



**University Council  
Election Regulations of  
the Protestant  
Theological University**

## **Article 1 Notions**

These regulations understand by:

- a. Law: the Act on higher education and academic research;
- b. staff: employees of the university; irrespective of the size of their employment contract;
- c. student:
  - He/she who is registered at the university for the curriculum in preparation of one of the examinations taken in Amsterdam,
  - Or he/she who is registered at the university for the curriculum in preparation of one of the examinations taken in Groningen.

He/she who is registered at the university for the curriculum in preparation of one of the examinations taken by the PThU, and who takes this as distance learner, is considered to be registered for the curriculum in preparation of one of the examinations in Amsterdam.

- d. regulations: the regulations for the university council of 28 April 2011;
- e. reference date: the date established annually by the polling station for the designation of eligible voters.

The other notions derive their meaning from the law or the regulations.

## **Article 2 Composition**

1. The polling station has three members, among whom the president.
2. The members are appointed by the Executive Board for a given term, usually the term of session of the council for which the elections are held.
3. One members is appointed from the students of the university.

## **Article 3 Task**

1. The polling station is responsible for the preparation and execution of the election.
2. The polling station may advise the Executive Board with respect to preparation and execution of the election of the members of the university council by request or of its own accord.

## **Article 4 Support**

1. The polling station is assisted by the university office in the execution of its task.
2. The university office is charged with the production of the election register and the ballot forms, and the administrative duties that relate to establishing the election results.

### **Article 5 Constituency staff**

For the election by and from the staff the following constituencies are discerned:

- a. the education and research constituency;
- b. the ancillary staff constituency.

### **Article 6 Constituency students**

For the election by and from the students the following constituencies are discerned:

- a. The Amsterdam constituency, in so far as this concerns students as intended in Article 1 sub c, who are registered for a full-time curriculum, in preparation of one of the examinations in Amsterdam and in so far as this concerns students who are considered to be registered students according to Article 1 sub c for a curriculum in preparation of one of the examinations in Amsterdam;
- b. The Groningen constituency, in so far as this concerns students as intended in Article 1 sub c, who are registered for a full-time curriculum, in preparation of one of the examinations in Groningen and in so far as this concerns students who are considered to be registered students according to Article 1 sub c for a curriculum in preparation of one of the examinations in Groningen;
- c. The part-time constituency, in so far as this concerns students as intended in Article 1 sub c, who are registered for a part-time curriculum.

## **STAFF**

### **Article 7 Seats staff**

The seats of the constituencies mentioned in Article 5, are divided as follows:

- a. three seats go to the education and research constituency;
- b. two seats go the ancillary staff constituency.
- c. for each constituency at least one standby candidate needs to be appointed.

### **Article 8 Right to vote staff**

1. Each member of the university's staff has active and passive voting rights in the constituency in which the member of staff is employed.
2. In case of more than one employment position the application of this article sub 1 will exclusively take into consideration the most sizable position. In case of equal sizes the choice is up to the member of staff in question.

3. Passive voting rights are limited to members of staff who may be expected to be employed by the university for a period of at least two years following the date when the term of session begins.

### **Article 9 Electoral roll**

1. The polling station establishes the electoral roll before 1 April of the year in which the election is held.
2. The roll mentions with respect to each eligible voter by the reference date:
  - family name, initials, date of birth and employment address;
  - the constituency in which the person is employed.

### **Article 10 Inspection electoral roll**

Immediately following establishment of the electoral roll, the polling station will make it available in places to be determined and announced by the polling station for a period of at least five days.

### **Article 11 Changes electoral roll**

1. persons whose employment at the university has ended after the reference date are removed from the electoral roll.
2. The polling station in its official role or by request of an eligible voter makes such changes in the electoral roll as are necessary for the proper execution of these regulations. A request must be made to the polling station within five days after expiration of the term mentioned in Article 10.
3. If a request as intended in this Article sub 2 concerns one or more other eligible voters than the applicant, these voters will be heard. The polling station decides on the request in writing and sends a copy to the applicant and the other voters.

### **Article 12 Term candidacy**

1. The dates for candidacies is established by the polling station.
2. At least two weeks in advance the polling station announces the dates and place of the candidacies.

### **Article 13 Nominating candidates staff**

1. Staff-related organisations and members of staff may nominate candidates and standby candidates to the polling office.
2. For candidacy a form is used, whose format is established by the polling station. These forms are made available without charge.

#### **Article 14 Nominating candidates by staff**

1. The candidacy of an employee for one of the seats intended in Article 7 of these regulations, must be supported by at least five employees.
2. A nomination is submitted in writing and is signed by each of the employees mentioned sub 1.
3. If the employees mentioned sub 1 nominate several candidates, they may submit them under a joint name. The name may be derived from the name of the group to which the candidates should be considered to belong.

#### **Article 15 Acceptance**

1. A written statement is added to the nomination of a candidate and a standby candidate, in which they accept their nomination. This acceptance cannot be withdrawn.

#### **Article 16 Research lists staff**

1. The polling station checks if the candidates are in accordance with the requirements of these regulations. It grants the nominators the possibility to implement the necessary corrections.
2. The polling station decides on the validity of the candidates and standby candidates.

#### **Article 17 Publication lists staff**

1. The polling station makes its decision on the validity of the candidates available for inspection in the places intended in Article 10 of these regulations.
2. The polling station places the candidates and standby candidates on a joint list. The list is published without delay.

#### **Article 18 Election staff with single candidacy**

If the number of candidates matches the number of seats, the polling station declares the candidates elected. This is announced in the publication, as intended in Article 17 sub 2 of these regulations. At least one standby candidate should be appointed.

#### **Article 19 Type and period voting**

Voting takes place by sending in the ballot form in the return envelope or by sending a pdf digitalised ballot form through email within the period determined by the polling station.

### **Article 20 Receiving ballot forms: staff**

1. At least ten days before the end of the period as intended in Article 19 of these regulations, the polling office sends each voter a ballot form, listing:
  - the seat that is being voted for;
  - the candidates and standby candidates for his seat;
  - ballot squares before the names of the candidates;
  - the signature of the president of the polling station.
2. The voter receives a return envelope with the ballot form and an email address for casting a digital vote.

### **Article 21 Duplicate**

The voter who declares not to have received or who has lost the ballot form(s) as intended in Article 20 of these regulations receives a copy of the ballot form(s) and return envelope(s) on request only once, after having provided sufficient proof of his identity. The ballot form(s) is/are labelled 'duplicate' and the duplication is mentioned on the electoral roll.

### **Article 22 Casting votes**

1. A vote is cast by filling out one of the ballot squares on the ballot form, after which the ballot form is sent or delivered to the polling station in a closed envelope.
2. The return envelope must have been received on the last day of the voting period as intended in Article 19 of these regulations no later than 17.00 hours. Failure to comply with this results in not opening and disregarding the closed envelope by the polling station.

## **STUDENTS**

### **Article 23 Seats students**

The seats of the constituencies mentioned in Article 5, are divided as follows:

- a. Two seats go to the Amsterdam constituency;
- b. Two seats go to the Groningen constituency;
- c. One seat goes to the part-time constituency.

### **Article 24 Right to vote students**

Every student who has been registered at the university has active and passive voting rights in the constituency to which the student belongs.

### **Article 25 Electoral roll students**

1. The polling station establishes the electoral roll before 1 April of the year in which the election is held.
2. The roll mentions with respect to each eligible voter by the reference date the family name, initials, date of birth and address as listed in the central student administration;

### **Article 26 Inspection electoral roll**

Immediately following establishment of the electoral roll, the polling station will make it available in places to be determined and announced by the polling station for a period of at least five days.

### **Article 27 Changes electoral roll**

1. The polling station in its official role or by request of an eligible voter makes such changes in the electoral roll as are necessary for the proper execution of these regulations. A request must be made to the polling station within five days after expiration of the term mentioned in Article 10.
2. If a request as intended in this Article sub 1 concerns one or more other eligible voters than the applicant, these voters will be heard. The polling station decides on the request in writing and sends a copy to the applicant and the other voters.

### **Article 28 Candidacy students**

Student organisations and students may nominate candidates. To this Articles 12, 13, 14 and 15 of these regulations apply, where 'employees' should be read as 'students'.

### **Article 29 Research lists students**

1. The polling station checks if the candidates are in accordance with the requirements of these regulations. It grants the nominators the possibility to implement the necessary corrections.
2. The polling station decides on the validity of the candidates and standby candidates.

### **Article 30 Publication lists students**

1. The polling station makes its decision on the validity of the candidates available for inspection in the places intended in Article 10 of these regulations.
2. The validated lists are published as soon as possible.

### **Article 31 Election students with single candidacy**

If the number of candidates matches the number of seats, the polling station declares the candidates elected. This is announced to staff and students as soon as possible. At least one standby candidate should be appointed.

### **Article 32 Type and period voting**

Voting takes place by sending in the ballot form in the return envelope or by sending a pdf digitalised ballot form through email within the period determined by the polling station.

### **Article 33 Receiving ballot forms: students**

1. At least ten days before the end of the period as intended in Article 32 of these regulations, the polling office sends each voter a ballot form, listing:
  - the lists of candidates as intended in Article 17 sub 2 of these regulations;
  - ballot squares before the names of the candidates;
  - the signature of the president of the polling station.
2. The voter receives a return envelope with the ballot form and an email address for casting a digital vote.

### **Article 34 Duplicate**

The voter who declares not to have received or who has lost the ballot form(s) as intended in Article 33 of these regulations receives a copy of the ballot form(s) and return envelope(s) on request only once, after having provided sufficient proof of his identity. The ballot form(s) is/are labelled 'duplicate' and the duplication is mentioned on the electoral roll.

### **Article 35 Casting votes**

1. A vote is cast by filling out one of the ballot squares on the ballot form, after which the ballot form is sent or delivered to the polling station in a closed envelope.
2. The return envelope must have been received on the last day of the voting period as intended in Article 32 of these regulations no later than 17.00 hours. Failure to comply with this results in not opening and disregarding the closed envelope by the polling station.



## **ELECTION RESULTS STAFF AND STUDENTS**

### **Article 36 Results session**

1. The polling station establishes the results of the election in a publicly accessible session within two days after expiration of the period as intended in Article 19 of these regulations.
2. The polling station announces the time of this session in writing at least one week in advance.

### **Article 37 Establishing valid votes**

1. The polling station establishes the number of valid votes for each list of candidates and each candidate.
2. Ballot forms are invalid if:
  - not certified by the polling station;
  - more than one ballot square has been filled out;
  - no ballot square has been filled out.

### **Article 38 Allocation seats: staff and students**

1. The polling station determines the number of votes cast for each of the candidates
2. The candidate with the most votes is declared elected. Next the candidate with the next highest number of votes is declared elected, and so on until all available seats for this category have been allocated. If two candidates have equally obtained the highest number of votes, lots are drawn to decide who will first be eligible for a seat. If this is the case the candidacy for the standby candidate is cancelled.
3. In case a seat is released during the term of session, the standby candidate is appointed as successor. In case the seat is again released later on, the originally elected candidate is eligible for the seat in first instance, followed by the other candidates on the list, in the order of the list of candidates.

### **Article 39 Establishing results**

The polling station establishes in their minutes how the results of the election have been established, sends a copy to the Executive Board and publishes an abstract on PThU's intranet.

#### **Article 40 Filling vacancy: staff and students**

In case of a vacancy during term of session which cannot be filled by application of Article 38 sub 3 of these regulations, and the next general election in all likelihood will fail to lead to filling the vacancy within six months after the vacancy arose, the polling station organizes an interim election for the section where the vacancy has occurred for the vacant seat.

#### **Article 41**

The polling station decides all cases not covered by these regulations.

**Enacted by the Executive Board on 3 July 2015**

#### *DISCLAIMER*

*Although every care has been taken to translate the texts of the Dutch regulations accurately, the original texts in Dutch are binding in case of differences in interpretation*