

## **NUS Students' Sports Club**

### **Management Committee Elections Regulations**

#### **Citation**

1. This Regulation may be cited as the NUS Students' Sports Club (NUSSSC) 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);
  - “Outgoing” means the Management Committee that will be stepping down from their positions in NUSSSC after the end of the Election,
  - “Incoming” means that Management Committee that will be taking over NUSSSC after the end of the Election;
  - “Direct Elections” shall take the meaning from NUSSU Management Committee Elections Regulations, or any subsequent Regulations; and shall refer to the election of the Club that chooses or ratifies the Management Committee candidates directly into the specific positions of the Management Committee – with inclusion of the Executive Committee positions.
3. All words shall have the meanings given in order of supremacy:
  - (1) The NUSSU Constitution;
  - (2) The NUSSU Management Committee Elections Regulations;
  - (3) Other valid written sources of laws stipulated by the Union;
  - (4) The NUSSSC Constitution; and
  - (5) The NUSSSC Management Committee Elections Regulations.

#### **Amendment**

4. 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 the elected Management Committee members;
  - (2) Not less than half of the total number of members under the Club present during a General Meeting of the Club.

For the purposes of section 4, 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:
  - (1) The NUSSU Constitution;
  - (2) The NUSSU Elections Regulations;
  - (3) Other valid written sources of laws stipulated by the Union;
  - (4) The NUS Students' Sports Club Constitution;
  - (5) The NUS Students' Sports Club Election Regulations; and
  - (6) Other valid written sources of laws stipulated by the 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 NUSSSC and/or its Election Committee for Elections shall be binding on the Club.
  - (2) The Club may prescribe additional rules, regulations 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.

### **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 Committee
  - (2) Part II – Electoral Process
  - (3) Part III – Physical Voting Procedures and Formats

## **Part I – The Election Committee**

9. The 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.
  - (2) During a by-election, the Election Committee shall be formed from among the Management Committee.
10. An individual shall be eligible to be a member of Election Committee if he/she fulfils one of the criteria:
  - (1) He/she is member of the outgoing NUSSSC Management Committee;
  - (2) He/she is a Chairperson or Vice-Chairperson of NUSSSC Member Clubs as per the Club's Constitution Article XI – Sports Member Club;
  - (3) He/she is a Head of a Project Committee as per the Club's Constitution Article VII – Standing Committee.
11. An individual shall be eligible to be a member of Election Committee even if he/she graduated if he/she fulfills the provisions outlined in section 10.
12. 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 the Management Committee.
  - (3) They shall not be a proposer or seconder for any candidate's nomination forms for the Management Committee.

### **Duties and Powers of the Election Committee**

13. Each Election Committee shall:
  - (1) Supervise and conduct the elections according to the sources of law stipulated in sections 5(4), 5(5) or 5(6);
  - (2) Give notice of elections no less than seven (7) days before the start of the nomination period;
  - (3) Announce, through reasonable means of communication of the Club, to its members the date, time, place and method of receiving nomination forms. Such date and time shall be the end of the nomination period;

- (4) Conduct interviews and/or meeting for/with the nominees from the start of the nomination period to no less than three (3) days after nomination period;
- (5) Announce, through reasonable means of communication of the Club, to its members the results of Direct Elections no later than two (2) days after its conclusion;
- (6) Keep a register of voters and all voting ballots, whether valid or invalid, and deposit them with the Appeal Committee for safekeeping and inspection when necessary.

14. 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 invalid due to procedural irregularities according to the sources of law stipulated in sections 5(4), 5(5) or 5(6);
- (3) Reject the nomination of any candidate if –
  - a) the Election Committee deem the candidate to have entered the nomination in bad faith and contrary to the spirit of the Club, and/or
  - b) the candidate has previously been named by the Management Committee in any Resolutions;
- (4) 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 sections 5(4), 5(5) or 5(6).

### **Dispute Resolution**

15. All disputes between any Management Committee candidate and Election Committee shall be adjudicated by the NUSSU Management Committee Election Supervisory Committee.

- (1) Such adjudication shall not involve disputes involving determination of validity of that candidate's election according to the procedures prescribed by the sources of law stipulated in sections 5(4), 5(5) or 5(6).
- (2) The decision(s) of the NUSSU Management Committee Election Supervisory Committee in such adjudication shall be final and binding on all parties involved. There shall be no appeal, nor the right to appeal, on such decision(s).

16. The decision(s) of the Election Committee made according to section 12(2) pursuant to an order of the Management Committee Election Supervisory Committee made under section 16(1)(b) shall be final and binding on all parties involved.

(1) There shall be no appeal, nor the right to appeal, to the Management Committee Election Supervisory Committee on such decision(s);

17. Any decision(s) of the NUSSU Management Committee Election Supervisory Committee, other than those under sections 15 and 16, shall be binding and final on all parties. There shall be no appeal, nor the right of appeal, on such decisions(s).

## **Part II - Election Process**

### **Components of the Election Process**

18. The Club will employ a Direct Election Process.
19. The election process shall consist of the following main components:
  - (1) Election publicity
  - (2) Nomination period
  - (3) Direct Elections
20. The total duration of the nomination period, the campaigning period and the Direct Elections shall not exceed twenty-one (21) days.

### **Election Publicity**

21. The Club shall publicise, using reasonable means, to the Club's members the following:
  - (1) The personnel of the Election Committee;
  - (2) Start and end of the nomination period;
  - (3) Dates of interviews/meetings with Election Committee;
  - (4) The Direct Elections date, and
  - (5) The results of the Direct Elections.

### **Nomination Period**

22. There shall be a nomination period when interested candidates may be nominated for elections. The nomination period shall last no less than three (3) days and no more than fourteen (14) days.
23. The date, time, place and method of receiving nomination forms shall be made known to the members. Such date and time shall be the end of the nomination period for the NUSSSC Management Committee Elections.
24. Each candidate nominated for elections shall have to submit the nomination forms, according to the requirements laid down by the Election Committee and the sources of law stipulated in sections 5(4), 5(5) or 5(6), by the end of the nomination period.
25. 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.
26. Any candidate whose nomination forms are rejected by the Election Committee may request a review by the NUSSU Management Committee Election Supervisory

Committee.

- (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.
- (2) The decision of the NUSSU Management Committee Election Supervisory 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.
- (3) The decision of such review(s) shall be binding and final on all parties. The Direct Elections shall be held on the stipulated date(s), notwithstanding the review(s).
- (4) For the avoidance of doubt, the validity or invalidity of nomination form(s) is a question of procedural regularity/irregularity.

## **Type of Elections**

### **Direct Elections**

27. The NUS Students' Sports Club Management Committee shall adopt the usage of the Direct Elections as regulated by sources of law as per sections 5(4), 5(5) or 5(6).
28. The Direct Elections shall be conducted by the Club's Election Committee and presided over by the Election Committee's Returning Officer.
29. The NUS Students' Sports Club Management Committee shall conduct the Direct Elections in the form of an Election Meeting of the Club.

### **Election Meeting**

30. A Direct Elections conducted in the form of an Election Meeting of the Club shall be governed by the provisions of Articles 30 to 35.
  - (1) An Election Meeting is a meeting of the Club that all members of the Club are eligible to attend and vote in, which includes but is not limited to:
    - a) The Outgoing Management Committee;
    - b) The Chairpersons and Vice-Chairpersons of Member Clubs.
  - (2) There shall be no quorum requirements for an Election Meeting.
31. 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.

32. A Constituent Club's Election Meeting may held in one (1) or more sessions, provided that all sessions shall be held within one (1) week.
33. 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) or 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) or 5(6), the provision of the NUSSU Standing Orders of Meetings shall be void to the extent of the inconsistency.
34. 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) or 5(6).
35. 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.
    - 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.



- (4) Each candidate shall have fifteen (15) minutes to present followed by fifteen (15) minutes of question-and-answer session by the floor. 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 excuse themselves to another physical venue.
    - a) The time for presentation and question-and-answer for each candidate may be extended by no more than two (2) times and such extension shall be approved by the floor.
  - (5) 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.
  - (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 sections 35(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.
36. A Management Committee candidate's failure to be elected at the General Elections shall not preclude him from being co-opted into the Management Committee at a subsequent date.
37. Any provision under section 35 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.

### Part III – Physical Voting Procedures and Formats

#### Formats of Physical Ballots

38. There shall be separate ballots for Management Committee candidates and Executive Committee Representatives candidates. They shall be issued separately to every eligible voter.
39. Each voter shall produce his/her matriculation card before being issued his/her ballots.
40. For both Contested Votes and Votes of Confidence, each ballot shall consist of a title, clear instructions, a table with two (2) columns and an appropriate number of rows.
41. The title shall be in the following format: NUS Students' Sports Club, 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 NUS Students' Sports Club's Management Committee candidates shall be "NUS Students' Sports Club's Management Committee Candidates – Contested Vote"*

*Example 2: The title for a ballot of Vote of Confidence for NUS Students' Sports Club Management Committee candidates shall be "NUS Students' Sports Club Management Committee Candidates – Vote of Confidence"*

42. 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.”*

43. 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 candidate 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 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.

44. There shall be one (1) ballot box for voters to deposit their ballots into for Management Committee ballots. The ballot box shall be clearly labelled.

45. Each voter shall be issued with a serial-numbered ballot.

46. The Returning Officer of each Election Committee shall take note of the maximum serial number of the ballots issued.

### **Validity of Physical Ballots**

47. 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.
48. 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.
  49. Any ballot which has a serial number greater than the maximum serial number noted pursuant to section 44 shall be automatically invalid. The invalidity of such ballots shall not be challenged.
  50. 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**

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

### **Legislative History**

53. This regulation is first enacted by the 33<sup>rd</sup> Management Committee in NUS AY 12/13, and subsequently amended by the 36<sup>th</sup> Management Committee on 11 August 2016.