

## Election Standing Orders

# Definitions

The NUS Students' Computing Club shall be referred to as "Computing Club". The term "Club" shall, unless explicitly indicated, be synonymous with "Computing Club".

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

The Computing Club Management Committee, as defined in the Constitution, shall be referred to as "MC". This term shall refer to the office rather than a group of individuals unless explicitly mentioned otherwise.

The Presidential Cell of an MC shall be referred to as "PCell". Unless otherwise indicated, the term "PCell" shall refer to the Presidential Cell of the incumbent MC unless explicitly mentioned otherwise.

Members of Computing Club, as defined in the Constitution, shall be referred to as "Club Members".

A Club Member who has been nominated in an election shall be referred to as "Nominee". The term "Candidate" shall be synonymous with "Nominee".

Throughout this document, "position" shall mean an elected MC appointment.

Unless otherwise specified, all masculine pronouns used in this document refer equally to all persons.

This document shall be referred to as "ESO".

## 1. Election

- 1.1. An election shall be held for the purpose of filling positions in the incoming MC.
- 1.2. An Election Committee shall be formed for the purpose of administering the election.
- 1.3. The election shall start with a Nomination period, which is immediately followed by a Campaigning Period, which is immediately followed by a Cooling Period, which is immediately followed by a Polling Period, which is immediately followed by a Vote Counting Period, which is immediately followed by and concluded with the

- Announcement of election results.
- 1.4. For any given election, the ESO shall be bound by the Constitution in force at the exact time of the announcement of the Nomination Period in accordance with Clause 3.11.

## 2. Election Committee

- 2.1. The Election Committee shall be bound by, and shall uphold and enforce the Constitution and the ESO.
- 2.2. The Election Committee shall consist of exactly one (1) Returning Officer and exactly two (2) Election Officers.
- 2.3. No person who is not a Club Member shall be appointed as either Returning Officer or Election Officer.
- 2.4. The Returning Officer shall have the following duties:
  - 2.4.1. To chair the Election Committee;
  - 2.4.2. To announce the outcome of the elections;
  - 2.4.3. To maintain a neutral perspective of the elections process.
- 2.5. The Election Officers shall have the following duties;
  - 2.5.1. To maintain the integrity of the election process;
  - 2.5.2. To enforce the provisions of the ESO.
- 2.6. The Returning Officer and Election Officers shall be chosen by the incumbent MC at an MC meeting.
- 2.7. The Election Committee shall have the right:
  - 2.7.1. To reject or invalidate the election of any candidate found to have contravened any part of the ESO;
  - 2.7.2. To invalidate any vote that does not conform to the specifications as dictated by the ESO and/or the Election Committee.
- 2.8. No member of the Election Committee for a particular election shall also be a Nominee in the same election.
- 2.9. A decision shall be considered to have been made by the Election Committee if and only if said decision has been made by a majority vote among members of the Election Committee.
- 2.10. Members of the Election Committee shall be allowed to appoint helpers to assist in administrative matters.
  - 2.10.1. Every helper shall maintain the integrity of the election process.
  - 2.10.2. No helper shall vote on decisions to be made by the Election Committee pursuant to Clause 2.10.
  - 2.10.3. No helper shall be a Nominee in the same Election

## 3. Nomination

- 3.1. Only a Club Member shall be eligible to be nominated for an election.
- 3.2. The Election Committee shall prescribe a procedure for Club Members to follow in order to be nominated for the election. This procedure shall adhere to the following:
  - 3.2.1. Any nomination of a Club Member shall be endorsed by a Proposer and a Secunder who must both be Club Members;
  - 3.2.2. A Club Member may be the Proposer for his own nomination;
  - 3.2.3. A Club Member shall not be the Secunder for his own nomination;
  - 3.2.4. The Club Member being nominated must accept the nomination in writing before being considered a Nominee.
- 3.3. The Election Committee shall accept the nomination of any Club Member who follows the procedure mentioned in Clause 3.2.
- 3.4. The Election Committee shall have the right to reject the nomination of any Club Member who deviates from the procedure mentioned in Clause 3.2.
- 3.5. Any Club Member whose nomination is rejected by the Election Committee shall have the right to a single appeal to the Election Committee. The Election Committee's decision following an appeal is final thereafter. The appeal must be submitted, in writing, to an Election Committee member.
- 3.6. Every Nominee shall uphold the ESO, Constitution, NUS Student Code of Conduct and NUS Statutes and Regulations during the election.
- 3.7. No Nominee shall buy votes from Club Members by any means of exchange and/or extort votes from Club Members by means of any kind of threat.
- 3.8. No Nominee shall make any statement that, in the opinion of the Election Committee, construes a personal attack on any other Nominee in the same election.
- 3.9. Any Nominee found to have contravened any of the Clauses 3.7, 3.8 and 3.9 shall be referred by the Elections Committee to the incumbent MC's Presidential Cell for disciplinary action, which includes, but is not limited to, removal from the election.
- 3.10. The opening and closing date of the Nomination Period shall be made known to all Club Members at least forty-eight (48) hours before the start of the Nomination Period.
- 3.11. A Nominee shall have the right to withdraw from the election at any time before the end of the Campaigning Period.
  - 3.11.1. Any Nominee who intends to withdraw from the election shall convey said intention, in writing and in person, to the Election Committee.

## 4. Campaigning

- 4.1. The start date and end date of the Campaigning Period shall be made known to all Election Nominees upon their successful nomination.
- 4.2. Any Nominee may place for display or give out campaign material subject to the following rules:
  - 4.2.1. All campaign material of a Nominee shall be removed by that Nominee the end of the Campaigning Period;
  - 4.2.2. Every Nominee must submit his campaign material to the Election Committee for

- written approval prior to giving out or placing said campaign material;
- 4.2.3. Should a Nominee, having previously placed his campaign material in a location approved by the Election Committee, wish to relocate said campaign material, the Nominee shall seek written approval from the Election Committee to perform the relocation;
- 4.2.4. The Election Committee shall make rules regarding the placement or giving out of campaign material and announce said rules before the start of the Campaigning Period.
- 4.3. A Nominee who wishes to give a speech in a lecture may do so only if he obtains prior permission from the lecturer and the Election Committee.
- 4.4. The Election Committee may require all Nominees to speak at a General Meeting of the Club.
  - 4.4.1. Every Nominee must be present and speak at this meeting if the Election Committee requires it;
  - 4.4.2. Only one Nominee shall speak at a time;
  - 4.4.3. A question-and-answer segment shall follow each speech, during which only Club Members may pose questions;
  - 4.4.4. The Election Committee or General Secretary of the incumbent MC shall have the right to disallow questions that are, in the opinion of the Election Committee or the General Secretary of the incumbent MC, derogatory and/or malicious;
  - 4.4.5. Every Nominee is required to answer any question posed to him by Club Members during the question-and-answer segment following his speech, except those disallowed under Clause 4.4.4.
- 4.5. The Election Committee shall, during the Campaigning Period, convene an interview with each Nominee individually for the purpose of ensuring that every Nominee is aware of his responsibilities should he be elected and removing any Nominee who is egregiously unsuited for the position he is running for.
  - 4.5.1. The meeting shall be attended by the Nominee, at least one member of the Election Committee, at least one member of the incumbent MC and at least one faculty advisor of the Club.
  - 4.5.2. The Election Committee may, based on their objective findings in the meeting, decide to begin the following process of removing a Nominee from the election using clause 4.5.2.1 or 4.5.2.2:
    - 4.5.2.1. Rejection by incumbent MC
      - 4.5.2.1.1. In the event that a Nominee is involved in any suspicious activity related to the Election, any club member can report directly to the Election Committee for further investigation.
      - 4.5.2.1.2. The Election Committee presents its objective findings to the PCell.
      - 4.5.2.1.3. The PCell may conduct an additional, recorded, interview of the Nominee in question, as well as any additional investigations the PCell deems necessary.
      - 4.5.2.1.4. The PCell shall then vote to present the case to the incumbent MC. If a two-thirds majority is attained, the PCell shall call for an

MC meeting and presents the objective findings of both the Election Committee and the interview by PCell (pursuant to Clause 4.5.2.1.2) and/or investigations to the MC. If a two-thirds majority is not attained, the process is aborted.

4.5.2.1.5. The MC shall then vote to remove the Nominee from the election. If a two-thirds majority is attained, the Nominee shall be removed from the election. If a two-thirds majority is not attained, the process is aborted.

4.5.2.1.6. If, at any point, the process of removing a Nominee is aborted pursuant to any of Clauses 4.5.2.1.3 and 4.5.2.1.4, the Nominee in question shall remain in the election without any facing any additional prejudice.

4.5.2.1.7. Until the final decision has been made to remove the Nominee under Clause 4.5.2.1.4, the proceedings shall remain confidential and known only to the Election Committee, incumbent MC and faculty advisors to Computing Club.

4.5.2.1.8. No Nominee who is also an MC member shall participate in the interview described in Clause 4.5.2.1.2 and/or vote on the motions described in Clauses 4.5.2.1.3 and 4.5.2.1.4.

#### 4.5.2.2. Rejection by faculty advisor

4.5.2.2.1. After the interview mentioned in Clause 4.5, staff advisors can inform the incumbent Pcell if they wish to remove a Nominee from the election.

4.5.2.2.2. Advisors can reject Nominee based on, but not withstanding to, the following reasons:

4.5.2.2.2.1. Criminal records disclosed during the interview.

4.5.2.2.2.2. Track record in the club.

4.5.2.2.2.3. Academic records, if the advisors see the need for the Nominee to focus on studies.

4.5.2.2.2.4. Medical records, if the advisors do not think that the Nominee is fit to take up office.

4.5.2.2.3. Year 1 students are exempted from Clause 4.5.2.2.2 and 4.5.2.2.3

4.5.2.2.4. The incumbent Pcell can reject the rejection of a Nominee using Clause 4.5.2.2 by a majority vote. All rejected nominees will be given an opportunity to appeal within the appeal period.

4.5.2.2.4.1. A meeting with the Nominee, at least one member of the Election Committee, at least one member of the incumbent Pcell and at least one faculty advisor of the Club will be conducted to handle the appeal.

4.5.2.2.4.2. The reason for rejection will be made known to the Nominee.

4.5.2.2.4.3. A member of the Election Committee will take minutes of the meeting and send them to the

- incumbent Pcell and all faculty advisors.
- 4.5.2.2.4.4. The incumbent Pcell and faculty advisors shall then vote to determine the results of the appeal. If a majority vote is attained, the appeal is deemed successful. If a majority vote is not attained, the appeal is deemed unsuccessful.

## 5. Mode of election

- 5.1. The mode of election can be an external election or an external-internal election. Refer to Article 6 for the guidelines for an external election and Article 7 for the guidelines for an external-internal election.
- 5.2. The guidelines for Article 6 and Article 7 shall not be used simultaneously.

## 6. External Election

- 6.1. Nominees will be voted into the position by the Club Members in an external election.
- 6.2. Voting is carried out by means of a paper ballot administered by the Election Committee.
- 6.2.1. The paper ballot shall be carried out in a room to which extended access is permitted only to the Election Committee.
- 6.2.2. At the end of each polling day, the Election Committee shall place the ballot boxes in a secure location to which access is permitted only to the Election Committee.
- 6.3. Each Club Member shall have exactly one vote. All other persons shall have no voting rights.
- 6.4. Voting by proxy is permitted.
- 6.4.1. The proxy shall be a Club Member.
- 6.4.2. Each Club Member shall be a proxy for at most two (2) Club members.
- 6.4.3. A Club Member who has chosen to vote by proxy shall not be allowed to cast a vote in person.
- 6.5. If two or more Nominees are contesting a position, the Nominee who receives the greatest net vote for that position shall be deemed elected to that position.
- 6.5.1. The net vote for a Nominee for a particular position shall be defined as the number resulting from the subtraction of the number of votes of no confidence for that Nominee from the number of votes of confidence for that Nominee.
- 6.6. In the event that there is exactly one Nominee for a position, the Nominee shall be deemed elected to that position if and only if at least 75% of the votes he receives are votes of confidence.
- 6.7. In the event that two or more nominees are contesting a position and there is more than one nominee with the greatest net vote, the incumbent MC shall decide, by voting on a motion raised in an MC meeting, who fills the position in question.

6.7.1. No Nominee who is also an MC member shall vote on the motion described in Clause 6.7.

## 6.8. Contingencies and By-Elections

6.8.1. If any position is left vacant at the end of an external election, the newly elected President shall decide if a single by-election will be conducted. If the newly elected President decides not to conduct a by-election, the internal replacement rules for vacant positions, as defined in the Constitution, shall be applied to fill the vacant positions.

6.8.1.1. However, if the President position is vacant, a MC meeting should be held to decide if anyone of the Vice-President wants to hold the President role, else a single by-election will be held.

6.8.1.2. If the single by-election fails to elect a President, the internal replacement rules for vacant positions, as defined in the Constitution, shall be applied to fill the vacant positions.

6.8.1.3. Only Club Members otherwise eligible to be nominated for a position may be co-opted to that position.

6.8.1.4. A Club Member may be co-opted to a position by majority vote among members of the MC newly elected in the most recent election.

6.8.1.5. A Club Member who has been co-opted to a position shall have all rights and responsibilities associated with the position, except those rights and responsibilities that are only accorded on condition of being elected.

6.8.2. A by-election shall follow all the rules of an election as defined in the ESO, with the exception of the appointment of the Election Committee. The Election Committee for a given by-election shall be the same as that of the associated and immediately preceding election.

# 7. External-Internal Election

7.1. Nominees will be voted into the MC by the Club Members in an external election.

Thereafter, elected Nominees will be voted to their respective positions in an internal election with the other elected Nominees.

7.2. Voting is carried out by means of a paper ballot administered by the Election Committee.

7.2.1. The paper ballot shall be carried out in a room to which extended access is permitted only to the Election Committee.

7.2.2. At the end of each polling day, the Election Committee shall place the ballot boxes in a secure location to which access is permitted only to the Election Committee.

7.3. Each Club Member shall have exactly one vote. All other persons shall have no voting rights.

7.4. Voting by proxy is permitted.

7.4.1. The proxy shall be a Club Member.

7.4.2. Each Club Member shall be a proxy for at most two (2) Club members.

7.4.3. A Club Member who has chosen to vote by proxy shall not be allowed to cast a vote in person.

7.5. If a Nominee obtained the vote of confidence, the Nominee is elected into the MC.

7.5.1. If  $\frac{\text{Vote For}}{\text{Vote For} + \text{Vote Against}} - \frac{2}{3} \geq 0$ , the Nominee is deemed to have obtained the vote of confidence. Else if,  $\frac{\text{Vote For}}{\text{Vote For} + \text{Vote Against}} - \frac{2}{3} < 0$ , the Nominee is deemed to not obtained the vote of confidence.

7.5.2. Abstained votes are not used in the calculation.

7.6. All Nominees who obtained the vote of confidence in the external election mentioned in Clauses 7.1 to 7.5 will be eligible to run for the internal election.

7.7. The flow of the internal election will be as follows:

7.7.1. There will be 2 rounds of internal elections.

7.7.2. Any nomination of a Nominee to any available position shall be endorsed by a Proposer and a Secunder who must both be either from the incumbent MC or another Nominee.

7.7.2.1. A Nominee may be the Proposer for his own nomination.

7.7.2.2. A Nominee shall not be the Secunder for his own nomination.

7.7.3. Positions put up for election will follow a tiering system, whereby Tier 1 is the first tier. Within each tier, the order of the positions put up for election will be determined by the number of contestants contesting for the position, with the most contested position being first.

7.7.3.1. Tier 1: President. Tier 2: Vice-Presidents and General Secretary Tier 3: Directors including any other secretary.

7.8. A Nominee which is not elected to any positions can run for any positions the Nominee deemed fit. If a Nominee is already elected to a position, the Nominee can only run for any positions which belongs to a higher tiering.

7.9. Both the incumbent MC and the Nominees, excluding Nominees that are running for the position, can vote in the internal election. However, they must be present for the entirety of the nominee's speech and Q&A.

7.10. If a Nominee is from the incumbent MC, he or she shall forgo his ability to vote as a member of the incumbent MC.

7.11. If two or more Nominees are contesting a position, the Nominee who receives the greatest net vote for that position shall be deemed elected to that position.

7.11.1. The net vote for a Nominee for a particular position shall be defined as

$$\frac{\text{Vote for by Incumbent MC}}{\text{Vote for by Incumbent MC} + \text{Vote against by Incumbent MC}} \times \frac{1}{3} \times 100\% + \frac{\text{Vote for Nominees}}{\text{Vote for by Nominees} + \text{Vote against by Nominees}} \times \frac{2}{3} \times 100\%$$

7.12. In the event that there is exactly one Nominee for a position, the Nominee shall be deemed elected to that position if and only if

$$\left( \frac{\text{Vote for by Incumbent MC}}{\text{Vote for by Incumbent MC} + \text{Vote against by Incumbent MC}} \times \frac{1}{3} + \frac{\text{Vote for Nominees}}{\text{Vote for by Nominees} + \text{Vote against by Nominees}} \times \frac{2}{3} \right) - \frac{2}{3} \geq 0.$$

7.13. If two or more nominees are contesting a position and there is more than one nominee with the greatest net vote, another round of voting will be held.

7.14. Contingencies and By-Elections

7.14.1. If the MC has not been filled at the end of the external election, a single by-



election will be conducted.

7.14.2. After the completion of the external-internal election, if there are any positions left vacant, the internal replacement rules for vacant positions, as defined in the Constitution, shall be first applied to fill the vacant positions.

7.14.2.1. Only Club Members otherwise eligible to be nominated for a position may be co-opted to that position.

7.14.2.2. A Club Member may be co-opted to a position by majority vote among members of the MC newly elected in the most recent election.

7.14.2.3. A Club Member who has been co-opted to a position shall have all rights and responsibilities associated with the position, except those rights and responsibilities that are only accorded on condition of being elected.

7.14.3. A by-election shall follow all the rules of an election as defined in the ESO, with the exception of the appointment of the Election Committee. The Election Committee for a given by-election shall be the same as that of the associated and immediately preceding election.