

## TUNG WAH COLLEGE

### Student Affairs Office

### Regulations Governing the Conducting of the Election of Student Representatives on boards or committee in Tung Wah College

#### 1. Introduction

This paper stipulates the regulations (the Regulations) governing the conducting of the election of Student Representatives on boards or committees in Tung Wah College (the College).

#### 2. Boards or committees in the College that include member(s) of Student Representative:

| Board/Committee  | No. of Student Representatives to be elected | Remark   |
|--|--|--|
| College Council  | 1  |  |
| Academic Board   | 2  |  |
| Academic Regulations Committee   | 2  |  |
| General Education Committee  | 2  |  |
| Learning and Teaching Committee  | 2  |  |
| Quality Assurance Committee  | 1  |  |
| School Board:<br>(1) School of Arts and Humanities<br>(2) School of Management<br>(3) School of Medical and Health Sciences<br>(4) School of Nursing | 2<br>2<br>2<br>2                             | Candidate must be student from the respective School |
| Student Affairs Committee (STUAC)  | 2  |  |

### **3. Timetable**

- 3.1 The period of nomination is 1 December to 31 December every year.
- 3.2 The period for the election campaign is 1 January to 21 January every year.
- 3.3 The date of voting is one specified date falls between 22 January to 31 January every year.
- 3.4 The Chairman of the STUAC may make decision to postpone the timetable for not more than one month in special situation.

### **4. Election Officer**

- 4.1 A staff as nominated by the Head of Student Affairs and approved by the Chairman of STUAC shall act as the Election Officer for the election of Student Representatives.
- 4.2 The Election Officer shall be responsible for the implementation of these regulations as well as the proper conducting of an election in a fair manner to all candidates.

### **5. Nomination**

- 5.1 All TWC full-time students who would like to run for the election should have nomination from at least 10 full-time TWC students who have the voting right with the confirmation from Election Officer that he/she has no student disciplined record during his/her study in the College.
- 5.2 The Election Officer should process the nomination within 5 working days and advise the confirmation result to the respective student.
- 5.3 Each student is allowed to run for at most two posts of Student Representative at the same term.
- 5.4 If there is no nomination, the Election Officer will announce the relevant post be in vacant for that term.

### **6. Voting Procedures**

- 6.1 Electronic voting in Blackboard or any other electronic platform which is approved by the Chairman of STUAC will be adopted.
- 6.2 Every full-time TWC student will have one vote for each board/committee in the College.
- 6.3 Only the full-time students from the respective School are eligible to vote for the Student Representative of that School Board.
- 6.4 No proxy will be allowed.

### **7. Determination and Confirmation of Results**

- 7.1 The Election will be valid with at least 10% of full-time TWC students' valid vote.
- 7.2 As for the election of Student Representatives of School Board, the counting of 10% should be the total number of full-time TWC students at the respective School.
- 7.3 The candidate who has received the most valid votes shall be declared duly elected.
- 7.4 The Election Officer should make announcement to all students and staff no later than the next working day once the confirmed results have been reached.
- 7.5 If two or more candidates receive the same number of votes, a further election in respect of these candidates shall be held, details of which shall be determined and announced by the Election Officer as soon as practicable.

## **8. Term of office**

The term of office will be started from the day of announcement according to clause 7.2 for one year.

## **9. Re-election**

9.1 Re-election is required when any seat of student representative in Board / Committee is in vacancy.

9.2 Head of Student Affairs is authorized to assign an Election Officer to arrange re-election within one month after the vacancy happened by following the above regulations.

9.3 The term of office for the Student Representative(s) through Re-election will be ended on the same day of the Student Representative who is elected through the Annual Election as specified in clause 3.

9.4 If the re-election of any post which has been conducted for once or the term of office of the vacancy is less than 3 months, Head of Student Affairs may make a decision not to conduct the Re-election.

## **10. Amendment**

The Regulations shall be reviewed from time to time and any amendment should be made under the approval of the STUAC.

**(End)**