

Regulations for election of teaching staff representatives to the university board

1 Introduction

The university board has decided on the following regulations for the election of three teaching staff representatives to the university board for a three-year term of office.

The teaching staff representatives have the duty to represent all categories of teaching staff at the university.

2 Who may be elected

Three teaching staff representatives and one alternate shall be appointed. If a member of the board resigns, the alternate takes a seat as a regular member. Eligible for appointment is a member of the teaching staff who has at least 50% of full-time employment and for at least two years ahead in time.

3 Who may elect

Eligible to elect are all teaching staff members who have at least 50% of full-time employment at the time of the approval of the electoral register. Employees on leave of absence for employment outside of the university, or for other reasons, for more than 50% of full time are not eligible to vote.

4 Who may nominate

All members of the teaching staff who have at least 50% employment of full time have the right to nominate candidates for the university board.

Employees on leave of absence for employment outside of the university, or for other reasons, for more than 50% of full time do not have the right to nominate candidates.

5 Composition and tasks of the nominating committee

The nominating committee for elections to the university board shall make the elections known to employees and inform them about the importance of participating in the elections.

The nominating committee shall consist of three members and an alternate from each faculty. All members of the teaching staff who have at least 50% employment of full time are eligible to serve on the nominating committee. Employees on leave of absence for employment outside of the university, or for other reasons, for more than 50% of full time may not be appointed to the nominating committee.

The respective faculty dean proposes members of the nominating committee to the faculty board who decides on the appointment of members. The Faculty Board for Arts and Social Sciences appoints a convener for a constitutive meeting. The nominating committee constitutes itself and appoints a chair.

The main tasks of the nominating committee are the following:

- Planning the election
- Consulting on the voting period with the vice-chancellor who decides the matter

- Informing university teaching staff of the election
- Inviting teachers to nominate candidates as their representatives on the board. Information about the duties of board members and eligibility shall be provided.
- Receiving nominations
- Organising presentations of the nominees
- Deciding on proposal of members
- Providing a ballot with the nominating committee's proposal. Names of all nominated candidates shall also be on the ballot.
- Taking the initiative to establish the electoral register. The vice-chancellor approves the electoral register. The HR director/HR specialist is rapporteur.

6 Nominations

Nomination of candidates takes place after the nominating committee has provided information and invited nominations. Nominations shall be made in writing (including e-mail) to the nominating committee.

To be valid, a nomination must be delivered to the nominating committee no later than the time specified. The nominee must be consulted and must have accepted the nomination. Members of the teaching staff may nominate themselves.

7 Presentations

The nominating committee shall give the nominees the opportunity to present themselves.

8 Nominating committee's proposal

The nominating committee shall decide on their proposal for boards members well in advance of the election. The proposal shall, as far as possible, be representative and balanced regarding departments, positions, gender and age.

9 Ballots

The nominating committee shall design electronic ballots in the election system provided by the university. The ballot shall include the proposal for members.

The nominating committee shall also provide a list of the names of all nominated candidates.

The ballot shall be designed in way that allows voters to cancel names proposed by the nominating committee, and instead add the name of another nominated candidate.

10 Electoral register

The nominating committee shall take initiative to establish the electoral register for the approval of the vice-chancellor. The HR director/HR specialist is rapporteur.

The nominating committee shall ensure that the electoral register is posted on the university intranet no later than two weeks before forthcoming elections. Complaints against the electoral register shall be made to the HR Office before the final approval of the register one week at the latest before the election.

11 Voting

The voting period shall be decided by the vice-chancellor in consultation with the chair of the nominating committee. The voting period shall be at least 5 work days.

The vice-chancellor and the nominating committee are jointly responsible for implementing elections, ensuring open counting of votes, keeping minutes of election results, and notifying results.

Voting primarily takes place via an electronic voting system provided by the university. Alternatively, the vice-chancellor may decide that an election be carried out by ballot in a polling-place on a specific date or by postal voting.

It is permitted to cancel names proposed by the nominating committee, and to add the name of another nominated candidate.

The ranking of candidates is determined by the number of votes for each candidate. The three candidates receiving the highest number of votes are appointed as regular members of the university board. The candidate next in line is appointed alternate.

In case of a tie, the lot will decide.

The chair and the election official count the votes and sign and adjust the minutes of the election result.