



Rules for elections at the University of Southern Denmark

Section 1.

Elections are called in September and will be held no later than mid-December (however, see subsection 3).

Subsection 2. The term of office is calculated from 1 January of the following year (however, see subsection 3).

Subsection 3. The term of office for board members in Election Groups I and II expires at the end of September. Election of these members shall be called accordingly, according to a schedule set by the Election Committee.

Terms of office

Section 2.

The term of office for members of the Board, the University Council, the academic councils, the department councils, PhD committees and study boards is four years (however, see subsection 2).

Subsection 2. The term of office for the student representatives on the Board, the University Council, the academic councils and the department councils is two years and one year for the student representatives on the PhD committees and study boards.

Election groups

Section 3.

The electorate is divided into the following election groups:

- I: Academic staff and lecturers whose main position is at the university
- II: Technical-administrative staff whose main position is at the university
- III: Students

Subsection 2. Full-time PhD students are included in Election Group I, but not in elections to PhD committees, where they are included in Election Group III.

Eligibility and voting rights

The Board, the University Council, the academic councils and the department councils

Section 4.

Election Groups I, II and III, which constitute separate election areas, have voting rights for the Board, the academic councils and the department councils.

Subsection 2. The number of mandates to be elected to the Board, the University Council, the academic councils and the department councils within the individual election groups are as follows:

	Election Group I	Election Group II	Election Group III
The Board	1	1	2
The University Council	0	3	3
The Academic Council	6*	3	3
The Department Councils	6*	3	3

Note: * the dean or the head of department, respectively, is a born member. 3 out of the 5 other members must be recognised researchers.

Election Groups I, II and III, which constitute separate election areas, are eligible for election to the Board, the academic council and the department councils. Election Groups II and III, which constitute separate election areas, are eligible for election to the University Council.

PhD committees, study boards and department councils.

Section 5.

Election Group I is eligible for election to the PhD committees and the study boards and has voting rights if they teach within the area of the committee/study board in question.

Subsection 2. Election Group III has eligibility and voting rights, if they are enrolled in teaching, within the central part of the education within the area of the committee/study board or department in question. Students who are enrolled in significant parts of the education (elective subject) within the area of a different committee/study board can be transferred upon application to the election lists for the study board in question. Applications for this must be submitted to the Election Committee not later than at the time of submission of objections to the election lists.

General provisions

Section 6.

The Rector, Pro-rector, University Director, deans and heads of department are not eligible for election to the Board or to the collegiate bodies.

Section 7.

Employees belonging to Election Groups I and II are included in the election lists if the following conditions are met:

1. The person in question is employed when the election is called and held; and
2. the term of employment is at least 2 years, of which no less than 6 months extends into the term of office, and
3. the employment is for at least 15 hours per week.

Subsection 2. Students are included in the election lists if they are enrolled at the university at the time the election is called and held in order to complete an overall education programme.

Section 8.

No one in Election Group I, II and III may be eligible for election and have voting rights for more than one academic council. Persons who meet the requirements for being eligible for several academic councils may, within a time limit set by the Election Committee, communicate to the Election Committee, within which election area they wish to exercise their eligibility. If no such statement is made, the Election Committee will place the person in question in an election area.

Subsection 2. Employees in Election Group I may be eligible for to up to three subject study boards and one PhD committee if they teach within the area of the study board in question. Persons who meet the requirements for being eligible for several study boards may, within a time limit announced by the Election Committee, communicate within which election areas they wish to exercise their eligibility. If no such statement is made, the Election Committee will make the decision.

Subsection 3. The rules in subsections 1 and 2 do not prevent the same person from standing for election to several study boards or department councils. If a person is elected to several parallel collegiate bodies, this person must immediately communicate to the Election Committee which one he/she wants to join. When elected to a study board, employees in Election Group I can be members of one subject study board and one PhD Committee.

Section 9.

Employees who have been granted full or partial leave with pay when the election is held remain on the election list if the conditions in section 7, subsection 1, are still met.

Subsection 2. Students on leave of absence are not eligible.

Section 10.

An election area is an area within which the eligible voters in each election group elect their representatives to a collegial body.

Subsection 2. A majority of the representatives of the individual election groups in the collegiate bodies can, for their own areas, determine that the election area should be divided into smaller election areas (areas of representation). The division is communicated to the Election Committee for publication. Deadlines for communication of the division and any objections to this are determined by the Election Committee. An overruling of the division can be demanded by a number of eligible voters of $S/(M+1)$, where S is the number of eligible voters, and M is the number of mandates. However, 25 eligible voters can always demand that the division be overruled.

Subsection 3. If a decision has been made to divide election areas into areas of representation, the areas of representation are used from election to election, unless, within a time limit set by the Election Committee, the Election Committee is informed that the division should be abolished or changed, cf. subsection 2. However, in exceptional circumstances, the Election Committee may abolish a division into areas of representation.

Subsection 4. In connection with the appointment of new collegiate bodies, the dean may determine areas of representation for the election groups. A division may be abolished or changed in accordance with subsection 2.

Section 11.

Elections for the Board and the collegiate bodies take place by proportional representation.

Subsection 2. Candidate lists must be submitted to the Election Committee and signed by the candidates, who thereby commit themselves to accepting election. The nominations must also be signed with binding effect by a number of nominators, the number of which is determined by the Rector, among the eligible voters within the election group and the election area. No one can act as a nominator on more than one candidate list for election to the same body. A candidate may be a nominator for the list on which he or she is nominated.

Subsection 3. A list may contain fewer names than the number of candidates to be selected. The maximum number of names on a list is twice the number of members to be elected. However, up to 10 candidates may always be nominated.

Subsection 4. No candidate can be nominated on more than one list for the same body.

Subsection 5. If it is not directly apparent from the list that the candidates are equally ranked, they are considered nominated in the order in which they are listed.

Subsection 6. List pacts between lists and electoral pacts between lists and list pacts may be formed. Forming list and electoral pacts presupposes that all candidates on the lists have let the Election Committee know that they have agreed to this.

Determining the result of the election

Section 12.

Election by a majority vote

Elections by a majority vote without the possibility of forming list and/or electoral pacts are determined in such a way that the candidate who has obtained the highest number of votes, is declared elected.

Subsection 2. If two or more candidates obtain the same number of votes, the Election Committee will carry out a draw between these candidates at a committee meeting.

Section 13.

Election by proportional representation

Elections by proportional representation are determined in such a way that the first step is to determine the number of mandates won by each candidate list. If the election involves electoral pacts or list pacts that are not part of electoral pacts, the votes for the candidate lists that have formed electoral pacts or list pacts are totalled. The number of votes cast for each candidate list, electoral pact or list pact is divided by 1, 2, 3, 4, 5 etc. until each number of votes has been divided so many times that it corresponds to the maximum number of mandates that can be allocated to the candidate list, electoral pact or list pact in question. The largest electoral quota achieved in this way gives the list, electoral pact or list pact in question the right to the first mandate; the second-largest quota gives the list or electoral pact (list pact) in question the right to the second mandate, and so forth, until the total number of available mandates has been distributed between the different candidate lists and electoral pacts (list pacts). If two or more candidates have obtained the same quota and they cannot all be elected, the remaining candidate(s) will be distributed by a draw, the calculation being made with one decimal. The draw is carried out by the Election Committee at a committee meeting. The distribution of mandates who have been allocated to the candidate list and list pact of an electoral pact, or who have been allocated to candidate lists of a list pact, are done according to the same rules.

Subsection 2. When determining which candidates on a list have been elected, a distinction is made between list votes and personal votes. If the voter has ticked off the name of a candidate or has ticked off both the name of a candidate and the list to which this candidate belongs, the vote is considered personal.

Section 14.

If it is not apparent from the list that the candidates are equally ranked, the determination as to who has been elected is done the following way (list):

The number of personal votes within each list is added to the number of list votes, and the total is divided by the number of mandates allocated to the list plus one. If the resulting number is not a whole number, it is increased to the nearest whole number, and this is referred to as the distribution number for the list in question.

A sufficient number of list votes to achieve the distribution number is then added to the number of personal votes obtained by the first candidate listed. The remaining list votes are then added to the number of personal votes obtained by the second candidate on the list until the distribution number is reached. This continues for all the remaining candidates in the order in which they appear on the list. Once all list votes have been assigned to the list candidates in this manner, the candidates who have reached the distribution number or have received a sufficient number of personal votes to achieve a number that is equal to or larger than the distribution number are declared elected in the order in which they appear on the list.

If not all members to be elected can be appointed in this way, the remaining number of candidates required are declared elected based on the number of votes obtained (personal votes plus any transferred list votes together). If two candidates have obtained the same number of votes, and only one can be elected, the candidate with the highest ranking on the list is declared elected.

The candidates on a candidate list who have not been elected are considered substitutes for the candidates elected on the same list in the order described above. If all the candidates on the list have been elected, substitutes are appointed from any list pacts, but not electoral pacts, in accordance with rules similar to the ones mentioned above, or if the list in question has equal ranking, in accordance with the rules of section 15.

Section 15.

For a candidate list with equal ranking, the determination as to who has been elected is based on obtained personal votes only.

Subsection 2. If two or more candidates have obtained the same number of votes and they cannot both or all be elected, the order in which the candidates are elected is determined by a draw carried out by the Election Committee at a committee meeting.

Subsection 3. After determining the priority of the candidates, the number of candidates to which the list is entitled in accordance with section 13 are considered elected. Non-elected candidates are appointed as substitutes according to the same procedure. If all candidates from the list have been elected, substitutes are appointed in accordance with the rule in section 14.

Section 16.

If there is a need to elect more candidates from a candidate list than the number actually listed, the excess mandate(s) will be transferred to the candidate list with which the empty list has formed a list pact, if any. If the empty list is part of a list pact with several candidate lists, excess mandates are allocated to the other lists in accordance with the rules in section 13, cf. section 14. If the empty candidate list has not formed a list pact with other lists, excess mandates will be transferred to any candidate list(s) or list pact(s) with which the candidate list in question has formed an electoral pact in accordance with similar rules.

Subsection 2. If a list pact has been given more mandates than the number of candidates on the candidate lists that form part of the list pact, the excess mandate(s) will be transferred to any list pacts with which the empty list pact has formed an electoral pact in accordance with similar rules. If all candidates on a candidate list, a list pact or an electoral pact have been elected in accordance with the above rules, the mandates will be transferred to the remaining candidate list, list pact or electoral pact that is next in line in accordance with the rules in section 13, cf. section 14.

Section 16a.

If at least three members who are recognised researchers have not been elected to the academic council and the department council, respectively, in Election Group I, the member(s) elected last will be deferred below this level and replaced by the person(s) who would be elected within the group of recognised researchers.

Subsection 2. Professors, associate professors and senior researchers are registered as recognised researchers, while PhD students, assistant professors, postdocs and research assistants are not assigned to this election group.

Subsection 3. If there is not a sufficient number of persons on the list, the Election Committee carries out a draw until a sufficient number of persons have been elected, including a sufficient number of recognised researchers.

Ballot papers and nomination of candidates

Section 17.

The Election Committee prepares forms for notification of candidate lists with the following information:

1. The forms must clearly state whether the election is by a majority vote or by proportional representation,
2. Which body the nomination is for,
- 3) Information about the election group and any area of representation to which the nominated candidate(s) belong(s),
4. When nominating candidate lists, information about the order of the candidates or whether the list has equal ranking,

- 5) The name(s) of the nominated candidate(s) and the signature(s) of the person(s) concerned confirming that they are willing to accept election, and
- 6) The names of the prescribed number of nominators and their signatures.

Subsection 2. The Election Committee prepares ballot papers. The ballot paper must contain the following information:

1. Which body it concerns,
2. The area of representation to which the eligible voter belongs,
3. How many representatives are to be elected in that area,
4. The various candidate lists and the names of the candidates on the various lists, as well as whether the candidates are equally ranked or the order is the order in which they appear on the list.

By-elections

Section 18.

By-elections are held in accordance with these rules.

Election Committee etc.

Section 19.

The Rector appoints an Election Committee. The Election Committee is responsible for planning and holding the election and ensuring that the rules are observed.

Subsection 2. The Election Committee consists of 5 representatives of the academic staff and lecturers, 1 representative of the technical-administrative staff and 2 student representatives.

The members of the Election Committee are appointed for a three-year term with the possibility of reappointment. The student representatives are appointed for a one-year term with the possibility of reappointment. The Rector appoints the chairman of the committee.

Subsection 3. Within the framework of the statute, the Rector may determine more detailed rules on the election and on the determination of the necessary deadlines.

Subsection 4. The Election Committee posts information about deadlines and procedures in notices and/or in the university's official journal and/or by any other appropriate means.

Section 20.

The Election Committee prepares election lists of individuals eligible for election, which must be published for review, so that objections can be made. Deadlines are set for the publication of the lists and for the period allowed for objections. After expiry of the period allowed for objections, no one can demand changes to the lists, but as long as practically possible, the Election Committee should correct actual errors coming to their attention.

Subsection 2. Notification of candidate lists must be received by the Election Committee in paper format before the expiry of a set deadline. Before the expiry of a set deadline, the Election Committee must announce the notifications, including the names of the nominators. A deadline is also set for the notification of list and electoral pacts. Objections to the notifications must be submitted in writing to the Election Committee within a set deadline.

Section 21.

All publications are made electronically on the university's website.

Subsection 2. Elections are held electronically, unless the Election Committee in exceptional circumstances decides otherwise.

Subsection 3. Voting is secret. The votes cast are processed anonymously.

Subsection 4. The Election Committee must organise the election in such a way that it is possible to cast a vote in writing, either as a postal vote or by personal attendance at the polling station.

Section 22.

The Election Committee prepares an emergency procedure which, in the event of a failure of the electronic system, will allow for an extension of the election or an alternative election as a ballot table election. In the case of ballot table elections, the Election Committee decides whether ballot papers are valid in accordance with subsection 2.

Subsection 2. The Election Committee decides whether ballot papers are valid. A ballot paper is invalid

1. when, in connection with postal ballots, the return envelope containing the ballot paper is not the one sent by the Election Committee, or it contains anything other than ballot papers or has been given a distinctive feature,
2. when it is not clearly indicated which individual or candidate list the voter wanted to vote for,
3. when the nature of the ballot paper gives reason to believe that it has not been distributed by the Election Committee, and
4. when something is written, drawn or placed on the ballot paper by means of which it is found to be intentionally indicated who the voter is, or if the voter is found to have intentionally in any way whatsoever other than what follows from the ballot given the ballot paper any distinctive feature.

Subsection 3. If, in the case of proportional representation, there may be doubt as to which candidate a voter has wished to vote for within a candidate list, the vote shall be deemed to have been cast on the list if there is no doubt that the person in question has wanted to cast his or her vote within this list.

Section 23.

If the number of candidates listed in an election area is lower than the number of candidates to be elected, the ballot will be cancelled. If all the listed candidates appear on the same list, and the ranking is not equal, the ballot will also be cancelled. The nominated candidates are considered elected in the order they are listed. Non-elected candidates are substitutes in the order listed.

Subsection 2. If it is noted upon determination of the outcome of the election that an insufficient number of academic staff and lecturers or technical/administrative staff has been elected in a particular election area, the Election Committee organises a draw between the non-elected eligible members of the group in the election area immediately after the election and before the results are announced to determine who should join the collegiate body in question. The Election Committee may also organise a draw to determine who should be substitutes, as the Election Committee determines the number of substitutes.

Subsection 3. In exceptional circumstances, the Rector may decide that in an election area where an insufficient number of academic staff and lecturers or technical/administrative staff have been elected, no draw will be carried out. In this situation, the Rector may appoint the missing number of members on the recommendation of the Election Committee.

Section 24.

After the election, the Election Committee announces the result.

Section 25.

A person with the right to vote who wishes to complain about the election or about circumstances that may have influenced the election must submit a written and substantiated complaint to the Election Secretariat no later than 5 working days after the publication of the election results.

Subsection 2. The Election Secretariat submits the complaint to the Election Committee, who resolves the complaint. The decision of the Election Committee may be appealed to the Rector.

Subsection 3. The Election Committee may choose to deal with enquiries about the validity of the election submitted by one or more persons who do not have voting rights.

Subsection 4. If an election is declared invalid, a re-election must be held. In the case of a re-election, only persons listed on the election list and eligible to vote on the last day of voting can vote.

Subsection 5. In the case of re-election, these election rules apply correspondingly.

Section 25a.

When a member of a collegiate body loses their eligibility or resigns during the term of office or is declared disqualified, or when a member is unable to participate in the work in a collegiate body due to absence because of a study trip, illness or the like, by-elections may be held, unless the Rector appoints the representative in question in accordance with SDU's statutes, section 26, subsection 3.

Section 26.

Rules on exercising the right to vote and on holding elections are determined by the Board in accordance with section 43 of Statutes for the University of Southern Denmark of 20 June 2012.

Adopted by the Board on 31 August 2004.

Revised: 28 September 2008, 7 September 2009, 13 September 2010, 29 June 2012 and 29 January 2015.