
CHAPTER 1 GENERAL PROVISIONS

Article 1
Definition of terms
In these regulations the following definitions apply:

a. the Act/WHW: the Higher Education and Research Act (WHW = Wet op het hoger onderwijs en wetenschappelijk onderzoek)
b. the University: the University of Groningen
c. the Board of the University: the Board referred to in Article 9.2 of the Act
d. staff: staff employed by the University with permanent or temporary positions, regardless of the size of the position, and staff members who are employed by the Netherlands Organisation for Scientific Research (NWO) or comparable organizations designated by the Board of the University and who work at the University regularly
e. student: an individual enrolled at the University in accordance with the statutory provisions, including scholarship PhD students and other PhD students enrolled at the University
f. the University Council: the council referred to in Article 9.31 of the Act
g. the University community: the staff and students of the University
h. the section or sections with reference to the University community: the staff and/or the students of the University
i. a Faculty: a Faculty of the University where an election is being held
j. a Faculty Council: a council as referred to in Article 9.37 of the Act
k. a Faculty community: the staff and students of a Faculty
l. the section or sections with reference to the Faculty community: the staff and/or students of the Faculty
m. an Employee Council: a council established by the Board of the University, as referred to in Article 9.50 of the Act
n. a University service: a University service for which an Employee Council has been established
o. the section with reference to an Employee Council: the staff employed by the University service for which an Employee Council has been established
p. the Central Electoral Committee: the Central Electoral Committee referred to in Article 2 of these regulations
q. working days: all days except Saturdays, Sundays and public holidays in accordance with the General Extension of Time Limits Act and other days on which the University is closed the whole day or part of the day, with the proviso that for the implementation of these electoral regulations working days are regarded as lasting from 9 a.m. to 12 noon and from 2 p.m. to 5 p.m., unless these regulations provide otherwise
r. voter: everyone who has active or passive voting rights under the provisions of the law or of these regulations
s. PhD student: a person enrolled at the University of Groningen as a Dutch PhD student in a PhD programme
t. scholarship PhD student: a person registered at the University of Groningen as a PhD student with an Ubbo Emmius grant.

Article 2 Central Electoral Committee
1. There will be a Central Electoral Committee consisting of five to seven members, at least one of whom must be enrolled as a student at the University. The members will be appointed and dismissed by the Board of the University. The Central Electoral Committee will be assisted by a secretary, to be appointed by the Board of the University.

2. The Central Electoral Committee will be in charge of the preparation and execution of the election of the members of the University Council, the Faculty Councils and the Employee Councils. Its tasks will at least include:
   a. establishing the electoral registers on the basis of the data provided by or in the name of the Board of the University
   b. making decisions regarding requests to correct the electoral registers
   c. making decisions regarding the validity of the nomination of candidates
   d. taking all due measures to ensure the elections proceed in an orderly fashion
   e. declaring a vote invalid and in that case calling a new vote
   f. determining the results of the elections
   g. filling vacancies in the councils.

3. For these tasks the Central Electoral Committee will make use of various forms for the elections. The Central Electoral Committee will approve the templates for these forms, such as forms for the nomination of candidates, declarations of consent, declarations agreeing to form alliances, election notices, ballot papers and the reports referred to in these regulations.

4. Both paper and electronic versions of any form, report, declaration or ballot paper referred to in these electoral regulations may be used.

5. Notwithstanding the General Administrative Law Act, an interested party may lodge a notice of objection with the Board of the University against decisions of the Central Electoral Committee within five working days after the decision has been made known.

CHAPTER 2 ELECTION METHOD

Article 3 Election method
1. The election of members of the University Council, the Faculty Councils and the Employee Councils will occur separately for each section and will take place according to a single preference list system.

2. With due regard for the provisions of Article 9.31 of the Act, the members of the University Council will be elected directly by and from the section to which they belong.

3. With due regard for the provisions of Article 9.37.3 of the Act, the members of a Faculty Council will be elected directly by and from the section to which they belong.

4. With due regard for the provisions of Article 9.50 of the Act and the relevant provisions of the Administrative Regulations of the University of Groningen, the members of an Employee Council will be directly elected by and from the staff employed by the University service for which that Employee Council has been established.

Article 4 Distribution of seats/duration of membership
1. The number of seats of the University Council, the Faculty Councils and the Employee Councils is specified in the University Council Regulations, the Faculty Regulations and the Employee Council Regulations respectively. An overview of the distribution of seats accompanies these regulations as a Schedule.

2. The staff members are elected for two years, the students for one.
3. They retire from the position at the same time for each section and may be re-elected immediately.
4. Apart from periodic retirement, membership can end through:
   a. written notice, addressed to the Central Electoral Committee
   b. transition to a different section from that for which the member in question was elected
   c. loss of membership of the University or Faculty community, or departure from a University service
   d. termination of enrolment as a student for the current academic year under the provisions of Article 7.42 of the Act
   e. death
5. A member who has been elected to fill a vacancy will retire when the person in whose place they were elected would have had to retire.

Article 5 Right to vote
1. With due regard for Article 3 of these regulations, all individuals who are included in the electoral registers of the University Council, a Faculty Council or an Employee Council respectively, have both active and passive voting rights for the council in question, with the proviso that those who are employed by the Netherlands Organisation for Scientific Research or a comparable organization designated by the Board of the University will have to obtain written permission from their employer to stand for election.
2. Those who join the University after the electoral registers have been established, but before the election for which these registers were established has been held, will be excluded from exercising both active and passive voting rights for that election.
3. Those who leave the University after the electoral register has been established will lose both active and passive voting rights.

CHAPTER 3 ELECTORAL REGISTERS

Article 6 Establishing the electoral register
1. With due regard for the provisions of Article 5, the Central Electoral Committee will establish the electoral register for each section of the University Council and the Faculty Councils and for the Employee Councils in good time.
2. The electoral register will list the surname, initials, date of birth and University administration number of each voter.
3. The Board of the University will provide the Central Electoral Committee with the data it needs to establish the electoral registers.
4. The Board of the University will notify the Central Electoral Committee of any change which will lead to an amendment of the electoral register as soon as it has been informed of that change.
   The Central Electoral Committee will ensure that any such change is processed if this has no direct consequences for the ability to exercise voting rights.

Article 7 Making electoral registers available for inspection
The Central Electoral Committee will ensure that as soon as the electoral registers have been established, they are made available for inspection at locations made known by the Committee in advance.
Article 8  Request for correction
1. Every voter in the University community or Faculty community or in a University service may, during the first five working days after the electoral registers have been made available for inspection, as referred to in Article 7, submit to the secretary of the Central Electoral Committee or that secretary's deputy, if required against receipt, a written request for correction of the electoral register for the election of the University Council or of those sections of the electoral register which relate to the same Faculty community or University service as that to which the person submitting the request belongs, if in that person’s opinion they themselves or some other person has been omitted or included in the register in violation of the law or of these regulations, inappropriately or wrongfully.
2. The Central Electoral Committee can make ex officio corrections in the electoral registers up to ten days before the day on which the election is to be held.
3. Ex officio corrections as referred to in Article 8.2 will include amendments to an electoral register which consist of adding or deleting names or transferring one or more persons to a different section or to a different Faculty community or University service, and which are made by or in the name of the Central Electoral Committee on its own initiative and may directly affect the exercise of voting rights.

Article 9  Notice of request for correction
1. If the request for correction of the electoral register concerns a person other than the person making the request, the Central Electoral Committee will send that other person written notice of the request on the first working day at the latest after receiving the request.
2. If as a result of an ex officio correction of the electoral register a person must be removed from the register for a different reason than that referred to in Article 6.4, the person in question will be notified in the same way.

Article 10  Making a request for correction available for inspection
1. Except in the case of a change of address or an ex officio correction, the Central Electoral Committee will make a request for correction of the electoral register available for inspection at a location it has made known in advance immediately after receiving or approving the request.
2. Every voter who belongs to the University community or the same Faculty community or University service is authorized to object to a request for correction or an ex officio correction.
3. The objection may be submitted in writing to the secretary of the Central Electoral Committee or that secretary’s deputy over a period of five working days before a date to be determined and announced in advance by the Central Electoral Committee, against receipt if required.

Article 11  Decision of the Central Electoral Committee
1. The Central Electoral Committee will decide about the request for correction or the objection to the request for correction or to the ex officio correction and will communicate its decision and the reasons for that decision on the third working day at the latest after the time limit referred to in Article 10.3 and if necessary will amend the electoral register.
2. After making the decision referred to in Article 11.1, the Central Electoral Committee will immediately send a copy of its decision to the person who submitted the request for
correction or lodged an objection to an ex officio correction and, if the request was about a different person than either of these, also to that person.

3. After making the decision referred to in Article 11.1, the Central Electoral Committee will immediately make a copy of its decision available for inspection at the location made known by the Committee in advance.

CHAPTER 4 NOMINATION OF CANDIDATES

Article 12 Nomination of candidates
1. The nomination of candidates will take place on one or more working days to be determined by the Central Electoral Committee.
2. At least ten working days in advance, the Central Electoral Committee will publicize the day or days, place and time of the nomination of candidates.
3. Candidates will be nominated on candidate lists whose format and layout have been approved by the Central Electoral Committee pursuant to Article 2.3. The forms in question will be made available free of charge; the Central Electoral Committee may establish further rules about this, which will be announced.

Article 13 Lists of candidates
1. On the day or days of the nomination of candidates, lists of candidates can be submitted, against written receipt, to the secretary of the Central Electoral Committee or that secretary’s deputy at the University office from 9 a.m. to 5 p.m. by:
   a. an organization of public sector personnel, with the proviso that an association must have written authorization from the trade union federation in question.
   b. a person eligible to vote from the section for which the list is being submitted.
2. A list of candidates submitted in accordance with Article 13.1(b) must list the surnames, initials and addresses of the candidates and must be clearly and legibly signed by at least 5% of the total number of voters in the section in question, with the proviso that more than five signatures are never required.
3. A list of candidates as referred to in Article 13.1(b) may only be signed by voters who, as evidenced by the electoral register, belong to the same section as the candidates.
4. A person eligible to vote may not sign more than one list of candidates within a section of the University Council or a Faculty Council or for an Employee Council.
5. A list of candidates as referred to in Article 13.1 may not be signed by candidates whose names appear on the list.

Article 14 Lists of candidates
1. A list of candidates may contain a maximum of sixty names of candidates.
2. A voter may only be nominated as a candidate for the University Council or a Faculty Council within one section.
3. A candidate must belong to the section for which the list of candidates has been submitted.
4. Within a section of the University Council or a Faculty Council or for an Employee Council a voter may only be nominated as a candidate on one list.
5. The eligibility of a candidate in a section is demonstrated by the appearance of that candidate’s name in the electoral register in question.

Article 15 Appellation of list of candidates
1. The list of candidates will state the surname, initials and date of birth of each candidate, and also the number under which the voter is registered in the University administration. The initial or initials may be wholly or partially replaced by names.

2. The list of candidates must include the appellation of the group with which the candidates whose names appear on the list have affiliated themselves.

3. The appellation of a group may not contain more than thirty letters.

4. If the list of candidates does not include an appellation as referred to in Article 15.2, the name of the first candidate to appear on the list will be taken as the appellation.

5. The list of candidates for the University Council or a Faculty Council must also state the section to which the candidates whose names appear on the list belong.

6. The names of the candidates on the lists must be placed in the order of preference of the signatories.

7. The list of candidates must also state an address within the Netherlands of the person who has submitted the list.

**Article 16 Consent**

1. Along with the list of candidates, a written declaration by each candidate appearing on that list must be submitted, stating that he or she consents to their nomination as a candidate on the list in question and also to the place he or she occupies on that list.

2. The declaration of consent cannot be withdrawn, subject to the provisions of Article 21.3, and unless all signatories to the list of candidates on which the name of the candidate in question appears consent in writing to the withdrawal within the time limit referred to in Article 21.1.

3. For individuals employed by the Netherlands Organisation for Scientific Research or a comparable organization, the written consent of the employer as referred to in Article 5.1 of these regulations, must be submitted along with the list of candidates.

**Article 17 Authorization to form an electoral alliance**

On the list of candidates, the signatories may authorize the person submitting the list of candidates in writing to form an electoral alliance by merging the list with another list.

**Article 18 Electoral alliances**

1. On the day of the nomination of candidates, those authorized by signatories in the same section may agree to form electoral alliances with other lists which have been submitted by lodging a joint declaration in writing with the Central Electoral Committee.

2. The format and layout of the declaration referred to in Article 18.1 will be determined by the Central Electoral Committee pursuant to Article 2.3.

3. A list can only belong to one electoral alliance.

4. If an authorized person has signed more than one declaration, as referred to in Article 18.1, for the same list, then the signatures to all declarations will be invalid.

**Article 19 Decision of the Central Electoral Committee**

As soon as possible after the deadline by which the lists of candidates had to be submitted, the Central Electoral Committee will hold a meeting at the University Office to examine the lists of candidates.

**CHAPTER 5 DEFAULTS**

**Article 20 Defaults**
1. If during the examination referred to in Article 19 one or more of the defaults referred to in Article 20.2 are found, the Central Electoral Committee will send the person who submitted the list of candidates written notice immediately after the day on which the meeting referred to in Article 19 was held.

2. The notice referred to in Article 20.1 will be sent if:
   a. a list of candidates has not been signed by the required number of voters (Article 13.2)
   b. a list of candidates has not been submitted on the forms approved by the Central Electoral Committee (Article 12.3)
   c. the name or appellation of the group contains more than thirty letters (Article 15.3)
   d. a candidate does not belong to the section for which the list of candidates was submitted (Article 14.3)
   e. a candidate has not been listed in the way set out in Article 15.1
   f. a candidate’s declaration of consent (Article 16.1) and/or the written consent of the employer referred to in Article 16.3 is missing
   g. a candidate’s name appears on more than one list of candidates within a section of the University Council or a Faculty Council or for an Employee Council (Article 14.4)
   h. a candidate has been nominated for both sections of the University Council or a Faculty Council at once (Article 14.2)
   i. a list of candidates has been signed by a voter who has signed one or more other lists of candidates within a section of the University Council or a Faculty Council or for an Employee Council (Article 13.4)
   j. a list of candidates has been signed by a person whose name appears on that list as a candidate (Article 13.5)
   k. a list of candidates has been signed by individuals whose names do not appear in the electoral register of the section in question (Article 13.3).

Article 21 Notice of defaults

1. In the notice referred to in Article 20.1, the Central Electoral Committee will notify the person who submitted the list of candidates that within five days after the notice is given that person will have the opportunity to rectify the defaults referred to in the notice at the University Office, with the secretary of the Central Electoral Committee or that secretary’s deputy.

2. In the case of Article 20.2(a-f) the person who submitted the list of candidates may rectify the default or defaults with the Central Electoral Committee within the time limit referred to in Article 21.1. If in the case under c. the default is not rectified, the Central Electoral Committee will limit the name or appellation to the first thirty letters.

3. In the case of Article 20.2(g-k) the Central Electoral Committee will provide the individual in question with an opportunity to withdraw their candidacy or their signature from one or more lists within the time limit referred to in Article 21.1. If this person fails to make a choice, then in the case of g. and h. the candidacy and the signature respectively of this voter on the lists in question will be deemed invalid and in the cases referred to in i. and j. the disputed signature will be deleted.

4. If the person who submitted the list of candidates is unable to act or is absent, one of the signatories to the list will act in that person’s place, in the order in which they have signed the list.

Article 22 Decision of the Central Electoral Committee

1. As soon as the time limit for the rectification of defaults referred to in Article 21.1 has expired, the Central Electoral Committee will decide at a public meeting about the validity
of the lists of candidates and about allowing the candidates whose names appear on the lists to remain there.

2. The day, place and time of the meeting referred to in Article 22.1 will be publicly announced at least five working days in advance by the Central Electoral Committee.

3. At the meeting referred to in Article 22.1, the Central Electoral Committee will also decide on the validity of the declarations agreeing to form electoral alliances.

4. Immediately after making the decisions referred to in Articles 22.1 and 22.3, the Central Electoral Committee will send a copy of these decisions to the person who submitted the list of candidates.

5. Immediately after making the decisions referred to in Articles 22.1 and 22.3, the Central Electoral Committee will announce that the lists of candidates will be made available for inspection for five days at a location made known in advance.

Article 23 Removing candidates
The Central Electoral Committee will remove from the list of candidates any candidate:

a. who does not belong to the section for which the list of candidates has been submitted (Article 14.3)

b. who has not been listed in the way specified in Article 15.1

c. whose declaration of consent (Article 16.1) and/or the written consent of their employer, as referred to in Article 16.3, is missing

d. if the nomination of the candidate is deemed invalid through application of Article 21.3

e. whose name appears on the list of candidates after the maximum number of candidates permitted (Article 14.1).

Article 24 Declaring lists of candidates invalid
A list of candidates is invalid if:

a. it was not submitted to the Central Electoral Committee on the days for the nomination of candidates between 9 a.m. and 5 p.m. (Article 13.1)

b. it is not signed by the required number of authorized voters (Article 13.2)

c. it does not comply with the rules about format and layout as referred to in Article 12.3

d. it does not state the address referred to in Article 15.7 and this has made it impossible to send the notice referred to in Article 21

e. due to the application of Article 23 all candidates have been removed.

Article 25 Numbering of valid lists
1. As soon as the nomination of candidates has become unchallengeable, the Central Electoral Committee will establish – for each section separately – a collective list of all the lists of candidates for that section.

2. The lists of candidates will be listed on the collective list in an order determined by lot.

3. The Central Electoral Committee will make these lists public immediately.

CHAPTER 6 MANNER OF VOTING

Article 26 Voting
1. The Central Electoral Committee will determine the manner of voting.

2. Voting will be done by sending the ballot paper to the Central Electoral Committee or electronically.

3. Voting will take place in each section exclusively with regard to the candidates whose names appear on the lists approved for that section pursuant to Article 25.
4. For written votes, the Central Electoral Committee will determine the last working day on which the ballot papers and election notices can be received and will announce this in advance. For electronic voting, the Central Electoral Committee will determine the period during which electronic votes can be cast and will also announce this in advance.

**Article 27 No vote**
If only one list of candidates has been submitted for a section of the University Council or a Faculty Council or for an Employee Council and the number of candidates does not exceed the number of places to be filled, then no vote will be held for the section in question for the University Council or Faculty Council or the Employee Council.

**Chapter 6A Paper ballots**

**Article 28 Election notice**
1. At least ten working days before the day referred to in Article 26.4, the Central Electoral Committee will send every voter an election notice inviting them to vote.
2. This notice will at least specify:
   a. the council for which the election is being held
   b. the number of council members for which the election is being held
   c. the surname, given names or initials and the address of the voter
   d. the section and the number under which the voter appears in the electoral register
   e. the manner in which and the days on which votes can be cast.
3. The format, layout and colour of the election notice will be determined by the Central Electoral Committee in accordance with Article 2.3.
4. A register of the election notices sent will be kept for each section.

**Article 29 Duplicate**
1. Voters who say they have not received an election notice and/or a ballot paper or whose election notice and/or ballot paper has been mislaid will, upon request, be provided with a duplicate election notice and/or ballot paper in accordance with rules to be determined by the Central Electoral Committee.
2. The word ‘DUPLICATE’ will be added by the Central Electoral Committee to any duplicate election notice and/or ballot paper.

**Article 30 Dispatch**
The ballot paper is sent to the voter at the same time as the election notice, along with two envelopes: a return envelope with the address of the Central Electoral Committee and an envelope for the ballot paper. The words ‘Uitsluitend voor het stembiljet’ (‘Exclusively for the ballot paper’) and the name of the relevant section are printed on this second envelope.

**Article 31 Ballot paper**
1. The ballot paper will contain:
   a. the section
   b. the lists of candidates in the same way as on the relevant collective list
   c. if some lists are to be merged in an electoral alliance, pursuant to the provisions of Article 18.1, beneath each allied list, the name of the list or lists with which it is allied
   d. boxes in front of the candidates’ names.
2. The format, further layout and colour of the ballot paper will be determined by the Central Electoral Committee pursuant to Article 2.3.
Article 32  Casting votes
1. Before sending in the ballot paper, the voter must fill in the ballot paper by placing a cross in the box in front of their preferred candidate.
2. The voter must use the envelope referred to in Article 30 to send in the ballot paper. After closing this envelope, the voter will place it in the return envelope referred to in Article 30.
3. Along with the ballot paper, the voter will also send back the election notice after adding a signature at the designated place.
4. The return envelope, containing both the ballot paper and the election notice, must be sent or delivered by the voter to the Central Electoral Committee in time for the ballot paper to be received by Central Electoral Committee before 5 p.m. of the working day referred to in Article 26.4.

Article 33  Return of ballot papers
1. The return envelopes will be opened by or under the supervision of the secretary of the Central Electoral Committee and checked to make sure the election notice is present. The envelope with the ballot paper will be left closed.
2. If the election notice is not found or an election notice is found on which a different section is printed than on the envelope with the ballot paper, then that envelope will be set aside for the time being. If an election notice is found on which the same section is printed as on the envelope with the ballot paper, then this envelope is added to a collection of potentially valid votes, unless the election notice does not contain the voter’s signature and/or if the voter’s name no longer appears in the election notice register.
3. The two categories of envelope referred to in Article 33.2 will be kept separate.
4. The activities referred to in this Article will be carried out under the responsibility of the Central Electoral Committee.
5. Individuals may be drafted by the Central Electoral Committee to provide assistance in carrying out the activities referred to in this Article.

Article 34  Declaring a ballot invalid
1. If any irregularities have occurred in a ballot and the Central Electoral Committee is of the opinion that these irregularities may affect the results of the election, the Central Electoral Committee may decide to declare the ballot in the section in question invalid.
2. If the Central Electoral Committee declares the ballot in a section invalid, it will call a new ballot for that section as soon as possible.
3. The Central Electoral Committee will immediately make a copy of a decision, as referred to in Article 34.1, available for inspection in a place it has made known in advance.

Chapter 6B  Electronic voting

Article 35  Election notice
1. At least ten working days before the day referred to in Article 26.4, the Central Electoral Committee will send every voter a notice inviting them to vote.
2. This election notice will state at least:
   a. the council for which the election is being held
   b. the number of council members for which the election is being held
   c. the surname, the given names or initials and the address of the voter
   d. the section and the number under which the voter appears in the electoral register
   e. the way in which and the days on which votes can be cast.
3. Along with the election notice the voter will receive an explanation of the voting procedure to cast an electronic vote.
4. The format, layout and colour of the election notice will be determined by the Central Electoral Committee pursuant to Article 2.3.
5. A register of the election notices sent will be set up for each section.

**Article 36 Duplicate**
1. Voters who say they have not received an election notice or whose election notice has been mislaid will upon request be provided with a duplicate election notice in accordance with rules to be determined by the Central Electoral Committee.
2. The word ‘DUPLICATE’ will be added by the Central Electoral Committee to any duplicate election notice.

**Article 37 Electronic Ballot Paper**
1. The electronic ballot paper will contain:
   a. the section
   b. the lists of candidates in the same way as on the relevant collective list
   c. if some lists are to be merged in an electoral alliance, pursuant to the provisions of Article 18.1, beneath each allied list, the name of the list or lists with which it is allied
   d. boxes in front of the candidates’ names.
2. The format, further layout and colour of the ballot paper will be determined by the Central Electoral Committee pursuant to Article 2.3.

**Article 38 Casting votes**
1. During the voting period determined by the Central Electoral Committee, ending on the last working day as referred to in Article 26.4, voters will be able to cast their votes on the internet site made available for that purpose.
2. Voters can cast their votes by filling in the electronic ballot paper and sending it via the internet site.
3. The lists of candidates are shown electronically. The name of a candidate may be accompanied by a reference to extra information about the candidate and the list.
4. The username (student number) chosen by the University for use of the internet site in combination with a password personally chosen by the voter will be regarded as proof of identity.
5. The voter can indicate his or her preference for a candidate by selecting the name of the candidate or can cast a blank vote. Before the vote becomes final, the candidate selected by the voter is again shown on the screen of the internet site. Then the voter can cast a final vote or can cancel the selected candidate.
6. It is recorded in the electronic voting system that the voter has cast a vote. The voter can then see for which candidate he or she has voted.

**Article 39 Declaring a ballot invalid**
1. If any irregularities have occurred in a ballot and the Central Electoral Committee is of the opinion that these irregularities may affect the results of the election, the Central Electoral Committee may decide to declare the ballot in the section in question invalid.
2. If the Central Electoral Committee declares the ballot in a section invalid, it will call a new ballot for that section as soon as possible.
3. The Central Electoral Committee will immediately make a copy of a decision, as referred to in Article 34.1, available for inspection at a location it has made known in advance.

CHAPTER 7 DETERMINING THE RESULTS

Chapter 7A Paper ballots

Article 40 Opening envelopes with ballot papers
1. On a working day to be determined by the Central Electoral Committee and made known in advance, at a public meeting of the Central Electoral Committee, the envelopes with the ballot papers will be opened under supervision of the Central Electoral Committee. Contrary to the provisions of Article 1(q), the working day referred to in Article 40.1 will be regarded as lasting from 8 a.m. to 10 p.m.
2. If an envelope as referred to in Article 33.2 is opened and in addition to the ballot paper an election notice is found on which the same section is printed as on the ballot paper, then this ballot paper is added to the category of potentially valid votes, referred to in Article 33.2, unless the election notice has not been signed by the voter and/or the name no longer appears in the register referred to in Article 28.4.
3. The ballot papers in the category of potentially valid votes on which the same section is printed as on the envelope which contained them, along with the ballot papers referred to in Article 40.2, are combined to make a collection of potentially valid ballot papers.
4. If the Central Electoral Committee suspects any irregularities, it will check the signature on the election notice against documents present at the University.
5. The chairperson of the Central Electoral Committee is responsible for maintaining order in the meeting room. If in the chairperson’s opinion disorder in the meeting room or the entrances to it is making normal progress of the work impossible, the chairperson will announce this and may partially or completely clear the meeting room or the entrances.

Article 41 Assessment of ballot paper
1. A ballot paper is invalid if a cross has been placed in more than one box.
2. If a preference for the name of a candidate has been clearly indicated in some other way than by placing a cross in the box, this will be regarded as an equal indication if it obviously reflects the voter’s intention.
3. If no preference for any candidate is indicated on a ballot paper, this ballot paper will be regarded as containing a blank vote. This blank vote will be a valid vote for the calculation of the turnout percentage.
4. In all cases not referred to in these regulations in which the voter has not complied with the provisions of these regulations when filling in the ballot paper, the Central Electoral Committee will decide about the validity of that ballot paper.

Article 42 Determining the number of valid ballot papers
1. The total number of valid votes will be determined for each section.
2. Then the turnout percentage for each section will be calculated.
3. The turnout percentages referred to in Article 42.2 will be determined by dividing the total number of valid votes in each section by the number of persons eligible to vote according to the election notice register of the section in question and multiplying the resulting quotients by 100.

Article 43 Comparing seats with candidates
1. If in a certain section the number of candidates is smaller than the number of available seats, each vacancy that has arisen as a result will remain unfilled until the next regular election.

2. If in any section one list of candidates has been submitted and the number of candidates is not greater than the number of available seats, then they will be declared elected.

3. If the number of candidates is greater than the number of available seats, the results of the election will be determined as follows:
   a. for each list the following figures will be determined:
      1. the number of votes cast for each candidate
      2. the sum of the number of votes referred to in Article 43.3(a)1.; this sum will be referred to as the total vote
   b. the Central Electoral Committee will divide the sum of the total votes of all the lists of the section in question by the number of seats to be filled in that section; the quotient thus obtained will be referred to as the section electoral quota
   c. each time the section electoral quotient is included in the total vote of a list, one of the seats to be filled will be allocated to that list, provided the total vote is at least one
   d. any remaining seats will be consecutively allocated to that list which, if a seat or seats were assigned to it, would have the largest average number of votes per seat
   e. if the averages referred to in d. are equal, the result will be determined by lot.

4. If, pursuant to the provisions of Article 18.1, some lists have agreed to form electoral alliances, then for the purposes of determining the number of seats to be allocated to them, such an alliance of lists will be regarded as one list, with a total vote equal to the sum of the total votes of the lists comprising the electoral alliance.

5. If, due to the application of Articles 43.1-4 to a list, one or more seats are allocated in excess of the number of candidates on that list, that seat or seats will remain unfilled until the next regular election.

Article 44  Distribution of seats allocated to an electoral alliance among individual lists
The distribution of the seats allocated to an electoral alliance among the allied lists will take place as follows:
   a. the Central Electoral Committee will divide the total vote of the allied lists by the number of seats allocated to the electoral alliance; the quotient thus obtained will be referred to as the combination quota
   b. one of the seats to be occupied by the alliance will be allocated to each of the lists comprising the alliance for each time the combination quota is contained in the total vote of that list
   c. any remaining seats will be consecutively allocated to that list which, if a seat or seats were allocated to it, would have the largest average number of votes per seat
   d. if the averages referred to in Article 44(c) are equal, the result will be determined by lot.

Article 45  Transferring seats to other allied lists
1. If, due to application of the previous Article to a list, one or more seats are allocated in excess of the number of candidates on that list, that seat or those seats will be transferred to one or more of the allied lists.
2. A list will only be eligible for the transfer of a seat if at least one candidate on that list is still available for that seat.
3. If there is only one eligible allied list, the seat or seats will be transferred to that list.
4. If there is more than one eligible allied list, the transfer will take place as follows:
   a. if the allocation of seats stopped due to the application of Article 44(c), then seats
will be consecutively transferred to the list which would have the largest average number of votes if that seat were allocated to it
b. if Article 44(d) has been applied, then places are transferred consecutively through continued application of that Article
c. if the averages referred in Article 45.4(a) and 45.4(b) are equal, the result will be determined by lot.

**Article 46 List quota**
1. To assign seats allocated to each list for a section, the Central Electoral Committee will divide the total vote for the list by the number of seats allocated to the list.
2. The quotient thus obtained will be referred to as the list quota.

**Article 47 Declaring candidates elected**
1. To occupy the seats allocated to each list, those candidates will have been elected who have received a number of votes at least equal to the list quota.
2. If all the seats allocated to a list are not occupied according to the method set out in Article 47.1, the rest of the seats are assigned as follows:
   a. a candidate will be regarded as elected to the extent that he or she has received a number of votes equal or greater than half of the list quota, in the order of the number of votes received by each candidate
   b. if all the seats allocated to the list are still not occupied after application of the rule set out in Article 47.2(a), the remaining candidates will be declared elected in the order of the list.

**Article 48 Candidates with an equal number of votes**
If application of Article 47 shows that some candidates have received an equal number of votes, the order on the list will be decisive.

**Article 49 Ranking candidates**
1. For each list the Central Electoral Committee will rank the candidates on that list in the order indicated in Articles 47 and 48.
2. Then the candidates who have not received the number of votes required to be regarded as elected will be ranked in such a way that, in the order of the number of votes each has received, the candidates who received a number of votes equal to or greater than half of the list quota will be ranked first and then the rest, in the order on the list.
3. The ranking referred in Articles 49.1 and 49.2 will be recorded in a report by the Central Electoral Committee as soon as possible after the result is determined. This report will be signed by all members and the secretary of the Central Electoral Committee.
4. On the first working day at the latest after the report referred to in Article 49.3 has been signed, the Central Electoral Committee will send the report to the Board of the University and then a copy will be sent to the chairperson of the University Council, if members of the University Council were elected, to the Board of the Faculty in question, if members of the Faculty Council were elected, and to the head of the University service, if members of an Employee Council have been elected.
5. On the first working day at the latest after the report referred to in Article 49.3 has been signed, the Central Electoral Committee will make a copy of the report available for inspection at a location it has made known in advance.
6. The election results will be made public as soon as possible.

**Article 50 Notification that candidates have been elected/credentials**
1. After the deadline referred to in Article 2.5 has expired, the Central Electoral Committee will send written notice to each candidate who has been elected.

2. If anyone makes use of the opportunity referred to in Article 2.5 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 of the University has made a decision about the objection.

3. If the Board of the University’s decision about the objection results in a change in the election results, the Central Electoral Committee will notify those directly involved in writing as soon as possible after receiving that decision.

4. When it has been established after the Board of the University’s decision that certain candidates have been elected, those candidates will be notified of this in writing.

5. The notice referred to in Article 50.1 and 50.4, sent by the Central Electoral Committee, will serve as credentials for the elected candidate.

6. A copy of this written notice will be sent to the chairperson of the University Council, if members of this council have been elected, to the Board of the Faculty in question if members of the Faculty Council have been elected, and to the head of the University service if members of an Employee Council have been elected.

Chapter 7B Electronic voting

Article 51
When voting has finished, the Central Electoral Committee will immediately proceed to determine the results. On one or more days to be determined (and made known in advance) by the Central Electoral Committee, the results of the election will be determined at a public meeting.

Article 52
Articles 42 to 50 regarding the determination of the results will apply *mutatis mutandis*.

CHAPTER 8 FILLING VACANCIES

Article 53 Vacancy
1. Written notice of any vacancy will be sent to the Central Electoral Committee.
2. If a candidate does not accept his or her election, or if a vacancy arises pursuant to Article 4.4(a-e), the Central Electoral Committee will fill the vacancy in a council by declaring elected a candidate from the list of candidates from which the member who is to be succeeded was elected, who, on the list ranked according to Article 49, is the highest placed candidate who is not a member of the council.

In this process, candidates are disregarded if:
   a. it is their vacancy that is being filled
   b. they have been to a different section from that for which they were nominated as candidates
   c. they are no longer members of the University community or the Faculty community respectively, or have left the employment of the University service in question
   d. they are not willing to be elected at that point
   e. they have terminated their enrolment as students on the basis of the provisions of the law and the Implementing Regulations of the University of Groningen
   f. they have died.
3. If a vacancy cannot be filled from the same list of candidates because there are not enough candidates, then the vacancy in question will remain unfilled until the next regular election.

4. The Central Electoral Committee will make a copy of the report about filling the vacancies available for inspection without delay at the inspection location.

Article 54 Vacancy on an allied list
1. If, after the application of the provisions of Article 53.2, a vacancy cannot be filled from the same list of candidates and this list has formed an alliance with one other list, then the candidate on this other list who is the highest placed according to Article 49 and who is not a member of the council will be declared elected.

2. If the list is allied with more than one other list, then it will be determined by application of Article 45.4 to which of the allied lists the seat will be allocated. The candidate on this list who is eligible according to the order established in accordance with Article 49 will be declared appointed.

If the vacancy cannot be filled in this way, then the seat will be allocated to another allied list by further applying the provisions of Article 54.2, and so on.

3. If a vacancy cannot be filled in the manner referred to in Articles 54.1 and 54.2 because there are not enough candidates, then the vacancy in question will remain unfilled until the next regular election.

4. The Central Electoral Committee will make a copy of the report about filling the vacancies available for inspection without delay at the inspection location.

Article 55 Notice of being declared elected
1. After the time limit for objections referred to in Article 2.5 has expired, the Central Electoral Committee will send written notice to the designated candidate of his or her election.

2. If anyone makes use of the opportunity referred to in Article 2.5 to lodge an objection with the Board of the University, then the notice will be postponed until the Board of the University has made a decision about the objection.

3. If the decision of the Board of the University results in a change in the filling of the vacancy, the Central Electoral Committee will notify those directly involved as soon as possible after receiving the decision.

4. The notice referred to in Article 50.1, or in the case referred to in Article 55.3, the notice sent to the candidate who has in that case been declared elected, will be in writing and will serve as credentials for the person in question.

The provisions of Article 50.6 will apply mutatis mutandis.

Article 56 Temporary replacement
1. A member of the University Council, the Faculty Council and/or an Employee Council can be temporarily replaced on account of illness, pregnancy or unforeseen circumstances, or temporary work or study activities outside the University.

2. An application for temporary replacement will be submitted to the Central Electoral Committee by the chairperson of the University Council, Faculty Council or Employee Council.

3. The Central Electoral Committee will make a decision about the application within two weeks and will determine the duration of the replacement, for which a minimum duration of three months applies.
4. The determination of the order of candidates during the period of replacement will take place in the same way as is provided for by Article 53 of the Electoral Regulations.

5. After the replacement period has expired, the temporary membership of the replacement member will expire and the membership of the originally elected member will be restored until the end of the term of office.

CHAPTER 9 FINAL AND TRANSITIONAL PROVISIONS

Article 57 Unforeseen circumstances
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 Stb. [Dutch Bulletin of Acts and Decrees] 1989, no. 423.

Article 58 Short title, entry into force
These regulations can be referred to as ‘Electoral Regulations of the University of Groningen’ and will come into force one day after their approval by the Board of the University.

Approved by the Board of the University on 10 March 2009, after the consent of the University Council on 26 February 2009.
# Schedule to the Electoral Regulations of the University of Groningen

## University Council

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