

Election Rule for the Student Union of Tampere University

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Table of contents

Table of contents.....	1
1. General.....	3
Section 1 General	3
2. Practices and procedures regarding elections	3
2.1 Generally about the election	3
Section 2 Elections of the Student Union	3
Section 3 Electoral system.....	3
Section 4 Eligibility to vote	4
2.2 Central Election Committee and election committees	5
Section 5 Central Election Committee.....	5
Section 6 Election committees.....	5
2.3 Representative Election	6
Section 7 Candidate and Candidacy Announcement.....	6
Section 8 Electoral alliance.....	6
Section 9 Electoral Circle	8
Section 10 Electoral documents.....	9
Section 11 Verifying the electoral documents.....	10
Section 12 Renouncing one's candidacy	11

Section 13 Combination of candidates.....	11
Section 14 Ballot.....	13
2.4 Holding an election.....	13
Section 15 Election dates.....	13
Section 16 Generally about holding an election.....	14
Section 17 Technical Assistants and unofficial polling stations.....	16
Section 18 Special features of electronic voting.....	17
Section 19 Decision-making during the election	18
2.5 Determining the election results	19
Section 20 By-election.....	19
Section 21 Determining election results.....	19
Section 22 Grounds for rejecting a ballot.....	21
Section 23 Calculating the election results	21
Section 24 Composition of the Representative Council and deputy members	23
Section 25 Publishing the election results	24
Section 26 Appeals against election results.....	24
2.6 Other election regulations	25
Section 27 New election.....	25
Section 28 Storing and archiving the electoral documents.....	25
Section 29 Breaching the rules.....	26
3. Implementation provisions.....	27
Section 30 Appeals	27
Section 31 Implementation.....	28

1. General

Section 1 General

This Election Rule determines practices and procedures regarding elections.

Selection processes of student representatives in university administration is ruled under the Standing Order on the Election of Student Representatives.

'University' denotes Tampere University. 'Student Union' denotes the Student Union of Tampere University.

2. Practices and procedures regarding elections

2.1 Generally about the election

Section 2 Elections of the Student Union

The regulations of this Election Rule are to be followed when representatives are elected for the Representative Council in Representative Elections and by-elections. According to the Main Rule, the size of the Representative Council is of 49 members. In addition, there shall be elected three (3) times as many deputy members. The Representative Council shall elect a chair and two vice chairs from amongst the representatives.

Section 3 Electoral system

Elections at the Student Union of Tampere University shall be based on the system of proportional representation and the ballots shall be secret. No electoral districts shall be in use. All members of the Student Union who have registered as present at Tampere University shall be eligible to vote. The polling of a Representative Election may be conducted electronically, using ballot boxes or as a combination of the two. The manner of polling and whether preliminary voting is available shall be determined by the Central Election Committee.

Section 4 Eligibility to vote

In student union elections, eligibility to vote shall require being a member of the Student Union, having registered as present and being personally present. Each person who is eligible to vote shall have one vote. In order to be eligible to vote, one must have registered as present by the date determined in the Election Announcement by the Central Election Committee.

One's eligibility to vote shall be determined based on the membership register of the Student Union of Tampere University. Exercising one's right to vote shall be recorded in the electronic voting system. In any ambiguous situations regarding the right to vote, the Central Election Committee shall adjudicate.

2.2 Central Election Committee and election committees

Section 5 Central Election Committee

The Central Election Committee shall comprise of seven members of the Student Union, each with their personal deputy members. The composition of the Central Election Committee shall be decided by the student union Representative Council in accordance with the Main Rule. The chair for the Central Election Committee shall be elected by the Representative Council.

The rules of procedure for the Central Election Committee shall regulate the committee's non-voting secretary. The rules of procedure for the Central Election Committee shall regulate the committee's activities.

Section 6 Election committees

This section only concerns elections held using ballot boxes.

The Central Election Committee shall appoint election committees, if necessary.

The election committees shall be chaired by student union members appointed by the Central Election Committee. In addition to the chair, the Central Election Committee shall appoint three members to each election committee from amongst the Technical Assistants appointed by the electoral alliances. The election committees shall elect a vice chair and a secretary to take minutes from amongst themselves. The election committee

shall have a quorum when the chair or vice chair and a minimum of two members are present.

2.3 Representative Election

Section 7 Candidate and Candidacy Announcement

Everyone who is eligible to vote shall be eligible for election to the Representative Council.

A member of the Student Union who wishes to stand as a candidate shall inform the Central Election Committee of this using the Candidacy Announcement which the Central Election Committee of the Student Union has confirmed for this purpose.

The Candidacy Announcement may only include one (1) candidate. It must list the candidate's last name, all their first names and their date of birth. Additionally, it must include the candidate's confirmation of their eligibility for election and their consent to standing as a candidate. The Candidacy Announcement must also disclose whether the candidate is a member of an electoral alliance or nonpartisan.

Section 8 Electoral alliance

Two or more candidates shall have the right to form an electoral alliance by indicating the name and the identifier of the alliance on their Candidacy

Announcements. The name and identifier may not be in violation of the Finnish laws or otherwise discriminatory, misleading or inappropriate.

In order to form an electoral alliance, the candidates forming the alliance shall authorise a member of the Student Union, who is eligible to vote, to act as their Electoral Spokesperson and another one as their Deputy Electoral Spokesperson. The Electoral Spokesperson must use a form confirmed by the Central Election Board to submit a list of the candidates in the electoral alliance. An electoral alliance may only have as many members as is twice the number of representatives in the Council determined in Section 2 of this Election Rule.

A candidate may only be a member of one electoral alliance. If someone appears to be a candidate or an Electoral Spokesperson in two or more electoral alliances, the Central Election Committee must first consult the candidate or Spokesperson and then either correct their electoral alliance membership; remove them from extraordinary alliances, if necessary; or reject the candidacy.

Electoral alliance can also be formed before the candidacy nomination period ends. When two (2) or more candidates form an electoral alliance within the time mentioned in the Election Announcement, the Student Union shall share the formed alliances on its website. Forming an electoral alliance and supplementing its composition is possible until the end of the candidacy nomination period.

Section 9 Electoral Circle

Two (2) or more electoral alliances shall have the right to form an electoral circle. The same right shall apply to an electoral alliance and a Candidacy Announcement, and two (2) or more electoral alliances and (a) Candidacy Announcement(s). An electoral alliance or a Candidacy Announcement can only be in one (1) electoral circle.

Candidacy Announcements may not form an electoral circle with each other only. Those forming an electoral circle must submit a charter using a form confirmed for the purpose by the Central Election Committee. The charter must include the identifier for the circle and the names and identifiers of those joining it. The name and identifier of the circle may not be in violation of the Finnish laws or otherwise discriminatory, misleading or inappropriate.

Electoral circle can also be formed before the candidacy nomination period ends. When two (2) or more electoral alliances form an electoral circle within the time mentioned in the Election Announcement, the Student Union shall share the formed circles on its website. Forming an electoral circle and supplementing its composition is possible until the end of the candidacy nomination period.

Section 10 Electoral documents

The electoral documents referred to in Sections 7, 8 and 9 shall be distributed by the Central Election Committee. The Central Election Committee must publish an election announcement no later than four (4) weeks before the first primary voting day on the student union website and other appropriate channels. The election announcement must indicate the dates of the election and where and when electoral documents can be submitted to the Central Election Committee. Regulation concerning the Election Announcement can be found in section 15.

At the same time, the voters must be informed on where they can see this Election Rule and other student union regulations concerning the Representative Elections and by-elections. The Central Election Committee shall publish the confirmed instructions and regulations for election advertising no later than four (4) weeks before the first primary voting day on the student union website and other appropriate channels.

The electoral documents must be submitted to the Central Election Committee by the candidates or the Electoral Spokespersons by the date determined in the Election Announcement by the Central Election Committee.

Section 11 Verifying the electoral documents

The Central Election Committee shall process the submitted election documents and approve for the combination of candidates those candidates, electoral alliances and electoral circles whose documents have been prepared correctly and submitted by the deadline. If a submitted document includes a minor error, its rejection shall be separately considered by the Central Election Committee. If the processing of the documents reveals that a candidate cannot be approved to join an electoral alliance or circle, the Central Election Committee must provide the candidate with an opportunity to either withdraw their request of being entered into the combination of candidates or to settle the error in the documents except when the rejection is such as is referred to in Section 8. The request to withdraw must be made in writing and the candidate must sign it themselves.

The Central Election Committee shall send notice of incorrect documents to the Electoral Spokespersons and provide them with an opportunity to make a written proposition of amendment. The notice shall be delivered via email to the address provided by the candidate or the Spokesperson of an electoral alliance. Once an incorrect document has been detected, the notice must be sent without delay.

Candidates and Electoral Spokespersons who have been thus notified shall have the right to make an amendment to the Central Election Committee by

the date specified in the election announcement. If an amendment due to the notice is not made by the deadline and the error which caused the notice is not minor, the Central Election Committee must disregard the Candidacy Announcement, Agreement to form an electoral alliance or Electoral circle charter.

Section 12 Renouncing one's candidacy

If a candidate becomes prevented from standing due to a valid reason or wants to renounce their candidacy after the Candidacy Announcements have been submitted to the Central Election Committee, the renouncement must be done in writing to the Central Election Committee. The Committee may then make the decision to remove the candidate's name from the combination of candidates.

Section 13 Combination of candidates

If as many candidates are approved for election as there are positions to be filled, no election event shall be implemented. Instead, the Central Election Committee shall proceed as regulated in Subsection 1 of Section 20. If fewer candidates are approved for election than there are positions to be filled, the Central Election Committee shall proceed as regulated in Subsection 2 of Section 20. If more candidates are approved for election than there are

positions to be filled, the Central Election Committee must compile a combination of candidates. The aforementioned electoral alliances and electoral circles are entered into the combination of candidates in an order determined by lot, and candidates not in electoral alliances or circles shall be entered in last in alphabetical order.

Those approved shall be entered into the combination of candidates in such an order that the electoral alliances and any individual candidates in the same electoral circle shall be numbered under a shared heading and differentiated from other candidates in such a manner that it is clear which candidates are members of which electoral circles. The candidates of an electoral alliance which is not in an electoral circle shall be entered into the combination in the same manner. After this, the Central Election Committee shall number the candidates consecutively beginning with the electoral alliance or circle which came first in the lot. The numbering shall begin from the number two (2). Within an electoral alliance and an electoral circle, the candidates shall be numbered in the order they were submitted to the Central Election Board. An electoral alliance which is not in an electoral circle shall receive the heading "electoral alliance" and in place of their electoral circle heading they shall receive the heading "electoral circle".

Next to candidates who are members of an electoral alliance, the identifier for their electoral alliance shall be indicated.

The combination of candidates must indicate which election it was compiled for.

Those eligible to vote must receive the combination of candidates immediately once it has been confirmed or nevertheless no later than twelve (12) days before the election is held. The combination of candidates shall be delivered to voters by publishing it on the student union website and other appropriate channels.

Section 14 Ballot

If the Central Election Committee decides to hold the election using ballot boxes, they must prepare and acquire the ballots for the election. The ballots must indicate which election they are to be used in and include a circle for the number of the voter's preferred candidate to be written in.

2.4 Holding an election

Section 15 Election dates

The time and manner of polling shall be determined by the Central Election Committee. The election shall be held on a minimum of two consecutive working days. On the primary voting days, polling must stay open for a minimum of eight (8) consecutive hours.

Those eligible to vote must be informed of the manner of voting and the dates and time of the election in the election announcement. If the polling is conducted using ballot boxes, the election announcement must also include information on the polling stations. The election announcement must be published no later than four (4) weeks before the election at the very least on the official student union noticeboards. Additionally, the election announcement must indicate where and when election documents can be submitted to the Central Election Committee.

The election announcement must indicate where this Election Rule is on display. Other instructions regarding the Representative Election and by-election must be given no later than a month after the publication of the election announcement.

Section 16 Generally about holding an election

Elections shall be held electronically unless the Central Election Committee decides otherwise. If so, the Central Election Committee will supplement the regulations concerning an election using ballot boxes.

Prior to beginning the electronic voting, two members of the Central Election Committee must confirm that the electronic voting system is empty and sign a verification document printed from the system. The verification shall be attached to the minutes of the Central Election Committee meeting. Once the electronic voting system has been confirmed empty, it must not be

opened again until after the polling has ended and the counting of the votes begins.

That which promises, offers or gives a reward or other benefit to another in order to persuade them to

- 1) vote a certain way
- 2) not vote
- 3) relinquish their vote to be used by another

shall be excluded from the election by a decision of the Central Election Committee.

That which demands a reward or other benefit for

- 1) voting or not voting
- 2) relinquishing their vote to be used by another

shall be excluded from the election by a decision of the Central Election Committee.

At the voting event, a person who is eligible to vote may enlist the help of a personal assistant of their choosing. The assistant has a duty to carefully abide by the will of the person eligible to vote and to keep any information they receive while voting a secret. The personal assistant chosen to help at the voting event cannot be a candidate in the election.

More information on the Election Rule and other instructions regarding the Representative Election shall be provided by the Central Election Committee.

Section 17 Technical Assistants and unofficial polling stations

Each electoral alliance must appoint one representative of their ranks for every five of their candidates, including incomplete fives, to serve as Technical Assistants in the election.

The Central Election Committee may appoint unofficial polling stations which are under the supervision of the Technical Assistants. Each polling station must have assistants from a minimum of two electoral alliances. The Technical Assistants shall monitor the polling station so that no speeches are given, no printed or written calls to vote a certain way are displayed or distributed and in no other ways the voters' electoral freedom is infringed or attempted to infringe upon. In addition, the Technical Assistants shall share marketing materials of the elections.

The Central Election Committee shall ensure that a sufficient number of combinations of candidates is available at all unofficial polling stations. The Central Election Committee shall also ensure that the combinations of candidates are accurate. The Central Election Committee must ensure that voters can vote while maintaining the secrecy of the vote and that necessary aids for this purpose are available at the polling station.

Technical Assistants must not release any information during the election on who has exercised their right to vote. If necessary, the Technical Assistants

must direct questions from those eligible to vote to the Central Election Committee.

This section only concerns elections held using ballot boxes.

Section 18 Special features of electronic voting

When polling is conducted electronically, the Central Election Committee must give instructions on the arrangements for the electronic voting no later than 30 days before the election. A voter shall exercise their right to vote in the voting system by using their university basic user account. Relinquishing one's basic user account to be used by another for voting purposes is prohibited on pain of exclusion from the election.

The electronic voting must be supervised during the voting time by an Electoral Official or a Deputy Electoral Official appointed by the Central Election Committee. The Official's duty is to ensure the functionality of the voting system and to take minutes during the voting. The Electoral Official or the Deputy Electoral Official supervising the electronic voting cannot stand as a candidate in the election.

The Central Election Committee must especially ensure that the electronic voting may be conducted in such a manner that confidence in the secrecy of the vote remains intact. The electronic voting system in use must fulfil the following conditions:

- 1) The system must have adequate data security and reliability of performance
- 2) The connection between the voting device used by the voter and the central computer must be adequately secured
- 3) The identity of the voter must be verified before voting
- 4) The identity of the voter must be secured so that it cannot be connected to any given vote
- 5) The voter may change their vote during the whole time that the electronic voting is underway
- 6) A voter may only cast one vote
- 7) The voter may abstain from voting if they so choose
- 8) With electronic polling, all those eligible to vote that have had time to log into the voting system before the end of the voting time shall have five (5) minutes to exercise their right to vote.

Section 19 Decision-making during the election

During the entire election, the Central Election Committee must be available, supervise the general course of the election, ensure that the unofficial polling stations employ the same procedures and give them instructions.

Any attempts to infringe on one's right to vote or right to vote as one chooses must be immediately reported to the Central Election Committee.

2.5 Determining the election results

Section 20 By-election

If as many candidates are approved for election as specified in Section 2 and thus no election event is implemented, shall the Central Election Committee declare these candidates elected.

If fewer candidates are approved for election than there are positions to be filled, shall the Central Election Committee extend the period for the nomination of candidates according to its consideration. If necessary, the Central Election Committee shall make the decision to postpone the election. The aforementioned decisions must be immediately reported at the very least on the student union website and other appropriate channels.

A by-election for the Representative Council shall be held when a Deputy Representative cannot be assigned to replace a resigned, permanently prevented or permanently disqualified Representative.

In the by-election, the number of missing representatives shall be elected from amongst those members of the Student Union who are eligible for election. The by-election shall be held according to the regulations of this Election Rule, as applicable.

Section 21 Determining election results

The results of the election shall be determined fully without delay. The Central Election Committee may appoint a necessary number of assistants for the counting of the votes.

If ballot boxes were used for the election, they shall be sealed and delivered to the Central Election Committee immediately upon the chair or vice chair of the Central Election Committee or the election committee declaring the polls closed. The ballots cast shall be taken out of the boxes and counted. Those ballots whose grounds for rejection must be reviewed shall be separated into one group. The number of voters who exercised their right to vote shall also be counted.

After the end of electronic voting, the Central Election Committee must ensure that a carefully closed electronic ballot box is kept in a safe location supervised by an Electoral Official and only opened once it is time to determine the election results. In an electronic election, the results shall be exported from the voting system by an Electoral Official appointed by the Central Election Committee, or if they are unavailable, their Deputy Electoral Official. The Central Election Committee shall witness the exportation of the results.

The minutes of the Central Election Committee shall indicate the number of voters that exercised their right to vote, and if ballot boxes were used, also the number of the ballots.

Section 22 Grounds for rejecting a ballot

In an election using ballot boxes, a ballot is invalid if it was not received from an Electoral Official, it is not duly stamped, if the number of the candidate is written so that it is not completely clear which candidate the voter meant or if any other markings have been made on the ballot. A marking whose unambiguous purpose is to clarify which candidate the voter meant to vote for shall not be considered inappropriate.

The Central Election Committee decides on the rejection of incorrect ballots. Invalid ballots shall not be considered while determining the results of the election. Rejected ballots shall be noted in the minutes of the Central Election Committee. After this, the Central Election Committee counts, for each candidate separately, the full number of approved votes cast in the preliminary vote and in the primary vote.

Section 23 Calculating the election results

Subsection 23.1

The order of the candidates of each electoral alliance shall be determined according to the number of votes they received. The order of those who received the same number of votes shall be decided by lot. If it is revealed that a voter's preferred candidate is not eligible for election, the votes for

such a candidate shall be counted in favour of the electoral alliance and circle that the candidate is a member of. Votes for a candidate who withdrew their candidacy shall be counted in favour of the electoral alliance and circle that the candidate was a member of. After this, using the d'Hondt method, the candidate with the highest number of votes in the alliance shall receive the comparative index of all the votes for the alliance, the candidate with the second-highest number of votes shall receive half ($1/2$) of that, the candidate with the third-highest number of votes shall receive a third ($1/3$) et cetera. Nonpartisan candidates not in electoral alliances or circles shall receive the comparative index of the number of votes they received. The comparative indexes shall be calculated to five decimal places. If the electoral alliance is not in an electoral circle, the comparative index thus calculated is the candidate's final comparative index.

Subsection 23.2

If an electoral circle such as is referred to in section 9 has been formed, the order of the candidates in it shall be determined by the comparative indexes they have received in the calculations referred to in Subsection 23.1. The order of candidates with the same comparative index shall be determined by their personal number of votes received, and if that is equal, it shall be determined by lot.

After this, the candidate with the highest comparative index in the circle shall receive the final comparative index of all the votes for the circle, the candidate with the second-highest comparative index shall receive half (1/2) of that, the candidate with the third-highest comparative index shall receive a third (1/3) et cetera.

Subsection 23.3

The order of all candidates shall be determined by their final comparative indexes. The order of candidates with the same final comparative index shall be determined by their comparative index in their electoral alliance, and if that is the same, their personal number of votes received, and if that is equal, it shall be determined by lot. After this, as many candidates with the highest final comparative indexes as there are positions to be filled shall be declared elected.

Section 24 Composition of the Representative Council and deputy members

After the elected Representatives have been determined, Deputy Representatives shall be determined by appointing three (3) times as many candidates from each electoral alliance as said alliance attained elected

Representatives. The candidates with the highest unelected comparative indexes in the alliance shall be appointed Deputy Representatives.

If a Representative is prevented from acting as a member of the Representative Council in such a manner as is referred to in Section 7, a substitutive member shall be invited for the duration of the prevention from the electoral alliance or circle the resigned or prevented Representative was a member of, primarily the succeeding Deputy Representative. More detailed regulations on the Representative Council's deputy arrangements shall be made by the Representative Council.

Section 25 Publishing the election results

The results of the election must be published immediately after they have been determined on the student union website and other appropriate channels.

Section 26 Appeals against election results

A member of the Student Union who is eligible to vote may make a written appeal about the actions of an election committee or the Central Election Committee before the end of the election events.

The Central Election Committee must process amendment requests and appeals without delay.

Appeals against an election result confirmed by the Central Election Committee or another student union administrative matter may be made such as is regulated in the Administrative Procedure Act (434/2003) and stated in Section 30 of this Election Rule.

2.6 Other election regulations

Section 27 New election

If the Representative Council orders a new election, the Central Election Committee must begin organising it immediately. This Election Rule shall be complied with as applicable when holding the new election. The Central Election Committee may delegate the decision of holding a new election to the Representative Council.

Section 28 Storing and archiving the electoral documents

All documents and ballots created in the election must be stored in a locked place by the Central Election Committee until the deadline for appeals as referred to in Section 30 Subsection 1 has expired or any appeals have been settled. After this, the documents shall be archived at the Student Union. The ballots must be stored until the minutes have been examined and approved and the deadline for appeals has expired, after which they may be destroyed.

Section 29 Breaching the rules

The Central Election Committee shall, after consulting the parties involved, determine sanctions to voters, candidates, electoral alliances and electoral circles for breaching the rules and the regulations assigned by the Central Election Committee. Guidelines for the available sanctions must be determined at the same time as the instructions and regulations on election advertising are being confirmed at the Central Election Committee.

The Central Election Committee shall have the right to exclude a candidate from the election due to rigging the vote or gross breaching of the Central Election Committee regulations.

Forms of sanctioning available to the Central Election Committee:

- 1) A written warning
- 2) Restrictions on the election advertising of the candidate, electoral alliance or electoral circle
- 3) Exclusion from the election.

3. Implementation provisions

Section 30 Appeals

Appeals against a student union administrative matter may, according to the Universities Act (558/2009) be made such as is regulated in the Administrative Procedure Act (434/2003). An appeal may be made by the party at whom a decision is directed or whose rights, duties or privileges are directly affected by the decision. The party in question shall be considered to have been informed of the decision when it has been put on display on the official student union noticeboards or when, if necessary, the party has been personally informed of the decision. The appeal must be made within 30 days of being informed of it to the administrative organ which made the decision. Appeals against the decision on the appeal may be made by appealing to the Administrative Court such as is regulated in the Administrative Judicial Procedure Act (586/96).

A member of the Student Union may also appeal against a Central Election Committee decision on the grounds that the decision was made in undue order of the law, rules or other regulations concerning the Student Union or that the decision is otherwise against the law or regulations concerning the Student Union. Appeals may not be made against decisions that are by nature solely preparing or enacting a matter. The appeal must be made in the Administrative Court in Hämeenlinna such as is regulated in the

Administrative Judicial Procedure Act (586/96). The decision of the Administrative Court may not be appealed against.

Section 31 Implementation

The Election Rule shall be implemented on the day it is confirmed and shall be in force indefinitely. When the Election Rule is implemented, it shall overturn the previous Election Rule.

Prior to the implementation of the Election Rule, measures necessary to implement it may be taken.