2.5 Timetable of Events

The following events will take place during the Academic calendar:

Week 1 – E&SCC members will inform students of the details of the election process.

Week 2 – Candidate application forms will be available from the Head of SSU. Completed applications to be returned to the Head of SSU, with the closing date being 3.30 on Wed.

Commencing 2012 - Societies/Clubs fair to take place in auditorium for students to register for the Societies/Clubs they wish to join.

Week 3 – EC interviews prospective candidates. Candidates informed of their eligibility. Candidates published to MCUC campus on Wed.

Vice President submits SC financial accounts for auditing.

Week 4 – Canvassing takes place, with candidates given an opportunity to address students in the auditorium. If possible candidates will be given the opportunity to broadcast a podcast on MOVE.

Week 5 – Elections take place on Sunday 0800-1700. Results declared by the Dean on Tues.

Candidates for the post of SC Coordinator submit their CVs to the Head of SSU.

Week 6 – Newly elected President and Vice President interview candidates for the post of SC Coordinator, Head SSU to attend. Appointment announced on Wed.

For Academic year 2011, SC President and Vice President will organize a Societies/Clubs Fair to take place in the auditorium, where students can register with the Societies/Clubs they wish to join.

Week 7 – President and Vice President oversee the appointment of the Committees for the Student Affairs Society, Media and PR Society, Sports Society, and Cultural Society. On one day of the week those students that registered for a particular society will meet in the auditorium to elect their respective committee members (See for Committee Structures)

Week 8 – The new SC meets for its inaugural meeting to draft its constitution.

2.6 Election Week

Election week will take place during the fifth week of the first semester of the Academic calendar.

2.6.1 Election Day will take place on the Sunday of the Election week.

2.6.2 Students will be able to vote between 0800-1700 on Election day in the College Auditorium.

2.6.3 The voting process will be conducted by the Registry personnel and overseen by the E&SCC.

2.6.4 To vote students will need to show their current Student ID card to a member of the Registry team.

2.6.5 A record will be made that the student has voted, so that the student could not vote a second time.

2.6.6 The student will then be handed a ballot paper with a list of the pairs of candidates standing for election – President & Vice President.

2.6.6 Students will enter the voting booth provided, to cast their vote in privacy.

2.6.7 Students can only vote for one pair of candidates. Ballot papers where students have voted for more than ONE pair of candidates will be deemed invalid and will not be included in the count.

2.6.8 The student will then fold up the ballot paper, leave the booth and put the ballot paper in the Ballot Box.

2.6.9 The voting process should be conducted in silence.

2.6.10 At 5pm the ballot box will be sealed by the Acting Dean and will be placed in the Dean’s Office overnight.

2.6.11 The count will take place in the Boardroom on Monday and will be carried out by the Registry team overseen by the Election Commission.

2.6.12 The result of the Election will be announced on Tuesday at 1200 by the Acting Dean in the Auditorium.

2.6.13 A representative from the Ministry of Higher Education will attend the Election Day, the Count, and the Announcement of the Election.

2.7 Sponsors’ Activities

2.7.1 The sponsor will have access to Majan College to promote their products and services during the Election week.

2.7.2 The registration office will be made available for students to meet with the sponsors’ representatives.

2.7.3 The sponsors’ will have access to the Auditorium to adorn it will promotional material as they see fit.

2.7.4 N.B. At no time will the sponsors’ representatives be allowed to approach students outside the Registry office.