REGULATIONS FOR SECRET VOTES

Adopted based on clause 23 (4) 8) of the University of Tartu Act and clause 12 (2) 22) of the 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.

1. The regulations for secret votes (hereinafter ‘these regulations’) apply to the elections of individuals in the University of Tartu (hereinafter ‘the university’) provided those elections are subject to the requirement of secret voting and are not regulated separately.

2. Secret votes take place by secret ballot. A voting committee of at least three members is formed for counting the ballots.

3. Secret votes in the elections of members of decision-making bodies.
   3.1. The names of all candidates are numbered and placed on a list of candidates or on the ballot.
   3.2. The voter marks on the ballot which candidates they vote for.
   3.3. The number of votes marked in favour on the ballot may not exceed the number of votes the voter has.
   3.4. If a voter has given one candidate several votes in favour, it is considered as one vote in favour.
   3.5. A ranking list is composed on the basis of the voting results. The candidates who received the greatest number of votes are elected members of the decision-making body.
   3.6. If several candidates receive an equal number of votes and the ranking of candidates is necessary in order to determine the members of the decision-making body or the ranking of substitute members, the ranking of the candidates is drawn.

4. Secret votes in the elections of directors of non-faculty institutions, directors of colleges and heads of institutes take place as follows.
   4.1. Each voter may vote for only one candidate.
   4.2. The candidate who receives more than half of the votes of the voters who participated is elected.
   4.3. If there are more than two candidates and none of them receive the required number of votes, a second round of voting takes place where the two candidates with the most votes participate.
   4.4. If neither of the two candidates receives the required number of votes, a new round of voting takes place where the candidate with the most votes participates.
4.5. If several candidates receive an equal number of votes, those who proceed to the next round are drawn.
4.6. If all the candidates in total received less than half of the votes of the voters who participated, the next round of voting does not take place.

5. Secret votes in the elections of ordinary teaching and research staff, including the endorsement vote, take place as follows.
5.1. The names of all candidates are placed on a ballot.
5.2. Next to the name of the candidate on the ballot is marked the box “I agree”. The voter checks the box “I agree” next to the name of every candidate whom they consider suitable for the position.
5.3. If there are two candidates, the box “I prefer” is also marked on the ballot (example of the ballot is in Annex 1). In the box “I prefer” the voter writes the number of the candidate they would rank first.
5.4. If there are three or more candidates, the boxes “first preference”, “second preference” and “third preference” are also marked on the ballot. In these boxes the voter writes the numbers of the candidates they would rank first, second and third respectively.
5.5. Failure to check one’s preference on the ballot is not considered to spoil the ballot. If the voter has checked “I agree” for only one candidate, it is considered that they also prefer this candidate. If the voter has not checked all the preference boxes, the preferences are considered as they are presented.
5.6. If the voter has written the number of the same candidate in more than one preference box, or the voter has preferred a candidate with whose election they do not agree, these preferences are considered invalid.
5.7. The candidates who receive more than half of the votes of the voters who participated are ranked as candidates suitable for the position.
5.8. The voting committee draws up a ranking list of candidates suitable for the position.
5.8.1. In case of two candidates, the candidates are ranked based on the number of preferences they received.
5.8.2. In case of three and more candidates, the candidate who received the most first preferences is ranked as first. The candidate who receives the most first and second preferences among the remaining candidates is ranked second. The remaining ranking is drawn up of candidates who have received the most first, second and third preferences among the remaining candidates.
5.9. Candidates who have received an equal number of votes are ranked
5.9.1. in elections to the position of professor or lead research fellow in the senate in accordance with the relative ranking by the faculty council or council of non-faculty institution;
5.9.2. in the elections to the position of associate professor, also in the endorsement vote for professors and lead research fellows in the faculty council in accordance with the relative ranking by the council of the institute or college;
5.9.3. in the elections to the position of senior research fellows, also in the endorsement vote for associate professors in the institute or college council in accordance with the relative ranking by the head of institute or director of college compiled on the basis of expert evaluations;
5.9.4. in the elections to the position of senior research fellows, also in the endorsement vote for lead research fellows in the council of a non-faculty institution in accordance with the ranking by the director of the institution compiled on the basis of expert evaluations;
5.9.5. in the elections to the position of lecturer in the institute or college council on the basis of a ranking by the head of institute, director of college or person(s) appointed by them;

5.9.6. in the elections to the position of assistant, teacher, research fellow and junior research fellow in the council of the institute, college or non-faculty institution in accordance with the ranking by the immediate supervisor.

[effective as of 01.02.2016]

6. Secret votes in the elections of ordinary teaching and research staff, including the endorsement vote, if the filling of several positions of the same type is voted on simultaneously, are held in accordance with clause 5 of the regulations with the following specifications.

6.1. If there is one more candidate than the number of positions to be filled, the number of “first preference” boxes marked on the ballot (example of ballot in Annex 2) is the same as the number of positions to be filled. [effective as of 21 June 2016]

6.2. If there are at least two more candidates than the number of positions, the boxes “second preference” and “third preference” are added on the ballot.

6.3. The voting committee draws up a ranking list of candidates suitable for the position. The candidates who have received the most first preferences are ranked first, taking into consideration that the number of candidates ranked first cannot exceed the number of positions to be filled. The candidate who receives the most first and second preferences among the remaining candidates is ranked second. The remaining ranking is drawn up of candidates who have received the most first, second and third preferences among the remaining candidates. [effective as of 21 June 2016]

6.3.1. [repealed as of 21 June 2016]

6.3.2. [repealed as of 21 June 2016]

7. In cases which are not regulated separately, the secret vote can be held pursuant to clauses 3, 4, 5, or 6. The decision regarding the organisation of the secret vote is made by the decision-making body where the elections are held.

8. If the elections are held in the decision-making body and the secret vote decides a matter regarding the member of the decision-making body, the respective person does not participate in the vote or the relative discussion. This reduces the quorum. [effective as of 21 June 2016]

9. Ballots which have been filled in breach of these regulations are declared invalid by the voting committee.

10. If the voter has spoiled the ballot or filled it incorrectly and has not put the ballot in the box, they have the right to return the ballot and receive a new ballot from the voting committee which is noted in the registration sheet of the voters.

11. The voting committee draws up a protocol about the voting results which indicates the results of all candidates in all the rounds of voting. If the elections are held in a decision-making body, the results of the secret vote are approved by the decision-making body with a public vote. In other cases, the results of the secret vote are approved by the person who announced the elections.

12. The secret vote may be held using an electronic voting system which ensures the secrecy and trustworthiness of the vote.

13. The Regulations for Secret Votes adopted by the Senate of the University of Tartu Regulation no. 17 of 20 December 2013 is repealed.
14. This regulation becomes effective on 1 January 2016.
Example of voting ballot for the elections to one position

VOTING BALLOT

1 January 2016

For the election of the professor of good

Candidates

1. Anna Aus
2. Kalev Kask
3. Linda Lumi
4. Rain Raamat
5. Toomas Tõsine
6. Urmas Usin

(I agree) ☒

First preference is candidate no. ☒
Second preference is candidate no. ☒
Third preference is candidate no. ☒
Example of voting ballot for the elections to several positions of the same type

VOTING BALLOT

1 January 2016

For the election of three lecturers in good

Candidates

1. Anna Aus   2. Kalev Kask
3. Linda Lumi 4. Rain Raamat
5. Toomas Tõsine 6. Urmas Usin

(I agree) ☒

First preferences are candidates no. ☐ ☐ ☐
Second preference is candidate no. ☐
Third preference is candidate no. ☐