

Union Election Standing Orders **For the 45th NUSSU Council (Academic Year 2023/2024)**

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 Statutes;
 - b. NUS Regulations;
 - c. NUSSU Constitution;
 - d. NUSSU Executive Committee Election Regulations (ECER) and NUSSU Management Committee Election Regulations (MCER);
 - e. The respective Constituent Club's Constitution;
 - f. The Standing Orders of the Union Election Committee (this document); and
 - g. The Standing Orders of the respective Constituent Club Election Committee.

For the avoidance of doubt, where there is any ambiguity not sufficiently addressed by these sources of law, the respective Election Committees may make a decision in writing to clarify the ambiguity, subject to appeal to the Union Election Committee. The Union Election Committee may also clarify any ambiguity in writing on its own accord. The decision made by the Union Election Committee shall be final and binding.

Union Election Committee

3. The Union Election Committee shall:
 - a. Supervise the conduct of elections by each Constituent Club Election Committee;
 - b. Adjudicate any disputes between candidates and the Constituent Club Election Committees. The Union Election Committee's adjudication shall be final;
 - c. Announce to the Union members restrictions on campaigning areas, if any;
 - d. Conduct Council Elections during the first Council Meeting of the incoming Council;
 - e. Give notice of the date, time, place of the first Council Meeting of the incoming Council (including the Council Elections) no less than seven (7) days before the date and time of the first Council Meeting;

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- f. Announce to Union members the results of Council Elections no later than two (2) days after its conclusion; and
 - g. Be responsible for ensuring the fairness and transparency of all elections.
- 4. The Union Election Committee has the power to:
 - a. Review any decisions made by the Constituent Club Election Committees in the course of administering the Elections, including the nomination and election of any candidate as a NUSSU Executive Committee Representative and/or Constituent Club's Management Committee member.
 - b. The Union Election Committee shall be allowed to commence a review:
 - i. (1) on its own discretion; or (2) upon appeal by any candidate whose election has been declared invalid by that Constituent Club's Election Committee.
 - ii. The Union Election Committee's review shall be based on the sources of law specified in section 2.
 - iii. The Union Election Committee shall exercise its discretion only where the circumstances are those not provided for in the sources of law specified in section 2.
 - iv. The Union Election Committee's decision shall be final and binding.
 - c. Adjudicate any and all disputes raised by candidates, Constituent Club Election Committees, and/or members of the Union, or Constituent Clubs in according to the procedures prescribed by the sources of law specified in section 2.
 - d. Investigate any alleged instances of foul play, unfair practices, or any conduct prejudicial to the spirit of fair and transparent elections, and disqualify any candidate found to be involved in such conduct.
 - i. For the avoidance of doubt, the severity of conduct will be considered based on the maliciousness of intent and severity of harm.
- 5. The UEC comprises of the following officers:
 - a. Mr Liaw Zheng Kai, Union Returning Officer;
 - b. Ms Chelsea Goh Rui En, Union Election Officer;
 - c. Mr Lee Yat Bun, Union Election Officer;
 - d. Mr Marciano Renzo William, Union Election Officer;
 - e. Mr Neo Wen Hong, Union Election Officer.
- 6. The official email of the UEC is elections@nusu.onmicrosoft.com.

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 the avoidance of doubt, "Election Committee" refers to the Election Committees of both the MC and EXCO Representatives.
8. The UEC shall conduct the First Council Meeting to elect the NUSSU Executive Committee Officers.
9. Every matriculated, full-time undergraduate student enrolled in the National University of Singapore (NUS) is a Member of the Union ("Union Member"). However, the UEC recognises that the NUSSU Students' Political Association (NUSPA) requires all Members to be Singapore Citizens.
10. Every Union 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 if he/she is:
 - a. found guilty of a disciplinary offence under the provisions of NUS Statute 6, Regulations 10 and 10A: on Discipline with Respect to Students; and/or
 - 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.

For the avoidance of doubt, election to the Union Council refers to all Executive Committee Representative elections, election of the respective Constituent Club Presidents and any other election or appointment procedure to select a Constituent Club's Council Representative. Disqualifying conditions for the Election to all other positions shall be referenced from the respective Constituent Club Constitutions.

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:
- External-Internal Elections;
 - Direct-Internal Elections; or
 - Direct-External Elections.
14. The election process shall contain the following components:
- Election Publicity;
 - Nomination period, lasting a minimum of three (3) days;
 - Campaigning period, lasting a minimum of three (3) days and a maximum of seven (7) days;
 - External Elections, lasting a minimum of one (1) day and a maximum of three (3) days;
 - Internal Elections,
 - conducted no more than seven (7) days from external Elections for External-Internal elections; or
 - conducted no less than three (3) days and a maximum of seven (7) days from the end of the Nomination period for Direct-Internal Elections; and
 - 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.
16. The Union and every Constituent Club shall publicise, using reasonable means, to their respective Members the following:
- The personnel of their respective Election Committee;
 - Start and end of the nomination period;
 - For a Constituent Club employing External-Internal Elections:
 - The External Elections date(s);
 - The results of the External Elections;
 - The Internal Elections dates(s), if any;
 - The results of the Internal Elections;
 - For a Constituent Club employing Direct-Internal or Direct-External Elections:
 - The Elections date, and
 - The results of the Elections.
 - The date of the First Council Meeting;
 - The results of the First Council Meeting.
17. If there are any changes to any details in Section 16, Elections Committees shall inform their respective Members, using reasonable means, of such changes.

18. The dissemination of all election information shall be done through members of the Elections Committees.

Nomination

19. Every interested Union Member shall submit a nomination form to contest the elections.

20. Each nomination form shall have a proposer and seconder.

- a. For the EXCO Representative Candidates, the proposer or seconder for each form shall not be part of any current Election Committee of the respective Constituent Clubs.

21. Election Committees **may not** impose additional requirements to the nomination forms of EXCO Representative 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;
- d. The form shall be signed by a proposer and a seconder;
- e. The candidate does not have any disciplinary or disqualifying records as stated in Section 11;
- f. The form shall be signed by an outgoing elected member of the Constituent Club Management Committee as to indicate that the candidate has consulted with the member(s) of the Constituent Club Management Committee as may be specified in the Standing Orders of the Constituent Club Election Committees. This consultation will be on the expected roles and duties to be undertaken as a NUSSU Executive Committee Representative.
 - i. The outgoing elected member(s) of the Constituent Club Management Committee who can sign on the consultation shall be indicated clearly on the respective Standing Orders of the Constituent Club Election Committees. No other outgoing elected member that is not listed on the Standing Orders shall sign on the consultation.
 - ii. If the outgoing elected member of the Constituent Club Management Committee is seeking to be elected as a Management Committee member in the elections, he/she can sign off on the consultation.
 - iii. If the outgoing elected member of the Constituent Club Management Committee is seeking to be elected as a NUSSU EXCO Representative of the same Constituent Club in the elections, he/she **cannot** sign off on the consultation.

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22. Election Committees may impose requirements or optional fields to nomination forms of MC Candidates.
23. Election Committees shall retain a softcopy of all submitted nomination forms, and submit them to the Union Election Committee upon the end of the nomination period.
24. 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.
25. Election Committees may reject applications that are incomplete, irregular or contain false information or obvious misinformation.
 - a. Any candidate whose nomination forms are rejected by the Election Committee may request a review by the 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 with reasons in writing. 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 Election Committee on the matter shall be made no more than three (3) days after the end of the nomination period.
 - c. Candidates who wish to challenge the Election Committee's decision shall request to review such decision no more than four (4) days after the end of the nomination period.
 - d. 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).
 - e. For the avoidance of doubt, the validity or invalidity of nomination form(s) is a question of procedural regularity/irregularity.
26. Election Committees shall inform all Candidates whether their nomination is accepted and valid by the end of the nomination period.
27. Election Committees shall send the Union Election Committee a name list of all Candidates, together with their NUSNET ID, at the end of the nomination period. This is to facilitate background checks on all Candidates to ensure that they do not have any disciplinary or disqualifying records stated in Section 11.

Campaigning

28. The campaigning period begins immediately after the nomination period ends.
29. Throughout this period, successful nominees may initiate various publicity efforts to inform Members of their intended candidature.
30. 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.
31. Physical publicity materials shall only be displayed on the General Noticeboards of any Faculty. Such publicity materials shall:
 - a. visibly include the following phrase on all publicity materials: "NUSSU 45th EXCO Representative Elections" OR "NUSSU Constituent Club MC Elections" OR "NUSSU Constituent Club EXCO Representative Elections";
 - i. "NUSSU Constituent Club" shall be replaced by the name of the Constituent Club the Candidate is running under.
 - b. have a size no larger than A3;
 - c. bear the NUSSU noticeboard stamp (obtained from NUSSU Secretariat or individual Faculty Club presidents).
32. Candidates who are unsure whether their publicity materials are permissible are advised to check with their respective Election Committees beforehand.
33. Publicity materials that do not fulfil the guidelines listed above shall be removed without discretion. The UEC and ECs have the right to request any Candidate to take down online materials that do not fulfil the guidelines.
34. EXCO Representative and MC Candidates shall remove their physical publicity materials 24 hours before the External Elections. Online publicity materials may remain but no new physical or online publicity materials shall be created or distributed.
35. There shall be one day of cooling-off before the voting day for both EXCO Representative and MC Candidates.

External Elections

36. 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.
37. Election Committees may choose between online voting or physical voting, but not both. Election Committees shall inform UEC of their choice in writing.
38. Election Committees who are conducting MC Elections via the Direct-Internal method at an Election meeting, shall conduct their EXCO Representative External Elections on that same day.
39. 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.
40. 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 shall be deemed elected into that position.
41. The duration of External Elections shall be no less than one (1) day and no more than (3) days. The External Elections shall be held on consecutive days.
42. It is the right of the Candidate, should he/she choose to do so, to vote for him/herself.
43. For the avoidance of doubt, "Abstain" votes shall not contribute to the number of valid votes cast.

44. The results of the External Elections shall be announced with three (3) working days of their Elections.

MC Internal Elections

45. This section is applicable to Election Committees employing Direct-Internal or External-Internal Elections.

46. Each Member at the Election 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, any Member of the Club may vote for the External Election, but only elected MC members may vote in the Internal Election.

47. There shall be no Special Voting Rights to any Member at the Election Meeting. Special Voting Rights involve granting a single Member at this meeting more than a single vote, or non-MC Members votes.

48. 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 by the respective Election Committees.

Composition of the Union Council

49. The number of EXCO Representatives to be elected from each Constituent Club to the Union Council shall be as follows, pursuant to NUS Regulation 9, rule 9(b):

Constituent Club	Number of EXCO Representatives to be elected
NUS Students' Union	
(a) Students' Arts and Social Sciences Club	2
(b) Students' Science Club	2
(c) Students' Medical Club	2
(d) Students' Dental Club	1

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(e) Students' Law Club	2
(f) Students' Business Club	2
(g) Students' Design and Engineering Club	2
(h) Students' Computing Club	2
(i) Students' NUS College Club	1
(j) Students' Conservatory Club	1
(k) Students' Sports Club	2
(l) Students' Cultural Activities Club	2
(m) Students' Community Service Club	2
(n) Students' Political Association	2

50. For the avoidance of doubt, the UEC deems clubs (g) and (i) to have been lawfully established and the NUSSU Students' Engineering Club, NUSSU Students' Design and Environment Club, and NUSSU Students' University Scholars Club to have been lawfully dissolved. The statuses of the clubs shall be interpreted as the governing law of the Union Elections as an act of the University acting in accordance to University Statutes and Regulations, notwithstanding that the respective club names are not yet reflected in the Union Constitution.

51. The elected President of each MC shall be a Union Council member. The elected President may appoint other elected MC members to sit on the Union Council. For the avoidance of doubt, the elected President will follow the relevant clauses laid down in their individual Constituent Club Constitutions on choosing Union Council members from their MC.

52. There shall be a maximum of four such members, or one member per five elected members on the MC or part thereof, whichever is lower.

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

53. 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 shall make such submission to the Council Chairperson.

54. The size of each MC shall be as follows, as per NUS Regulation 9, rule 8:

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

Council Elections

55. The Council Elections shall be conducted on the First Council Meeting of the incoming Union Council, held on 16 and 17 September 2023.

56. The Council Elections shall proceed in accordance with the NUSSU Standing Orders of Meetings under the First Schedule of the Meetings Regulations, and shall be conducted by the Union Returning Officer.

57. At least fifty per cent (50%) of the total number of Voting Council Representatives shall constitute a quorum.

- a. For clarity, "Voting Council Representatives" consist of "Council Representatives" (elected from the MCs of each Constituent Body) and "EXCO Representatives" (elected to the EXCO from each Constituent Body).

58. The first item on the agenda shall be the election of the incoming Council Chairperson, from the Council Representatives of the incoming Council.

59. The EXCO Officers shall then elected, from among the EXCO Representatives of the incoming Council, in the following order:
- President;
 - Vice-President (Internal);
 - Vice-President (External);
 - General Secretary;
 - Financial Secretary;
 - Communications Secretary;
 - Student Life Secretary;
 - Student Welfare Secretary;
60. If there are any changes to the order of elections, a motion shall be tabled by Council Representatives of the incoming Council. Each motion shall be seconded, and a simple majority will be required to carry the motion.
61. For each position to be filled, the following shall be done:
- The Union Returning Officer shall be open the floor up to nomination of candidates from among the EXCO Representatives. Each nomination shall be proposed and seconded.
 - A candidate may propose, but not second, his own nomination.
 - No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
 - The nominations shall be subjected to the consent of the respective candidates if the candidate did not propose his own nomination.
 - 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:
 - If there are no candidates for the position, the Union Returning Officer shall reopen the floor to nomination of candidates.
 - If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next Council Meeting or another time determined by an act of the incoming Council.
 - 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:

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- i. 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.
 - ii. 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.
 - iii. 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 61(a):
 - i. The candidate who previously failed to secure the approval shall be eligible to be nominated again.
 - ii. 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 or another time determined by an act of the incoming Council.
- g. 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

- 62. Election Committees shall refer to and comply with Part III and Part IV of the ERER and MCER for their voting procedures respectively.
- 63. 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. This brief shall be conducted no later than (5) working dates before nomination period begins.

Non-Compliance

64. 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.
65. 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

66. In the case of a dispute between a candidate and member(s) of the same Constituent Club, the involved candidate may submit their dispute to their respective Election Committees. Election Committees shall decide upon the dispute within three (3) days, and inform the parties and the UEC of its decision with reasons in writing through email by copying UEC.
- 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 three (3) days from the date of appeal, with reasons in writing.
67. 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 three (3) days, and inform the parties and the UEC of its decision with reasons in writing through email by copying UEC.
- 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 three (3) days from the date of appeal, with reasons in writing.
68. 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 with three (3) days, and inform the parties of its decision with reasons in writing.
69. All other disputes regarding issues on the conduct of elections shall be submitted to the UEC.

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70. 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 three (3) days, and inform the parties of its decision with reasons in writing.

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

Contest of Election Outcome

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

73. The appeal request should be made in writing to the Union Returning Officer, citing valid reasons for the appeal. These requests will be considered by the UEC on a case-by-case basis.