

<NUS Students' Community Service Club>

Version as of 11 Aug 2025

2025 AY 2025/2026 NUS Students' Community Service Club Election Standing Orders

Citation

1. This Standing Order may be cited as the **NUS Students' Community Service 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 respective Constituent Club's Constitution;
 - f. The Standing Orders of the Union Election Committee; and
 - g. The Standing Orders of the respective Constituent Club Election Committee.

Election Committee

3. The Election Committee has the power to:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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:
 - a. Returning Officer:
 - i. Hong Seoyeon
 - b. Election Officers:
 - i. Khor Jan Xuan
 - ii. Mellisa Ng

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5. The Election Committee can be contacted at: nuscsc.elections@u.nus.edu
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
To: nussu.president@u.nus.edu
CC: blee@u.nus.edu, nuscsc.pres@u.nus.edu, nuspa.president@u.nus.edu, pzhu@u.nus.edu

General Provisions

7. A member of the <NUS Students' Community Service Club> is defined as an existing NUS student in AY25/26 that shall have the right to:
 - a. stand for election, nominate or second a candidate for election, and vote in elections of the Management Committee and elections of the Executive Committee;
 - b. attend, speak and vote at General Meetings;
 - c. participate in activities of the Club; and
 - d. be co-opted
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:
 - a. A NUSSU Executive Committee Representative (Exco Rep) of the Constituent Club; or
 - b. A Management Committee member of the Constituent Club, for the following positions:
 - i. President
 - ii. Vice-President (Regular Volunteer Programme)
 - iii. Vice-President (Special Projects)
 - iv. Vice-President (Exploratory Programmes)
 - v. General Secretary
 - vi. Deputy General Secretary
 - vii. Finance Secretary
 - viii. Deputy Finance Secretary
 - ix. Volunteer Management Director
 - x. Deputy Volunteer Management Director
 - xi. Publications and Publicity Director
 - xii. Deputy Publications and Publicity Director
 - xiii. Welfare Relations Director
 - xiv. Deputy Welfare Relations Director
10. A Member shall not be eligible for election to the Union Council or Exco if he/she is:
 - a. found guilty of a disciplinary offence under the provisions of the NUS Statute 6, Regulations 10 and 10A: on Discipline with Respect to Students;
 - b. 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**:

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- 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 **Direct-Internal** elections.
 14. The election process shall contain the following components:

Date	Event
19 August 2025, 0000 – 24 August 2025, 2359	Nomination Period for Management Committee (MC) Candidates
19 August 2025, 0000 – 26 August 2025, 2359	Nomination Period for NUSSU Executive Committee (EXCO) Representative Candidates
25 August 2025, 20:00 – 28 August 2025, 22:00	Electoral Interviews for MC Candidates
MC Candidates: 25 August 2025, 00:00 – 28 August 2025, 23:59 NUSSU EXCO Representative Candidates: 27 August 2025, 00:00 – 30 August 2025, 23:59	Campaigning Period
MC Candidates: 29 August 2025, 00:00 – 23:59 NUSSU EXCO Representative Candidates: 31 August 2025, 00:00 – 23:59	Cooling Off Day
30 August 2025, 09:00 – 22:00 31 August 2025, 09:00 – 22:00	MC Candidates Elections
2 September 2025	Announcement of Results for MC Elections
1 - 3 September 2025	NUSSU EXCO Representative Polling Days (External Elections)

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5 September 2025	Announcement of Results for NUSSU Exco Representative Elections
6 September 2025	Club Annual General Meeting
20 - 21 September 2025	47 th NUSSU Council First Council 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 who was also a 46th NUSSU Council Representative 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.
 - a. These Members are:
 - i. Dewi Murni Binte Musa, who is contactable at nuscsc.pres@u.nus.edu.
 - ii. Khor Jan Xuan, who is contactable at nuscsc.treasury@u.nus.edu.
 - iii. Faith Arielle Peh, who is contactable at nuscsc.vpsp@u.nus.edu.
18. For MC Candidates, the nomination form shall be completed and submitted together with the nominees declaration form to the Elections Committee via email (nuscsc.elections@u.nus.edu)
19. 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.
20. 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.

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

MC Electoral Interviews

22. MC Candidates with accepted nominations by the Elections Committee shall have to go through an interview with the club's Election Interview Board (EIB). Only MC candidates who have passed the interview can proceed to Elections.
23. The interview will be conducted by the Election Interview Board to evaluate MC candidates on the following:
- a. Understanding of club's structure
 - b. Understanding of club's management committee roles
 - c. Expectations on their upcoming terms
 - d. Leadership qualities and traits
 - e. Past experiences in the club
 - f. Other relevant information that can help EIB evaluate suitability of candidates as the incoming MC.
24. The interview shall be within 45 to 50 minutes.
25. The Election Interview Board comprises of the following members:
- a. Dewi Murni Binte Musa (Ms.)
 - b. Faith Arielle Peh (Ms.)
 - c. Hong Seoyeon (Ms.)
 - d. Leong Kai Yuan, Arthur (Mr.)
 - e. Thai Qing Qing (Ms.)
26. The Election Interview Board can be contacted at nuscsc.eib@u.nus.edu.
27. The Election Interview Board will inform the Election Committee on the results of the interviews for communication with the candidates

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Campaigning

28. The campaigning period begins immediately after the nomination period ends.
29. Throughout this period, successful nominees may initiate various publicity efforts to inform Members of their intended candidature.
30. 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.
31. 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 47th 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).
32. Candidates who are unsure whether their publicity materials are permissible are advised to check with their respective Election Committees beforehand.
33. 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.
34. Exco and Management Committee Candidates shall remove their physical publicity materials 24 hours before the External Elections. Online publicity materials may remain but no new online publicity materials shall be created or distributed.
35. There shall be one day of cooling-off before the voting day for both Exco and MC Candidates.

External Elections

36. The External Elections shall be for the election by voting of the NUSSU Exco Representative of the Club and/or the Management Committee members.
37. Candidates for the Management Committee shall be elected on different ballots from candidates for the NUSSU Executive Committee Representative.

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- a. 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.
- 38. 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 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.
- 39. 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.
- 40. To pass a Contested Vote, the valid votes cast for each Candidate shall be totaled. 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.
 - a. 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.
- 41. It is the right of the Candidate, should he/she choose to so, to vote for him/herself.
- 42. For the avoidance of doubt, "Abstain" votes shall not contribute to the number of valid votes cast.
- 43. The results of External Elections shall be announced within 3 working days of their elections.

MC Internal Elections

Terms and Definitions

- 44. The Elections Committee of NUS Students' Community Service Club comprises one Election Chairman and two Election Officers, all of whom are Neutral Parties
- 45. A Neutral Party is defined as an individual who has no direct influence on the outcome of the election process.
- 46. The Election Chairman, also termed as the Returning Officer, presides over the Club's Election Procedures.
- 47. The Election Officers will assist the Election Chairman with the Election Procedures.
- 48. An Independent Observer is defined as any individual who is present for the Elections and has no voting rights. The Election Chairman may accord any of such individuals an independent observer status.
- 49. A current Office Bearer is defined as an elected or co-opted member of the outgoing Management Committee.

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- 50. An Election Candidate is defined as any successfully nominated individual who is running for a Management Committee position and who, at the point of Appointment, does not hold any incoming portfolio of any Management Committee position of the Club and other NUSSU Constituent Clubs.
- 51. A member of the Club is defined as any full-time matriculated undergraduate in NUS who is a member of the NUSync CSC page portal at the time of elections
- 52. The Election Chairman, Election Officers, Neutral Parties, Election Candidates and current Office Bearers must be, or have been, matriculated students of NUS at any point in time.
- 53. A Proposer is defined as a voting member, or a member of the Elections Committee, who proposes a motion(s), clause(s), and/or challenge(s) during the Election.
- 54. A Seconder is defined as a voting member who supports a motion(s), clause(s), and/or challenge(s) which was/were proposed by the Proposer during the Internal Election.

Roles and Responsibilities

Election Chairman

- 55. The Election Chairman title is conferred upon NUS Students' Community Service Club's outgoing President by virtue of his/her appointment, unless otherwise.
- 56. To conduct the Election to the best of his/her abilities and in integrity and honesty so as to uphold the good name of the Club.
- 57. To preside over the Election Procedures in accordance to the Election Standing Orders in all truth, honesty and integrity.
- 58. To be the time master and gate keeper of the entire Elections.
- 59. To be conferred the right to sanction the use of defamatory language, remark and personal attack made against any member of the Elections Committee, Election Candidates, Neutral Parties, Independent Observers and current Office Bearers by any member of the Elections Committee, Election Candidates, Neutral Parties, Independent Observers and current Office Bearers.
- 60. In the event wherein the Election Chairman is unable to perform his/her duty due to unforeseen circumstances, the most senior Election Officer shall assume the duties of Election Chairman.

Election Officers

- 61. Election Officers will not have any direct influence on the outcome of the election process.
- 62. To ensure that Internal Election Procedure is run in accordance to the Election Standing Orders in all truth, honesty and integrity.

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63. In the event wherein there are more than one Candidate contesting for the same position during the election, an Election Officer will play chaperone to the Candidate(s) who is/are not delivering his/her election speech or participating in his/her Question-and-Answer session.

Election Candidate(s)

64. An Election Candidate is defined as any successfully nominated individual who is running for a Management Committee position and who, at the point of Appointment, does not hold any incoming portfolio of any Management Committee position of the Club and other NUSSU Constituent Clubs.

65. To stand for nomination(s) and election(s) for the incoming Management Committee.

Independent Observer(s)

66. An Independent Observer is defined as any individual who is present for the Elections and has no voting rights. The Election Chairman may accord any of such individuals an independent observer status.
67. To ensure that the Internal Election process is just and fair, and in the best interest of the Club and Election Candidates.

Procedure

68. This election is for the election of elected Management Committee members into the following positions:
- a. President
 - b. Vice-President (Regular Programmes)
 - c. Vice-President (Special Projects)
 - d. Vice-President (Exploratory Programmes)
 - e. General Secretary
 - f. Deputy General Secretary
 - g. Finance Secretary
 - h. Deputy Finance Secretary
 - i. Volunteer Management Director
 - j. Deputy Volunteer Management Director
 - k. Publications and Publicity Director
 - l. Deputy Publications and Publicity Director
 - m. Welfare Relations Director
 - n. Deputy Welfare Relations Director
69. The Returning Officer shall open the floor up to nomination of candidates. Each nomination shall be proposed and seconded.
- a. A candidate may propose, but not second, his own nomination.
 - b. No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.

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- c. The nominations shall be subject to the consent of the respective candidates if the candidate did not propose his own nomination.
70. 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.
71. If there are no candidates for the position, the Returning Officer shall reopen the floor to nomination of candidates.
- a. 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.
72. Each candidate shall have thirty (30) minutes to present followed by thirty (30) minutes of question-and-answer session by the floor, otherwise specified by the Election Committee. 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 recuse themselves to another physical venue.
- a. The time for presentation and question-and-answer for each candidate may be extended and such extension shall be approved by the floor.
73. 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.
74. For a Contested Vote, the candidate with the most number of valid votes cast shall be deemed elected to 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.
75. If the candidate, having faced a Vote of Confidence, fails to secure the necessary approval, the Returning Officer shall restart the process.
- a. The candidate who previously failed to secure the approval shall be eligible to be nominated again.
 - b. If the new process results in a candidate failing to secure a Vote of Confidence, the election of the position shall be adjourned to the next meeting of the Management Committee.

Annual General Meeting

76. 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

77. The number of Exco members to be elected from NUS Students' Community Service Club to the Union Council shall be 2 as per NUS Regulation 9, rule 9(b).
78. 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

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President will follow the relevant clauses laid down in their individual Constituent Club Constitutions on choosing Union Council members from their MC.

- a. 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.
79. 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.
80. 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.
81. 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

82. 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.
83. 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

84. 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 nussu.president@u.nus.edu. 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.

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85. 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 nussu.president@u.nus.edu. 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.