

Nanyang Technological University Students' Union (NTUSU)

Elections Regulations

for Academic Year 22/23 onwards

Legislative History

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Citation

1. This Regulation may be cited as the Elections Regulations.

Interpretation

2. In this Regulation, unless it is otherwise provided or the context otherwise requires –
“Election” means an election selecting Management Committee members of
Constituent Bodies;
 - 2.1. All words shall have the meanings given in the Constitution of the Nanyang
Technological University Students’ Union.

Amendment

3. Motion seeking to amend or remove any provision of this Regulation shall not be
passed unless it has been supported by the votes of:
 - 3.1. Not less than half of the total number of Voting Council Representatives present
during a Council Meeting, or
 - 3.2. Not less than half of the total numbers of Union Members present during a
General Meeting of the Union.
4. For the purposes of Section (3), amendment of provisions includes addition,
amendment or repealing of provisions.

Sources of Law for Elections

5. The sources of law for Elections shall be found in the following sources in descending
order of supremacy:
 - 5.1. The NTUSU Constitution;
 - 5.2. The Elections Regulations;
 - 5.3. Other valid written sources of laws stipulated by the Union;
 - 5.4. The respective Constituent Body Constitution;

- 5.5. Other valid written sources of laws stipulated by the respective Constituent Body.
6. A source of law for Elections, which is inconsistent with a more supreme source of law stipulated in Section (5), shall, to the extent of the inconsistency, be void.
 - 6.1. The Constitution, regulations, rules and procedures stipulated by a Constituent Body for Elections shall be binding on that Constituent Body only and shall not be applicable to any other Constituent Body.
 - 6.2. All Constituent Bodies may prescribe additional rules, regulations or procedures on Elections under Sections (5.4) or (5.5). However, they shall be deemed inconsistent if such rules, regulations or procedures contravene or derogate from the provisions of more supreme sources of law.

Scope

7. This Regulation shall apply to both annual Elections and by-Elections.

Division of Regulations

8. This Regulation shall be divided into the following parts:
 - 8.1. Part I – The Election Committees
 - 8.2. Part II – Election Process
 - 8.2.1. Part (i) - Constituent Body Elections
 - 8.2.2. Part (ii) - Council Elections
 - 8.3. Part III – Electronic Voting Procedures and Formats
 - 8.4. Part IV – Physical Voting Procedures and Formats

Part I – The Election Committees

The Election Committees

9. There shall be the following Election Committees, in descending order of supremacy.
 - 9.1. Union Election Committee
 - 9.2. Constituent Body Election Committee

Union Election Committee

10. The Union shall form a Union Election Committee, at the discretion of the Council, to supervise the conduct of elections by each Constituent Body Election Committee.
 - 10.1. The composition of the Union Election Committee shall be decided by the Union Council, other than the situation provided for under Section (11.3).
 - 10.2. The Union Election Committee shall be formed at least three (3) months before the Elections and disbanded one (1) month after the Elections.
11. The Union Election Committee shall comprise one (1) Chief Returning Officer and a minimum of two (2), or a maximum of four (4) Union Election Officers.
 - 11.1. The Chief Returning Officer shall be the Chairperson of the Union Election Committee and the Union Election Officers shall assist the Chief Returning Officer.
 - 11.2. For annual elections, they shall not stand for election to any Constituent Body Management Committee or Union Representatives.
 - 11.3. They shall also not be part of the incoming Council as an elected Council Representative or a co-opted Council member.
 - 11.4. For both annual elections and by-elections, they shall not be a proposer nor seconder for any candidate's nomination forms for any Constituent Body Management Committee or Union Representatives.

- 11.5. For both annual elections and by-elections, they shall not campaign for any candidates for any Constituent Body Management Committee or Union Representatives.
- 11.6. For both annual elections and by-elections, they shall not vote for any candidates for any Constituent Body Management Committee or Union Representatives.
12. The Union Election Committee shall instruct each Constituent Body to form an Election Committee to supervise and conduct the elections of its Management Committee.

Duties and Powers of the Union Election Committee

13. The Union Election Committee shall:
 - 13.1. Supervise the conduct of elections by each Constituent Body Election Committee.
 - 13.2. Conduct the Council Elections to elect Council Chairperson, Council Secretary, Union Executive Committee during the first Council Meeting of the incoming Council according to the sources of law stated in Section (6).
 - 13.3. Give notice of the date, time, place of the first Council Meeting of the incoming Council, which includes the Council Elections, no less than seven (7) days before the date and time of the first Council Meeting.
 - 13.4. Announce to Union Members the results of Council Elections no later than two (2) days after its conclusion via communication means.
 - 13.5. Present the Constituent Club Election results to the Council within seven (7) days via communication means. Once the Council confirms there to be no disputes, the Constituent Club Election may be closed.
14. The Union Election Committee shall have the power to:
 - 14.1. Review the election of any candidate of any Constituent Body Management Committee according to the procedures prescribed by the sources of law stipulated in Section (6).

- 14.1.1. It shall be allowed to do so on its own discretion or upon appeal by a candidate whose election has been declared invalid by that Constituent Body Election Committee.
- 14.1.2. If the Union Election Committee is of the view that a candidate's valid election should have been invalid due to procedural irregularities, or that a candidate's invalid, or invalidated, election, should have been valid according to the prescribed procedures, its determination of the validity of that candidate's election shall be final.
- 14.1.3. Such determination by the Union Election Committee shall be final and binding on all parties involved.
- 14.2. Adjudicate disputes between any candidate and the respective Constituent Body Election Committee concerning the procedures prescribed by the sources of law stipulated in Section (6).
- 14.3. Declare the election of any Constituent Body invalid if the election of that Constituent Body was invalid due to procedural irregularities according to the procedures prescribed by the sources of law stipulated in Section (6).

Constituent Body Election Committee

15. Each Constituent Body shall form an Election Committee to supervise and conduct the elections of its Management Committee members.
 - 15.1. The Election Committee shall be formed at least one (1) month before the Elections and disbanded one (1) month after the Elections.
16. Each Election Committee shall comprise one (1) Returning Officer and two (2) Election Officers.
 - 16.1. The Returning Officer shall be the Chairperson of the Election Committee and the Election Officers shall assist the Returning Officer.
 - 16.2. The Election Officer shall minute down the proceedings of the rally.
 - 16.3. They shall not stand for election to any Constituent Body Management Committee.

- 16.4. They shall not be a proposer nor seconder for any candidate's nomination forms for any Constituent Body Management Committee.
- 16.5. They shall not campaign for any candidate for any Constituent Body Management Committee.
- 16.6. They shall not vote for any candidates for any Constituent Body Management Committee.

Duties and Powers of the Constituent Body Election Committee

17. Each Constituent Body Election Committee shall:
 - 17.1. Supervise and conduct the elections of its Constituent Body according to the sources of law stipulated in Section (6).
 - 17.2. Give notice of its Constituent Body Elections via communication means no less than seven (7) days before the start of the nomination period.
 - 17.3. Announce to its Constituent Body Members the date, time, place and method of receiving nomination forms via communication means. Such date and time shall be the end of the nomination period for that Constituent Body.
 - 17.4. Announce to its Constituent Body Members the results of Elections of the Management Committee no later than two (2) days after its conclusion.
 - 17.5. All announcements are to be made via each club's respective means of communication.
 - 17.6. A record of all voters and votes, shall be saved and kept with the Union Election Committee for safekeeping and inspection when necessary.
 - 17.6.1. The voting ballots shall be kept for at least one (1) year in the event of a physical voting.
 - 17.6.2. All the voting results shall be kept in a suitable soft copy format and be stored across two different mediums for at least one (1) year in the event of an electronic voting.
18. Each Constituent Body Election Committee shall have the power to:

- 18.1. Accept the withdrawal of any candidate at any point in time from the start of the nomination period to the conclusion of the entire election process.
- 18.2. Declare the election of any candidate of its Constituent Body Management Committee invalid due to procedural irregularities according to the sources of law stipulated in Section (6).
- 18.3. Make decisions that encourage, and/or not contrary to, the spirit of ensuring a fair and transparent election. Such decisions shall only be made on exceptional circumstances that arise during the entire election process and are not provided for in the sources of law stipulated in Section (6), where the Union Election Committee is informed and approved of.

Dispute Resolution

19. All disputes between any candidate and the respective Constituent Body Election Committee concerning the elections shall be adjudicated by the Union Election Committee.
20. Any decision(s) of the Union Election Committee shall be binding and final on all parties. There shall be no appeal, nor the right of appeal, to the Union Council on such decisions(s).

Part II – Constituent Body Election

Constituent Body Election Process

21. Constituent Body Elections shall consist of the following main components:
 - 21.1. Election Publicity
 - 21.2. Nomination Period
 - 21.3. Campaign
 - 21.4. Constituent Body Election Day
 - 21.5. Voting
22. The total duration of the nomination period, the campaigning period, the Constituent Body Elections shall not exceed twenty-one (21) days.
 - 22.1. The Nomination Periods of all Constituent Bodies shall be held on the same period.
 - 22.2. The Elections of all Constituent Bodies shall be held on the same day.
 - 22.3. Regardless of the method of voting, each Election of any one Constituent Body shall be held in a period of no more than twenty-four (24) hours.

Election Publicity

23. The Union Election Committee and every Constituent Body Election Committee shall publicise, using reasonable means, within the timeframe stipulated by the Union Election Committee, before the Election Day, to their respective Members the following:
 - 23.1. The personnel of the Election Committees,
 - 23.2. The procedures of Elections,
 - 23.3. The start and end of the nomination period,
 - 23.4. The Election date,
 - 23.5. The results of Elections,
 - 23.6. The Council Elections date, and
 - 23.7. The results of the Council Election.

Nomination Period

24. There shall be a nomination period when interested candidates may be nominated for Constituent Body Elections.
 - 24.1. If physical voting is to be held, the nomination period shall last no less than three (3) days and no more than fourteen (14) days.
 - 24.2. If electronic voting is to be held, the nomination process shall be held by electronic means prescribed by the Union Election Committee. The nomination period shall last continuously no less than forty-eight (48) hours and no more than one hundred and twenty (120) hours. This time frame shall include any weekends and/or holidays that fall within the stipulated hours allocated.
25. All Constituent Bodies shall not impose any additional requirements on the nomination forms or processes for all candidates, unless stipulated by the Union Election Committee. The only requirements that may be stipulated are:
 - 25.1. The candidate is an ordinary member of the Union.
 - 25.2. Candidate who has been found guilty of a disciplinary offence under the provisions of Statute 24 (Discipline) is not eligible for nomination.
 - 25.3. Candidate placed on academic probation in the year of election shall not be eligible for nomination.
 - 25.4. The form shall be properly filled in by the candidate with compliance to identity verification procedure(s) required by the Union Election Committee and/or the Election Committee of the Constituent Body to which the candidate is submitting the form under.
 - 25.5. A photo of the candidate is attached with the form.
 - 25.6. The form shall be submitted with the full name and matriculation number of a proposer and a seconder, who shall comply with identity verification procedure(s) required by the Union Election Committee and/or the Election Committee of the Constituent Body to which the candidate has submitted the form. For the nomination to be valid, both the proposer and the seconder must

- validate their consent in proposing or seconding the candidate in procedure(s) prescribed by the Union Election Committee.
- 25.7. The candidate shall declare in the form that they are not undergoing disciplinary proceedings or academic probation.
26. Each candidate nominated for elections shall submit the nomination forms, according to the requirements laid down by the Union Election Committee and the sources of law stipulated in Section (6), by the end of the nomination period.
- 26.1. For physical voting, identity verification processes for the candidates, proposers and seconders are to be completed by the end of the nomination period as required by the Union Election Committee.
- 26.2. For electronic voting, identity verification processes for the candidates, proposers and seconders are to be completed in no more than twenty-four (24) hours after the end of the nomination period. This process shall be communicated to all Members of their respective Constituent Bodies in the first announcement of the nomination process.
27. Each set of nomination forms shall have a proposer and a seconder and shall contain the written consent of the candidate for election.
- 27.1. The proposer and seconder for each set of forms shall not be the same person.
- 27.2. A member can only propose or second one candidate for the whole election, including by-election.
- 27.3. The proposer and the seconder for each candidate must identify themselves for verification procedure(s) required by the Union Election Committee and/or the Election Committee of the Constituent Body to which the candidate has submitted the form.
28. A Constituent Body shall not proceed with campaigning in the event where no candidate is nominated for the role of President.
29. The Returning Officer shall, in the event that there is no nominee for a particular post, open the nomination again for the above mentioned post no later than three (3) days after the first nomination closes.

- 29.1. For physical voting, the second nomination period shall last no less than three (3) days and no more than five (5) days. For electronic voting, the second nomination period shall last continuously no less than twenty-four (24) hours and no more than seventy-two (72) hours.
- 29.2. The Returning Officer shall, in the event that there is no nominee for the second nomination, declare the nomination closed, and it will then be up to the discretion of the Management Committee of the Constituent Bodies at the point of time, to decide on the unoccupied post.
- 29.3. An Emergency General Meeting shall be called by the Constituent Body to nominate a candidate for the election of the President if there is no nominee for the role after the second nomination. The meeting shall be called within three (3) days after the end of the second nomination.
30. Any candidate whose nomination forms are rejected by the respective Constituent Body Election Committee may request a review by the Union Election Committee.
 - 30.1. The rejection of the candidate's nomination forms shall be made known to the candidate no more than one (1) day after the end of the nomination period.
 - 30.2. The request to review such a decision shall be made by the candidate no more than two (2) days after the end of the nomination period.
 - 30.3. The decision of the Union Election Committee (and, if applicable, the Constituent Body Election Committee) on the matter shall be made no more than three (3) days after the end of the nomination period.
 - 30.4. The decision of such review(s) shall be binding and final on all parties per Section (20).
 - 30.5. Elections shall be held on the stipulated date(s), notwithstanding the review(s).
 - 30.6. For the avoidance of doubt, the nomination form(s) shall be made invalid only due to procedural irregularities, as stated in Section (25).

Campaign

31. The campaign period shall start immediately after the end of the nomination period and end before the start of Cooling-Off Day.
32. Each candidate must stand for election as an individual and shall not campaign for any other candidates running for the same Constituent Body Elections regardless of role.
33. Banners, posters and other print materials are only allowed at specific locations as determined by the Constituent Body Election Committee.
34. Any campaign material, which bears defamatory remarks towards other candidate(s), will be removed.
35. Any candidate(s) who passes defamatory remarks towards other candidate(s) shall be disqualified.
36. Each Constituent Body Election Committee is to organise an Election Rally at an appropriate time, in accordance to the timeframe decided by the Union Election Committee. All Rallies must end before the Cooling-off Day.
 - 36.1. Election Rally shall serve as the platform for the candidates to make known their manifesto to the voting population of their respective Constituent Body.
37. During Constituent Body Election Rallies, all candidates shall be entitled to:
 - 37.1. at least 5 minutes for rally speech;
 - 37.2. at least 15 minutes of Question and Answer session.
38. Section (37) shall not apply to the following positions:
 - 38.1. The President;
 - 38.2. The Vice-President(s);
 - 38.3. The Honorary General Secretary; and
 - 38.4. The Honorary Financial Secretary or equivalent.
39. The positions stated in Section (38) shall be entitled to:
 - 39.1. at least 10 minutes for rally speech;
 - 39.2. at least 30 minutes of Question and Answer.
40. In the event that the audience requests for time extension, a proposer and a seconder are required to pass the motion for a 5 minutes time extension.

41. The Returning Officer shall have the right to reject a proposed time extension. All decisions made shall be binding and final.
42. The Election Officer shall minute down the proceedings of the rally.
 - 42.1. The minutes of the rally shall be checked by the Candidates and vetted by the Election Committee before submission to the Union Election Committee.
 - 42.2. The submission of the minutes of the rally to the Union Election Committee shall be done within twenty-four (24) hours after the end of the Rally.
 - 42.3. The Union Election Committee shall publish the minutes of the Rally within seventy two (72) hours after the end of the Rally or 11:59pm on the day before the Cooling-off Day, whichever is earlier.
43. All rallies shall be video recorded by the respective Election Committee for administrative purposes.
 - 43.1. The video recordings shall be submitted to the Union Election Committee within twenty-four (24) hours after the end of the rally.
 - 43.2. The video recordings shall be screened to the member(s), upon request, at an appropriate venue for the candidate(s) requested. The video recordings screened must not be edited.
 - 43.3. The Union Election Committee shall keep the recordings for at least one (1) year.
 - 43.4. The Union Election Committee and Election Committees shall take steps to ensure the video recordings will not be circulated, beyond the purpose of audit, verification by the Candidates and requirement by the Union Council, University Administration and the Law of Republic of Singapore.

Election Day

44. The day of the Constituent Body Elections shall be held no earlier than seven (7) days and not later than fourteen (14) days after the end of the first nomination period. This intervening period between the end of the nomination period and the first day of the Constituent Body Elections shall be the campaigning period for the candidates.
 - 44.1. The period of Constituent Body Elections is known as the Union Election Period.

- 44.2. The day(s) of Constituent Body Elections shall be prescribed in accordance with subsection (23.2).
- 44.3. The Union Election Committee shall decide on the day(s) of Constituent Body Elections. The day(s) of Constituent Body Elections shall not be later than the fifth week of the new academic year.
- 45. The day before each Constituent Body Election shall be the Cooling-Off Day.
- 46. No campaigning by the candidates and their associates in any form shall be allowed on Cooling-Off Day and Elections Day.
 - 46.1. All campaigning materials, including and not limited to virtual material such as posts, stories and highlights on social media, should be removed from public view.
 - 46.2. Candidates found campaigning on these days shall be disqualified from elections.
- 47. No lobbying for votes during the day of elections is allowed.
 - 47.1. Union members found lobbying for votes during the day of election may have his voting rights voided, and will be dealt with by the Union Election Committee.
- 48. Every member shall have one vote to each seat during the election of office bearers.

Voting Thresholds

- 49. The voting threshold for Constituent Body Elections shall be classified under the following:
 - 49.1. Single Seat;
 - 49.2. Multiple Seat.
- 50. For uncontested seats, there shall be three (3) options for voters
 - 50.1. “FOR” vote,
 - 50.2. “AGAINST” vote,
 - 50.3. “ABSTAIN” vote.
- 51. For contested seats, there shall be two (2) options for voters
 - 51.1. one “FOR” vote for each available seat OR

- 51.2. "ABSTAIN" from voting for any candidates for the available seat(s).
52. A candidate running for a single seat position shall be declared as elected into office when:
- 52.1. Uncontested Seat - The candidate who secures higher "FOR" votes than "AGAINST" votes is elected.
- 52.1.1. In the event where no candidate is elected, a by-election shall be called.
- 52.2. Contested Seat - the winning candidate needs to secure the highest number of "FOR" valid votes.
- 52.2.1. In the event where there is a tie in the highest number of "FOR" votes, a byelection shall be called.
53. A candidate running for a multiple seat position shall be declared as elected into office when:
- 53.1. Uncontested Seat - The candidate who secures higher "FOR" votes than "AGAINST" votes is elected.
- 53.1.1. In the event where no candidate is elected, a by-election shall be called.
- 53.2. Contested Seats - The seats shall be filled by candidates in decreasing order of number of votes secured until all seats are filled.
- 53.2.1. In the event where there is a tie to fill the seat(s) left, a by-election shall be called for to fill the remaining seat(s).
54. A by-election, if necessary, shall be held within five (5) working days after the end of Constituent Body Elections and shall be held over the duration of one (1) working day.

Electronic Voting Procedures and Formats for Constituent Body Elections

Primary Method of Voting

55. Voting by electronic means shall be the primary method of all Elections of the Constituent Bodies, except for Council Elections.

Contingency for Electronic System Failure

56. In the event of a technical difficulty in the electronic voting system that the Union Election Committee deems as jeopardising the integrity and fairness of the Elections, the Union Election Committee may utilise the physical voting system, with the consent of more than two-thirds (2/3) of the members of the Council.
57. The validity of nominations received via the Electronic system during the nomination period will be determined at the discretion of the Union Election Committee.

Formats of Electronic Ballot

58. Each voter shall be provided with an internet-based Uniform Resource Locator (URL) directing the voter to the electronic voting platform.
59. For verification purposes, each voter has to perform identity verification through electronic means prescribed by the Union Election Committee.
60. The electronic voting platform shall allow easy access to the title of the Election, instructions, the names of the candidates and the positions contested by the candidates.
61. On the voting page, the title of the Election, instructions, positions opened for voting, the names of the contesting candidates and the voting options shall be available on a single webpage.
62. The title of the Election shall be in the following format: the name of the Constituent Body, the type of candidates and the type of ballot.
63. The first row of both columns shall be the header row. The cell of the header row from left to right shall contain the headings “Position”, “Candidates” and “Type of Ballots”.
 - 63.1. The names of the candidates shall be listed in the second column from left and sorted, from top to bottom, in alphabetical order.
 - 63.2. Each row shall contain the name of only one (1) candidate. No voting for a group or groups of candidates are allowed.
64. An icon named “Submit” shall be included at the end of the voting page.

65. Upon submission of the voting on the web page, the electronic system shall allow the voters to check their votes before confirming. Prior to confirmation, voters shall be allowed to return to the voting page and redo the voting.
66. The Union Elections Committee and the Constituent Body Election Committee shall undertake the responsibility to ensure adequate convenient access for technical support for the voters.

Counting of Electronic Votes

67. The Union Elections Committee and the Constituent Body Election Committee shall be given access to the results of the Election which were generated electronically by the system.
68. Should there be any objections to the results of the Election on the part of the Union Elections Committee or the Constituent Body Election Committee, both the Union Elections Committee and the Constituent Body Election Committee shall be informed to withhold the results of the Elections for investigation within four (4) hours after the results were generated.
69. After the four (4)-hour period, should there be no objections raised in accordance with Section (88), the Constituent Body Election Committee shall finalise and publicise the results of the Election according to the provisions of this Regulation.
70. Any discrepancies are to be made clear to both the Constituent Body Election Committee and Union Election Committee.

Whistleblowing

71. In the event that a particular candidate has been found to be unsuitable to partake in the elections due to outstanding cases being made against them, members are allowed to use the whistle blowing policy.
72. The ability to whistle blow is granted to all members of the Union who are eligible for voting in that particular cycle of elections.

73. Whistle blowing against a candidate:

- 73.1. Once a complaint is made against a particular candidate, they will be temporarily suspended from participating in any form of election activities in order to allow for investigations to be conducted. This suspension is to last for no more than 48 hours. This suspension is to be clearly communicated to the candidate in the form of writing, and should clearly indicate the period of suspension.
- 73.2. All whistleblowing cases will be subject to investigation by the relevant Election Committee. Upon completion of the investigation, the Election Committee will either endorse or reject the complaint.
- 73.3. Should the complaint be endorsed by the Election Committee, it will then be sent to the Union Election Committee to be subject to a second round of assessment. The Union Election Committee is to either endorse or reject the complaint.
- 73.4. Should the candidate be found liable for the allegations made against them, the endorsement of their complaint by the Union Election Committee will subject them to removal from the elections with immediate effect.
- 73.5. Once the Union Election Committee has endorsed a complaint against a candidate, the candidate shall be notified of their removal from the elections no more than twentyfour (24) hours after the decision has been made. SAO shall be informed on the removal of the candidate at the same time.
- 73.6. Should a candidate wish to appeal against the decision, they are to do so in writing to the Union Election Committee. The Union Election Committee will forward this writing to the Council, where an independent team of 3 or 5 council members will assess the appeal. This appeal is to be sent in within forty-eight (48) hours of their notification.
- 73.7. Should a case involve higher authorities, the candidate shall be suspended from the elections, and their nomination will be removed should their case not be resolved within twelve (12) hours before the nomination deadline. These cases are to be of the following level of severity:
 - 73.7.1. University disciplinary cases,

- 73.7.2. Court cases,
 - 73.7.3. Police cases.
- 73.8. In the case of the involvement of higher authorities, evidence of the charge is to be provided to endorse the legitimacy of the claim. It is the responsibility of the candidate to inform the Union Election Committee of the status of their case.
74. Whistle blowing against a member of the Election Committee or Union Election Committee.
- 74.1. In the case that a complaint is made against either a member of the Election Committee or Union Election committee, their account is to be suspended, and they are not to undertake any duties until the completion of the investigation. This suspension is to last no longer than forty-eight (48) hours.
 - 74.2. The suspension of an Election Committee or Union Election Committee member is to be communicated through writing to the member. The period of suspension is to be clearly indicated to the member.
 - 74.3. When an Election Committee or Union Election Committee member is undergoing investigation, their duties are to be assigned to the next suitable individual. This individual cannot be either a proposer or seconder for any candidate who is running in the elections.
 - 74.4. Any complaints made against an Election Committee or Union Election Committee member will be subject to investigation by a committee appointed by the council in accordance with the Discipline Regulations.
 - 74.5. Once an Election Committee or Union Election Committee member is found to be liable for the offence that is brought up against them, they are subject to removal from their role with immediate effect.
 - 74.6. The removal of an Election Committee or Union Election Committee member is to be made known to the member as well as SAO within twenty-four (24) hours after the decision is made.
 - 74.7. All decisions made against the Election Committee or Union Election Committee member by the appointed committee are final, and are not open to appeals. This is to maintain the integrity of the elections.

75. To maintain the integrity of the whistle-blowing policy and ensure that it is not improperly used with intent to delay the process of the elections or to damage the reputation of any candidate, all complaints are to be verified by both the Election Committee and Union Election Committee. This verification is to take place before a candidate is suspended. All complaints are to include clear reasons and evidence (where necessary), and should clearly provide a means of contact. Should any complaint be lacking in substance (e.g. “This candidate is unsuitable because he is not good”) or does not provide a means of contact, the complaint can be rejected at the agreement of both the Election Committee and Union Election Committee.
- 75.1. The above mentioned requirements are to apply to any complaints against any Election Committee or Union Election Committee member.
- 75.2. SAO is to be informed within twenty-four (24) hours after the decision on whether to pursue the complaint further is made.

Physical Voting Procedures and Formats for Constituent Body Elections

Formats of Physical Ballot

76. Each voter shall produce his matriculation card before being issued his ballot.
77. Each ballot shall consist of a title, instructions, a table with three columns and an appropriate number of rows.
78. The title shall be in the following format: the Constituent Body name, the type of candidates and the type of ballot.
79. The instructions shall tell the voter the nature of the ballot, the steps he needs to produce a valid vote, the maximum number of votes he may give and the consequences of an invalid vote.
 - 79.1. The nature of the ballot shall tell the voter the type of candidates he is voting for and the nature of the vote.
 - 79.1.1. Example – “This is a Single Seat Vote for the Union Representative candidate(s).”
 - 79.2. The steps needed for the voter to produce a valid vote shall be to mark an ‘X’ within the voting box.
 - 79.2.1. Example – “To cast a vote for a candidate, you may mark the box on the right side of the candidate’s name. Any markings made outside any boxes may render the entire ballot invalid.”
 - 79.3. The number of votes shall tell the voter the exact number of votes the voter must cast.
 - 79.3.1. Example 1 – “As this is a Single Seat Vote, you may only vote for one candidate. If you vote for more than one candidate, the entire ballot may be rendered invalid.”
 - 79.3.2. Example 2 – “As this is a Multiple Seat Uncontested Vote, you must vote for X number of candidates. If you vote for more than X candidates, the entire ballot may be rendered invalid.” where X is the number of vacancies available in this Example.

- 79.3.3. Example 3 – “As this is a Multiple Seat Contested Vote, you may only vote for X number of candidates. If you vote for more than X candidates, the entire ballot may be rendered invalid.” where X is the number of vacancies available in this Example.
- 79.4. The consequences of an invalid vote shall be made known to the voter.
 - 79.4.1. Example – “Any invalid markings and other infringing actions made may render the entire ballot invalid even though such markings or actions are only confined to one or a few of the candidates’ voting box.”
- 80. Refer to Section (73) for the format of the ballot.
- 81. There shall be one (1) ballot box for voters to deposit their ballots.

Validity of Physical Ballots

- 82. The validity of a particular ballot shall be determined, individually from the other ballots, by the Returning Officer of the Constituent Body Election Committee.
 - 82.1. However, if any of the Election Officers object to the Returning Officer’s decision, for both validity and invalidity, a vote will be taken among the Constituent Body Election Committee on the invalidity of that ballot. The results of such a vote shall be taken only once and shall be conclusive and binding.
 - 82.2. That ballot shall be deemed invalid only if no less than two-thirds (2/3) of the Election Committee support the invalidation of that ballot, excluding abstentions.
 - 82.3. Members of the Constituent Body Election Committee shall not abstain from the decision.
- 83. The invalidity of any ballot shall render the entire ballot invalid, notwithstanding the fact that the reasons of invalidity are confined only to a particular or a few candidates’ ballots.
- 84. Any ballot, which has its validity determined, shall be marked accordingly (“Valid” or “Invalid”) by the Constituent Body Election Committee on the top-right hand corner of the ballot. Such ballots shall be separated into two (2) piles, a pile for valid ballots and a pile for invalid ballots.

Counting of Physical Votes

85. The place and time of the vote counting shall be made known to the members. Only the authorised personnel as prescribed by the Constituent Body Elections Committee shall be allowed in the counting room.
 - 85.1. Examples of authorised personnel are individuals approved by the Constituent Body Elections Committee to count the votes.
86. Neutral parties such as SAO shall be present during the counting of votes.
87. The counting of votes shall be conducted during or after the determination of validity.
88. The results of such elections shall be collated and publicised according to the provisions of this Regulation.

Part III – Council Elections

89. The election that chooses or ratifies the Union Representatives, having been chosen as Union Representatives during the Constituent Body Elections, as Executive Committee Officers shall be known as the Council Elections.

Council Election Proceedings

90. Prior to Council Elections, Council shall propose any change to the number and/or positions of the Executive Committee Officers to the Director of Student Affairs for endorsement.
91. The Council Elections shall be conducted on the first Council Meeting of the incoming Union Council.
92. The proceedings of Council Elections can be split up to occur over a maximum of two days at the discretion of the Union Election Committee.
93. The Union Election Committee shall be responsible for the fair administration and conduct of the election of the incoming Council Chairperson and Council Secretary, pursuant to Section (37.2) and (37.3) of the Meetings Regulations.
94. As the Council Elections are conducted during a Council Meeting, the Council Elections shall proceed in accordance with the NTUSU Standing Orders of Meetings under the First Schedule of the Meetings Regulations.
95. The Council Chairperson and Student Union Executive Committee Officers shall be elected in the order stipulated below:
- 95.1. Council Chairperson
 - 95.2. Honorary General Secretary (Council Secretary)
 - 95.3. President
 - 95.4. Vice-President (Policy)
 - 95.5. Vice-President (Communications)
 - 95.6. Vice-President (Student Activities)
 - 95.7. Honorary Financial Secretary
 - 95.8. Chief Of Staff

95.9. *Policy Team*

- 95.9.1. Housing Policy Executive
- 95.9.2. Transport Policy Executive
- 95.9.3. Welfare Executive Academic Development

95.10. *Communications Team*

- 95.10.1. Communications Secretary
- 95.10.2. Communications Project Executive
- 95.10.3. Public Relations Executive

95.11. *Student Activities*

- 95.11.1. Deputy Student Activities Executive
- 95.11.2. Integration Executive
- 95.11.3. Special Projects Executive
- 95.11.4. Student Life Executive Orientation

95.12. *Finance Team*

- 95.12.1. Finance Executive
- 95.12.2. Corporate Liaison Executive

95.13. *Operations Executive*

- 96. The Union Election Committee reserves the right to make changes to the order given in Section (60) without any prior notice.
- 97. For each position to be filled up, the following shall be done:
 - 97.1. The Chief Returning Officer shall open the floor up to nomination of candidates from among the Union Representatives. Each nomination shall be proposed and seconded.
 - 97.1.1. A candidate may propose, but not second, his own nomination.
 - 97.1.2. No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
 - 97.1.3. The nominations shall be subject to the consent of the respective candidate if the candidate did not propose his own nomination.

- 97.1.4. The position of the Council Chair and Council Secretary (Honorary General Secretary) are required to be nominated and successfully elected during the first meeting in order for the rest of the positions to be filled.
- 97.1.5. Any Council representative of a Constituent Body, except Union Representatives, is eligible for nomination for the position of Council Chairperson.

Voting Thresholds for Council Elections

98. The voting procedures will follow the same guidelines prescribed for the Constituent Body Elections in Section (49-53).
99. If there are no candidates for the position, the Chief Returning Officer shall reopen the floor to nomination of candidates.
100. If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next Council Meeting.
101. During Council Election Rallies, all candidates shall be entitled to:
 - 101.1. at least 5 minutes for rally speech;
 - 101.2. at least 15 minutes of Question and Answer session.
102. Section (66) shall not apply to the following positions:
 - 102.1. The President;
103. The positions stated in Section (67) shall be entitled to:
 - 103.1. at least 10 minutes for rally speech;
 - 103.2. at least 30 minutes of Question and Answer sessions.
104. 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.
105. The duration of time extension shall be 10 minutes per extension.
106. 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.

107. 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.
- 107.1. Regarding voting thresholds for Council Elections, it shall follow the same format as the Constituent Body Elections, stated in Sections (49 - 53).
- 107.2. If the candidate, having faced a Vote of Confidence or a Contested Vote, fails to secure the necessary approval, the Chief Returning Officer shall restart the process.
- 107.2.1. The candidate who previously failed once to secure the approval shall be eligible to be nominated again.
- 107.2.2. If the 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.
- 107.2.3. The candidate who previously failed twice to secure the approval shall be deemed to have resigned as a Union Representative. Such resignation shall be deemed to have been accepted by the Council.

Union Representatives

108. All Union Representative candidates shall not concurrently run as a Management Committee candidate of any Constituent Body.
- 108.1. Candidates shall choose to run as either a Union Representative candidate or a Management Committee candidate but not both.
109. A Union Representative shall owe a duty to act in the best interest of the Union, the Executive Committee and the Constituent Body he was elected from. In the event of a conflict between duties, he shall prioritise his duty in that order (from highest to lowest), notwithstanding the fact that he was elected by the constituent members of his Constituent Body.

Electronic Voting Procedures for Council Elections

110. Electronic Voting Procedures of the Council Elections will adhere to the same guidelines prescribed in Section 55 - 75.
111. Additional rules shall apply for the online meetings used for Council Elections as outlined below:
 - 111.1. All members are to be muted, and only unmuted upon the instruction of the Union Election Committee.
 - 111.2. All members are to rename themselves upon entering the online meeting to adopt the naming convention of “Name_Club_Position”.
 - 111.3. When nominating a candidate for any seat, a member shall unmute to identify themselves and announce who they are nominating.
 - 111.4. When proposing/seconding the nomination of a candidate, one shall use the “Raise Hand” reaction function to indicate so. If the “Raise Hand” function is not available, the Union Election Committee will relay an alternative mechanism for the above.
 - 111.5. To ensure participants are present throughout, all members are to turn on their video throughout the meeting.
 - 111.6. Members can request a short break at any point during the Council Elections by seeking approval from the designated representative of the Union Election Committee.
 - 111.7. The validity and length of the break request is subjected to the discretion of the Union Election Committee.
 - 111.8. Members who leave the room at any point not designated as a break will lose their voting rights.
 - 111.9. If a member turns off their video at any point not designated as a break, they will be considered to have “left” the room and will not be allowed to vote for that agenda.
 - 111.10. Should a participant need to leave, they shall inform the designated Union Election Committee via the chat function to ease the minute-taking process.

- 111.11. In the event of any dispute regarding voting rights, the Union Election Committee can request for a Council Vote to reinstate the voting rights of any member, requiring supermajority approval (75%) to proceed.

Physical Voting Procedures for Council Elections

112. Physical Voting Procedures of the Council Elections will adhere to the same guidelines prescribed in Section 76 - 88.
113. Additional rules shall apply for the physical voting procedure, outlined below:
 - 113.1. All members are to remain in the venue throughout the duration of the Council Elections.
 - 113.2. Members can request a short break at any point during the Council Elections by seeking approval from the designated representative of the Union Election Committee.
 - 113.3. The validity and length of the break request is subjected to the discretion of the Union Election Committee.
 - 113.4. Members who leave the venue at any point not designated as a break will lose their voting rights.
 - 113.5. In the event of any dispute regarding voting rights, the Union Election Committee can request for a Council Vote to reinstate the voting rights of any member, requiring supermajority approval (75%) to proceed.