



### **Appeal Board Standing Order**

1. This document (the “**Standing Order**”) governs the procedural rules for the SMUSA Elections Fever (the “**Elections**”). The Elections includes, and is limited to, the elections of the SMUSA Executive Committee (the “**ExCo**”) and the Management Committee of Constituent Bodies (the “**CBds**”).
2. The SMUSA Council institutionalized an Appeal Board to adjudicate any appeals against decisions made by the Elections Committee for the Elections.

### **Procedure of an Appeal**

1. Candidates may only appeal against the Elections Committee’s decisions in the course of the Elections in accordance with the following procedure:
  - a. Candidates must appeal within three working days.
  - b. Candidates who were members of the incumbent council are automatically disqualified from appealing.
  - c. Candidates who are not disqualified pursuant to the aforementioned criteria and wish to appeal (**Appellant**) must consult the Honorary Secretary (**HGS**) of the respective CBds.
  - d. If the Appellant is of the view that the HGS of the respective CBds has failed to resolve the matter, the Appellant may e-mail the SMUSA HGS at [secretary@sa.smu.edu.sg](mailto:secretary@sa.smu.edu.sg) and the HGS of the respective CBds to further pursue the appeal.
  - e. Subject to the Rules governing the Composition of the Appeal Board, the SMUSA HGS will, within three working days, appoint three SMUSA Council Members and/or Elections Committee Officers to constitute an Appeal Board.
  - f. The Appeal Board will investigate the appeal and produce a written verdict within two working days.
  - g. The decision of the Appeal Board shall be final and not subject to any further appeal.

### **Composition of the Appeal Board**

1. The SMUSA HGS will ensure that the composition of each Appeal Board satisfies the following requirements:
  - a. Each member must not be from the same School CBd as the Appellant.
  - b. Each member must not be from the same CCA and CCA CBd as the Appellant.
  - c. Each member must not have or have had a personal relationship with the Appellant (e.g. not in a relationship or have not known the Appellant for more than 1 semester at the time of appeal).

### **Queries**

1. If there are any queries or disputes over the Standing Order, you may contact the SMUSA HGS at [secretary@sa.smu.edu.sg](mailto:secretary@sa.smu.edu.sg) or the SMUSA Deputy HGS at [a.secretary@sa.smu.edu.sg](mailto:a.secretary@sa.smu.edu.sg).