

Procedures for the Online Election of Student Chapter Committees at Saint Joseph University of Beirut

Election Date

The University Board schedules the election for a Saturday in October. Voting takes place online from **9:00 a.m. to 1:00 p.m.**, and classes are suspended for the day. If the election cannot proceed as scheduled, the Board sets a new date on a non-working day before the end of October. If no non-working day is available within that period, the election is held on a working day, with classes suspended for the day.

Electoral Board

The dean or director of the institution or regional campus appoints one Electoral Board for each institution.

A representative of the institution or regional campus chairs the Electoral Board. The oldest and youngest students from the institution or year of study who are willing to serve also sit on the Board, provided they are neither candidates nor representatives of a candidate list.

One or more alternates are appointed to assume the Chair's duties in case of absence or impediment.

If either student position remains vacant, the dean or director fills the vacancy with a staff member from the faculty, institution, or regional campus and appoints an alternate.

The administration of the institution or regional campus provides the Chair of the Electoral Board with a list of students, ranked by date of birth from oldest to youngest.

The dean or director may appoint the representative of the institution or regional campus before the Electoral Board is formally constituted.

The Electoral Board must:

- conduct the online ballot count in accordance with the applicable procedure;
- sign the official election record and document any irregularities or violations.

Online Voting:

a) Pre-Election Preparations:

At least seven working days before the election, the Elections Committee holds an online voting simulation for students who wish to test the voting process.

b) Polling Hours:

The same opening and closing times apply across the University, as specified in Article 21 of these Bylaws.

c) Authorized Access and Attendance:

On election day, prior registration or appointment, in accordance with the procedure established by the Elections Committee, is required for participation in the online voting committee or access to the central premises. This requirement applies to:

- members of the Electoral Board;
- up to two independent observers, where applicable;
- one candidate or representative from each list.

Access at all times is authorized for:

- Information Technology Office technical staff;
- relevant campus technical staff, as necessary;
- the dean or director of the institution or regional campus, and the campus administrator;
- representatives of the Student Life Office;
- the Secretary-General;
- the Rector.

Except for the Chair of the Electoral Board, the use of mobile phones, computers, or any other means of external communication is prohibited within the voting area. Refusal to comply with this provision will result in exclusion from the voting area at the direction of the Chair.

d) Online Voting

Voters access the voting platform from a laptop, mobile phone, tablet, or other internet-connected device. They log in using their USJ email address and password. Passwords may be changed through the student website, preferably at least three working days before the election.

The platform displays the candidate lists and a blank ballot option. Voters select their choice on screen.

Voters who cast a blank ballot cannot vote for a President.

Voters who select a candidate list may also vote for a President from that list or leave the presidential vote blank.

Voters confirm and submit their ballot. The vote is recorded anonymously and cannot be changed or cast again.

e) Access to Campuses and Surrounding Areas

Access to University and regional campuses is prohibited on election day. During the vote count, Electoral Board members and candidates or list representatives may be present on campus only if connectivity or technical issues prevent them from fulfilling their responsibilities online.

f) Ballot Count

Electoral Boards conduct the ballot count simultaneously at a designated time across all institutions. In addition to Electoral Board members, only candidates from the institution concerned, or their representatives, may attend the online counting session.

Thirty minutes before online voting closes, the Chair of the Electoral Board sends the Teams meeting link to Board members and to one candidate or representative from each list. If technical constraints, including power or connectivity issues, require the count to take place on campus, the Chair coordinates the necessary arrangements in advance, informing the campus of the names of the Board members attending and the scheduled time. Once voting closes, the Electoral Board conducts the count using Access and the information recorded therein, including the candidate lists, eligible candidates, and allocation of seats. The count takes place via Teams and is recorded.

Declaration of Results

The Electoral Board prepares the official election record, obtains the signatures of the Chair and the two other members or their alternates immediately, declares the results, and submits the complete record to the administration of the institution or regional campus and the Elections Committee. The Elections Committee publishes the official results on the USJ website.

Appeal Deadline

Any appeal against the election results must be filed in writing with the dean or director of the institution or regional campus within two working days of the declaration of the results. An appeal is admissible only where a discrepancy between the voting records and the declared results is sufficient to affect the election outcome.