



**ELECTIONS STANDING ORDER**  
**SINGAPORE MANAGEMENT UNIVERSITY**  
**STUDENTS' ASSOCIATION**

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## ***PART 1: PRELIMINARY***

### **Section 1 – Overview**

- 1.1 The Elections Standing Order streamlines and coordinates the election efforts across all Constituent Bodies (**‘CBds’**), Clubs, and Societies.
- 1.2 All election committees, management committees (**‘MC’**) and executive committees (**‘ExCo’**) are to adhere to this standing order as per Article 6 of the Association’s Constitution.

### **Section 2 – Interpretation and Definitions**

- 2.1 This Standing Order adopts the definitions of terms found in Article 1.1 of the SMUSA Constitution. The following words shall have the meanings ascribed below:
  - (a) “Proposer” means a Member of the organisation who officially puts forward the name of a candidate for election. In accordance with the Association’s Constitution, the proposer can be the candidate;
  - (b) “Secunder” means a Member of the organisation who supports the nomination of a candidate for election by formally endorsing the proposal made by the proposer;
  - (c) “Pitching” means the process by which a candidate presents themselves to the organisation’s Members as a potential candidate for a specific position within MC or ExCo;
  - (d) “Question and Answer” means the process after pitching during which Members have the opportunity to directly inquire about the suitability of the candidates standing for election;
  - (e) ExCo Elections (**“EE”**) means the process of electing Club Members into the available ExCo positions, whereby eligible Members propose and vote for individuals;
  - (f) General Elections (**“GE”**) means the process of electing Members into the ExCo of SMUSA and the MC of CBds, whereby all Members vote for candidates; and
  - (g) Internal Elections (**“IE”**) means the process of electing SMUSA ExCo and CBd MC Members into their Offices, whereby respective representatives and the incoming MC/ExCo vote individuals into their respective positions.

### Section 3 – Applicability

3.1 The organisations shall adhere to the respective regulations outlined:

Organisation	Applicable Sections
OSL Clubs and Societies	Parts 1, 2, 3, with the exception of section 8.
Non-OSL Clubs and Societies	Parts 1, 2, 3, with exceptions of section 9 and 10.
Constituent Bodies ('CBds')	Parts 1, 2 and 4.
SMUSA, BIZCOM and ICON	Parts 1, 2 and 4.

## ***PART 2: ELECTIONS COMMITTEE***

### **Section 4 – Purpose**

- 4.1 The purpose of the Independent Elections Committee is to ensure fairness, impartiality and legitimacy in elections for SMUSA, CBds, Clubs and societies.

### **Section 5 – Composition of Elections Committee**

- 5.1 The Elections Committee must comprise the following:
- i. no more than one Member of the Elections Committee shall be a Member of the respective CBd’s incumbent MC/ExCo; and
  - ii. comprise the following Members:

Role	Responsibility	Criteria
1 Returning Officer	Chair the EC for the CBd/organisation	Previous MC/ExCo Member of the CBd, club or society
2 (or more) Elections Officers	Assist the Returning Officer	Members of the CBd, club or society

### **Section 6 – Roles and Responsibilities of the Elections Committee**

The Elections Committee will be involved in the following aspects of the respective CBd, club or society’s elections.

- 6.1 Execution of Elections:  
At least one Member from the Elections Committee must be present at any given point during the respective CBd, club or society’s EE or IE. The Returning Officer will oversee the counting of votes, announce the results of votes and carry out the overall proceedings of the elections. The Elections Committee must reach out to the respective organization’s Honorary General Secretary to determine the mode of voting and the order of elections.
- 6.2 Verification of Voter Eligibility:  
The Elections Committee shall ensure that only eligible Members specified in the respective Constitutions and Standing Orders can vote in elections.

- 6.3 **Verification of Candidate Eligibility:**  
The Elections Committee shall ensure that candidates meet the requirements specified in the respective Constitutions and Standing Orders to run for the organisation's elections.
- 6.4 **Informing Members on Voting Processes and Election Results:**  
6.4.1 The Elections Committee must communicate voting procedures and eligibility criteria clearly to all its Members.
- 6.5 Per Article 14.4.4 of the Association's Constitution, a Member of an Elections Committee shall not himself:
- i. propose or second any candidate;
  - ii. campaign for any candidate;
  - iii. vote for any candidate; and
  - iv. stand for election for the ExCo (if he is a Member of the Elections Committee for the Executive Committee) or the relevant MC (if he is a Member of an Elections Committee for that MC), as the case may be.
- 6.6 Per Article 14.4.5 of the Association's Constitution, all Members of the Elections Committee must declare as to whether he knows any of the candidates and in what capacity. Declaration shall be made to the MC/ExCo of the CBd/Club.
- 6.7 **Discretionary Powers:**  
Per Article 14.4.7 of the Association's Constitution, the Returning Officer and the Elections Committee are empowered to exercise their discretion as and when it is necessary, as long as it is not against the object of the Constitution.
- 6.8 **Code of Conduct:**  
Per Article 14.4.8 of the Association's Constitution, the Elections Committee shall:
- i. ensure the integrity and transparency of the voting process;
  - ii. be responsible for the secrecy of the voting information; and
  - iii. have the responsibility of designing and printing the nomination papers, ballot papers and all necessary documents.

## **Section 7 – Roles and Responsibilities of the Returning Officer**

- 7.1 **Counting and Verification of Votes:**  
The Returning Officer shall oversee the ballot and counting of votes with the assistance of the Elections Officers.
- 7.2 The Returning Officer may allow, if in his opinion just and equitable to do so, any of the candidates to withdraw from the post they are contesting in the Elections after nominations close.

7.3 CBd Returning Officers' duties for nominations:

- 7.3.1 Returning Officers of CBds shall adhere to Articles 14.4.1 and 14.4.2 of the Associations' Constitution.
- 7.3.2 The powers of Articles 14.4.1 and 14.4.2 are vested in the Returning Officers of CBds.
- 7.3.3 Approval of Nominations  
All nominations shall be approved by the Returning Officer. This includes verification of details on the nomination form e.g. the Secunder, acceptance of terms and conditions, et cetera.
- 7.3.4 Approval of rejections and acceptances of post-nomination interviews  
The final decision on rejections/acceptance of candidates in coffee chats/ interviews must be made by a Member of the EC. The approving EC Member should either be present during the coffee chat/interview, if any.

### ***PART 3: CLUB EXCO ELECTIONS***

#### **Section 8 – Elections for non-OSL clubs**

- 8.1 Clubs' Elections Committee shall have the responsibilities and composition helmed in Part 2 of this Standing Order.
- 8.2 Clubs and Societies that are not governed by OSL shall adhere to the precedent elections guidelines and Constitutions set out by their parent CBd and/or their Office in-charge. References to Section 9 and 10 of this Standing Order can be made.

#### **Section 9 – Elections for clubs under OSL**

- 9.1 Clubs' Elections Committee shall have the responsibilities and composition helmed in Part 2 of this Standing Order.
- 9.2 EE is to be held once a year where the candidates and quorum are to attend in person.
- 9.3 Quorums are to be fulfilled as per Article 10.5 of their Clubs' Constitutions.
- 9.4 Neutral Party
- 9.4.1 Clubs' EE are to be conducted in the presence of a Neutral Party appointed by the respective MC.
- 9.4.2 Clubs must send a formal email invite for their EE to the Neutral Party at least fourteen days before the date of EE.
- 9.4.3 Elections shall not start without the presence of a Neutral Party from the parent CBd.
- 9.5 Sequence of Positions
- 9.5.1 The following positions must be voted in the following order and the order of the remaining positions will be determined by the Elections Committee:
- i. first, President;
  - ii. second, Honorary General Secretary; and
  - iii. third, Honorary Finance Secretary.
- 9.6 Eligible Voters
- 9.6.1 All Members of the club are eligible to vote in the club's EE.

9.6.2 All candidates standing for the EE will be entitled to one vote each, including the position which they are contesting for.

9.7 Voting Mode:  
Voting shall be conducted using a secret ballot (pen and paper).

9.8 Voting Threshold:  
Candidates are to receive a simple majority of the votes cast to be elected into the position.

9.9 Elections Conduct

9.9.1 The period of EE shall:

- i. last no more than 10 hours per day (inclusive of breaks);
- ii. start no earlier than 8am; and
- iii. end no later than 10pm.

9.9.2 If elections are still underway at the 10 pm or the 10-hour limit approaches (whichever is applicable), elections shall be stopped and pushed to the next appointed date.

9.9.3 The Election Committee reserves the right to stop the EE should they have reasonable grounds to believe that proceeding with elections for a new role would result in exceeding the time limit.

9.10 Co-Opt of ExCo Members:  
If there are insufficient candidates running in the EE, the procedure for co-opting of EXCO Members as outlined in the Club Constitution shall be followed.

## Section 10 – Illustration of election rounds for clubs under OSL

10.1 One round of elections for a role shall consist of the following components as illustrated in Figure 1. A following round shall commence if a simple majority is not met or the candidates' votes are tied.

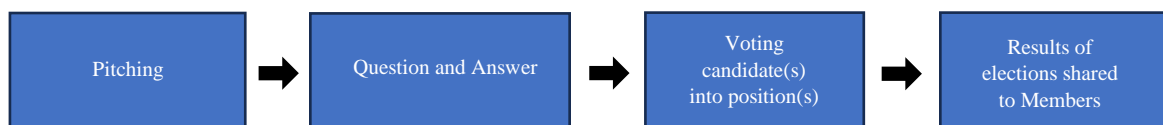


Figure 1

10.2 The total time provided for Pitching and Question and Answer shall be decided by the elections committee and the ExCo, unless defined otherwise in a precedent Standing Order, guideline, or Constitution as per the order of precedence in Article 6.5 in the Association's Constitution.



### 10.3 Sequence of rounds for **one candidate**

Should only one candidate be running for a position, a vote of confidence will be conducted amongst the voters and the candidate will need to receive a simple majority of the votes cast. The election rounds per position are to be followed as per Figure 2.

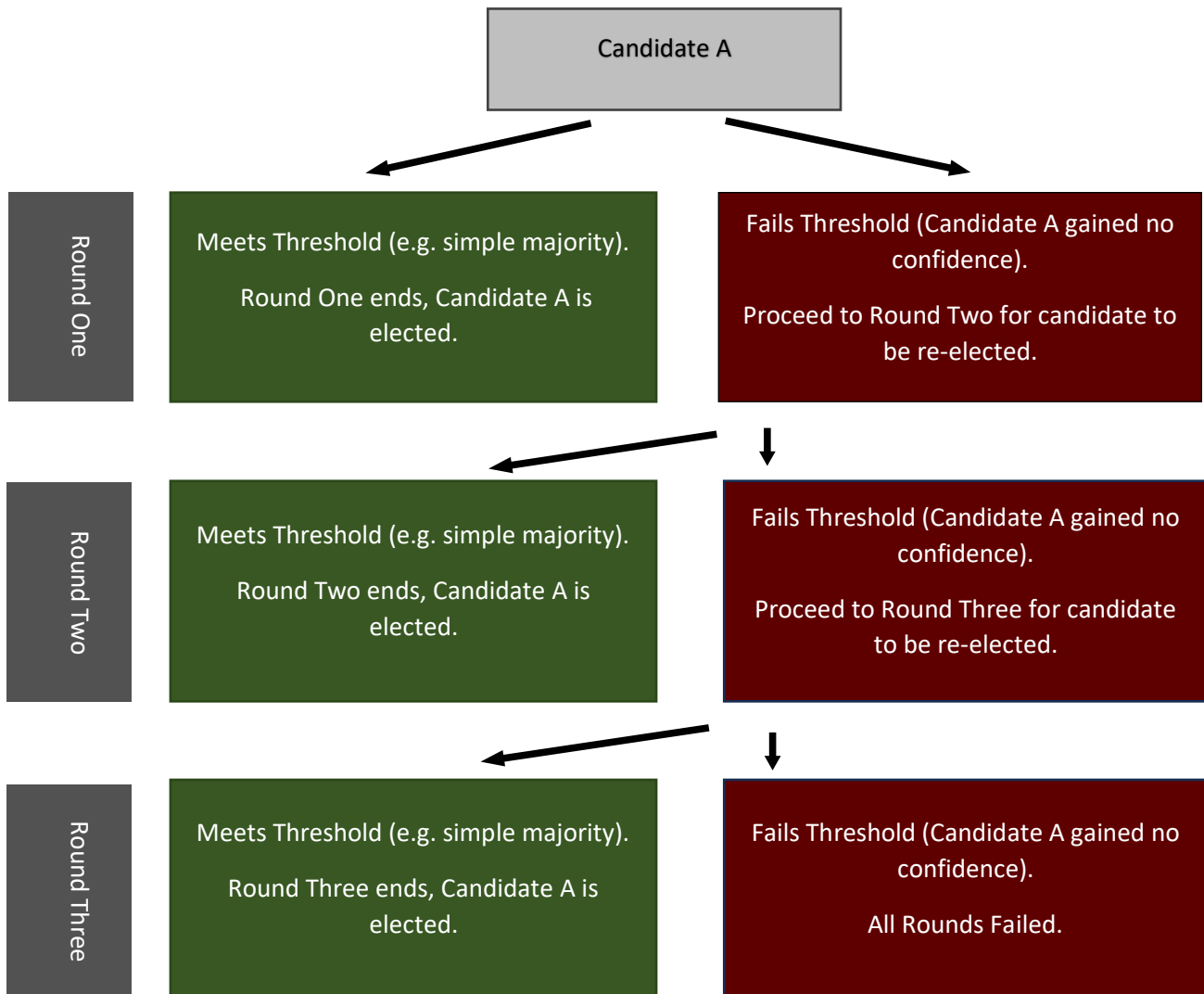


Figure 2

10.3.1 If after all three rounds, the candidate fails to meet a threshold, he will not be elected into the position and shall only contest for other available positions.

### 10.4 Sequence of rounds for **two candidates**

Should two candidates be running for a position, the candidate who receives a simple majority will be elected. The election rounds per position opened are to be followed as per Figure 3.

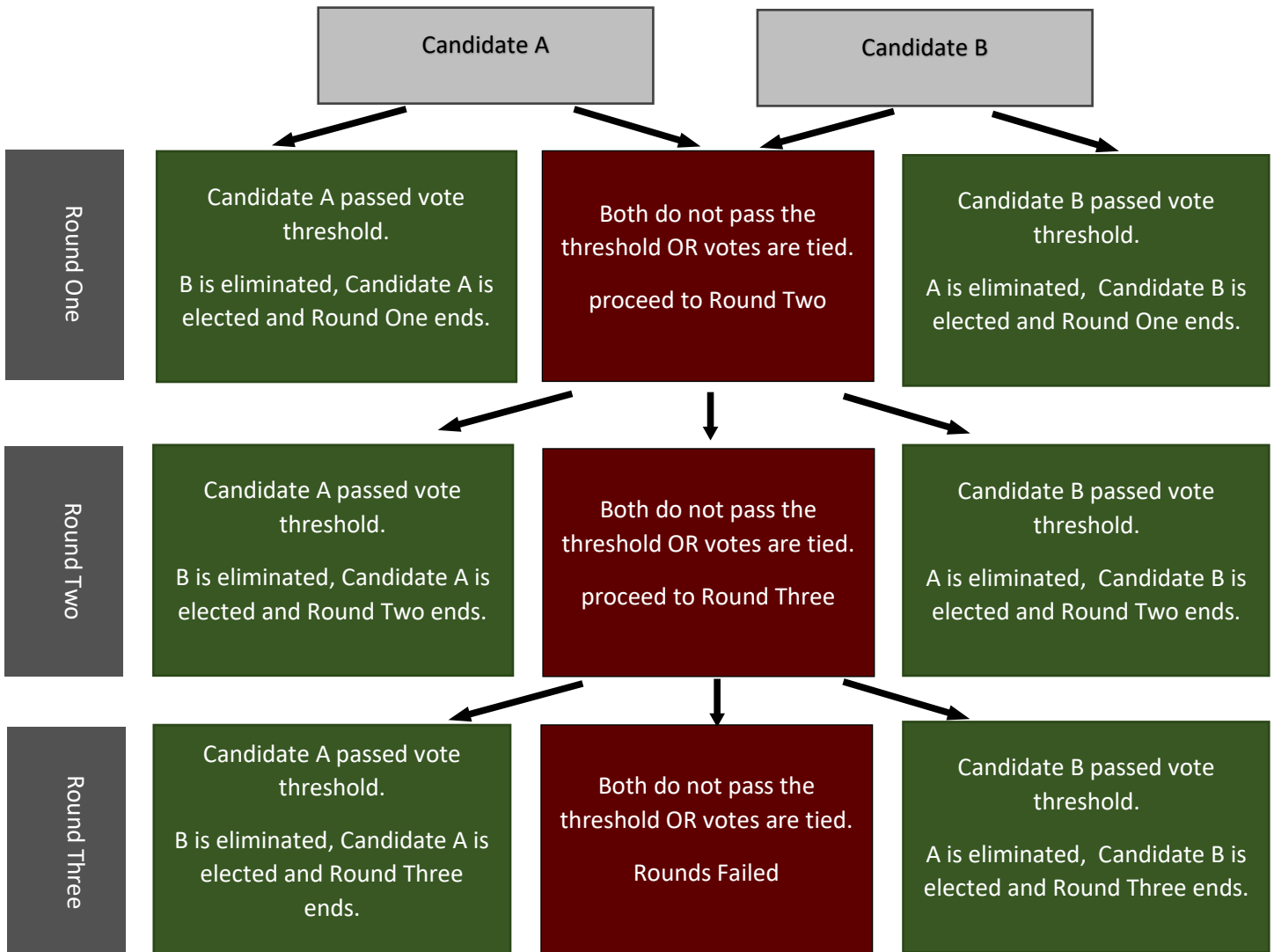


Figure 3

10.4.1 If both candidates fail to meet the threshold after three rounds, a revote shall be performed amongst all candidates in the fourth round, inclusive of the contesting candidates. The contesting candidate that fulfils a simple majority from the new voting pool shall be elected into the position.

10.4.2 If the votes amongst the new voting pool in Section 10.4.1 are tied after three rounds, an additional vote will be cast from the outgoing ExCo to break the

tie. The outgoing ExCo shall collectively be entitled to one vote validated with a simple majority agreement amongst ExCo Members.

10.5 Sequence of rounds for **three or more candidates**

Should three or more candidates be running for a position, the candidate who receives a simple majority will be elected. The election rounds per position opened are to be followed as per Figure 4.

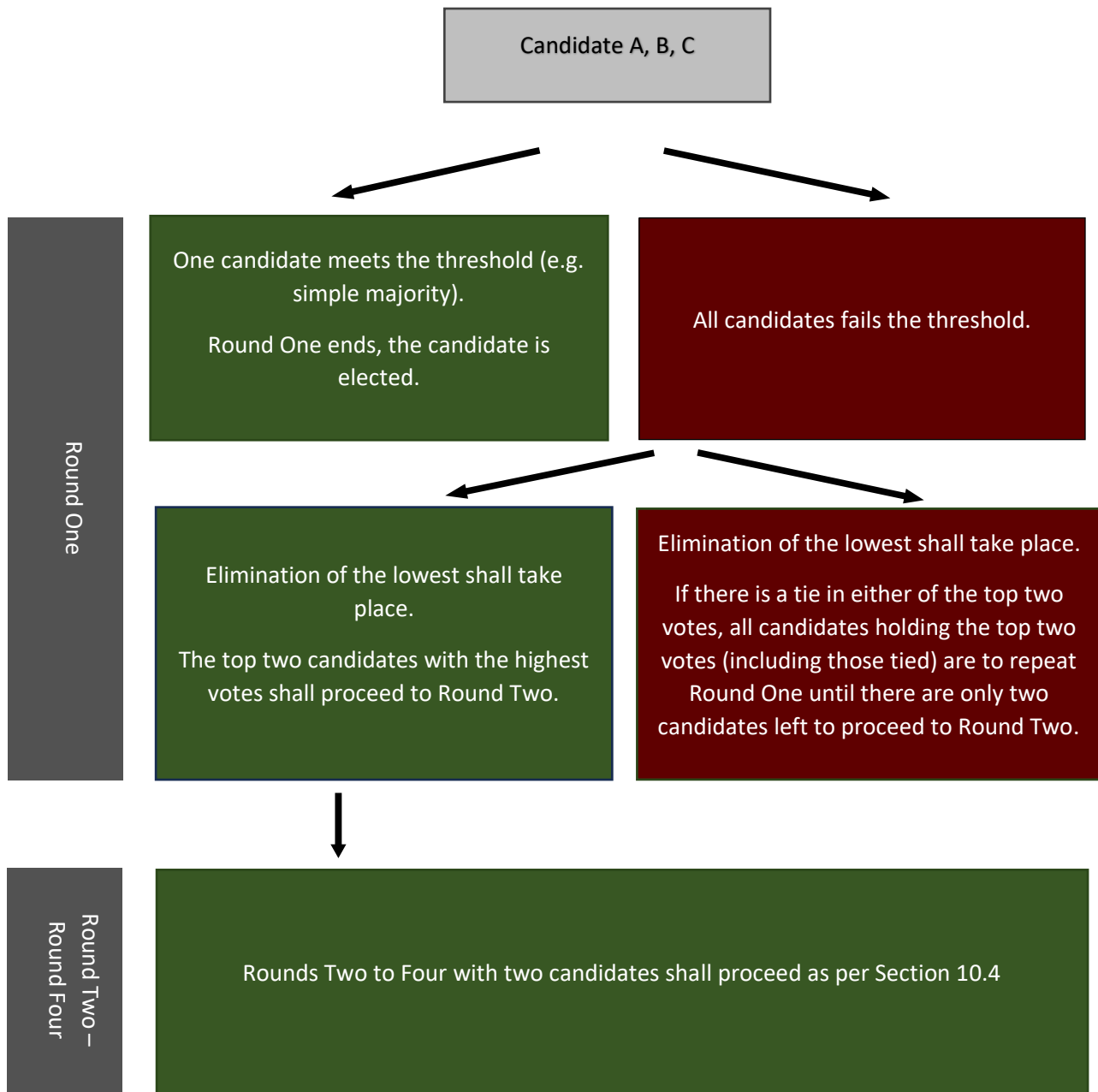


Figure 4

## **PART 4: CBD AND SMUSA ELECTIONS**

### **Section 11 – Association’s Constitution**

- 11.1 CBDs and SMUSA are to adhere to and thereby fulfil the requirements of Article 14 of the Association, in addition to this Standing Order. Shall any of the objects in this Standing Order be inconsistent with the CBD’s or the Association’s Constitution, the resolution of the inconsistency shall be voted upon by the respective parties as per Article 6.6 of the Association’s Constitution.

### **Section 12 – General Elections Campaign Guidelines**

- 12.1 All candidates shall adhere to the following campaigning guidelines from Article 14.6 of the Association’s Constitution:
- 12.1.1 Each candidate must stand for election as an individual and must not associate himself with any other candidate standing for the same election.
  - 12.1.2 All online and physical marketing materials without the approval of the Elections Committee or Returning Officer or which bears defamatory remarks towards other candidates will be removed.
  - 12.1.3 Any candidate who passes defamatory remarks towards other candidates shall be disqualified.
  - 12.1.4 Aggressive campaigning deemed intrusive to students, staff and faculty is strictly prohibited. This includes touting, defacement of public/school property and the indiscriminate placement of posters without prior permission.
- 12.2 Candidates running for school elections are only allowed to put their posters up in their respective school building.

#### *Illustrations*

- (a) *Jane Doe is a prospective MC candidate for ASoc [SMU Accounting Society]. Jane Doe is not allowed to put her posters in the School of Business.*
  - (b) *John Doe is a prospective MC candidate for The Bar [SMU Law Society]. John Doe is only allowed to put his posters promoting his campaign on the authorised poster board in YPHSL.*
- 12.3 Candidates who wish to campaign in classrooms/SRs before and/or after class must seek permission from the Professor teaching the class to do so.
- 12.4 Candidates are not allowed to send mass or targeted emails to the campaign as defined in Sections 1.4 and 1.5 of the Email Standing Order, (e.g., to all UG students/to business students).

## Section 13 – Internal Elections

13.1 Elections timelines, quorums, voting thresholds, eligible voters and proportion of votes per voter are to be fulfilled as per the Association's Constitution and respective CBds' Constitutions.

### 13.2 Neutral Party

13.2.1 CBds' IE are to be conducted in the presence of a Neutral Party appointed by the respective MC.

13.2.2 CCA CBds shall have any Member of the SMUSA ExCo attend as a Neutral Party during IE. A formal invite is to be at least fourteen days in advance via an email sent to the SMUSA Honorary General Secretary.

13.2.3 School CBds shall have a Neutral Party during IE.

13.2.4 Elections shall not start until a Neutral Party representative is present.

### 13.3 Sequence of Positions for SMUSA ExCo, ICON, BIZCOM and CCA CBds

13.3.1 The following positions must be voted in the following order and the order of the remaining positions will be determined by the Elections Committee:

- i. first, President;
- ii. second, Honorary General Secretary; and
- iii. third, Honorary Finance Secretary.

### 13.4 Voting Rights

13.4.1 CBds are to adhere to the eligible voters and proportion of votes per person as stated in the respective CBd's Constitution.

13.4.2 All candidates standing for IE will be entitled to one vote, including one for a position which they are contesting. Candidates shall be entitled to one vote each.

### 13.5 Voting Mode:

Voting should be conducted using a secret ballot (pen and paper).

## 13.6 Elections Conduct

### 13.6.1 The period of IE shall:

- i. last no more than 10 hours per day (inclusive of breaks);
- ii. start no earlier than 8am; and
- iii. end no later than 10pm.

13.6.2 If elections are still underway when the 10pm or the 10-hour limit approaches (whichever is applicable), elections shall be stopped at the time limit and pushed to the next appointed date.

13.6.3 The Election Committee reserves the right to stop the IE should they have reasonable grounds to believe that proceeding with elections for a new role would result in exceeding the time limit.

13.6.4 By default, IE shall be conducted physically. Should the CBd require virtual/hybrid elections for any reason, they must obtain the permission of the SMUSA Honorary General Secretary and their MC/ExCo Manager. For online/hybrid IE procedures, please refer to the *online/hybrid Internal Election (IE) guidelines*.

## Section 14 – Illustration of IE Rounds

14.1 One round of elections for a role is as illustrated in Figure 5. A following round shall commence if a simple majority is not met, or the candidates' votes are tied.

10.6 The total time provided for Pitching and Question and Answer shall be decided by the elections committee and the ExCo/MC, unless defined otherwise in a precedent Standing Order, guideline, or Constitution as per the order of precedence in Article 6.5 in the Association's Constitution.

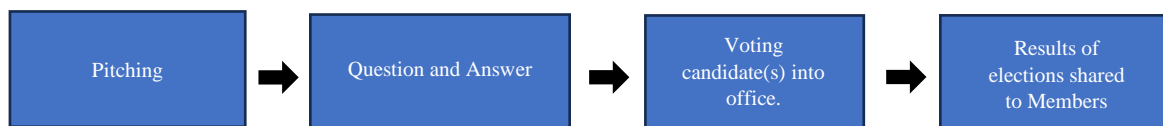


Figure 5

## 14.2 Sequence of rounds for **one candidate**

Should there be only one candidate running for a position, a vote of confidence will be conducted amongst the electors. To be elected to the position, the candidate will need to receive a simple majority of the votes cast.

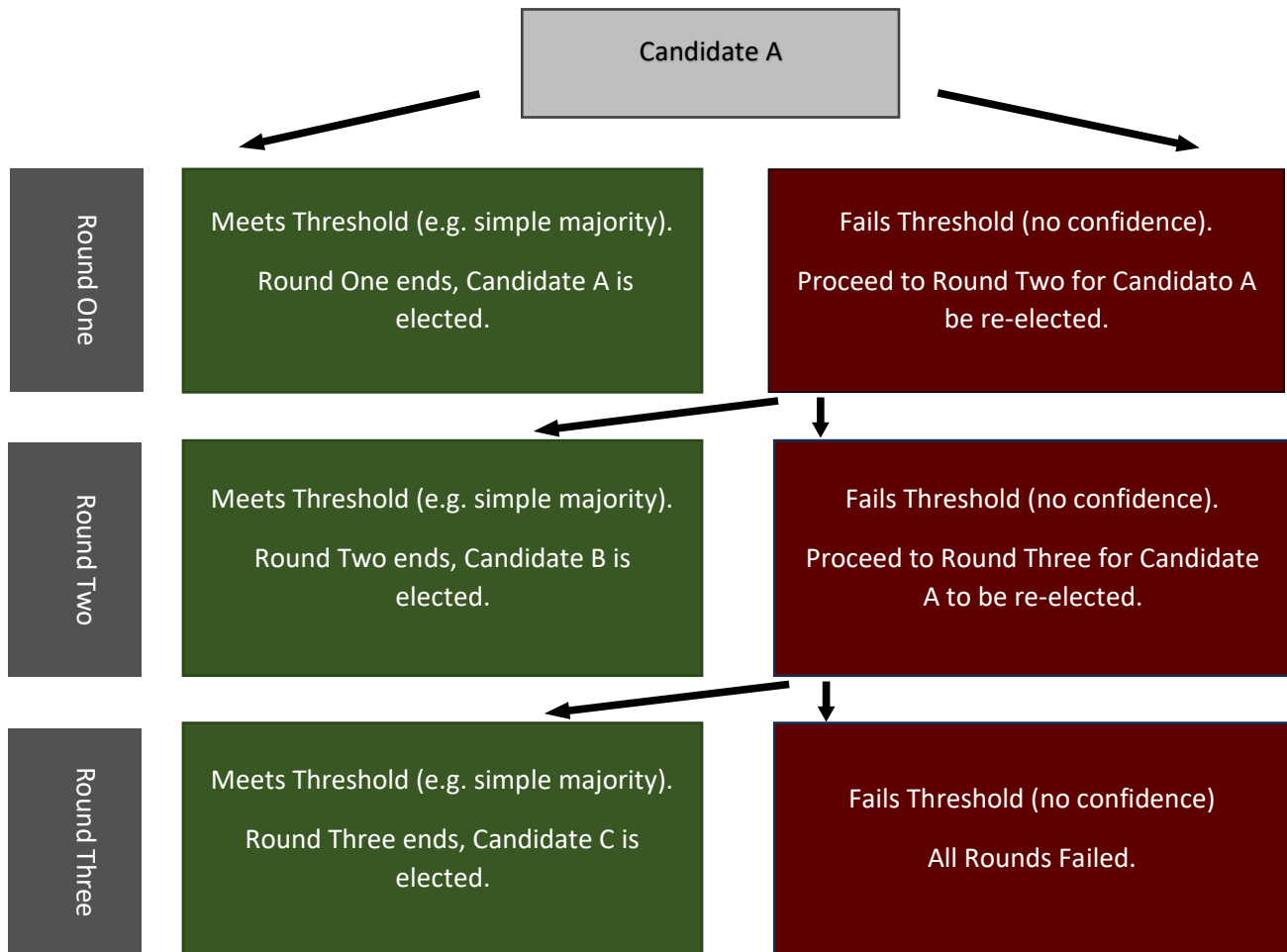


Figure 6

### 14.2.1 After three rounds of the candidates failing to meet a threshold,

- i. in the scenario that there is only one candidate and one position left open, the candidate shall automatically be elected into the position.
- ii. in the scenario that there is one candidate and multiple positions, the candidate shall not be elected into the position and may only contest for the other available positions. The candidate may choose the order of the remaining positions he wishes to run for.

- iii. in the scenario that there is more than one candidate and more than one position remaining, the candidate shall not be elected into the position and may only contest for other available positions.

14.3 Sequence of rounds for **two candidates**

Should there be two candidates running for a position, the candidate who receives a simple majority will be elected. The election rounds per position opened are to be followed as per Figure 7.

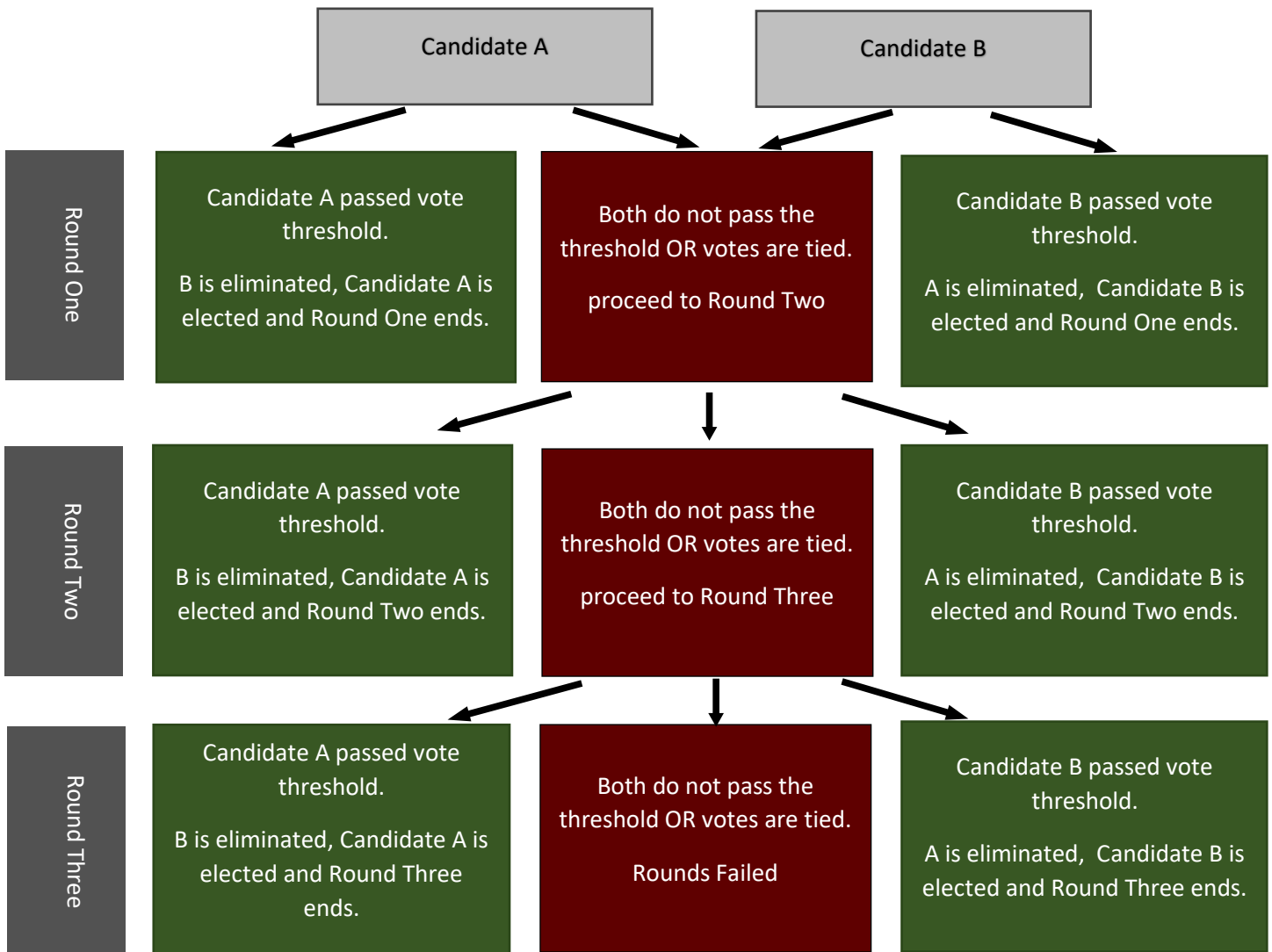


Figure 7



- 14.3.1 If both candidates do not meet a threshold in the third round, the elections for the position shall head into its fourth round. In the fourth round, all null votes (empty slips, non-votes, and no-confidence votes) shall be deemed invalid. The total vote count shall only arise from valid votes.

*Illustration*

*SMUSA's IE has a voting pool of 20 people. Of the 20 votes, 4 ballots indicated for candidate A, 5 ballots indicated for candidate B, and 11 ballots were null votes. SMUSA requires any candidate to meet a simple majority to be elected. Given that the 11 null votes are invalid in the fourth round, the total votes shall be reduced from 20 to 9. Thereby candidate B shall be elected into the position after gaining 5 out of 9 of the total valid votes.*

- 14.3.2 If both candidates' votes are tied after three rounds with the new voting pool in Section 14.3.1, the candidate with the highest vote attained from general elections shall be elected into the position.

### 14.4 Sequence of rounds for **three or more candidates**

Should three or more candidates be running for a position, the candidate who receives a simple majority will be elected. The election rounds per position opened are to be followed as per Figure 8.

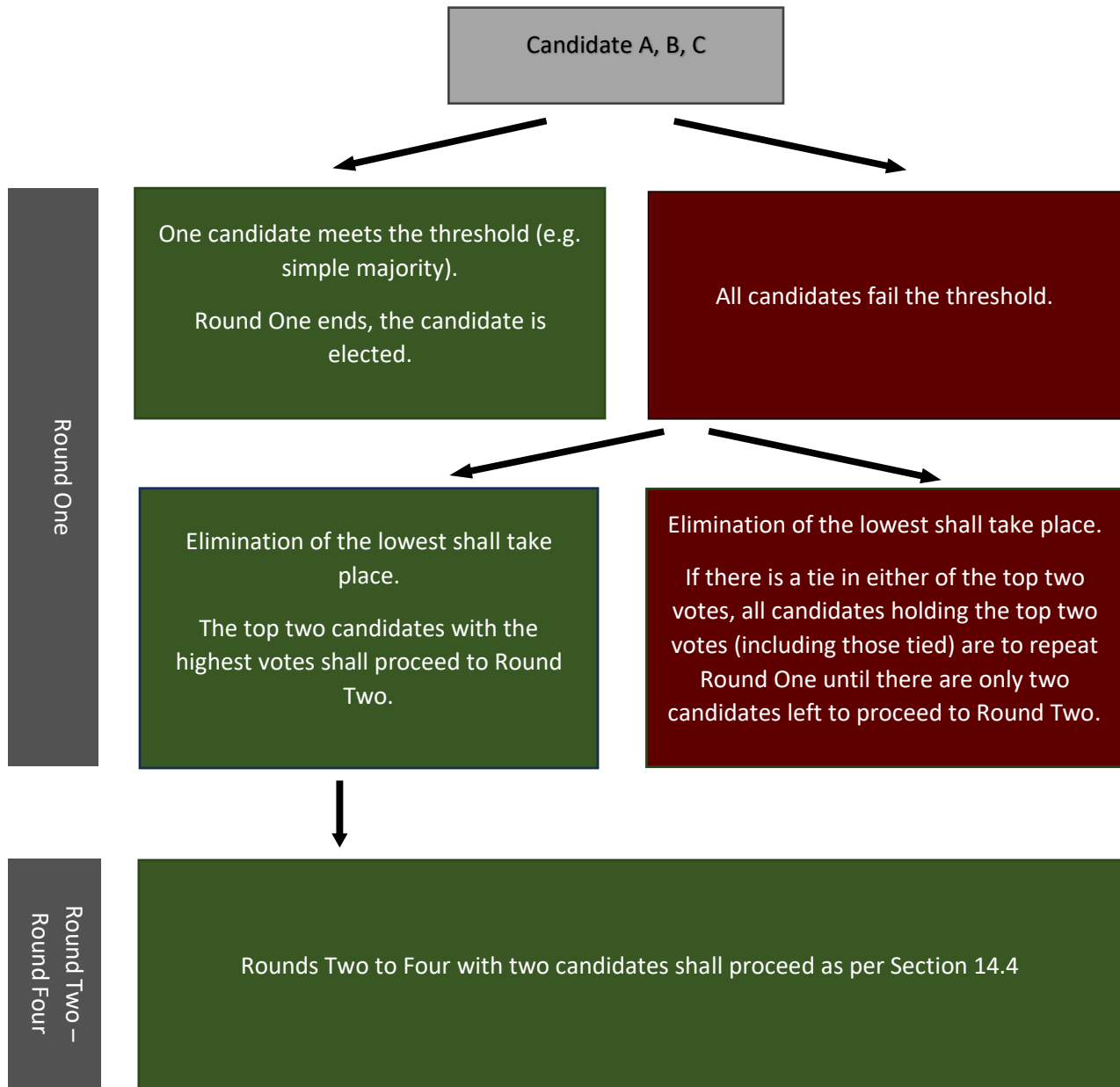


Figure 8

**Remarks**

The contents of this Standing Order were initiated by the Students' Association Council (SAC) in conjunction with the Office of Student Life (OSL) with various guidelines put together by various Members from the 16th SMUSA Council (SAC), 17th SMUSA Council (SAC), 18th SMUSA Council (SAC) and 19th SMUSA Council (SAC). The guidelines were updated and compiled into the Elections Standing Order by Members of the 20th SMUSA Council (SAC).