ms Shen Yunni (Political Association, President)
6. The official email of the UEC is elections@nussu.org.sg.

General Provisions

7. Election Committees shall conduct the External Elections of both their MC Candidates and their Exco Representative Candidates. The UEC shall oversee and supervise the electoral conduct of all Election Committees.
- a. For avoidance of doubt, “Election Committee” refers to the Election Committees of both the MC and Exco Reps.
8. The UEC shall conduct the First Council Meeting to elect the NUSSU Exco Constitutional Position Holders.
9. Every matriculated, full-time, undergraduate student enrolled in the National University of Singapore (NUS) is a Member of (NUSSU).
10. Every Member is eligible to run in the elections, and to vote in the said elections, subject to particular nomination rules which are laid out in this document.
- a. Members shall only be eligible to run and vote in all Constituent Clubs for which they are a member of;
 - b. Election Committees shall maintain a register of all members who are eligible to vote.

11. A member of the Union shall not be eligible for election to the Union Council or Exco if he/she is:
 - a. found guilty of a disciplinary offence under the provisions of the NUS Statute on Discipline with Respect to Students;
 - b. under academic warning or probation (or repeating a course of study, if he is from a non- modular Faculty) in the year of election.

12. All Candidates shall **not**:
 - a. concurrently run as a MC candidate from a Constituent Club and as an Executive Committee Representative; or
 - b. run as an Exco Representative from more than one constituent club.

13. For MC elections, Election Committees may decide whether to adopt:
 - a. External-Internal Elections;
 - b. Direct-Internal Elections; or
 - c. Direct-External Elections.

14. The election process shall contain the following components:
 - a. Election Publicity;
 - b. Nomination period, lasting a minimum of 3 days;
 - c. Campaigning period, lasting a minimum of 3 days and a maximum of 7 days;
 - d. External Elections, lasting a minimum of 1 day and a maximum of 3 days;
 - e. Internal Elections
 - i. conducted no more than 7 days from external Elections for External-Internal elections; or
 - ii. conducted no less than 3 days and a maximum of 7 days from the end of the Nomination period for Direct-Internal Elections; and
 - f. First Council Meeting.

15. The total duration of the nomination period, the campaigning period and the External Elections shall not exceed twenty-one (21) days

Election Publicity

16. The Union and every Constituent Club shall publicise, using reasonable means, to their respective Members the following:
- a. The personnel of their respective Election Committee;
 - b. Start and end of the nomination period;
 - c. For a Constituent Clubs employing External-Internal Elections:
 - i. The External Elections date(s);
 - ii. The results of the External Elections;
 - iii. The Internal Elections date(s), if any;
 - iv. The results of the Internal Elections;
 - d. For a Constituent Club employing Direct-Internal or Direct-External Elections:
 - i. The Elections date, and
 - ii. The results of the Elections.
 - e. The date of the First Council Meeting;
 - f. The results of the First Council Meeting.

Nomination

17. Every interested Member shall submit a nomination form to contest the elections.
18. Each nomination form shall have a proposer and seconder.
- a. For Exco Candidates, the proposer or seconder for each form shall not be part of any current Election Committee of the respective Constituent Clubs.
 - b. For Exco Candidates of non-faculty clubs, each nomination form shall be proposed or seconded by an outgoing MC member of the respective Constituent Clubs.
 - i. Each outgoing MC member may propose or second more than one (1) nomination form.
19. Election Committees may not impose additional requirements to the nomination forms of Exco Candidates, save that:
- a. The candidate is a member of the Union;
 - b. The form shall be properly filled in and signed by the candidate;
 - c. A photo of the candidate is attached with the form, and;
 - d. The form shall be signed by a proposer and a seconder.

20. Notwithstanding the previous rule, Election Committees may impose additional requirements or optional fields to nomination forms of Exco Candidates, with prior approval from the UEC.
 - a. Requests for approval of such requirements or fields shall be made in writing to the UEC.
21. Election Committees may impose requirements or optional fields to nomination forms of MC Candidates.
22. Election Committees shall retain a softcopy of all submitted nomination forms, and submit them to the Union Election Committee.
23. Candidates may withdraw their nomination forms. Such withdrawal must be done in the form of a letter of withdrawal signed by the candidate and addressed to their respective Election Committee with reasons provided, sent via email. If the candidate fails to comply with the above, his/her nomination shall be deemed to be valid and not withdrawn.
24. Election Committees may reject applications that are incomplete, irregular or contain obvious misinformation.
 - a. Any candidate whose nomination forms are rejected by the respective Election Committee may request a review by the Union Election Committee.
 - b. The rejection of a candidate's application 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 on the matter shall be made no more than three (3) days after the end of the nomination period.
 - c. The decision of such review(s) shall be binding and final on all parties. The External Elections shall be held on the stipulated date(s), notwithstanding the review(s).
 - d. For the avoidance of doubt, the validity or invalidity of nomination form(s) is a question of procedural regularity/irregularity.

25. Election Committees shall inform all Candidates whether their nomination is accepted and valid by the end of the nomination period.

Campaigning

26. The campaigning period begins immediately after the nomination period ends.

27. Throughout this period, successful nominees may initiate various publicity efforts to inform Members of their intended candidature.

28. Appropriate publicity materials (both physical and online) include, but are not limited to, posters and flyers, insofar as these publicity materials do not become a public hindrance or nuisance, or would cause harm to the reputation of NUSSU and its Constituent Clubs.

29. Physical publicity materials shall only be displayed on the General Notice Boards of any Faculty. Such publicity materials shall:

- a. Visibly include the following phrase on all publicity materials: “NUSSU 41st Exco Rep Elections” OR “NUSSU Constituent Club MC Elections” OR “NUSSU Constituent Club Exco Rep Elections”;
 - i. “NUSSU Constituent Club” may be replaced by the name of the Constituent Club.
- b. have a size no larger than A3;
- c. bear the NUSSU noticeboard stamp (obtained from NUSSU Secretariat or individual Faculty club presidents).

30. Candidates who are unsure whether their publicity materials are permissible are advised to check with their respective Election Committees beforehand.

31. Publicity materials that do not fulfill the guidelines listed above shall be removed without discretion. The UEC reserves the right to request any candidate to take down online materials that do not fulfill the guidelines.

32. MC Candidates shall remove their physical publicity materials on the last day of the campaigning period. Online publicity materials may remain.

33. Exco Candidates shall have removed all physical and online publicity materials 24 hours before the External Elections. There shall be one day of cooling-off before their elections.

External Elections

34. This section is applicable to all Election Committees' External Election for Exco Representatives, and Election Committees employing External-Internal and Direct-External Elections for their MC.
35. Election Committees they may choose between online voting or physical voting, but not both. Election Committees shall inform the UEC of their choice.
36. Election Committees who are conducting MC Elections via the Direct-Internal method at an Election meeting, shall conduct their Exco External Elections through physical voting on that same day.
37. For External Elections, if the total number of candidates nominated is less than or equivalent to the number of vacancies for the Exco Representatives or MC, a **Vote of Confidence** shall be conducted. Otherwise, a **Contested Vote** shall be conducted.
- a. In order to pass a **Vote of Confidence**, each candidate shall secure the approval of no less than half (1/2) of all valid votes cast.
 - b. For a **Contested Vote**, the valid votes cast for each candidate shall be totalled. The vacancies shall be filled by candidates in decreasing order of total valid votes cast until all vacancies have been filled up. The candidates who did not fill up the vacancies shall be deemed to have failed to be elected.
38. For Direct-External Elections, if there is more than one (1) candidate nominated for a Management Committee position, a Contested Vote shall be held. If there is only one (1) candidate for the Management Committee position, a Vote of Confidence shall be held.
- a. In order to pass a **Vote of Confidence**, each candidate shall secure the approval of no less than half (1/2) of all valid votes cast.

- b. For a **Contested Vote**, the candidate with the most number of valid votes cast shall be deemed elected into that position.
39. The duration of External Elections shall be no less than one (1) day and no more than three (3) days. The External Elections shall be held on consecutive working days.
40. It is the right of the Candidate, should he/she choose to so, to vote for him/herself.
41. For the avoidance of doubt, “Abstain” votes shall not contribute to the number of valid votes cast.
42. The results of External Elections shall be announced within 3 working days of their elections.

MC Internal Elections

43. This section is applicable to Election Committees employing a Direct-Internal or External-Internal Elections.
44. Each member at this meeting shall only be entitled to a single vote.
- a. For Direct-Internal elections, any member of the Club may vote;
 - b. For External-Internal elections, only MC members may vote.
45. There shall be no special voting rights to any member at the meeting. Special voting rights involve granting a single member at this meeting more than a single vote, or non-MC members votes.
46. Notwithstanding the previous rule, Special Voting Rights may be granted to particular members at the meeting by the Union Election Committee.
- a. Election Committees shall request for such Special Voting Rights in writing, with justification, to the UEC;
 - b. The UEC may grant such voting rights on a discretionary basis, taking into account its duty to make decisions that encourage, and/or not contrary to, the spirit of a fair and transparent election;

- c. Any grant of Special Voting Rights shall be announced to all members of the club.

47. There shall be one UEC member observing the meeting as a neutral observer, as well as to resolve any dispute that are presented to him/her.

Composition of the Union Council

48. The number of Exco members to be elected from each Constituent Club to the Union Council shall be as follows, as per NUS Regulation 9, rule 9(b):

Constituent Club	Exco Reps to be elected
(a) NUS Students' Arts and Social Sciences Club	2
(b) NUS Students' Science Club	2
(c) NUS Students' Medical Club	2
(d) NUS Students' Dental Club	1
(e) NUS Students' Law Club	2
(f) NUS Students' Business Club	2
(g) NUS Students' Design and Environment Club	2
(h) NUS Students' Engineering Club	2
(i) NUS Students' Computing Club	2
(j) NUS Students' University Scholars Club	1
(k) NUS Students' Conservatory Club	1
(l) NUS Students' Sports Club	2
(m) NUS Students' Cultural Activities Club	2
(n) NUS Students' Community Service Club	2
(o) NUS Students' Political Association	2

49. The elected President of each MC shall be a Union Council member. The elected President may pick other elected MC members to sit on the Union Council. There shall be a maximum of, four such members, or one member per five members on the MC or art thereof, whichever is lower.

- a. For example, if there are 14 MC members, there shall be a maximum of 3 Union Council members from this MC. If there are 26 MC members, there shall be a maximum of 4 Union Council members from this MC.

50. The MC President shall submit the names of his/her Union Council members to the UEC before the first Council Meeting.

- a. If the first Council Meeting has passed, the MC President should make such submission to the Council Chairperson.

51. The size of each MC shall be as follows, as per NUS Regulation 9, rule 8: (to review)

Constituent Club	Minimum number of MC members	Maximum number of MC members
(a) NUS Students' Arts and Social Sciences Club	16	30
(b) NUS Students' Science Club	16	30
(c) NUS Students' Medical Club	4	15
(d) NUS Students' Dental Club	4	15
(e) NUS Students' Law Club	16	30
(f) NUS Students' Business Club	16	30
(g) NUS Students' Design and Environment Club	16	30
(h) NUS Students' Engineering Club	16	30
(i) NUS Students' Computing Club	16	30
(j) NUS Students' University Scholars Club	4	15
(k) NUS Students' Conservatory Club	4	15
(l) NUS Students' Sports Club	4	30
(m) NUS Students' Cultural Activities Club	4	30
(n) NUS Students' Community Service Club	4	30
(o) NUS Students' Political Association	4	30

Council Elections

52. The Council Elections shall be conducted on the first Council Meeting of the incoming Union Council, held on 14 September 2019 (Saturday), 8.30am – 10pm [Part I] and 15 September 2019 (Sunday), 8.30am – 4.30pm [Part II].
53. The Council Elections shall proceed in accordance with the NUSSU Standing Orders of Meetings under the First Schedule of the Meetings Regulations (MR), and shall be conducted by the Union Returning Officer.
54. At least fifty per cent (50%) of the total number of Voting Council Representatives shall constitute a quorum.
 - a. For clarification, “Voting Council Representatives” consist of “Council Representatives” (elected from the MCs of each Constituent Body) and “Exco Representatives” (elected to the Exco of each Constituent Body).
55. The first item on the agenda shall be the election of the incoming Council Chairperson, from among the Council Representatives of the incoming Council.
56. The Exco Officers shall then be elected, from among the Exco Representatives of the incoming Council, in the following order:
 - a. President;
 - b. Vice-President (Internal);
 - c. Vice-President (External)
 - d. General Secretary;
 - e. Financial Secretary;
 - f. Communications Secretary;
 - g. Student Life Secretary;
 - h. Student Welfare Secretary.

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

- a. The Union Returning Officer shall open the floor up to nomination of candidates from among the Exco Representatives. Each nomination shall be proposed and seconded.
 - (1) A candidate may propose, but not second, his own nomination.
 - (2) No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
 - (3) The nominations shall be subject to the consent of the respective candidates if the candidate did not propose his own nomination.

- b. 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.
 - (1) If there are no candidates for the position, the Union Returning Officer shall reopen the floor to nomination of candidates.
 - (2) If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next Council Meeting.

- c. Each candidate shall have thirty (30) minutes to present followed by thirty (30) 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.
 - (1) For candidates seeking election as the President of the Union, he/she shall have sixty (60) minutes to present and sixty (60) minutes of question-and-answer.
 - (2) For candidates seeking election as the Student Welfare Secretary, he/she shall have thirty (30) minutes to present and sixty (60) minutes of question-and-answer.
 - (3) 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.

- d. After each candidate has presented and finished 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.
- e. For a **Contested Vote**, the candidate with the most number of valid 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 votes cast.
- f. If the candidate, having faced a Vote of Confidence, fails to secure the necessary approval, the Union Returning Officer shall restart the process pursuant to section 28(a).
 - (1) The candidate who previously failed to secure the approval shall be eligible to be nominated again.
 - (2) 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.

58. Voting Council Representatives shall only be allowed to vote in the election of any position if they are present for the **full duration** of the presentations and question-and-answers of **all** the candidates running for that position.

Voting Procedures and formats

- 59. Election Committees shall refer to and comply with Part III and Part IV of the ECER and MCER for their voting procedures.
- 60. Election Committees adopting online voting procedures shall brief a UEC officer on how their online platform is able to comply with the ECER and MCER, and voter verification in particular.

Non-compliance

61. The UEC reserves the right to determine the severity of a violation/non-compliance by any candidate or Election Committee. The UEC reserves the right to comment upon any alleged violation/non-compliance, and any election related conduct by any candidate or Election Committee.

62. Repeated violations, flagrant disregard for regulation or actions that would harm the reputation of NUSSU will see the candidate disqualified from elections, and disciplinary actions will be meted out as indicated in the NUSSU Constitution and Regulations.

Dispute Resolution

63. In the case of a dispute between candidates from the same Constituent Club, any involved candidate may submit their dispute to their respective Election Committees. Election Committees shall decide upon the dispute within 3 days, and inform the parties of its decision. Decisions issued by the Election Committees shall be made with reasons in writing within 1 day from the decision date.
 - a. This decision may be appealed in writing to the UEC within a day from the date of the Election Committee's decision.
 - b. The UEC shall decide on whether to allow the appeal within 3 days from the date of appeal, with reasons in writing.

64. In the case of a dispute between candidates from different Constituent Clubs, any involved candidate may submit their dispute to the UEC. The UEC shall decide upon the dispute within 3 days, and inform the parties of its decision with reasons in writing.

65. In the case of a dispute between a candidate and their Election Committees, any involved party may submit their dispute to the UEC. The UEC shall decide upon the dispute within 3 days, and inform the parties of its decision with reasons in writing.

66. Decisions made by the UEC on electoral matters are final and binding on the parties involved.

Contest of Election Outcome

67. Should any Member of NUSSU wish to contest the outcome of the elections, he/she can do so **within one week** of the release of the results.

68. The appeal request should be drafted in a formal email to the Union Returning Officer at elections@nussu.org.sg, citing valid reasons for the appeal. These requests will be considered by the UEC on a case-by-case basis.