

Instructions for completing electoral documents

Candidacy announcement

See Election Rule, Section 7

Candidacy announcements can be submitted either in paper form or electronically using the e-form certified by the Central Election Committee. If a candidate has submitted both forms to announce their candidacy, the Central Election Committee will decide whether to approve or reject the document in accordance with Section 11 of the Election Rule.

1. Candidates must include their personal information in this document.
2. Those born outside Finland state the country in which they were born as their place of birth.
3. Candidates who are members of an electoral alliance must state the name of their electoral alliance in the candidacy announcement. Candidates must also state the abbreviation of their electoral alliance in this document. Please note that the name and abbreviation of the electoral alliance must be written in exactly the same way in all electoral documents. Individuals who are not part of an electoral alliance can also stand as candidates. These candidates are nonpartisan candidates. Nonpartisan candidates must also have abbreviations. The abbreviation may be an abbreviation taken from the person's name or some other identifier. The abbreviation of a person named Jane Doe could be "JaDo", for example. Nonpartisan candidates must state their abbreviation in the field provided for that purpose in the electoral document.
4. A nonpartisan candidate does not have a separate electoral spokesperson: instead, they act as their own electoral spokesperson.
5. Paper forms: Two witnesses must verify the candidacy announcement with their names and signatures. **The documents can be verified by anybody except the electoral alliance spokesperson and their deputy.** The purpose of the verification of electoral documents is to prevent anyone from completing a candidacy announcement on behalf of someone else or without the other person's knowledge. Witnesses do not need to be candidates. **E-forms:** Each candidate completes their own form. Candidates sign the document by signing in with their personal basic user account. **If the information stated in the candidacy announcement is inconsistent with the basic user account used to complete the form, the Central Election Committee will be forced to reject the announcement.**

Electoral alliance charter (to be completed by the electoral spokesperson)

The list of candidates of an electoral alliance is submitted via paper form to the Central Election Committee.

1. This document must state the information of the electoral alliance and its candidates.
2. The name and abbreviation of the electoral alliance must be stated in the fields reserved for that purpose. The name of the electoral alliance means the name that the electoral alliance wishes to use in its entirety (for example: Candidates Running by Popular Demand).
3. The abbreviation of the electoral alliance is mentioned after the candidate's name in a candidate listing to indicate the candidate's electoral alliance. It is best to use short and concise abbreviations for electoral alliances and nonpartisan candidates. For example: Candidates Running by Popular Demand = CRPD. The electoral alliance may also use the name of the electoral alliance in its entirety for the abbreviation.
4. Electoral alliances are recommended to use their discretion when determining the spelling of the names and abbreviations of electoral alliances and electoral circles. The spelling should be unambiguous and used consistently in all documents. For example, placing upper- and lowercase letters rAndOmly and using redundant punctuation marks should be avoided, unless doing so serves an essential purpose. Names and abbreviations may not be illegal according to Finnish legislation or otherwise discriminatory or misleading.
5. The electoral alliance must also state the names of the alliance's electoral spokesperson and the spokesperson's deputy. This document authorises the electoral spokesperson to be in charge of submitting the electoral documents to the Central Election Committee.

In the candidate listing, candidates are given their candidate numbers in the order in which their names are listed in the electoral documents. The electoral alliances of an electoral circle will likewise be listed in the order they are mentioned in the electoral documents.

Electoral circle charter (to be completed by the electoral circle's spokesperson)

See Election Rule, Section 9

Two or more electoral alliances can form an electoral circle. The electoral circle's charter must be submitted in paper form to the Central Election Committee.

1. The name and abbreviation of the electoral circle must be stated in the document. The same rules apply to names and abbreviations as with electoral alliances (see Electoral circle charter.)
2. The names and abbreviations of the electoral alliances which form the electoral circle must be provided in the charter along with the signatures of electoral spokespersons from each electoral alliance.
3. Nonpartisan candidates may also form an electoral circle among themselves. In this case, the electoral circle's charter must include the name, abbreviation and signature of each candidate.
4. Two witnesses must verify the electoral alliance charter with their names and signatures. **The witnesses can be anybody except the spokespersons of the electoral alliances that signed the charter.**

Form for appointing technical assistants (to be completed by the electoral spokesperson)

The form for appointing technical assistants can be submitted either by delivering a paper form or by using the e-form certified by the Central Election Committee. With this form, each electoral alliance appoints two persons for every ten of their candidates to act as technical assistants, who will be at the Central Election Committee's disposal in the elections.

Technical assistants for elections

See Election Rule, Section 17

The Central Election Committee may appoint technical assistants from electoral alliances to act as members of election committees during the official polling days (the technical assistants must be available on official polling days on 2–4 November, but the document has a field for stating any potential mandatory absences, such as exams). If necessary, the Central Election Committee may also assign them other duties. The members of the Central

Election Committee and their deputies will act as chairpersons in the election committees. During official polling days, the election committees are in charge of voting procedures in the polling places determined by the Central Election Committee.

Duties of electoral spokespersons

The electoral spokespersons are responsible for appropriately completing and submitting the electoral documents of their electoral alliances to the Central Election Committee. The electoral spokespersons also sign official electoral alliance agreements on behalf of their electoral alliances. **The electoral spokespersons act as contact persons between the electoral alliance and the Central Election Committee on all matters.**

Election advertising

The Central Election Committee will issue formal guidelines and limitations regarding election advertising in connection with the distribution of electoral documents. The Central Election Committee can also impose sanctions for violating these guidelines. See Election Rule, Section 29.

A voting aid application will be available in the council elections. The application will be commissioned by SYL, the National Union of University Students in Finland.

The Central Election Committee will provide further information about election advertising and the voting aid application to electoral spokespersons, who will then pass the information on to candidates.

The Student Union's rules for election advertising can be found online at trey.fi/en/council-elections

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