



## Election Standing Orders

The Computing Club Constitution shall be referred to as "Constitution".

The Computing Club Election Standing Orders shall be referred to as "Election Standing Order".

The Computing Club Management Committee shall be referred to as "MC".

The NUS Students' Computing Club Full Members, as defined in Article III, Clauses 1 and 2 of the Constitution, shall be referred to as "Club Members".

These Standing Orders shall be read together with the Constitution.

### 1. Election Committee

1.1. The Election Committee shall uphold and enforce the Constitution and the Election Standing Order.

1.2. The Election Committee shall consist of the following:

1.2.1. 1 Returning Officer (RO)

1.2.2. 2 Election Officers (EO)

1.3. The Returning Officer shall have the following duties:

1.3.1. To announce the outcome of the elections

1.3.2. To maintain a neutral perspective of the elections process

1.4. The Returning Officer shall be selected by the outgoing Presidential Cell.

1.5. The Election Officer shall have the following duties:

1.5.1. To maintain the integrity of the election process

1.5.2. To enforce the provisions of the Election Standing Orders

1.6. The Election Officer shall have the right to:

1.6.1. To reject or invalidate the election of any candidate found to have contravened any part of the Election Standing Orders.

1.6.2. To invalidate any vote that does not conform to the conditions as specified in Election Standing Orders.

- 1.7. The Election Committee shall announce that the following seats to be filled 3 days before nomination commences.
  - 1.7.1. Constitutional Posts – President, Vice-President (External Relations), Vice-President (Operations & Projects), Vice-President (Human Resource & Development), General Secretary and Director of Finance.
  - 1.7.2. Non-Constitutional Posts – the types of appointment shall be determined by the outgoing Constitutional Appointment Holders.
2. Election Nominees
  - 2.1. All nominees shall not be part of any Elections Committee and/or Interview Panel.
  - 2.2. Only Club Members are allowed to run for the Elections.
  - 2.3. All nominees for the Elections shall follow the Computing Club Constitution and Election Standing Orders. Any contravention of the Constitution and/or Election Standing Orders by the nominee will result in disqualification from the Election.
  - 2.4. All nominees shall fill up the Nominee Application Form (Appendix A). Any incomplete forms shall be rejected by the Election Committee. The Election Committee reserves the right to publish the contents of the application forms.
    - 2.4.1. Any nominee whose nomination form is rejected by the Election Committee shall have the right to appeal to the Election Committee.
  - 2.5. All nominees shall only run for one position each.
  - 2.6. All nominees shall sign a Nominee Agreement (Appendix B) with the Computing Club in order to stand for election.
  - 2.7. All nominees shall uphold the NUS Student Code of Conduct and NUS Statutes and Regulations during the elections.
  - 2.8. All nominees are not allowed to buy votes from Club Members during the Elections using any form of monetary and/or gifts.
  - 2.9. All nominees are not allowed to use any language or action on Club Members, which may amount to any form of threat, harassment or otherwise of derogatory or malicious intent.
  - 2.10. Any nominee found in violation of or failing to comply with any clauses in Section 2 may be referred to the outgoing MC for disciplinary action which might result in his/her expulsion from the Elections and/or faculty.
3. Nomination Period
  - 3.1. The exact opening and closing times of the Nomination Period shall be announced to all Club Members at least seven days before the start of nomination.

3.2. All Nominee Application Form (Appendix A) must be co-signed by a Proposer and a Secunder, and verified by the Elections Committee before it is considered valid.

3.2.1. The Proposer shall be a Club Member, including the nominee himself/herself and the outgoing MC, and shall only propose one nomination.

3.2.2. The Secunder shall be a Club Member, excluding the nominee himself/herself, and shall be able to second more than one nominee.

3.2.3. For any one nomination, the Proposer and the Secunder shall not be the same person.

3.3. The Elections Committee shall announce to Club Members the time and place at which he/she will receive the Nominee Application Form.

3.4. After the Nomination Period, all nominees will have to go through an interview conducted by an Interview Panel.

#### 4. Interview Panel

4.1. An Interview Panel shall be formed for the purpose of interviewing the nominees and determining their suitability for running for the election.

4.2. The Interview Panel shall consist of the following:

4.2.1. An observer, who shall be an Election Officer

4.2.2. A representative of the outgoing President Cell

4.2.3. A representative of the outgoing Management Committee

4.2.4. Either a representative of the School of Computing Deanery, or a Computing Club advisor.

4.3. The Interview Panel shall have the right to reject any nominee who is deemed unsuitable for the position that he/she is running for, provided that a valid reason is furnished. However, to be deemed unsuitable for the position that the nominee is running for, at least 50% of the panel needs to vote to deem his/her unsuitability.

#### 5. Campaigning Period

5.1. During this period, nominees are only allowed to display their propaganda material around NUS School of Computing to promote himself/herself for the Election.

5.2. Every nominee is allowed to display up to the following quota of propaganda materials:

5.2.1. 40 A4 sized Posters OR 20 A3 sized Posters.

5.2.2. One color banner.

5.2.3. 500 flyers A4 sized or smaller.

- 5.3. Every poster must have a School of Computing stamp or an Office of Student Affairs Stamp or a NUS Students' Computing Club stamp to be considered valid. All invalid posters are prohibited.
- 5.4. All nominees shall put up the posters only on Notice Boards, Computing Club Lockers, and COM1 Level 2. The nominee must not damage or dirty the wall or paintwork while putting up and taking down the posters.
- 5.5. The posters have to be removed within 2 days after the Campaigning Period.
- 5.6. All nominees must seek written clearance from an Election Officer for the location to display their banner. All nominees must seek written clearance again from an Election Officer if they wish to relocate their banner.
- 5.7. All flyers distributed by the nominees should not contain additional information that is not already found on the posters belonging to the nominee.
- 5.8. Nominees are allowed to manufacture small tokens to promote themselves during the campaigning period. They must seek written clearance from an Election Officer before distributing these tokens.
- 5.9. Nominees are allowed to promote themselves during lectures if the nominee has obtained prior permission from the relevant lecturer to do so.
- 5.10. All nominees shall speak during the Annual General Meeting of the Club as defined by the Election Committee. Only one nominee shall speak at a time. The nominees running for President must be given a maximum limit of no less than 10 minutes each to speak and answer questions from the Club Members.
- 5.11. During the speech, nominees are required to answer all questions posted to them from the voters and the outgoing MC, subject to Clause 5.12.
- 5.11.1. During the speech, only Club Members are allowed to raise questions.
- 5.12. The Election Officer shall have the rights to disallow questions that constitutes infringement of personal privacy, personal attacks, or otherwise of malicious or derogatory nature. The nominee may choose not to answer any questions so disallowed.
- 5.13. The Election Officer shall conduct the speech for the positions in the following order:
- 5.13.1. President
- 5.13.2. Vice-President (External Relations)
- 5.13.3. Vice-President (Operations & Projects)
- 5.13.4. Vice-President (Human Resource & Development)
- 5.13.5. General Secretary
- 5.13.6. Director of Finance

### 5.13.7. Non-Constitutional MC positions

#### 6. Voting Mechanics

- 6.1. Club Members are allowed to vote or be proxy to other full members of the Club.
- 6.2. Each Club Member shall have only one vote.
- 6.3. Each Club Member may be a proxy for not more than two voters.
- 6.4. Club Members who have given their rights to vote to proxy cannot be a proxy for any Club Member or give their rights to vote to another proxy. They may attend the Election, but cannot cast a vote.
- 6.5. The proxy has to fill up the Proxy Form (Appendix D). A carbon copy of the represented members' NUS matriculation card has to be attached.
- 6.6. If two or more nominees are contesting a position, the nominee who receives the highest percentage votes of confidence gets elected to the position.
- 6.7. If there is only one nominee for a position, a vote of confidence shall be conducted. The nominee gets elected to the position if he/she receives a number of "Yes" votes equivalent to at least 75% of the total number of eligible voters (as defined in Article III, Clauses 1 and 2 of the Constitution) present for the election.
- 6.8. In the event where two or more nominees are contesting a position, and two or more nominees receive the same percentage votes of confidence,
  - 6.8.1. And the position in question is that of the Presidency, the casting vote shall be given to the outgoing President.
  - 6.8.2. And the position in question is any other positions, the President-elect shall be given the casting vote. In the event a President is not elected, the outgoing President shall then be given the casting vote.

#### 7. Contingencies

- 7.1. In the event where no President is elected, for the purpose of continuation of office and allowing co-option to be carried out to achieve a functional Management Committee, the Vice-President nominee with the highest percentage of vote of confidence shall be elevated to the Presidency.
- 7.2. However, should there be no elected Vice-President, the Returning Officer shall reopen for nominations OR declare the election void and adjourn the election. The Returning Officer shall then set the election in motion again. Should the re-election be unsuccessful in electing a President, the outgoing President shall serve as provisional President until a suitable candidate can be found.
- 7.3. Promotions to Presidency performed under Clauses 7.1 and 7.2 shall be binding and shall last until the next election.

- 7.4. Persons promoted to the Presidency under Clauses 7.1 and 7.2 shall be considered to have been elected directly to the Presidency in all aspects, and enjoy all rights, authority and benefits befitting an otherwise directly elected President.