

Chapter 1 General provisions

Section 1 Scope of application

The provisions of these Electoral Regulations shall apply to the election of members and deputy members to the University Collegium, of the members referred to in section 15, subsection 2 of the Universities Act (558/2009) to the University Board, and of members and deputy members of faculty councils.

The Student Union shall decide on the election of student representatives to the administrative organs of the University.

The director of administration shall decide on the election of members representing staff on independent institute boards and on supplementing the boards with such members except for the National Library.

Section 2 Organisation of elections

The election of members representing the University community on the University Board and of members and deputy members for faculty councils shall be organised simultaneously by the end of November in the electoral year. The election for the University Collegium shall be organised by the end of February following the election year.

Chapter 2 Elections committee

Section 3 University Elections Committee

The University has a committee appointed by the rector to supervise the organisation of elections. The duties of the University Elections Committee include determining the date and time of elections as well as the necessary election helpdesks. The University Elections Committee shall announce

the release of the electoral roll and the number of members and deputy members to be elected for the administrative organ in question. The University Elections Committee shall release one list of all candidates.

At least one member of the University Elections Committee shall represent the University's professors, one member shall represent non-professional teaching and research staff, and one member shall represent other staff. Each of these members shall be appointed a deputy member representing the same group. The University Elections Committee shall feature members who have expertise in electing members to the Board of the University and members and deputy members to faculty councils as well as expertise in communications, HR services and the technical use of a computerised election program in organising an election. Each of these members shall be appointed a deputy member representing the same field of expertise.

The members of the University Elections Committee shall elect a vice-chair from among themselves.

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Chapter 3 Selection of members to the University Collegium and Board

Section 6 Selection of the University Collegium

The total number of members and the representation of the groups referred to in section 15, subsection 2 of the Universities Act as well as the term of office of the University Collegium are defined in the Regulations of the University of Helsinki.

The members and deputy members of the University Collegium shall be selected as follows:

- 1) At least one member and one deputy member shall be selected from each of the groups mentioned in subsection 1 to represent each faculty. The faculty council shall select the members representing the professors and other teaching and research staff as well as other staff. The Student Union shall appoint the members and deputy members representing the student body by virtue of section 46, subsection 2 of the Universities Act.

- 2) For purposes of the selection, independent institutes shall be divided into research institutes and other institutes by a decision of the rector. The staff from each group of institutes shall select at minimum one member and one deputy member from among themselves.
- 3) University Services staff shall select at minimum one member and one deputy member from among themselves.

The distribution of the number of University Collegium members selected by the institutes and groups mentioned in subsection 2 above shall be determined according to the number of staff. Before launching the elections, the rector shall decide on the distribution of memberships between the institutes and groups based on a proposal by the University Elections Committee.

Section 7 Selection of members representing the University community on the Board

The selection of University Board members shall be provided for in the Universities Act.

If more than one member representing the groups referred to in section 15, subsection 2, paragraph 2 of the Universities Act is elected to the Board, at least one Board member shall represent the non-professorial teaching and research staff and at least one member the other staff.

Board members shall have sufficient expertise and qualifications for the promotion of the University's interests. Before the election of members referred to in section 15, subsection 2, paragraphs 1 and 2 of the Universities Act, a public interview of the candidates shall be arranged to provide the University community with the opportunity to obtain information about their qualifications and ability to fulfil the responsibilities of a Board member.

Chapter 4 Selection of faculty councils

Section 8 Selection of the faculty council

The members and deputy members of the faculty council shall be selected as follows:

- 1) The faculty's professors shall select 4 or 6 or 8 members from among themselves;
- 2) The faculty's non-professorial teaching and research staff and other staff, as well as the University Services staff registered for elections in the relevant faculty shall select 4 or 6 or 8 members from among themselves;
- 3) The Student Union shall select 4 or 6 or 8 members from among the faculty's student body.

Of the members and deputy members selected by the staff groups mentioned in paragraph 2 above, at least one shall be a member of the teaching and research staff, and at least one shall be a member of other staff.

In the Faculty Council of the Faculty of Educational Sciences, at least one member and one deputy member shall be representatives of the teaching and research staff and at least one member and one deputy member shall come from the teacher training schools.

Chapter 5 The right to vote and eligibility for election

Section 9 University staff's right to vote

The following members of staff shall have the right to vote:

- 1) Holders of a permanent employment contract;
- 2) Holders of employment contracts lasting at least six months who have been hired to attend to at least 50% of the duties of a full-time position or who have been hired to attend to at least a third of the duties of a full-time position while also being employed by the University Hospital; and
- 3) Persons who, based on an agreement with the University, are conducting full-time research at the University for a minimum of six months.

The employment relationship mentioned in paragraph 2 may include several consecutive contracts of uninterrupted employment, and it may cover several positions.

The agreements mentioned in paragraph 3 may include several consecutive uninterrupted contract periods.

Employment relationships and contract periods shall be considered uninterrupted if any occurring interruption lasts no longer than 30 days or one calendar month. However, interruptions shall not count towards the minimum duration of employment or contractual relationships.

Section 10 Determination of the group of staff members entitled to vote and their eligibility for election

The group of staff members entitled to vote shall be determined according to their position held on 15 September of the electoral year. If a person is on leave of absence on 15 September but their leave concludes by the end of the election year, their group shall be determined according to their position immediately before the leave of absence. In University Collegium elections, the group of each person entitled to vote shall be determined according to their position on 15 January in the year following the election year. If a person is on leave of absence on 15 January but their leave concludes by the end of February in the year following the election year, their group shall be determined according to their position immediately before the leave of absence.

In faculty council elections, the University Services staff's right to vote shall additionally be determined as follows: University Services staff shall have the right to vote if they have registered as staff members entitled to vote, by the date specified by the University Elections Committee, in the faculty to which their duties are closely linked.

In University Collegium elections, those University Services staff who have not registered in a faculty as staff members entitled to vote in faculty council elections shall be considered to belong to University Services staff.

A staff member entitled to vote in elections of Board members representing the University community and of faculty councils shall be eligible to stand for election in their group if they are listed on the confirmed electoral roll as specified in section 12 below. A staff member entitled to vote in an election for the University Collegium shall be eligible to stand for election in their group if they are listed on the confirmed electoral roll as specified in section 13 below.

Chapter 6 Elections of members representing the University community on the Board as well as faculty council elections

Section 11 Groups of staff members entitled to vote

In the election of members representing the University community on the Board, those entitled to vote shall be divided into the following two groups:

- 1) University professors and
- 2) Non-professorial teaching and research staff as well as other staff.

In faculty council elections, those entitled to vote shall be divided into the following two groups:

- 1) Faculty professors, and
- 2) The faculty's non-professorial teaching and research staff as well as other staff, and the University Services staff registered for faculty council elections.

Chapter 7 Organisation of elections

Section 12 Electoral roll

The University Elections Committee shall draft and publish a preliminary electoral roll which lists all those entitled to vote.

The electoral roll shall indicate for each election each group of University community members entitled to vote based on their position, and in the case of University Services staff, their registration, on 15 September of the electoral year or on a date determined in accordance with section 10, subsection 1.

The electoral roll shall be available for viewing for a minimum of five working days.

Section 13 Appeal

Persons who find that the electoral roll contains an error that affects the right to vote may submit a written appeal to the University Elections Committee during the time the electoral roll is available for viewing.

The University Elections Committee shall announce its decision on the appeal within seven working days of the expiration of the time limit defined in subsection 1. After this, the University Elections Committee shall confirm and release the final electoral roll.

In University Collegium elections, no appeal procedure shall be observed; instead, the electoral roll prepared and released by the University Elections Committee shall be immediately confirmed and declared to be final.

Section 14 Announcement of nominations for Board and faculty council elections

Within seven working days of the publication of the final electoral roll, those entitled to vote shall have the right to nominate candidates within their group for the election of members representing the University community on the Board and of members and deputy members of faculty councils.

The group nominating a candidate for the election of members representing the University community on the Board shall include at least 20 employees entitled to vote who belong to the same staff group entitled to vote as the candidate.

The group nominating a candidate for the election of members and deputy members of a faculty council shall include at least three employees entitled to vote who belong to the same staff group entitled to vote as the candidate.

The nominations announcement form for faculty council elections shall include two candidates, listed so that the first candidate indicated on the form stands for election as a member of the administrative organ and the second candidate indicated on the form stands for election as their deputy.

In each election, a person eligible for election may be nominated as a candidate in only one announcement.

Election nomination announcements shall be submitted to the University Elections Committee.

Section 15 Review of the nomination announcements

If more candidates have been nominated for the election in accordance with the provisions of section 14 than there are elected positions, the University Elections Committee shall draw up a list of the candidates. The order of the candidates shall be determined by drawing lots.

If a group has as many or fewer candidates than there are elected positions, no election shall be held; the University Elections Committee shall declare the candidates elected.

If the number of candidates is smaller than the number of members to be elected from the group, the University Collegium shall appoint the missing members to the Board and the dean to the faculty council after having consulted the group in question.

Section 15a Announcement of nominations for University Collegium elections

In the election of members and deputy members representing faculties, the relevant group shall nominate the candidates by the faculty-specified date.

In the election of members and deputy members representing research institutes, other independent institutes and University Services, candidates shall express their interest to the contact persons designated by the University Elections Committee by the date it has specified.

If there are as many or fewer candidates in an election than there are elected positions, no election shall be held; the University Elections Committee shall declare the candidates elected.

If the number of candidates is smaller than the available elected positions, the dean shall appoint the missing faculty members after consulting the relevant group, the Rector shall appoint the missing institute members after consulting the staff, and the director of administration shall appoint the missing University Services members after consulting the staff.

Chapter 8 Procedure for Board and faculty council elections

Section 16 Voting and secrecy of the ballot

Only persons referred to in section 9 as having the right to vote may vote in University elections. The votes shall be cast by electronic ballot.

The elections by means of electronic balloting shall be conducted by the end of November in the electoral year. The votes shall be cast by electronic ballot into an electronic ballot box, which is a computer file consisting of the votes cast in the election. The votes shall be stored in the electronic ballot box.

Section 17 Inspection of the ballot box

Immediately before voting starts, the chair or vice chair of the University Elections Committee shall verify that the electronic ballot box is empty. The electronic ballot box may not be opened and the votes counted before voting has ended.

Section 18 Approval of the votes cast in an election

Only votes that have been cast in accordance with these Electoral Regulations and the instructions issued by the University Elections Committee shall be regarded as valid.

Section 19 Counting of the votes cast in an election and confirmation of the result

Election shall be by a simple majority.

If two candidates receive an equal number of votes, their order shall be decided by drawing lots.

To determine the result of the election, the University Elections Committee shall declare, based on the number of votes cast, as many candidates elected as each group has representatives.

In faculty council elections, each elected candidate shall become a member as follows: the first candidate indicated on the nomination announcement becomes the member, and the second candidate indicated on the nomination announcement becomes their deputy.

The University Elections Committee shall confirm and record the election results.

Chapter 8a Procedure for University Collegium elections

Section 19a Election of members representing faculties

If only one member is elected from both faculty groups, they shall be elected by a simple majority. If more than one member is elected, they shall be elected by proportional representation.

The University Elections Committee shall confirm and record the election results.

Section 19b Election of members representing research institutes, other independent institutes and University Services

Election shall be by a simple majority. Every person with the right to vote at a research institute, other independent institute and University Services shall have one vote. Election results shall be determined by ranking candidates by their votes, first electing the necessary number of members from each group and then electing the necessary number of deputy members from the group so that the deputy member with the highest number of votes becomes the deputy member to the candidate with the most votes.

The election shall adhere to sections 16 and 18, except for the provision on the election schedule.

The University Elections Committee shall confirm and record the election results.

Chapter 9 Miscellaneous provisions

Section 20 Appointing supplementary members to administrative organs

For a justified reason, the University Collegium may accept the resignation of a member or deputy member during the term of office. Where applicable, the provisions of section 6 concerning the selection of members and deputy members shall be followed in the supplementation of the University Collegium.

For a justified reason, the Board may accept the resignation of a member during the term of office. If the resignation of a Board member is accepted, they shall be replaced for the remaining term by,

- 1) In the groups referred to in section 15, subsection 2, paragraphs 1–2 of the Universities Act, the person determined as the next highest in the ranking order of the election result of the Board or, should no such person exist, a person appointed by the University Collegium after consulting the group in question;
- 2) In the group referred to in section 15, subsection 4 of the Universities Act, a person selected by the University Collegium.

If a member of the faculty council is no longer associated with the University, or the dean has approved their resignation, the dean shall appoint a new member for the remaining term of office after consulting the group in question.

Section 1, subsection 3 shall apply to supplementing the boards of independent institutes with members representing the staff.

Section 21 Change in the status of a member of an administrative organ

If an elected member of an administrative organ is no longer associated with the University or has been granted at least one year's leave from work, they shall be considered to have resigned from membership of the administrative organ. They shall be replaced by a new member selected for the remaining term of office, following the procedure in section 20.

If the member of an administrative organ transfers, for at least one year, to a group other than the one from which they were elected, they shall be considered to have resigned from the organ's membership. They shall be replaced by a new member selected for the remaining term of office, following the procedure in section 20.

If a member of an administrative organ who has been selected by the Student Union is no longer entitled to vote as a student, the Student Union shall select a new member to the administrative organ.

Section 22 Entry into force

These regulations shall enter into force on 1 August 2015.