CONDITIONS AND PROCEDURE OF ELECTING THE REPRESENTATIVES OF ACADEMIC STAFF TO THE FACULTY COUNCIL

Adopted based on clauses 22 (3) and 33 (3) of the new Statutes of the University of Tartu adopted by the Senate Regulation no. 11 of 21 July 2014 and approved by the Council Resolution no. 18 of 29 July 2014.

I. Faculty council members

The faculty council (hereinafter the council) comprises 25 members.

2. The council comprises:
   2.1. dean as the chair of the council;
   2.2. the heads of institutes and directors of colleges within the faculty;
   2.3. five student representatives;
   2.4. three members appointed by the council itself;
   2.5. representatives elected by the faculty’s academic staff.

3. Representatives of the academic staff are elected for a term of three years. The elections are held in May and the mandate of the elected members commences from the beginning of July.

II. Announcing the elections and forming the election commission

4. The dean announces the elections of the representatives of academic staff at least two months before the elections are held by notifying of the dates of the elections and primary elections and the term of submitting candidates. Along with announcing the elections, the dean forms an election commission comprising of at least five members and appoints the commission’s chair.

5. The election commission:
   5.1. prepares and organises the elections;
   5.2. registers the candidates;
   5.3. composes a list of voters and presents it to the dean for approval;
   5.4. assigns the times and places for voting;
   5.5. determines the election results and announces the results;
   5.6. decides other organisational and technical matters regarding the elections.

6. The decision of the election commission is adopted if more than a half of the members of the commission have voted for it.

7. If a member of the election commission is submitted as a candidate for the position of a faculty council member, they are excluded from the election commission and the dean appoints a new member to replace them.

8. The technical and organisational service of the elections is provided by the Dean’s Office.

III. List of voters

9. In the elections of the representatives of academic staff, all teaching and research staff whose workload as the faculty’s teaching or research staff is at least 20 hours per week have the right to vote. The dean approves the list of voters at least two weeks before the voting begins.
IV. Submission and registration of candidates

10. All faculty’s ordinary teaching and research staff whose workload as the faculty’s teaching or research staff is at least 20 hours per week can be submitted as candidates for the position of a faculty council member.

11. Candidates for the position of a council member can be submitted jointly by five employees who have the right to vote. In order to submit a candidate, the election commission must be presented with a written proposal and the candidate’s written consent. The term for submitting candidates is at least three weeks before the elections.

12. The election commission announces the names of the candidates when the term for submitting candidates is over.

13. The election commission lists the candidates alphabetically in the electoral roll and assigns each candidate with a sequential number.

14. The candidates can withdraw from the elections until five working days before the voting begins by informing the election commission of their decision in writing.

V. Voting

15. Voting can take place in several locations at the same time. The times of voting for each voting day and the rooms where the voting takes place are assigned by the election commission at least three weeks before the elections.

16. The election commission notifies the voters of where and when they can cast their vote at least five working days before the voting begins.

17. Elections are held by secret vote. Each voter has one vote.

18. The voting takes place as follows.
   18.1. Before the voting begins, the chair of the election commission inspects the ballot boxes at the presence of the commission members and seals the boxes.
   18.2. A member of the election commission is present at the voting.
   18.2. Each voter is given a ballot in person against their signature, if required the voter must present a personal identity document.
   18.3. The voter writes the number of the candidate they are voting for on the ballot.
   18.4. After filling the ballot, the voter puts in the ballot in person.
   18.5. When the ballot is corrupted, the voter has the right to return the corrupt ballot before putting it in the ballot box and receive a new ballot from the election commission who makes a note of it in the voters list.

19. The election commission opens the ballot boxes when the voting is over. The counting of votes is public. Corrupt ballots, i.e. ballots which have not been filled in compliance with this procedure, are not taken into account. A ballot is not considered corrupt if instead of the number of the candidate, the candidate’s name has been written on the ballot.

20. The election commission draws up a protocol about the voting results.

VI. Determining the election results

21. On the basis of the counting protocol, the election commission ranks the candidates who have received at least one vote and notes which faculty institute or college the elected candidate belongs to. The candidate’s belonging in an institute or college is determined as of election day. If a candidate works in several faculty units, they determine themselves which unit they represent in the ranking.
22. The candidates who receive the largest number of votes are elected and there is at least one member from each faculty institute or college. The remaining candidates are substitute members of the council. If candidates receive an equal number of votes, their place in the ranking is drawn.

23. After determining the election results, the election commission announces the results to the public.

24. The chair of the election commission submits the list of the elected members and substitute members to the dean who recommends the rector to approve the members of the faculty council. The rector approves the members of the faculty council.

VII. Contestation

25. The voters have the right to submit a protest in written form to the election commission about the violation of the voting procedure. The protest must be submitted before the votes are counted. The election commission reviews the protest before the votes are counted, makes a reasoned decision and announces it to the voters. If the voting procedure is fundamentally violated, the election commission organises a repeat vote.

26. The voters have the right to submit a protest in written form about the violation of the procedure for determining the election results. The election commission reviews the protest and makes a reasoned decision. If the procedure for determining the election results has been violated, the election commission recounts the votes.

VIII. Replacing elected members

27. An elected council member is replaced on the basis of the election commission’s ranking so that there is at least one member from each faculty institute or college. The candidate’s belonging in an institute or college will remain as determined on election day. If there are no more representatives from the institute or college in the ranking, the substitute member is selected from the general ranking.

IX. Implementing provisions of the first elections of the representatives of academic staff

28. The first elections of the representatives of academic staff to the faculty councils are announced by the senate by adopting this procedure.

29. The representatives to the faculty council of the Faculty of Arts and Humanities are elected by the academic staff of the Faculty of Philosophy, Faculty of Theology and Viljandi Culture Academy which belong in the area of *humaniora*, representatives to the Faculty of Social Sciences are elected by the academic staff of the Faculty of Social Sciences and Education, Faculty of Law, Faculty of Economics and Business Administration, European College, Narva College and Pärnu College which belong in the area of *socialia*, the representatives to the faculty council of the Faculty of Medicine are elected by the academic staff of the Faculty of Medicine and Faculty of Exercise and Sports Sciences which belong in the area of *medicina* and the representatives to the faculty council of the Faculty of Natural and Exact Sciences are elected by the academic staff of the Faculty of Science and Technology and the Faculty of Mathematics and Computer Science which belong in the area of *realia et naturalia*.

30. The rector forms the election commissions of the faculties, comprising at least five members, and appoints their chairs by 7 September 2015 the latest.

31. The rector establishes the lists of voters as of 15 September 2015.

32. The term for submitting the candidates is 2 October 2015.
33. The first elections of the representatives of academic staff to the faculty councils are held on 23 October 2015. The primary elections are held from 19 to 22 October 2015.

34. The mandate of the representatives of the academic staff elected to the faculty council in the first elections begins on 1 January 2016 and ends on 30 June 2018.

35. The technical and organisational service of the first elections is provided by the Administrative Office.

36. In the first elections, the chairs of the election commissions submit the list of the members and substitute members elected to the council to the rector.