UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)

Fostering Leadership & Innovation

**Student Council Election Procedure
February 2017
Last Revised December 2021**

_____

Department of Student Affairs

UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC) Fostering Leadership & Innovation	University of the Commonwealth Caribbean Policy Approval and Revision Form
Policy/Procedure Title:	Student Council Election Procedure
Policy/Procedure Number:	DSC-02-2017
Date Developed/Revised:	February 2017, Revised Feb 2020, Dec 2021
Date Approved by Academic Council:	December 8, 2021
Date Approved by Executive Council:	December 9, 2021
Date of Next Revision:	February 2022
Contact:	Department of Student Affairs, Director
Appendices:	Appendix A- Student Council Election Form
Related Policies/Procedures:	Policy- Student Affairs Manual
Position(s) Responsible for Adherence to Policy:	Department of Students Affairs Director, Returning Officer, Campus Managers, Heads of Department
APPROVED BY: **Academic Council** Name: Dr. Yvonne Dawkins, Associate Vice President for Academic Affairs **Signature:** **Date: December 8, 2021**	**APPROVED BY:** **UCC Executive Council** Name: Professor Dennis J. Gayle, University President **Signature:** **Date: December 9, 2021**

Table of Contents

UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)
Fostering Leadership & Innovation

Student Council Election Procedure
February 2017, Revised December 2021
_____
Department of Student Affairs

Objective

To proved a standardised guideline for Student Council Election across all Campuses of the University.

Scope

UCC, through the Department of Student Affairs, promotes transparency throughout the Student Council Election process – nomination, campaign, election and inauguration – for the guidance of the Returning Officer, Nominees and elected Student Council Representatives.

Responsible Authority

Segregation of Duties of Responsible Authority

Director, Department of Student Affairs (DSA)	The Director of the Department of Student Affairs is responsible for the student council election at the policy level. The Director provides oversight of the management of the overall student council election process, provides supervision of the Returning Officer and audits the nomination list and the number of votes counted.
Returning Officer	A Returning Officer is to be identified to monitor, oversee, and manage the election process: from Nominations of Candidates to inauguration of elected representatives.
Campus Manager	The Campus Manager provides oversight of the management of the overall student council election process at the Regional Campus, provides supervision of the Returning Officer and audits the nomination list and the number of votes counted.
Student Council Representatives	All Student Council Representatives are Ambassadors for the University, and should demonstrate appropriate behaviour at all times.
Student Council President	The Student Council President is expected to represent the University at meetings and functions and should work closely with the Director of DSA and HODS in order to establish a platform that can help find solutions to common student issues.

Overview

Each academic year in the Spring semester, students are able to nominate candidates for the respective offices to the Student Executive Council of the Students Union. Elections are held on announced dates during the Spring semester following a vigorous electoral campaign. The Council, once elected, sits for a one year term of office.

Each of the UCC Campuses throughout Jamaica facilitates the election of a Campus level Student Committee. These committees represent student interests at the regional campuses. They also are allowed representation on the national UCC Student Executive Council.

The UCC Student Executive Council nominates members to sit as representatives of the student body on the governance and operational Committees of the institution.

Election Procedure:

The following steps are designed to ensure a free, fair, and orderly election.

Step 1: Returning Officer Recruitment

A Returning Officer is to be identified to monitor, oversee, and manage the entire election process: from Nominations of Candidates to arranging the inauguration ceremony. To fill this post, applications should be open for no more than one week for students to express their interest.

At the expiration of one week, candidates should be shortlisted and have a brief interview with the Director of Student Affairs /Campus Manager, after which the most suitable candidate should be appointed.

Step 2: Returning Officer Appointment

The Returning Officer, upon his/her appointment, will take over the proceedings of the election process. The Returning Officer shall then open the Nomination for one week for candidates to be nominated to fill the various posts which will become vacant on the day before Nomination Day (the end of the nomination process).

Candidates Criteria

Criteria all candidates **MUST** meet in order to be eligible for nomination are as follows:
1. All candidates **MUST** have and maintain a G.P.A. of 3.0 or above.
2. All candidates **MUST** have completed at least one (1) year of study at UCC.
3. All candidates should be in **good** financial standing with the UCC.
4. All candidates should be **registered** students for the semester in which the nomination is opened.
5. All candidates **MUST** complete the nomination form (appended) and should have a **minimum** of ten (10) registered students nominating them (five (5) for the Regional Campuses).
6. All candidates **MUST** ensure that their nomination form has the names and signatures of two (2) UCC lecturers.
7. All candidates **MUST** scan and email their completed nomination forms to the Returning Officer on or before 12:00 midnight of the final day of nominations.

Step 3: Shortlisting Candidates

Where there is an Office with more than four (4) nominated candidates, the Returning Officer along with the Director/Campus Manager should shortlist and selects the four (4) best candidates for the office in question no later than three (3) days after nomination has been closed. Nominees who are not shorted listed should be notified within twenty-four (24) hours of the decision. Where an office has four (4) or less nominees the short listing process will become irrelevant.

Step 4: Notifying Nominees

All nominees should be formally notified via email of their nomination and the position for which they were nominated by the Returning Officer no later than three (3) days after the closing of nomination. In that same email the Returning Officer should invite all nominees to a briefing no later than two (2) days after the date on which the email was sent. The Returning Officer should also formally inform the Director/Campus Manager by email of all the nominees and the positions for which they have been nominated. The Returning Officer should also invite the Director/Campus Manager to the briefing of the nominees.

Step 5: Briefing Nominees

At the briefing of the nominees, the Returning Officer shall introduce him/herself to the candidates and clearly outline his/her duties in the election process. The Returning Officer shall also introduce the nominees to the Director/Campus Manager and inform the candidates of their expected role during and after the election process. Before the adjournment of the briefing, the Returning Officer shall declare a period of campaigning open for 2 weeks (14 Days).

Step 6: Nominees Campaign Period/Process

All Nominees shall have fourteen (14) clear business days to campaign to the student population and must conduct their campaigns in accordance with the guidelines that govern the UCC campaign period/process.

1. All Nominees reserve the right to choose their preferred medium to campaign.
2. All Nominees, before the beginning of the campaign process, must inform the Returning Officer of all media intended to be used for campaigning.
3. All campaign material must be vetted by the Director/Campus Manager before the campaigning process.
4. All Nominees must present their manifesto to the student population within the fourteen (14) day campaign period.
5. All Nominees must respect the other Nominees and their properties.
6. All Nominees must build their campaigns around facts.
7. All Nominees have the right to a free and fair campaign and election season.

Sanctioning of a Nominee

8. The Returning Officer reserves the right to recommend the withdrawal of any Nominee from the race if he/she finds that:
    -   The Nominee is hindering the process of a free and fair election.
    -   The Nominee has intentionally disregarded the policies of the UCC.
    -   The Nominee intentionally disrespects another Nominee in any way or defaces the property of any other Nominee.

Note:
I.   Before a Nominee can be removed from the race, the Returning Officer **MUST** advise the Director/Campus Manager via email outlining the breach(s) which led to the sanction for removal. The Director/Campus Manager will make the final

judgment on the case.

    II.   If a Nominee has been removed from the race, it is the Nominee's responsibility to remove all campaign paraphernalia from all mediums used.

Appeal of Sanction

A Nominee has the right to make an appeal in writing to the Associate Vice President of Academic and Students' Affairs at the Worthington Avenue Campus, within twenty-four (24) hours of being sanctioned.

9. On the final day of campaigning all Nominees are responsible to remove all paraphernalia from **ALL** platforms used to campaign. Failure to comply with this requirement will lead to the Returning Officer withdrawing such a Nominee from the race with immediate effect.

Candidates' Debate

10. The Returning Officer must organize a Debate (physical or virtual) for all candidates to present their plans to the student body on the final day of the campaign. At the end of the Debate the Returning Officer **MUST** declare publicly the closure of the campaign period via email to the student body.

Step 7: Casting Votes

Twenty-four (24) hours after the campaign has ended, the Returning Officer must ensure that all election facilities are in place for all registered students of the UCC. This is to give students the opportunity to vote (physically or electronically) for their candidate of choice. Each student is entitled to one vote per Office.

The student body should have a period of forty-eight (48) hours in which to cast their votes. The Returning Officer must oversee the election process during the period to ensure that the process is carried out in a free and fair manner. If the Returning Officer identifies that there are any irregularities in the election process, then he/she should report it immediately to the Director/Campus Manager for action.

Step 8: Counting of Ballots

At the end of the forty-eight (48) hours voting period, the Returning Officer and Director/Campus Manager will verify the number of electronic votes. For physical voting, each Nominee shall appoint one person apart from him/herself to observe the counting of the ballots.
At the end of the verification process, it is the responsibility of the Returning Officer to declare the winners of the election publicly and also via email to the entire UCC student body, the Nominees, the Director/Campus Manager and also to the Department of Student Affairs.

Step 9: Appealing Results

All Nominees reserve the right to appeal the results with plausible reason(s) within twenty-four (24) hours after the elected officials have been announced. If a Nominee wishes to make an appeal, he/she should make the request via email to the Director/Campus Manager and also copied to the Department of Student Affairs.

Step 10: Inauguration Ceremony

Two (2) days after the Returning Officer has declared the elected members (except in the event of an appeal), the Returning Officer shall organize an inauguration ceremony at which the

elected officials shall be installed to their respective offices by the President of UCC, or his/her designate.

Student Council Expectations

All Student Council Representatives are expected to be involved in core activities that should be a part of the mandate during their term in office. The list of expectations (not exhaustive) are provided to allow focus and not restrictions.

- All Student Council Representatives are Ambassadors for the University, and should demonstrate appropriate behaviours at all times, both within and outside of the University in order to uphold the integrity of the University.
- The Council must develop and implement at least one major community outreach activity, which speaks to its stance on social responsibility, and includes the general student body.
- There must be at least two Town Hall Meetings in Kingston, and at least one at each regional campus.
- The President is expected to represent the University at meetings and functions when or where possible, eg. The Academic Council. If his/her attendance is not possible then he/she should appoint another member of the Council to represent him/her.
- The President should work closely with the Director of DSA and HODs in order to establish a platform that can help find solutions to common student issues.
- The Council must have planned meetings with Regional Representatives.
- The Council must plan and host at least one major entertainment activity for the year.
- The Council must assist in the planning of Labour Day Projects.
- There must be planned fundraising activities to facilitate viability and sustainability of Council activities
- Student Council members must maintain a GPA of 3.0 and above at all times.
- The members of the Council must maintain high standards both academically and behaviourally.

Student Council Debate Dress Code

All Student Council candidates must maintain a professional appearance that represents him/her favorably as an individual, as well as a representative of the University of the Commonwealth Caribbean (UCC).

Clothes - Therefore all Student Council candidates must appear in conservative business attire:
- A tailored pant/skirt suit paired with a shirt/blouse in the "power" colors (these are, black, navy blue and grey) is ideal.
- In the absence of a suit, a pair of black/dark dress pants with a buttoned-up shirt/blouse is appropriate. For female, a business dress with a cardigan or jacket would be appropriate.
- All shirts must be tucked in at the waist and all jackets must be buttoned.

Hair - Hair should be neatly combed to complement attire. If hair is being worn down, bangs or strands of hair must be kept out of your face. Hair should not be coloured in bright or distracting shades. Any hair accessories should be close to the colour of hair and not too bright or large.

Accessories - Any tattoos or facial piercings should not be visible or accentuated. Jewelry should not be in any way distracting or inappropriate. Makeup should coincide with the rules for a professional appearance and not be distracting.

Appearance can be the deciding factor for voters and thereby provide a competitive advantage to put you on top. The dress code is vital and geared to project a marketable professional that is assertive, efficient and logical.

Inappropriate Dressing

In order to be appropriately groomed and covered, avoid the following:
- No shorts
- No baggy pants
- No loose belts
- No bare midriffs
- No short skirts, or skirts with extra-long slits
- No strapless tops or spaghetti straps
- No overly bright clothing with inappropriate words or photos

Appendix:
Appendix A- Student Council Nomination Form

Student Council Nomination Form

Nominee's Details

Nominees' Name:

Nominee's ID #:	**Nominees' Tel:**

Nominee's UCC Email Address:

Student Council Post for Nomination:

Nominee's Programme of Study:

Nominators' Details

Name of Nominator	Nominator's UCC Email Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

All Nominators must be registered students for spring 2020.

UCC Lecturer's Details

UCC Lecturer' Name and Department of Instruction	UCC Lecturer's Signature
1.	
2.	

By affixing your name and signature to this nomination form, you confirm that the nominee is a UCC student of good social and academic standing in your course(s) (whether current or past courses).

Student Council Election Guidelines, January 2020, November 2021