

Elections By-Law

Objectives

The purpose of this By-Law is to define the rules and procedures by which office-bearers in the College Students' Committee are elected. The By-Law should be interpreted within the framework of the CSC Constitution, which will take precedence in all matters relating to elections.

Definitions

1. For the purpose of this By-Law,
 - a. "CSC" refers to the College Students' Committee of the College of Alice & Peter Tan
 - b. "Nomination Day" shall be the day of receiving nomination papers;
 - c. "Nomination Period" shall refer to the days for receiving nomination papers;
 - d. "Polling Day" shall be the day for voting;
 - e. "Polling Period" shall refer to the days for voting;
 - f. "Campaigning Period" shall refer to the days for campaigning for Elections;
 - g. The Elections Committee shall be abbreviated as "EC".

Order of Elections

2. All positions of the CSC shall be open for nomination and voting within the same election.
3. The elections shall be conducted in the following order. The number of days for each of the following items may be subject to change at the discretion of the EC, depending on the academic calendar of the particular year. This is, however, subject to Clauses 5, 8 and 37.
 - a. Release of Notice of Elections;
 - b. Nomination Period;
 - c. Campaigning Period;

- d. Cooling-off Day;
 - e. Polling Period;
 - f. Release of Results.
4. Once the Notice of Elections in Clause 5 has been released, there is strictly no further change of election schedule or procedure, subject to Clause 20.

Notice of Elections

5. Notice of Elections shall be given by the EC at least 10 working days before the start of Nomination Day 1.
6. The Notice shall be displayed on notice boards at the level 1 lift lobby area.
7. The Notice must include the following information:
 - a. The date of Nomination Day 1 and the schedule of the Elections;
 - b. The time of receiving nomination papers and the deadline for receipt of nominations;
 - c. The place of receiving nomination papers;
 - d. The post to be filled together with a brief description of them;
 - e. Requirements and the form for submitting nomination.

Nomination

8. Nomination period shall be open for at least 3 working days.
9. Candidates are only allowed to contest for one position.
10. Each candidate shall be nominated by a proposer and a seconder.
11. All forms have to be in the format provided by the EC, be signed by the proposer and seconder and include the written consent of the candidate.
12. A proposer or a seconder may sign more than one nomination except when signed nominations are for the same post.
13. All nomination papers which cannot be reasonably deciphered by the EC will be deemed invalid.
14. All deadlines are to be strictly adhered to. The onus is on the candidate to ensure that his nomination papers have been received by the EC. No extension of deadline

is to be allowed.

15. Once the Nomination Period closes, candidates are no longer allowed to change or withdraw nominations.
16. The EC shall ascertain the eligibility and good standing of all nominees and have the right to review and reject any nomination paper that does not comply with the provisions laid out in the Constitution and this By-Law.

Appeal

17. Candidates whose nominations are rejected by the EC or who are otherwise disqualified from standing for election shall have the right to appeal to the Fellowship. Such appeals shall be made in writing.

List of Candidates

18. The EC must publicise the list of candidates, the posts they are contesting for and other relevant information within two to six hours of the close of each Nomination Day.

No Nominees Scenario

19. In the event that there are no nominees for some posts, the election process shall carry on and a by-election will be held after the elections.
20. If, however, there are three or fewer posts being contested, nominations will re-open for another three days.
21. Candidates who have already been nominated will be allowed to change the post they are running for but not be allowed to withdraw their nominations during this period of three days.

Campaigning

22. Campaigning shall take place for the number of days as stipulated by the EC upon the release of the Notice of Elections.
23. All candidates are only allowed to campaign within this period.

24. Campaigning includes but is not limited to:
 - a. Putting up posters or notices in the lift, lift lobby or other public areas
 - b. Posting posters, speeches or notes on social media
 - c. Distribution of leaflets to the Student Body
25. The EC reserves the right to interpret what “campaigning” entails.
26. There is to be no campaigning on Cooling-off Day as to allow CAPTains to reflect and vote rationally. Should a candidate violate this By-Law, he/she will be disqualified with immediate effect.
27. The following modes of campaigning during Cooling-off Day will warrant a disqualification of the candidate, including but not limited to:
 - a. Publicity; including but not limited to putting up posters or posting on online platforms;
 - b. Direct or Indirect communication; including but not limited to face-to-face conversations discussing the elections or garnering votes, or responding online to election forum queries;
 - c. Any other forms of campaigning as stated in Clause 24.
28. Any candidate who is found campaigning outside of the campaigning period, will be disqualified from standing for election.
29. Stipulations regarding the space candidates can use to campaign will be outlined by the EC every year based on the College Administration’s guidelines. Any candidate who violates the boundaries set will also be dealt with by the EC with possible disqualification.
30. Any candidate who attacks the character of another candidate or behaves in a way that is deemed by the EC to be disrespectful of the election process, will also be disqualified.

Polling

31. Polling shall commence after a Cooling-off Day.
32. Each voter is allowed one vote for each post.
33. Each voter must vote for all candidates.
 - a. Voters can choose to abstain from voting for any of the posts being contested.

- b. "Abstain" votes will be excluded from the total vote count for the posts.
34. Voting shall be done by confidential electronic balloting.
35. No member shall vote in proxy.
36. Where a post is uncontested, the candidate will have to secure a minimum endorsement vote of two-thirds of voters who voted in the elections.
- a. The rationale would be to enforce a super majority of voters of having two votes in favour of the candidates to one unfavourable vote.
 - b. No minimum percentage of voters are required as the elections serve as an exercise to empower CAPTains to exercise their rights in selection of the student leadership without forcing CAPTains to participate should they have no wish to.
37. Where a post is contested, the candidate who secures the highest percentage amongst all the contestants and who secures a percentage that is higher than the vote of no confidence, will be elected. As stipulated in Clause 33, the total vote count will exclude those who abstained.
- a. Voters will have the following choices for each posts:
 - i. Yes to Candidate A
 - ii. Yes to Candidate B
 - iii. Yes to Candidate C (if any)
 - iv. No confidence in any Candidate
 - v. Abstain

Counting of Votes and Release of Results

38. The EC shall be responsible for counting the votes. Any member of the Student Body may request to view the counting of votes; this request must be submitted in writing to the EC before the start of polling, and the EC will take reasonable steps to accommodate the request.
39. The results shall be released within twelve hours after voting has closed.
40. All vote percentages and counts will be released to the Student Body.
41. The EC shall retain all documents relating to the elections for a period of one month after voting day and shall then destroy them.

Tie in Votes

42. In the case of a tie, immediate notice will be given of a re-vote for the position among the existing candidates, to be held no sooner than the 3rd working day, and no later than the 5th working day following the end of the original polling period.
43. The tied candidates will be allowed to campaign during the period before the re-vote is held.
44. The EC may decide to impose a Cooling-off day within the period before re-vote is held.
45. In the event of a second tie in votes, the incoming CSC President shall have the casting vote. In the event that the position is the President's, a by-election will be called with the potential for new candidates to contest the position.

By-elections

46. By-elections will be held for vacant positions as stipulated in Clauses 19 and 43.
47. The by-election will comprise the process described in Clause 3. It will however be truncated and be left up to the judgement of the EC to determine the number of days needed for each step.
48. Candidates who fail to be elected in the main round of elections will be allowed once again to run for any post.
49. Only one round of by-elections will be held.

Co-option

50. For all unfilled positions after a by-election, the EC will facilitate the co-option process with the newly elected CSC.
51. Nominations for the vacant positions will be conducted by the EC as per Clauses 8- 16.
52. Interviews will be conducted by the incoming CSC with the participation of at least three other members of the outgoing CSC.
53. The final decision for co-option will lie in the hands of the incoming CSC.
54. Based on the results of the interview, the candidate will be co-opted into

the incoming CSC.

Amendments

55. Any amendments to the Elections By-Law shall be made in compliance with Article 7 of the Constitution.
56. In exceptional circumstances, the EC in consultation with the President and with the approval of the Master, will have the power to institute temporary measures to safeguard the integrity of the elections process. Such changes must be made known to the Student Body through physical notices put up on lift lobby notice boards on every level of the College.
57. No amendment shall be made to the Election By-Law once the issue of Notice of Elections is made until the end of Elections, which includes the process of Co-option.