

# **Regulations and Guidelines**

for The Nominated Cabinet of

The Engineering Students' Union,

Hong Kong University of Science and Technology Students' Union, Session 2017-2018

## **1. GENERAL**

### **1.1 Rights and Responsibilities**

- 1.1.1 All candidates must follow the constitution of the Union and the regulations and guidelines set by the Election Committee.
- 1.1.2 All candidates shall have the right to form the Nominated Cabinet.
- 1.1.3 Both English and Chinese shall be the approved official language. In case of discrepancy, unless otherwise specified, the English version shall be referred to.

### **1.2 Nominated Cabinet**

- 1.2.1 Nominated cabinet(s) shall be formed on or before **17<sup>th</sup> October 2016**.
- 1.2.2 During the 1st nomination period, members of the Nominated Cabinet shall be formed with the support of 20 Full Members (in the form of signature together with Names and Students Identity Card Numbers). All Full Members shall only sign for one cabinet, and the Election Committee and the members of the Nominated Cabinets should not be one of the 20 Full Members.
- 1.2.3 The full name of the Nominated Cabinet shall be “The Nominated Cabinet of The Engineering Students’ Union, HKUSTSU, Session 2017-2018”, hereinafter referred to as “the Nominated Cabinet”. In Chinese, the full name shall be “二零一七至二零一八年度香港科技大學學生會工學院學生會候選內閣”.
- 1.2.4 All members of the Nominated Cabinet should be **Full Members** of The Engineering Students’ Union, HKUSTSU and Hong Kong University of Science and Technology Students' Union
- 1.2.5 Members of the Nominated Cabinet shall have the right to conduct promotion activities in the name of the Nominated Cabinet with the approval of the Election Committee. (For details of submission, please refer to 4.1 & 4.2)
- 1.2.6 Members of the Nominated Cabinet shall have the right to contact any firms or parties in the name of the Nominated Cabinet with the approval of the Election Committee. (For details of submission, please refer to 4.1 & 4.2)

1.2.7 Members of the Nominated Cabinet shall have the right to request and adopt sponsorships in the name of the Nominated Cabinet with the approval of the Election Committee.

(For details of submission, please refer to 4.1 & 4.2)

1.2.8 Candidates can jointly prepare documents and should submit them to the Election Committee in the name of the Nominated Cabinet.

## **2. NOMINATION PROCEDURE**

### **2.1 Procedure**

#### **2.1.1 1<sup>st</sup> Nomination Period**

2.1.1.1 The 1st Nomination Period will start on 3th October, 2016 and end on the 17th October, 2016

2.1.1.2 After the end of 1st nomination period, approval of the application will be announced within 24 hours after the submission.

#### **2.1.2 2<sup>nd</sup> Nomination Period**

2.1.2.1 The 2nd Nomination Period will start on **18th October, 2016** and end on the **25th October, 2016**

#### **2.1.3 Polling Day**

2.1.3.1 The polling shall be start on 14th November, 2016 and end on the 15th November, 2016

2.1.3.2 The polling shall last for 2 consecutive days.

2.1.3.3 The result of the polling shall be announced within 24 hours with proper notice.

2.1.3.4 The election shall be valid provided that at least 25% of total number of Full Members has voted in the election.

2.1.3.5 Each Full Member shall have one vote.

### **2.2 Meetings**

2.2.1 There should be a Chairperson and a Secretary for each meeting.

2.2.2 The Nominated Cabinet should send the agenda of all their formal meetings to the Election Committee at least 24 hours before the meeting.

2.2.3 Minutes of all formal meetings should be submitted to the Election Committee within 24 hours after the end of the meeting.

## **2.3 Campaigning**

2.3.1 The Nominated Cabinet should submit a proposed Campaigning Plan, which would include a proposed Year Plan and a proposed Promotion Plan.

2.3.2 The Nominated Cabinet should submit a proposed Year Plan in both hard copy and soft copy to the Election Committee before **28<sup>th</sup> October 2016 (23:59)** and a proposed Promotion Plan in both hard copy and soft copy to the Election Committee before **24<sup>th</sup> October 2016 (23:59)**. (For details of submission, please refer to 4.1 & 4.2)

2.3.3 The proposed Campaigning Plan should include:

2.3.3.1 Name of the Nominated Cabinet with meaning

2.3.3.2 Theme and objectives of the session

2.3.3.3 Year plan

- i. Each proposed function
- ii. Introduction
- iii. Objectives
- iv. Date, time and venue
- v. Target group
- vi. Program outline
- vii. Brief timeline of the preparation work
- viii. Follow up work

2.3.3.4 Promotion Plan

- i. Aim of promotion
- ii. Designs of the Nominated Cabinet logo
- iii. Promotion strategies during the promotion period
  1. List of promotion items and means
  2. Details of games
  3. Details of cheers
  4. Details of souvenirs
  5. Details of lucky draw and performances (if any)
- iv. Designs of decorations and promotion counters
- v. Designs of name cards
- vi. Letters to external parties
- vii. Sponsoring parties

viii. Financial plan

2.3.3.5 Conclusion

- i. All proposed functions, including those not yet confirmed should be included in the year plan.
  - ii. Promotion Period
    1. The promotion period for the Nominated Cabinet is tentatively scheduled from 31<sup>th</sup> October to 4<sup>th</sup> November and 7<sup>th</sup> to 11<sup>st</sup> November 2016.
    2. All promotion can only be carried out during the promotion period.
- 2.3.4 All actions in the Promotion Period should be approved by the Election Committee at least 24 hours before the action.
- 2.3.5 Posters must bear the logo of the Nominated Cabinet(s), Union stamp of The Engineering Students' Union, HKUSTSU and expiry date.
- 2.3.6 Posters can only be posted on the Public Notice Board and School of Engineering Notice Board. One A3 poster is allowed for each of the above notice boards. (Refer to Internal Regulation (15. NOTICE AREA) Publicized by Hong Kong University of Science and Technology Students' Union)
- 2.3.7 All designs of promotion items must be approved by the Election Committee at least 24 hours before production.
- 2.3.8 All sponsored items must be approved by the Election Committee at least 24 hours before distribution.
- 2.3.9 All promotion means through any communication channels, including but not limited to the Internet, Facebook and WhatsApp must be approved by the Election Committee at least 24 hours before any public announcements.
- 2.3.10 The phrase "The Nominated Cabinet of The Engineering Students' Union, HKUSTSU, Session 2017-2018" must be printed whenever the name of the Nominated Cabinet is shown and on all promotion items. The short form "The Nominated Cabinet of ESU, HKUSTSU" or "工學院學生會候選內閣" could be used for promotion purposes.
- 2.3.11 All promotion activities should be done inside HKUST campus.
- 2.3.12 Booking of facilities, except students' amenities, is not allowed.

2.3.13 Expenditure during promotion period should not exceed the amount of \$10,000 for the whole cabinet.

### 3. EXTERNAL AFFAIRS

#### 3.1 General

- 3.1.1 Permission must be obtained from the Election Committee before any contact with external agencies.
- 3.1.2 Consultation of opinions and advice from the Election Committee is highly recommended.
- 3.1.3 All internal documents must not be leaked to third party in any circumstance.

#### 3.2 Sponsorship

- 3.2.1 All agreements, letters and emails that are sent to companies should be approved by the Election Committee at least 24 hours beforehand.
- 3.2.2 Requesting or adopting sponsorship from any insurance companies and credit card agencies is **prohibited**.
- 3.2.3 All agreements must include the name and the quantity of sponsored items, companies' names, stamp, date and signature.
- 3.2.4 All sponsors are only for promotion purpose.

### 4. OTHERS

- 4.1 All hard-copy of documents should be submitted to the Mailbox #67, Student Amenities, LG5, The Hong Kong University of Science and Technology, Clear Water Bay.
- 4.2 All soft-copy of documents should be sent to the official email of The Engineering Students' Union, HKUSTSU ([su\\_esu@connect.ust.hk](mailto:su_esu@connect.ust.hk)) and the election committee ([esuelection16@gmail.com](mailto:esuelection16@gmail.com)), as well as the members of the Election Committee.

OR Ka Po	kpor@connect.ust.hk
WONG Ka Chun	kcwongbb@connect.ust.hk
YIP Woon Kay	wkyipad@connect.ust.hk
LAM Tsz Kwan	tklamai@connect.ust.hk
CHAN Shu Yu	sychanak@connect.ust.hk

- 4.3 An email account should be registered by the Nominated Cabinet for communication between the Election Committee and the Nominated Cabinet.

- 4.4 The Election Committee reserves the right to make amendments and the final interpretation to the regulations and guidelines.
- 4.5 Any violations of the regulations may lead to the suspension during the promotion period or the termination of the Nominated Cabinet. The Election Committee reserves the right of final arbitration.
- 4.6 In the event of any disputes, the Election Committee reserves the right of final arbitration.
- 4.7 If there is any request of reformation of the cabinet, the Election Committee reserves the right to accept or reject the request.
- 4.8 Should any business arise, the decision of the Election Committee shall be final.
- 4.9 For any enquiries, please kindly contact the members of the Election Committee.