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Election Regulations

**Rotterdam School of Management,
Erasmus University**

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Chapter 1 General provisions

Article 1 Definitions

1. The terms used in these regulations take the meaning given to them by the Faculty Regulations or the Dutch Higher Education and Research Act (WHW).
2. The following definitions used in these regulations are capitalised. These terms are understood to mean:
 - a. Announce: to make public via the appropriate channels;
 - b. The Management and Administrative Regulations of Erasmus University Rotterdam (BBR/EUR);
 - c. Central Electoral Committee: the electoral committee at the university charged with the preparation and execution of the elections of the University Council and the Faculty Councils of Erasmus University Rotterdam;
 - d. Faculty Community: the staff with appointments at the Faculty and the students enrolled at the Faculty within the meaning of Law;
 - e. Faculty Electoral Committee: the electoral committee at the Faculty charged with the preparation and execution of the elections of the Council;
 - f. Faculty: Rotterdam School of Management, Erasmus University
 - g. Sections: the units of staff and students at the Faculty;
 - h. Electoral System: the automated electoral programme, as incorporated in Erasmus University Rotterdam's website;
 - i. Members of the Council: the elected members of the Council;
 - j. The Council: the Faculty Council of Rotterdam School of Management, Erasmus University
 - k. Ballot Paper: the ballot form in electronic format, as it appears in the electoral system of EUR's website, or a version of it printed on paper;
 - l. Election Notice: the notice by which the Faculty Electoral Committee calls individual voters to proceed to the ballot;
 - m. Study/examination number: the number assigned to the student by the central office for registration upon first enrolment at the university;
 - n. Password: the "ERNA" password for Erasmus University Rotterdam's automated network.

Article 2 The right to vote

1. With due observance of or pursuant to the relevant provisions of the WHW, the Management and Administrative Regulations (BBR) and these Regulations, all members of the Faculty Community have the right to vote and the right to stand for election in the election for the Members of the Council.
2. A member of the Faculty Community shall lose the right to vote and the right to stand for election in this Faculty Community when he or she leaves this Faculty Community.
3. A member from the Faculty Community only has the right to vote in one Section [of this Community].
4. A member of staff who is registered as a Student has the right to vote in the Student Section, unless he or she has informed the Faculty Electoral Committee in writing prior to the first day of voting that he or she would like to have the right to vote in the Employee Section, in which case the right to vote will be transferred to the Employee Section.

3. The electoral registers will be available for inspection at least eight weeks before the first day of voting. The Faculty Electoral Committee decides the place where the electoral registers are available for inspection and announces the place at least one week before registers are made available for inspection.

Chapter 7 Correction of the electoral registers

1. Until four weeks prior to the first day of voting, every person entitled to vote may submit a written request to the Faculty Electoral Committee to correct the electoral register if he or she is of the opinion that he or she or another person on the electoral register has been entered incorrectly or erroneously and contrary to Article 2 and Article 6.
2. The Faculty Electoral Committee will decide on the submitted application as soon as possible, correct the electoral register in question if necessary and notify in writing the person entitled to vote who requested the correction.
3. The Faculty Electoral Committee is authorised to officially correct the electoral registers until the last day of voting (inclusive). The Faculty Electoral Committee will notify the person(s) involved of the official correction in writing as soon as possible.
4. The Faculty Electoral Committee will officially delete the details of a member of a Faculty Community who leaves the Faculty Community, as specified in Article 2, paragraph 2, after the Electoral Registers have been drawn up.
5. The Faculty Electoral Committee will establish the electoral registers three weeks prior to the first day of voting; this does not affect the provisions of Articles 7.3 and 7.4.

Article 8 The candidacy

1. Eight weeks at the latest before the first day of voting, the Faculty Electoral Committee will announce the date prior to which the candidacy applications must be submitted to the Faculty Electoral Committee.
2. Every member of the Faculty Community is entitled to put themselves forward as a candidate for the elections of the Members of the Council until seven weeks before the first day of the elections.
3. Every member of staff and every student from the Faculty is entitled to put him or herself forward as a candidate for the Staff Section or the Students Section respectively.
4. A candidacy application for the Staff Section may also be submitted by a staff association, including a federation of unions of public servants of whom representatives are members of the EUR Consultative Committee for Personnel Matters (EUROPA), or by one of the unions associated with the federations, if the federation in question is authorised in writing for that purpose.

Article 9 How to submit a candidacy application

1. Candidacy application can be submitted by means of a candidacy form available online and from the Faculty Electoral Committee. The form should always contain the candidate's name, initials and work address or study/examination number, and must be filled in using block letters. The candidacy application should be submitted in person. The Faculty Electoral Committee will provide the submitter with a signed proof of receipt on which the date and time of the submission is stated.

Article 10 Candidacy

1. The name of a candidate may not appear on more than one candidacy application.
2. The candidate must belong to the Section for which the candidacy application has been submitted.

3. The candidacy application must always state the name, initials and the (work) address of each candidate. The candidacy application of a candidate from the Students Section should also state the study/examination number.
4. A candidacy application form submitted by the candidate constitutes a statement that he or she consents to the candidacy. The consent may only be withdrawn by the candidate if the provisions of Article 10.1 and/or Article 10.2 have been breached.

Article 11 *Supporters of the candidacy*

1. The candidacy of the candidates as intended in Article 10 should be supported by means of signing the candidacy on which the candidate in question is presented by at least ten per cent of the persons entitled to vote in the Section in question whereby no more than five signatures are ever required.
2. The supporters intended in paragraph 1 may not support more than candidacy.
3. Candidacy may not be supported by other candidates.
4. The candidacy must always list the name and initials of the supporters intended in paragraph 1. If the supporters belong to the Student Section, the study/examination number should also be given.
5. The name and initials of the candidate and the names, initials and signatures of the supporters must be presented on a single page.
6. Support can only be withdrawn if the provisions of paragraph 2 have been breached. The supporter will be given the opportunity to indicate which support has been withdrawn.

Article 12 *Inspection of the candidacy*

1. As soon as possible after the expiry of the term for the submission of candidacy applications, the Faculty Electoral Committee will check whether the submitted candidacies comply with the provisions of these Election Regulations.
2. If the Faculty Electoral Committee does not find any errors pertaining to the candidacy, the Faculty Electoral Committee shall declare the candidacy valid.
3. If the Faculty Electoral Committee finds an error or omission pertaining to a candidacy, then the candidate will be informed in writing about how the error or omission can be remedied. The candidate should remedy the error or omission within one week of being notified of it.
4. If the Faculty Electoral Committee establishes that a submission of a candidacy did not meet the deadline, the Faculty Electoral Committee shall declare the candidacy invalid.
5. The Faculty Electoral Committee will decide on the validity of the candidacies as soon as possible after the investigation referred to in paragraph 1 of this article, the rectification of the discovered errors or the expiry of the term within which the omission should have been rectified. The Faculty Electoral Committee shall notify the candidates of the validity of the candidacies in writing.

Chapter 3 The ballot

Article 13 Seats appointed without a vote

1. If the number of valid candidacies equals or is smaller than the number of seats to be filled in a Section, the candidates in question will be regarded as elected without a vote.
2. If the number of valid candidacies is smaller or naught, the Faculty Electoral Committee may decide to extend the term for submitting candidacy applications for the remaining seat(s).

Article 14 The Electoral System

1. As soon as the candidacies are irrevocably established, the Faculty Electoral Committee shall open a page for each Section in the Electoral System.
2. The candidates are listed on this page in the Electoral System in alphabetical, lexicographical order according to their name and initials. Candidates will be given the opportunity to submit to the Faculty Electoral Committee the name by which they are commonly known, a short text and/or a photograph to be placed on that page in the Electoral System.

Chapter 4 Counting the votes

Article 15 The ballot

1. The Faculty Electoral Committee shall ensure that the voters are summoned to cast their vote at least one week before the first day of voting. The Election Notice will include instructions on how to use the Electoral System.
2. The voter will cast his or her vote by electronic means. He or she indicates his or her choice by selecting the candidate on the relevant page in the Electoral System. The voter will cast his or her vote by confirming his/her choice using the Password.

Article 16 Counting the votes

As soon as possible after the last day of voting, the Faculty Electoral Committee will arrange the counting of the votes (per Electoral Register) for each candidate by means of functions in the Electoral System that can only be accessed by the Faculty Electoral Committee. The number of abstentions if any will also be counted.

Article 17 Declaring the ballot void

1. The Faculty Electoral Committee, by agreement with the Central Electoral Committee, will declare the ballot within a Section void if the Faculty Electoral Committee or the Central Electoral Committee judges that irregularities of such a nature have occurred during the vote in that Section that the outcome has been substantially affected.
2. If the Faculty Electoral Committee declares the ballot void, Faculty Electoral Committee, by agreement with the Central Electoral Committee, will call for a new ballot for that Section and lay down new regulations for that ballot.
3. The Faculty Electoral Committee will announce the ballot void in writing to the Faculty Community, the Dean and the Chair of the Council as soon as possible, along with the reasons and the regulations intended in the previous paragraph.

Chapter 5 Establishing and announcing the results

Article 18 Establishing the results

The Faculty Electoral Committee and the Central Electoral Committee shall establish the results of a ballot as follows:

- a. the number of valid votes without abstentions is established;
- b. the established number of votes is divided by the number of available seats; that figure is rounded up or down to two (2) decimals and is called the electoral quotient.
- c. candidates who have acquired the number of votes larger or equal to the electoral quotient are declared elected and shall each be allocated one seat;
- d. if, after applying the provisions stated under c, it emerges that not all seats have been allocated, those seats shall be regarded as residual seats;
- e. the residual seats are divided as follows: of the candidates who did not achieve the electoral quotient, the candidate with the largest number of votes will be elected and be allocated one (1) of the residual seats; if the votes are tied, a draw shall decide which candidates shall be declared elected.
- f. as long as residual seats are available, the results will be continue to be established in accordance with the provisions stated under e; this does not apply to those candidates already declared elected.

Article 19 *Announcing the results*

1. The Faculty Electoral Committee will draw up an official report on how the results were established, make that report available for inspection to everyone as soon as possible and will announce that the report is available for inspection.
2. The Faculty Electoral Committee will send a copy of the report to the candidates who have been declared elected, the candidates who were not declared elected, the Dean and the Chair of the Council.

Chapter 6 The objection

Article 20 *The objection*

1. Every member of the Faculty Community may file a letter of objection to the Dean, stating the reasons for the objection, against the decisions of the Faculty Electoral Committee pertaining to the electoral registers, the candidacies, the declaration of invalidity of the ballot in a Section, the establishment of the results and filling a vacancy in the Council.
2. The letter of objection should be submitted within seven days after the announcement of the contested decision. Such a decision not taken within a reasonable time is the same as a decision as intended in the first paragraph of this Article.
3. The Faculty Electoral Committee shall give the submitter of the letter of objection the opportunity to be heard on the subject of the letter of objection by the Advisory Committee for Appeals and Objection Letters (ACB) as intended in Article 51 of EUR's Management and Administrative Regulations (BBR).
4. The Dean shall decide on the letter of objection and announce his or her decision within seven days on receipt of the advice of the Committee intended in the previous paragraph.

Chapter 7 Filling the vacancies

Article 21 *Filling the vacancies*

1. A candidate declared elected represents the relevant Section. If a member of the Council no longer belongs to the Section or the Faculty Community that he or she represents, then his or her membership of the Council shall lapse.
2. The Faculty Electoral Committee will fill a vacancy in the Council by determining the results of the relevant Section once again. The following candidates will not be regarded as eligible if a vacancy needs to be filled before term:
 - a. A candidate who is not prepared to accept the membership of the Council at that time;
 - b. A candidate who made the transition to another Section;
 - c. A candidate who is no longer a member of the Faculty Community.

3. The candidate who, at the time the results are established once more, would have been chosen first from those candidates not chosen will be declared elected for the vacancy. The results thus determined will be announced in accordance with the provisions of Article 19 of these Regulations.
4. An interim election for the relevant Section may be held if a vacancy cannot be filled by the appointment of a candidate and the remaining term of office is more than nine months.
5. The Faculty Electoral Committee shall lay down a more detailed arrangement for that election and announce it as soon as possible.

Chapter 8 Final provisions

Article 22 Extension of terms

If a term in these Regulations ends on a Saturday, Sunday or a day on which the university buildings are closed, the term will be considered to be extended until the next working day at noon.

Article 23 Cases not provided for in these Regulations

In cases for which these Regulations do not provide, the Faculty Electoral Committee will make an arrangement that conforms with the contents and purport of the WHW, whereby the regulations of the Dutch Elections Act and of these Election Regulations will be followed as closely as possible.

Article 24 Amendments to these Regulations

Amendments to these Regulations require the endorsement of two thirds of the members of the Council.

Article 25 Effective date of these Regulations

1. These Regulations shall take effect on 1 September 2015.
2. Earlier versions of these Regulations are repealed.

Article 26 Final provision

1. These Regulations shall be published on the Council's website.
2. These Regulations shall be translated into English. In the event of conflict, the Dutch text will prevail.