

ELECTION REGULATIONS

CONTENTS

	· · · · · · · · · · · · · · · · · · ·	Page
1.	Authorising Provision	1
2.	Applicability	1
3.	Appointment of Election Committee: Campus Election Officer, Assistant Officer and Vote Counters	1
4.	Responsibilities of Election Committee	1
5.	Opening of Nominations	2
6.	Eligibility for Nomination & Contest	2
7.	Nomination Form	2
8.	Acceptance/Rejection of Nomination	2
9.	Close of Nominations	3
10.	Verification of Eligibility	3
11.	List of Candidates	3
12.	Withdrawal of Nomination	3
13.	Campaign Guidelines	3
14.	Publicity	4
15.	Notice of Election	4
16.	Polling Venue & Time	4
17.	Voting	4
18.	Ballot Paper	4
19.	Issuing of Ballot Paper	4
20.	Method of Voting	5
21.	Structure	5
22.	Counting of Votes	5
23.	Invalid Votes	5
24.	Method of Counting	5
25.	Uncontested Positions	6
26.	Notification of Election Results	6
27.	Prohibited Conduct	6
28.	Reports on Prohibited Conduct or Material	6
29.	Appeals against the Results of Election	7
30.	Validation	7
31.	Defamation	7
	Table 1: Summary of Election Process	8
	Table 2: Sun-U Student Council Nomination, Campaign & Election Schedule	9
	Appendix 1: Nomination Form	10



Election Regulations - Sun-U Student Council

1. Authorising Provision

a. The regulations in this Part are made under Part G clause 31(i) of the Constitution of Sunway University Student Association.

2. Applicability

a. This Part applies to elections held in accordance with Part G clause 31 of the Constitution of Sunway University Student Association.

3. Appointment of Election Committee: Campus Election Officer, Assistant Officer and Vote Counters

- a. The outgoing Sunway University Student Council (Sun-U SC) is to appoint the Election Committee at least 10 weeks prior to the annual election.
- b. The outgoing Sun-U SC may seek assistance from the Student Services Department of Sunway University to appoint the Election Committee:
- c. The Election Committee must:
 - i. NOT be a candidate in the election;
 - ii. NOT be related to the candidate (brother, sister, friend etc.);
 - iii. consist of one(1) Campus Election Officer, one (1) Assistant Officer, and two (2) Vote Counters.
- d. If the Election Committee resigns or is unable to act, the Sun-U SC or the Director of Student Services Department must appoint another Election Committee immediately.
- e. Campus Election Officer, Assistant Officer and Vote Counters' duties are determined and approved by the Sun-U SC in consultation with the Director of Student Services Department.
- f. The Election Committee may only be removed by the Sun-U SC in consultation with the Director of Student Services Department.

4. Responsibilities of Election Committee

- a. To be responsible for the overall conduct of the election but are not allowed to vote.
- b. To be responsible for the overall conduct of any by-election but are not allowed to vote.
- c. To check the eligibility of each candidate before the campaign / balloting.
- d. To present the list of candidates to the Director of Student Services Department prior to posting notice on election dates.
- e. To tabulate the ballots and submit the list of successful candidates to the Director of Student Services Department immediately after the counting of the ballots.
- f. To present the final results of the balloting to the Vice-Chancellor and the University community within three (3) academic days after the counting of the ballots.



Election Regulations - Sun-U Student Council

- g. To decide on all matters which are not in the Constitution of Sunway University Student Association or the Election Regulations subject to the approval of Director, Student Services Department.
- h. The University must provide the facilities, resources and assistance necessary to enable the Election Committee to carry out the responsibilities under these regulations.

5. Opening of Nominations

- a. The Election Committee is to announce the dates of nomination two (2) weeks before the opening of nominations.
- b. Nomination starts immediately after the semester begins for a period of seven (7) academic days.
- c. For a by-election, the nomination is open for two (2) academic days.

6. Eligibility for Nomination & Contest

- a. ONLY for existing Sunway University (Sun-U) students.
- b. A student must have academic results of average Grade B/C at the time of nomination.
- Attendance at the Election Briefing is COMPULSORY. Failing which will result in automatic disqualification.

7. Nomination Form

- a. Nomination form as per Appendix 1.
- b. Each candidate must be proposed by one(1) Sun-U student and seconded by another Sun-U student.
- c. A candidate cannot nominate or second himself/herself.
- d. Students may only nominate one candidate and second one candidate. Students cannot nominate and second the same candidate.
- e. The Election Committee must make nomination forms available at the Sunway University Student Association Office, and at the Student Services Department of the University.
- f. Two (2) copies of the nomination form are to be submitted to the Election Committee. One (1) copy will be kept by the Election Committee, and the second copy will be kept by the candidate upon the acknowledgement of receipt by the Election Committee.

8. Acceptance/Rejection of Nomination

- a. Nomination forms must be submitted to the Election Committee at the Sunway University Student Association Office, or at the Student Services Department whenever applicable.
- b. The Election Committee must acknowledge receipt on the submitted nomination forms.
- c. If the nomination is rejected, the Election Committee must immediately notify the student, and state the reason(s) for the rejection through a phone call or email.



Election Regulations - Sun-U Student Council

d. If a nomination is rejected by the Election Committee, the nominee may appeal to the Election Committee within two (2) academic days.

9. Close of Nominations

- a. Nominations must be received by the Election Committee not later than 5:00pm on the 7th day of nomination.
- b. For a by-election, nominations must be received by the Election Committee not later than 5:00pm on the 2nd day of nomination.
- c. Nomination forms may not be amended or altered after the closing date but withdrawal of nomination is allowed.

10. Verification of Eligibility

a. The Election Committee must verify that each student who has been nominated is eligible for election/by-election immediately after the close of the nomination.

11. List of Candidates

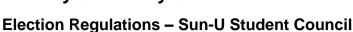
a. The Election Committee will announce the list of candidates on the second day after the nomination closing date as posted on the notice board.

12. Withdrawal of Nomination

- a. A candidate may withdraw his/her nomination at any time before the commencement of balloting.
- b. The candidate is to submit a withdrawal letter to the Election Committee for approval.
- c. The withdrawal only takes effect after approval by the Election Committee.

13. Campaign Guidelines

- a. A candidate can campaign as an individual or as a group of two or more.
- b. A candidate is to prepare a portfolio to be displayed on the campaign notice board for the position which he/she wishes to contest for.
- c. A candidate is to submit his/her speech consisting of not more than 800 words to the Election Committee two (2) academic days before the campaign starting date.
- d. A candidate is to deliver his/her speech at the Speaker's Corner of the University at the designated date and time during the campaign period.





14. Publicity

- a. This regulation applies from the opening of nominations to the end of polling.
- b. The Election Committee has the right to review the expenses incurred by each candidate during and at the end of the campaign period.
- c. The claimable subsidy for all promotional material:
 - i. not more than RM 100 for an individual candidate; or
 - ii. not more than RM 300 for a group of candidates.
- d. All promotional materials must NOT include political agenda, religious or sexual content, or any items which are prohibited under Malaysia's Law.
- e. All promotional materials must be endorsed by the Election Committee.
- f. The Election Committee will specify the number of boards, tables, chairs for publicity purposes to each candidate, to be placed at the 'Energy Hub' of the University.

15. Notice of Election

- a. The Election Committee will announce the dates of campaign and balloting period two (2) weeks before the election.
- b. For a by-election, the Election Committee will announce the dates of balloting period immediately after the list of candidate(s) is announced.

16. Polling Venue & Time

- a. The polling venues are within the University Campus.
- b. The hours of polling are set by the Election Committee.

17. Voting

- a. All Sun-U students may vote in the election/by-election.
- b. All elections are conducted by secret ballot.

18. Ballot Paper

a. All the names of candidate will be printed on the ballot paper according to the positions being contested.

19. Issuing of Ballot Paper

- a. All voters MUST produce their student cards at the registration counter to qualify for the voting.
- b. The Election Committee must verify that a voter is an existing Sun-U student before issuing the ballot paper.



Election Regulations - Sun-U Student Council

20. Method of Voting

- a. Voters must indicate their choice of candidate for each position by placing a cross (X) next to the name of a candidate.
- b. The cross (X) indicates a preference for that particular candidate ahead of all the other candidates.

21. Security of Ballot Paper

- a. Ballot boxes may only be unlocked or unsealed by the Election Committee.
- b. The Election Committee must ensure that the ballot box is always locked during the voting process.
- c. The Election Committee must ensure that the unissued ballot paper is always kept in a secure place.
- d. The Election Committee has the right to keep or discard the ballot paper after the election results are verified.

22. Counting of Votes

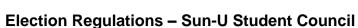
- a. The Election Committee may announce when and where the counting will be held.
- b. The Election Committee may start counting from 2 hours prior to the close of polling on the last day of polling if:
 - i. counting takes place on campus in a locked room; and
 - ii. no one shall leave the room or communicate with a person outside the room until the close of polling, except with the approval of the Campus Election Officer.
- c. The Election Committee must start counting after the close of polling on the same day.
- d. The only persons who may be present during counting are:
 - i. the Election Committee
 - ii. two (2) independent scrutineers appointed by the Director of Student Services Department.

23. Invalid Votes

- a. Only the Election Committee may rule a vote invalid.
- b. A vote is only invalid when the cross (X) is otherwise or when more than one cross (X) are present for the same position.

24. Method of Counting

- a. Where a cross (X) is placed next to the candidate's name, it is counted as one(1) vote.
- b. The candidate with the highest number of votes shall take the contested position.





25. Uncontested Positions

- a. In the case of uncontested position(s), the ONLY candidate for that particular position will be deemed elected to fill the position.
- b. In the case of NO nomination for a particular position, the Election Committee must reopen the nomination for the said position.

26. Notification of Election Results

- a. The Election Committee shall notify all the candidates of the election/by-election results via iMail (email) after the counting.
- b. The Election Committee shall post the election results on the notice board and inform the Vice-Chancellor within three (3) academic days after the counting, with the endorsement of the Director of Student Services Department.

27. Prohibited Conduct

- a. This regulation applies from the opening of nominations until the end of polling.
- b. Any dishonest conduct in an election is prohibited.
- c. Any conduct intended or likely to mislead or deceive a voter is prohibited.
- d. The following acts are prohibited:
 - i. provide false information of the candidate;
 - ii. interfere with the voters' choice of candidate;
 - iii. violate the secrecy of the ballot;
 - iv. interfere other candidates' publicity;
 - v. pay a person to campaign;
 - vi. campaign beyond University Campus;
 - vii. offer gifts;
 - viii. sell/exchange goods;
 - ix. use the Sunway University letterhead or logo on election material;
 - x. damage the University properties/facilities.

28. Reports on Prohibited Conduct or Material

- a. The person who has reported a breach shall be given an opportunity to present the case.
- b. The person who has been reported on shall be given an opportunity to respond.
- c. The Election Committee will decide on the outcome after reviewing the case.
- d. If there has been a breach, the Election Committee may suspend or disqualify the candidate from campaigning for a period of time determined by the Election Committee.



Election Regulations - Sun-U Student Council

29. Appeals against the Results of Election

- a. A candidate may appeal against the results of the election by writing to the Director of Student Services Department within 24 hours after the announcement.
- b. If the Director of Student Services Department accepts the appeal, a Review Committee, chaired by the Director will be formed to conduct an inquiry.
- c. At the inquiry, the candidate shall be given an opportunity to present his/her case.
- d. The Election Committee shall be given an opportunity to respond.
- e. The Review Committee will decide on the outcome of the appeal.
- f. The candidate is not allowed to appeal more than once.

30. Validation

- a. Under the Constitution of Sunway University Student Association, no act, decision or election is invalid only because it was done, made or held after the time required by the Constitution.
- b. No act, decision or election is invalid only because it was done, made or held after the time required by these regulations.

31. Defamation

a. The Election Committee and Sunway University shall not be held responsible or liable for any case of defamation which may occur from the opening of nominations to the end of polling.

Sunway University Student Association Election Regulations – Sun-U Student Council



Table 1: Summary of Election Process

No	Event / Activity	Remarks
1	Appointment and announcement of Election Committee by the outgoing Sunway University Student Council, or by the Director of Student Services Department, Sunway University	At least 10 weeks prior to the Annual Election
2	Nomination of Candidates	For a duration of 7 academic days
3	Announcement of the list of eligible candidates. *Attendance is COMPULSORY.	2 nd academic day after the nomination closing date
4	Election Committee to announce the dates of campaign and balloting periods	2 weeks before the election
5	Campaign period	5 academic days
6	Balloting/Election period	2 academic days
7	Counting of votes	On the last day of the balloting
8	Notification of election results to the candidates - Appeal can be made to the Director of Student Services Department	Immediately after the counting
9	Announcement of Election results to the Sunway University community	Within 3 academic days after the counting

Sunway University Student Association Election Regulations – Sun-U Student Council



Table 2: 2012 Sun-U Student Council Nomination, Campaign & Election Schedule

March		rch	April		April A		Ар	April A		April	
Monday	26		2	Nominations	9	Briefing	16	Campaign	23	Announcement of Election results to the Vice- Chancellor and University community	
Tuesday	27		3	Nominations	10		17	Campaign	24		
Wednesday	28	Nominations Start for the next 7 academic days	4	Nominations	11	Campaign	18	Balloting	25		
Thursday	29	Nominations	5	Nominations End at 5pm	12	Campaign	19	Balloting, End at 5pm; Counting start Immediately	26	Installation	
Friday	30	Nominations	6	Announcement of the list of eligible candidates; Election Briefing	13	Campaign	20	Election Committee to present the election results to the Director of Student Services Department	27		
Saturday	31		7		14		21		28		
Sunday	1		8		15		22				

Sunway University Student Association Election Regulations – Sun-U Student Council



Appendix 1: Nomination Form

Nomina	tion l	Form				UNIV	WAY 🎉
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D) DECLAR							
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