

Student Development Elections Process

Make today matter

I want to run for election!



Step 1: Application

Prospective student leaders nominate themselves using the link that is provided by the structure they are planning to run for.

The nomination forms are linked to election officials in the Department of Student Affairs (DSA) – Structures do not have access to the information at this stage.

The nomination form contains more information for applicants, including links to relevant policies etc., to assist students in making an informed decision in preparation of their leadership. These forms should be completed carefully as the data cannot be rectified or changed after this stage of the process.

Students will receive a copy of their completed form to serve as proof of their nominations as well as confirmation of their information. This should be retained.

Step 2: Vetting – Round 1

At this stage of the process the nominations are closed, and students' information will be processed by DSA officials. During this check the DSA confirms the requirements from the Policy of Organised Student Life (OSL).

The DSA will at this stage confirm that students have the 60% GPA for the term preceding the election (Student's data can be drawn even if a student is financially unsuitable on the system. Therefore, do not let this prevent you from running).

After the DSA vetting has occurred, a list, with all eligible and ineligible applicants will be sent to each of the specific structures' election representatives (This is the structure's representative that will deal with all matters of election).

Step 3: Vetting – Round 2

Structural Representatives will use the list from step 2 to further vet all applicants in relation to structural requirements.

Structural Requirements are the extra factors that each specific structure requires for a applicant to be eligible for election. These requirements are detailed in each structure's constitution.

The Structural representative will communicate a list back to the DSA confirming further eligibility of all candidates on the application list.

Step 4: Confirmation of Eligibility

After the vetting processes above has taken place, the structural representative will send out emails to all applicants. These emails will either confirm a candidate as eligible (in which case they will receive the dates and rules of campaigning) or ineligible (in which case a candidate will be informed on the reasons of their ineligibility).

Step 5: Dispute of ineligibility

If an applicant was found to be ineligible in either of the steps 2 or 3, they will have a prescribed time in which they can dispute these findings. The election representative will provide applicants with a link in which they can dispute the findings.

It will remain the responsibility of the applicant to disprove the initial findings by providing confirmed and recognised proof of the factors in dispute. The proof will be considered by the DSA and a ruling made regarding eligibility – which will be communicated to the candidate.

Failure of an applicant to provide indisputable proof in the timeframe provided will mean that the applicant will remain ineligible for the election.

Step 6: Ballot sign offs

After receiving confirmation of eligibility applicants are officially considered candidates of the election. Candidates will have a specific timeframe in which they will have to confirm the following important steps:

- a) Sign off the name and photo on the ballots to confirm that they are all correct
- b) Sign off on all the ballots of the specific election to either confirm that they should or should not appear on said ballots. This step is an extra check to confirm that candidates appear on all ballots that they intended in their application forms to contest.

If candidates fail to adhere to the deadline, the ballot will be run on the information provided in the application form.

It should also be noted that this is simply a confirmation of the application form, and the original intent of the application form cannot at this stage be changed. Therefore if, for example a candidate wanted to run for only Executive Committee, they cannot change this decision to also be included on the Chairperson's ballot at this stage of the process – it is therefore very important that a candidate reads through all the information on the ballot.

Step 7: Candidate Campaigning Initiates

Candidates will be provided with campaigning rules and the start times for their campaigning. They are allowed to campaign for votes within these rules.

Candidates that transgress these rules may have sanctions imposed on them and in severe cases even have their eligibility removed.

No de-campaigning of any other candidates is allowed at any given time.

Step 8: Voting

All individuals in a specific structure may vote in accordance to the specific structure's constitution.

Voting takes place via an online election ran by E ballot – a section of the Votenet company. This is a very tight and secure process that has various failsafe and auditing processes built in to ensure that all elections are free and fair, and that the upmost standard of electoral freedom is observed.

If a student does not receive their ballot, the structure's representative will communicate the procedures to follow. A student should communicate this as soon as possible to their structural representatives, but no later than the second day of voting.

Step 9: Announcements

After the election, structures will make the names of the successful incumbents public, using the methods prescribed by their constitutions.

Step 10: Training

All incumbent leaders will receive intensive training from the DSA to prepare them for their roles in their various structures.

The training is generally compulsory (excuses will be considered case by case) and students will not have to pay towards this training – There is therefore no costs involved for the students being trained.

Important to note:

- The details given in the application form serves as the applicant's intention – this information cannot be changed later therefore the candidate needs to make sure that all information is correct and true at the time of application.

- The election process is bound to strict regulations and all possible steps are taken to confirm information as just and correct at all stages. If, however at any stage of the process information is found to be incorrect or fraudulent, the applicant or candidate may be removed with immediate effect. The principle will apply to incumbents as well.