April 2018

Procedures of the Elections for Class Representatives at IDC Hertzliya

Chapter One: General

1. Announcement
1.1 As part of the race for the positions of class representatives in the Student Union at IDC (the “Union”) the candidates shall act exclusively in compliance with the procedures set forth (the “Procedures”).
1.2 The candidates shall receive these Procedures upon the publication of the candidates list, no later than one day prior to the candidates meeting. By the time of the meeting the candidates are to familiarize themselves with the Procedures set forth. During the candidates meeting, time will be given for questions and clarifications, following which each candidate shall sign an affidavit affirming their familiarity with the Procedures and obligation to act in compliance with them.
1.3 Ignorance of the procedures, or not fully comprehending them will not excuse liability for violations.
1.4 The Procedures shall define the actions permitted as part of the race for class representation. Any action not explicitly noted in these Procedures – is prohibited, and may lead to the imposition of sanctions on a candidate, according to the Procedures. The authority to approve exceptions or alterations to these Procedures is exclusively of the Election Committee (the “Committee”).
1.5 No retroactive approvals shall be granted to candidates. The meaning of this being, that any action undertaken absent explicit approval in advance and in writing by the Committee, shall be deemed a violation of the Procedures.

2. Source of authority to set procedures for Student Union elections
2.1 Authority under Sections 11.8, 11.3.4 to the Student Union Bylaws (the “Bylaws”).

3. Announcing Candidacy
3.1 As set forth in Section 11.2.5 of the Bylaws, the right to be elected is granted to any active Union member at IDC, listed in the voter’s registry.

4. Election Committee
4.1 Composition – As set forth in Chapter 11.3 of the Bylaws, the Committee shall appoint at least two members in addition to the Chairperson of the Committee (the “Chairperson”), and they shall be appointed by the Chairperson.
4.2 Authority – As set forth in Chapter 11.2 of the Bylaws, the Committee shall manage the election process, under the leadership the Chairperson.
4.3 The External Supervisor constitutes an external auditor of the elections, serving as an appeals tribunal of decisions made by the Committee and the Chairperson, in compliance with the Procedures set forth.
4.4 The Committee shall do all in its power to encourage participation by the student community in the election process.

4.5 Candidates may contact the Chairperson at any time, for questions, clarifications and instructions. However, they shall not approach the External Supervisor for any reason, in order to ensure absolute neutrality in his position as appeals tribunal of decisions of the Chairperson.

4.6 **Inquiries to the Committee** – all inquiries to the Committee shall be undertaken exclusively in writing, for the purpose of transparency. Inquiries shall be made via the email account of the Chairperson (idc.su.election@gmail.com). One should note the reason for the inquiry, and especially their contact information.

4.7 Inquiries as set forth in Section 4.6 shall be responded within 48 hours of the notice given to the Chairperson about it. Decisions made by Committee regarding the issue are subject to appeal to the External Supervisor, within 12 hours, and the External Supervisor shall respond to the appeal within 24 hours of appeal.

4.8 Response to the inquiry within the time frame set forth does not constitute a guarantee for solution within said time frame in Section 4.7.

4.9 The Committee may appoint a panel of up to six representatives, their identities classified, to assist with supervision and control procedures over the election process. Notice regarding above mentioned appointments shall be given to the candidates upon decision thereof. These representative shall not constitute weighted votes in the verdicts of the Committee.

4.10 The Chairperson may relieve a member of the Committee from their position, should established suspicions of conspiracy and dependence on any candidate come forth.

4.11 The Committee may enforce its authority on any student violating these Procedures, as set forth in the penal section.

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**Chapter Two: Candidacy Announcement Process**

**Part One: General**

5. **Involvement of the Union Council and Administrative Coordinators in the elections**

5.1 The Union Council shall do all in its power to assist the election process and to encourage participation of the student community, as set forth in Section 11.2.8.2 of the Bylaws.

5.2 Activity of the Union Council in regard to Section 5.1 is permitted, to such extent it does not violate the instructions set forth by these Procedures, as well as those set forth by the Bylaws.

5.3 Union Council members and administrative coordinators shall not endorse any candidate under their role of council members, for the purpose of equality and due process.

6. **Office of the Student Union**

6.1 The office of the Student Union is a neutral space. All election related activity undertaken in their space, is strictly prohibited. Activity such as, use of Union facilities for the purpose propaganda and/or its propagation; use of any device, electronic or other in the space of the Union office including a phone, a fax, computer, photocopying machine, binding machine etc; use of Union symbols.

6.2 The Union office shall assist the Committee with all its needs.

7. **Candidate Assistance**

7.1 Assistants of candidates shall be deemed their emissaries, and therefore, their actions are attributed to them. The Candidate is liable for all activity undertaken by the assistants for their candidacy.

7.2 It is the responsibility of the Candidates to familiarize their assistants with these Procedures, to such extent relevant to them.

7.3 It does not nutter whether the candidate was aware to the actions of the Candidate Assistance or whether he was not.

**Part Two: the right to be elected**

8. **The voters’ registry and election procedures**
8.1 The Committee shall publish the voters’ registry and Procedures up to 14 days prior to the elections. The registry shall be in display at the Union office for the period of one week.
8.2 The candidacy application form shall be sent to all students. Candidates shall return this form filled to the Chairperson via email (idc.su.election@gmail.com).
8.3 The number of the class representative will determine by the students number in each class. Each class have the right to send one class representative while above 40 students they have the right to send two class representatives.
8.4 As set forth in Sections 11.3.4 and 11.7.6 of the Bylaws, the Committee is authorized to disqualify candidates for reasons noted in the section.
8.5 As set forth in Section 11.7.8 of the Bylaws, the Committee shall publish the list of candidates via email to all students one day after the deadline for application.
8.6 As set forth in Section 11.7.10 of the Bylaws, petitioning for appeals is available via email to the Chairperson, within 48 hours of the publishing the list of candidates. The Committee shall decide appeals within 3 days, and its decisions are final. Once decisions are made, the chairperson shall publish the final list of candidates.

Part Three: Propaganda

9. Election Propaganda
9.1 Election propaganda shall be exclusively verbal. All other forms of propaganda, such as posters, flyers, gifts, events, phones etc., is prohibited.
9.2 Electronic propaganda of any kind is prohibited, except activities approved by the Committee under the Election and Propaganda Procedures, which shall be published to the candidates separately. Violation of this Section, shall deem disqualification under the penal sections.
9.3 Election propaganda shall commence from the date set in advance by the Committee, as notified to the candidates in the candidates meeting. All propaganda is prohibited prior to receiving official approval from the Committee.
9.4 Candidates shall preschedule a time slot during one of the classes, during which they will present their candidacy for the position. The candidates shall notify the committee about the set time slot. In the event they have difficulty setting such time slot, they may request assistance from the Committee in this issue.
9.5 As set forth in Section 9.1, candidates may, in addition to presenting their candidacy, undertake verbal propaganda among class members.
9.6 It is prohibited to undertake in propaganda inflicting the orderly functioning of classes at IDC.
9.7 It is prohibited to seek or use any consultation or assistance for the purpose of the elections, from any of the staff members if IDC and/ or representatives of Union.
9.8 It is prohibited to undertake in propaganda outside the borders
9.9 It is prohibited to offend, insult or even mention other candidates.

Chapter Three: The Elections
Part One: General

10. Election Days
10.1 The Committee shall set the amount of days for the election process, at the discretion thereof, as set forth in Section 11.2.8.3 of the Bylaws, not less than two days for bachelor’s programs and at least one day for master’s programs.
10.2 Election days are the days designated by the Committee for poll voting.
10.3 Notice of election days as well as voting hours, shall be given to the candidates and all the students along the publication of the candidates list.
11. Election Method
11.1 The elections shall be held electronically, and shall be direct, personal and discreet, as set forth in Section 11.2.1 of the Bylaws.
11.2 All active Union members have the right to vote, as set forth in Section 11.2.5 and part three of the Bylaws.
11.3 Candidates and affiliates thereof, shall refrain from being in the polling station, as set forth in Section 11.2 of this part, excluding for the purpose of executing their right to vote, within the reasonable minimal amount of time necessary.

Part Two: Propaganda

12. Election day propaganda
12.1 It is prohibited to undertake in any form of propaganda in the radius of 5 meters from the polling station. The Committee, may extend this radius at its discretion, and shall give notice to the candidates of the excluded borders.

Part Three: Election Results

13. Disqualifying the Elections
13.1 The Chairperson may disqualify the election process fully or partially, as set forth in Section 11.9.5 of the Bylaws.

14. Publishing Results
14.1 The Chairperson shall publish the election results, upon completion of the valid vote count, as set forth in Section 11.9.1 of the Bylaws.
14.2 Results shall be published via email.
14.3 Final publication of the election results shall be undertaken two days following the deadline for filing appeals on the results, as hereby set forth in Section 15.

15. Appealing Election Results
15.1 Any student may file an appeal against election results, as set forth in Section 11.9.5 of the Bylaws. The appellant must file the appeal to the Chairperson, stating their name, class and contact information.
15.2 An appeal as set forth in this section, shall be filed up to 48 hours after publication of results, as set forth in Section 11.9.5 of the Bylaws.

Chapter 4: Penalties

16. Principles
16.1 There shall be no retroactive penalties.
16.2 Violation of any of this chapter’s sections, will enable the elections committee to take the measures it's seems fit, including disqualification of candidates

17. Penalties
17.1 Any violation of a one or more sections of these Procedures shall lead to disqualification. The Committee may undertake any other form of punishment, as long as it involves election issues.
17.2 The Committee may define a wrongful act as a violation of any kind, at its discretion, in the event it has not been noted in these Procedures and/or it is not covered by any of the sections set forth.
17.3 The Committee may need to apply the Bylaws in order to impose a sanction against any student causing violation of any of IDC procedures, Bylaws or these Procedures, regarding the election process.
17.4 Absence from the candidates meeting scheduled in advance by the Chairperson, lacking prior notice as well as a justifiable excuse, may lead to disqualification.

18. Disqualification Consequences
18.1 Following disqualification, a candidate may file an appeal against the decision to the External Supervisor. The External Supervisor will respond to the appeal within 24 hours of receiving it.
18.2 The decision of the elections committee may be appealed to an external supervisor. However, the elections committee save the right to impose on the appellant to pay partially or fully cover the payment to the external supervisor.
Chapter Five: Appeal

19. Appeal
19.1 Instructions set forth in this section, refer to any appeal not regulated by these Procedures, exclusively.
19.2 Any student may file an appeal regarding any issue related to the elections, to the Chairperson.
19.3 Appealing against decisions of the Chairperson, shall be reviewed by the Union auditor, decisions thereof being final, with no option for an additional appeal. This applies to all Procedures.

20. Special Procedures
20.1 The Committee may alter any of these Procedures, at any time, without prior notice.
20.2 In any event of contradiction between these Procedures and the procedures in Hebrew – the Hebrew original shall overcome this Procedures.

Dafi Naamany
Chairperson of the Election Committee