



LUNDS
UNIVERSITET

Vice-Chancellor

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**Lund University's Regulations for Elections to the Electoral
College and Elections at Faculty and Department Level**

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Introductory information

This document is to be read primarily together with Lund University's Rules of Procedure but also Lund University's Appointment Rules and the Rules for Management Positions at Lund University.

The regulations below apply to elections carried out at faculty and department level and elections to the Electoral College. The regulations may also be used for other elections within the University.

If any of these regulations are in conflict with current statutes, the statutes take precedence. These regulations do not normally include aspects regulated by Lund University's Rules of Procedure, hereafter referred to as the Rules of Procedure.

The regulations are not applied in the appointment of student representatives. These are appointed according to the procedure stipulated in Section 7 of the Ordinance on Student Unions (2009:769).

Teaching staff refers to persons who have one of the types of employment stated in Lund University's Appointment Rules. Teaching staff with research or artistic expertise refers to professors or persons who hold positions as teaching staff members that require a doctoral degree or corresponding expertise (see Appendix 2).

Regulations

With the support of Chapter 2, Section 5 of the Higher Education Act (1992:1434), Lund University stipulates the following.

Chapter 1. General regulations

Section 1. In elections to the Electoral College, each faculty makes up a constituency. Organisational units outside the faculty organisation (central administration, USV, LUKOM, MAX IV, University Library and part of Campus Helsingborg) make up an additional constituency referred to as Other units. (See Chapter 2, Section 5).

Section 2. The head of the faculty office is responsible for implementing elections held at faculty level and the head of department is responsible for implementing elections at department level. The university director is responsible for the election of members to the Electoral College in the Other units constituency.

Section 3. Elections may be carried out in the following ways:

- electronic voting (see Chapter 4)
- voting by post (see Chapter 5)
- voting at polling stations (see Chapter 6)
- election meetings (see Chapter 7)

The person responsible for elections at each level determines the election method to be used.

Constituency

Different election methods

Section 4. The chair at meetings to publicly announce election results and at election meetings at each level is normally the person responsible for the election, i.e. the head of faculty office at faculty level, the head of department at department level, and the university director for the Other units constituency. The person responsible for the election may also appoint someone else as chair.

Section 5. The term of office for members of the Electoral College, faculty boards and department boards is regulated in sections 2.9, 3.2 and 4.2 of the Rules of Procedure.

Section 6. Elections to the faculty boards and the appointment of any external members are to have been carried out in good time prior to the start of the term of office. Elections should be concluded at the latest six weeks before the term of office starts.

Chapter 2. Entitlement to vote and nominate, and eligibility for election

Entitlement to vote
and nominate

Section 1. The Rules of Procedure (2.9, 3.4 and 3.7) state the criteria for being eligible to nominate candidates and vote in elections regarding proposals for dean and deputy dean, other members of faculty boards and to the Electoral College.

Those eligible to vote and nominate in elections to department boards are employees at Lund University, whose employment at the department concerned is at least 50 per cent of full-time working hours and who are employed for an indefinite term or have at least two years of continuous employment at the department.

See compilation in Appendix 1.

Register of voters

Section 2. Those responsible for elections at each level are responsible for drawing up and adopting a register of voters. The register of voters is to state the individuals who are entitled to vote and nominate in the election (see Section 1 above). The register of voters is to be adopted and communicated to those concerned at the earliest eight weeks and at the latest two weeks before the last day of voting.

Section 3. The register of voters is to reflect the employment situation on the first day of the same month that the register of voters is adopted.

Section 4. Those who are entitled to vote also have the right to nominate one or more candidates for the various posts. Nominating oneself is permitted. Nominations are to be submitted to the nominating committee.

Section 5. Entitlement to vote may only be exercised in one (1) constituency at an election, in accordance with the definition of constituency in Chapter 1, Section 1 above. Those who under Chapter 2, Section 1 would be entitled to vote in more than one (1) constituency are to notify the person responsible for the election, before the register of voters is adopted, about the constituency in which they wish to vote.

Eligibility for
election

Section 6. The criteria for eligibility for election in the election of representatives of teaching staff with research or artistic expertise and of non-academic staff to a faculty board are stated in the Rules of Procedure, 3.7. These criteria also apply to the election of members to the Electoral College.

Those eligible for election as representatives of teaching staff with research or artistic expertise on department boards are employees at the department who are teaching staff members with research or artistic expertise. Those eligible for election as representatives of non-academic staff on department boards are employees at the department who are not teaching staff members with research or artistic expertise.

See compilation in Appendix 2.

Section 7. The list of those eligible for election is to relate to the employment relationship on the first day of the month in which the election starts.

Section 8. Those who fulfil the requirements listed in this chapter are entitled to vote and nominate and are eligible for election, even if they are on a leave of absence at any of the times indicated.

Chapter 3. Nominating committee and nomination of candidates

Section 1. A nominating committee is to be elected within each faculty and department (there is an exception if the faculty has decided that the department is to be led by a head of department) and for Other units. In its nomination work, the nominating committee is to strive for considerable openness for different interests and shades of opinion.

Section 2. The Rules of Procedure (3.8) state the criteria for who is entitled to vote and nominate in the election of members to the nominating committee at the faculty.

Those entitled to vote and nominate in the election of members to the nominating committee in the Other units constituency are employees at Lund University, whose employment at the department concerned is at least 50 per cent of full-time working hours and who are employed for an indefinite term or have at least two years of continuous employment within the constituency.

Those entitled to vote and nominate in the election of members to the nominating committee at the department are the same as those for the election of members to the department board, see Chapter 2, Section 1.

See compilation in Appendix 1.

Section 3. The persons responsible for the elections at each level are responsible for the drawing up of proposals for the nominating committee. The persons responsible for the elections at each level are to ensure that those eligible to vote and nominate are invited to nominate candidates for members of the nominating committee.

Section 4. For elections at faculty level, the composition of the nominating committee is regulated in the Rules of Procedure (3.8). For elections at department level, the possible composition of the nominating committee is regulated by the faculty board or, if departments are common to two faculties, in an agreement between the two faculties.

For the Other units constituency, the nominating committee is to have five members, of whom one shall be a representative of teaching staff with research or artistic expertise and four shall be representatives of non-academic staff. It is permitted to appoint three substitutes to the nominating committee. The substitutes do not participate in the work of the nominating committee more than stepping in to replace regular members. The person responsible for the election decides, taking into consideration gender and category, which substitute is to replace a member.

Section 5. Those electable to a nominating committee are eligible to vote and nominate according to the criteria stated in the Rules of Procedures (3.4, 3.7 and 3.8) and these regulations (Chapter 2, Section 1). Those who are to be nominating committee members are also expected to continue to be employed when the term of office for the nominating committee starts based on what is known at the time of the election.

See compilation in Appendix 2.

Section 6. A nominating committee is to appoint a chair from among its members.

Section 7. The term of office of the nominating committee is decided by the faculty board for elections at faculty level, by the head of department for elections at department level and by the Vice-Chancellor for elections to the Electoral College for the Other units constituency.

Section 8. Regarding elections to the Electoral College for the Other units constituency, if a member of the nominating committee is nominated for a position dealt with by the nominating committee, and states that they are available for the post, the individual is not to take part in the nominating committee's work on the election in question. If the number of members in the nominating committee falls below four for the work on the election in question, or if the committee no longer has a representative of teaching staff with research or artistic expertise, the person is to resign from the nominating committee and the person responsible for the election is to ensure that a by-election is held in those cases where a substitute cannot step in. Regarding elections at faculty level, this is regulated in the Rules of Procedure (3.8).

Chapter 4. Electronic voting

In elections conducted using electronic voting, the system used may determine what can be done automatically and what can be done manually.

Section 1. An electronic election is conducted through voting in an electronic system. All those eligible to vote according to the register of voters (see Chapter 2, Section 2 above) are to be sent the following at the latest two weeks before the last possible day to vote:

- information on the elections to be held
- the nominating committee's proposal for persons for each assignment
- information on where the approved register of voters is available
- information on the last day and time to vote
- information on the time and place for the meeting to publicly announce the election result
- the URL of the electronic voting form.

Section 2. Those entitled to vote in an electronic election may exercise their right to vote on one occasion and only by logging into a system/tool and voting by completing an electronic form. Only those who are entitled to vote are to be able to log in and vote in the system. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Section 3. To ensure voter secrecy, the system must be designed in such a way that the link between the voter and the vote is broken as soon as the voting is complete.

Section 4. It is to be possible to vote for either the nominating committee's proposal or one's own candidates.

Section 5. The electronic voting form is to state that the correct number of names must be ticked or entered in order for the vote to be approved. It is to be stated in the form that if more names are entered than the number of persons to be elected or proposed, the vote will be deemed invalid. If there is judged to be a risk of confusion between candidates' names, sufficient space is to be left to indicate department, title or other distinguishing information in addition to the name.

The electronic voting form may contain the nominating committee's proposal, as long as the voter is given the opportunity to replace the proposal with their own candidates. Information on this is to be included in the form, when relevant.

Result of electronic elections

Section 6. The result of an electronic election is presented at a public meeting announced in advance. The chair of the meeting is appointed in accordance with Chapter 1, Section 4 above. In addition, two persons entitled to vote are chosen to be present when the election result is announced and to approve the minutes of the meeting together with the chair.

If there are not enough persons entitled to vote present, the chair may appoint other staff to serve as counters and to approve the minutes.

Examination of received electronic votes

Section 7. At the public meeting, the votes received are examined. Invalid votes are laid aside with a note explaining why a particular vote is invalid. A note is made in the minutes of the number of invalid and valid votes.

Section 8. A vote is invalid if it contains a different number of names than the number indicated in the election instructions, if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty.

Minutes from counts of electronic votes

Section 9. Minutes are to be taken at the meeting to publicly announce the result of the electronic election. The minutes are to include

- the date, time and place of the count
- a list of those present
- the number of votes cast
- the number of invalid votes

- the number of votes for each election received for each candidate, as well as the candidates who were elected or proposed after the votes had been counted.

Registration and archiving

Section 10. Registration and archiving are to be conducted within each constituency. Once the register of voters is adopted it is to be registered. After the presentation of the election result, the election result and minutes are to be registered. All registered documents are then to be archived.

Chapter 5. Voting by post

Section 1. Elections can be carried out by post. The following is to be sent to all eligible voters according to the adopted register of voters (see Chapter 2, Section 2 above) no later than two weeks before the last possible day to vote:

- information on the elections to be held
- the nominating committee's proposal for persons for each assignment
- information on where the adopted register of voters is available
- information on where the postal votes are to be sent
- information on the deadline for the postal vote
- information on the time and place of public vote counting
- ballot papers, ballot envelopes and outer envelopes.

Section 2. It is to be possible to vote for either the nominating committee's proposal or one's own candidates.

Section 3. In order for the provisions of Section 10 of the Administrative Procedure Act (1986:223) to be applied with sufficient security, the deadline for a postal vote to be submitted is to be a weekday that is not followed by a Saturday or a public holiday. The counting of postal votes is to take place at a public count, which may be held at the earliest two working days after the deadline.

Election equipment – ballot boxes, ballot papers and envelopes for voting by post

Section 4. Election equipment (ballot papers, ballot envelopes and outer envelopes) are to be supplied by the person responsible for the election.

Section 5. All ballot papers for an election are to be of the same material and design. If several elections are held on the same occasion, the ballot papers for the different elections may be of different colours.

Ballot papers are to be pre-printed with details of the election for which the ballot is intended and how many people are to be elected. The ballot papers are to have the correct number of lines for entering names, and an instruction to enter one name per line. If there is a risk of confusion between candidates' names, sufficient space is to be left to indicate department, title or other distinguishing information in addition to the name.

The ballot papers may be pre-printed with the nominating committee's proposal, as long as the voter is given the option to cross out pre-printed names and instead fill in another name alongside. Information about this is also to be pre-printed on the

ballot paper when relevant. The filled-in ballot paper is to be placed in a designated ballot envelope, which is then to be sealed by the voter.

Section 6. All ballot envelopes for a single election are to be of the same material and design. The ballot envelope may not be marked in any way. All ballot envelopes are to be placed in a designated outer envelope.

Section 7. The outer envelope is to be pre-printed with the recipient's address. The outer envelope is to contain space for the voter to certify that they have placed the ballot envelope in the outer envelope and then sealed the outer envelope, and to clearly write their name and other details required to identify the voter, e.g. personal identity number, job title or department/equivalent.

The outer envelope can be sent free of charge via the University's internal mail. Postage for envelopes sent by ordinary post is paid by the voter.

Section 8. When elections are held with ballot papers, ballot boxes are to be used.

Voting procedure for postal votes

Section 9. In voting by post, the voter is to fill in their ballot paper, place it in the designated ballot envelope, and seal the envelope. The voter is then to place all ballot envelopes in the designated outer envelope, seal it and certify on the envelope that they have placed the ballot envelopes in the outer envelope and sealed the outer envelope. The voter is also to write their name and other details required to identify the voter with certainty, e.g. date of birth, job title or department.

Section 10. In postal votes, a voter can only exercise their entitlement to vote by personally completing the ballot paper and sending it to the address pre-printed on the outer envelope. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Counting of postal votes

Section 11. The result of a postal vote is announced at a public count. The person who is chair of the count is stated in Chapter 1, Section 8 above. In addition, two persons entitled to vote are chosen to count the votes and to approve the minutes of the count together with the chair.

If there are not enough persons entitled to vote present, the chair may appoint other staff to serve as counters and to approve the minutes.

Examination of outer envelopes, ballot envelopes and ballot papers in voting by post

Section 12. At the public count of postal votes, the outer envelopes received are examined.

An outer envelope is to be disallowed in the following cases:

- if it has arrived too late
- if it is not sealed
- if the sender cannot be identified with certainty

- if the sender is not listed in the register of voters
- if two or more outer envelopes have the same sender
- if the voter has not signed in the appropriate place to certify that they have placed the ballot envelopes in the outer envelope.

Disallowed outer envelopes are to be separated from the allowed envelopes and the contents of any disallowed outer envelopes may not be removed from the envelopes.

Section 13. Allowed outer envelopes are opened one by one and their contents examined.

The content is to be disallowed if it includes anything other than pre-printed ballot envelopes for the elections concerned. An open ballot paper that is not in a pre-printed ballot envelope is to be disallowed. If the outer envelope contains ballot envelopes that have been marked in some way, all marked envelopes are to be disallowed, whereas unmarked ballot envelopes are to be allowed. If the outer envelope contains two or more ballot envelopes for the same election, all the ballot envelopes are to be disallowed.

Disallowed material is put back in the outer envelope, which is then placed with the other disallowed outer envelopes (see Section 12). Allowed ballot envelopes are placed in the ballot box and the register of voters is marked to show that the individual has cast their vote.

Section 14. Once all the allowed ballot envelopes have been placed in the ballot box, the chair declares this part of the count over.

Section 15. The count then continues for one election at a time.

Section 16. The number of votes cast is counted according to the register of voters. The ballot box is then emptied, and the ballot envelopes are counted. If the number of votes cast indicated on the register deviates from the number of envelopes in the ballot box, they are to be recounted. If the discrepancy remains, the probable reason for this is noted in the minutes.

A ballot paper that is not enclosed in a pre-printed and sealed ballot envelope is to be disallowed. Ballot envelopes that have been marked or otherwise distinguished are to be disallowed.

Disallowed material is laid aside. A note is made in the minutes of the number of disallowed ballot envelopes and other disallowed material.

Section 17. The allowed ballot envelopes are opened one by one, and their contents examined.

The ballot envelopes are to contain one ballot paper of the kind supplied for the election indicated on the ballot envelope, in any other case the content is to be disallowed. However, if the envelope contains multiple ballot papers for the election in question, all of which list the name of the same candidate, one of the ballot papers is to be allowed.

Disallowed material is put back in its ballot envelope, which is then laid aside. A note is made in the minutes of the number of ballot envelopes containing wholly or partly disallowed material.

Section 18. The ballot papers are then examined.

A ballot paper is invalid in the following cases

- if it is not of the kind sent out prior to the postal election
- if it refers to the wrong election
- if it contains a different number of names than the number indicated on the ballot paper
- if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty
- if it is marked or otherwise distinguished in a way that could betray the identity of the voter.

Invalid ballot papers are laid aside. A note is made in the minutes of the number of invalid ballot papers.

Minutes from counts of postal votes

Section 19. Minutes of public counts of postal votes are to include the date, time and place of the count, a list of those present, the number of outer envelopes received and the result of the examination of these, the number of voters for each election marked on the register of voters, the number of ballot papers, the number of invalid ballot papers, the candidates who received votes in the election and the candidates who were elected or proposed after the votes had been counted.

Storage of election material from voting by post

Section 20. During postal voting, ballots received are to be stored so as to ensure that up to the start of the count it is possible to check that the identity of the senders indicated on the outer envelope can be verified, that any received outer envelopes have not gone astray, that unauthorised outer envelopes have not been added and that the content of each envelope has not been changed.

Section 21. If a public count of postal votes has to be interrupted, the outer envelopes, ballot envelopes and ballot papers are to be taken to safety and stored as stated in Section 20. If the placing of ballot envelopes into the ballot box has begun, the ballot box is also to be sealed and remain sealed until the count can be resumed.

Section 22. After a public count of postal votes, the checked-off register of voters and all ballot papers, as well as all received outer envelopes, are to be stored at the relevant faculty office/equivalent, at least until the end of the term of office. In addition, all disallowed election material is to be stored separately from the allowed material.

Chapter 6. Voting at polling stations

Section 1. An election that involves voting at a polling station is to be carried out at clearly indicated premises during a specific period. The notice of election is to

be sent to all those entitled to vote, according to the register of voters, at the latest two weeks before the first possible day to vote.

The notice is to include information on:

- the period in which the election at a polling station will be conducted
- which polling station will be used
- the elections to be held
- where the register of voters is available
- the nominating committee's proposed candidates for each assignment.

Section 2. Those entitled to vote can only vote at the polling station in person. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Section 3. It is to be possible to vote for either the nominating committee's proposal or one's own candidates.

Election equipment – ballot boxes, ballot papers and envelopes for voting at polling stations

Section 4. When elections are held with ballot papers, a separate ballot box is to be used for each election.

Section 5. Election material (ballot papers and ballot envelopes) are to be supplied by the person responsible for the election.

Section 6. All ballot papers for an election are to be of the same material and design. If several elections are held on the same occasion, the ballot papers for the different elections may be of different colours.

Ballot papers are to be printed with details of the election for which the ballot is intended and how many people are to be elected, the correct number of lines for entering names, and an instruction to enter one name per line. If there is a risk of confusion between candidates' names, sufficient space is to be left to indicate department, title or other distinguishing information in addition to the name.

Ballot papers may be printed with the nominating committee's proposal, as long as the voter is given the option to cross out printed names and instead fill in another name alongside. Information about this is also to be pre-printed on the ballot paper, when relevant.

Section 7. All ballot envelopes for a single election are to be of the same material and design. Ballot envelopes may not be marked or otherwise distinguished.

Voting procedure at polling stations

Section 8. When voting at polling stations, the voter is to fill in the ballot paper, place it in the designated ballot envelope and seal the envelope. The voter's entitlement to vote is checked against the register of voters and the register is to be marked to show that the individual has cast their vote. The ballot envelope is then placed in the ballot box.

Once the specified voting period has ended, the voting is over.

Counting of votes at polling stations

Section 9. The result of a vote at a polling station is determined at a public count of votes. The chair of the count is appointed in accordance with Chapter 1, Section 8 above. In addition, two persons entitled to vote are chosen to count the votes and to approve the minutes of the count together with the chair.

If there are not enough persons entitled to vote present, the chair may appoint other staff to serve as counters and to approve the minutes.

Examination of ballot envelopes and ballot papers at polling stations

Section 10. The number of votes cast is counted according to the register of voters. The ballot box is then emptied, and the ballot envelopes are counted. If there is any discrepancy between the number of votes indicated on the register of voters and the number of envelopes in the ballot box, they are to be recounted. If the discrepancy remains, the probable reason for this is noted in the minutes.

A ballot paper that is not enclosed in a pre-printed and sealed ballot envelope is to be disallowed. A ballot envelope that has been marked or otherwise distinguished is to be disallowed.

Disallowed material is laid aside. A note is made in the minutes of the number of disallowed ballot envelopes and other disallowed material.

Section 11. The allowed ballot envelopes are opened one by one, and their contents examined.

The content is to be disallowed if it consists of anything other than one ballot paper of the kind supplied for the election indicated on the ballot envelope. However, if the envelope contains multiple ballot papers for the same election, all of which list the name of the same candidate, one of the ballot papers is to be allowed.

Disallowed material is replaced in its ballot envelope, which is then laid aside. A note is made in the minutes of the number of ballot envelopes containing wholly or partly disallowed material.

Section 12. The ballot papers are examined.

A ballot paper is invalid in the following cases:

- if it is not of the kind supplied for the election
- if it refers to the wrong election or contains a different number of names than the number indicated on the ballot paper
- if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty
- if it is marked or otherwise distinguished in a way that could disclose the voter's identity.

Invalid ballot papers are laid aside. A note is made in the minutes of the number of invalid ballot papers.

Minutes from voting at polling stations

Section 13. Minutes from the count are to include:

- the date, time and place of the election and count
- a list of those present
- the number of voters for each election according to the register of voters
- the number of ballot papers
- the number of invalid ballot papers
- the persons who received votes in the election and the persons who were elected or proposed after the votes had been counted.

Storage of election material from voting at polling stations

Section 14. If voting at a polling station has to be interrupted, the ballot envelopes and ballot papers are to be taken to safety and stored as above. If the placing of ballot envelopes into the ballot box has begun, the ballot box is also to be sealed and remain sealed until the voting can be resumed.

Section 15. After the voting at the polling station has been completed, used registers of voters and all ballot papers are to be stored at the relevant faculty office/equivalent, at least until the end of the term of office. In addition, all disallowed election material is to be stored separately from the allowed material.

Chapter 7. Election meetings

Section 1. An election may be held at a meeting with those entitled to vote. A notice of such an election is to be sent to all those entitled to vote, according to the adopted register of voters, at least two weeks before the election. Information that the notice is being sent out is to be disseminated at the same time.

The notice is to include information on:

- the date, time and place of the meeting
- the elections to be held
- where the adopted register of voters is available
- the nomination committee's proposed candidates for each assignment

Section 2. The chair of the election meeting is appointed in accordance with Chapter 1, Section 8 above. In addition to the chair, two persons entitled to vote are chosen to count the votes and to approve the minutes of the election meeting together with the chair.

Section 3. Those entitled to vote can only vote at the election meeting in person. A voter is not permitted to appoint a proxy to vote in their place or otherwise allow another person to exercise their own entitlement to vote.

Section 4. Voting is carried out for one election at a time.

Section 5. It is to be possible to vote for either the nominating committee's proposal or one's own candidates.

Section 6. The election may be conducted by acclamation if the total number of nominees is equal to the number of posts in the election. If any of those present request a closed ballot, the voting is to be conducted in this way.

Election equipment – ballot boxes, ballot papers and envelopes for election meetings

Section 7. When elections are held with ballot papers, a separate ballot box is to be used for each election.

Section 8. Election material (ballot papers and ballot envelopes) are to be supplied by the person responsible for the election.

Section 9. All ballot papers for an election are to be of the same material and design. If several elections are held on the same occasion, the ballot papers for the different elections may be of different colours. Ballot papers are to be pre-printed with details of the election for which the ballot paper is intended and how many people are to be elected, the correct number of lines for entering names, and an instruction to enter one name per line. If there is judged to be a risk of confusion between candidates' names, sufficient space is to be left to indicate department, title or other distinguishing information in addition to the name.

Ballot papers may be pre-printed with the nominating committee's proposal, as long as the voter is given the option to cross out pre-printed names and instead fill in another name alongside. Information about this is also to be printed on the ballot paper, when relevant.

Section 10. All ballot envelopes for a single election are to be of the same material and design. Ballot envelopes may not be marked or otherwise distinguished.

Voting procedure at election meetings

Section 11. At election meetings, those eligible to vote are to fill in the ballot paper, place it in the designated ballot envelope and seal the envelope. The voter's entitlement to vote is checked against the register of voters and the register is marked to show that the individual has cast their vote. The voter's ballot envelope is then placed in the ballot box.

Once all those present who are entitled to vote have cast their votes, the chair declares the voting over.

Examination of ballot envelopes and ballot papers at election meetings

Section 12. The number of votes cast is counted according to the register of voters. The ballot box is then emptied, and the ballot envelopes are counted. If there is any discrepancy between the number of votes indicated on the register of voters and the number of envelopes in the ballot box, they are to be recounted. If the discrepancy remains, the probable reason for this is noted in the minutes.

A ballot paper that is not enclosed in a pre-printed and sealed ballot envelope is to be disallowed. A ballot envelope that has been marked or otherwise distinguished is to be disallowed.

Disallowed material is laid aside. A note is made in the minutes of the number of disallowed ballot envelopes and other disallowed material.

Section 13. The allowed ballot envelopes are opened one by one and their contents examined.

The content is to be disallowed if it consists of anything other than one ballot paper of the kind supplied for the election indicated on the ballot envelope. However, if the envelope contains multiple ballot papers for the same election, all of which list the name of the same candidate, one of the ballot papers is to be allowed.

Disallowed material is placed back in its ballot envelope, which is then laid aside. A note is made in the minutes of the number of ballot envelopes containing wholly or partly disallowed material.

Section 14. The ballot papers are examined.

A ballot paper is invalid in the following cases:

- if it is not of the kind supplied for the election
- if it refers to the wrong election or contains a different number of names than the number indicated on the ballot paper
- if it includes the names of individuals who are not eligible for election or who cannot be identified with certainty
- if it is marked or otherwise distinguished in a way that could disclose the voter's identity.

Invalid ballot papers are laid aside. A note is made in the minutes of the number of invalid ballot papers.

Minutes from election meetings

Section 15. Minutes from election meetings shall include:

- the date, time and place of the election
- a list of those present
- the number of voters for each election according to the register of voters
- the number of ballot papers
- the number of invalid ballot papers
- the persons who received votes in the election and the persons who were elected or proposed after the votes had been counted.

Storage of election material from election meetings

Section 16. If an election meeting has to be interrupted, the ballot envelopes and ballot papers are to be taken to safety and stored as above. If the placing of ballot envelopes into the ballot box has begun, the ballot box is also to be sealed and remain sealed until the election meeting can be resumed.

Section 17. After an election meeting, used registers of voters and all ballot papers are to be stored at the relevant faculty office/equivalent, at least until the end of the term of office. In addition, all disallowed election material is to be stored separately from the allowed material.

Chapter 8. Election results (all voting procedures)

Section 1. Those candidates are elected who, according to the counting of valid ballot papers in each election, received the most votes. If two or more candidates receive the same number of votes, lots are drawn to decide their order. In this case, the chair decides how the drawing of lots will take place.

In elections where it is stipulated that a certain minimum number (or minimum proportion) of members are to represent a certain group within the electorate, the required number of representatives of this group is to be declared elected even when candidates representing another group have received a higher number of votes.

In elections where it is stipulated that each gender is to be represented by a certain minimum number of members, the required number of representatives of the under-represented gender are to be elected instead of the corresponding number of candidates of the over-represented gender, even if these received a higher number of votes or a higher placing in the drawing of lots.

Results of elections for dean and deputy dean and to a faculty board and the Electoral College are to be reported to the University's Vice-Chancellor. Results of elections to department boards are to be reported to the faculty board.

Chapter 9. Cessation of eligibility for election, resignation and by-elections

Section 1. If a person who has been elected or appointed in accordance with these regulations is no longer employed in a capacity that fulfils the criteria for election eligibility in their constituency, they cease to hold the position. This does not apply to those external members who are not employed at Lund University. If a person who has been elected or appointed in accordance with these regulations requests to resign from their position, a decision on the resignation is to be taken as follows:

- dean, deputy dean or other chair, vice-chair or external member of the faculty board – the decision is taken by the University's Vice-Chancellor
- academic staff representative or representative of non-academic staff on faculty board or in Electoral College – the decision is taken by the relevant head of faculty office
- academic staff representative or representative of non-academic staff on department board – the decision is taken by the relevant head of department
- academic staff representative or representative of non-academic staff for Other units in the Electoral College – the decision is taken by the university director

Section 2. In the event of a vacancy arising when a person who has been elected or appointed in accordance with these regulations leaves their assignment, a new individual is to be elected or appointed for the remainder of the term of office in accordance with these regulations.

If no more than one year remains of the term of office for a faculty or department board no by-election needs to be conducted, provided that a majority of the members (excluding student representatives) still comprises teaching staff with

research or artistic expertise (see Rules of Procedure 3.2 and 4.2).

Chapter 10. Authorisation

If a further decision on the application of these regulations is needed, the head of the relevant faculty office takes such a decision at faculty level, the head of department at departmental level, and the university director for the Other units constituency. In addition, the Vice-Chancellor can take decisions on special regulations for elections to the Electoral College.

Chapter 11. Entry into force

The present regulations enter into force on 3 November 2022, replacing previous regulations approved on 4 May 2017 (Reg. no STYR 2017/211).