



SMU STUDENTS' ASSOCIATION

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 out-going Council shall interview and appoint the Elections Committee to administer the elections for the new Executive Committee. The various out-going Management Committees shall each appoint an Elections Committee to administer the elections for the respective new Management Committees. Each Elections Committee shall consist of 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 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 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:

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:

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 The Returning Officer of the Elections Committee shall announce all details with regards to the nomination of candidates, including without limitation the commencement and closing dates for nominations and instructions relating to the proper submission of nomination papers.

7.2 The Returning Officer, together with Office of Student Life, may reject any nomination paper that does not comply with the provisions of this Article or if the Elections Committee is not

satisfied that the nominated candidate is a person of integrity, good character and reputation, and shall serve upon such person a Notice of Rejection one day after the close of the nominations. Such notice shall be deemed to have been served when a formal email is sent to such person.

7.3 Counting and Verification of Votes:

7.3.1 The Returning Officer shall oversee the ballot and counting of votes with the assistance of the Elections Officers.

7.4 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.

7.5 CBd Returning Officers' duties for nominations:

7.5.1 Returning Officers of CBds shall adhere to Section 7.

7.5.2 The powers of Section 7 are vested in the Returning Officers of CBds.

7.6 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.

7.7 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 Sequence of Positions
 - 9.4.1 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.
- 9.5 Eligible Voters
 - 9.5.1 All Members of the club are eligible to vote in the club's EE.
 - 9.5.2 All candidates standing for the EE will be entitled to one vote each, including the position which they are contesting for.
- 9.6 Voting Mode:
Voting shall be conducted using a secret ballot (pen and paper).
- 9.7 Voting Threshold:
Candidates are to receive a simple majority of the votes cast to be elected into the position.
- 9.8 Elections Conduct

9.8.1 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.

9.8.2 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.

9.8.3 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.

9.9 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.

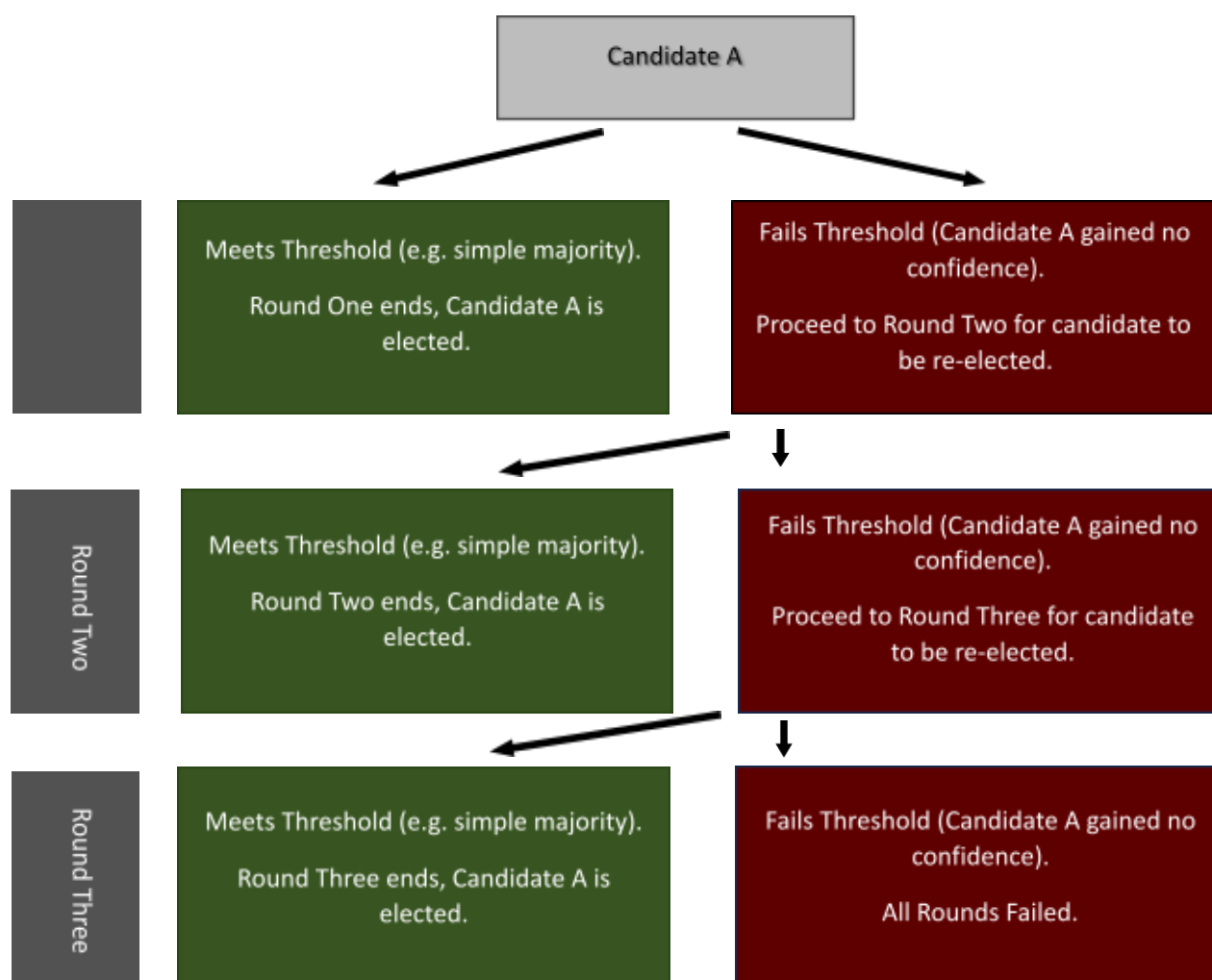


Figure 2

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.

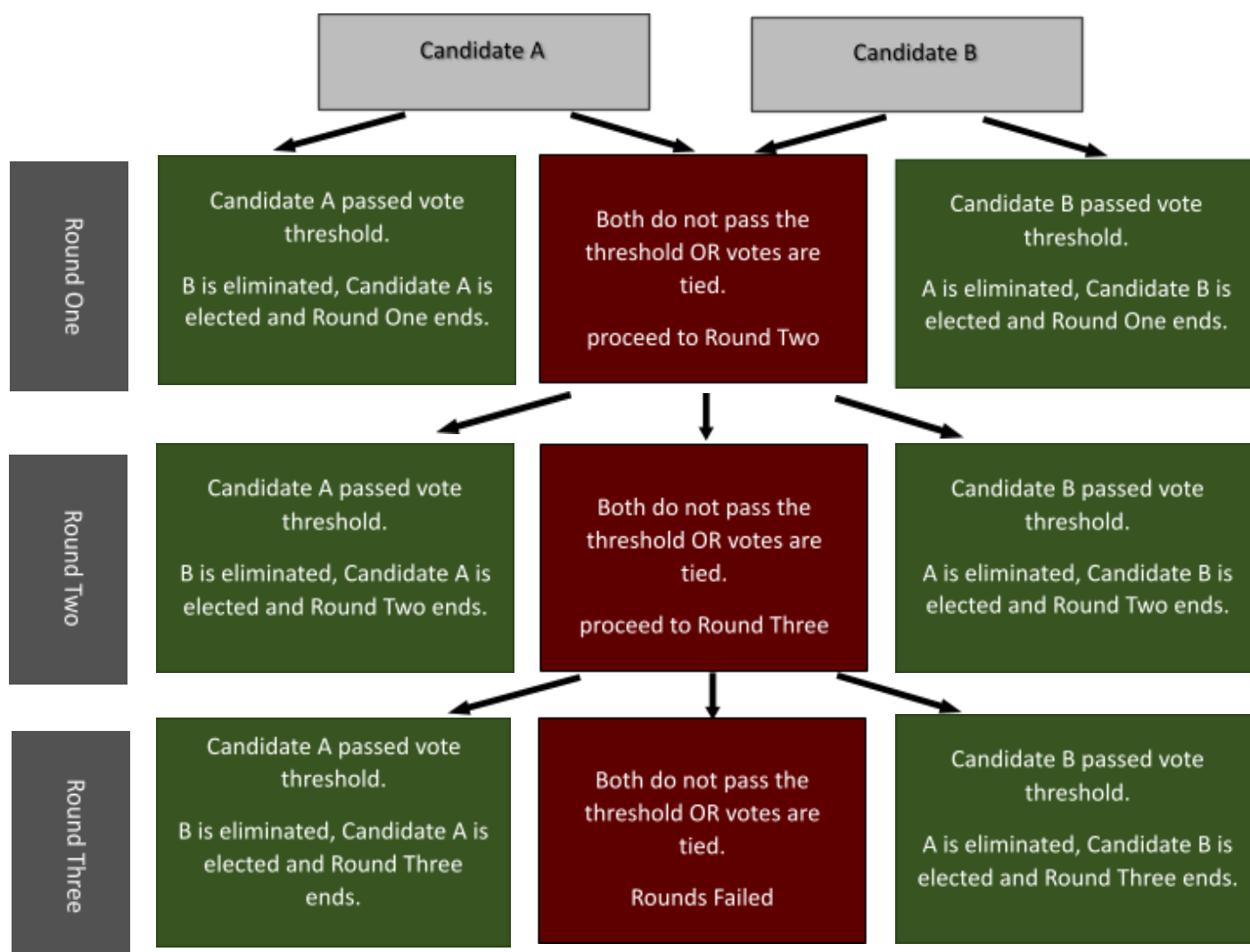


Figure 3

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.

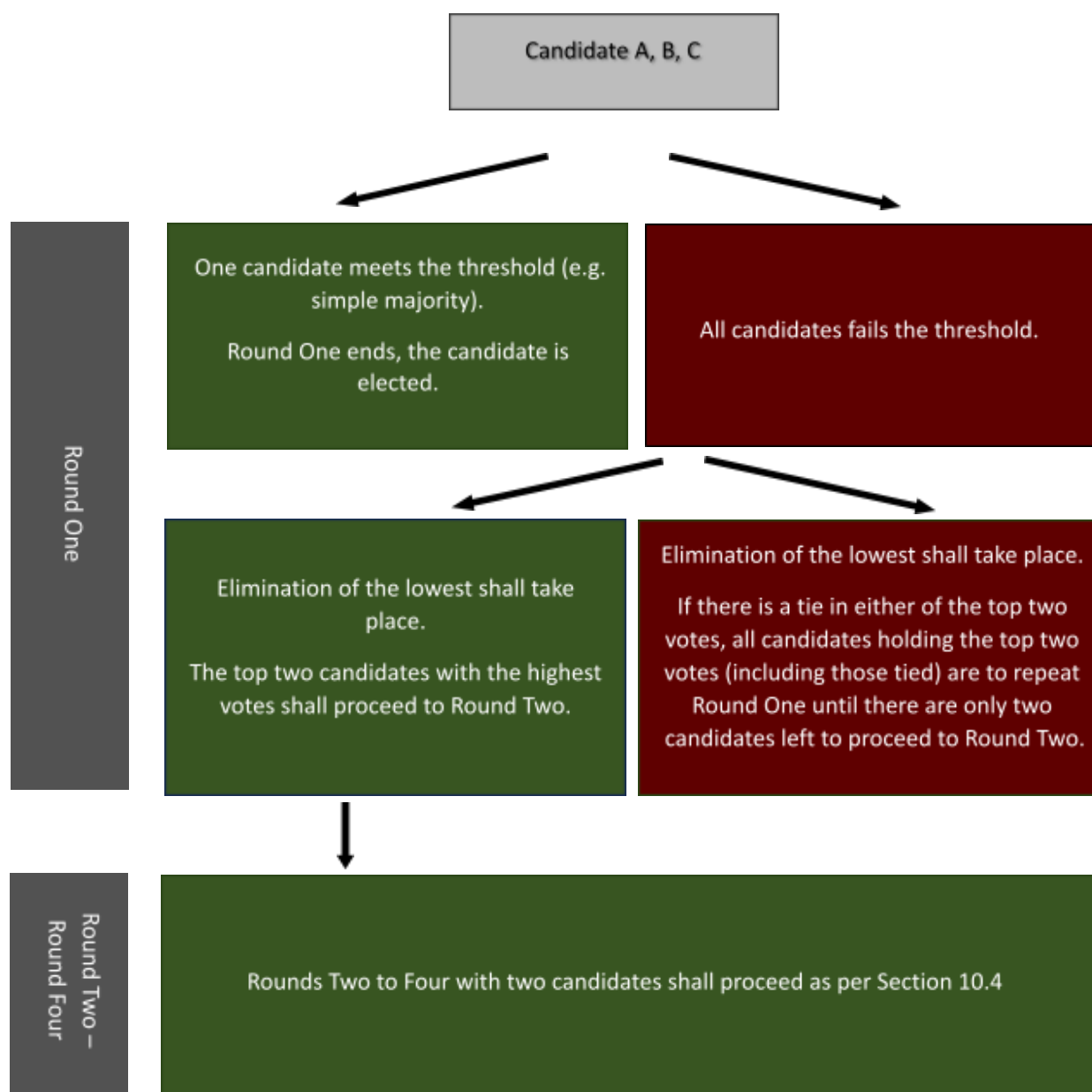


Figure 4

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 – Association’s Administrative Requirements for General Elections

12.1 Pre-elections Administrative Requirements

- 12.1.1 Prior to the commencement of the nomination period, every CBd’s HGS shall submit the following information to the SMUSA HGS:
- i. Elections Committee Information;
 - ii. The dates and timelines for the Nomination Period;
 - iii. The dates and timelines for the General Elections;
 - iv. The dates, timelines and venue(s) for the Internal Elections; and
 - v. any other information as may be reasonably required by the SMUSA HGS for the administration of the elections.
- 12.1.2 The information referred to in Section 12.1.1 shall be submitted by the deadline prescribed by the SMUSA HGS.

12.2 Submission of Nomination Documents

- 12.2.1 Upon the closure of the nomination period, the CBd’s HGS shall submit to the SMUSA HGS all completed nomination forms received from candidates.
- 12.2.2 Where any nomination is rejected or a candidate is dismissed from the election process, the CBd HGS shall submit to the SMUSA HGS:
- i. the reasons supporting the rejection or dismissal; and
 - ii. any supporting evidence relied upon in making the decision.
- 12.2.3 The documents referred to in Sections 12.2.1 and 12.2.2 shall be submitted no later than the end of the nomination period.
- 12.3 Upon receipt of the documents referred to in Section 12.2.2, the SMUSA HGS shall review the decision together with the relevant Members of the SMUSA Council.
- 12.4 Where the SMUSA HGS determines that the dismissal or rejection was conducted fairly and in accordance with the Constitution and this Standing Order, the CBd HGS shall be informed accordingly and the election process shall proceed.

- 12.5 Where the SMUSA HGS determines that the dismissal or rejection was not conducted fairly or was inconsistent with the Constitution or this Standing Order, the SMUSA HGS may:
- i. revoke the dismissal or rejection of the candidate;
 - ii. direct the CBd to reinstate the candidate into the General Elections;
 - iii. issue such directions as may be necessary to preserve the fairness and integrity of the election
- 12.6 The SMUSA HGS shall communicate the outcome of the review to the CBd HGS no later than 3 days before the commencement of the General Elections campaigning period.
- 12.7 General Elections Results and Confidentiality
- 12.7.1 Upon the conclusion of the General Elections, the SMUSA HGS shall notify the respective CBd HGS of the official election results.
 - 12.7.2 Individual voting records, ballot information and any information capable of identifying how any person voted shall remain strictly confidential.
 - 12.7.3 No CBd Member, Elections Committee Member, Returning Officer or CBd HGS shall request, disclose or receive any information relating to individual voting records or voting preferences beyond the official election results announced by the SMUSA HGS.

Section 13 – General Elections Campaign Guidelines

- 13.1 All candidates shall adhere to the following campaigning guidelines:
- 13.1.1 Each candidate must stand for election as an individual and must not associate himself with any other candidate standing for the same election.
 - 13.1.2 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.
 - 13.1.3 Where a candidate conducts campaigning through a dedicated campaign account on any social media or online platform, the candidate shall comply with the following requirements:
 - i. Where a candidate creates a dedicated campaign account on any social media or online platform for the purpose of the election, such account may only be activated no earlier than three (3) days before the commencement of the campaigning period

- ii. Candidates shall deactivate, make private, or otherwise render inaccessible their campaign accounts immediately upon the conclusion of the voting period.
 - iii. The Elections Committee or Returning Officer reserves the right to take any action deemed necessary against candidates who use online platforms in bad faith or in a manner inconsistent with the spirit of fair and orderly elections.
- 13.1.4 Campaign materials produced, published, or disseminated by candidates shall not be altered, reproduced, republished, or distributed on any platform in a manner deemed by the Elections Committee or Returning Officer to be malicious, defamatory, misleading, or prejudicial to the fairness and integrity of the election.
- 13.1.5 Where any campaign material is found to have been used in contravention of Section 12.1.4, the Elections Committee or Returning Officer may direct that such material be removed and may take any action deemed necessary to safeguard the fairness and orderly conduct of the election.
- 13.1.6 Any candidate who passes defamatory remarks towards other candidates shall be disqualified.
- 13.1.7 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.
- 13.1.8 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.*
- 13.1.9 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.
- 13.1.10 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 14 – Internal Elections

14.1 Neutral Party

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

14.1.2 The Neutral Party shall have the following responsibilities:

- i. Ensure that all election procedures are conducted in accordance with the relevant Standing Orders, guidelines, and requirements.
- ii. Ensure that the Returning Officer and Elections Officer remain impartial and do not exercise any direct or undue influence over the conduct or outcome of the elections.
- iii. Observe the election proceedings and report any irregularities or breaches of election procedures to the appropriate authority.
- iv. Where the Neutral Party identifies a breach of these Election Standing Order, the Neutral Party shall first issue a warning to the person or party responsible and, where practicable, require the breach to be rectified immediately. The Neutral Party must file a formal report to the SMUSA Honorary General Secretary where:
 - (a) the breach cannot reasonably be resolved or rectified on the spot; or
 - (b) the breach continues or recurs after a warning has been issued by the Neutral Party in respect of that specific matter.

The formal report shall set out the nature of the breach, the warning or directions issued, any response received, and any relevant supporting evidence.

14.1.3 The Neutral Party shall not:

- i. Be an existing member of the Elections Committee
- ii. Pose questions to candidates during the election proceedings.
- iii. Cast any vote that may affect the outcome of the elections.

14.1.4 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.

14.1.5 School CBds shall have a Neutral Party during IE.

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

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

14.2.1 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.

14.3 Voting Rights

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

14.3.2 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.

14.4 Voting Mode:

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

14.5 Elections Conduct

14.5.1 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.

14.5.2 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.

14.5.3 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.

14.5.4 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*.

14.5.5 Candidate Compliance with Procedural Guidelines

Candidates shall comply fully with the Elections procedural guidelines of

their respective CBd. Any breach of these guidelines may result in:

- i. A formal warning issued by the Elections Committee; or
- ii. Suspension of the candidate's campaign privileges; or
- iii. Disqualification from the election, subject to the joint decision of the Elections Committee and the Neutral Party.

14.5.6 Following the conclusion of the Internal Elections, the CBd HGS shall submit an Internal Elections Report to the SMUSA HGS in the prescribed format.

14.5.7 The report shall include, where applicable:

- i. the dates of each Internal Elections sitting;
- ii. the commencement and conclusion times of each sitting;
- iii. attendance and quorum achieved;
- iv. the positions contested;
- v. the candidates contesting each position;
- vi. the outcome of each election round;
- vii. any adjournments, postponements or continuation of proceedings;
- viii. any complaints, disputes or procedural issues raised during the Internal Elections; and
- ix. any other information required by the SMUSA HGS.

14.5.8 Where the SMUSA HGS has exercised the powers under Section 12.5, that further oversight is necessary, the SMUSA HGS may appoint a representative to observe the entirety of the Internal Elections proceedings:

- i. The appointed representative shall observe the conduct of the Internal Elections to ensure compliance with the Constitution, the Elections Standing Order and any applicable election procedures.
- ii. Where the representative identifies any breach of this Standing Order or conduct that may compromise the fairness or integrity of the election, the representative shall first notify the respective CBd's Elections Committee and provide an opportunity for the breach to be rectified where reasonably practicable.
- iii. Upon consideration of the report, the SMUSA HGS may determine that any election conducted in contravention of this Standing Order is invalid and may direct that the affected position or positions be re-contested on a date determined by the SMUSA HGS.

- iv. Any direction issued by the SMUSA HGS under this Section shall be binding upon the relevant CBd.

Section 15 – Illustration of IE Rounds

- 15.1 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.
- 15.2 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.

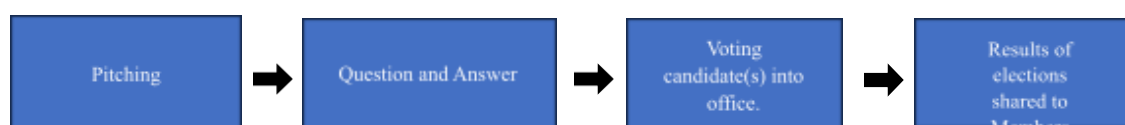


Figure 5

15.3 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.

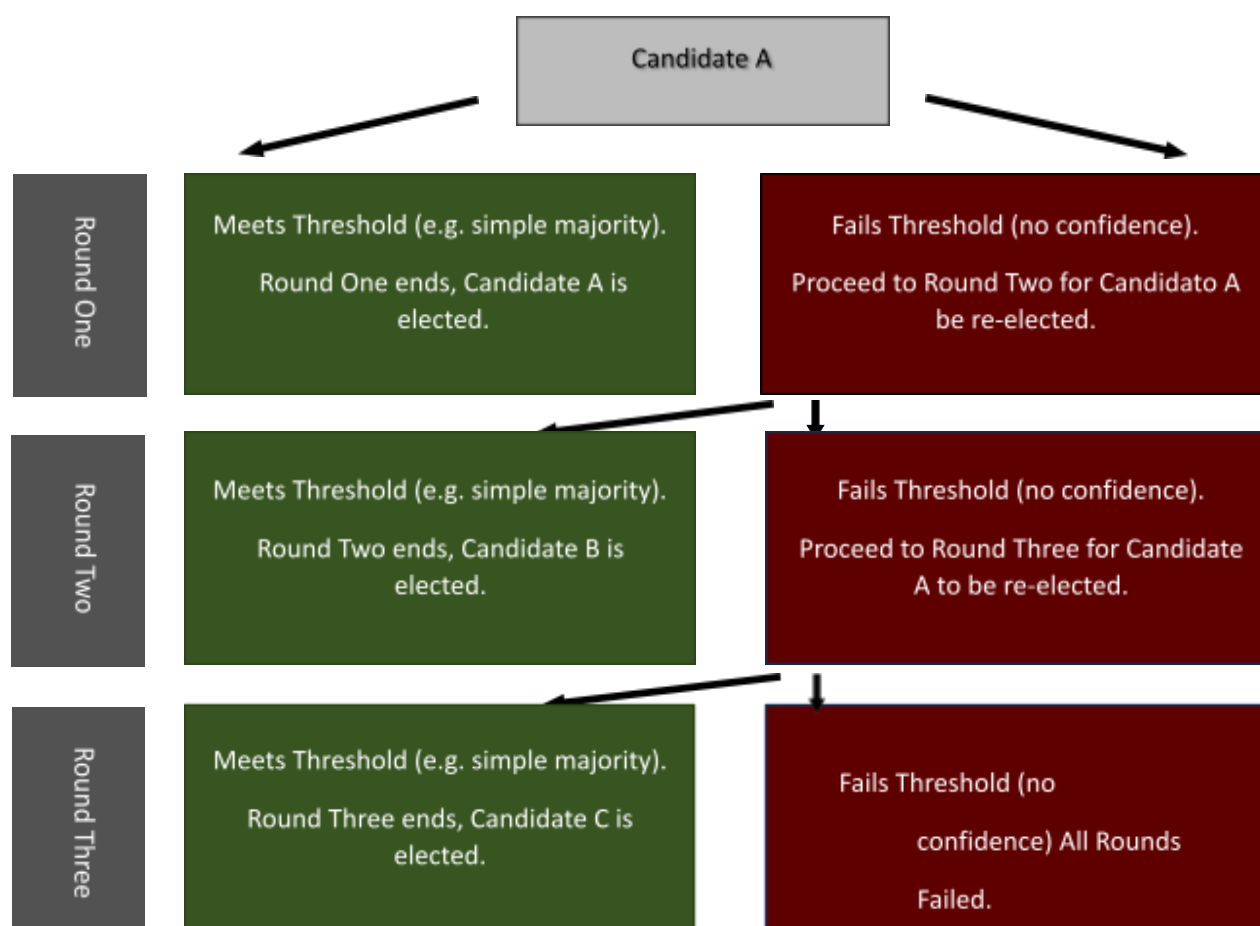


Figure 6

15.3.1 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.

15.4 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.

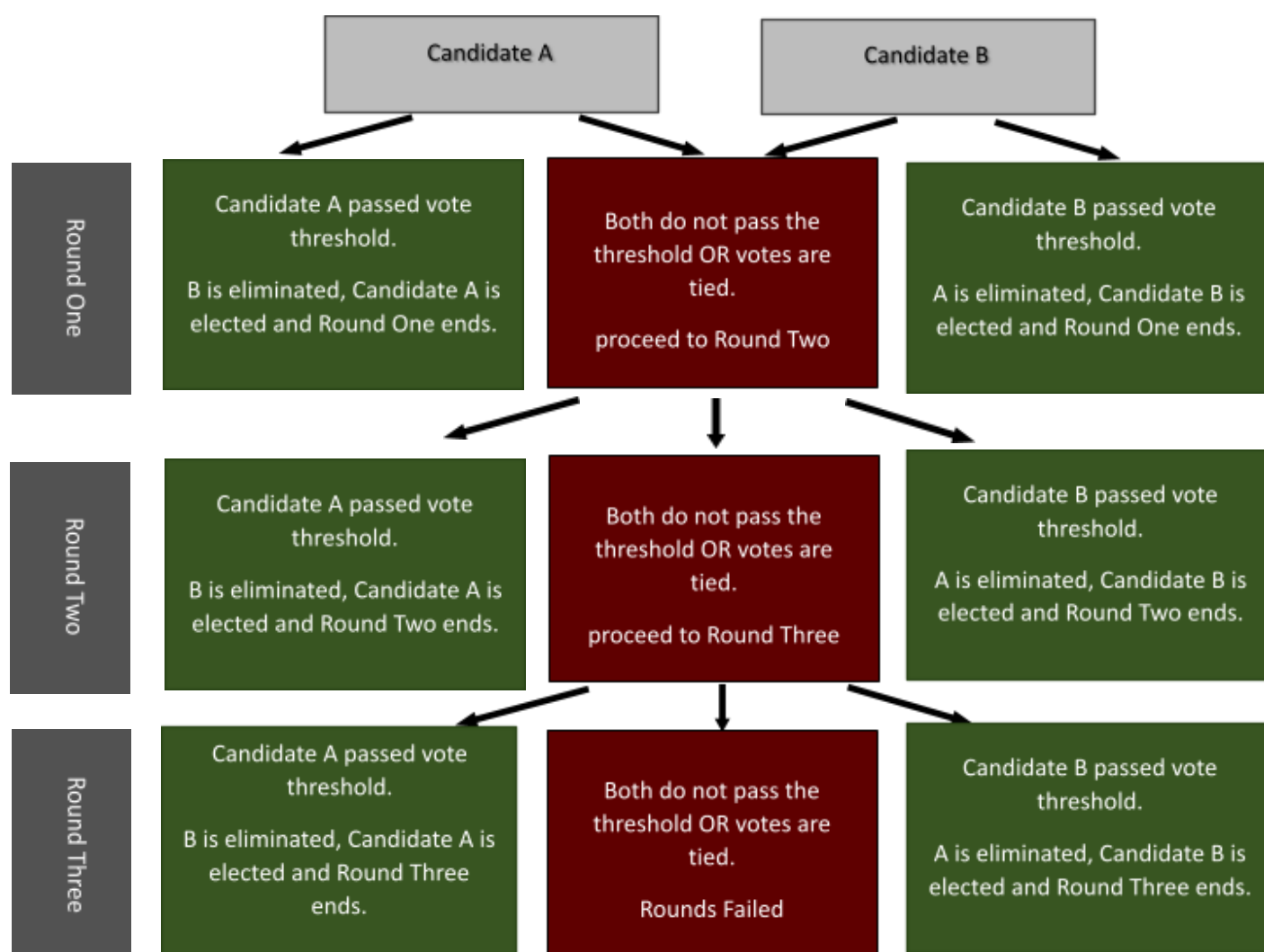


Figure 7

- 15.4.1 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.

- 15.4.2 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.

15.5 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 8.

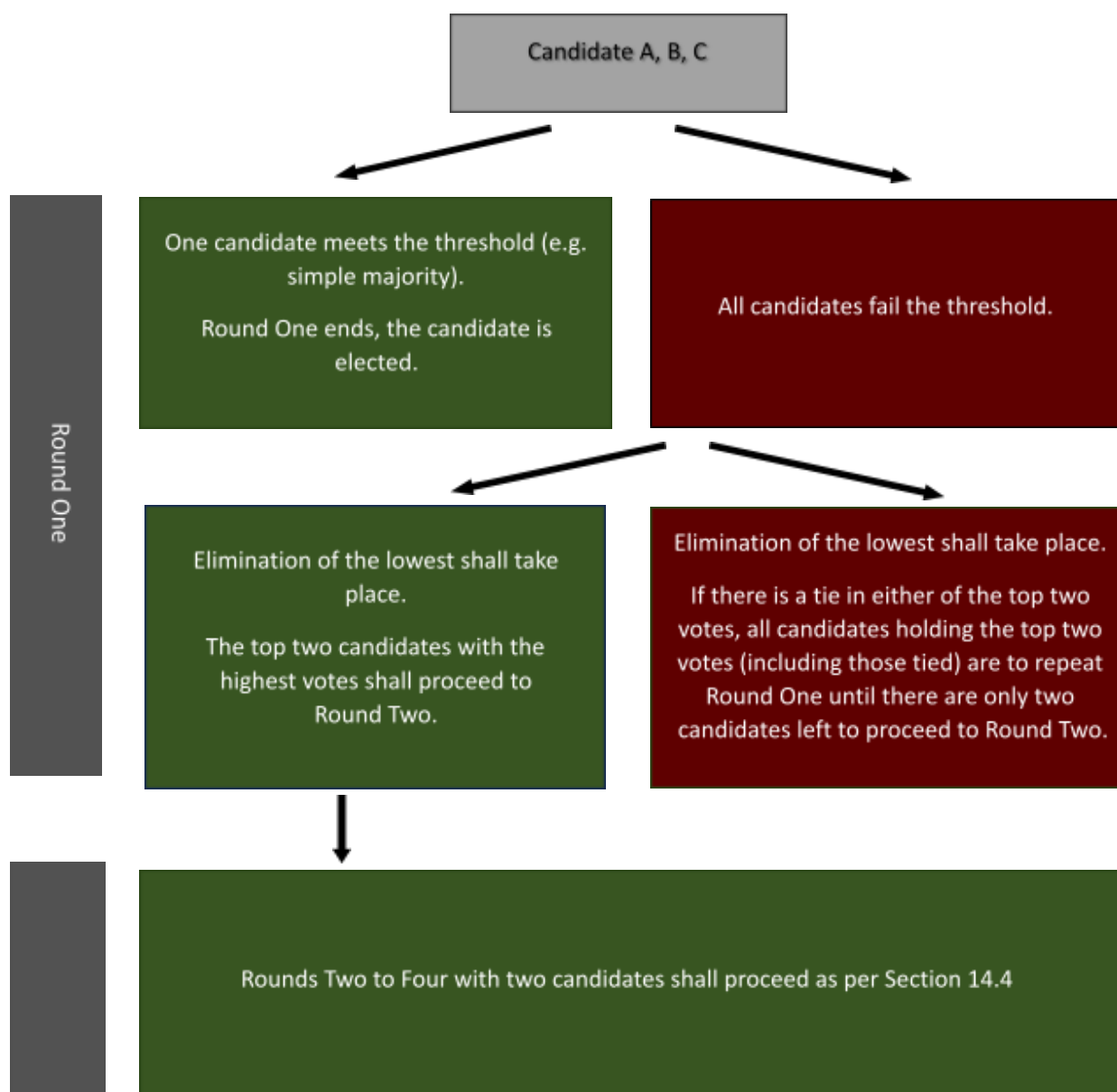


Figure 8

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).

Last updated on 10th August 2026, by the 22nd SMUSA Council (SAC).