



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

APPENDIX "A"

TO NOTICE OF ELECTION OF OFFICERS THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

GUIDELINES FOR THE 2021 ESG ELECTION OF OFFICERS

The Roles, Duties and Responsibilities of Officers

- 1) Executive Student Guild Vice President: The Executive Student Guild Vice President shall:
 - a. Assist the Executive Student Guild President in the execution of roles and responsibilities herein described.
 - b. In the absence of or upon the instruction of the Executive Student Guild President, perform all roles and Responsibilities of the Executive Student Guild President.
 - c. Acts as an official co-signatory for and on behalf of the ESG and the UTTSG.
 - d. Chairs the Clubs Standing Committee and provide Committee reports to the Executive Student Guild President.
 - e. Attend and perform applicable duties on other Standing Committees of the ESG and UTT wherever appointed.
 - f. Provide other reports where deemed necessary by the Executive Student Guild President prepared by other Executive Student Guild Officers and Standing Committees of the ESG, except where otherwise directed.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

2) Executive Student Guild Secretary: Executive Student Guild Secretary shall:

- a. Attend where possible and record accurate minutes of all meetings to which invited. Delegation of duties to fulfil this role must be made by the Executive Student Guild Secretary if absent.
- b. Provide timely copies of minutes to be officiated by meeting chair, prior to commencement of next scheduled meeting.
- c. Prepares and keep records of all official documents and correspondence of the ESG, except where otherwise directed.
- d. Be informed of meetings of the ESG and General Council and give notice of such meetings to the ESG and the UTTSG, and other invitees. This includes important events, dates, deadlines and usual occurrences associated with the ESG and the UTTSG.
- e. Co-chairs the Student Constitutional Committee and provide Committee reports to the Executive Student Guild Vice President.
- f. Attend and perform applicable duties on other Standing Committees of the UTTSG and UTT wherever appointed.
- g. Perform all other roles and responsibilities that are deemed appropriate for the effective functioning of clerical duties of the ESG.
- h. Prepare and present all necessary reports as it relates to queries and grievances of Members, the UTTSG and any other necessary reports to the Executive Student Guild Vice President.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

3) Executive Student Guild Public Relations Officer: Executive Student Guild Public Relations Officer shall:

- a. Be the official liaison between the ESG and the Membership.
- b. Promote all activities of the UTTSG, the UTT and other UTT clubs, societies and groups to the Membership and general Public as Directed by the ESG.
- c. Manage all communication portals of the ESG and provide oversight to other communication portals of the UTTSG, keeping all communications in accordance to UTTSG and UTT policies.
- d. Promote to the Membership all activities and concerns of the Public as directed by the ESG.
- e. Chair the Marketing and Promotions Committee and provide Committee reports to the Executive Student Guild Vice President.
- f. Act as the Student Social Responsibility and Engagement Officer of the ESG, and fulfil such duties as required.
- g. Provide Event reports on all ESG hosted Events, and any other reports as deemed necessary to the Executive Student Guild Vice President.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

Eligibility for Nominations:

In accordance with the Byelaws of the Executive Student Guild at The University of Trinidad and Tobago:

- 1) Only Active Members enrolled in a Programme that exceeds 1 full Academic Year may stand for election for any Executive Student Guild Officer's position except where applicable, an Elected Representative position.
- 2) Active Members who have already completed three (3) consecutive or non-consecutive terms of office as an Executive Students Guild Elected Officer are not normally eligible to stand for election for any Executive Student Guild position. Eligibility would then be determined by the Returning Officer.
- 3) It is the election candidate's responsibility to ensure their eligibility to stand, including ensuring their course enrolment record is up to date, before submitting their nomination.
- 4) An active member that has been found guilty of misconduct by the UTT or UTTSG cannot be eligible to be a candidate. This includes a Member who is has been previously convicted of a criminal offence and sentenced to imprisonment or is currently under sentence or has not been given a spent conviction or is standing trial for a criminal activity under the law.
- 5) An active member that has been undischarged bankrupt or has entered into a scheme of arrangement with creditors cannot be eligible to be a candidate.
- 6) An active member that has been certified as mentally unfit cannot be eligible to be a candidate.
- 7) Any former Elected Officer of the Executive Student Guild who has had their position declared vacant due to excessive absence without apology, resignation or removal may not contest an Election for at least one year after that vacancy was declared.
- 8) An active member wishing to stand for elections for any Executive Student Guild position must submit the following to the Returning Officer, within the period specified in the Notice of Election:
 - a. A cover page detailing: Student ID number, Current GPA or Cumulative GPA and the position to which desire to be a candidate.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

- b. An essay explaining their desires to run for the position and what issues they plan to address if elected; and
- c. A resume reflecting background, education and any experiences that may be beneficial to the said position.

9) **Only active Chapter Guild Officers may vote in the Elections for the Executive Student Guild.**

10) Validation of each Nominee's membership status is required before the nomination is confirmed.

11) If there are no candidates for a position the Returning Officer may re-open the nominations for that position or declare that a new election be held for that position. If a new election is held, it will be held at a time to maximize participation by active members and the positions for which the elections are being held will be specified in the Notice of the Election.

12) By standing for election all Candidates agree to be subjected to the Executive Students Guild's Constitution, Byelaws, Regulations, Polices and values.

Campaigning

In accordance with the Byelaws of the Executive Student Guild at The University of Trinidad and Tobago the following guidelines shall apply to Campaigning:

- 1) For the avoidance of doubt, reference to Candidates, Campaigners and Supporters are interchangeable and these regulations apply to anyone acting on behalf of a Candidate.
- 2) Candidates must take reasonable steps to ensure that their supporter's actions always comply with these regulations and must be able to demonstrate this in the event of a complaint against them.
- 3) Campaigners should not undertake campaign activity which others could not also reasonably do.
- 4) Campaigners may only alter, move or remove their own campaign materials once in place.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

- 5) Campaigners may only use UTT contact lists where lawful to do so. In most cases this will require the active consent of the Members on the list to use their details. It is not lawful to use any Executive Student Guild provided mailing lists for the purposes of election campaigning.
- 6) Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.
- 7) Candidates and campaigners should not allow voters to cast a vote on their Personal Devices and should not touch any electronic voting device being used by a voter, to allow votes to be cast in secret.
- 8) Candidates are expected to run an ethical campaign. Negative campaigning is not allowed. A candidate may refer to his/her strengths in relation to the other candidates, but no candidate may refer to the weaknesses of any other candidate.
- 9) Campaigners must not exceed their budget limits set by the Returning Officer.
- 10) All Candidates must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than 1 hour after polls close. If candidates do not spend any money during their campaign this must be made clear on the submission.
- 11) Items freely and readily available to all campaigners can be used without itemization.
- 12) Guidance will be issued to confirm any budgetary restrictions prior to the close of nominations.

General Regulations.

- 1) It is not lawful to use UTT-provided contact lists for the purposes of elections campaigning.
- 2) Candidates should not:
 - a. Display campaign materials in public places off-campus, nor in residences where they can be seen from outside the premises.
 - b. Post materials through letterboxes, even where you know that Members may live at the property.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

- c. Attach a poster or banner to any fixed object on campus and leave it unattended.
 - d. Use unauthorized Megaphones or sound systems to campaign.
 - e. Play amplified music where it interferes with lectures or quiet study.
 - f. Conduct a drone flight without lawful authorization.
- 3) Campaigns will be charged for any cleaning costs, such as removing stickers, and this will be considered a campaign expense.
 - 4) Campaigners may only enter Halls of Residence with the permission of residents and must leave immediately if asked to do so.
 - 5) Campaigners must adhere to UTT policies.
 - 6) All individuals involved with an election campaign must always conduct themselves in an appropriate manner, treating everyone with respect and dignity.

Breaches

There are three types of resolution which can be applied to remove any specific advantages gained from misconduct in Campaigning:

- 1) Campaign Penalty - Confiscation of campaign materials, or instructions to alter or remove a social media post.
- 2) Campaign Ban - To prevent a team campaigning for a period, or in a method;
- 3) Disqualification - This is the strongest punishment, applied only in the most serious circumstances

Voting

- 1) Only one vote may be cast per position.
- 2) Voting must be by secret, secure ballot.
- 3) Only authorized digital voting systems of UTT shall be used.
- 4) Validation of the voter's Membership status is required in order to vote.
- 5) All ballots must include the option to re-open nominations by a vote of no confidence per position. Should a vote of no confidence be reached, the post will remain vacant and a bye- election must be held. The candidate's eligibility for the bye-election shall be determined by the Returning Officer.
- 6) A vote of no confidence is reached when the total amount of votes to re-open nominations exceeds the vote in favor of the candidate(s) per position.
- 7) If there is a tie, then there should be a bye-election called with the candidates with the two highest amounts of ballots cast in their names.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

Complaints

Complaints regarding Elections are dealt with solely by the process outlined below and cannot be reviewed by any other policy or procedure:

- 1) Complaints will not be accepted in person - they must be made by email or using the form advertised.
- 2) Complaints made during a specific election must be made before a deadline of 1 working day after the voting period closes. Complaints made after this deadline will not be accepted.
- 3) Results will not be announced until all complaints relating to that position have been resolved.
- 4) The process for dealing with complaints is as follows:
 - a. Establish if the complaint is valid.
 - b. If not valid, the complaint is closed.
 - c. If valid, the complaint should be investigated.
 - d. Complaint is investigated.
 - e. Resolutions suggested to inform decision-making process.
 - f. The suggestions made are non-obligatory and do not bind the Deputy Returning Officer.
 - g. The Deputy Returning Officer will review the investigation and any supporting evidence and decide.

Appeals

- 1) Any decision is open to appeal within two working days of the decision being made – any right to appeal will be disclosed to any relevant party; this would normally be the complainant and the campaigner being complained against, when a decision is issued.
- 2) In the case of an appeal, the Returning Officer will analyze the fairness of the original decision.
- 3) Appeals may be allowed on the grounds of unfair decision-making, quality of investigation, new information coming available or a punishment being too harsh under the circumstances.



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

- 4) If the Returning Officer believes there to be a reason to allow the appeal, a new resolution will be sought. The Returning Officer will then issue a new decision (which may be the same as the original decision), considering the reasons given for allowing the appeal.

- 5) Any further appeals can be made to UTT Vice President - Research Academics and Student Affairs or similar office within 1 working day from decision made by the Returning Officer. The office of UTT Vice President Research Academic and Student Affairs would decide following similar process of the Returning Officer, after which such decision would be deemed final.

Dated this 9th day of November, 2021.

/s/ Mrs. Sharon Stuart-Fraser

DEPUTY RETURNING OFFICER