



Rules and Regulation for Student Election 2016

The Student Election Promotion Period are to be held from 1st February 2016 to 5th February 2016 and 15th February 2016 to 26th February 2016 by the HKUST Students' Union (hereinafter referred to as SU). Only polling activities with the assignment allocated by SU shall be allowed during Polling period from 29th February to 2nd March 2016.

All nominated cabinets and affiliated societies of HKUSTSU shall be abided by the following rules and regulations. Nominated cabinet(s) (and the corresponding society when deemed necessary) shall be penalized accordingly if any violations are observed. For items that are not included in this regulation, the Provisional Executive Committee, HKUSTSU (hereinafter referred to as SU PExCo) shall be the sole interpreter when deemed necessary.

1. Authorities

- 1.1 HKUSTSU reserves the rights to interpret and change the regulations as deemed necessary. Addition or revision to the regulation shall be determined by PExCo without prior notice.
- 1.2 The SU PExCo shall be the sole interpreter of this Regulation.
- 1.3 Student Election 2016 are to be organised under the monitor of Provisional Executive Committee, Official student members of the Senate Standing Committees on Students' Affairs and other personnel authorised by Person-In-Charge of PExCo. Authorised personnel shall reserve the rights to decide and issue penalties as appropriate.
- 1.4 HKUSTSU reserves the rights to interpret and change the regulations as deemed necessary. Addition or revision to the regulation shall be determined by PExCo without prior notice.

2. Application

- 2.1 Societies have the responsibility to observe the rules regarding the application of counter, polling counter, banner, big decoration and chanting area (hereinafter referred to as assignments) shown in the application form in appendix 1
- 2.2 Application results shall be announced by SU after official swapping period. Please refer to the announcement on SU website and the notice board outside the SU Office.
- 2.3 No relinquishments or swapping of assignments without prior approval from the SU shall be allowed.
- 2.4 Each nominated cabinet shall hold no more than one assignment of each type. All assignment(s) during the Promotion Period 2016 of nominated cabinet(s) holding more than one assignment of each type shall be terminated immediately.
- 2.5 Only swapping of assignments is allowed. Any unauthorised uses of assignments shall result in immediate termination of all assignments of the nominated cabinet(s) during the Student Election 2016.
- 2.6 Nominated Cabinet are required to make a deposit of amount in accordance to details stated on the application form in appendix 1 for assignments and loan of furniture. Deposit shall be returned in full if no damage is found and assignments are clean up properly after use.



3. Promotion

- 3.1 HKUST Students' Union Affiliated Societies and their nominated cabinet(s) must observe safety and follow instructions from authorised persons-in-charge at all times.
- 3.2 No loudspeaker, amplifier, ladder or any percussive materials shall be allowed.
- 3.3 Standing up 0.5m or above from the ground shall not be allowed at all times.
- 3.4 Unless otherwise specified, all election and promotion activities shall only be conducted in Atrium and Piazza within areas assigned by SU.
- 3.5 Set up can be done to assigned promotion areas starting from 17:00 on the day before the assigned period.
- 3.6 All restricted areas and passageways must be kept clear at all times. Nominated cabinets shall not attract large crowd in clear areas as coloured in the floor plan in Appendix 4 that may cause blockage of passageway.
- 3.7 Counter
 - 3.7.1 Counter setting of each cabinet shall be restricted to the counter area as assigned by SU of size 2.5m (L) x 2.5m (W) x 4m (H).
 - 3.7.2 Any oversized promotion items may be disposed of without prior notice.
 - 3.7.3 All promotion items must be kept clear from the restricted area.
 - 3.7.4 Nominated cabinets are required to remove any items considered dangerous within the given period as instructed by authorised persons-in-charge.
- 3.8 Big decoration
 - 3.8.1 Big decorations shall refer to promotion items that are unable to be placed within counter area and that a separated big decoration area is required.
 - 3.8.2 Name and phone no. of Person-In-Charge must be shown clearly on the top right hand corner at the back of big decorations.
 - 3.8.3 The maximum size for big decoration is 2.5m (L) x 1.8m (W) x 4m (H).
 - 3.8.4 Big decoration must be freestanding in its assigned area. Should there be any parts found outside the area, Person-In-Charge of the decoration shall be notified to remove respective items within an hour. Big decorations that fall short of the specifications shall be disposed of if no rectification is done after an hour and nominated cabinet shall be penalised accordingly.
 - 3.8.5 Big decoration shall contain no battery or electrical circuit.
 - 3.8.6 Nominated cabinets must present their big decoration to SU for approval on 31st January 2016 upon placement in the assigned big decoration area.
 - 3.8.7 Nominated cabinet(s) with big decoration that does not meet the requirements shall be penalised and prohibited from using the assigned big decoration area until no infringement is observed.
 - 3.8.8 All big decorations must be dismantled and disposed of in LG7 refuse point or car park outside LG1 by midnight of the last day of the assigned promotion period for big decoration area.
 - 3.8.9 Deposit of big decorations shall be confiscated for any violations of 3.8.8.
- 3.9 Chanting
 - 3.9.1 Chanting activities shall only be allowed in designated sessions as follows:
Session 1: 13:00 to 14:00
Session 2: 18:00 to 19:00
 - 3.9.2 Only members of nominated cabinets shall be allowed to chant.
 - 3.9.3 Sound level shall be limited to no more than 90dB.



- 3.9.4 Quiet area shall refer to areas shaded in red in the floor plan in Appendix 4 where chanting activities is prohibited.
- 3.9.5 The following penalties shall be given to nominated cabinet(s) on an accumulative basis for any violations of this regulation or failures to follow instructions given by authorised persons-in-charge:
- 1st time: Written warning with record
 - 2nd time: Deposit of chanting shall be confiscated
 - 3rd time: Prohibited from chanting activities on the following promotion day
 - 4th time: Deposit of chanting shall be doubled for Promotion Period 2017
 - 5th time: Prohibited from chanting activities on the following three consecutive promotion days
 - 6th time: Prohibited from chanting activities in Promotion Period 2017
 - 7th time: Prohibited from participation in Promotion Period 2017
- 3.10 Flags
- 3.10.1 Overall size of flag **must not exceed** 3m (H) x 2m (W).
- 3.10.2 All sharp ends in the structure of flag must be well-wrapped in protective materials.
- 3.10.3 Flags must be held by at least two persons at all times.
- 3.10.4 Flags shall only be allowed during chanting period. All flags must be horizontally placed in the designated area at all other times.
- 3.10.5 The following penalties shall be given to nominated cabinet(s) in an accumulative basis for any violations of this regulation or failures to follow instructions given by authorised persons-in-charge:
- 1st time: Verbal warning with record
 - 2nd time: Prohibited from chanting activities for the rest of Promotion Period 2016
 - 3rd time: Prohibited from all promotion activities for the rest of Promotion Period 2016
 - 4th time: Prohibited from participation in Promotion Period 2017
- 3.11 Size of the banner must not exceed the restriction of each banner location.
- 3.12 All promotion items must not exceed the restricted counter dimensions.
- 3.13 All promotion items in Atrium and Concourse must be removed by 10pm on 5th February 2016 and big decorations shall be stored at LG2 multi-storey car park area.
- 3.14 Electricity shall only be used for charging of cellular communication devices and computing devices.
- 3.15 In the event of violation of 3.14, power supply in Atrium shall be cut off with immediate effect for the rest of Promotion Period 2016 and may affect future events.

4. Penalties

- 4.1 The following penalties apply to all infringements without specific penalties aforementioned and shall be given to nominated cabinet(s) on an accumulative basis for any violations of this regulation or failures to follow instructions given by authorised persons-in-charge:
- 1st time: Written warning with record
 - 2nd time: Deposit of counter shall be confiscated
 - 3rd time: Prohibited from all promotion activities on the next promotion day



- 4th time: Deposit of counter shall be doubled for Promotion Period 2017
 - 5th time: Prohibited from all promotion activities on the following three consecutive promotion days
 - 6th time: Prohibited from all promotion activities for the rest of Promotion Period 2016
- 4.2 The following penalties shall be given to nominated cabinet(s) on an accumulative basis for any safety-related serious and repeated infringement of this regulation or failures to follow instructions given by authorised persons-in-charge without specific penalties aforementioned:
- 1st time: Verbal warning with record
 - 2nd time: Prohibited from promotion activities on the following promotion day
 - 3rd time: Prohibited from all promotion activities for the rest of Promotion Period 2016
 - 4th time: Suspension of booking rights from three to six months as deemed appropriate
- 4.3 Violations shall be recorded for future reference and may subject to suspension of subsequent applications of subsidies.

5. Polling

- 5.1 29th February 2016 to 2nd March 2016 shall be reserved for polling activities. Affiliated societies with polling period beyond the said date shall contact SU in advance for further arrangements.
- 5.2 No promotion activities shall be allowed in Atrium during designated polling period.
- 5.3 The maximum size for counter is 2.5m (L) x 2m (W) x 2.5m (H).
- 5.4 Each polling counter shall come with a maximum of 1 table, 4 chairs and 1 notice board.

HKUST Students' Union
29th January 2016

Appendix

- 1. Student Election 2016: Notes to Applicants & Sample Application Form for Assignments
- 2. Student Election 2016: Guidelines on Loan of Furniture items from Amenities Service Counter
- 3. Student Election 2016: Floor Plan of Atrium - Counter, Big Decoration Area, Restricted Area and Quiet Zone
- 4. Student Election 2016: Floor Plan of Concourse - Big Decoration Area