

# Instructions for election documents for candidates, alliances and circles

## Candidacy announcement (filled by each candidate)

See: Election Rule Section 7

See Election Announcement Election documents

### What to set aside for filling

- Tuni.fi account, information about yourself and information on the status of being part of an electoral alliance
  - o If you belong to an electoral alliance: name and official identifier or abbreviation of the electoral alliance
    - Be careful with the name and identifier of the electoral alliance
    - Filling in the form is quick and simple – the election officer will provide the marketing information for the whole alliance
  - o If you are not part of an electoral alliance: come up with an official identifier/abbreviation for yourself

- An independent candidate may voluntarily submit the following marketing materials to TREY's website:
  - Max. 800 characters (incl. spaces) long description of the candidate in both Finnish and English. 1 link allowed per language version.
  - 1 optional 900x600 horizontal picture as a JPG, JPEG or PNG image file

The candidacy announcement is submitted using the electronic Microsoft Forms form on the Student Union's website. Each candidate fills in the form for themselves. Log in to the form with your tuni.fi account, which acts as a signature for the candidacy announcement. The candidacy announcement must include full name, first name, tuni.fi e-mail, telephone number and date of birth. The form also asks for information for election statistics. It is not obligatory to answer statistical questions. The candidacy announcement states whether you belong to an electoral alliance or are an independent candidate.

Candidates belonging to an electoral alliance enter to the candidacy announcement the electoral alliance in which they belong to. The electoral alliance identifier is also entered in the candidacy announcement. You will receive the name and identifier of the electoral alliance from your election officer. Be careful - the name and identifier of the electoral alliance must match on all election documents.

An individual can also stand for election. In this case, the candidate is nonpartisan and is not a member of an electoral alliance. Nonpartisan candidates must also have an identifier that is filled in the candidacy announcement. The identifier can be the candidate's name or other identifier. E.g. Henkka Henkilö's identifier could be HeHe. A candidate who is not a member of an electoral alliance does not have an election officer but acts as their own election officer.

A candidate who is not a member of an electoral alliance may, if they wish, submit a description of up to 800 characters in both Finnish and English and a horizontal 900x600 jpg, jpeg or png image file of their choice in connection with the candidacy announcement form. It is possible to provide 1 link to the description per language version. You can hope for a link location by marking the desired area in the description [with square brackets]. Marketing materials submitted by an independent candidate will be published after the candidate nomination period has ended.

## **Founding an electoral alliance and documents (filled by the electoral alliance's election officer)**

See: Election order 8 § Electoral alliance

See: Election announcement Election documents

From the 2024 autumn Representative Elections onwards, there will be an opportunity to give a preliminary announcement about the formation of an electoral

alliance or circle before the end of candidate nomination period and the confirmation of the final composition of the electoral alliance or circle. The purpose of the preliminary announcement is to enable the marketing of the alliance and circle through the Student Union's communication channels for candidate recruitment purposes. An electoral alliance or circle can also be formed after the preliminary announcement period, but no later than the end of candidate nominations on September 29, 2024, at 16:00.

The Alliance's election officer or their deputy submits the electoral alliance's documents. All electoral alliance documents can be found in one Microsoft Forms form.

### **What to set aside for filling**

- Tuni ID, information about yourself and your alliance's other election officer (deputy or proper), name and official identifier of the electoral alliance and numbered ordinal list of electoral alliance candidates
- At least 2 candidacy announcements are required to form an electoral alliance
- Information on whether your alliance wishes to supplement the composition of candidates and promote the possibility of standing as a candidate
  - o If you wish to supplement your alliance's candidate composition later and promote the nomination of candidates through the Student Union's communications channels, it is advisable to submit a voluntary preliminary announcement and charter by 2.9.2024 at 16.00. In this case, the submission of preliminary announcements ends.

- The following voluntary marketing information will be published on TREY's website after the end of the pre-registration period:
  - 1 optional horizontal 900x600 JPG, JPEG or PNG image file for the electoral alliance
  - Max. 800 characters (incl. spaces) long description of the electoral alliance in both Finnish and English. 1 link allowed per language version.
  - Max. 200 characters (incl. spaces) long description of your search for candidates in both Finnish and English. 1 link allowed per language version.
  - Examples of layout and lengths of marketing materials at the end of the document in Appendices 1 and 2.
- If you wish to submit the final composition of the electoral alliance, you can submit the electoral alliance's contract deed on the form by 4.00 p.m. on 29.9.
  - If you have previously submitted a preliminary announcement and an electoral circle charter, this stage serves only as a supplement in which the final composition of candidates for the alliance is finalised.
    - In the charter supplementing the preliminary announcement, only the name and ID of the electoral alliance, the details of the election officer and deputy and the final numbered list of candidates of the electoral alliance are requested.

- If you have not provided preliminary notice, the following materials will be requested in the final contract deed
  - Name, ID, details of the election ombudsman and deputy and final numbered list of candidates in the electoral alliance
  - 1 optional horizontal 900x600 JPG, JPEG or PNG image file for the electoral alliance (optional)
  - Max. 800 characters (incl. spaces) long description of the electoral alliance in both Finnish and English. 1 link allowed per language version (optional)
  - Examples of layout and lengths of marketing materials at the end of the document in Appendices 1 and 2.

### **Preliminary announcement and charter of the electoral alliance**

If an electoral alliance wishes to use TREY's website in its candidate recruitment, the electoral alliance must submit at least the number of candidacy announcements required for establishing the alliance in connection with the preliminary announcement and charter. The composition of the electoral alliance can be supplemented with new candidate announcements until the last date of nomination. The final list of candidates for the electoral alliance will be confirmed by submitting the electoral alliance's agreement to the Central Election Committee by the end of the nomination period on 29.9.2024 at 16:00. After this, submitted

candidacy announcements or electoral alliance and circle agreements will no longer be accepted for election.

- On the preliminary announcement form for an electoral alliance, enter the details of the electoral alliance and the preliminary composition of candidates for the electoral alliance.
- The name and logo of the electoral alliance are written in the space reserved for them. The name of an electoral alliance refers to the name in its entirety that the electoral alliance wants to be used for itself, for example "Nominated at the request of the public".
- The electoral alliance symbol is a symbol used in a combination of candidates after the candidates to identify which electoral alliance the candidate belongs to. The emblem of an electoral alliance (and also that of an individual candidate) is at its best short and to the point. E.g. Nominated by public request = EYP. The symbol of an electoral alliance can also be the name of the electoral alliance in its entirety.
- Electoral alliances are recommended to exercise discretion in the spellings of the names and symbols of electoral alliances and electoral circles. The spelling should be unambiguous and appear consistently in all documents. For example, irregular placement of uppercase and lowercase letters and unnecessary punctuation should be avoided unless it serves an essential purpose. In addition, the symbol or name may not be contrary to Finnish law, otherwise discriminatory or misleading.

- The document also includes the election agent chosen by the electoral alliance and their deputy. The document acts as the authorisation of the election officer to ensure that the electoral alliance documents are delivered to the Central Election Committee.

The election officer is responsible for submitting the description of the electoral alliance, the candidate application notice and the picture of the electoral alliance to be posted on TREY's website with the preliminary announcement. The attachments must be submitted using the electronic form by 2.9.2024 at 4.00 p.m. Pre-announced materials will be published after the pre-registration period has ended. Electoral alliances' candidate admissions will be removed after the nomination of candidates has ended.

Descriptions must be provided in Finnish and English. The maximum length of one language version in the description is 800 characters (incl. spaces). A link can be embedded in the description to guide you to additional information, which should be indicated in the text [square brackets]. The link does not count towards the character count. Communication reserves the right to minor edits.

In connection with the preliminary announcement, it is also possible to submit a candidate call of up to 200 characters on TREY's website, which will be published under the description of the alliance. The announcement must be submitted in Finnish and English. The maximum length of one language version in the description is 200 characters (incl. spaces). In order to direct you to additional information, you



can embed 1 link in the call for candidates, the section of which must be indicated in the text [square brackets]. The link does not count towards the character count.

TREY Communication reserves the right to minor edits.

## **Electoral alliance contract book (to be filled in by the election officer)**

See: Election order 8 § Electoral alliance

See election announcement Election documents

- The name and logo of the electoral alliance are written in the space reserved for them. The name of an electoral alliance refers to the name in its entirety that the electoral alliance wants to be used for itself, for example "Nominated at the request of the public".
- The electoral alliance symbol is a symbol used in a combination of candidates after the candidates to identify which electoral alliance the candidate belongs to. The emblem of an electoral alliance (and also that of an individual candidate) is at its best short and to the point. E.g. Nominated by public request = EYP. The symbol of an electoral alliance can also be the name of the electoral alliance in its entirety.
- Electoral alliances are recommended to exercise discretion in the spellings of the names and symbols of electoral alliances and electoral circles. The spelling should be unambiguous and appear consistently in all documents. For example, irregular placement of uppercase and lowercase letters and

unnecessary punctuation should be avoided unless it serves an essential purpose. In addition, the symbol or name may not be contrary to Finnish law, otherwise discriminatory or misleading.

- The document also includes the election officer chosen by the electoral alliance and their deputy. The document acts as the authorisation of the election officer to ensure that the electoral alliance documents are delivered to the Central Election Committee.

When drawing up a combination of candidates, candidates receive their voting numbers in the order in which they are indicated in the election documents. The electoral alliances in the election circle are also ranked in the order given in the election documents.

The electronic form is filled in by the election officer of the electoral alliance by logging in to the form with their basic service ID. The login acts as a signature. If the information of the electoral alliance's election officers and the basic service code with which the form was filled in do not match, the Central Election Committee must reject the announcement. See Election Order Section 11 Review of election documents.

If desired, the election officer will provide a description of up to 800 characters in both Finnish and English for use on TREY's website and a horizontal 900x600 jpg, jpeg or png image file of their choice in connection with the electoral alliance's contract deed. An electoral alliance that has submitted an preliminary announcement does

not need to submit marketing materials again, as the necessary materials have already been submitted in connection with the preliminary announcement. Electoral alliances that do not submit an preliminary announcement will not be updated on TREY's website until after the nomination of candidates has ended.

## **Establishment and documents of the election circle (to be filled in by the electoral officer)**

See: Election order 9 § Election circle

See election announcement Election documents

Starting from the Representative Council elections in autumn 2024, it will be offered the opportunity to announce the establishment of an electoral alliance or circle before the end of the nomination of candidates and the confirmation of the final composition of the electoral alliance or election circle. The purpose of the preliminary announcement to be submitted by 4.00 p.m. on 2.9.2024 is to enable the alliance and the circle to be marketed through the Student Union's channels for candidate and alliance procurement purposes. Prior announcement is not obligatory. An electoral alliance and electoral circle can also be established after the preliminary registration has ended, however, by the end of the nomination period on 29.9.2024 at 16:00.

The electoral officer of the circle or their deputy submits the documents of the election circle. All election circle documents can be submitted using a single Microsoft Forms.

Two or more electoral alliances may form an electoral circle. The same right applies to electoral alliances and candidacy announcements, as well as to two (2) or more electoral alliances and candidacy announcements.

Because an election circle is formed between several actors, we need the signatures of all electoral alliances and independent candidates participating in the election circle. Attach the circle contract signatures to the electronic Forms, either scanned or digitally signed. The document template for the election circle's signatures is available on the Representative Council election website and TREY's service points:

<https://trey.fi/media/vaalirenkaan-allekirjoituspohja-2024.pdf>

### **What to set aside for filling**

- Tuni.fi ID, information about yourself and the election circle's other election officer (deputy or proper), name and official ID of the election circle and a numbered list of lists and independent candidates belonging to the circle
- Names, symbols and signatures of electoral alliances and independent candidates related to the circle using the following form:  
<https://trey.fi/media/vaalirenkaan-allekirjoituspohja-2024.pdf>
- At least the number of candidate and electoral alliance announcements required for establishing an election circle

- Information on whether your circle wants to market the possibility of joining your circle to electoral alliances and independent candidates
  - o If you wish to supplement the circle line-up later and promote the possibility of joining the circle through the Student Union's channels, you should choose a voluntary preliminary announcement and charter and submit them by 2.9.2024 at 16.00. Voluntary marketing information will be published on TREY's website after the end of the pre-registration period.
    - 1 optional horizontal 900x600 JPG, JPEG or PNG image file for election circle
    - Max. 800 characters (incl. spaces) long description of the election circle in both Finnish and English. 1 link allowed per language version.
    - Max. 200 characters (incl. spaces) long candidate and alliance call in both Finnish and English. 1 link allowed per language version.
  - o If you wish to submit the final composition of the election circle, you can submit the election circle's contract deed using the form by 29.9.2024 at 4.00 p.m.
    - If you have previously submitted preliminary notice, this step will serve as a complement to finalise the circle configuration
      - The contract deed supplementing the preliminary announcement only asks for the name and ID of the circle, the details of the election officer and deputy, the final

- numbered list of the composition of the election circle  
and the signatures of the final election circle assembly
- If you have not provided preliminary notice, the following materials will be requested in the final contract deed
    - Name and ID of the election circle, details of the election officer and deputy and final numbered list of the composition of the election circle
    - 1 optional horizontal 900x600 JPG, JPEG or PNG image file for election circle (optional)
    - Max. 800 characters (incl. spaces) long description of the election circle in both Finnish and English. 1 link allowed per language version (optional)

If a circle wishes to use TREY's website in its candidate and alliance procurement, the circle must submit at least the number of electoral alliance and candidacy announcements required for establishing the circle in connection with the preliminary announcement. The preliminary announcement must be submitted to the Central Election Committee no later than Wednesday 2.9.2024 at 4:00 p.m. by saving the electronic form. The composition of a pre-announced election circle can be supplemented with new electoral alliances and candidates until the last day of nomination. The final composition of the election circle will be confirmed by submitting the election circle's contract book by the end of the nomination period on 29.9.2024 at 16:00. After this, submitted candidacy announcements or electoral alliance and circle agreements will no longer be accepted for election.

In connection with the preliminary announcement, the election officer is responsible for submitting the description of the list on TREY's website, the candidate and alliance vacancy notice and the picture of the election circle. Attachments must be submitted on the form by 2.9. at 16.00. Pre-announced materials will be published after the pre-registration period has ended. Candidate and alliance call notices will be removed after the nomination of candidates has ended. Descriptions must be provided in Finnish and English. The maximum length of one language version in the description is 800 characters (incl. spaces). A link 1 link can be embedded in the description to guide you to additional information, which should be indicated in the text [square brackets]. The link does not count towards the character count. TREY Communication reserves the right to minor edits.

In connection with the preliminary announcement, it is also possible to submit a candidate and alliance application notice of up to 200 characters on TREY's website, which will be published under the description of the alliance or circle. The announcement must be submitted in Finnish and English. The maximum length of one language version in the description is 200 characters (incl. spaces). In order to direct you to additional information, you can embed 1 link in the candidate and alliance call for applications, the section of which must be indicated in the text [square brackets]. The link does not count towards the character count. TREY Communication reserves the right to minor edits. Pre-announced materials will be published while candidate registration is open. Candidate and alliance call notices will be removed after the nomination of candidates has ended.

## **Election Circle Contract Book (to be filled in by the election organisation's election officer)**

See: Election order 9 § Election circle

See election announcement Election documents

If you wish to submit the final composition of the election circle, you can submit the election circle's contract deed using the election circle service form by 29.9.2024 at 16.00.

If you have previously submitted an preliminary announcement, the submission of the contract deed serves as a supplement stating the final configuration of the circle and submitting the necessary signatures. In the contract deed supplementing the preliminary announcement, only the name, ID, details of the election officer & deputy, the final numbered list of the composition of the election circle and the signature certificate of the final election circle composition are requested.

In the candidate combination, the electoral alliances in the election circle are ranked in the numbered order given on the electronic form.

The electronic form is filled in by the electoral spokesperson's electoral spokesperson by logging in to the form with his or her basic service ID. The login acts as a signature. If the information of the election agents and the basic service code with which the form was filled in do not match, the Central Election Committee must



reject the announcement. See Election Order Section 11 Review of election documents.

If you have not submitted an preliminary announcement, the final contract deed will ask for marketing materials for the election circle. The electoral officer of the election circle is responsible for providing a description of up to 800 characters in both Finnish and English for use on TREY's website, and for delivering a 900x600 jpg, jpeg or png image file in landscape format for use on TREY's website. The provision of marketing materials is not mandatory. The election circle that submitted the preliminary announcement does not need to submit marketing materials again, as the necessary materials have already been submitted in connection with the preliminary announcement. Election circles that have not submitted an preliminary announcement will be updated on TREY's website only after the nomination of candidates has ended.

## **Duties of the election officer**

The election officer is responsible for filling in the election documents correctly and submitting them to the Central Election Committee. The electoral alliance's election officer also signs the electoral alliance's official agreements on behalf of the electoral alliance. The election officer of the electoral alliance acts as the contact person in all matters between the electoral alliance and the Central Election Committee.

## Technical assistants

See Election Order Section 17 Technical assistants and unofficial polling stations

The section on technical assistants does not apply, as it is an electronic election.

This means that electoral alliances do not need to appoint technical assistants for the autumn 2024 elections.

## Election advertising

The Central Election Committee issues official instructions and restrictions on election advertising in connection with the distribution of election documents. The Central Election Committee may also impose sanctions on violators of the guidelines. See Election Order Section 29 Violation of rules

The Central Election Committee will inform the election officers and candidates of the electoral alliances separately of any changes and clarifications related to election advertising.

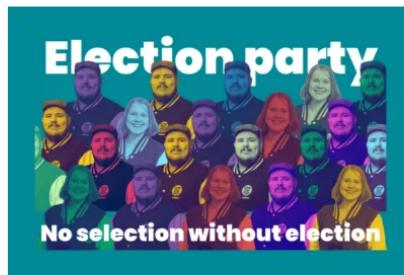
[More information about the Representative Council elections and election documents can be found on TREY's website in the Representative Council elections section.](#) More information about the election: Adam Zeidan, [paasihteeri@trey.fi](mailto:paasihteeri@trey.fi)

## Annex I

An example layout of the description, picture and links of an intermediate alliance in the Electoral alliances and circles section of the website for a non-pre-notified alliance. In the treaty book, the maximum length of the electoral alliance texts is 800 characters. About 400 characters in the picture.

Hallinnon  
opiskelijaedustajat  
Avoimet tehtävät  
Edustajisto  
Ohjaavat dokumentit  
Paatoksenteke  
Sidosryhmat

### Vaaliliitot



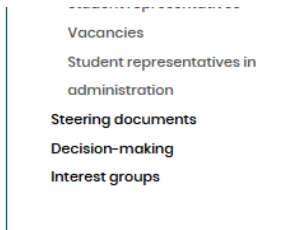
### Election Party (EP)

Tämä on esimerkki vaaliliiton kuvauksesta. Napakkakin kuvaus toimii!

Olemme vaaleista vastaavat työntekijät eli Election party. Teemme parhaamme, jotta jokainen edustajistovaalilista ja ehdokas voisi loistaa. Me olemme täällä teitä varten! Tavoitteenamme ovat vaalit hyvällä hengellä ja mahdollisimman monen innostaminen mukaan. Toivomme, että levität kanssamme vaalien ilosanomaa. Nämä ovat meidän opiskelijoiden vaalit. Ole matalalla kynnyksellä yhteydessä vaalit@trey.fi, mikäli jokin pohdituttaa! [Nähdään viimeistään vaalivalvojisissa 6.11.!](#)

## Annex 2

An example layout of the description, image and links of the circle in the Electoral alliances and circles section of the website. The maximum length of a pre-announced circle is 800 characters of description in English and 200 characters of candidate and alliance advertisements in English. Both used. Name and ID are not included in the character count.



### Electoral circles



#### Circles are round (CAR)

This is just an example of an electoral circle. Could be yours! The description must be submitted in Finnish and English. One language version has a maximum length of 800 characters (inc. spaces). For more information, 1 link can be embedded in the description, the placement of which should be indicated in the text [with hacking brackets]. The link does not count towards the character count. Communications reserves the right to minor edits.

800 characters allow quite a lot of information to be communicated through. You can talk briefly about your values, achievements or goals in the Council. We are excited to see how members of our community will make the best of this element.

It might not be the best idea to list your formers here if the composition is not final. [Luckily we have links!](#)

CAR is an circle formed to connect all the people no matter the distance. You can join us by contacting the Secretary General Adam Zeidan on Telegram @treyadam. [Send him a GIF of a CAR today!](#)