

ELECTORAL REGULATIONS UNIVERSITY COLLEGE UTRECHT

*adopted by the Executive Board on 27 February 2017,
which are an appendix to the University College Utrecht Regulations, as amended by the
Executive Board on 15 November and 20 December 2016 with the consent of and partly on the
proposal of the University Council on 12 December 2016.*

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Uit: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek

Artikel 9.37 Faculteitsraad

1. Indien een universiteit meer dan een faculteit omvat, is aan elke faculteit een faculteitsraad verbonden.
[...]
3. Artikel 9.31, tweede tot en met zesde lid, is van overeenkomstige toepassing.

Artikel 9.31 Universiteitsraad

- [...]
2. Het aantal leden van de raad bedraagt ten hoogste vierentwintig leden.
3. De raad bestaat voor de helft uit leden die door en uit het personeel worden gekozen, en voor de helft uit leden die door en uit de studenten worden gekozen.
4. Zij die deel uitmaken van het college van bestuur of de raad van toezicht dan wel belast zijn met de functie van decaan van een faculteit, kunnen niet tevens lid zijn van de raad.
5. Kandidaten voor de verkiezingen van het deel van de raad dat uit en door het personeel wordt gekozen, kunnen worden gesteld door personeelsleden en door organisaties van personeel.
6. De verkiezing van de leden van de raad geschiedt bij geheime schriftelijke stemming. Stemming voor een geleding van de raad vindt slechts plaats, indien het aantal kandidaat-leden van een geleding groter is dan het aantal zetels ten behoeve van die geleding.
[...]

CHAPTER 1 - GENERAL

Article 1 Definitions

In these regulations, the following definitions apply:

| | |
|-------------------------|---|
| UCU: | University College Utrecht |
| Dean: | the dean of UCU |
| Personnel: | <ul style="list-style-type: none">• the academic staff employed by the university classed in the function family Education and Research of the function order system,• the education and research support and management staff employed by the university, with the exception of the student assistants,• the staff employed by the University Medical Centre Utrecht, which is charged with duties relating to university medical teaching and research. |
| UCU personnel: | the staff that is deployed to the UCU |
| Personnel organisation: | an employees' organisation as meant in the CLA Dutch Universities or an association which is a member of such an employees' organisation and which has university staff among its members |
| Personnel section: | the section of the council that is elected from and by UCU personnel |
| Council: | the UCU Council |
| Reference date: | the date set by the Central Polling Committee for the designation of the people entitled to vote |
| Session: | the annual meeting period of the council, which starts on 1 September and ends on 31 August |

CHAPTER 2 - ELECTORAL COMMITTEE

Article 2 Duties

1. The preparation and realisation of the election are performed by the Electoral Committee.
2. The Electoral Committee has a mandate to take the decisions that are necessary for the performance of its tasks on behalf of the Dean.

Article 3 Composition

1. The Electoral Committee has three members, including the chair.
2. The members are appointed and dismissed by the Dean, after hearing the UCU Council. The Dean appoints the chair from among its members.
3. One member is appointed from among the UCU students.

CHAPTER 3 - RIGHT TO VOTE

Article 4 Right to vote

Every member of the UCU personnel has both the right to vote and to stand for election in the election of the personnel members of the council.

Article 5 Electoral rolls

1. The Electoral Committee establishes an electoral roll within two working days after the reference date of the year in which the election takes place. The rolls list according to the situation at the

registration date for each person entitled to vote at least (i) the name and initials as recorded in the university's administrative records and (ii) the unique user name allocated by the university to the person entitled to vote.

2. The electoral rolls will be made available for inspection in a place determined by the Electoral Committee up to the end of the nomination period.
3. The Electoral Committee will make changes in the registers which it considers necessary for the correct enforcement of the law and these regulations either on its own initiative or at the request of a person entitled to vote. Requests may be submitted to the Electoral Committee exclusively before the end of the nomination period.

CHAPTER 4 - NOMINATION OF CANDIDATES

Article 6 Period and place of nomination

1. The period and place for the nomination of candidates will be determined by the Electoral Committee and announced at least six weeks before the start of this period.
2. Nominations are made on lists the model for which is determined by the Electoral Committee.

Article 7 Nomination regulations

1. A list of candidates is numbered and contains no more than thirty candidates. A list of candidates may be submitted under a name of no more than forty characters.
2. The submission of a list of candidates will take place in writing and is supported by at least three supporting persons from the personnel section who are entitled to vote, along with their signature. A person entitled to vote may only sign one list of candidates. A list of candidates may not be signed by any of the candidates who are on the list.
3. Supplementary to Paragraph 2, lists of candidates for the personnel section may also be submitted by personnel organisations without supporting signatures as referred to in Paragraph 2.
4. Persons entitled to vote may only put themselves forward as a candidate for one seat. Every candidate will issue an irrevocable written declaration in which he agrees to his nomination, which must be submitted simultaneously with the nomination.
5. Every candidate and every supporting person entitled to vote as meant in Paragraph 2 will state at least the information referred to in Article 5, Paragraph 1 on the list of candidates.

Article 8 Determination of valid candidates

1. The Electoral Committee will investigate the nominations for failing to comply with the requirements of these regulations. It will inform the people submitting their nominations of any omissions as soon as possible.
2. Omissions in relation to the requirements set out in Article 7 may be remedied. To this end, the missing documents for the nomination may be submitted to the Electoral Committee during three working days after the notification as meant in Paragraph 1. Remedy of omissions cannot result in the nomination of a new candidate or submission of a new list of candidates.
3. The Electoral Committee resolves after the omission remedy period referred to in Paragraph 2 in a public session on the validity of the nominations.

CHAPTER 5 - VOTING

Article 9 Form and time of voting

1. Voting takes place during a period determined by the Electoral Committee.
2. Votes are cast electronically using a software programme that shows the voter information about the seats and candidates.

Article 10 Dispatch of election notice

The Electoral Committee will timely send every voter an election notice, which contains information on the lists of candidates and instructions on how to cast one's vote.

CHAPTER 6 - DETERMINATION OF RESULT

Article 11 Determination of valid votes

After the voting period, the Electoral Committee will determine the number of validly cast votes for each list of candidates and for each candidate.

Article 12 Allocation of seats to lists

1. The Electoral Committee will determine the electoral quota of the personnel section by dividing the sum of the votes cast by the number of seats of the personnel section.
2. Each list of candidates will receive as many seats the number of times the electoral quota goes into the number of votes cast for that list. No more seats will be allocated to a list of candidates than there are candidates.
3. Seats not allocated in the way as described in Paragraph 2 (remaining seats) will be allocated successively to the list that upon allocation of a remaining seat has the highest average number of votes per allocated seat. If two or more lists have the same average number, the drawing of lots will determine who gets the remaining seat. A list of candidates that received more than two thirds of an electoral quota in votes will not be allocated a remaining seat.

Article 13 Determining who is declared elected; ranking of candidates

1. To occupy the seats allocated to each list, those candidates are chosen from the list who have received a number of votes that is at least equal to two thirds of the electoral quota, in order of the numbers of votes cast for them.
2. If not all seats all allocated to a list are occupied in the way as described in Paragraph 1, the other seats are allocated to the candidates in order of their ranking on the list.
3. The Electoral Committee first ranks the candidates declared elected on the list in accordance with the order as determined in Paragraphs 1 and 2 of this Article 13. The Electoral Committee then ranks the candidates not elected on the list in accordance with the order of the list submitted.

Article 14 Election results session

The Electoral Committee will determine the election result within two working days after the voting period and will disclose the result in a public session.

CHAPTER 7 - VACANCIES

Article 15 Filling interim vacancies

1. In the event of an interim vacancy, the Electoral Committee will designate as successor of the council member the highest ranking candidate not holding a seat from the list of candidates for which the person who must be succeeded was elected.
2. If the list referred to in Paragraph 1 does not contain an available candidate, the vacancy will be filled by the highest ranking candidate not holding a seat from the list which has the highest average number of votes within the personnel section.
3. If the list referred to in Paragraph 2 does not contain an available candidate, the Electoral Committee will call an interim election for the vacant seat if:
 - a. it concerns an interim vacancy for the personnel section and
 - b. the chair of the UCU Council has reported the interim vacancy to the Electoral Committee prior to the date on which the period and place of nomination as referred to in Article 6 was announced.

Interim elections can only take place simultaneously with the annual elections of the student section, and will be held in accordance with the provisions of these regulations. The term of office of the candidate elected in interim elections will end simultaneously with those of normally elected candidates.

CHAPTER 8 - FINAL AND TRANSITIONAL PROVISIONS

Article 16

In cases for which these regulations do not provide, the Electoral Committee will decide.

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