

ELECTION REGULATIONS OF THE UNIVERSITY OF JYVÄSKYLÄ

Approved at the meeting of the University Board on 25 September 2009, amended by the decision of the Board on 14 June 2013, on 20 June 2017 and on 5 September 2017.

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

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GENERAL PROVISIONS

Section 1

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

Section 2

The members and deputy members of the University Collegium and faculty councils are elected in a direct vote for the term of office of four years.

The University Board members representing professors, other teaching and research personnel and other personnel are elected in a direct vote. The University Collegium decides the number of the Board members and the length of their term of office, in compliance with the provisions in Sections 15 and 16.1 of the Universities Act.

The University Collegium appoints the University Board members who are not employees or students of the University and defines their term of office. The term is five years at the maximum.

The votes are held as secret ballots.

RIGHT TO VOTE AND ELIGIBILITY AS A CANDIDATE

Section 3

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

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

Section 4

In the elections of the University Collegium and the University Board, employees eligible to vote in accordance with Section 3 above are divided into two groups: professors and other staff.

Section 5

In the elections of faculty councils, employees eligible to vote in accordance with Section 3 above are divided into two groups: professors and other staff of faculties.

Section 6

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

Section 7

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

Section 8

The election board and election committees decide on the right to vote and eligibility as a candidate in accordance with Sections 9 and 10 when verifying the final electoral rolls.

ELECTION AUTHORITIES

Section 9

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

- 1) administering and monitoring the execution of tasks related to elections;
- 2) publishing a general election notification before the publication of a preliminary electoral roll in accordance with Section 14;
- 3) in the elections of the University Board and the University Collegium, publishing preliminary electoral rolls and processing related correction requests before the publication of final electoral rolls in accordance with Sections 17, 18 and 19;
- 4) in the elections of the University Board and the University Collegium, verifying the final electoral rolls and presenting them on the official notice board of the University in accordance with Section 19;
- 5) in the elections of the University Board and the University Collegium, announcing the election result; and
- 6) handling and resolving issues related to the execution of the University Board and University Collegium elections if the issues do not fall within the remit of election committees.

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

Section 10

Each faculty has an election committee appointed by the dean. Each independent institute has an election committee appointed by the director of the institute, and University Services has an election committee appointed by the Director of Administration.

The election committee of a faculty has the following duties:

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- 1) in the elections of the University Collegium, the University Board and faculty councils, managing tasks related to informing, candidate setting, polling, counting of votes and other election arrangements imposed on election committees in these election regulations;
- 2) in the election of the faculty council, processing correction requests related to the preliminary electoral roll before publishing the final electoral roll in accordance with Sections 18 and 19;
- 3) in the election of the faculty council, verifying the final electoral roll and publishing it on the notice board of the faculty in accordance with Section 19;
- 4) in the election of the faculty council, publishing the election result in accordance with Section 33, and
- 5) performing other tasks imposed by the election board.

The election committees of independent institutes and University Services have the following duties:

- 1) in the election of the University Collegium and the University Board, managing tasks related to informing, candidate setting, polling, counting of votes and other election arrangements imposed on election committees in these election regulations;
- 2) performing other tasks imposed by the election board.

Section 11

The Director of Administration serves as the chair of the election board, and the Rector appoints two other members from the personnel groups named in Section 4. The Rector also names personal deputies for the members of the election board. The election board selects one of its members as the deputy chair. The Director of Administration appoints a University employee as the secretary of the board. The employee also serves as the secretary of the election committee of University Services.

Section 12

Election committees, appointed in accordance with Section 10, have at least four members and deputy members. The appointer of an election committee names one of the committee members to serve as the chair.

The election committee appoints one of its members as the deputy chair. When an election committee is appointed by a dean, the dean names an employee of the faculty as the secretary of the committee. When an election committee is appointed by a director, the director names an employee of the institute as the secretary of the committee.

Section 13

The election board is competent when the chair or deputy chair and at least one member or deputy member of the election board are present.

An election committee is competent when the chair or deputy chair and at least two members or deputy members of the committee are present.

ELECTION PROCEDURES

Section 14

The election board publishes an election notification at least five weeks before the elections of the University Collegium, the University Board and faculty councils. The notification is sent for information to faculties, independent institutes, University Services and staff associations of the University.

The election board places the election notification for display on the official notice board of the University, publishes it through internal communications channels at the University and submits it to each election committee to be placed on the notice boards of faculties and independent institutes.

Section 15

The election notification should include the following information:

- 1) the number of members to be elected from each unit;
- 2) information on the publication of electoral rolls and correction requests related to them;
- 3) information on candidate setting;
- 4) information on polling;
- 5) information on advance voting;
- 6) the polling places;
- 7) information on the publication of election results, and
- 8) other information essential to carry out the election.

Section 16

The electoral roll details an employee's right to participate in the election of the University Collegium, the University Board and faculty councils. The roll also details the employee's right to vote and eligibility as a candidate in the group.

Section 17

The election board publishes preliminary electoral rolls ten days after the publication of the election notification, at the latest. The election board supplies the preliminary electoral rolls for each election committee to be placed on the notice boards of faculties and independent institutes and places them on the official notice board of the University for a period of seven days.

Section 18

If an employee finds an error on a preliminary electoral roll, he/she can leave a written correction request within seven days from the publication of the preliminary electoral roll.

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The correction request must be delivered to the Registry Office of the University. For the elections of the University Board or the University Collegium, the correction request must be addressed to the election board. For the election of a faculty council, the request must be addressed to the faculty election committee in question.

Section 19

The election board or the election committee must make a decision on the correction request within four days after the end of the period defined above in Section 18, Subsection 1.

The final electoral rolls are published on the first workday after the period reserved for processing the correction request. The election board publishes the final electoral rolls in the elections of the University Board and the University Collegium, and the election committees publish the final electoral rolls of respective faculties in the elections of faculty councils. The election committees confirm the electoral rolls and deliver them to the election board, which places the final electoral rolls on the official notice board of the University.

Section 20

An employee with the right to vote has the right to nominate candidates in his/her own group for the election of the University Collegium, the University Board and faculty councils within seven days after the publication of the final electoral roll. In the election of faculty councils, a personal deputy and a second personal deputy may be named for a candidate already when nominating that candidate.

A candidate can be nominated by submitting a form approved by the election board to the secretary of the respective election committee. The form must include a written consent of an employee eligible as a candidate and must be authenticated with the signatures of the employees nominating the candidate. The secretary of the election committee verifies that the form is duly completed and that the candidate is eligible as a candidate.

In the election of the University Board, a candidate must have at least five nominating employees. In the election of the University Collegium and faculty councils, one nominating employee is sufficient. A candidate cannot nominate himself/herself, however.

Each group eligible to nominate candidates must select its candidates from within the group.

Section 21

Group-specific candidate lists are created by election committees for the election of faculty councils, and by the election board for the elections of the University Collegium and the University Board. An election committee must assign a number to the enlisted candidates in alphabetical order, assigning the first candidate the number 2, so that candidates can be voted for according to their numbers.

In the election of the University Collegium and the University Board, the election board must assign a number to the enlisted candidates in alphabetical order, assigning the first candidate the number 2.

The election committees must deliver the written consent of candidates for the University Collegium and University Board elections and the candidate lists of faculty council elections to the Registry Office of the University no later than at 12 noon on the next workday after the end of the candidate setting period. The consent forms and the lists must be addressed to the election board.

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The election board publishes the combined lists of candidates on the official notice board of the University and submits the list to each election committee to be placed on the notice boards of faculties and independent institutes.

No deputies are named in the candidate lists.

Section 22

If the number of candidates for an administrative body exceeds the number of members to be selected in the election, polling must be performed as stipulated in these regulations.

If the number of candidates is equal to or less than the number of members to be selected for an administrative body in the election, the candidates are considered to be elected. The results of the University Collegium and University Board elections are declared by the election board, and the results of other elections by election committees.

Section 23

If the number of candidates for ordinary members exceeds the number of members to be selected in the election of a faculty council, polling must be performed as stipulated in these regulations. In this case, persons nominated as personal deputy members are considered candidates if they have given their consent with the form defined in Section 20, Subsection 2, unless they have separately indicated on the form that they are not available as ordinary member candidates.

If the number of candidates is equal to the number of members to be elected to a faculty council, and personal deputies have been nominated for candidates using the form defined in Section 20, Subsection 2, they are considered to have been elected as personal deputies of their elected candidates in the order entered on the form. If an elected member does not have personal deputies, the election committee designates his/her personal deputy in accordance with Section 39.

If there are fewer nominated candidates than the number of members to be elected, the stipulations of Section 39 are to be observed.

POLLING

Section 24

An employee with the right to vote can vote for one candidate in his/her group.

Section 25

The elections of the University Collegium, the University Board and faculty councils are arranged during one workday. The elections are held in locations specified in the election notification.

Section 26

Polling starts at 9 a.m. and ends at 3 p.m. on the election day.

Section 27

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At the beginning of polling, a member of the election committee shows the first voter that the ballot box is empty, after which the member of the committee locks the box. The ballot box can be opened only after a member of the election committee has declared that the polling has ended.

Section 28

A voter must check in with the election committee to receive a ballot. The election committee verifies that the voter has been marked in the electoral roll as entitled to vote.

Section 29

Ballots supplied by the election board are to be used in the election of the University Board and the University Collegium.

A voter must clearly mark the number of the candidate on the ballot. There should be no room for more than one interpretation of the number. No other markings are allowed on the ballot.

Section 30

A voter folds the ballot, hands it to the election committee to be stamped with the University's stamp, and puts the stamped ballot in the ballot box.

Section 31

Employees who are unable to vote on the election day can vote in advance.

These voters must request a ballot, the combined lists of candidates and advance voting envelopes during the period mentioned in the election notification. With the request, the voter must verify his/her right to vote and give a reason for advance voting.

The ballot must be returned in a sealed advance voting envelope to the appropriate election committee so that it is at its destination before the end of polling. Advance voting envelopes can be opened only when the counting of votes has started.

Section 32

Election committees check the advance voting documents. A vote must be rejected if

- 1) a person who has voted in advance is not marked on the electoral roll;
- 2) the name on the advance voting envelope is so unclear that the identity of the voter cannot be determined, or
- 3) the advance voting envelope is open or has inappropriate markings concerning the voter or the candidate.

Section 33

After the polling of faculty councils, each election committee counts its votes and declares the results.

In the election of the University Collegium and the University Board, an election committee arranges the ballots according to candidates and groups, counts the votes for each candidate, and delivers the information on the vote totals and the ballots to the election board no later than at 12 noon on the next workday after the election day. If the number of advance votes in a faculty or independent institute is

five or less, the election committee delivers the advance voting envelopes to the election board for counting.

Section 34

The election board prepares a record of the results of the University Board and University Collegium elections. The chair or the vice chair and the secretary of the board sign the records.

An election committee prepares records on the polling, and the chair or the vice chair and the secretary sign the records. All records must be delivered to the election board no later than at 12 noon on the next workday after the election day.

Section 35

The records of the election committee must include at least the following information:

- 1) the election day and the start and end times of polling;
- 2) the members of the election committee present during the polling and the counting of results;
- 3) the number of voters who used their right to vote;
- 4) the total number of received ballots and rejected ballots, and the respective numbers for each group;
- 5) votes per each candidate;
- 6) the name of the election committee member who performed the actions mentioned in Section 27 at the beginning and end of polling; and
- 7) in the election of a faculty council, possible lotteries and the election result in accordance with Section 33.

Section 36

A ballot is invalid in the following cases:

- 1) the ballot is empty or it is not a ballot supplied by the election board or the election committee;
- 2) the ballot is not stamped;
- 3) the number marking is so unclear that the candidate voted for cannot be determined;
- 4) the voter's name has been written on the ballot or the ballot includes a distinguishing mark or any other inappropriate marking.

ELECTION RESULTS

Section 37

To determine election results, candidates are put in order in their group according to the number of votes each received. If candidates have the same number of votes, the election board or the election committee in question determines the order of the candidates by lottery. The elected number of candidates is counted from the beginning of the created name list.

Section 38

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In the University Collegium election, the deputies of elected members are appointed in the order of their vote totals. The number of deputies is triple the number of elected ordinary members in the group. At the same time, it is also determined whose personal deputy each is. The order of deputies is based on their vote totals.

If the composition of a faculty council is polled, the deputies of elected members are declared in the order they have received votes. The number of deputies is double the number of elected ordinary members in the group. The order of deputies is based on their vote totals. If the faculty council is elected without a polling complying with Section 23, Subsection 2, deputies and their order are determined according to the approval given during the setting of candidates.

Section 39

If a sufficient number of faculty council members or deputy members cannot be determined otherwise, the election committee, in compliance with the provisions of the Act on Equality between Women and Men (609/1986), is to name, upon the consent of the persons, a required number of members or deputy members for the group from the final electoral roll.

Section 40

If a member or deputy member of the University Collegium or faculty council signs a fixed-term employment relationship and moves from one personnel group of the University to another during the administrative body's term of office, his/her membership is not voided.

If a member or deputy member moves from one personnel group of the University to another with a permanent employment contract, the stipulations listed below are to be observed as regards the appointing of deputy members in case an ordinary member of an administrative body loses his/her right to vote or eligibility as a candidate.

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

Section 41

If a member of the University Collegium has lost his/her eligibility as a candidate during the term of office, the deputy member with the most votes in the group is appointed as an ordinary member and personal deputies move one step up in the list. In this case, one deputy member becomes a personal deputy. A similar transition is made also when a personal deputy member has lost his/her eligibility as a candidate. The order of priority determined by the election result must be observed when making the changes.

If a deputy member must be appointed as an ordinary member during the University Collegium's term of office because a personal deputy member has lost his/her eligibility as a candidate but there are no deputy members left, the election committee shall name a sufficient number of deputy members from employees with the most years in office.

If a member has lost his/her eligibility as a candidate during the University Board's term of office, a vote in accordance with these regulations shall be arranged to select a member from the group for the

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remaining term of office. If the member is not an employee or student of the University, the selection is made by the University Collegium.

If a faculty council has been selected by polling, and a member has lost his/her eligibility as a candidate, a deputy member with the most votes within the group is appointed as an ordinary member and other deputy members move one step up in the list. A similar transition is made also when a deputy member has lost his/her eligibility as a candidate. The order of priority determined by the election result must be observed when making the changes.

If the faculty council is formed without polling and members and their personal deputy members have been selected in accordance with Section 23, Subsection 2, a member losing his/her eligibility as a candidate is replaced by his/her personal deputy member. This transition does not cause changes to the status of other members or deputy members of the faculty council.

If a member of a faculty council is replaced with a deputy member because the member has lost the eligibility as a candidate but there are no more deputy members determined in accordance with the election result or Section 23, Subsection 2, the election committee appoints a sufficient number of members and deputy members from the group for the rest of the term of office.

Section 42

The same person cannot be a member or deputy member of the University Collegium and a member of the University Board at the same time.

OTHER PROVISIONS

Section 43

Based on Section 84 of the Universities Act, no appeals may be lodged against a decision pertaining to the member selection of a multi-member administrative body.

Section 44

The election board is to solve any conflicts in the interpretation of these regulations and, when necessary, may instruct on how to apply them.

Section 45

Upon a decision of the election board, any elections in the scope of these regulations can also be organised online.

When using an online voting system, sections 25–36 of these election regulations will be valid only when applicable. In such a case, advance voting is implemented by enabling online voting on several successive workdays. The election committee provides more detailed instructions on the online voting procedure as well as how to retain the secrecy of the vote and implement information security.

The notice boards mentioned in these election regulations may also be online if the official notice board used by the University, faculty or independent institute is online.

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Section 46

These election regulations enter into force on 1 October 2009 and supersede the election regulations of 24 February 1999. When applicable, the older election regulations are still followed in the election of faculty councils in accordance with the instructions of the election board.

The amendments approved on 14 June 2013 enter into force on the date of approval.

Actions to implement these regulations can be initiated before the regulations enter into force.