



**LUNDS**  
UNIVERSITET

Vice-Chancellor

REGULATIONS

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**Regulations for elections to the Electoral College and elections  
at faculty and department level**

*Approved by the vice-chancellor on 4 May 2017*

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## Chapter 1 General regulations

Section 1. The present regulations apply for elections carried out at faculty and department level and for elections to the Electoral College. The regulations can also be used for other elections at the University.

Section 2. If legislation differs from the present regulations, the legislation takes precedence over these regulations. These regulations do normally not address areas regulated in Lund University's Rules of Procedure, hereafter referred to as the rules of procedure.

Section 3. The term *election* is used throughout these regulations to denote elections conducted by electronic voting, voting by post, voting at polling stations or voting at an election meeting.

Constituency

Section 4. The faculties are the constituencies for elections to the Electoral College. Other units, i.e. organisations outside the faculties, make up one constituency.

Section 5. The regulations are not applied to the appointment of student representatives; they are appointed in accordance with Section 7 of the Student Union Ordinance (2009:769).

Section 6. Academic staff are those who hold one of the posts listed in the current Lund University Appointment Rules. Teaching staff with research or artistic expertise refers to professors or those in academic posts for which a PhD or equivalent qualification is required.

Section 7. The head of the faculty office is responsible for elections held at faculty level and the head of department is responsible for elections at department level. The university director is responsible for elections of members to the Electoral College at university operations not within a faculty.

Section 8. Elections may be carried out in the following ways:

- electronic voting (see Chapter 4)
- voting by post (see Chapter 5)
- voting at polling stations (see Chapter 6)
- voting at election meetings (see Chapter 7)

Different election methods

The person responsible for elections at the respective levels determines the election method to be used.

Section 9. The head of the faculty office, or a person appointed by them, chairs all vote counts and election meetings at faculty level. The head of department, or a person appointed by them, chairs all vote counts and election meetings at department level. The university director, or a person appointed by them, chairs all election meetings for elections to the Electoral College at operations not within a faculty.

Section 10. The person responsible for elections at the respective level is responsible for ensuring that a proposal for a nominating committee is drawn up.

Section 11. The term of office for members of the Electoral College, faculty boards and department boards is regulated in sections 2.9, 3.2 and 4.2 of the rules of procedure.

Section 12. Elections to faculty boards must be held at the latest by 1 November of the year prior to the commencement of the term of office.

## **Chapter 2. Entitlement to vote and nominate, and eligibility for election**

Entitlement to vote  
and nominate

Section 1. The criteria for entitlement to vote and nominate in elections to decide proposals for dean and deputy dean (pro-dean), and elections of other members to faculty boards and to the Electoral College are stated in the rules of procedure (2.9, 3.4 and 3.7).

Register of voters

Section 2. The person responsible for elections at the respective levels is responsible for drawing up and approving a register of voters. The register of voters lists which individuals are entitled to vote and nominate in the election. The register is to be approved and communicated in an appropriate manner at the earliest eight weeks and at the latest three weeks before the last day of voting.

Section 3. The register of voters shall reflect the situation on the first day of the month prior to the approval of the register.

Section 4. Those who are entitled to vote also have the right to nominate one or more candidates for the various posts. Nominating oneself is also permitted. Nominations shall be submitted to the nominating committee, which in conjunction with the publication of its own proposals shall also report the nominations that have been submitted to the committee during the nomination period.

Section 5. Entitlement to vote may only be exercised in one constituency at an election, in accordance with Chapter 1 Section 4 above. Those who under Chapter 2 Section 1 would be entitled to vote in more than one constituency shall notify the person responsible for the election before the register of voters is adopted in which constituency the individual wishes to vote.

Eligibility for  
election

Section 6. Criteria for eligibility for election in the election of other members, i.e. representatives of teaching staff with research or artistic expertise and non-academic staff, to a faculty board are stated in the rules of procedure, section 3.7. These criteria also apply to the election of members to the Electoral College.

Section 7. Criteria for eligibility for election and entitlement to vote and nominate in elections to a department board are the same as for the election of members to a faculty board (see rules of procedure 3.7).

Section 8. Those who fulfil the requirements listed in this chapter are entitled to vote and nominate and are eligible for election, even if they are on a leave of absence at any of the times indicated.

### **Chapter 3. Nominating committee and nomination of candidates**

Section 1. A nominating committee shall be appointed within each faculty and department, and for other units.

Section 2. Those who are entitled to vote and nominate under the criteria listed in the rules of procedure and who, from what is known at the time of election, can be expected to remain in employment at the commencement of the nominating committee's term of office are eligible for election to the nominating committee.

Composition of  
the nominating  
committee

Section 3. For elections at faculty level, the composition of the nominating committee is regulated in the rules of procedure Chapter 3 Section 8. For elections at department level, the composition of the nominating committee is regulated by the faculty board or, at departments shared by two faculties, in an agreement between the two faculties.

For other units, the nominating committee shall have five members, of whom one shall be a representative of teaching staff with research or artistic expertise and four shall be representatives of non-academic staff.

Section 4. A nominating committee shall appoint a chair from among its members.

Section 5. The term of office of the nominating committee is decided by the faculty board for elections at faculty level, by the head of department for elections at department level and by the vice-chancellor for elections for other units.

Section 6. The nominating committee shall strive to be open to different interests and opinions.

Section 7. For elections to the other units of the Electoral College, i.e. organisations outside the faculties, if a member of the nominating committee is nominated for a position dealt with by the nominating committee, and states that he or she is available for the post, the individual shall immediately resign from the nominating committee. If the number of members in the nominating committee falls below four, or if the committee no longer has a representative of teaching staff with research or artistic expertise, the person responsible for the election shall ensure that a by-election is held. The elections at faculty level are regulated the rules of procedure (3.8).

Section 8. The person responsible for elections at the respective levels is responsible for encouraging those entitled to vote and nominate to nominate candidates for the nominating committee.

### **Chapter 4. Electronic voting**

Section 1. Elections are carried out by voting through an electronic system/tool. No later than three weeks before the last date of voting, all eligible voters, in accordance with the adopted register of voters, shall receive:

- information on the election to be held
- a proposal
- any other nominations received

- information on where the register of eligible voters is available
- information on the last day and time to vote,
- information on the time and place of public vote counting,
- the URL of the electronic voting form

Section 2. A person entitled to vote may exercise his or her right to vote on one occasion and only by logging into a system/tool and voting by completing an electronic form. Only those who are entitled to vote shall be able to log in and vote in the system/tool. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Section 3. To ensure voter secrecy, the system/tool must be designed in such a way that the link between the voter and the vote is broken as soon as the voting is complete.

Section 4. It shall be possible to vote for either the nominating committee's proposal or one's own candidates.

Section 5. The electronic voting form must state that the correct number of names must be ticked or entered in order for the vote to be approved. It shall be stated in the form that if more names are entered than the number of persons to be elected or proposed, the vote will be deemed invalid. If there is judged to be a risk of confusion between candidates' names, sufficient space shall be left to indicate department, title or other distinguishing information in addition to the name.

The electronic voting form may contain the nominating committee's proposal, as long as the voter is given the opportunity to replace the proposal with their own candidates. Information on this must be included in the form, when relevant.

#### ***Counting of electronic votes***

Section 6. The result of electronic voting is determined at a public count. The chair of the count is appointed in accordance with Chapter 1 Section 9 above. In addition, two persons entitled to vote are chosen to count the votes and to approve the minutes of the count together with the chair.

If there are not enough persons entitled to vote present, the chair may appoint other staff of the faculty office/equivalent to serve as counters and to approve the minutes.

#### ***Examination of received electronic votes***

Section 7. At a public count of electronic votes, the votes received are examined. Invalid votes are laid aside with a note explaining why a particular vote is invalid. A note is made in the minutes of the number of invalid and valid votes.

Section 8. A vote is invalid if it contains a different number of names than the number indicated in the election instructions, if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty, or if it is marked or otherwise distinguished in a way that could disclose the identity of the voter.

### ***Storage of election material***

Section 9. After a public count of electronic votes, used registers of voters, election results and the electronic form shall be stored at the responsible faculty office/equivalent, at least until the end of the term of office.

### ***Minutes from counts of electronic votes***

Section 10. Minutes of public counts of electronic votes shall include the date, time and place of the count, a list of those present, the number of votes cast, the number of invalid votes and the number of votes received for each candidate in the election, as well as the candidates who were elected or proposed after the votes had been counted.

## **Chapter 5. Voting by post**

Section 1. Elections are carried out by post. No later than three weeks before the last date of voting, all eligible voters, in accordance with the adopted register of voters, shall receive:

- information on the election to be held
- a proposal
- any other nominations received
- information on where the register of eligible voters is available
- information on the deadline of the postal vote
- information on the time and place of public vote counting
- ballot papers, ballot envelopes and outer envelope.

Section 2. It shall be possible to vote for either the nominating committee's proposal or one's own candidates.

Section 3. In order for the provisions of Section 10 of the Administrative Procedure Act (1986:223) to be applied with sufficient security, the deadline for submission of postal votes shall be a Monday, Tuesday, Wednesday or Thursday that is not a public holiday and is not followed by a public holiday. The counting of postal votes shall take place at a public count, which may be held at the earliest two working days after the deadline.

### ***Election equipment – ballot boxes, ballot papers and envelopes for voting by post***

Section 4. When elections are held with ballot papers, a separate ballot box shall be used for each election.

Section 5. Election equipment (ballot papers, ballot envelopes and outer envelopes) shall be supplied by the person responsible for the election.

Section 6. All ballot papers for an election shall be of the same material and design. If several elections are held on the same occasion, the ballot papers for the different elections may be of different colours. Ballot papers shall be printed with details of the election for which the ballot is intended and how many people are to be elected, the correct number of lines for entering names, and an instruction to enter one

name per line. If there is judged to be a risk of confusion between candidates' names, sufficient space shall be left to indicate department, title or other distinguishing information in addition to the name.

Ballot papers may be printed with the nominating committee's proposals, as long as the voter is given the option to cross out printed names and instead fill in another name alongside. Information about this shall also be printed on the ballot paper where relevant. The ballot paper shall be placed in a designated ballot envelope which shall then be sealed by the voter.

Section 7. All ballot envelopes for a single election shall be of the same material and design. Ballot envelopes may not be marked or otherwise distinguished. All ballot envelopes shall be placed in a designated outer envelope.

Section 8. The outer envelope shall be pre-printed with the recipient's address. The outer envelope shall contain space for the voter to certify that they have placed the ballot envelope in the outer envelope and sealed the outer envelope, and to clearly write his or her name and other details required to identify the voter, e.g. personal identity number, job title or department/equivalent.

The outer envelope can be sent free of charge by university internal mail. Postage for envelopes sent by ordinary post is paid by the voter.

#### ***Voting procedure for postal votes***

Section 9. In voting by post, the voter shall complete their ballot paper, place it in the designated ballot envelope, and seal the envelope. The voter shall then place all ballot envelopes in the designated outer envelope, seal it and certify on the envelope that they have placed the ballot envelopes in the outer envelope and sealed the outer envelope. The voter shall also write their name and other details required to identify the voter with certainty, e.g. personal identity number, job title or department.

Section 10. In postal votes, those entitled to vote can only exercise their entitlement by personally completing the ballot paper and sending it to the faculty office concerned. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

#### ***Counting of postal votes***

Section 11. The result of a postal vote is determined at a public count. The chair of the count is appointed in accordance with Chapter 1 Section 9 above. In addition, two persons entitled to vote are chosen to count the votes and to approve the minutes of the count together with the chair.

If there are not enough persons entitled to vote present, the chair may appoint other staff of the faculty office/equivalent to serve as counters and to approve the minutes.

***Examination of outer envelopes, ballot envelopes and ballot papers in voting by post***

Section 12. At a public count of postal votes, the outer envelopes received are examined.

An outer envelope shall be disallowed if it has arrived too late, if it is not sealed, if the sender cannot be identified with certainty, if the sender is not listed on the register of voters, if two or more outer envelopes have the same sender or if the voter has not signed in the appropriate place to certify that he or she has placed the ballot envelopes in the outer envelope.

Disallowed outer envelopes shall be separated from the allowed envelopes and the contents of any disallowed outer envelopes may not be removed from the envelopes.

Section 13. Allowed outer envelopes are opened one by one and their contents examined.

The content shall be disallowed if it includes anything other than pre-printed ballot envelopes for the elections concerned. An open ballot paper that is not in a pre-printed ballot envelope shall be disallowed. If the outer envelope contains ballot envelopes that have been marked or otherwise distinguished, all marked envelopes shall be disallowed, whereas unmarked ballot envelopes shall be allowed. If the envelope contains two or more ballot envelopes for the same election, all the ballot envelopes shall be disallowed.

Disallowed material is put back in the outer envelope, which is then placed with the other disallowed outer envelopes. Allowed ballot envelopes are placed in the respective ballot boxes and the register of voters is marked to show that the individual has cast their vote.

Section 14. Once all the allowed ballot envelopes have been placed in their respective ballot boxes, the chair declares this part of the count over.

Section 15. The count then continues for one election at a time.

Section 16. The number of votes cast is counted on the register of voters. The ballot box is then emptied and the ballot envelopes are counted. If there is any discrepancy between the number of votes indicated on the register of voters and the number of envelopes in the ballot box, they are to be recounted. If the discrepancy remains, the probable reason for this is noted in the minutes.

A ballot paper that is not enclosed in a pre-printed and sealed ballot envelope shall be disallowed. Ballot envelopes that have been marked or otherwise distinguished shall be disallowed, whereas unmarked envelopes are allowed.

Disallowed material are laid aside. A note is made in the minutes of the number of disallowed ballot envelopes and other disallowed material.

Section 17. The allowed ballot envelopes are opened one by one and their contents examined.

The content shall be disallowed if it consists of anything other than one ballot paper of the kind supplied for the election indicated on the ballot envelope. However, if the envelope contains multiple ballot papers for the same election, all of which list the name(s) of the same candidate(s), one of the ballot papers shall be allowed.

Disallowed material is replaced in its ballot envelope, which is then laid aside. A note is made in the minutes of the number of ballot envelopes containing only or partly disallowed material.

Section 18. The ballot papers are then examined.

A ballot paper is invalid if it is not of the kind supplied for the election, if it refers to the wrong election or contains a different number of names than the number indicated on the ballot paper, if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty, or if it is marked or otherwise distinguished in a way that could betray the identity of the voter.

Invalid ballot papers are laid aside. A note is made in the minutes of the number of invalid ballot papers.

#### ***Minutes from counts of postal votes***

Section 19. Minutes of public counts of postal votes shall include the date, time and place of the count, a list of those present, the number of outer envelopes received and the result of the examination of these, the number of voters for each election marked on the register of voters, the number of ballot papers, the number of invalid ballot papers, the candidates who received votes in the election and the candidates who were elected or proposed after the votes had been counted.

#### ***Storage of election material from voting by post***

Section 20. During postal voting, ballots received shall be stored so as to ensure that up to the start of the count it is possible to check that the identity of the senders indicated on the outer envelope can be verified, that any received outer envelopes have not gone astray, that unauthorised outer envelopes have not been added and that the content of each envelope has not been changed.

Section 21. If a public count of postal votes has to be interrupted, the outer envelopes, ballot envelopes and ballot papers shall be taken to safety and stored as above. If the placing of ballot envelopes into the ballot box has begun, the ballot box shall also be sealed and remain sealed until the count can be resumed.

Section 22. After a public count of postal votes, used registers of voters and all ballot papers, as well as all received outer envelopes, shall be stored at the responsible faculty office/equivalent, at least until the end of the term of office. In addition, all disallowed election material shall be stored separately from the allowed material.

### **Chapter 6. Voting at a polling station**

Section 1. Elections are held at designated polling stations during a specific period. An invitation to the election shall be sent to all those entitled to vote, according to the register of voters, at least three weeks before the first day of the election. The invitation shall also be advertised in an appropriate manner. The invitation shall include information on:

- when the election at a polling station will be conducted
- which polling station will be used
- the elections to be held
- where the register of voters can be accessed
- proposed candidates
- any other nominations received

Section 2. Those entitled to vote can only vote at the polling station in person. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Section 3. It shall be possible to vote for either the nominating committee's proposal or one's own candidates.

***Election equipment – ballot boxes, ballot papers and envelopes for voting at polling stations***

Section 4. When elections are held with ballot papers, a separate ballot box shall be used for each election.

Section 5. Election material (ballot papers and ballot envelopes) shall be supplied by the person responsible for the election.

Section 6. All ballot papers for an election shall be of the same material and design. If several elections are held on the same occasion, the ballot papers for the different elections may be of different colours.

Ballot papers shall be printed with details of the election for which the ballot is intended and how many people are to be elected, the correct number of lines for entering names, and an instruction to enter one name per line. If there is judged to be a risk of confusion between candidates' names, sufficient space shall be left to indicate department, title or other distinguishing information in addition to the name.

Ballot papers may be printed with the nominating committee's proposals, as long as the voter is given the option to cross out printed names and instead fill in another name alongside. Information about this shall also be printed on the ballot paper where relevant.

Section 7. All ballot envelopes for a single election shall be of the same material and design. Ballot envelopes may not be marked or otherwise distinguished.

***Voting at polling stations***

Section 8. When voting at polling stations, the voter shall complete the ballot paper, place it in the designated ballot envelope and seal the envelope. The voter's entitlement to vote is checked against the register of voters and the register is marked to show that the individual has cast his or her vote. The ballot envelope is then placed in the ballot box.

Once the determined voting period has ended, the voting is over.

#### ***Counting of votes at polling stations***

Section 9. The result of a vote at a polling station is determined at a public count. The chair of the count is appointed in accordance with Chapter 1 Section 8 above. In addition, two persons entitled to vote are chosen to count the votes and to approve the minutes of the count together with the chair.

If there are not enough persons entitled to vote present, the chair may appoint other staff of the faculty office/equivalent to serve as counters and to approve the minutes.

#### ***Examination of ballot envelopes and ballot papers at polling stations***

Section 10. The number of votes cast is counted on the register of voters. The ballot box is then emptied and the ballot envelopes are counted. If there is any discrepancy between the number of votes indicated on the register of voters and the number of envelopes in the ballot box, they are to be recounted. If the discrepancy remains, the probable reason for this is noted in the minutes.

A ballot paper that is not enclosed in a pre-printed and sealed ballot envelope shall be disallowed. A ballot envelope that has been marked or otherwise distinguished shall be disallowed, whereas unmarked shall be allowed.

Disallowed material is laid aside. A note is made in the minutes of the number of disallowed ballot envelopes and other disallowed material.

Section 11. The allowed ballot envelopes are opened one by one and their contents examined.

The content shall be disallowed if it consists of anything other than one ballot paper of the kind supplied for the election indicated on the ballot envelope. However, if the envelope contains multiple ballot papers for the same election, all of which list the name(s) of the same candidate(s), one of the ballot papers shall be allowed.

Disallowed material is replaced in its ballot envelope, which is then laid aside. A note is made in the minutes of the number of ballot envelopes containing only or partly disallowed material.

Section 12. The ballot papers are then examined.

A ballot paper is invalid if it is not of the kind supplied for the election, if it refers to the wrong election or contains a different number of names than the number indicated on the ballot paper, if it includes the names of individuals who are not

eligible for election or who cannot be identified with certainty, or if it is marked or otherwise distinguished in a way that could disclose the voter's identity.

Invalid ballot papers are laid aside. A note is made in the minutes of the number of invalid ballot papers.

### ***Minutes from voting at polling stations***

Section 13. Minutes from the count shall include the date, time and place of the election and count, a list of those present, the number of voters for each election according to the register of voters, the number of ballot papers, the number of invalid ballot papers, the persons who received votes in the election and the persons who were elected or proposed after the votes had been counted.

### ***Storage of election material from voting at polling stations***

Section 14. If voting at a polling station has to be interrupted, the ballot envelopes and ballot papers shall be taken to safety and stored as above. If the placing of ballot envelopes into the ballot box has begun, the ballot box shall also be sealed and remain sealed until the election meeting can be resumed.

Section 15. After the voting at the polling station has been completed, used registers of voters and all ballot papers shall be stored at the responsible faculty office/equivalent, at least until the end of the term of office. In addition, all disallowed election material shall be stored separately from the allowed material.

## **Chapter 7. Election meetings**

Section 1. Elections are held at meetings with those entitled to vote. An invitation to the election shall be sent to all those entitled to vote, according to the register of voters, at least three weeks before the election. The invitation shall also be advertised in an appropriate manner. The invitation shall include information on:

- the date, time and place of the meeting
- the elections to be held
- where the register of voters can be accessed
- proposed candidates
- any other nominations received

Section 2. The chair of the election meeting is appointed in accordance with Chapter 1 Section 8 above. In addition to the chair, two persons entitled to vote are chosen to count the votes and to approve the minutes of the meeting together with the chair.

Section 3. Those entitled to vote can only vote at the meeting in person. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Section 4. Voting is carried out for one election at a time.

Section 5. If at an election meeting, the only proposal is from the nominating committee, or the total number of nominees is equal to the number of posts in the

election, the election may be carried out by acclamation instead of voting, unless any of the voters present request a vote by closed ballot.

Section 6. It shall be possible to vote for either the nominating committee's proposal or one's own candidates.

***Election equipment – ballot boxes, ballot papers and envelopes for election meetings***

Section 7. When elections are held with ballot papers, a separate ballot box shall be used for each election.

Section 8. Election material (ballot papers and ballot envelopes) shall be supplied by the person responsible for the election.

Section 9. All ballot papers for an election shall be of the same material and design. If several elections are held on the same occasion, the ballot papers for the different elections may be of different colours. Ballot papers shall be printed with details of the election for which the ballot is intended and how many people are to be elected, the correct number of lines for entering names, and an instruction to enter one name per line. If there is judged to be a risk of confusion between candidates' names, sufficient space shall be left to indicate department, title or other distinguishing information in addition to the name.

Ballot papers may be printed with the nominating committee's proposals, as long as the voter is given the option to cross out printed names and instead fill in another name alongside. Information about this shall also be printed on the ballot paper where relevant.

Section 10. All ballot envelopes for a single election shall be of the same material and design. Ballot envelopes may not be marked or otherwise distinguished.

***Voting at election meetings***

Section 11. At election meetings, the voter shall complete the ballot paper, place it in the designated ballot envelope and seal the envelope. The voter's entitlement to vote is checked against the register of voters and the register is marked to show that the individual has cast his or her vote. The ballot envelope is then placed in the ballot box.

Once all those entitled to vote have cast their votes, the chair declares the voting over.

***Examination of ballot envelopes and ballot papers at election meetings***

Section 12. The number of votes cast is counted on the register of voters. The ballot box is then emptied and the ballot envelopes are counted. If there is any discrepancy between the number of votes indicated on the register of voters and the number of envelopes in the ballot box, they are to be recounted. If the discrepancy remains, the probable reason for this is noted in the minutes.

A ballot paper that is not enclosed in a pre-printed and sealed ballot envelope shall be disallowed. A ballot envelope that has been marked or otherwise distinguished shall be disallowed.

Disallowed material is laid aside. A note is made in the minutes of the number of disallowed ballot envelopes and other disallowed material.

Section 13. The allowed ballot envelopes are opened one by one and their contents examined.

The content shall be disallowed if it consists of anything other than one ballot paper of the kind supplied for the election indicated on the ballot envelope. However, if the envelope contains multiple ballot papers for the same election, all of which list the name(s) of the same candidate(s), one of the ballot papers shall be allowed.

Disallowed material is replaced in its ballot envelope, which is then laid aside. A note is made in the minutes of the number of ballot envelopes containing only or partly disallowed material.

Section 14. The ballot papers are then examined.

A ballot paper is invalid if it is not of the kind supplied for the election, if it refers to the wrong election or contains a different number of names than the number indicated on the ballot paper, if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty, or if it is marked or otherwise distinguished in a way that could disclose the voter's identity.

Invalid ballot papers are laid aside. A note is made in the minutes of the number of invalid ballot papers.

### ***Minutes from election meetings***

Section 15. Minutes from election meetings shall include the date, time and place of the election, a list of those present, the number of voters for each election according to the register of voters, the number of ballot papers, the number of invalid ballot papers, the persons who received votes in the election and the persons who were elected or proposed after the votes had been counted.

### ***Storage of election material from an election meeting***

Section 17. If an election meeting has to be interrupted, the ballot envelopes and ballot papers shall be taken to safety and stored as above. If the placing of ballot envelopes into the ballot box has begun, the ballot box shall also be sealed and remain sealed until the election meeting can be resumed.

Section 18. After an election meeting, used registers of voters and all ballot papers shall be stored at the responsible faculty office/equivalent, at least until the end of the term of office. In addition, all disallowed election material shall be stored separately from the allowed material.

## **Chapter 8. Election results (all voting procedures)**

Section 1. In elections, the appropriate number of candidates with the highest number of votes after the valid ballot papers have been counted are elected. If two or more candidates receive the same number of votes, lots are drawn to decide their order. The chair decides how the drawing of lots will take place.

In elections where it is stipulated that a certain minimum number (or minimum proportion) of members are to represent a certain group within the electorate, the required number of representatives of this group shall be elected ahead of the candidates immediately above them in terms of the number of votes gained or in the drawing of lots.

In elections where it is stipulated that each gender shall be represented by a certain minimum number of members, the required number of representatives of the under-represented gender shall be elected instead of the corresponding number of candidates of the over-represented gender, even if these received a higher number of votes or a higher place in the drawing of lots.

Results of elections at faculty level and to the Electoral College are to be reported to the vice-chancellor. Results of elections to department boards are to be reported to the faculty board.

### **Chapter 9. Cessation of eligibility for election, resignation and by-elections**

Section 1. In the event that a person who has been elected or appointed in accordance with these regulations is no longer employed in a capacity that fulfils the criteria for election eligibility in the constituency, he or she ceases to hold the position. In the event that a person who has been elected or appointed in accordance with these regulations requests to leave his or her position, a decision to release the individual is to be taken as follows:

- for dean, pro-dean or other chair, vice-chair or external member of the faculty board – decision taken by vice-chancellor
- academic staff representative or representative of non-academic staff on faculty board or Electoral College – decision taken by head of faculty office
- academic staff representative or representative of non-academic staff on department board – decision taken by head of department
- academic staff representative or representative of non-academic staff from operations outside the faculties on Electoral College – decision taken by university director

Section 2. In the event of a vacancy arising when a person who has been elected or appointed in accordance with these regulations leaves the assignment, a new individual shall be elected or appointed for the remainder of the term of office in accordance with these regulations.

### **Chapter 10. Authorisation**

If a further decision on the application of these regulations is needed, the head of the relevant faculty office takes such a decision at faculty level, the head of

department at departmental level, and the university director for other operations at the University. In addition, the vice-chancellor can take decisions on special regulations for elections to the Electoral College.

### **Chapter 11. Entry into force**

The present regulation enter into force on 4 May 2017, replacing previous regulations approved on 16 February 2017 (Reg. no STYR 2017/211).