ADOPTED by the Council of the University of Tartu Resolution no. 1 of 19 January 2018 (effective as of 22 January 2018)

Rules for the election of the rector

Adopted based on clause 9 (2) 5) of the Statutes of the University of Tartu.

I. Election commission

1. The council of the University of Tartu (hereinafter: university) forms a five-member election commission including the following members:
   1.1. Hannes Kollist, Professor of Molecular Plant Biology – chair of the commission,
   1.2. Marko Eltermann, doctoral student,
   1.3. Arne Merilai, Professor of Estonian Literature,
   1.4. Kadri Ukrainski, Professor in Research and Innovation Policy,
   1.5. Anneli Uusküla, Professor of Epidemiology.

2. If a member of the election commission is set up as a rector candidate, the person is excluded from the commission. The council may appoint a new member to replace the excluded one without convening a session. The respective decision is considered as approved if more than a half of the members of the council have voted in favour thereof in a format that can be reproduced in writing. A proposal to change the composition of the commission is made to the council by the chair of the commission, or if the chair of the commission is excluded, the oldest member of the commission.

3. The election commission:
   3.1. announces elections,
   3.2. registers candidates for the position of the rector (hereinafter: candidates),
   3.3. approves the list of the electoral council,
   3.4. organises election campaign events throughout the university,
   3.5. prepares and conducts the election meeting,
   3.6. decides other organisational and technical issues relating to the elections.

4. Commission meetings are convened by the chair. The election commission has quorum if at least three members of the commission attend the meeting.

5. A decision of the commission is deemed as passed if at least three members of the commission are in favour. The decisions of the commission are made in writing and signed by all members of the commission who attended the meeting. Each member of the commission has the right to add a dissenting opinion to the decision.

6. The secretary of the election commission is the academic secretary of the university.

7. Technical services for the elections are provided by the Administrative Office of the university.

II. Announcement of elections and registration of candidates
8. The chair of the election commission announces the rectorial elections in at least two major Estonian daily newspapers not later than on 9 February 2018.

9. Eligible candidates are persons who are or have earlier been elected as professors. Candidates can be submitted by faculty councils, councils of other universities of Estonia, the board of the Estonian Academy of Sciences, 15 professors of the university collectively, and the student council.

10. The deadline for submission of candidates is 15 March 2018 at 17.00. In order to set up a candidate, a written motion with the introduction of the candidate and the candidate’s written consent must be presented to the election commission.

11. The election commission registers the candidates. The names of the candidates are made public after the expiry of the term for submitting candidates.

12. The council and the senate assume a position regarding the candidates not later than on 12 April 2018. The election commission informs the electoral council of the position of the council and the senate at the earliest opportunity.

III. Electoral council and election meeting

13. The electoral council consists of members of the council, the senate, faculty councils and the student council, as well as professors and lead research fellows whose work load at the university is at least 20 hours per week. Professors and lead research fellows who, based on an agreement valid as of the moment the composition of the electoral council is approved, will be on unpaid leave on the election date, are not included in the electoral council. Persons who have been set up as candidates are not included in the electoral council.

14. The list of the electoral council is approved as of 9 April 2018. The election commission approves the list of the electoral council not later than on 19 April 2018. The election commission may approve the list of the electoral council without convening a meeting. If the election commission decides to approve the list of the electoral council without convening a meeting, the decision of approving the list is deemed approved if all the members of the election commission have voted for and signed it.

15. The election meeting takes place on 26 April 2018 at 12:00 in the assembly hall of the university.

16. Before the beginning of the election meeting, members of the electoral council who attend the election meeting are registered. The election meeting has a quorum if more than a half of the members of the electoral council attend.

17. The election meeting is chaired by the chair of the election commission. Minutes are taken of the election meeting and the minutes are signed by the chair of the meeting and the secretary appointed by the chair.

18. A candidate has the right to make a brief speech at the election meeting and to withdraw until the voting starts. Other election agitation is prohibited at the election meeting.
19. Before the start of voting, the chair of the election commission checks and seals the ballot box in the presence of the election commission members.

IV. Voting and identification of results

20. The names of all candidates are written on one ballot paper in alphabetical order (the forms of the ballot paper are shown in annex 1). If there are more than three candidates, the election commission may decide to prepare a list of candidates, in which a number is assigned to the name of each candidate, and use a ballot paper, in which the voter must write the number of the candidate to vote for the candidate (the form of the ballot paper is shown in annex 2).

21. Before voting, the chair of the election commission declares the time of the end of voting.

22. Each member of the electoral council votes personally.

23. A member of the electoral council confirms the receipt of a ballot paper with their signature.

24. In each round of voting, the voter can vote for one candidate only. A member of the electoral council writes a cross sign behind the name of the candidate who they vote for. If the name of only one candidate has been entered in the ballot paper, a member of the electoral council writes a cross sign in the box on the ballot paper if the member votes for the candidate. If there are more than three candidates and the ballot paper form shown in annex 2 is used, a member of the electoral council writes in the ballot paper the number of the candidate who they vote for.

25. Spoilt ballot papers are papers that have been filled in in violation of the requirements provided in clause 24 of the rules. If a ballot paper is spoilt before it is put in the ballot box, a member of the electoral council has the right to receive a new ballot paper from the election commission if they return the spoilt paper, and a respective notation is made in the list of the electoral council.

26. After filling in the ballot paper, the voter puts it personally in the ballot box.

27. The election commission counts the votes in public and draws up minutes of the voting results and the electoral council approves them by a public vote. The forms of the minutes are shown in annex 3.

28. The candidate for whom more than a half of the members of the electoral council have voted is elected.

29. If there are more than two candidates and none of them receives the required number of votes, a new round of voting is organised, in which the two candidates who received more votes participate.

30. If there are two candidates and neither of them receives the required number of votes, a new round of voting is organised, in which the candidate who received more votes participates.
31. If multiple candidates receive an equal number of votes, the candidate(s) proceeding to the next round are determined by drawing lots.

32. If in the final round of voting the candidate does not receive the required number of votes, the rector is not elected.

V. Protests against violation of election procedure

33. Before the votes are counted, a member of the electoral council has the right to submit a written protest against the violation of the voting procedure to the election commission. The election commission reviews the protest before counting the votes, makes a motivated decision and announces it to the members of the electoral council. In the case of major violation of the voting procedure, the election commission organises a repeat voting.

34. Before the votes are counted, a member of the electoral council has the right to submit a written protest against the violation of the procedure of identification of voting results. The election commission reviews the protest, makes a motivated decision and announces it to the members of the electoral council. If the procedure of identification of voting results has been violated, the election commission counts the votes again.

VI. Taking office after election

35. The elected rector assumes office on 1 August 2018.
Forms of ballot papers if there are up to three candidates

Election of the Rector of the University of Tartu

BALLOT PAPER

26 April 2018

Voting result: candidate A

(☐ - for)

Election of the Rector of the University of Tartu

BALLOT PAPER

26 April 2018

Voting result: candidate A

candidate B

candidate C

(☐ - for)
Possible form of ballot paper if there are more than three candidates

Election of the Rector of the University of Tartu

BALLOT PAPER

26 April 2018

I vote for candidate number

(to vote for a candidate, please write the candidate’s number in the box)
Forms of the minutes of voting results
Election of the rector of the University of Tartu

Minutes of voting results
26 April 2018

Candidate:  **candidate A**

The commission, including the chair ............................................
members ............................................

............................................

having opened the ballot box and identified the voting results, confirms:

1. There were  .........  ballot papers for distribution.

2. .........  ballot papers were distributed.

3. .........  ballot papers were not distributed.

4. There were  .........  ballot papers in the ballot box.

5. .........  members of the electoral council voted for candidate A.

6. .........  ballot papers were unmarked.

7. .........  ballot papers were spoilt.

Candidate A was elected the rector of the University of Tartu
Rector of the University of Tartu was not elected
(include the suitable variant in the minutes)

Chair of the election commission:

Members of the election commission:
Election of the rector of the University of Tartu

Minutes of voting results

26 April 2018

Candidates: candidate A
            candidate B
            candidate C

The commission, including the chair and members, having opened the ballot box and identified the voting results, confirms:
1. There were ballot papers for distribution.
2. ballot papers were distributed.
3. ballot papers were not distributed.
4. There were ballot papers in the ballot box.
5. members of the electoral council voted for candidate A.
6. members of the electoral council voted for candidate B.
7. members of the electoral council voted for candidate C.
8. ballot papers were unmarked.
9. ballot papers were spoilt.

was elected the rector of the University of Tartu.

Rector of the University of Tartu was not elected in the first round, candidates participating in the second round are (include the suitable variant in the minutes)

Chair of the election commission:

Members of the election commission: