

STATUTE OF SENATE

A. Membership and Quorum of the Senate

1. The Senate shall consist of:

Ex-officio members

- (a) the President, who shall be Chairman
- (b) the Deputy President and Provost, who shall be Deputy Chairman; and the Executive Vice President
- (c) the Vice Presidents and Associate Vice Presidents
- (d) the Dean of each Faculty, and the Chairman of each School Board
- (e) the Dean of Graduate School
- (f) the Dean of College of Professional and Continuing Education
- (g) the Dean of Students
- (h) the Chair Professors, other than Heads of academic units
- (i) the Chairmen of standing Committees of the Senate, who are not otherwise members of the Senate
- (j) the Heads of academic units, including the Deans of independent Schools
- (k) the Director of Educational Development
- (l) the Director of Educational Research Centre
- (m) the Director, Industrial Centre
- (n) the Director of Information Technology
- (o) the Director of Institute for Higher Education Research and Development
- (p) the Director of PolyU Academy for Interdisciplinary Research
- (q) the University Librarian

Staff members

- (r) one staff member (other than the Head of academic unit) elected by and from the full-time academic staff of each academic unit, excluding affiliate academic staff members

Student members

- (s) two undergraduate students elected by and from full-time undergraduate/sub-degree[‡] students of the University
- (t) one postgraduate student elected by and from full-time taught/research postgraduate students of the University

Co-opted members

- (u) up to 5 full-time staff members appointed by the Chairman of Senate
2. Ex-officio members shall hold office for the time being of their occupying, or acting for, the said position in the University.
 3. Staff members elected under paragraph 1(r) shall hold office for 2 years or for such periods as the Senate shall determine, and shall be eligible for re-election.

[‡] Reference to "sub-degree" will be removed upon the phasing out of all sub-degree programmes.

4. Student members appointed under paragraph 1(s) and (t) must be bona fide* students of the University while serving as members of the Senate. They shall hold office for one year or for such periods as the Senate shall determine, and shall be eligible for re-appointment.
5. In the event that any casual vacancy shall occur from members under paragraphs 1(r), (s) and (t), the Senate shall have power to fill the same, and any such member so appointed shall hold office for the balance of the term of the appointee whom he/she is replacing, and shall be eligible for re-election, or re-appointment, as appropriate.
6. Co-opted members shall serve for such periods as the Chairman of Senate may determine.
7. The academic units referred to in paragraphs 1(h), (j) and (r) are, for the time being, the following:

School of Design#
 School of Fashion and Textiles#
 School of Hotel and Tourism Management#
 Department of Logistics and Maritime Studies
 Department of Management and Marketing
 School of Accounting and Finance
 Department of Building Environment and Energy Engineering
 Department of Building and Real Estate
 Department of Civil and Environmental Engineering
 Department of Land Surveying and Geo-Informatics
 Department of Aeronautical and Aviation Engineering
 Department of Biomedical Engineering
 Department of Computing
 Department of Electrical and Electronic Engineering
 Department of Industrial and Systems Engineering
 Department of Mechanical Engineering
 Department of Applied Social Sciences
 Department of Health Technology and Informatics
 Department of Rehabilitation Sciences
 School of Nursing
 School of Optometry
 Department of Chinese and Bilingual Studies
 Department of Chinese History and Culture
 Department of English and Communication
 Department of Applied Biology and Chemical Technology
 Department of Applied Mathematics
 Department of Applied Physics
 Department of Food Science and Nutrition

Senate may, from time to time, propose to Council the academic units to be added thereto or deleted therefrom. The units marked with # are independent Schools not affiliated with any Faculty.

* For the purpose of determining eligibility of student membership on Senate and other University committees, a person is a bona fide student of The Hong Kong Polytechnic University during the period when he is officially registered at the University until the date when his overall results are finalised by the relevant authority confirming his satisfactory completion of the award requirements for graduation.

8. Resignation from membership:
 - (a) An elected member of the Senate may resign his membership by notice in writing to the Chairman of the Senate.
 - (b) A co-opted member of the Senate may resign his membership by notice in writing to the Chairman of the Senate.
9. The Secretary to Senate shall be the Registrar.
10. The quorum of the Senate shall be not less than 50% of its total membership for the time being.

B. Powers and Duties of the Senate

Subject to the provision of the Ordinance, the Senate shall have power:

1. to provide programmes leading to the Postgraduate, Undergraduate and Sub-degree awards of the University and such other programmes of study as may be deemed desirable from time to time and which are within the general policy laid down by Council;
2. to direct and regulate the instruction and education in the University, to stimulate the advancement of knowledge by research, publications and other scholarly activities, and to direct the manner in which examinations shall be conducted;
3. to determine and periodically review the University's systems and processes for ensuring the academic standards and quality of its academic programmes;
4. to determine what examinations or study programmes in other educational institutions or places of learning shall be deemed equivalent to examinations or programmes of study in the University;
5. to organize the Faculties and Schools, and to review, approve, refer back, amend or disallow any act of the Board of any Faculty or School, and to give directions to the Boards of the Faculty or School;
6. to advise Council on the provision of facilities for educational and other academic matters;
7. to decide, in accordance with the regulations, what persons have qualified for the conferment of Postgraduate, Undergraduate and Sub-degree awards and other awards and marks of distinction (other than honorary degrees);
8. to determine the time, mode and conditions of competition for, and to award fellowships, scholarships and prizes in accordance with the terms thereof;
9. to require any student, on academic grounds or on other grounds deemed appropriate by Senate, to terminate his studies at the University;
10. to reconsider, on academic grounds deemed appropriate by Senate, any determination that a person was eligible to receive an academic award, and to determine whether the University should deprive any graduate, on academic grounds deemed appropriate by Senate, of an academic award conferred by the University and/or revoke any certification granted*;
11. to provide recommendations and advice on any matter affecting the welfare of students;
12. to advise Council or the President on any matter referred to Senate by Council or the President;
13. to appoint Boards, committees, working parties and such other bodies which shall report to Senate and delegate any of its powers and duties (except those otherwise restricted by the Council) to such bodies or to any member of the Senate;

* This is without prejudice and subject to the rights and powers of the University under any legislation or as a matter of general law.

14. to direct and control by means of regulations made by Senate the form and content of education in the University; and in pursuance of this power to make regulations from time to time in respect of any of the following matters or for any of the following purposes:
 - (a) the admission, promotion and registration of students;
 - (b) the conditions for the award of Postgraduate, Undergraduate and Sub-degree awards, and other academic awards and marks of distinction;
 - (c) programmes of study and examinations;
 - (d) the award of scholarships, prizes and other forms of recognition for academic distinction;
 - (e) staff appraisal and development;
 - (f) research and other scholarly activities;
 - (g) the use of University libraries, laboratories, workshops and other educational facilities; and
 - (h) generally, all matters which by the Ordinance or Council statutes under Section 18 of the Ordinance it is empowered to regulate;
15. to set policies and guidelines for consultancy and other forms of services to the community;
16. to recommend to the President the appointment of internal examiners, external examiners, and external members on Senate Committees;
17. to approve the appointment of Honorary Professors, including the conferment of Emeritus Professorships; and
18. to elect one member to Council, as provided for in Section 10 of the Ordinance.

C. Holding and Conduct of Elections of Members of the Senate

I. Preamble

1. Membership of the Senate of The Hong Kong Polytechnic University (“PolyU”) includes
 - (a) one staff member (other than the Head of academic unit) elected by and from the full-time academic staff of each academic unit, excluding affiliate academic staff;
 - (b) two undergraduate students elected by and from full-time undergraduate/sub-degree students of the University; and
 - (c) one postgraduate student elected by and from full-time taught postgraduate/research students of the University
2. Each election to elect a staff member or student members of Senate shall be governed by this Statute.

II. Interpretation

- (a) “Ballot” shall mean the casting of Votes in secret.
- (b) “Candidate” shall mean a person who, having been properly nominated, has not withdrawn his consent to being so nominated.
- (c) “Council” shall mean the Council of The Hong Kong Polytechnic University established under Section 5 of The Hong Kong Polytechnic University Ordinance (Cap. 1075).
- (d) “Departments” shall mean those academic units listed in the Membership of the Senate under paragraph A7 of this Statute.
- (e) “Elector” shall mean a person who has the right to vote in accordance with the provisions of this Statute.
- (f) “Eligible Staff” shall mean the full-time non-temporary teaching and instructional staff of a Department, at the level of Instructors and above, excluding the Chair Professor (if any) and the Head or Interim Head, who constitute the electorate of each Department.
- (g) “Eligible Student” shall mean registered full-time undergraduate/sub-degree or taught postgraduate/research student of the University, as appropriate.
- (h) “Nominee” shall mean a person properly proposed and seconded for election.
- (i) “Vote” shall mean the formal expression of choice of a candidate, made in accordance with the provisions of this Statute.

III. Staff Member Election Procedures

1. Election Schedule

(a) The general election shall be held according to the following summary schedule:

<i>Event</i>	<i>Number of calendar days allowed</i>	<i>Date range</i>
(i) Preparation of rolls of persons eligible to be both electors and candidates	--	Not later than one month before expiry of office of current member
(ii) Announcement of election timetables, and nominations called for	--	As soon as possible after (i)
(iii) Nomination period	7	
(iv) Announcement of nominations	--	Not later than 3 calendar days after conclusion of (iii)
(v) Period for possible withdrawal of nominations	2	To start immediately after (iv)
(vi) 1. Polling period [2. Second polling period if there is a tie of votes between candidates]	1-3 [1-3]	
(vii) Announcement of results	--	The following calendar day after (vi)
(viii) Period for lodging complaints	1	Immediately after (vii)

(b) Any necessary by-elections shall follow the same sequence of events, wherever applicable, to that set out in the summary timetable above.

2. Returning Officer and Election Officer

(a) The Chairman of Senate shall appoint Election Officer(s).

(b) The Secretary to Senate shall appoint employee(s) of the University as Returning Officer(s).

3. Electoral Rolls

- (a) The Human Resources Office shall supply the Election Officer with information for the preparation of the Departmental electoral rolls, each of which shall consist of the names of Eligible Staff of each Department.
- (b) An electorate of one Department shall only nominate or vote for candidates of his own Department.

4. General Election

There shall be a general election every two years.

5. Notification of General Election

- (a) As near as is practicable to one month prior to the commencement of the new term of office of the elected members, the Election Officer shall inform each elector of the following:
 - (i) the reason for the election;
 - (ii) the period of membership;
 - (iii) the timetable setting out the dates on which specific stages of the election procedure shall be completed.
- (b) The Election Officer shall on the same date also post the information in paragraph 5(a) above together with this Statute on the Senate notice board(s) or website and such other notice board(s) or website as he deems fit.

6. Nominations

- (a) Each elector may propose one member of Eligible Staff as Nominee for election to each vacancy. Nominations shall be made on a form available from the Election Officer.
- (b) Each nomination shall be signed by the proposer and by three seconders (who must also be electors) and by the Nominee giving consent to be nominated. If the Nominee is not in Hong Kong at the time of the nomination, the proposer shall furnish evidence of his written consent and return it together with the nomination form to the Election Officer. No elector shall nominate or second more than one member of the Eligible Staff. All nominations shall reach the Election Officer before noon of the 7th calendar day after nominations were open.
- (c) In the event that no nomination is received from a Department at the expiration of seven calendar days from the time at which nominations were declared open, it will be assumed that the Department does not wish to be represented on the Senate. Nominations shall not be re-opened.

- (d) Not later than three calendar days after the close of the nomination period, the Election Officer shall post a list of nominations received (showing also the names of proposers and seconders) on the Senate notice board(s) or website and such other notice-boards or website as he deems fit. In the event that more than one nomination form has been returned in respect of the same Nominee the list shall include only the names of the proposer and the seconder on whichever was the first nomination form received by the Election Officer.
- (e) Any Nominee may withdraw his consent to nomination should he so wish by notice in writing to the Election Officer within two calendar days of the posting of the list of Nominees. Should all Nominees for one Department withdraw within the specified period, the Department concerned may call a by-election not sooner than three months after the announcement of the results of the general election. In the meantime, the general election for the other Departments shall proceed as normal.

7. Provision Related to Polling

- (a) As soon as the list of nominations has been confirmed, the Election Officer shall issue to each Elector the notice of polling and the date of election through the Heads/Interim Heads of Departments.
- (b) Each elector shall be entitled to give one vote and to one candidate only.
- (c) Polling shall be conducted either by paper ballot or via a designated electronic polling platform as determined by the Election Officer.

8. Polling by Paper Ballot

- (a) The Election Officer or his delegate(s) shall issue a ballot form to each elector at the designated polling station(s). The ballot form shall set out the nomination(s), the date and time fixed by the Election Officer at which votes are to be returned and when the result of the election will be announced. The ballot form shall also bear a mark of identification approved by the Election Officer.
- (b) Each elector shall mark on the ballot form (without revealing his identity) his vote by a tick (✓) in the space provided against the name of the candidate of his choice. The number of such ticks shall not exceed the number of vacancies.
- (c) The elector shall then put his ballot form in the ballot box provided by the Election Officer at the designated polling station(s) before the close of the polling period.
- (d) An elector who anticipates his absence from Hong Kong during the polling period shall inform the Election Officer as early as possible so that special arrangement for polling via a designated email can be arranged.
- (e) The following shall be a spoilt ballot form and the vote(s) marked on it shall not be counted by the Returning Officers:
 - (i) A form received after the close of the polling period;
 - (ii) A form received torn;

- (iii) A form which does not bear the official mark;
- (iv) A form recording a vote (or votes) in any manner other than a tick (✓) (or ticks) in the space provided;
- (v) A form recording votes exceeding the number of vacancies; or
- (vi) A form with mark(s) other than the vote(s).

9. Polling via a Designated Electronic Polling Platform

- (a) The Election Officer shall invite electors to access the electronic polling platform with clear polling instructions.
- (b) Each elector shall receive a ballot on the electronic polling platform which sets out the nomination(s), the date and time when votes are to be returned and when the result of the election will be announced.
- (c) The elector shall mark on the electronic ballot his vote against the name of the candidate of his choice, and submit the ballot through the electronic polling platform. Voting after the close of the polling period will not be accepted. Each elector can only submit one ballot, and the number of votes shall not exceed the number of vacancies.

10. Determination and Announcement of Results of the Election

- (a) As soon as practicable after the close of the poll:
 - (i) for polling by paper ballot, the ballot boxes shall be handed to the Returning Officers who shall open the ballot boxes and check the official mark on the ballot forms. The Returning Officers shall then count the votes in the presence of the Election Officer, who may call for a recount, if deemed necessary.
 - (ii) for polling conducted electronically, the Returning Officers shall enter the electronic polling platform and receive the voting result in the presence of the Election Officer.
- (b) When the counting (or any recounting) of votes or the receiving of the voting result has been completed, the Returning Officers shall convey the election results, i.e. the number of votes cast for each candidate, to the Election Officer. The candidates who receive the highest number of valid votes shall be declared elected.
- (c) In the case of a tie of votes between candidates, it shall be resolved by a further round of election to be conducted as soon as possible after the conclusion of the preceding polling, following the same schedule as set out in Clause III paragraph 1 of this Statute.
- (d) At the conclusion of the count (or any recounts) of votes or the receiving of the voting result, the Election Officer shall announce the result of the election including the number of votes cast for each candidate, and the term of office of the successful candidate.

11. Complaints and Confirmation of the Results of the Election

- (a) Any complaint arising from the conduct of the election shall be lodged with the Election Officer within 24 hours of the announcement of the result of the election. The Election Officer shall investigate the complaint lodged.
- (b) If no complaint is received, or if the Election Officer is satisfied with the results of investigation into any complaint, the result will be taken as confirmed. The Election Officer shall report to the Chairman of the Senate, via the Secretary to Senate, in due course that the election has been properly conducted.
- (c) If the Election Officer is not satisfied with the results of investigation, the matter shall be referred to the Chairman of the Senate, via the Secretary to Senate, for decision on a further course of action.

12. Destruction of Ballot Papers

(a) For polling by paper ballot

- (i) After the counting (or any recounting) of votes has been completed, the Returning Officers shall return all ballot forms in a sealed cover to the Election Officer for safe custody. Any re-examination of the ballot forms thereafter has to be approved by and conducted in the presence of the Election Officer.
- (ii) The Election Officer shall destroy the ballot forms within seven calendar days after confirmation of the results of the election.

(b) For polling conducted electronically

The Election Officer shall ensure that all electronic records of votes cast shall be permanently deleted within seven calendar days after confirmation of the results of the election.

13. By-Elections

- (a) A by-election shall be held should an elected member of the Senate cease to be a member by virtue of resignation or by ceasing to be an Eligible Staff member or passes away.
- (b) A by-election shall be held by the Department concerned to elect an Eligible Staff member to serve the remaining term of the outgoing elected member.
- (c) A new member elected for appointment to such a vacancy shall take office immediately following his appointment and shall serve for the remaining period of the term of office of the original member in that seat.
- (d) By-elections should be conducted by a Head of Department following the Statute applicable to the general election and acting in the same manner as, but in the place of, the Election Officer.

- (e) In the event that no nomination is received by the Head of Department at the expiration of seven calendar days from the time at which nominations were declared open, it will be assumed that the Department does not wish to be represented on the Senate. Nominations shall not be re-opened.
- (f) A vacancy created by the resignation of an outgoing member shall not be occupied by any person other than an Eligible Staff member elected by the conduct of a by-election or general election.

14. Saving

The Council, or the Senate through the Council, may at its discretion change this Statute generally or for the purpose of a particular election. In particular, notwithstanding the provisions of paragraphs 6 to 12 inclusive above, if at the closing date for withdrawal of consent to nominations there is only one nomination from a particular Department, that Nominee shall forthwith be declared elected unopposed.

IV. Student Members Election Procedures

1. Election Schedule

(a) The general election shall be held according to the following summary schedule:

<i>Event</i>	<i>Number of calendar days allowed</i>	<i>Date range</i>
(i) Preparation of rolls of persons eligible to be both electors and candidates	--	At least one month before the commencement of the new term of office of the elected student member
(ii) Announcement of election timetables, and nominations called for	--	As soon as possible after (i)
(iii) Nomination period	14	
(iv) Announcement of nominations	--	Not later than 3 calendar days after conclusion of (iii)
(v) Period for possible withdrawal of nominations	7	To start immediately after (iv)
(vi) 1. Polling period [2. Second polling period if there is a tie of votes between candidates, or in case of a run-off polling]	3-5 [3-5]	
(vii) Announcement of results	--	The following calendar day after (vi)
(viii) Period for lodging complaints	2	Immediately after (vii)

(b) Any necessary by-elections shall follow the same sequence of events, wherever applicable, to that set out in the summary timetable above.

2. Returning Officer and Election Officer

(a) The Chairman of Senate shall appoint the Election Officer.

(b) The Secretary to Senate shall appoint employee(s) of the University as Returning Officer(s).

3. Electoral Rolls

The Election Officer is responsible for preparing the electoral rolls which shall consist of the names of all Eligible Students.

4. Notice of Election

At least one month before the commencement of the new term of office of the elected student members, the Election Officer shall post an announcement for information of all Eligible Students giving the schedule of election, term of office of the vacancies, a copy of this Statute, and an invitation for nominations.

5. Nominations

- (a) Each elector may nominate one Eligible Student for election to the vacancy.
- (b) Nominations shall be made on a designated nomination form available from the Election Officer. Each nomination shall be properly signed by the proposer and three seconders (who must also be electors). The nomination must also be signed by the Nominee to indicate his consent to be nominated. If the Nominee is not in Hong Kong at the time of the nomination, the proposer shall furnish evidence of his written consent and return it together with the nomination form to the Election Officer. All nominations shall reach the Returning Officer within fourteen calendar days after nominations were open.
- (c) After the nomination period has ended, the Election Officer shall verify the validity of each nomination received.
- (d) If at the end of the nomination period, no nomination is received, it will be assumed that the students concerned do not wish to be represented on the Senate. Nominations shall not be re-opened.
- (e) Not later than three calendar days after the close of the nomination period(s), the Election Officer shall announce the nomination(s) received (showing also the names of proposers and seconders) to all Eligible Students.
- (f) Any Nominee may withdraw his consent to nomination should he so wish by notice in writing to the Election Officer within seven calendar days after the announcement of the list of Nominees. If there is no valid nomination after withdrawal of consent to nominations, it will be assumed that the students concerned do not wish to be represented on the Senate. Nominations shall not be re-opened.

6. Provision Related to Polling

- (a) As soon as the list of nominations has been confirmed, the Election Officer shall issue to each elector the notice of polling and the date of election.
- (b) Each elector shall be entitled to give vote(s) not exceeding the number of vacancies.
- (c) Polling shall be conducted either by paper ballot or via a designated electronic polling platform as determined by the Election Officer.

7. Polling by Paper Ballot

- (a) The Election Officer or his delegate(s) shall issue a ballot form to each elector at the designated polling station(s). The ballot form shall set out the nomination(s), the date and time fixed by the Election Officer at which votes are to be returned and when the result of the election will be announced. The ballot form shall also bear a mark of identification approved by the Election Officer.
- (b) Each elector shall mark on the ballot form (without revealing his identity) his vote(s) by a tick (✓) in the space provided against the name(s) of the candidate(s) of his choice. The number of such ticks shall not exceed the number of vacancies.
- (c) The elector shall then put his ballot form in the ballot box provided by the Election Officer at the designated polling station(s) before the close of the polling period.
- (d) An elector who anticipates his absence from Hong Kong during the polling period shall inform the Election Officer as early as possible so that special arrangement for polling via a designated email can be arranged.
- (e) The following shall be a spoiled ballot form and the vote(s) marked on it shall not be counted by the Returning Officers:
 - (i) A form received after the close of the polling period;
 - (ii) A form received torn;
 - (iii) A form which does not bear the official mark;
 - (iv) A form recording a vote (or votes) in any manner other than a tick (✓) (or ticks) in the space provided;
 - (v) A form recording votes exceeding the number of vacancies; or
 - (vi) A form with mark(s) other than the vote(s)

8. Polling via a Designated Electronic Polling Platform

- (a) The Election Officer shall invite electors to access the electronic polling platform with clear polling instructions.
- (b) Each elector shall receive a ballot on the electronic polling platform which sets out the nomination(s), the date and time when votes are to be returned and when the result of the election will be announced.
- (c) The elector shall mark on the electronic ballot his vote(s) against the name(s) of the candidate(s) of his choice, and submit the ballot through the electronic polling platform. Voting after the close of the polling period will not be accepted. Each elector can only submit one ballot, and the number of votes shall not exceed the number of vacancies.

9. Determination and Announcement of Results of the Elections

- (a) As soon as practicable after the close of the poll:
 - (i) for polling by paper ballot, the ballot boxes shall be handed to the Returning Officers who shall open the ballot boxes and check the official mark on the ballot forms. The Returning Officers shall then count the votes in the presence of the Election Officer, who may call for a recount, if deemed necessary.
 - (ii) for polling conducted electronically, the Returning Officers shall enter the electronic polling platform and receive the voting result in the presence of the Election Officer.
- (b) When the counting (or any recounting) of votes or the receiving of the voting result has been completed, the Returning Officers shall convey the election results, i.e. the number of votes cast for each candidate, to the Election Officer. The total number of eligible students who cast their valid votes shall not be less than one tenth of the total eligible electors. Otherwise, the election shall be declared unsuccessful.
- (c) In an election with only one candidate, the candidate shall be declared elected if he received more valid confidence votes than non-confidence votes and the number of valid confidence votes received also exceeds 50% of the total eligible electors who have cast their valid votes.
- (d) In an election with more than one candidate, the candidate receiving the highest number of valid confidence votes which exceeds 50% of the total eligible electors who have cast their valid votes shall be declared elected.
- (e) In the case of a tie of votes between candidates, it shall be resolved by a further round of polling by electors. The polling process detailed in paragraphs 6 to 8 of Clause IV of this Statute shall be repeated not later than fourteen calendar days after the conclusion of the preceding polling period.
- (f) In an election with more than two candidates and no candidate received valid confidence votes which exceed 50% of the total eligible electors who have cast their valid votes in the first round of polling, the candidates receiving the highest and second highest number of valid confidence votes will enter as candidates in a second / run-off polling by electors. The polling process detailed in paragraphs 6 to 8 of Clause IV of this Statute shall be repeated not later than fourteen calendar days after the conclusion of the preceding polling period.
- (g) In case of a tie of votes or if no candidate received valid confidence votes which exceed 50% of the total eligible electors who have cast their valid votes in the second / run-off polling, the election shall be declared unsuccessful.

Note: Election rules from 9(c) to 9(g) are applicable to elections with one vacancy. For elections with two vacancies, the reference to the number of candidates and the interpretation of election results should correspond to the number of vacancies. In addition, if only one candidate is successfully elected in an election with two vacancies, the remaining vacancy shall be filled by a run-off polling.

- (h) At the conclusion of the count (or any recounts) of votes or the receiving of the voting result, the Election Officer shall announce the results of the election including the number of votes cast for each candidate, and the term of office of the successful candidate(s) to all Eligible Students.
- (i) Subject to receiving no complaint against the results of the election, the Election Officer shall submit the names of the candidates elected and the term of office to the Senate via the Secretary to Senate. The Secretary to Senate shall arrange Senate's proper appointment of the elected student members as soon as possible.

10. Complaints and Confirmation of the Results of the Election

- (a) Any complaint arising from the conduct of the election shall be lodged with the Election Officer within two calendar days after the announcement of the results of the election. The Election Officer shall investigate the complaint lodged.
- (b) If no complaint is received, or if the Election Officer is satisfied with the results of investigation into any complaint, the results will be taken as confirmed. The Election Officer shall report to the Chairman of the Senate, via the Secretary to Senate, in due course that the election has been properly conducted. The Secretary to Senate shall arrange Senate's proper appointment of the elected student members as soon as possible.
- (c) If the Election Officer is not satisfied with the results of investigation, the matter shall be referred to the Chairman of the Senate, via the Secretary to Senate, for decision on a further course of action.

11. Destruction of Ballot Papers

(a) For polling by paper ballot

- (i) After the counting (or any recounting) of votes has been completed, the Returning Officers shall return all ballot forms in a sealed cover to the Election Officer for safe custody. Any re-examination of the ballot forms thereafter has to be approved by and conducted in the presence of the Election Officer.
- (ii) The Election Officer shall destroy the ballot forms within seven calendar days after confirmation of the results of the election.

(b) For polling conducted electronically

The Election Officer shall ensure that all electronic records of votes cast shall be permanently deleted within seven calendar days after confirmation of the results of the election.

12. By-elections

- (a) A by-election shall be held if an elected student member of Senate ceases to be a member by virtue of resignation or by ceasing to be an Eligible Student or passes away.*

* By-election will only be held if the remaining term of office of the member concerned is more than six months.

- (b) A new member elected through a by-election shall be appointed to take office immediately following Senate's appointment and shall serve for the remaining term of office of the original student member in that seat.

13. Saving

The Council, or the Senate through the Council, may at its absolute discretion amend this Statute generally or for the purpose of a particular election.

14. Election of Student Members to Committees of Senate

The Election Statute (Student Members in Senate) is also applicable to the election of student member(s), if any, in any other Committees of Senate.

September 2023

Note for this Statute of Senate:

The wordings of 'he' or 'his' in this document are gender-neutral and are applicable to both sexes.