

**MAASTRICHT UNIVERSITY CENTRAL ELECTIONS OFFICE**

**ELECTORAL REGULATIONS FOR THE ELECTION  
OF THE UNIVERSITY COUNCIL, THE SERVICE COUNCILS AND THE FACULTY COUNCILS  
OF MAASTRICHT UNIVERSITY**

adopted by the Executive Board at its meeting of 18 July 2023  
following approval by the University Council on 14 July 2023

This is a translation of the document "Kiesreglement voor de verkiezing van de Universiteitsraad, de Dienstraden en de Faculteitsraden van de Universiteit Maastricht". In case of a difference of interpretation, this translation can not be used for legal purposes and the Dutch text of these regulations will be binding.

## **Table of Contents**

		<b>Page</b>
Section 1	General provisions	2
Section 2	The right to vote	4
Section 3	The Central Elections Office	6
Section 4	The electoral roll	7
Section 5	Nomination of candidates	8
Section 6	Method of voting	12
Section 7	Establishing and announcement of the result	13
Section 8	Filling vacancies	16
Section 9	Inadequacy	18
Appendix	Overview of distribution of seats on University Council, Service Councils and Faculty Councils	

## **Section 1 General provisions**

### **Article 1 Definition of terms**

1. In these regulations, the following are understood to mean:
  - a. Act: the Higher Education and Research Act [*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW*];
  - b. The University: Maastricht University;
  - c. The Board: the Executive Board of the University as referred to in Article 9.2 of the Act;
  - d. University Council: the Council as referred to in Article 9.31 of the Act;
  - e. Employees' Council: the Council as referred to in Article 9.50 of the Act;
  - f. Faculty Council: the Council as referred to in Article 9.37 of the Act;
  - g. Voter Community: the University community; the faculty community; the office as well as a service centre;
  - h. Council: the University Council, the Employees' Council as well as the Faculty Council;
  - i. Members of the Council: the members of the University Council, the employees' Council or the Faculty Council;
  - j. Faculty: a faculty of the University;
  - k. Office: an administrative unit at central level;
  - l. Service Centre: an administrative unit at central level which provides services to other administrative units on the basis of service agreements;
  - m. Sector(s): the academic staff, administration and support staff as well as the students;
  - n. Academic Staff: staff as referred to in Article 1.1 under z of the Dutch Universities Collective Labour Agreement;
  - o. Administration and Support Staff: staff as referred to in Article 1.1 under bb of the Dutch Universities Collective Labour Agreement, with the exception of student assistants;
  - p. Students: those who are enrolled at the University as students in accordance with the stipulations of the Act, students of the transnational University Limburg (tUL) who are studying at the Maastricht Campus, as well as those who are enrolled on non-initial courses of study at the University as assigned by the Executive Board;
  - q. Appointment to the University: to be working at the University on the basis of a permanent or temporary contract with the University, as well as on the basis of a labour agreement with the University for a full or part-time job;
  - r. The Elections Office: the Central Elections Office as referred to in Article 7 of these regulations;
  - s. Reference Date: the date as referred to in Article 6, first paragraph of these regulations;
  - t. Email: electronic mail: electronic correspondence between the Elections Office and a member of the voter community where exclusive use is made of the email address provided by the University;
  - u. Email address: the Maastricht University account made available to and registered in the name the voter by the University.
2. Any form, official report, statement or ballot paper referred to in these regulations may be used in paper or electronic format.
3. Any deadline or period referred to in these regulations shall be expressed in calendar days and Central European Time (CET). The General Extension of Time Limits Act [*Algemene termijnenwet*] shall be adhered to as far as possible.
4. Any other terms referred to in these regulations shall, in so far as these are also referred to in the Act, have the same meaning as intended in the Act.

### **Article 1A Electronic communication**

In all cases in which email is used or must be used and a deadline is imposed for this by the Elections Office, the voter shall be responsible for ensuring that the email sent by him/her is received in a timely manner by the Elections Office.

## **Article 2      Timing of elections**

1. Election of members of the Council shall be held in spring unless, in exceptional circumstances and on the advice of the Elections Office, the Board decides otherwise.
2. In accordance with the reference date as laid down by the Board and as referred to in Article 7, the Elections Office shall establish a timetable for the election procedure. After establishing the timetable it shall enter the public domain. The Elections Office shall announce the timetable.

## **Article 3      Voting method; distribution of seats**

1. Election of members of the University Council, the Service Councils and the Faculty Councils shall be held separately for each sector and shall be elected in accordance with a list system with single preference.
2. In accordance with the stipulations of Article 9.31 of the Act, members of the University Council shall be directly elected by and from the sector of which they are a part.
3. In accordance with the stipulations of Article 9.37, third paragraph of the Act, members of the Faculty Council shall be directly elected by and from the faculty of which they are a part.
4. In accordance with the stipulations of Article 9.50 of the Act and the corresponding stipulations of the supervision and management regulations of the University, members of the Service Council shall be directly elected by and from those personnel who are employed on the basis of an appointment in an Office or a service centre at the University.
5. The distribution of seats in the Council amongst the individual sectors shall be conducted in accordance with the stipulations as contained in the Annex to these Electoral Regulations.

## **Article 4      Duration of membership**

1. Members of academic, administration and support staff are elected for a period of two years; students are elected for a period of one year.
2. Members of the Council shall retire from office at the same time for each sector.
3. In addition to periodic retirement, membership shall also be terminated by:
  - a. Written notice to the chair of the Council;
  - b. Transfer to a sector other than the one from which the individual was elected;
  - c. Loss of membership of the corresponding voter community;
  - d. Termination of student enrolment on the basis of the stipulations in Article 7.42 of the Act;
  - e. Death.
4. A member who is elected to fill a vacancy shall be required to retire from office at the same time that the member whose place he/she has been elected to fill would have been required to retire.

## **Article 5 Complaints and violations**

1. Every voter and candidate can submit a substantiated complaint to the electoral committee no later than four working days, counted from the day after the day on which the election results were announced, if they are of the opinion that there has been any act in violation of these regulations or the applicable code of conduct, ex article 9 paragraph 1 sub d.
2. If the electoral committee finds that there has been any act in contravention of these regulations, and this action has led to irregularities in a vote that may have or have had an influence on the election results, the electoral committee may decide, with reason, to declare the vote in the relevant section invalid. If the electoral committee declares the voting in a section to be invalid, it shall write a new vote for the section as soon as possible.
3. Before the electoral committee takes a complaint into consideration regarding any action in violation of the applicable code of conduct, the chair of the electoral committee examines the possibility of settling the complaint amicably. If this proves impossible, a committee consisting of the chair of the electoral committee and two members to be appointed by the University Council, one from the student section and one from the university staff section, will deal with the complaint

and then make a reasoned decision. The committee may impose a reasoned sanction to the student party to which the candidate concerned belongs insofar as it establishes that there has been any act in violation of the code of conduct. This also depends on the nature and seriousness of the violation and insofar as this is possible on the basis of the applicable code of conduct.

## **Section 2    The right to vote**

### **Article 6        Right to vote**

1. Those who are entitled to vote shall include those who form part of the following sectors on the reference date as laid down by the Executive Board:
  - a. Personnel with an appointment to the University, as well as endowed professors of the University, with the exception of employees who have been granted emeritus status and employees with a honorary position, or
  - b. students who are enrolled at the University in accordance with the Higher Education and Research Act, students of transnational University Limburg who are enrolled in the Netherlands and who are following this course of study at the Maastricht campus, as well as students who are enrolled in non-initial courses of study at the University which appear on the list of non-initial courses of study laid down by the Executive Board before the reference date.
- 2 All members of a voter community who form part of a sector in the voter community in question on the reference date possess either an active or passive right to vote for the election of members to the Council in question.
- 3 A person who is entitled to vote shall be permitted to exercise his/her right to vote in one sector.
- 4 Without prejudice to the stipulations of the seventh paragraph of this Article, a member of academic staff or administrative and support staff who is enrolled at the University as a student shall possess the right to vote exclusively in the academic staff or administrative and support staff sector in the corresponding voter community, unless he/she wishes to exercise his/her right to vote in the student sector in the corresponding voter community and makes this known to the Elections Office by email no later than the date which shall be determined by the Elections Office. In the latter case, the individual shall have the right to vote exclusively in the student sector.
- 5 A member of staff who is active in one voter community in both the academic staff sector and the administrative and support staff sector, as shown by his/her appointment(s) or labour agreement(s), shall possess the right to vote in that voter community exclusively in the academic staff sector, unless he/she wishes to exercise his/her right to vote in administrative and support staff sector in the corresponding voter community and makes this known to the Elections Office by email no later than the date which shall be determined by the Elections Office. In the latter case, the individual shall have the right to vote exclusively in the administrative and support staff sector.
- 6 A member of academic staff or administrative and support staff who is active in more than one voter community, as shown by his/her appointment or labour agreement, shall possess the right to vote in each of these voter communities. In the event that the member of staff is active in the academic staff sector and the administrative and support staff sector, as shown by his/her appointment(s) or labour agreement(s), he/she shall possess the right to vote for the University Council in the academic staff sector, unless he/she wishes to exercise his/her right to vote in the administrative and support staff sector and makes this known to the Elections Office by email no later than the date which shall be determined by the Elections Office.
- 7 A choice as referred to in paragraphs 4, 5 and 6 cannot be reversed before a new election is held for the sector to which the individual was assigned in accordance with the election or official assignment.
- 8 A student assistant shall possess the exclusive right to vote in the student sector.
- 9 Students who are enrolled in more than one faculty shall possess the right to vote in each faculty at which they are enrolled.
- 10 With regard to the Faculty Council, a member of academic staff who is also associated with the University in the capacity of endowed professor shall possess the exclusive right to vote in the academic staff sector in the faculty which he/she is part of, as a member of academic staff.

## **Article 7 Reference date**

1. The Executive Board shall establish the date on which the requirements must be satisfied in order to obtain the right to vote; this date shall be designated as the reference date.
2. A member of the corresponding voter community who leaves that community after the reference date shall forfeit his/her right to vote.
3. With effect from the date on which the Elections Office receives notification that a student has terminated his/her enrolment for the current academic year on the basis of the stipulations of Article 7.42 of the Act, the individual's right to vote shall be deemed to have expired.
4. Individuals whose right to vote has expired shall be officially removed from the corresponding electoral roll by the Elections Office.

## **Section 3 The Central Elections Office**

### **Article 8 Composition**

1. A Central Elections Office is in place, composed of three members of which one member is enrolled as a student at the university. Its members and where necessary, a maximum of five replacement members, are appointed by the Executive Board. The appointment term is two years for personnel members and one year for students. The Board appoints a chair and deputy chair from the members.
2. The chair and deputy chair shall be appointed by the Executive Board from the members.
3. Membership of the Elections Office and membership of a representative office of the University may not be held by the same person. A member of the Elections Office who puts himself/herself forward for membership of any representative office of the University shall be required to withdraw his/her membership of the Elections Office immediately.
4. Where vacancies exist, the Elections Office shall request that the Executive Board appoint new members.
5. The Elections Office is supported by a secretary who is appointed by the Board. Advisers may provide support to the Elections Office.
6. Meetings of the Elections Office are open to the public.

### **Article 9 Duties**

1. The Elections Office is responsible for preparing and running the election for members of the Councils. In all cases, it is responsible for:
  - a. Drawing up the electoral roll on the basis of data provided by or on behalf of the Board;
  - b. Making decisions on requests for amendments to the electoral roll;
  - c. Making decisions concerning the validity of the nomination of candidates;
  - d. Taking all necessary measures, such as drawing up of a code of conduct required to guarantee the smooth running of the election;
  - e. Establishing the result of the election;
  - f. Filling vacancies in a Council;
  - g. Handling complaints.
2. The Elections Office shall make use of the various forms that must be used as part of the election process, templates of which are drawn up by the Elections Office, such as the form for the nomination of candidates, for the ballot paper as well as the official reports as referred to in these regulations.

Official reports are signed by the chair and secretary of the Elections Office.
3. The Board shall provide the Elections Office with the information that it requires to fulfil its duties.

## **Section 4    The electoral roll**

### **Article 10    Electoral roll**

1. The Elections Office shall ensure that the appropriate electoral roll is drawn up in a timely manner for the voter community in question for each sector.
2. The following details shall be included in the electoral roll:
  - a. Surname;
  - b. Initials;
  - c. The assigned personal Maastricht University account, or tul.edu-account;
  - d. Date of Birth;
  - e. The sector to which the voter has been assigned;
  - f. The faculty, office or service centre of which the voter is part;
- g. The ID number under which a student is enrolled.
3. Any amendments with regard to members of the voter community which give rise to a change of electoral roll shall be reported to the Elections Office by or on behalf of the Board as soon as they are made known. The Elections Office shall ensure that all information required for this purpose is made available.

Amendment made after the reference date, with the exception of those referred to in Article 7, second and third paragraph of these regulations, shall not give rise to an amendment to the electoral roll.

### **Article 11    Inspection of the electoral roll**

1. The Elections Office shall forward an extract from the electoral roll to each member of the voter community by email, which shall contain the details registered for that member in the electoral roll.
2. This extract also serves as a call to vote.

### **Article 12    Amendment to the electoral roll**

1. All members of the voter community shall be entitled to request an amendment to the electoral roll by sending an email explaining the reason for the request over a period of at least five calendar days, to be determined by the Elections Office. Any amendment request may only refer to personal details. Without prejudice to the stipulations of Article 7, second and third paragraph, the Elections Office may officially amend the electoral roll up to the last day of the period as referred to in the first sentence.
2. In the event that a person is removed from the electoral roll as the result of an official amendment for any reason other than those referred to in Article 7, second and third paragraph, the Elections Office shall inform the person in question of this by email.

### **Article 13    Decisions on amendments to the electoral roll**

1. The Elections Office shall make its decision on an amendment no later than the date and time as determined and announced by the Elections Office in advance, and shall amend the electoral roll if necessary.
2. The Elections Office shall forward a copy of its decision to the person who requested the amendment by email immediately.
3. The Elections Office shall make a copy of its decision available for inspection to interested parties immediately.

### **Article 13a    Determine of the electoral roll**

The Elections Office shall determine the electoral roll at the reference date, as referred to in article 7 under 1.

## **Section 5    Nomination of candidates**

### **Article 14    Candidate nomination period**

1. The candidate nomination period shall be set by the Elections Office.
2. The Elections Office shall announce the candidate nomination period no later than two weeks before the first day of candidate nomination.
3. Nomination of candidates shall be made on lists, the form and layout of which shall be determined by the Elections Office. These forms shall be made available via the internet.
4. During the candidate nomination period, candidate lists may be submitted via the internet.
5. The Elections Office shall confirm receipt of candidate lists.

### **Article 15    Candidate list**

1. The person submitting the candidate list shall state the candidate's surname, initials and University-issued email address. On the declaration of consent as referred to in Article 17, the candidate in question shall also state his/her address, postal code, place of residence and the way in which he/she wishes his/her name to appear on the ballot paper.
2. The name or indication of a group may not contain more than 40 letters.
3. The name or indication of a group may not be misleading or unnecessarily offensive to members of the voter community.
4. A candidate list may contain a maximum of 150% of the available seats for that delegation or the number of seats available for that delegation plus two, whichever is greater. In the event that a candidate list contains more than one name, the names of these candidates shall appear in the order in which the undersigned have given their preference.
5. The name of the same candidate may not appear on more than one candidate list per Council.
6. A candidate must be part of the sector for which the candidate list has been submitted.

### **Article 16    Support for a candidate list**

1. A candidate list shall be supported on behalf of the corresponding organisation of staff or by at least five voters who are part of the same sector.
2. A voter may not support more than one candidate list.
3. A candidate list may not be supported by candidates appearing on that list.
4. Voters who pledge their support shall be requested by email to confirm their support. Failure to respond within the designated period shall give rise to an omission.

### **Article 17    Candidate nomination declaration of consent**

1. A declaration from each candidate appearing on a list declaring his/her approval of his/her nomination shall form part of a candidate list.
2. Declaration of consent shall be made on a form, the form and layout of which shall be determined by the Elections Office. This form shall be available via the internet.
3. The candidate shall also use this form to provide his postal address and the way in which he/she wishes his/her name to appear on the ballot paper. Any titles or ranks may also be stated. Initials may be replaced in full or in part by the forenames.
4. Declarations of approval may be submitted via the internet during the candidate nomination period plus for up to 48 hours afterwards.
5. The Elections Office shall confirm receipt of declarations of approval.
6. A declaration of consent from a candidate cannot be retracted, except when the stipulations of Article 21, third paragraph apply.

### **Article 18    Scrutiny of candidate lists**

As soon as the period during which candidate lists may be submitted has passed, the Elections Office shall meet to scrutinise the candidate lists.

## **Article 19 Omissions**

1. In the event that the scrutiny as referred to in Article 18 indicates the presence of one or more of the omissions as referred to in the second paragraph of this Article, the Elections Office shall inform the person who submitted the candidate list in question by email as quickly as possible.
2. Notification as referred to in the first paragraph shall occur in the following cases:
  - a. The candidate list has not been submitted by a voter who is authorised to take part in the election in question;
  - b. The candidate list is not supported as referred to in Article 16, first paragraph;
  - c. The candidate list does not satisfy the stipulations of Article 14, third paragraph;
  - d. The name or indication of a group contains more than 40 letters;
  - e. In the opinion of the Elections Office, the name or indication is misleading or unnecessarily offensive;
  - f. A candidate does not satisfy the stipulations of Article 15, sixth paragraph;
  - g. A candidate does not appear on the candidate list in a manner as specified in Article 15 first paragraph;
  - h. The declaration of consent from a candidate is missing;
  - i. A candidate appears on more than one candidate list for the election in question;
  - j. The candidate list is supported by a voter who has supported one or more other candidate lists for the election in question;
  - k. The candidate list is supported by a candidate who appears on that list.

## **Article 20 Rectifying omissions**

1. In the case of point a, Article 19, second paragraph, a designated voter may still substitute for the person who submitted the candidate list. This must occur within the period that shall be determined and announced in advance by the Elections Office,
2. In the case of points b to h inclusive, Article 19, second paragraph, the omission or omissions may be rectified by the person who submitted the candidate list within the period as referred to in the first paragraph. In the event that the omission as referred to under point d is not rectified, the Elections Office shall limit the name or indication of the group to the first 40 letters.
3. In the case of points i, j or k, Article 19, second paragraph, the Elections Office shall provide the person in question with the opportunity to withdraw his/her candidacy or his/her signature on one or more candidate lists during the period as referred to in the first paragraph. In the case of points i and j, should the person in question fail to make a decision or not wish to make a decision, his/her candidacy or voter's support for a candidate list shall be deemed invalid, and in the case of point k, the disputed support shall be invalidated.

## **Article 21 Validity of candidate lists**

1. Within two calendar days of the expiry of the period as referred to in Article 20, first paragraph, the Elections Office shall rule in a public meeting on the validity of the candidate lists and continuance of the candidates appearing on those lists.
2. The Elections Office shall announce the date, time and location of the meeting at least one week in advance.

## **Article 22 Removal of candidates**

The Elections Office shall remove a candidate from the candidate list:

- a. Who does not satisfy the stipulations of Article 15, sixth paragraph;
- b. Who does not appear on the candidate list in the manner specified in Article 15, first paragraph;
- c. Whose declaration of consent is missing;
- d. Whose nomination is considered invalid after applying the stipulations of Article 20, third

- paragraph;
- e. Whose name appears on the candidate list after the permitted maximum number of candidates.

### **Article 23 Invalid candidate lists**

1. A candidate list shall be deemed invalid if:
  - a. It is not submitted via the internet for the attention of the Elections Office during the candidate nomination period as referred to in Article 14, first paragraph;
  - b. It is not submitted personally by the a voter who is authorised to take part in the election in question;
  - c. It is not supported by the required number of voters, including when the stipulations of Article 20, second paragraph are applied;
  - d. It does not satisfy the stipulations of Article 14, sixth paragraph;
  - e. All candidates are removed from the list when the stipulations of Article 22 are applied;
  - f. In the opinion of the Elections Office, and when Article 20 is applied, the list does not have a name or indication that is not misleading or unnecessarily offensive to members of the voter community.
2. The Elections Office shall make its decision on the validity of the candidate lists and the continuance of the candidates appearing on those lists available for inspection immediately.

### **Article 24 Drawing up of collective list**

1. As soon as the nomination of candidates has closed, the Elections Office shall compile a separate collective list of all candidate lists for each sector.
2. Candidates will appear on the collective list in the order determined by the drawing of lots.
3. The Elections Office shall make the collective list available immediately.

### **Article 25 Declaration concerning undesired nomination**

1. Once the nomination of candidates has closed, a candidate may inform the chair of the Elections Office by email that he/she does not wish to be considered for nomination, provided that his/her nomination has not already been declared by the Elections Office.
2. A declaration as referred to in the first paragraph may be withdrawn by email.

## **Section 6 Voting method**

### **Article 26 Voting period**

The Elections Office shall set the period during which voting is to take place and shall make this information public.

### **Article 27 No election**

In the event that the number of candidates in a sector is less than or equal to the number of seats, no election shall be held in that sector and the candidates in question will be declared as elected.

### **Article 28 Ballot paper**

1. A separate ballot paper shall be prepared for each Council and for each sector.
2. The following shall be stated on each ballot paper:
  - a. An indication of the sector;
  - b. The candidate lists, in the same manner as presented on the collective list.

## **Article 29      Voting method**

1. Those who are entitled to vote may cast their vote by completing the ballot paper and sending it via the internet. A person who is entitled to vote must identify himself/herself to the satisfaction of the Elections Office.
2. The network username/email address issued by Maastricht University combined with a personal password shall constitute valid identification. A database forms part of the electoral roll in which the voting rights of those who are entitled to vote are registered.
3. If the database recognises the network username that is used, the person who is entitled to vote shall be permitted to cast his/her vote.
4. In the event that, at the time of the election, it appears that initials have already been placed alongside the name of the person who is entitled to vote on the electoral roll, the opportunity to cast a vote shall be prevented.
5. Each person who is entitled to vote may only vote once for the candidate of his/her choice.
6. The voter indicates his candidate of choice by placing a cross in the box that appears in front of his/her preferred candidate.
7. In those cases where, in the opinion of the Central Electoral Bureau, it has been established that it is not possible for a voter to vote electronically, the Central Electoral Bureau may allow such voter to cast a written vote.

## **Section 7      Establishing and announcement of the result**

### **Article 30      Establishing the result**

As soon as the voting period has passed, the Elections Office shall commence establishing the result of the election.

### **Article 31      Abstentions**

A ballot paper shall be deemed to be an abstention if no box has been marked on the paper or, in the case of an electronic vote, the paper contains an empty box.

### **Article 32      Voting figure**

For each sector, the Elections Office shall establish the following for each candidate list:

- a. The number of votes cast for each candidate;
- b. The voting figure: this number is the sum of the total votes as referred to in point a.

### **Article 33      Sector quota**

The Elections Office shall establish the sum of the voting figures for all candidate lists and shall distribute these amongst the number of seats to be filled. This quotient is referred to as the sector quota.

### **Article 34      Seat value**

The Elections Office shall establish the quotient of voting figure and sector quota for each candidate list. This quotient is referred to as the seat value.

### **Article 35      Candidate list ranking**

1. For each candidate list, the Elections Office shall rank the candidates appearing on that list as

follows:

- a. Candidates who have received a number of votes that exceeds half the sector quota shall appear at the top, ranked in order of the number of votes each candidate received.
  - b. The remaining candidates then appear in the order in which they appeared on the candidate list.
2. If application of Article 35.1 shows that some candidates have received an equal number of votes, the order on the list will be decisive.

#### **Article 36 Allocation of seats**

As soon as the ranking of candidate lists as referred to in the previous article has been completed, the Elections Office shall commence allocation of the seats for which the election was held.

#### **Article 37 Allocation of seats; candidate lists**

For the allocation of seats as referred to in the previous article, the Elections Office shall adhere to the ranking of candidate lists in accordance with the stipulations of Article 35. Allocation itself shall be carried out in accordance with the stipulations of Articles 38 to 40 inclusive.

#### **Article 38 Average seat value**

1. Allocation of seats is determined by allocating a seat to the list where a candidate has received more votes than the sector quota.
2. The allocation of seats is commenced by successively allocating one seat to a candidate list where the quotient of the seat value and the number of seats already allocated to that candidate list plus one is the greatest. This quotient is referred to as the average seat value. In this respect, candidate lists which no longer contain any candidates not yet declared as elected shall not be taken into consideration.
3. In the event that average seat values as referred to in the second paragraph are equal, lots shall be drawn.

#### **Article 39 List exhaustion**

In the event that not taking candidate lists into consideration on the basis of the stipulations of Article 38, second or third paragraph leads to their being no candidate lists remaining, the procedure shall be halted and no further seats shall be allocated.

#### **Article 40 Sequence for allocation of seats**

To occupy the seats allocated to each list, as referred to in Article 38.2, the order shall be determined in accordance with the stipulations of Article 35.

#### **Article 41 Official report on the result**

1. As soon as the result of the election has been determined, the Elections Office shall compile an official report of all activities undertaken with regard to determining the result.
2. The Elections Office shall make the result of the election public as quickly as possible.
3. The Elections Office shall make a copy of the official report on the result available for inspection immediately.

#### **Article 42 Announcement and acceptance of being declared as elected**

1. The Elections Office shall inform each candidate of whether or not he/she has been declared as

- elected per email.
2. If anyone makes use of the opportunity referred to in Article 5.1 to lodge an objection with the Board of the University, then to the extent that a notice concerns the individual involved, it will not be sent until the Board has made a decision about the objection.
  3. In the event that a decision concerning a complaint taken by the Board gives rise to a change to the election result, the Elections Office shall inform those directly involved as quickly as possible by email when the decision has been received.
  4. Candidates whose election is confirmed after a decision concerning a complaint has been taken by the Board will be informed of this by email.
  5. In the event that a candidate declared as elected does not confirm his/her acceptance with the Elections Office by e-mail within two weeks of the date of him/her being declared as elected, he/she shall be deemed not have accepted his/her election.
  6. The announcement by the Elections Office to the candidates declared as elected, as referred to in the first and fourth paragraphs, in addition to their letter of acceptance as referred to in the fifth paragraph, shall constitute the elected individual's credentials.
  7. The Elections office shall send a copy of both of the documents as referred to in the previous paragraph to the chair of the Council in question.

#### **Article 43      Result of the election**

The result of the election shall be confirmed and announced at a public meeting of the Elections Office, the date, time and location of which shall be announced by the Elections Office at least one week in advance.

## **Section 8    Filling vacancies**

### **Article 44    Filling vacancies**

1. The Central Elections Office is notified in writing of a vacancy.
2. In the event that a candidate does not wish to accept his/her election, or in the case of a vacancy in the Council on the basis of the stipulations of Article 4, third paragraph, the Elections Office shall fill the vacancy with the highest-placed candidate according to the ranking as referred to in Article 38, who does not yet hold a seat and who appears on the candidate list from which the previously-elected candidate must be succeeded.  
In this respect, the following shall not be taken into consideration:
  - a. Candidates whose vacancy has been filled;
  - b. Candidates who have moved to another sector than the one for which he/she stood as a candidate;
  - c. Candidates whose membership of a voter community has been lost;
  - d. Candidates who are not prepared to accept possible election at the time;
  - e. Candidates who, as students, have terminated their enrolment on the basis of the stipulations of Article 7.42 of the Act;
  - f. Candidates who are deceased.
3. If the vacancy cannot be filled by a candidate on the same candidate list due to an insufficient number of candidates, the vacancy shall remain unfilled until the next periodic elections.
4. The Elections Office shall immediately make a copy of the official report on the filling of the vacancy available for inspection.

### **Article 45    Announcement and acceptance of being declared elected**

The stipulations of Article 47 apply equally to the filling of a vacancy.

### **Article 46    Temporary replacement**

1. In the event of unforeseen circumstances, and at the discretion of the Central Elections Office, a member of the University Council, Faculty Council and/or Employees' Council can be replaced temporarily.
2. Any request for temporary replacement must be submitted to the Elections Office by the chair of the council submitting the request.
3. In any event, the following shall be considered as foreseeable circumstances:
  - a. a stay within the country or abroad for the purpose of conducting research;
  - b. following a course or undertaking a work placement.
4. Unforeseeable circumstances shall include absence in connection with pregnancy and childbirth.
5. The Central Elections Office shall make a decision regarding the request within two weeks and determine the period of the replacement, for which a minimum of six months applies.
6. The decision regarding the order of candidates during the period of replacement shall be made in accordance with the agreements as stipulated in Article 49.
7. Once the replacement period has ended, the replacement membership shall expire and the membership of the person temporarily replaced shall be restored until the end of the current membership term.

### **Article 47    Interim election**

1. If a list or lists of candidates for a sector of a Council have been fully exhausted as the result of extraordinary and unforeseeable circumstances and as a consequence all seats for that sector are vacant, the Board may decide, at request of the Council's chair, to organise an interim election for that sector of the Council.
2. In any event, the following shall be considered as foreseeable circumstances:
  - a. the availability of a small number of candidates in relation to the number of seats in the sector;

- b. termination of loss of membership of Council as the result of a change of position;
  - c. graduation;
  - d. a stay within the country or abroad for the purpose of conducting research, following a course or undertaking a work placement.
3. The newly elected members shall resign at the time when the former members in whose place they were elected should have resigned.

## **Section 9      Inadequacy**

### **Article 48**

In cases for which these regulations do not provide, the Central Electoral Committee will decide with due regard for the provisions of the law, following to as great an extent as possible the rules of the Elections Act [*Kieswet*] (Stb. 1989, no. 423).

## Annex

**Overview of distribution of seats in University Council, Employees' Councils and Faculty Councils (in accordance with Article 3, fifth paragraph of the Electoral Regulations)**

	<b>Total number of seats</b>	<b>Academic staff sector</b>	<b>Admin. and support staff sector</b>	<b>Student sector</b>
<b><u>University Council</u></b>	20	6 seats	4 seats	10 seats
<b><u>Faculty Councils</u></b>				
FSE Faculty Council	12	4 seats	2 seats	6 seats
FASoS Faculty Council	10	4 seats	1 seat	5 seats
SBE Faculty Council	12	4 seats	2 seats	6 seats
FHML Faculty Council	18	6 seats	3 seats	9 seats
FPN Faculty Council	10	4 seats	1 seat	5 seats
FL Faculty Council	12	5 seats	1 seat	6 seats
<b><u>Service Councils</u></b>				
Finance	4			
MUO	5			
FS	5			
ICTS	5			
SSC	4			
UB	4			

