

# Instructions for filling in the electoral documents

## Candidacy Announcement

See: Election Rule Section 7, Candidate and the Candidacy Announcement

The Candidacy Announcement must be submitted electronically using the e-form confirmed by the Central Election Committee. The Candidacy Announcement must list the candidate's last name, all their first names and their date of birth (in the form DD.MM.YYYY). 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.

## Electoral alliances and nonpartisan candidates

Members of electoral alliances must indicate their alliance on the Candidacy Announcement. The identifier for the electoral alliance must also be included in the announcement. The name and identifier must be written in exactly the same way on each electoral document.

An individual person without an electoral alliance can also stand as a candidate. These candidates are nonpartisan. Nonpartisan candidates must also have identifiers. The identifier can be the candidate's name or another identifier. For example, the identifier for John Johnson could be JoJo. A nonpartisan candidate must fill in their identifier in the reserved space on the electoral documents. A nonpartisan candidate does not have an Electoral Spokesperson and will instead act as their own Electoral Spokesperson.

## Signing the Candidacy Announcement

Each candidate must personally fill in their Candidacy Announcement on the electronic form provided. Logging into the form with your basic user account functions as your signature.

If the information on the Candidacy Announcement and the basic user account which was used to fill in the form do not match, the Central Election Committee will reject the announcement.

## **Agreement to form an electoral alliance (to be filled in by the Electoral Spokesperson)**

See: Election Rule Section 8, Electoral alliance

The list of candidates for the electoral alliance must be submitted electronically using the e-form confirmed by the Central Election Committee.

- The agreement to form an electoral alliance must include the information for the alliance and the names of all its candidates.
- The alliance's name and identifier must be indicated in the spaces reserved for them. The name of the electoral alliance means the full name the alliance wishes to use, for example, "Publicly Requested Representatives".

- The identifier for the electoral alliance is used after the candidate's name in the combination of candidates to indicate which alliance the candidate is a member of. The identifier for an alliance (and for an individual candidate) works best when it is kept short and sweet. For example: Publicly Requested Representatives = PRR. The full name of the alliance can also be their identifier.
- Careful consideration is recommended when deciding on the spelling of the names and identifiers for electoral alliances and circles. The spelling should be unambiguous and consistently the same across all documents. For example, unnecessary punctuation and iRreGular placement of upper- and lower-case letters should be avoided unless it is relevant. The name and identifier cannot be in violation of the law or otherwise discriminatory or misleading.
- Additionally, the agreement must include the name of the Electoral Spokesperson and their deputy, chosen by the alliance to represent itself. This document authorises the Electoral Spokesperson to deliver the alliance's electoral documents to the Central Election Committee.

When making the combination of candidates, the candidates will receive their candidate numbers in the order they were listed on the electoral documents. The electoral alliances in an electoral circle will also be listed in the same order as in the electoral documents.

The electric form must be filled in by the Electoral Spokesperson, who may log in using their personal basic user account. The log-in functions as their signature. If the Electoral Spokesperson's information on the agreement and the basic user account which was used to fill in the form do not match, the Central Election Committee will reject the agreement. See Election Rule Section 11, Verifying the electoral documents.

## **Electoral circle charter (to be filled in by an Electoral Spokesperson)**

See Election Rule Section 9, Electoral circle

Two or more electoral alliances may form an electoral circle. The form for the electoral circle charter is available on the Representative Election website

and at TREY service offices. To submit a charter to the Central Election Committee, return a filled-in copy on paper to a TREY service office.

- The electoral circle charter must indicate the circle's name and identifier. The name and identifier function the same way as they do for electoral alliances (see Agreement to form an electoral alliance).
- The electoral circle charter must include the name and identifier of the alliances participating in the circle, and the signature and name in block letters of each alliance's Electoral Spokesperson.
- Nonpartisan candidates may also form an electoral circle. In this case, the charter must include each candidate's name, identifier, signature and name in block letters.
- Forming the electoral circle is verified by two witnesses who must sign and write their names in block letters in the assigned spaces. Anyone but one of the charter-signing Electoral Spokespersons can act as a witness.

## **Form for appointing Technical Assistants (to be filled in by an Electoral Spokesperson)**

See Election Rule Section 17, Technical Assistants and unofficial polling stations.

The Central Election Committee may appoint election committees for the primary polling days from among the Technical Assistants. Therefore the assistants must be available on the primary polling days, although the form does include a space for any obligatory unavailabilities such as exams. The Central Election Committee may also appoint other duties to the assistants, if necessary. The election committees are chaired by the Central Election Committee members and their deputies. On the primary polling days, the election committees attend to voting at the polling stations appointed by the Central Election Committee.

The form for appointing Technical Assistants must be submitted on paper. Each electoral alliance must use this form to appoint two Technical Assistants to assist the Central Election Committee. Two assistants must be

appointed for every ten of the alliance's candidates, including incomplete tens (for instance, an alliance with 24 candidates must appoint 6 Technical Assistants).

The form for appointing Technical Assistants is available on the Representative Election website and at TREY service offices. The form must be submitted to the Central Election Committee on paper by returning a filled-in copy to a TREY service office.

## **The duties of an Electoral Spokesperson**

The Electoral Spokesperson is responsible for properly filling in the electoral documents of their electoral alliance and submitting them to the Central Election Committee. The Spokesperson also signs any official agreements on behalf of their electoral alliance. The Spokesperson acts as a liaison in all business between the electoral alliance and the Central Election Committee.

## **Election advertising**



The Central Election Committee will give official instructions and regulations for election advertising along with the distribution of the electoral documents. The Central Election Committee may also impose sanctions on those who do not comply by the instructions. See Election Rule Section 29, Breaking the rules.

The Central Election Committee will inform the Electoral Spokespersons of election advertising and they will relay the information to the candidates.

[More information on the election and all the electoral documents are available on the Representative Election section of the TREY website.](#) More information on the election: Roope Tukia, [paasihteeri@trey.fi](mailto:paasihteeri@trey.fi)