

Management Committee Elections Regulations

Citation

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

Interpretation

2. In this Regulation, unless it is otherwise provided or the context otherwise require –
“Election” means an election or elections selecting or ratifying Management Committee members and its plural form shall have the same meaning with the necessary modification(s);
 - (1) All words shall have the meanings given in the Constitution of the National University of Singapore Students’ Union.

Amendment

3. A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
 - (1) Not less than half of the total number of Voting Council Representatives present during a Council Meeting, or
 - (2) Not less than half of the total number 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.

Legislative History

- 4A. This Regulation was first enacted on 27 July 2013 and amended on 5 February 2014, 1 August 2015, 18 June 2016 and 25 May 2019.

Sources of Law for Elections

5. The sources of law for Elections shall be found in the following sources in descending order of supremacy:
 - (1) The NUSSU Constitution;
 - (2) The Elections Regulations;
 - (3) Other valid written sources of laws stipulated by the Union;
 - (4) The respective Constituent Club’s Constitution;
 - (5) The respective Election Committee’s procedures; and

- (6) Other valid written sources of laws stipulated by the respective Constituent Club.
- 6. A source of law for Elections which is inconsistent with a more supreme source of law shall, to the extent of the inconsistency, be void.
 - (1) The Constitution, regulations, rules and procedures stipulated by a Constituent Club and/or its Election Committee for Elections shall be binding on that Constituent Club only and shall not be applicable to any other Constituent Club.
 - (2) All Constituent Clubs may prescribe additional regulations, rules or procedures on Elections under sections 5(4), 5(5) or 5(6). However, they shall be deemed inconsistent if such rules, regulations or procedures contravene or derogate from the provisions of more supreme sources of law.
 - (3) The Management Committee Election Supervisory Committee shall be entitled to disregard the validity of the Constitution, regulations, rules and procedures on Elections under sections 5(4), 5(5) or 5(6) prescribed by any Constituent Club if that Constituent Club failed to submit written copies of the Constitution and all such regulations, rules and procedures to the Management Committee Election Supervisory Committee before the commencement of that Constituent Club's Elections or any other deadline stipulated by the Management Committee Election Supervisory Committee, whichever date is earlier.

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:
 - (1) Part I – The Election Committees
 - (2) Part II – Electoral Process
 - (3) Part III – Physical Voting Procedures and Formats
 - (4) Part IV – Online Voting Procedures and Formats

Part I – The Election Committees

The Election Committee

9. Each Constituent Club shall form an Election Committee to supervise and conduct the elections of its Management Committee members.
 - (1) A new Election Committee shall be convened if the date of the election is more than one (1) calendar month after the previous election.
10. Each Election Committee shall comprise of one (1) Returning Officer and two (2) Election Officers.
 - (1) The Returning Officer shall be the Chairperson of the Election Committee and the Election Officers shall assist the Returning Officer.
 - (2) They shall not stand for election to that Constituent Club's Management Committee.
 - (3) They shall not be a proposer or seconder for any candidate's nomination forms for that Constituent Club's Management Committee.

Example 1 – A person may sit on the Election Committee of Constituent Club A and be an election candidate for Constituent Club B's Management Committee.

Example 2 – A person may sit on the Election Committee of Constituent Club A and propose or second the nomination forms of an election candidate for Constituent Club B's Management Committee.

Duties and Powers of the Election Committee

11. Each Election Committee shall:
 - (1) Supervise and conduct the elections of its Constituent Club according to the sources of law stipulated in section 5.
 - (2) Give notice of its Constituent Club's elections no less than seven (7) days before the start of the nomination period.
 - (3) Announce to its Constituent Club's Members the date, time, place and method of receiving nomination forms. Such date and time shall be the end of the nomination period for that Constituent Club.
 - (4) Announce to its Constituent Club's Members the results of External Elections no later than two (2) days after its conclusion.
 - (5) Announce to its Constituent Club's Members the results of Internal Elections of the Management Committee no later than two (2) days after its conclusion.
 - (6) Announce to its Constituent Club's Members the results of Direct Elections of the Management Committee no later than two (2) days after its conclusion. (7) Keep a register of voters and all voting ballots, whether valid or invalid, and deposit

them with the Adjudication Committee for safekeeping and inspection when necessary.

12. Each Election Committee shall have the power to:
 - (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.
 - (2) Declare the election of any candidate of its Constituent Club's Management Committee invalid due to procedural irregularities according to the sources of law stipulated in section 5.
 - (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 5.
 - (4) Adjudicate all disputes raised by any Management Committee candidate according to the procedures prescribed by the sources of law stipulated in section 5(4), 5(5), and 5(6).
13. The Union Election Committee shall have the power to:
 - (1) Review the dispute raised by any candidate of any Constituent Club's Management Committee according to the procedures prescribed by the sources of law stipulated in section 5 upon appeal by a candidate whose election has been declared invalid by that Constituent Club's Election Committee.
 - (2) Adjudicate disputes between any candidate and the respective Constituent Club's Election Committee that do not involve determining the validity of that candidate's election according to the procedures prescribed by the sources of law stipulated in section 5.

Part II - Election Process

Components of the Election Process

14. The election process shall consist of the following main components:
 - (1) Election publicity
 - (2) Nomination period
 - (3) External-Internal Elections, or
 - (4) Direct-Internal Elections, or
 - (5) Direct-External Elections
15. The total duration of the nomination period, the campaigning period and the External Elections shall not exceed twenty-one (21) days.

Election Publicity

16. The Union and every Constituent Club shall publicise, using reasonable means, to their respective Members the following:
 - (1) The personnel of the Election Committee,
 - (2) Start and end of the nomination period, and
 - (3) For a Constituent Club employing External-Internal Elections:
 - (a) The External Elections date(s),
 - (b) The results of the External Elections,
 - (c) The Internal Elections date(s), and
 - (d) The results of the Internal Elections.
 - (4) For a Constituent Club employing Direct-Internal or Direct-External Elections:
 - (a) The Elections date, and
 - (b) The results of the Elections.

Nomination Period

17. There shall be a nomination period when interested candidates may be nominated for elections. The nomination period shall last a minimum of three (3) days.
 - (1) The recommended duration of the nomination period is seven (7) days but this duration shall not be construed as binding.
18. The date, time, place and method of receiving nomination forms shall be made known to the respective Constituent Club's Members. Such date and time shall be the end of the nomination period for that Constituent Club.

19. Each candidate nominated for elections shall have submit the nomination forms, according to the requirements laid down by the respective Election Committee and the sources of law stipulated in section 5, by the end of the nomination period.
20. Each set of nomination forms shall have a proposer and a seconder. The proposer and seconder for each set of forms shall not be the same person. Each Member may propose or second more than one (1) set of nomination forms.
21. Any candidate whose nomination forms are rejected by the respective Election Committee may request a review by the Union Election Committee under section 13.
 - (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. 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 Union Election Committee (and, if applicable, the Election Committee) on the matter shall be made no more than three (3) days after the end of the nomination period.
 - (2) The External Elections shall be held on the stipulated date(s), notwithstanding the review(s).
 - (3) For the avoidance of doubt, the validity or invalidity of nomination form(s) is a question of procedural regularity/irregularity.

Type of Election System

22. Each Constituent Club shall only opt to employ either External-Internal Elections or Direct-Internal Elections or Direct-External Elections.
 - (1) In the absence of an express stipulation by the sources of law stated in sections 5(4), 5(5) and 5(6) by a Constituent Club, that Constituent Club shall be deemed to be employing External-Internal Elections.
23. A Management Committee candidate's failure to be elected in any Elections shall not preclude him from being co-opted into the Management Committee at a subsequent date.

External Elections

24. The election, of a Constituent Club employing External-Internal Elections, that chooses or ratifies the nominated candidates as members of the Constituent Club's incoming Management Committee shall be known as the External Elections of that Constituent Club.
25. Candidates for the Management Committee shall be elected on different ballots from the Executive Committee Representatives.
26. At the end of the nomination period, the Election Committee shall hold a Vote of Confidence for the Management Committee during External Elections.

- (1) However, if the total number of candidates nominated for the Management Committee is more than the number of vacancies for the Management Committee, a Contested Vote shall be held for the Management Committee if it is stipulated as such in the sources of law stated in sections 5(4), 5(5) and 5(6).
 - (2) For the avoidance of doubt, the number of candidates refers to the number of individual candidates, not the number of groups of candidates.
- 27. The duration of External Elections shall be no less than one (1) day and no more than three (3) days. The External Elections shall be held on consecutive working days.
- 28. The first day of External Elections shall be held no less than three (3) days and no more than seven (7) days after the end of the entire nomination period. This intervening period between the end of the nomination period and the start of External Elections shall be the campaigning period for the candidates. There shall be no duration set aside for cooling-off during the campaigning period.
- 29. For External Elections, each Constituent Club shall opt to conduct either physical voting or online voting but not both.
 - (1) For physical voting, the procedures and formats prescribed under Part III shall apply.
 - (2) For online voting, the procedures and formats prescribed under Part IV shall apply.

Voting Thresholds for External Elections

- 30. In order to pass a Vote of Confidence for the Management Committee, each candidate shall secure the approval of no less than half (1/2) of all valid votes cast. The candidates who fail to secure such approval shall be deemed to have failed to be elected.
- 31. For a Contested Vote for the Management Committee, the valid votes cast for each Management Committee 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.
 - (1) During the process of filling up, if the number of vacancies left is less than the number of candidates with the highest number of votes amongst the remaining candidates, an additional Election shall be held for all candidates with the highest number of votes amongst the remaining candidates to determine which candidate(s) fill the remaining vacancy/vacancies.

Example 1 – If there is only 1 slot left, the highest number of votes amongst the remaining candidates is 4 votes each and 2 candidates got 4 votes each, there shall be an additional Election held for both candidates to determine which candidate is elected into that slot.
 - (2) That additional election, if necessary, shall be held within three (3) working days after the end of the External Elections and shall be held over the duration of not more than one (1) working day.

Internal Elections

32. The election, of a Constituent Club employing External-Internal Elections, that chooses or ratifies the Management Committee candidates, having been chosen or ratified into the Management Committee during External Elections, into the specific positions of the Management Committee shall be known as the Internal Elections of that Constituent Club.
33. The Internal Elections shall be conducted on the first meeting of the incoming Management Committee.
 - (1) The first meeting of the Incoming Management Committee shall be held no more than seven (7) days after the end of the External Elections.
34. The Internal Elections shall be conducted by the Constituent Club's Election Committee and presided over by the Election Committee's Returning Officer.
35. As the Internal Elections are conducted during a meeting of the Management Committee, the Internal Elections and the meeting shall proceed according to the meeting procedures prescribed by the sources of law stipulated in sections 5(4), 5(5) and 5(6).
 - (1) Absent such provisions, the Election Committee shall use the NUSSU Standing Orders of Meetings under the First Schedule of the NUSSU Meetings regulations.
 - (2) If any provision of the NUSSU Standing Orders of Meetings is inconsistent with the meeting procedures prescribed by the sources of law stipulated in sections 5(4), 5(5) and 5(6), the provision of the NUSSU Standing Orders of Meetings shall be void to the extent of the inconsistency.
36. Notwithstanding Paragraph 35, Special Voting Rights may be approved by the Union Election Committee upon the request of a Non-Faculty Constituent Body's Election Committee for the following groups:
 - (1) Chairpersons of subsidiary clubs of the Constituent Body; and
 - (2) Project Directors/Chairpersons of project committees of the Constituent Body.
37. The Union Election Committee shall be empowered to approve or decline, in whole or in part, the request of the Non-Faculty Constituent Body's Election Committee.
 - (1) Should the Union Election Committee decline any part of the request, it shall be obliged to provide its reason(s) to the Non-Faculty Constituent Body's Election Committee.
38. For the purposes of sections 36 to 41,
 - (1) A Non-Faculty Constituent Body is any of the Constituent Bodies listed in Articles 2.6(12) to 2.6(15) of the NUSSU Constitution.
 - (2) A subsidiary club is defined as a club established by the Management Committee of the Non-Faculty Constituent Body that is functionally, but not administratively, separate from the Body, and engages in a particular activity that is related to, and supplements the objectives of the Body.

- (3) A project committee is a committee that has been appointed by the Management Committee for the proper administration of the Constituent Body.
 - (4) Each vote approved under Special Voting Rights shall be equivalent to one vote.
39. If the Non-Faculty Constituent Body's Election Committee chooses to exercise the option(s) presented in Paragraph 36, it must request to extend the Special Voting Rights to all groups within each clause in that paragraph.

Example 1 – if the Election Committee decides to extend Special Voting Rights to subsidiary clubs, then all subsidiary clubs must be extended Special Voting Rights.

- 40. In the event that any person is concurrently a member of the Management Committee, a Chairperson of a subsidiary club and/or a Project Director/Chairperson of a projects committee, such person shall only be allowed to exercise one vote when electing each position of the Management Committee. The second and/or third vote(s) from the other appointment(s) shall be delegated to the Vice-Chairperson and/or Vice-Project Director.
- 41. In the event that the Chairperson/Project Director of a subsidiary club or projects committee is absent, a Vice-Chairperson/Vice-Project Director from the subsidiary club/projects committee shall be delegated as the replacement. If both appointment holders are unable to attend the Internal Election, their voting privileges shall be revoked for that Internal Election.
- 42. Each position of the Management Committee shall be elected in the order stipulated in the sources of law stated in sections 5(4), 5(5) and 5(6).
- 43. For each position to be filled up, the following shall be done:
 - (1) The Returning Officer shall open the floor up to nomination of candidates. Each nomination shall be proposed and seconded.
 - (a) A candidate may propose, but not second, his own nomination.
 - (b) No single person may propose and second the same candidate.
However, a person may propose or second more than one (1) candidate.
 - (c) The nominations shall be subject to the consent of the respective candidates if the candidate did not propose his own nomination.
 - (2) 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.
 - (a) If there are no candidates for the position, the Returning Officer shall reopen the floor to nomination of candidates.
 - (b) If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next meeting of the Management Committee.
 - (3) Each candidate shall have thirty (30) minutes to present followed by thirty (30) minutes of question-and-answer session by the floor, otherwise specified by the

Election Committee. 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.

- (a) The time for presentation and question-and-answer for each candidate may be extended and such extension shall be approved by the floor.
- (4) After each candidate has presented and finish 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.
- (5) 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.
- (6) If the candidate, having faced a Vote of Confidence, fails to secure the necessary approval, the Returning Officer shall restart the process pursuant to section 43(1).
 - (a) The candidate who previously failed to secure the approval shall be eligible to be nominated again.
 - (b) 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 meeting of the Management Committee.

Direct-Internal Elections

44. The election, of a Constituent Club employing Direct-Internal Elections, that chooses or ratifies the Management Committee candidates directly into the specific positions of the Management Committee in the form of an Election Meeting, shall be known as the Direct-Internal Elections of that Constituent Club.
 - (1) An Election Meeting is a meeting of the Club that all members of the Club are eligible to attend and vote in.
 - (2) There shall be no quorum requirements for an Election Meeting.
45. The Direct-Internal Elections shall be conducted by the Constituent Club's Election Committee and presided over by the Election Committee's Returning Officer.
46. The first session of the Election Meeting shall be held no less than three (3) and no more than seven (7) days after the end of the entire nomination period. This intervening period between the end of the nomination period and the first session of the Election Meeting Elections shall be the campaigning period for the candidates. There shall be no duration set aside for cooling-off during the campaigning period.
47. A Constituent Club's Election Meeting may hold in one (1) or more sessions, provided that all sessions shall be held within one (1) week.
48. As the Direct Elections are conducted during an Election Meeting, the Direct Elections and Election Meeting shall proceed according to the meeting procedures prescribed by the sources of law stipulated in sections 5(4), 5(5) and 5(6).
 - (1) Absent such provisions, the Election Committee shall use the NUSSU Standing Orders of Meetings under the First Schedule of the NUSSU Meetings regulations.
 - (2) If any provision of the NUSSU Standing Orders of Meetings is inconsistent with the meeting procedures prescribed by the sources of law stipulated in sections 5(4), 5(5) and 5(6), the provision of the NUSSU Standing Orders of Meetings shall be void to the extent of the inconsistency.
49. Each position of the Management Committee shall be elected in the order stipulated in the sources of law stated in sections 5(4), 5(5) and 5(6).
50. For each position to be filled up, the following shall be done:
 - (1) Only Management Committee candidates which have been validly nominated during the nomination period are eligible for nomination during the Election Meeting.
 - (2) The Returning Officer shall open the floor up to nomination of candidates. Each nomination shall be proposed and seconded.
 - (a) A candidate may propose, but not second, his own nomination.
 - (b) No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
 - (c) The nominations shall be subject to the consent of the respective candidates if the candidate did not propose his own nomination.

- (3) 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.
 - (d) If there are no candidates for the position, the Returning Officer shall reopen the floor to nomination of candidates.
 - (e) If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next meeting of the Management Committee.
- (4) Each candidate shall have thirty (30) minutes to present followed by thirty (30) minutes of question-and-answer session by the floor, otherwise specified by the Election Committee. 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.
 - (f) The time for presentation and question-and-answer for each candidate may be extended and such extension shall be approved by the floor.
- (5) After each candidate has presented and finish 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.
- (6) 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.
- (7) If the candidate, having faced a Vote of Confidence, fails to secure the necessary approval, the Returning Officer shall restart the process pursuant to section 50(1).
 - (g) The candidate who previously failed to secure the approval shall be eligible to be nominated again.
 - (h) 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 meeting of the Management Committee.
- 51. Any provision under section 50 that is inconsistent with the provisions of the sources of law stipulated in sections 5(4), 5(5) and 5(6) shall, to the extent of the inconsistency, be void.

Direct-External Elections

- 52. The election, of a Constituent Club employing Direct-External Elections, that chooses or ratifies the Management Committee candidates directly into the specific positions of the Management Committee in the form of a General Election, shall be known as the Direct-External Elections of that Constituent Club.

- (1) A General Election is an election of the Club that all members of the Club are eligible to vote in.
- 53. The Direct-Internal Elections shall be conducted by the Constituent Club's Election Committee and presided over by the Election Committee's Returning Officer.
- 54. The first day of the General Election shall be held no less than three (3) and no more than seven (7) days after the end of the entire nomination period. This intervening period between the end of the nomination period and the first day of the General election shall be the campaigning period for the candidates. There shall be no duration set aside for cooling-off during the campaigning period.
- 55. The duration of the General Election shall be no less than one (1) day and no more than three (3) days. The General Elections shall be held on consecutive working days.
- 56. All positions of the Management Committee stipulated in the sources of law stated in sections 5(4), 5(5) and 5(6) shall be elected during the General Election.
- 57. 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.
 - (1) For the avoidance of doubt, the number of candidates refers to the number of individual candidates, not the number of groups of candidates.
- 58. For a Contested Vote for a Management Committee position, 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 into the Management Committee position if the candidate obtains the approval of no less than half (1/2) of the valid votes cast.
- 59. For the General Election, each Constituent Club shall opt to conduct either physical voting or online voting but not both.
 - (1) For physical voting, the procedures and formats prescribed under Part III shall apply.
 - (2) For online voting, the procedures and formats prescribed under Part IV shall apply.

Part III – Physical Voting Procedures and Formats

Formats of Physical Ballots

60. There shall be separate ballots for Management Committee candidates and Executive Committee Representatives candidates. They shall be issued separately to every voter.
61. Each voter shall produce his/her matriculation card before being issued his/her ballots.
62. For both Contested Votes and Votes of Confidence, each ballot shall consist of a title, some instructions, a table with two (2) columns and an appropriate number of rows.
63. The title shall be in the following format: the Constituent Club's name, the type of candidates and the type of ballot

- (1) The type of candidates shall be "Management Committee Candidates".

- (2) The type of ballot shall be either "Contested Vote" or "Vote of Confidence"

Example 1: The title for a ballot of Contested Vote for Constituent Club X's Management Committee candidates shall be "Constituent Club X Management Committee Candidates – Contested Vote"

Example 2: The title for a ballot of Vote of Confidence for Constituent Club Y's Management Committee candidates shall be "Constituent Club Y Management Committee Candidates – Vote of Confidence"

64. 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.

- (1) The nature of the ballot shall tell the voter the type of candidates he is voting for and the nature of the vote.

Example – "This is a Vote of Confidence for the Management Committee candidates."

- (2) The steps needed for the voter to produce a valid vote shall include the type(s) of accepted marking in the voting column.

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."

- (3) The maximum number of votes shall tell the voter the maximum number of votes he may cast. There shall be no minimum number of votes the voter may cast.

Example 1 – "As this is a Contested Vote, you may only vote up to a maximum of X candidates. If you vote for more than X candidates, the entire ballot may be rendered invalid. There is no minimum number of votes that you have to cast." where X is the number of vacancies available in this Example.

Example 2 – “As this is a Vote of Confidence, there is no maximum or minimum number of votes that you may cast. A blank box shall be interpreted as a ‘No’ vote for that particular candidate. However, any invalid markings may render the entire ballot invalid.”

- (4) The consequences of an invalid vote shall be made known to the voter.

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.”

65. The first row of both columns shall be the header row. The left cell of the header row shall contain the heading “Candidates” while the right cell of the header row shall contain the heading “Yes”.
- (1) The names of the candidates shall be listed in the left column and sorted, from top to bottom, in increasing order of their surname or, if they do not have a surname or two candidates have similar surnames, by their given names.
- (2) Each row shall contain the name of only one (1) candidate. No voting for a group or groups of candidates are allowed.
- (3) The right column, also known as the voting column, of each row, other than the header row, shall remain empty and free of markings.
- (4) A sequential and consecutively-running serial number shall be printed at the bottom-left hand corner of each ballot.
- (a) Such serial numbers shall run from “1” to the total number of ballots printed.
66. There shall be one (1) ballot box for voters to deposit their ballots into for Management Committee ballots. The ballot box shall be labelled “Management Committee Ballots”.
67. Each voter shall be issued with a serial-numbered ballot. The voter shall be allowed to deposit or not deposit the ballot into the ballot box.
68. The Returning Officer of each Election Committee shall take note of the maximum serial number of the ballots issued.

Validity of Physical Ballots

69. The validity of a particular ballot shall be determined, individually and separate from the other ballots, by the Returning Officer of the Election Committee.
- (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 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.
- (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.

- (3) Any member of the Election Committee may opt to abstain from the decision. Any abstention shall not be deemed to support invalidating that ballot.
70. 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' voting boxes.
71. Any ballot which has a serial number greater than the maximum serial number noted pursuant to section 73 shall be automatically invalid. The invalidity of such ballots shall not be challenged.
72. Any ballot which has its validity determined shall be marked accordingly ("Valid" or "Invalid") by the 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

73. The counting of votes shall be conducted during or after the determination of validity.
74. The results of such elections shall be collated and publicised according to the provisions of the Regulation.

Part IV – Online Voting Procedures and Formats

Formats of Online Ballots

75. This Part shall not preclude any Constituent Club from requiring voters to be present at a predetermined physical location, or locations, to vote using electronic/online means.
76. There shall be separate ballots for Management Committee candidates and Executive Committee Representatives candidates.
 - (1) The ballots may be listed on the same electronic page but the separation of the ballots shall be demarcated clearly.
77. Each voter shall be required to verify his/her matriculation number before being allowed to vote. The interface shall ensure that those who have voted shall not be allowed to vote again.
78. For both Contested Votes and Votes of Confidence, each ballot shall consist of a title, some instructions, a table with two (2) columns and an appropriate number of rows.
79. The title shall be in the following format: the Constituent Club's name, the type of candidates and the type of ballot
 - (1) The type of candidates shall be "Management Committee Candidates".
 - (2) The type of ballot shall be either "Contested Vote" or "Vote of Confidence"

Example 1: The title for a ballot of Contested Vote for Constituent Club X's Management Committee candidates shall be "Constituent Club X Management Committee Candidates – Contested Vote"

Example 2: The title for a ballot of Vote of Confidence for Constituent Club Y's Management Committee Representatives candidates shall be "Constituent Club Y Management Committee Representatives Candidates – Vote of Confidence"
80. 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.
 - (1) The nature of the ballot shall tell the voter the type of candidates he is voting for and the nature of the vote.

Example – "This is a Vote of Confidence for the Management Committee candidates."
 - (2) The steps needed for the voter to produce a valid vote shall include the type(s) of accepted marking in the voting column.

Example – "To cast a vote for a candidate, you may check the checkbox on the right side of the candidate's name."
 - (3) The maximum number of votes shall tell the voter the maximum number of votes he may cast. There shall be no minimum number of votes the voter may cast.

Example 1 – “As this is a Contested Vote, you may only vote up to a maximum of X candidates. If you vote for more than X candidates, the entire ballot may be rendered invalid. There is no minimum number of votes that you have to cast.” where X is the number of vacancies available in this Example.

Example 2 – “As this is a Vote of Confidence, there is no maximum or minimum number of votes that you may cast. A blank checkbox shall be interpreted as a ‘No’ vote for that particular candidate.”

- (4) The consequences of an invalid vote shall be made known to the voter.

Example – “Any infringing actions made may render the entire ballot invalid even though such actions are only confined to one or a few of the candidates.”

81. The first row of both columns shall be the header row. The left cell of the header row shall contain the heading “Candidates” while the right cell of the header row shall contain the heading “Yes”.
- (1) The names of the candidates shall be listed in the left column and sorted, from top to bottom, in increasing order of their surname or, if they do not have a surname or two candidates have similar surnames, by their given names.
- (2) Each row shall contain the name of only one (1) candidate. No voting for a group, or groups, of candidates is allowed.
- (3) The right column, also known as the voting column, of each row, other than the header row, shall contain only one (1) unchecked checkbox.
82. For Contested Vote ballots, the voting interface shall prevent a Member from checking more checkboxes than the maximum number allowed.
83. There shall be a confirmation page stating the choices the Member has made with two (2) options for the Member – to confirm his voting choices or to amend his voting choices.
- (1) If he chooses to amend his voting choices, his previous choice shall not be recorded down in any manner.
- (2) The Member’s vote shall only be deemed to be made when he has confirmed his voting choices on the confirmation page. Upon confirming his vote, the interface shall state clearly that his vote has been cast.

Validity of Online Ballots

84. The validity of a particular ballot shall be determined, individually and separate from the other ballots, by the Returning Officer of the Election Committee.
- (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 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.

- (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.
 - (3) Any member of the Election Committee may opt to abstain from the decision. Any abstention shall not be deemed to support invalidating that ballot.
85. 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' voting checkboxes or any other reasons.
86. The interface shall be responsible for generating the full list of voting choices by the Members for the Election Committee's verification.

Counting of Votes

87. The counting of votes shall be conducted during or after the determination of validity.
88. The final results of such elections shall be collated and publicised according to the provisions of the Regulation.
- (1) The interface may assist in the collation of the voting results but its collation shall not be in and of itself conclusive.
 - (2) The Election Committee reserves the right to add to, vary or amend the results collated by the interface under the provisions allowed by Parts I, II and IV of this Regulation.