

ELECTION REGULATIONS OF THE UNIVERSITY OF JYVÄSKYLÄ



Approved at the University Board meeting of 21 June 2021, with amendments on 13 June 2025.

Translation from Finnish. In case of conflicting interpretations, the original Finnish document “Jyväskylän yliopiston vaalijohtosääntö” rules.

GENERAL RULES

Section 1

The stipulations of these election regulations are valid in the elections of the University Collegium, the University Board and faculty councils at the University of Jyväskylä, in addition to the stipulations of the Universities Act (558/2009) and the University of Jyväskylä Regulations.

Section 2

The elected members and deputy members of the University Collegium and faculty councils are elected through direct elections for a four-year term of office.

The professor members of the University Board, as well as members representing teaching and research staff and other staff, are elected through direct elections. The University Collegium decides on the number of the members of the University Board and the length of the term of office considering the stipulations of the Universities Act, Sections 15 and 16.1.

The University Collegium selects the University Board members who are not the University's employees or students for a term of office of maximum five years.

The elections are confidential.

RIGHT TO VOTE AND ELIGIBILITY AS A CANDIDATE

Section 3

Employees with a full-time employment relationship with the University have the right to vote in the elections, excluding trainees. In elections held in the autumn term, the employment relationship must be valid on 1 September and on the election day. In elections held in the spring term, the employment relationship must be valid on 1 January and on the election day.

An employee is considered to have a full-time employment relationship when they are responsible for at least 50% of the duties of a full-time position in research or teaching or their working time in other employment relationships is at least 20 hours a week. For the teachers of the University of Jyväskylä Teacher Training School, a full-time status is determined according to the current collective labour agreement.

Section 4

From the groups referred to in Section 3 above, professors and other staff have the right to vote in their groups in the elections of the University Collegium and the University Board. The group of professors is considered to include professors, research professors, academy professors and associate professors.

Section 5

From the groups referred to in Section 3 above, professors of faculties and other staff of faculties have the right to vote in their groups in the elections of faculty councils. The group of professors is considered to include professors, research professors, academy professors and associate professors.

Section 6

Each voter has the right to vote in the group their employment relationship belongs to on 1 September (autumn election) or on 1 January (spring election) in the election year.

Section 7

Employees with the right to vote in their group are eligible as candidates in the groups referred to in Sections 4 and 5 above.

Section 8

The Election Board decides on the right to vote and eligibility as a candidate in compliance with Sections 9 and 10 in connection with confirming the final electoral rolls.

ELECTION AUTHORITIES

Section 9

The Election Board appointed by the Rector is the election authority in the elections of the University Collegium, the University Board and faculty councils. It has the following duties:

- 1) administering and monitoring the execution of tasks related to elections;
- 2) publishing a general election notification before the publishing of a preliminary electoral roll in accordance with Section 14;
- 3) publishing preliminary electoral rolls and processing related correction requests in the elections before the publication of final electoral rolls in accordance with Sections 17, 18 and 19;
- 4) in the elections of the University Board, the University Collegium and faculty councils, confirming the final electoral rolls and posting them on the intranet of the University in accordance with Section 19;
- 5) announcing the election result; and
- 6) handling and resolving issues related to the execution of elections.

The Rector sets the election days. The University Collegium confirms the University Board members elected by the groups of the University community.

Section 10

To conduct elections, the Election Board may appoint an election committee or committees to take care of election-related duties defined by the Election Board.

Section 11

The Rector appoints an Election Board that includes a chair, who is a person with administrative competence, and two other members appointed by the Rector from staff groups mentioned in Section 4. The Rector appoints personal deputies for the members of the Election Board. The Election Board selects a vice chair from the board members. The secretary is a university employee appointed by the Rector.

Section 12 repealed

Section 13

The Election Board has a quorum when its chair or deputy chair and at least one member or deputy member are present.

ELECTION PROCEDURES

Section 14

At least five weeks before an election of the University Collegium, the University Board and a faculty council, the Election Board publishes an election notification, which is sent for information to faculties, independent institutes, University Services and the staff associations of the University.

The Election Board posts the election notification so that it is visible on the University's intranet and publishes it through the University's internal communications channels.

Section 15

The election notification must include the following:

- 1) the number of persons to be elected by each unit;
- 2) information on the publishing of electoral rolls and related correction requests;
- 3) information on the setting of candidates;
- 4) information on the election procedure;
- 5) information on advance voting;
- 6) the method of voting;
- 7) information on publishing the election result; and
- 8) other essential information related to holding the election.

Section 16

Electoral rolls detail each employee's right to participate in the election of the University Collegium, the University Board and the faculty council as well as the employee's right to vote and eligibility as a candidate in their group.

Section 17

The Election Board must publish preliminary electoral rolls no later than ten days after the publishing of the election notification on the University's intranet. The electoral rolls are on view for seven days.

Section 18

Anyone who finds an error on a preliminary electoral roll can submit a written correction request within seven days from the publishing of the preliminary electoral roll.

The correction request, addressed to the Election Board, must be submitted to the University's Registry Office.

Section 19

The Election Board must give a decision on the correction request within four days from the deadline referred to in Section 18, Subsection 1.

The Election Board publishes the final electoral rolls on the first workday after the period reserved for the processing of the correction request.

Section 20

An employee entitled to vote has the right to stand as a candidate in their group for the election of the University Collegium, the University Board and the faculty council within seven days from the publishing of the final election roll. In faculty council elections, it is also possible to stand as a candidate so that a personal deputy and a second personal deputy from the same employee group are named for a candidate already in the candidate setting phase.

An employee must stand as a candidate before the deadline set in Subsection 1 using the form approved by the Election Board. The form must include the written consent of an employee eligible to be a candidate. The consent can be verified electronically. The form is addressed to the Election Board. The secretary of the Election Board verifies that the form is duly completed and that the candidate is eligible as a candidate.

Section 21

In the elections of the University Collegium, the University Board and faculty councils, the Election Board creates the lists of candidates by groups. Each candidate is given a candidate number in alphabetical order, starting from number 2 so that voters can vote candidates based on a number in the election.

The Election Board publishes combined candidate lists on the University's intranet and through internal communications channels.

No deputies are named in the candidate lists.

Section 22

If the number of candidates exceeds the number of members selected for an administrative body, the election is conducted as stipulated in these election regulations.

If the number of candidates is equal to or less than the number of members to be selected for the administrative body, the candidates are considered elected. The Election Board declares the result.

Section 23

If the number of candidates exceeds the number of ordinary members to be selected for a faculty council, the election is conducted as stipulated in these election regulations. In such a case, candidates nominated as personal deputies are considered as candidates, if they have given consent for this using the form referred to in Section 20, Subsection 2, unless the candidate has separately indicated on the form that they are not available to be an ordinary member.

If the number of candidates is equal to the number of faculty council members to be selected in the election, and personal deputy candidates have been nominated for a candidate using the form referred to in Section 20, Subsection 2, the deputy candidates are considered to be elected as the personal deputies of the member in the order marked in the form. If no personal deputies have been nominated for a selected candidate, the Election Board will determine the personal deputies of the member in accordance with Section 39.

If there are fewer nominated candidates than members to be selected in the election, the stipulations of Section 39 are complied with.

POLLING

Section 24

The polling is implemented as an online vote, unless the Rector otherwise decides upon the proposal of the Election Board. The procurement of the polling system follows the same procedures as the procurement of other systems.

If an election is considered necessary to be held as a traditional ballot vote, the Election Board will instruct on the polling procedures separately.

An employee eligible to vote can vote for one candidate in their group.

Section 25

When using online polling, the elections of the University Collegium, the University Board and faculty councils are held on five consecutive workdays from 8 a.m. to 6 p.m. No separate advance voting is held. The Rector can order a possible extra date in advance.

Section 26 repealed

Section 27

At the beginning of the polling, the chair or the deputy chair of the Election Board checks that the electronic ballot box is empty. The electronic ballot box will not be opened before the end of the polling.

Section 28

A voter logs in to the online voting system to get an electronic ballot.

Section 29

The voter marks the candidate on the electronic ballot.

Section 30

The ballot is registered in the electronic ballot box.

Section 31 repealed

Section 32 repealed

Section 33

The Election Board announces the election results, after verifying the online voting results, no later than at noon on the next workday after the election day.

Section 34

The Election Board creates a record of the election result, which is signed by the chair or deputy chair and the secretary.

Section 35

The record of the Election Board must include at the least the following:

- 1) the polling days and the start and end time of polling;

- 2) the Election Board members present in the polling and in the verification of the result;
- 3) the number of voters;
- 4) the number of given ballots, the number of empty ballots and the number of both of them in each group;
- 5) the number of votes per candidate;
- 6) name of the Election Board member who completed the actions mentioned in Section 27 at the beginning and end of polling; and
- 7) possible drawing of lots and the result of the vote.

Section 36 repealed

ELECTION RESULTS

Section 37

To determine the election result, the order of the candidates in each group is determined based on the number of votes the candidates receive. If several candidates have the same number of votes, the Election Board draws lots to determine the order of candidates. Elected persons are nominated by counting the required number of candidates from the beginning of the resulting sequence of names.

Section 38

In the University Collegium election, deputy members are determined by selecting deputies from voted candidates in each group in the order based on the number of votes the candidates receive, electing three times more deputies than the number of ordinary members. Personal deputy membership in the University Collegium is noted in the same connection. The order of deputy members is determined based on the number of votes the candidates receive.

When electing the members of a faculty council, deputy members are determined by selecting deputies from vote recipients in each group in the order based on the number of votes the candidates receive, electing twice as many deputies as the number of ordinary members. The order of deputy members is determined based on the number of votes the candidates receive. If the faculty council has been selected without an election in compliance with Section 23, Subsection 2, deputy members and their order are determined based on consent given during the setting of candidates.

Section 39

If a sufficient amount of members or deputy members cannot be obtained in a faculty council election, the faculty council, considering the requirements of the Act on Equality Between Women and Men (609/1986), supplements the required number of members or deputy members from the members of the group indicated in the final electoral roll upon the consent of the employee in question.

Section 40

If a member or deputy member of the University Collegium or a faculty council moves to a fixed-term employment relationship in another staff group during the administrative body's term of office, this does not result in losing the membership.

If the employee moves from one staff group to another with a permanent employment contract, the stipulations below shall be followed for calling in a deputy when a member of an administrative body loses the right to vote or eligibility as a candidate. The same procedure is followed when the employee progresses from the assistant level to the associate level on the tenure track career path.

If a member or deputy member of the University Collegium or faculty council is freed from work during the administrative body's term of office so that the status of full-time employment is not fulfilled, the deputy member will take the place for the period.

Section 41

If a member of the University Collegium has lost eligibility as a candidate during the term of office, the deputy member with the most votes in the group becomes an ordinary member and personal deputies move one step up. In this case, one of the deputies becomes a personal deputy member. A similar change is made also when a personal deputy has lost eligibility as a candidate. The changes follow the order of priority based on the election result.

If a deputy member must be called in during the term of office of the University Collegium because a personal deputy member has lost eligibility as a candidate, but there are fewer ordered deputy members than there are ordinary members in the group, the Election Board will determine a sufficient number of deputy members from the employees with the most years of service in the group, taking into account the requirements of the Act on Equality Between Women and Men (609/1986).

If a University Board member has lost eligibility as a candidate during the term of office, an election is held for selecting a member from the group for the rest of the term of office in accordance with the stipulations of these regulations. In case of a member who is not a JYU employee or student, the University Collegium selects the member.

If a faculty council has been elected by voting and a member has lost eligibility as a candidate during the term of office, the deputy member with the most votes in the group becomes an ordinary member and other deputies move one step up. A similar change is made also when a deputy member has lost eligibility as a candidate. The changes follow the order of priority in accordance with the election result.

If no voting has taken place when establishing the faculty council, that is, the members and their personal deputies have been selected in accordance with Section 23, Subsection 2, the personal deputy replaces the member who has lost eligibility as a candidate. This

does not result in changes to the status of other faculty council members or deputy members.

If a deputy member must be called in as a member during the term of office of a faculty council because the member has lost eligibility as a candidate, but there are no deputy members left based on the election result or the nomination of members and deputy members in compliance with Section 23, Subsection 2, the Election Board nominates the necessary number of members and deputy members from the group for the rest of the term of office upon the proposal of a competent faculty council, taking into account the requirements of the Act on Equality Between Women and Men (609/1986).

Section 42

A person cannot act as a member or deputy member of the University Collegium and the University Board at the same time.

OTHER STIPULATIONS

Section 43

Based on Section 84 of the Universities Act, a decision on the election of a member of a multi-member administrative body may not be appealed.

Section 44

The Election Board will solve interpretation problems related to the application of these election regulations and can give further application instructions when necessary.

Section 45 repealed

Section 46

These election regulations come into effect on 21 June 2021.