



Document Title	ELECTION PROCEDURE			Page 1 of 4
Document Number	275	Document Revision	A	Date Issued
				22/12/14

SECTION A : GENERAL INFORMATION

1	Document category	Procedure		
2	Document approver	COI		
3	Document owner	Deputy Principal, Academic Operations and Student Services		
3	Minimum list of document users to be notified upon release of document update	All Academic Staff and All Students		
4	Document change history			
A	Document Change Tracking Number	Date released	Change originator	
	62/2104	22/12/14	Saliba Anthony	
	Change history (Section/change details)			
	New procedure			
B	Document Change Tracking Number	Date released	Change originator	
	Change history (Section/change details)			

PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT**Instructions for document users with access to College website**

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today**. !



Document Title	ELECTION PROCEDURE			Page 2 of 4	
Document Number	275	Document Revision	A	Date Issued	22/12/14

1. PURPOSE

The purpose of this document is to provide a procedure for the election of:

- a) Student Representatives for the Student Council (SC),
- b) Student Representative for the Board of Studies (BOS)
- c) Student Representative for the Council of Institutes (COI)
- d) Staff Representative for the Board of Studies (BOS)
- e) Staff Representative for the Council of Institutes (COI)

2. SCOPE

This procedure applies to all Academic Staff and Students

3. ELLIGIBILITY

All full-time day course MCAST academic staff and students in all Institutes and at the Gozo Campus are entitled to cast their vote to elect the above-mentioned staff and student representatives.

4. DATES AND DURATION OF ELECTIONS

All elections will be held in all MCAST Institutes and at the Gozo Campus on a date established by the MCAST Council of Institutes from 0830 until 1600 hours.

All lecturing staff members and full-time registered students can cast their vote.

All lecturing staff will cast their vote at their own Institute.

Students attending day courses in Satellite Institutes, that is, at the Institutes of Agribusiness, Art & Design, Gozo Campus in Ghajnsielem, Building & Construction Engineering and at the Institute of Maritime Studies will cast their vote at their Institute.

The voting venue/s for students attending MCAST day courses on the Main Campus in Paola will be announced approximately 1 week prior to the day of the Election.

5. ADMINISTRATION OF ELECTIONS

The KSM (Kunsill Studenti tal-MCAST) appoints all the members of the Electoral Commission for the Student Council Election. This Commission will be responsible for the running of the Student Council Election on date of the MCAST Elections.

Document Title	ELECTION PROCEDURE			Page 3 of 4	
Document Number	275	Document Revision	A	Date Issued	22/12/14

6. NUMBER OF ELECTED REPRESENTATIVES

All Institutes and the Gozo Campus are entitled to elect the following representatives:

- i. One (1) academic staff representative and one (1) student representative for the Institutes' and Gozo Campus's **Board of Studies**
- ii. Two (2) academic staff representatives and two (2) student representatives from among all Institutes and all students for the **Council of Institutes**

Students in every Institute are expected to elect one (1) student representative for each Institute and from the Gozo Campus for the **Student Council**

When there is one only nomination for any one of the above elections, the candidate is elected automatically.

7. PROCEDURE FOR ABOVE ELECTIONS

Sample ballot papers, which include space for the three different elections, will be forwarded to all Institutes and to the Gozo Campus.

Only the votes cast in the officially recognized ballot boxes will be counted.

The Elections Administrator, in conjunction with the KSM Electoral Commission, will assume responsibility for the voting process that will be held in the election venues at the MCAST Main Campus and in other voting venues in Satellite Institutes, thus ensuring that all eligible voters may exercise their right to vote in an appropriate environment and without any interference.

The ballot paper indicates the number of ticks which eligible voters are expected to put on the ballot paper.

Colour codes:

- i. WHITE paper will be used for all lecturing staff and students' nominations.
- ii. WHITE ballot papers will be used for the election of the Student Council members;
- iii. GREEN paper will be used for the election of lecturing staff representatives on the Board of Studies and for the Council of Institutes;
- iv. YELLOW paper will be used for the election of student representatives on the Board of Studies and the Council of Institutes.

Students wishing to apply for the Student Council must hand-in their fully completed application by hand in a sealed envelope to the office of the Deputy Principal (Student House) by the pre established deadline. In case of his absence, students can leave their application form next door with his personal assistant.

Every ballot paper has to be a photocopy of the sample provided by the Office of the Deputy Principal. The Institute's rubber stamp and the signature of the person in charge of the voting paper have to show on the backside of the ballot paper for elections held within the Institute (students are therefore excluded from this provision, but they must follow the procedure stipulated by the Electoral Commission for the Student Council Elections.)

Prior to casting their vote all eligible voters have to show their Identity Card Number to the person in charge, who will then strikeout the voter's name from the list and provide the voter with the ballot paper.



Document Title	ELECTION PROCEDURE			Page 4 of 4	
Document Number	275	Document Revision	A	Date Issued	22/12/14

In case of error during the voting process, the voter has the right to return the ballot paper to the person in charge and s/he will be given another ballot paper. Any ballot papers returned this way will be kept in a separate file.

Timeframes will be published for the entire election process and for activities which will be duly informed.

8. COUNTING OF VOTES AND COMMUNICATION OF RESULTS

Counting of votes and communication of results will be done on the same day in which elections are held.

All votes cast in Satellite Institutes will be brought by MCAST personnel to the Student Hall at the Main Administration Building in Paola.

At the closure of the voting time (1600 hours) all votes will be taken to the Student House (1600-1700 hours). It is envisaged that the counting of these votes will be completed between 1700 and 1930 hours.

Counting of votes cast in all Institutes – with the exception of the Gozo Campus – will take place in the Student House at the Main Administration Building at Paola. The process of counting will be carried out by a number of personnel specifically appointed by MCAST.

All individual contestants for these three elections may be present for the vote counting session as described above.

Votes cast at the Gozo Campus will be counted at the same Campus. The Gozo Director will communicate the election results to the College Principal, Deputy Principal and to the MCAST Student Liaison Manager on elections day, immediately after the counting process is completed.

The Deputy Principal will publish all the Election Results through the MCAST Communications Office by the first Monday following Elections Day. All Institutes and the Gozo Campus Directors will also publish a copy of the results.

In case of ties, another election between these contestants will take place on the first Tuesday following elections day, with the same procedures employed for the Main Elections as stipulated by MCAST.

Those elected in any of the above posts will serve a one-year term, starting from the 1 December until the 30 November of the following year.

The participation of all staff and students in the MCAST elections is greatly encouraged. Elected representatives are the voice of the voters and they can take an active part in the decision-making process of the Board of Studies, the Council of Institutes and the Student Council on their behalf.