

Version as of 01/08/2022

AY 2022/2023 NUSSU NUS Students' Sports Club Election Standing Orders

Citation

1. This Standing Order may be cited as the **NUSSU NUS Students' Sports Club Election Standing Orders**.

Sources of Law

2. The sources of law for the Election shall be found in the following sources in descending order of supremacy:
 - a. NUS Statute 6;
 - b. NUS Regulation 9;
 - c. NUSSU Constitution;
 - d. Executive Committee Election Regulations (ECER) and Management Committee Election Regulations (MCER);
 - e. The NUS Students' Sports Club Constitution;
 - f. The Standing Orders of the Union Election Committee; and
 - g. The Standing Orders of the NUS Students' Sports Club Election Committee.
 - h. Other valid written sources of laws stipulated by the Club.

Election Committee

3. The Election Committee has 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 Executive Committee Representative invalid due to any procedural irregularities according to the sources of law stipulated in section 2.
 - (3) Investigate any alleged instances of foul play, unfair practices, or any conduct prejudicial to the spirit of fair and transparent elections, and disqualify any candidate found to be involved in such conduct.
 - (4) Make discretionary decisions, in the conduct of elections, that encourage the spirit of a free, fair and transparent election. If such discretionary decisions are inconsistent with any source of law specified in section 2, the discretionary decision shall be voided, to the extent of the inconsistency.
 - (5) Adjudicate all disputes raised by any Management Committee candidate according to the procedures prescribed by the sources of law stipulated in section 2.
4. The Election Committee comprises of the following officers:
 - (1) Returning Officer:
 - i. Lew Poh Chen, Douglas
 - (2) Election Officers:
 - i. Tan Jing Ying
 - ii. Elston Eng Shi Yang

5. The Election Committee can be contacted at:
Official Elections Email: elections@nusportsclub.org
Lew Poh Chen, Douglas: 82607889 (HP), @douglasserbeam (Telegram),
douglas.lew@nusportsclub.org
Tan Jing Ying: 88789321 (HP), @jingyingtjy (Telegram), jingying.tan@nusportsclub.org
Elston Eng Shi Yang: 89041677 (HP), @Swagston20 (Telegram), elston.eng@nusportsclub.org

6. The conduct of the elections by the Constituent Club Election Committee shall be supervised by the Union Election Committee, which can be contacted at elections@nusu.onmicrosoft.com.

General Provisions

7. A member of the NUS Students' Sports Club is defined as an existing NUS student in AY22/23 that is a Member of NUSSU.
8. Every Member is eligible to run in the elections, and to vote in the said elections, subject to particular nomination rules which are laid out in this document.
9. A Member can either run to be:
 - (1) A NUSSU Executive Committee Representative (Exco Rep) of the Constituent Club; or
 - (2) A Management Committee member of the Constituent Club, for the following positions:
 - i. President
 - ii. Vice President (Internal)
 - iii. Vice President (External)
 - iv. General Secretary
 - v. Deputy General Secretary
 - vi. Finance Secretary
 - vii. Finance Executive
 - viii. Marketing Secretary
 - ix. Marketing Executive
 - x. Publicity Secretary
 - xi. Publicity Executive
 - xii. Welfare Secretary
 - xiii. Welfare Executive
 - xiv. Projects Secretary
 - xv. Project Director
10. A Member shall not be eligible for election to the Union Council or Exco if he/she is:
 - (1) found guilty of a disciplinary offence under the provisions of the NUS Statute 6, Regulations 10 and 10A: on Discipline with Respect to Students;
 - (2) under academic warning or probation (or repeating a course of study, if he is from a non-modular Faculty) in the year of election.
11. All Candidates shall **not**:
 - a. concurrently run as a MC candidate from a Constituent Club and as an Executive Committee Representative; or
 - b. run as an Exco Representative from more than one Constituent Club.
12. The election of the NUSSU Exco Representative(s) for the Constituent Club shall be done through external elections (i.e. voting through ballot).
13. The election of the Management Committee of the Constituent Club shall be conducted in the form of External-Internal elections.

14. The election process shall contain the following components:

| Date | Event |
|---------------------|--|
| 8 - 17 August 2022 | Nomination Period |
| 18 - 22 August 2022 | Campaigning Period |
| 23 August 2022 | Cooling Off Day |
| 24 August 2022 | NUSSU EXCO Rep Elections |
| 24 - 26 August 2022 | External Elections |
| 28 August 2022 | Results Release of External Elections |
| 3 September 2022 | Internal Elections |
| 5 September 2022 | Results Release of Internal Elections |
| 10 September 2022 | 44th NUSSU Council First Council Meeting |
| 14 September 2022 | Club Annual General Meeting |

Nomination

15. Every interested Member shall submit a nomination form to contest the elections before the end of the nomination period.

16. Each nomination form shall have a proposer and seconder.

- a. For Exco Candidates, the proposer or seconder for each form shall not be part of any current Election Committee of the respective Constituent Clubs.
- b. For Exco Candidates of non-faculty clubs, each nomination form shall be proposed or seconded by an outgoing MC member of the respective Constituent Clubs.
 - i. Each outgoing MC member may propose or second more than one (1) nomination form.

17. For Exco Candidates, the nomination form shall be signed by an outgoing elected member of the Constituent Club Management Committee as to indicate that the candidate has consulted with the member(s) of the Constituent Club Management Committee. This consultation will be on the expected roles and duties to be undertaken as an NUSSU Executive Committee Representative.

(1) These Members are:

- i. Lew Poh Chen, Douglas
- ii. Tan Jing Ying
- iii. Tan Zhen Yi
- iv. Toh Li Ying

18. Candidates may withdraw their nomination forms. Such withdrawal must be done in the form of a letter of withdrawal signed by the candidate and addressed to their respective Election Committee

with reasons provided, sent via email. If the candidate fails to comply with the above, his/her nomination shall be deemed to be valid and not withdrawn.

19. Election Committees may reject applications that are incomplete, irregular or contain false information or obvious misinformation.
 - a. Any candidate whose nomination forms are rejected by the respective Election Committee may request a review by the Election Committee.
 - b. The rejection of a candidate's application shall be made known to the candidate no more than one (1) day after the end of the nomination period with reasons in writing. The request to review such decisions shall be made by the candidate no more than two (2) days after the end of the nomination period. The decision of the Election Committee on the matter shall be made no more than three (3) days after the end of the nomination period.
 - c. Candidates who wish to challenge the Election Committee's decision shall request to review such decision no more than four (4) days after the end of the nomination period.
 - d. The decision of such review(s) shall be binding and final on all parties. The External Elections shall be held on the stipulated date(s), notwithstanding the review(s).
 - e. For the avoidance of doubt, the validity or invalidity of nomination form(s) is a question of procedural regularity/irregularity.

20. Election Committees shall inform all Candidates whether their nomination is accepted and valid by the end of the nomination period.

Campaigning

21. The campaigning period begins immediately after the nomination period ends.
22. Throughout this period, successful nominees may initiate various publicity efforts to inform Members of their intended candidature.
23. Appropriate publicity materials (both physical and online) include, but are not limited to, posters and flyers, insofar as these publicity materials do not become a public hindrance or nuisance, or would cause harm to the reputation of NUSSU and its Constituent Clubs.
24. Physical publicity materials shall only be displayed on the General Notice Boards of any Faculty. Such publicity materials shall:
 - a. Visibly include the following phrase on all publicity materials: “NUSSU 44th Exco Representative Elections” OR “NUSSU Constituent Club MC Elections” OR “NUSSU Constituent Club Exco Representative Elections”;
 - i. “NUSSU Constituent Club” may be replaced by the name of the Constituent Club.
 - b. have a size no larger than A3;
 - c. bear the NUSSU noticeboard stamp (obtained from NUSSU Secretariat or individual Faculty Club presidents).
25. Candidates who are unsure whether their publicity materials are permissible are advised to check with their respective Election Committees beforehand.
26. Publicity materials that do not fulfill the guidelines listed above shall be removed without discretion. The Union Election Committee and Election Committee have the right to request any candidate to take down online materials that do not fulfill the guidelines.
27. Exco and Management Committee Candidates shall remove their physical publicity materials 24 hours before the External Elections. Online publicity materials may remain. No new publicity materials shall be created or distributed once the campaigning period has ended.
28. There shall be one day of cooling-off before the voting day for both Exco and MC Candidates.

External Elections

29. The election that chooses or ratifies the nominated candidates as members of the NUSSSC's incoming Management Committee shall be known as the External Elections of the NUSSSC.
30. At the end of the nomination period, the NUSSSC Election Committee shall hold a Vote of Confidence for the incoming Management Committee during the External Elections.
31. However, if the total number of candidates nominated for the Management Committee is more than the number of vacancies for the Management Committee (as stipulated in Article 11(e) of the NUSSSC Constitution), a Contested Vote shall be held for the Management Committee.
32. For the avoidance of doubt, the number of candidates refers to the number of individual candidates, not the number of groups of candidates.
33. The duration of the 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.

34. The first day of External Elections shall be held no less than three (3) days and no more than (7) days after the end of the entire nomination period. This intervening period between the end of the nomination period and the opening of the online polls shall be the campaigning period for the candidates. There shall be no duration set aside for cooling-off during the campaigning period.
35. For External Elections, the NUSSSC shall have the option to conduct either online voting or physical voting.

Voting Thresholds for External Elections

36. 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 been failed to be elected.
37. 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 the 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.
38. During the process of filling up, if two or more candidates have the same number of votes, and the number of vacancies left is less than this number of candidates, an additional Election shall be held for these candidates to determine which candidate(s) fill the remaining vacancy/vacancies.
39. *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*
40. This 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.
41. The External Elections shall be for the election by voting of the NUSSU Exco Representative of the Club and/or the Management Committee members.
42. Candidates for the Management Committee shall be elected on different ballots from candidates for the NUSSU Executive Committee Representative.
 - (1) For online ballots, the candidates for the NUSSU Executive Committee Representatives shall be presented on a separate online page from the candidates for the Constituent Club Management Committee.
43. At the end of the Nomination Period, if the total number of candidates nominated is less than, or equivalent to, the number of vacancies for that Constituent Club's Management Committee and/or NUSSU Exco Rep, the Constituent Club Election Committee shall hold a Vote of Confidence. Otherwise, a Contested Vote shall be held. For the avoidance of doubt, the number of candidates refers to the number of individual candidates, not the number of groups of candidates.
44. To pass a Vote of Confidence, 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.
45. To pass a Contested Vote, the valid votes cast for each 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 remaining candidates shall be deemed to have failed to be elected.
 - (1) If there is a tie between 2 or more candidates for a vacancy/vacancies, a runoff election shall be held to determine which candidate fills the remaining vacancy/vacancies.

46. It is the right of the Candidate, should he/she choose to so, to vote for him/herself.
47. For the avoidance of doubt, “Abstain” votes shall not contribute to the number of valid votes cast.
48. The results of External Elections shall be announced within 3 working days of their elections.

MC Internal Elections

49. This election is for the election of elected Management Committee members into the following positions:
 - i. President
 - ii. Vice President (Internal)
 - iii. Vice President (External)
 - iv. General Secretary
 - v. Finance Secretary
 - vi. Marketing Secretary
 - vii. Publicity Secretary
 - viii. Welfare Secretary
 - ix. Projects Secretary
50. The election that chooses or ratifies the Executive Committee from among the Management Committee candidates, having been chosen or ratified into the Management Committee during External Elections, shall be known as the Internal Elections.
51. The Internal Elections shall be conducted in the form of an Election Meeting of the Club.
 - (1) An Election Meeting is a meeting of the Club that the following members of the Club are eligible to attend and vote in:
 1. The Incoming Management Committee;
 2. The Outgoing Management Committee;
 3. The Chairpersons of the Member Clubs; and
 4. Project Directors of NUSSSC Special Projects.
 2. There shall be no quorum requirements for an Election Meeting.
 3. In the event that any person is concurrently a member of the incoming and/or outgoing Management Committee, a Chairperson of a Member Club and/or a Project Director/Chairperson of a projects committee, he/she shall only be allowed to exercise one vote when electing each position of the Management Committee. He/she shall delegate his/her second, third and/or fourth vote(s) from his/her other appointment(s) to the Vice-Chairperson/Vice-Project Director.

4. In the event of the absence of the Chairperson/Project Director of a subsidiary club or projects committee, he/she shall delegate a Vice-Chairperson/Vice-Project Director from his/her subsidiary club/projects committee as his/her replacement. If both appointment holders are unable to attend the Internal Election, their voting privileges shall be revoked for that Internal Election.
5. For the purposes of Section 51, a Member Club is defined as a subsidiary club established under the NUSSSC which has been ratified.
52. The first session of the Election Meeting shall be held no more than seven (7) days after the release of the results of the External Elections.
53. The Election Meeting may be held in one (1) or more sessions, provided that all sessions shall be held within one (1) week.
54. As the Internal Elections are conducted during an Election Meeting, the Internal Elections and Election Meeting shall proceed according to the meeting procedures prescribed by the sources of law stipulated in section 2.
 - (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 2(e), 2(g) or 2(h), the provision of the NUSSU Standing Orders of Meetings shall be void to the extent of the inconsistency.
55. Each position of the Management Committee shall be elected in the order stipulated in the sources of law stated in sections 2(e), 2(g) or 2(h).
56. For each Executive Committee position to be filled up, the following shall be done:
 - (1) Only Management Committee candidates which have been validly chosen or ratified during the External Elections 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.
 - i. A candidate may propose, but not second, his own nomination.
 - ii. No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
 - iii. 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.
 - i. If there are no candidates for the position, the Returning Officer shall reopen the floor to nomination of candidates.
 - ii. 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. 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.
 - i. 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 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 43(1).
 - i. The candidate who previously failed to secure approval shall be eligible to be nominated again.
 - ii. If the new process results in the candidate(s) failing to secure a Vote of Confidence, the election of the position shall be adjourned to the next meeting of the Management Committee.
 - (8) The first position to be filled up shall be that of the President.
57. A Management Committee candidate's failure to be elected at the External Elections shall not preclude him from being co-opted into the Management Committee at a subsequent date.

58. The Elections Officer of the outgoing MC, or a member of the outgoing MC, shall act as the Secretary of the Election Meeting
59. The appointment of the MC into separate cells shall be held not later than two weeks after the Election Meeting.
60. Any provision under section 56 that is inconsistent with the provisions of the sources of law stipulated in section 2(e), 2(g) and 2(h) shall, to the extent of the inconsistency, be void.

Annual General Meeting

61. The new members of the Management Committee shall hold office from that year's Annual General Meeting until the next Annual General Meeting.

Composition of the Union Council

62. The number of Exco members to be elected from NUS Students' Sports Club to the Union Council shall be 2 as per NUS Regulation 9, rule 9(b).
63. The elected President of each MC shall be a Union Council member. The elected President may pick other elected MC members to sit on the Union Council. For avoidance of doubt, the elected President will follow the relevant clauses laid down in their individual Constituent Club Constitutions on choosing Union Council members from their MC.
 - (1) The newly elected members of the Management Committee, after the Constituent Club Annual General Meeting, have the power to elect representatives from among the Management Committee Members to the Council of the Union as Council Representatives in accordance with the Constitution of the Union.
64. There shall be a maximum of, four such members, or one member per five members on the elected Management Committee or part thereof, whichever is lower.
 - a. For example, if there are 14 elected MC members, there shall be a maximum of 3 Union Council members from this MC. If there are 26 elected Management Committee members, there shall be a maximum of 4 Union Council members from this Management Committee.
65. The Management Committee President shall submit the names of his/her Union Council members to the UEC before the first Council Meeting.
 - a. If the first Council Meeting has passed, the Management Committee President should make such submission to the Council Chairperson.
66. The size of each Management Committee shall be as follows, as per NUS Regulation 9, rule 8 to be a minimum of 4 and a maximum of 30.

Non-Compliance

67. The Election Committee reserves the right to determine the severity of a violation/non-compliance by any candidate. The Election Committee reserves the right to comment upon any alleged violation/non-compliance, and any election related conduct by any candidate.

68. Repeated violations, flagrant disregard for regulation or actions that would harm the reputation of NUSSU will see the candidate disqualified from elections, and disciplinary actions will be meted out as indicated in the NUSSU Constitution and Regulations.

Dispute Resolution

69. In the case of a dispute between a candidate and member(s) of the same Constituent Club, the involved candidate may submit their dispute to their respective Election Committees. Election Committees shall decide upon the dispute within three (3) days, and inform the parties and the Union Election Committee of its decision through email by cc-ing elections@nusu.onmicrosoft.com. Decisions issued by the Election Committees shall be made with reasons provided in writing within 1 day from the decision date.
- a. This decision may be appealed in writing to the UEC within a day from the date of the Election Committee's decision.
 - b. The Union Election Committee shall decide on whether to allow the appeal within three (3) days from the date of appeal, with reasons in writing.
70. In the case of a dispute between candidates from the same Constituent Club, any involved candidate may submit their dispute to their respective Election Committees. Election Committees shall decide upon the dispute within three (3) days, and inform the parties and the Union Election Committee of its decision through email by cc-ing elections@nusu.onmicrosoft.com. Decisions issued by the Election Committees shall be made with reasons provided in writing within 1 day from the decision date.
- a. This decision may be appealed in writing to the UEC within a day from the date of the Election Committee's decision.
 - b. The Union Election Committee shall decide on whether to allow the appeal within three (3) days from the date of appeal, with reasons in writing.