



Imperial College London Singapore Society

Imperial College Union, Prince Consort Road, London SW7 2BB, United Kingdom
<http://www.ic-singsoc.net/>

ICSS AGM & ELECTIONS 2017

Dear Members of Imperial College Singapore Society,

Here are the details of the Annual General Meeting (AGM) and Elections for the 35th Executive Committee:

Date: 1st March 2016 (Wednesday)

Time: 1300hrs – 1700hrs

Venue: EEE LT 408

*Note that this is a **members-only** event, and **lunch will be provided** for those who register with us by **27th February 2017** at the following link: www.tinyurl.com/icssagm2017. As AGM will begin promptly at 1pm, we will appreciate it greatly if you could arrive on time.

Do take note that membership will need to be purchased for voting in the Leadership Elections 2017. The deadline for membership purchase will be released soon.

For members who are interested to running for the 35th Executive Committee, the following are the details on Leadership Elections 2017:

Candidate Eligibility Criteria

To run for office, you must be a full member of the ICSS. Candidates must not be graduating or leaving the college at the end of this academic year (2016/17) as you should complete a year-long term.

All candidates **MUST** be present at the *moment* of hustings on the 1st March from 12.30pm, and also on the evening of 14th March.

Positions in Office

The following positions are open for standing:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Major Event Officer
6. Events Officer 1
7. Events Officer 2
8. Sports Officer
9. Liaisons Officer

To understand the roles better, you may refer to the constitution here: <https://goo.gl/VSbfLb>

IMPERIAL COLLEGE
SINGAPORE SOCIETY

Imperial College London Singapore Society

Imperial College Union, Prince Consort Road, London SW7 2BB, United Kingdom
<http://www.ic-singsoc.net/>

Elections Timeline

Please take note of the timeline for the Leadership Elections 2017. All candidates are to strictly adhere to the deadlines below and any late submissions will not be accepted.

Activity	Date	Time
Nominations Open	13 th February 2017	0:01
Nominations Close	26 th February 2017	23:59
Candidates Revealed	27 th February 2017	Noon
Manifesto submission deadline	27 th February 2017	17:00
Annual General Meeting	1 st March 2017	13:00
Voting Opens	3 rd March 2017	Noon
Voting Closes	10 th March 2017	Noon

Nomination

This is a simple online procedure where you log into the Elections voting website with your College login ID and choose the position(s) you would like to stand for. The website is available at: <https://vote.union.ic.ac.uk/login.php>

Online nominations are open from 13th February 00:01 and will close on 26th February 23:59.

Once you have put yourself forward as a candidate, you will be asked for the username of a fellow member to second your nomination. Your seconder will receive an email notification for further instructions to support your nomination.

Aside from submitting your nomination(s) on the Union portal, please send your manifesto for the position(s) that you are running for to Tay Hui Chiang at secretary@ic-singsoc.net by **26th February 23:59**.

Manifesto

It is highly recommended that all candidates who wish to run for office submit a manifesto online so that voters are able to read it before coming to the hustings. **Submissions of manifesto will begin on the 13th February and close on 27th February.**

A manifesto submission is a personal statement that would allow voters to know more about you, gain a better understanding of what you hope to achieve in your term and how you are suitable for your position.

Candidates are allowed to run for more than one position, and submit separate manifestoes for different positions. Manifestoes should be submitted directly to the online portal at <https://vote.union.ic.ac.uk/login.php> after you have been successfully nominated. **Manifestos may be no more than 250 words long, and should include your photo.**

Note that submission of a manifesto does not guarantee a nomination, and a nomination will still be required as explained above.

Hustings

Hustings will be conducted on the 1st of March during AGM.

Here is the breakdown of the time given for speech and Q&A:

Role	Speech + Individual Q&A
President	9 mins total Maximum 5 mins for speech
The rest	6 mins total Maximum 3 mins for speech

In other words, the total time for the candidate's speech and individual Q&A will be fixed. If the candidate were to complete his/her speech in less than the maximum time allocated, there would be more time given for the individual Q&A session. It is up to the candidate whether he/she would like to use up the maximum time for the speech or to save more time for individual Q&A.

After all the candidates for the particular role have finished their speech and individual Q&A, there would be a group Q&A session. The time given for this session would be allocated based on the number of candidates running for this particular position.

Should a candidate run for more than 1 position, he/she has the option to give a speech for only 1 position. However, he/she must still participate in the individual and group Q&A for all positions he/she is running for.

If there are any changes to the time allowance given, members will be notified by email immediately. Presentation aids (such as powerpoints) are allowed and should be sent to Tay Hui Chiang at secretary@ic-singsoc.net by **27th February 2017, 2359**. No changes to the presentation aid will be allowed after the submission deadline.

Voting

The voting portal will be open from 3rd March at noon, and will close on 10th March, noon. It can be found at <https://vote.union.ic.ac.uk/login.php>.

The voting system that the Union uses is the Single Transferable Vote (STV) with Quota. Those casting votes may select their preferences for candidates in order (with 1 for the first choice, 2 for the second and so on), rather than just voting for one candidate. This is the system used for the Union Sabbatical Elections as well as for Members of the European Parliament. The basic principle of this system is that the least popular candidates are eliminated in rounds of counting, and their votes for their second choice candidates are added on, and so forth until one candidate has more than 50% of the votes. For the position of the Events Officer, the two candidates with the greatest number of votes would be elected.

Re-Open Nominations (RON) will be treated as a candidate in all rounds and he will be eligible for all positions. If RON wins the round or if a particular position remains vacant, an Extraordinary General Meeting will be called by the new Committee before the Summer Break to elect the vacant position(s).



Imperial College London Singapore Society

Imperial College Union, Prince Consort Road, London SW7 2BB, United Kingdom
<http://www.ic-singsoc.net/>

Results

Results will be announced in the evening of 10th March 2017. The results will then be posted on the ICSS website. Candidates reserve the right to choose which position they would take up if they garner the most number of votes for more than 1 position.

A comprehensive briefing will be conducted at the start of the hustings for all members and candidates to explain the guidelines and the vote transfer process as abovementioned.

Please do not hesitate to email all questions to admin@ic-singsoc.net regarding any of the election process.

We thank you for your utmost support.

Yours sincerely,
Si Ci
President, 34th Executive Committee
Imperial College Singapore Society



IMPERIAL COLLEGE
SINGAPORE SOCIETY