



**REGULATION OF GENERAL ELECTION OF PRESIDENT UNIVERSITY
STUDENT COUNCIL COMMITTEE
NUMBER 1 YEAR 2020
REGARDING
GENERAL ELECTION OF PRESIDENT UNIVERSITY STUDENT COUNCIL

WITH THE GRACE OF GOD ALMIGHTY
GENERAL ELECTION OF PRESIDENT UNIVERSITY STUDENT COUNCIL
COMMITTEE**

- Considering:**
- a. in order to further conduct the duty of General Election of President University Student Council Committee as the executor of General Election of President University Student Council;
 - b. in order to conduct the mechanism of General Election of President University Student Council;
 - c. in order to consider the objectives stated in point a and b, the necessity to form a regulation regarding General Election of President University Student Council is highly important;

In view of: Law of President University Student Council Number 2 Year 2020 Regarding General Election of President University Student Council

GENERAL ELECTION OF PRESIDENT UNIVERSITY STUDENT COUNCIL

COMMITTEE

DECIDES:

To stipulate: REGULATION OF GENERAL ELECTION OF PRESIDENT UNIVERSITY STUDENT COUNCIL COMMITTEE NUMBER 1 YEAR 2020 REGARDING GENERAL ELECTION OF PRESIDENT UNIVERSITY STUDENT COUNCIL

CHAPTER I

GENERAL PROVISIONS

Article 1

Under this regulation, the following definitions shall apply:

1. President University Student Council, hereinafter referred to as PUSC, is the student legislative body at university level.
2. President University Student Union, hereinafter referred to as PUSU, is the student executive body at university level.
3. President University Major Association, hereinafter referred to as PUMA, is the student body at study program level.
4. Community is a newly-formed student organization at university level which concerns on a specific extracurricular or religious field under coordination of PUSU.
5. Club is a student organization at university level which concerns on a specific extracurricular or religious field under coordination of PUSU that has been upgraded from the status as Community.
6. General Election of President University Student Council, hereinafter referred to as GE of PUSC, is the election of Chairperson and Vice Chairperson of PUSC.
7. Committee of GE of PUSC, hereinafter referred to as the Committee, is the committee that organizes and conducts GE of PUSC.
8. Prospective Candidates of Chairperson and Vice Chairperson of GE of PUSC, hereinafter referred to as the Prospective Candidates, are eligible students who register to become the Candidates of GE of PUSC.

9. Candidates of Chairperson and Vice Chairperson of GE of PUSC, hereinafter referred to as the Candidates, are the Prospective Candidates who have been officially announced to be elected as the Chairperson and Vice Chairperson of PUSC.
10. Project Manager of GE of PUSC, hereinafter referred to as PM, is the coordinator of the Committee.
11. Vice Project Manager of GE of PUSC, hereinafter referred to as Vice PM, is the vice coordinator of the Committee who assists the PM.
12. Campaign of GE of PUSC, hereinafter referred to as the Campaign, is any activities conducted by the Candidates and/or Campaign Team to promote the Candidates.
13. Campaign Team is a group of students who are chosen by the Candidates to run the Campaign of the Candidates.
14. Campaign Manager, hereinafter referred to as the Manager, is a member of the Campaign Team who is chosen by the Candidates to coordinate the Campaign Team.
15. Student Organizations are legal organizations at university or study program level.
16. Student Congress is the forum where the 3 (three) legal organizations which are PUSC, PUSU and PUMA as well as the Student Activities Unit are gathered to discuss things regarding Student Organization.
17. Verification is the process to verify the administrative requirements submitted by the Prospective Candidates.
18. Rest Period is the period where no campaign activities can be done.
19. A voter, hereinafter referred to as voter, is the student of President University who has the right to vote.
20. General Election is the process where the voters use their right to vote.
21. Voting Platform is the specific platform where voters cast their right to vote in General Election.
22. Chairperson and Vice Chairperson are the head of a student organization.

23. The Elected Chairperson and Vice Chairperson of PUSC are the Candidates of GE of PUSC who have been elected to hold and execute the executive power of PUSC.
24. Management of President University refers to the officials of President University.

CHAPTER II
EXECUTION OF GE OF PUSC

Article 2

- (1) The sequence of GE of PUSC consists of:
 - a. Socialization;
 - b. Open registration;
 - c. Documents verification;
 - d. Interview session;
 - e. Announcement of Candidates;
 - f. Public debate;
 - g. Campaign briefing;
 - h. Campaign week;
 - i. Rest period;
 - j. General Election;
 - k. Counting day;
 - l. Announcement of the elected Chairperson and Vice Chairperson of PUSC.
- (2) Socialization is the introduction and explanation of PUSC Regeneration and GE of PUSC to all students of President University.
- (3) Open registration is the period where the Prospective Candidates fulfill the administrative requirements.
- (4) Documents verification is the verification of administrative documents submitted by the Prospective Candidates.
- (5) Interview session is the session where the Prospective Candidates are interviewed by the interviewers as part of qualitative assessment.
- (6) Announcement of Candidates is the announcement of the official

Candidates of GE of PUSC based on documents verification and interview session.

- (7) Campaign briefing is the session to emphasize the Candidates regarding the preparation for the campaign.
- (8) Campaign week is the period for the Candidates to introduce themselves to the students of President University.
- (9) Rest period is the period where there is no campaign conducted by the Candidates.
- (10) General Election is the phase where the active students of President University give their votes.
- (11) Counting day is the day where voting results of the General Election are counted to determine the elected Chairperson and Vice Chairperson of PUSC.
- (12) Announcement of the elected Chairperson and Vice Chairperson of PUSC is the announcement of the officially elected Chairperson and Vice Chairperson of PUSC based on the counting day result.
- (13) Announcements as stated in Paragraph (6) and (12) must be done through Decree of GE of PUSC Committee.

Article 3

- (1) Socialization consists of the explanation of:
 - a. PUSC by the incumbent Chairperson and Vice Chairperson of PUSC;
 - b. Requirements of the Candidates;
 - c. Administrative Requirements.
- (2) All students are invited to the socialization.
- (3) The socialization is namely Hello PUSC.

CHAPTER III

ADMINISTRATIVE REQUIREMENTS

Article 4

The Prospective Candidates are obligated to submit the administrative documents as follows:

- a. registration form which is provided by the Committee;
- b. Work Plan, including vision and mission;
- c. Curriculum Vitae of each Prospective Candidate, made by Prospective Candidate in PDF file format;
- d. photo color with the size of 3cm x 4cm of each Prospective Candidate in PNG or JPG file format;
- e. Motivation Letter of each Prospective Candidate;
- f. Report of Cumulative Grade Point Average (Academic Transcript) from the first semester until the third semester of each Prospective Candidate;
- g. essay made by each Prospective Candidate with the topic set by the Committee.

CHAPTER IV

CAMPAIGN

Article 5

- (1) The minimum number of Campaign Team members is 1 (one) and the maximum number of Campaign Team members are 10 (ten).
- (2) The Campaign Manager is considered as a member of the Campaign Team.

Article 6

- (1) Prior to the Campaign period, the Candidates are obligated to fulfill the Campaign requirements as follows:
 - a. Campaign Document;
 - b. Video Profile of the Candidates.
- (2) Campaign document, as stated in Paragraph (1) Point a, consists of:
 - a. Structure of the Campaign Team;
 - b. Details of the Campaign Team members, including name, student ID number, faculty, study program, batch, phone number, and signature;
 - c. Photo color with the size of 3cm x 4cm of each Campaign Team

member;

- d. List of Campaign activities, including description, venue, date, and time of the activities;
 - e. List of Campaign attributes, including description and quantity;
 - f. Campaign budgeting, which is a summary of intended expenditures along with income planning;
 - g. Campaign fund receipt from individuals or groups.
- (3) Campaign Document, as stated in Paragraph (2), must be signed by the Candidates and Campaign Managers at the end of the document.

Article 7

- (1) Committee shall conduct 1 (one) open forum, which is Public Debate.
- (2) Public Debate, as stated in Paragraph (1), is a formal debate where the Candidates present reasons and arguments about topics that are set by the Committee.

Article 8

- (1) Candidates are obligated to bring and maintain audiences in the sequence of GE of PUSC, which is Public Debate.
- (2) The audiences that Candidates must bring, as stated in Paragraph (1), are 5 (five) people in minimum and 20 (twenty) people in maximum.
- (3) The audiences that Candidates must maintain, as stated in Paragraph (1), are 5 (five) people in minimum.

Article 9

The Candidates are obligated to submit an accountability report of income and outcome of campaign funds at the latest 1 (one) week after the Campaign is finished.

CHAPTER V

SANCTIONS

Article 10

- (1) Sanctions will be applied to the Candidates who violate Student Organization laws or rules and regulations.
- (2) Forms of sanctions, as stated in Paragraph (1), are as follows:

- a. Warning letter 1;
- b. Warning letter 2;
- c. Disqualification.

(3) Warning letter 1 will be issued if the Candidates:

- a. Are late in submitting required documents, except for the administrative documents for registration;
- b. Create inappropriate contents, which include SARA, verbal and non-verbal abuse;
- c. Are late to attend any sequence of GE of PUSC without any prior notification;
- d. Conduct any Campaign activities outside the Campaign areas;
- e. Conduct any Campaign activities before or after campaign week;
- f. Form the Campaign Team which violates the composition of Campaign Team as stated in Article 5;
- g. Do not bring the audiences as required to the sequence of events as stated in Article 8.

(4) Warning letter 2 will be issued if the Candidates:

- a. Humiliate, instigate, threaten or harm any individuals or groups;
- b. Conduct illegal or black campaign;
- c. Release unauthorized editing, remove, or damage campaign contents of the other Candidates;
- d. Conduct Campaign in religious places;
- e. Violate rules and regulations of President University;
- f. Conduct 2 (two) violations as stated in Paragraph (3);
- g. Violate the campaign fund.

(5) The Candidates will be disqualified if the Candidates:

- a. Disturb public order;
- b. Conduct any activities which endanger the reputation of President University;
- c. Practice money politics;
- d. Conduct any kinds of criminal action;
- e. Manipulate any information in relation to GE of PUSC;

- f. Conduct 3 (three) violations as stated in Paragraph (3);
- g. Conduct 2 (two) violations as stated in Paragraph (4);
- h. Conduct 1 (one) violation as stated in Paragraph (3) and 1 (one) violation as stated in Paragraph (4);
- i. Do not fulfill the requirements of Candidates.

Article 11

If the Candidates are sanctioned according to Article 10 Paragraph (3) Point d, e, f, Paragraph (4) Point b, c, d, and Paragraph (5) Point a, b, c, d, therefore the Committee has the right to dismiss the Campaign activities.

CHAPTER VI

ELECTION

Article 12

- (1) The system of election will be conducted through President University Information System.
- (2) The detailed procedure of voting will be explained in the video tutorial posted by the Committee.

Article 13

The flow of voting in President University Information System is as follows:

- a. Voters log in to their President University Information System account;
- b. Voters go directly to the voting page;
- c. Voters cast their vote by clicking the button beside the Candidates' photo;
- d. Voters make a confirmation before clicking the submit button.

CHAPTER VII

VOTE COUNTING

Article 14

The procedure of vote counting are as follows:

- a. The Committee shall record the voting result;
- b. The Committee shall announce the final result of the vote counting.

Article 15

The voting is considered as valid if:

- a. The participants cast their vote by clicking the button;
- b. There is no double vote.

CHAPTER VIII

RE-ELECTION

Article 16

- (1) The re-election shall be conducted for 5 (five) days after an additional Campaign is conducted.
- (2) Additional Campaign shall be conducted for 3 (three) days.

CHAPTER IX

CLOSING PROVISIONS

Article 17

This regulation starts to take effect on the date of its enactment.

Enacted in Cikarang, West Java

On November 12, 2020



PROJECT MANAGER OF GE OF PUSC

NISA AULIYA SILMI MADIANA