



# **NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' COMMUNITY SERVICE CLUB**

"To develop volunteerism amongst NUS undergraduates in a nurturing environment that fosters community service."

## **Election Standing Orders 2020**

### **1. Terms and Definitions**

- 1.1 The Elections Committee of NUS Students' Community Service Club comprises of one Election Chairman and two Election Officers, all of whom are Neutral Parties.
- 1.2 A Neutral Party is defined as an individual who has no direct influence on the outcome of the election process.
- 1.3 The Election Chairman, also termed as the Returning Officer, presides the Club's Election Procedures.
- 1.4 The Election Officers will assist the Election Chairman with the Election Procedures.
- 1.5 An Independent Observer is defined as any individual who is present for the Elections and has no voting rights. The Election Chairman may accord any of such individuals an independent observer status.
- 1.6 A current Office Bearer is defined as an elected or co-opted member of the outgoing Management Committee.
- 1.7 An Election Candidate is defined as any successfully nominated individual who is running for a Management Committee position and who, at the point of Appointment, does not hold any incoming portfolio of any Management Committee position of the Club and other NUSSU Constituent Clubs.
- 1.8 A member of the Club is defined as any full-time matriculated undergraduate in NUS who is a member of the NUSync CSC page portal and/or has existing volunteering records in CSC, at the time of elections.
- 1.9 The Election Chairman, Election Officers, Neutral Parties, Election Candidates and current Office Bearers must be, or have been, matriculated students of NUS at any point in time.
- 1.10 A Proposer is defined as a voting member, or a member of the Elections Committee, who proposes a motion(s), clause(s), and/or challenge(s) during the Election.
- 1.11 A Secunder is defined as a voting member who supports a motion(s), clause(s), and/or challenge(s) which was/were proposed by the Proposer during the Internal Election.

### **2. Roles and Responsibilities**

#### **2.1 Election Chairman**

- 2.1.1 The Election Chairman title is conferred upon NUS Students' Community Service Club's outgoing President by virtue of his/her appointment, unless otherwise.
- 2.1.2 To conduct the Election to the best of his/her abilities and in integrity and honesty so as to uphold the good name of the Club.
- 2.1.3 To preside over the Election Procedures in accordance to the Election Standing Orders in all truth, honesty and integrity.
- 2.1.4 To be the time master and gate keeper of the entire Elections.
- 2.1.5 To be conferred the right to sanction the use of defamatory language, remark and personal attack made against any member of the Elections Committee, Election Candidates, Neutral Parties,



# **NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' COMMUNITY SERVICE CLUB**

"To develop volunteerism amongst NUS undergraduates in a nurturing environment that fosters community service."

Independent Observers and current Office Bearers by any member of the Elections Committee, Election Candidates, Neutral Parties, Independent Observers and current Office Bearers.

- 2.1.6 In the event wherein the Election Chairman is unable to perform his/her duty due to unforeseen circumstances, the most senior Election Officer shall assume the duties of Election Chairman.

## **2.2 Election Officers**

- 2.2.1 Election Officers will not have any direct influence on the outcome of the election process.
- 2.2.2 To ensure that Internal Election Procedure is run in accordance to the Election Standing Orders in all truth, honesty and integrity.
- 2.2.3 In the event wherein there are more than one Candidate contesting for the same position during the election, an Election Officer will play chaperone to the Candidate(s) who is/are not delivering his/her election speech or participating in his/her Question-and-Answer session.

## **2.3 Election Candidate(s)**

- 2.3.1 An Election Candidate is defined as any successfully nominated individual who is running for a Management Committee position and who, at the point of Appointment, does not hold any incoming portfolio of any Management Committee position of the Club and other NUSSU Constituent Clubs.
- 2.3.2 To stand for nomination(s) and election(s) for the incoming Management Committee.

## **2.4 Independent Observer(s)**

- 2.4.1 An Independent Observer is defined as any individual who is present for the Elections and has no voting rights. The Election Chairman may accord any of such individuals an independent observer status.
- 2.4.2 To ensure that the Internal Election process is just and fair, and in the best interest of the Club and Election Candidates.

## **3. General Election Procedures**

### **3.1 General Procedures**

- 3.1.1 To facilitate minutes taking, all members of the Elections Committee, Election Candidates, Neutral Parties, Independent Observers and current Office Bearers will only be conferred speaking chance when deemed appropriate by the Election Chairman.
- 3.1.2 To facilitate minutes taking, all members of the Elections Committee, Election Candidates, Neutral Parties, Independent Observers and current Office Bearers who have been conferred speaking chance must state clearly their full name as in their NRIC or otherwise.
- 3.1.3 Any motion to be passed must be proposed by a Proposer and be seconded by a separate and independent Secunder.
- 3.1.4 In the event wherein a motion or clause is challenged, the challenge must be proposed by a Proposer and seconded by a separate and independent Secunder.
- 3.1.5 The Proposer and Secunder will be given a chance to bring forth their opinion on the contestable motion or clause, as deemed reasonable by the Election Chairman.



## **NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' COMMUNITY SERVICE CLUB**

"To develop volunteerism amongst NUS undergraduates in a nurturing environment that fosters community service."

- 3.1.6 A vote will be called forth to challenge the contested motion or clause.
- 3.1.7 No motion or clause can be challenged without relative majority vote.
- 3.1.8 Before any position of the Management Committee is to be opened for nominations, it must be proposed open for nomination by a member of the Elections Committee, an Election Candidate or current Office Bearer, and seconded by a separate and independent Election Candidate, current Office Bearer, or a member of the Club with voting rights.
- 3.1.9 Before any position of the Management Committee is to be closed for nominations, it must be proposed closed for nomination by a member of the Elections Committee, an Election Candidate or current Office Bearer, and seconded by a separate and independent Election Candidate, current Office Bearer, or a member of the Club with voting rights.
- 3.1.10 Each Candidate running for a position in the incoming Management Committee must be nominated by a Proposer and a separate and independent Secunder for the position, failing which the Candidate will be rendered invalid for election for the position in question.
- 3.1.11 Each Candidate nominated by a Proposer and a separate and independent Secunder for a position has the right to accept or reject the nomination for the position in question.
- 3.1.12 Each Candidate needs to have no less than half (1/2) of the valid votes in order to be elected into the incoming Management Committee.
- 3.1.13 In the event wherein a seat is contested by more than one Candidate, the order of presentation will be based on the alphabetical order of the full names, as in official identification documents, of the Candidates.
- 3.1.14 In the event wherein a seat is contested by more than one Candidate, a vote will be held for the contested seat. Candidates will be elected if they attain no less than half (1/2) of the valid votes and has attained a relative majority of votes. To be elected into the Management Committee, a Candidate shall obtain more valid votes than any other contesting Candidates. An option to vote for none of the contesting Candidates, equivalent to a vote of no confidence, shall be included in the voting process.
- 3.1.15 Any contesting Candidate who is not making his/her election speech will be chaperoned by an Election Officer to a compound deemed appropriate by the Election Chairman.
- 3.1.16 In the event wherein a position of the Management Committee is left unfilled due to lack of nominations or by a vote of no confidence, the position in question will be closed temporarily for nomination till later, proposed by any member of the Elections Committee, Election Candidates or current Office Bearers and seconded by a separate and independent Election Candidate, current Office Bearer, or a member of the Club with voting rights.
- 3.1.17 The rights to ask questions will be conferred to all individuals present during the Elections once speaking rights have been conferred to them by the Election Chairman.

### **3.2 Voting and Voting Rights**

- 3.2.1 Each member of the Club will be given one voting right per position seconded and opened for election, unless s/he is a part of the Elections Committee for the Elections in question. The Elections Committee will be conferred the duty to verify the membership of all attendees of the election.



## **NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' COMMUNITY SERVICE CLUB**

"To develop volunteerism amongst NUS undergraduates in a nurturing environment that fosters community service."

- 3.2.2. Voting privileges of current Office Bearers and Election Candidates shall include the right to propose or second a motion, clause or nomination.
- 3.2.3. The voting privileges of all members of the Club who are not part of the Elections Committee, current Office Bearers or Election Candidates at the time of Elections shall include the right to second a motion, clause or nomination.
- 3.2.4. A motion will be passed if a majority is achieved.
- 3.2.5. A majority is achieved when a Candidate or motion receives a minimum number of votes.
- 3.2.6. For a motion, the minimum number of votes is achieved when more than half (1/2) of the voting members voted in favour of the motion.
- 3.2.7. In the event that there is only one Candidate nominated for a particular position, the Candidate in question needs to secure no less than half (1/2) of all valid votes in order to be elected into the Management Committee.
- 3.2.8. In the event that any Candidate fails to secure a majority of votes, s/he will have to re-present him/herself for no more than five minutes, followed by a Question-and-Answer session for no more than ten minutes. A second round of voting will be held. In the event that a majority cannot be achieved, the seat in question shall be temporarily closed for nominations, as per Clause 3.1.16.
- 3.2.9. During the Elections, the Election Chairman reserves the right to order a re-cast of votes in the event wherein void votes affect the determination of election outcome.
- 3.2.10. All voting will be carried out online on Zoom, using the poll function.
- 3.2.11. The Elections Committee is accountable for ensuring the integrity of the entire voting process.
- 3.2.12. No voting by proxy is allowed.

### **3.3 Time Schedule**

- 3.3.1. Each Election Candidate running for President, Vice-President (Regular Programmes), Vice-President (Special Projects) or Vice-President (Exploratory Programmes) position will be given no more than 30 minutes to make his/her presentation to all individuals present at the Elections.
- 3.3.2. Election Candidates running for the aforementioned Presidential Cell positions will be scheduled for no more than 30 minutes of Question-and-Answer Session with all individuals present at the Elections.
- 3.3.3. In the event where any individual present at the Elections would like to extend the Question-and-Answer Session for any Candidate running for a Presidential Cell position due to unforeseen circumstances, the motion must be proposed by a Proposer and seconded by a separate and independent Secunder. The aforementioned Question-and-Answer Session can be extended up to a maximum of two times.
- 3.3.4. All nominees for other non-Presidential Management Committee positions will be given a maximum of 20 minutes to make their presentations followed by a 15-minute Question-and-Answer Session to all individuals present at the Elections.
- 3.3.5. In the event where any individual present at the Elections would like to extend the Question-and-Answer Session for any Candidate running for a non-Presidential Management Committee position due to unforeseen circumstances, the motion must be proposed by a Proposer and seconded by a separate and independent Secunder. The aforementioned Question-and-Answer Session can be extended up to a maximum of two times.