

RIT Croatia Student Government Election Procedure

1. Purpose and Scope

This Election Procedure governs the nomination, campaigning, voting, counting, dispute resolution, and confirmation of results for all Student Government (SG) elections at RIT Croatia. It is a stand-alone procedural document elaborating the election-related provisions of the Statute of the Student Government of RIT Croatia. This document is procedurally autonomous but substantively subordinate to the Statute.

This document applies to:

- all students eligible to vote;
- all candidates running for Student Government positions; and
- all Student Government bodies responsible for administering elections.

The procedure is binding for elections on both the Zagreb and Dubrovnik campuses. Elections are administered and conducted separately on the Zagreb and Dubrovnik campuses, in accordance with this Election Procedure.

2. Elected Bodies and Positions

Elections are held for the following Student Government positions:

1. Members Cabinet (MC) Representatives

- Elected by year of study and campus
- Includes upper-year and freshmen representatives

2. Leadership Positions (Public Election)

- Vice President (one per campus)
- Heads of Department (three per campus: Finance & Events, Marketing & Communications, Advocacy & Clubs)
- Elected as part of a Leadership Group
- Leadership mandates last one (1) academic year and may not be renewed through re-election for the same position, in accordance with the Statute of the Student Government of RIT Croatia.

- The exception is with the role of President, who may apply for the same position two years in a row.

3. Student Government President (Internal Election)

- Elected internally by the newly constituted Members Cabinet

3. Election Administration and Oversight

3.1 Electoral Committee

Electoral Committee

The Electoral Committee shall consist of five (5) members and their deputies. Three members of the Committee shall be proposed by the Student Government, while two members of the Committee shall be proposed by the Academic Senate.

Members of polling committees, candidates in the elections, as well as members of the Student Government holding a valid mandate, may not simultaneously be members of the Electoral Committee.

The Electoral Committee shall organize, administer, and supervise the electoral process. In particular, the Committee shall:

1. adopt and publish the election timetable and instructions necessary for the conduct of elections;
2. confirm candidate lists;
3. ensure the lawful preparation and distribution of ballots and other electoral materials;
4. establish polling committees and appoint their members;
5. supervise the work of polling committees and ensure compliance with electoral procedures;
6. monitor the regularity and transparency of voting and vote-counting procedures; and
7. determine and officially certify election results.

3.2. Polling Committees

Polling committees shall be established by decision of the Electoral Committee for each polling station or voting location, as necessary for the conduct of elections.

Each polling committee shall consist of a chairperson and at least two (2) additional members, together with their deputies, appointed by the Electoral Committee.

Candidates in the elections and members of the Electoral Committee may not simultaneously be members of polling committees.

Polling committees shall:

1. conduct voting at the polling station in accordance with election rules and instructions issued by the Electoral Committee;
2. verify voter identity and maintain voting records;
3. ensure the secrecy and integrity of the vote;
4. count ballots and prepare voting records and reports; and
5. submit election materials and results to the Electoral Committee without delay.

SG Advisors participate in the election process in an advisory and supervisory capacity, as defined in the Statute, and do not exercise voting power except in cases explicitly provided for therein.

4. Eligibility

4.1 Voters

- All RIT Croatia students are eligible to vote, subject to the rules below.
- Students vote:
 - **within their year of study** for Members Cabinet representatives;
 - **across all years** for Vice President and Head of Department positions on their campus.

4.2 Candidates for Members Cabinet

A student is eligible to run for the Members Cabinet if they:

- are an enrolled RIT Croatia student;
- have a cumulative GPA of **2.5 or higher for the Leadership positions**;
- have a cumulative GPA of **2.0 or higher for the Representative positions**;
- are not **currently** on academic probation or suspension.

4.3 Candidates for Leadership Positions

- All students meeting the general eligibility criteria may run for leadership positions, except the ones they already held, with the exception for the role of President, as stated in 2.2. of this document.
- There is **no minimum year of study requirement**.

5. Members Cabinet Composition

5.1 General Structure

- The Members Cabinet consists of a maximum of **25 members**, including the Student Government President.
- This cap may be temporarily exceeded **only during the freshmen training period**.

5.2 Year-Level Representation

- Each year level is represented by **up to three (3) MC members per campus**, with exception of the year-level of the President, which will have four (4) representatives.
- Leadership members are also MC members.

If a student elected as part of a Leadership Group belongs to a given year level, that student **counts toward** the three MC representatives for that year.

Example:

- If one junior is elected as part of a Leadership Group, only **two additional junior MC representatives** will be elected through MC elections.
- If no leadership member belongs to a given year level, all three MC seats for that year level are filled through MC elections.

6. Election Types

6.1 Public Elections

Public elections are conducted among the student body and are held for Members Cabinet representatives and for Vice President and Head of Department positions.

Public elections are conducted among the student body via in-person voting.

6.2 Internal Elections

Internal elections are held exclusively for:

- Student Government President.

Internal elections are conducted exclusively by the newly elected Members Cabinet.

7. Election Timeline (Upper-Year Elections)

Members Cabinet representative elections are held biennially in April, while Vice President and Head of Department elections are held annually in April, with the exception of Freshmen elections held in September.

Eligible candidates shall be announced to the RIT Croatia community no less than eight days before the official voting day.

Week 8

Call for applications announced to the RIT Croatia community by the Dean and/or SG Advisors.

- Application period opens and remains open until week 10, no less than 10 days prior to elections.

Week 12

- Verification of applications.
- Announcement of eligible candidates.
- Campaigning shall last for eight (8) days between the announcement of the candidates, and the day of voting.
- In-person voting done for representatives and Leadership Group the day after Campaigning ends, and lasts for minimum of 12 hours.
- Vote counting and announcement of all results.

8. Applications

- Candidacy applications are submitted:
 - via Google Forms.
- Applications must be complete and submitted within the application period.

Leadership Group applications:

- must be submitted jointly;
- individual applications for Vice President or Head of Department are invalid.

The application period lasts from the moment elections are announced until 10 days prior to elections.

Submitted applications shall be reviewed by SG Advisors solely for the purpose of verifying eligibility and completeness of the application, in accordance with this Election Procedure.

9. Leadership Groups

9.1 Composition

A Leadership Group consists of:

- one (1) Vice President candidate; and
- three (3) Head of Department candidates;
- all from the **same campus**.

9.2 Election Rules

- Multiple Leadership Groups may run on the same campus.
- Elections are **winner-takes-all**.
- The Leadership Group receiving the highest number of votes is elected in full.
- If a member is in the Leadership Group that receives highest number of votes, and is also on the candidate list of year-level representatives, only the Leadership Group votes will count towards the appointed position within the SG.

9.3 Withdrawal or Ineligibility

- If a Leadership Group member withdraws or becomes ineligible **before campaigning begins**, a replacement may be approved by the SG Advisor.
- If this occurs **after campaigning begins**, the entire Leadership Group is withdrawn.
- If a member of a Leadership Group is relieved of duty or resigns after being elected, the resulting vacancy shall be filled in accordance with the member of the next highest-voted Leadership Group, for the position vacant.

10. Campaigning Rules

- Campaigning is restricted to the candidates' respective campuses.
- Campaigning may occur only during the officially designated campaign period.
- Campaigning is defined as “publicly promoting one’s candidacy” and includes, but is not limited to posters, emails, chalking, speeches, direct communication with students, with intent to promote one’s candidacy.
- No candidate shall begin campaigning before the start of the time as the start of official campaigning is made public.
- Candidates and their associates (acting in a way that promotes someone’s candidacy) shall not campaign during the voting day

Prohibited conduct includes:

- discriminatory or hateful language;
- harassment;
- misinformation;
- conduct violating RIT Croatia policies.

In the event of a serious violation of election rules, campaigning regulations, or principles of fair and lawful conduct during elections, the Electoral Committee may disqualify a candidate or an entire Leadership Group from the election process. Such disqualification shall be executed under the supervision of the SG Advisor and shall take effect immediately. The affected candidate(s) shall be informed of the decision and the grounds for disqualification without delay.

Campaigning shall last for eight (8) days between the announcement of the candidates, and the day prior to day of voting.

11. Voting Procedures

11.1 Members Cabinet Voting

- Conducted **in person** on the respective campus.
- Students must present a valid ID.
- Absentee and proxy voting are **not permitted**.
- Accessibility accommodations may be provided upon request.
- Students vote only for their respective year-level representatives.

11.2 Leadership Voting

- Conducted **in person** on the respective campus.
- Students must present a valid ID.
- Absentee and proxy voting are **not permitted**.
- Accessibility accommodations may be provided upon request.
- ID verification shall be conducted by the Polling Committee on the respective campus.

Voting on each campus shall be administered by the Polling Committee.

12. Vote Counting and Results

Vote counting, verification, and certification of results shall be conducted on the day of voting by the Polling Committee.

All counting procedures shall ensure transparency, accuracy, and compliance with the Statute.

Results for Members Cabinet and leadership elections are announced simultaneously.

Members Cabinet seats are allocated:

- first, to elected leadership members in accordance with year-level representation rules;
- then, to remaining candidates based on the highest number of votes received.

13. Ties and SG President Election procedure

13.1 Members Cabinet

In the event of a tie affecting the allocation of a Members Cabinet seat, the tie shall be resolved by the competent Student Government leadership of the relevant campus from the previous generation.

13.2 Student Government President

Tie-breaking procedures for the internal election of the Student Government President shall be conducted strictly in accordance with the Election Procedure.

13.2.1 Nature of the Election

The Student Government President is elected through an internal election conducted by the newly constituted Members Cabinet, in accordance with the Statute of the Student Government of RIT Croatia.

13.2.2 Eligibility

A student is eligible to run for the position of Student Government President if they meet at least one of the following criteria:

- a) Have completed a minimum of two (2) academic semesters in the role of Vice President or Head of Department within the Student Government; or
- b) Have completed a minimum of two (2) academic semesters as President or Vice President of a registered Student Government–affiliated student club, and have completed at least two (2) academic semesters as a member of the Student Government prior to the presidential election.

13.2.3 Nomination and Candidacy

Candidacy for the position of Student Government President is based on self-nomination.

Eligible candidates may apply via Google Forms during the period applications are open.

13.2.4 Election Meeting and Procedure

The election of the Student Government President shall take place within seven (7) days following the announcement of the Members Cabinet and leadership election results.

The election shall be conducted during a duly convened Members Cabinet meeting, subject to the following conditions:

- A quorum of at least two-thirds (2/3) of the total Members Cabinet must be present.
- Eligible candidates may elaborate their candidacy to the Members Cabinet during the MC meeting.
- Voting shall be conducted by secret ballot.
- The President shall be elected by a simple majority of votes cast.

13.2.5 Tie-Breaking

In the event of a tie, a second round of voting shall be conducted immediately. If a tie persists following the second round, the decision by lot under supervision of SG Advisors may be done.

13.2.6 Assumption of Office

The elected Student Government President shall assume office immediately upon election.

14. Complaints and Recounts

- Complaints and recount requests must be submitted **within 24 hours** of result announcement to the Appeals Committee.
- Requests are filed using official forms available at the SG Office.

A recount may be initiated if:

- the margin of victory is **3% or less**.

Recounts shall be conducted by the Polling Committee under the supervision of the SG Advisor.

Recount results are final.

15. Special Elections and Vacancies

Vacant Members Cabinet seats shall be filled by the next highest-vote recipient from the most recent election for the relevant year level and campus, where applicable.

Vacancies in leadership positions (Vice President or Head of Department) shall be filled by a next highest voted candidate by the Members Cabinet, in accordance with this document, under section 9.3.

16. Freshmen Elections

- Freshmen elections are held publicly in September.
- A minimum of **seven (7)** candidates is required.
- Up to five (5) freshmen representatives are elected for a **one-semester training period**.

At the end of the training period, three (3) representatives are confirmed based on:

- involvement;
- meeting attendance;
- office hours;
- volunteering;
- proactivity and productivity.

Only freshmen students on the respective campus are eligible to vote in freshmen elections.

After the training period, the MC shall confirm three (3) representatives who will represent the year level for the remainder of the mandate.

17. Final Provisions

This document is the official appendix of the Statute. This Election Procedure enters into force upon adoption and shall be applied in conjunction with the Statute of the Student Government of RIT Croatia. In case of confusion or contradiction, the Statute will prevail.