



# Elections regulations for the Central Student Council and Faculty Student Councils

*Adopted by the Executive Board on 7 July 2006,  
last amended on 17 February 2014*



# Elections regulations for the Central Student Council and Faculty Student Councils

Adopted by the Executive Board on 7 July 2006,  
last amended on 17 February 2014

## Contents

Chapter I.	General provisions (Articles 1-4)
Chapter II.	The Central Voting Office and the elections delegates (Articles 5-8)
Chapter III.	The right to vote, division into electoral districts and the electoral register (Articles 9-13)
Chapter IV.	The electoral system and candidate nominations (Articles 14-30)
Chapter V.	Voting method (Articles 31-38)
Chapter VI.	Determination and announcement of the results (Articles 39-49)
Chapter VII.	Filling vacancies and interim elections (Articles 50 -51)
Chapter VIII.	Submission of objections (Article 52)
Chapter IX.	Final and transitional provisions (Articles 53-54)

# Chapter I. General provisions

## Article 1

These regulations govern the organisation of the elections of the Central Student Council and the Faculty Student Councils.

## Article 2

1. In these regulations, the following terms have the following meanings:
  - a. Central Voting Office: the Central Voting Office referred to in Article 5;
  - b. Executive Board: the board referred to in Section 9.2 of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);
  - c. days: working days, not being Saturdays and generally recognised public holidays within the meaning of Section 3 of the Extension of Time Limits Act (Algemene Termijnenwet), and, where applicable, from 09:00 to 17:00;
  - d. dean: the head of the faculty;
  - e. faculty: a faculty of the university or the Academic Medical Centre (AMC), or the Academic Centre for Dentistry Amsterdam (ACTA);
  - f. candidate: the individuals who have put themselves forward as a candidate based on their right to stand for election in accordance with the provisions of Chapter IV of these regulations;
  - g. voter: anyone who is entitled to vote and to stand for election in accordance with the regulations governing the council elections;
  - h. electoral register: a database in which the following information on the voters of all electoral districts are recorded: the surname, the initials, the date and the year of birth, the email address as well as the electoral district to which they belong and the number under which they appear in the electoral district;
  - i. electoral district: a group of people entitled to vote as specified in the regulations applicable to the council elections, who elect a certain number of council members and may nominate candidates for that purpose;
  - j. reference date: the date on which the electoral register will be frozen at 17:00;
  - k. council: a student council or another body within the University of Amsterdam, to the extent that these regulations have been declared applicable to the elections;
  - l. Interim elections: elections called pursuant to the regulations that apply to the council for a term of office that will take effect before the council's current term of office has ended;
  - m. university: the University of Amsterdam;
2. If one or more of the roles referred to in these regulations are also fulfilled by a female, any references made in that connection to the masculine form also include the feminine form.

**Article 3**

1. The Central Voting Office must be notified in writing of the Executive Board's decision to hold elections at least four months before the first day of voting for the elections concerned. This period does not apply if the decision relates to holding interim elections, as referred to in Article 51.
2. In the absence of a notification as referred to in the previous paragraph, the Central Voting Office will ensure that the next elections of the respective councils will be held by the end of the term of office of the members of these councils laid down by or pursuant to the relevant regulations.

**Article 4**

(No longer applicable)

# Chapter II. The Central Voting Office

## Article 5

1. A Central Voting Office has been established that is composed of a chair, four other members and at least three deputy members. The other members and the deputy members have a two-year term of office and the chair a four-year term of office. The chair, the other members and the deputy members are all directly attached to the university, for example, as a student or staff member, and will be appointed and dismissed by the Executive Board. The members and the chair are eligible for reappointment. Appointment will be based on a nomination by the Central Voting Office.
2. The deputy chair will be appointed from among and by the members. In the absence of the chair and the deputy chair, the members will determine who will act as deputy chair.
3. The Central Voting Office will be assisted by a secretary and one or more deputy secretaries, who will be appointed and dismissed by the Executive Board.
4. The Central Voting Office is charged with preparing and carrying out the elections. Its duties include the following:
  - a. establishing the electoral register;
  - b. making decisions on requests to improve the electoral register;
  - c. making decisions on the validity of candidate nominations;
  - d. ensuring that the elections proceed in an orderly manner;
  - e. in the event that the vote is declared invalid, calling a new vote;
  - f. determining the election results;
  - g. filling council vacancies;
  - h. determining the templates for the forms to be used for the elections, such as the candidate nomination form, the polling card, the ballot paper as well as the official reports referred to in these regulations;
  - i. informing those who are eligible of their rights and obligations.
5. The Central Voting Office will be located and will hold sessions at a location to be determined by the Executive Board.

The Central Voting Office will adopt decisions by a majority vote. In the event of a tie, the chair has the casting vote.

## Article 6

If the activities referred to in the previous article give cause to do so, based on a proposal from the chair or the deputy chair and the secretary to the Central Voting Office, the Executive Board can arrange for additional staffing in the secretariat during the period of the election procedure.

## Article 7

The 'student' delegation member of the Central Voting Office is entitled to an allowance (attendance fee). The Executive Board will determine the amount of the allowance.

## Article 8

(No longer applicable)

# Chapter III. The right to vote, division into electoral districts and the electoral register

## Article 9

The right to vote may be exercised only after entry in the electoral register.

## Article 10

1. The responsibility for making available the data required for compiling the electoral register referred to in Article 9, lies with the Executive Board.
2. The electoral register contains all those who are entitled to vote on a reference date to be determined by the Central Voting Office pursuant to the regulations to be applied to the elections.
3. The reference date referred to in the second paragraph may not be earlier than two weeks after the date on which the decision to hold the elections referred to in Article 3(1) has been adopted and at least six weeks before the first day of voting.
4. After the reference date, amendments to the electoral register may only be made under the provisions of Article 12.

## Article 11

1. On the fifth day following the reference date referred to in Article 10, the Central Voting Office will open the electoral register for inspection by the voters.
2. All voters are entitled to inspect the data on themselves contained in the electoral register by logging in with their UvAnetID to a website opened by the Central Voting Office. If the University of Amsterdam jointly provides a degree programme with another higher education institution and a voter is enrolled in that particular degree programme on account of the other institution, the voter should log in with the ID provided by that institution.
3. The Central Voting Office will publicly announce the opening of the electoral register and the URL in a timely manner.

## Article 12

1. All voters may submit a request to the Central Voting Office in writing or electronically to make corrections, stating reasons, within a period of nine days after the opening of the electoral register for inspection, if they believe that they have been included in it in contravention of the law, or not in the proper manner, or erroneously. The Central Voting Office can also correct the electoral register officially within the same period.
2. If, due to an official correction of the electoral register, an individual would need to be deleted from it, the individual concerned will be notified by email.
3. In the following five-day period, which may be extended by the Central Voting Office by no more than five days, the Central Voting Office will make a decision, stating reasons, on the requests referred to in the first paragraph and will amend the electoral register, if necessary.
4. The Central Voting Office will notify the individual who has requested that the electoral register be corrected of its decision on the request.
5. After the expiry of the period referred to in the first paragraph, or the period following from the third paragraph, the Central Voting Office will establish the electoral register, amended or otherwise, after which the electoral register will remain available for inspection until the nomination of candidates.

## Article 13

(No longer applicable)

# Chapter IV. The electoral system and candidate nominations

## Artikel 14

De verkiezing vindt plaats volgens het lijstenstelsel.

## Article 14

The elections will be held on the basis of a list system.

## Article 15

1. The Central Voting Office will determine the candidate nomination days.
2. The Central Voting Office will publicly announce the date, place and time of candidate nominations at least two weeks in advance. The Central Voting Office has the authority to determine more days for candidate nominations, provided those days are within one week after the first candidate nomination day. If it uses this authority, it will make an announcement to that effect as soon as possible.
3. Candidates will be nominated on the basis of candidate lists, the template for which will be determined by the Central Voting Office.

## Article 16

1. The candidate list may contain the appellation of the group, of which the candidates appearing on the list are members.
2. The appellation of the group may not contain more than 35 letters of the alphabet.
3. The candidate list must also include the electoral district to which the candidate or candidates appearing on the list belong.
4. If a candidate list does not contain an appellation as referred to in the first paragraph, the name of the first candidate appearing on the list will be used as the appellation.
5. Only the names of candidates who belong to the same electoral district, for which the candidate list has been submitted, may appear on it.
6. Each candidate list must be signed by at least 5% of the total number of voters in the electoral district, provided that the required number of signatures never exceeds five. A candidate list may be signed only by the voters who belong to the electoral district.

## Article 17

The names of the candidates will be placed on the list in the order preferred by those who submit or sign the list.

## Article 18

1. All candidates will be stated on the candidate list by their surname, their initials, the date and year of birth as well their email address and student ID number. The initials may be replaced in full or in part by first names.
2. Further name details, provided abbreviated in the usual manner, titles, where candidates are entitled to use a title, as well as (a department of) the faculty, the degree programme the candidate is pursuing, may be added to the name.
3. The name, initials, titles and suffixes combined may not exceed more than 50 letters of the alphabet.

## Article 19

A written statement from all candidates appearing on the candidate list stating that they consent to their

nomination on the list as well as their ranking on the list must be submitted together with the candidate list. Such consent cannot be withdrawn, subject to the provisions of Article 23(3).

#### **Article 20**

1. The candidate list must be submitted to the Central Voting Office between 09:00 and 17:00 on the candidate nomination days.
2. A candidate list must be submitted by the candidate personally or by another person who has been authorised to do so by the persons on the candidate list. The candidate or the person authorised to submit the candidate list must provide proof of identity on request.
3. The chair of the Central Voting Office or the deputy member appointed by the chair, or the secretary to the Central Voting Office will issue a receipt, following an instruction to that effect from the chair, stating the date and time of submission to the person who submits the list.

#### **Article 21**

(No longer applicable)

#### **Article 22**

If, during a check of the candidate lists by the Central Voting Office, one or more of the following omissions are found:

- a. the candidate list has not been submitted or signed in the required manner;
- b. the candidate list fails to comply with the provisions of Article 15(3);
- c. the appellation of the group contains more than 35 letters of the alphabet;
- d. the candidate list fails to comply with the provisions of Article 16(5);
- e. the candidate's statement as referred to in Article 19 has not been included;
- f. a candidate has not been listed in the manner described in Article 18;
- g. a candidate appears on more than one list in the same electoral district;
- h. in the case of the election of members of the council for the Faculty of Medicine, the candidate has been nominated in both district B ('medical interns') and district A ('other students'), subject to the provisions of Article 3 of the Central Student Council Regulations;
- i. The order in which the names of the candidates are listed is not unambiguous;
- j. non-compliance with any other legal requirements applicable to the elections;

after becoming aware of any such omission, the Central Voting Office will accordingly notify the person, who has submitted the candidate list, by telephone, email or receipted delivery, as soon as possible.

#### **Article 23**

1. The person who has submitted the candidate list may rectify the omission or omissions, as referred to in Article 22, at the Central Voting Office on a date, from 09:00 to 17:00, to be determined and announced in advance by the Central Voting Office.
2. In the cases referred to Article 22(a), the person who would have been authorised to submit or sign the candidate list may still replace the person, who submitted or signed the list unauthorised, by appearing in person at the Central Voting Office on the date referred to in the first paragraph.
3. In the case of Article 22(g) or (h), the Central Voting Office will offer the person concerned the opportunity to withdraw their candidacy from one or more lists on the date referred to in the first paragraph.

#### **Article 24**

1. Immediately after the expiry of the term within which omissions may be rectified, during a public session, the Central Voting Office will decide on the validity of the candidate lists and enforcement of the candidates appearing on it.

2. The Central Voting Office will announce the date, place and time of the session at least one week in advance.

### **Article 25**

Candidate lists are invalid

- a. that have not been received by the Central Voting Office between 09:00 and 17:00 on the candidate nomination days;
- b. that have not been submitted or signed in the required manner, following the possible application of Article 23(1) or (3);
- c. on which all candidates have been removed as a result of the application of Article 26;
- d. on which the order of the names of the candidates is not unambiguous, following the possible application of Article 23(1) or (3);
- e. that fail to comply with the provisions of Article 15(3).

### **Article 26**

Following the application of Article 23(1) or (3), the Central Voting Office will remove from the candidate list in the order stated in this article, the name of the candidate who:

- a. is not listed in the manner described in Article 18;
- b. has failed to submit the statement as referred to in Article 19;
- c. is not a voter in the electoral district for which the candidate list has been submitted;
- d. appears on several of the electoral district's lists;
- e. who, in the case of the election of members of the council for the Faculty of Medicine, appears on the lists of both B ('medical interns') and district A ('other students'), subject to the provisions of Article 22(h).

### **Article 27**

If, in the case of Article 22(c), the omission is not rectified, the Central Voting Office will officially limit the appellation to no more than 35 letters of the alphabet.

### **Article 28**

If a change is made to a candidate list, the Central Voting Office will notify the person who has submitted the list as soon as possible.

### **Article 29**

1. Following its decision on the validity of the candidate lists and enforcement of the candidates appearing on it, during the same session, the Central Voting Office will determine the numbering of the lists for each individual electoral district.
2. The numbering of the lists submitted in accordance with the list system, will be based on the order of the number of votes, starting with the highest number the lists obtained during the previous elections. In the event of a tie, the matter will be decided by lot. The numbering of the lists that were not submitted for the previous elections, or were not submitted under the same appellation, will be determined by lot. If it is the first election, the numbering will be determined by lot.

### **Article 30**

1. The Central Voting Office's decision on the validity of the candidate lists and enforcement of the candidates appearing on it will be signed by the chair and the secretary.
2. The decision referred to in the previous paragraph will be made available immediately for inspection in the hall of Maagdenhuis and announced by posting it on the page reserved for elections on the website.

# Chapter V. Voting method

## Article 31

(No longer applicable)

## Article 32

1. The voting period will be at least two days. The Central Voting Office will determine the days on which voting will take place.
2. The Central Voting Office will determine the form and content of the notification sent by email containing the invitation to vote and the election notice.
3. The Central Voting Office will arrange the manner in which voting will take place; it will ensure that voters are assured of the greatest possible secrecy when casting their vote.

## Article 33

The vote will be held electronically.

## Article 34

1. The Central Voting Office will ensure that every voter whose name is listed in the electoral register, receives an email notification containing the election notice by the first day of the vote at the latest. The notification contains a brief explanation of the voting procedure.
2. The notification containing the election notices includes at least the following information:
  - a. the voter's name and initial(s);
  - b. the number of the electoral district and the number under which the voter appears in the electoral district concerned;
3. Furthermore, voters will be notified of the number of days on which voting will take place.

## Article 35

(No longer applicable)

## Article 36

The lists of the candidates for the electoral district concerned and their appellation as referred to in Article 18 will be announced online.

## Article 37

Voters will vote by marking the name of their preferred candidate.

## Article 38

1. If any irregularities have occurred during a vote and the Central Voting Office is of the opinion that these irregularities have influenced the determination of the election results, the Central Voting Office may decide to declare the vote invalid in the electoral district concerned.
2. The Central Voting Office will publicly announce its decision as soon as possible.

# Chapter VI. Determination of the results

## Artikel 39

### Article 39

1. The results of the election will be determined during a public session on one or more days to be determined by the Central Voting Office.
2. The Central Voting Office will publicly announce the date(s), time and place at least one week in advance.

### Article 40

Voters may abstain from voting.

### Article 41

(No longer applicable)

### Article 42

1. The number of available seats will be distributed over the groups that have drawn up a candidate list in an electoral in accordance with the provisions of the following paragraphs.
2. The Central Voting Office will determine for each candidate list per electoral district:
  - a. the number of votes cast for each candidate appearing on the candidate list;
  - b. the total number of votes described under a., which is referred to as the total number of votes cast for a list.

### Article 43

1. The Central Voting Office will determine the total number of vote casts for all candidate lists per electoral district and will divide the total by the number of seats to be filled. That quotient, rounded immediately to the next whole number if it does not end in a whole number, is referred to as the electoral divisor.
2. As many times as the electoral divisor is included in the total number of votes cast for a list, it will be allocated to one of the seats to be filled.
3. Of the remaining seats, one will always be consecutively allocated to the list which, following the allocation of the seat, would have the largest number of votes per allocated seat. If the averages are equal, the matter will be decided by lot.

### Article 44

If, as a result of the application of the provisions of the previous article, one or more seats would need to be allocated on top of the number of candidates on the list who are alive, these seats will remain vacant.

### Article 45

1. With regard to the occupation of the seats allocated to each candidate list of the electoral district in accordance with the provisions of the preceding articles, the Central Voting office will divide the total number of votes cast for that list by the number of seats allocated to that list. The resulting quotient obtained, rounded immediately to the next whole number if it does not end in a whole number, is referred to as the electoral quota.
2. Each candidate on the list who has obtained a number of votes which are at least equal to the electoral quota will be elected.

3. If not all of the seats allocated to the candidate list in the manner described in the previous paragraph are occupied, the candidate will be elected who has obtained the number of votes equal to or larger than three-quarters of the electoral quota, in the order of the number of votes obtained until all of the seats allocated to the candidate list are occupied. If two or more candidates have received an equal number of votes, lots will be drawn to decide which of them has been elected.
4. If not all of the seats allocated to the candidate list in the manner described in the previous paragraph are occupied, the candidate will be elected who has obtained less than three-quarters of the electoral quota, in the order of the candidate list, until all of the seats allocated to the candidate list are occupied.
5. With regard to each candidate list, the Central Voting Office will rank candidates appearing on it in the following order: the elected candidates referred to the second paragraph will appear at the top, followed by the candidates referred to in the third and fourth paragraphs respectively. The ranking will be based on the order of the candidate list.

#### **Article 46**

(No longer applicable)

#### **Article 47**

The determination of the election results will be laid down by the Central Voting Office, immediately after determination, in a decision that will be signed by the Central Voting Office chair and secretary.

#### **Article 48**

The official report will be published promptly by the Central Voting Office on a date to be announced in advance on a page reserved for the elections on the website, and made available for inspection in the hall of Maagdenhuis for two days.

#### **Article 49**

1. Notwithstanding the provisions of Article 52(4), the Central Voting Office will notify each elected candidate in writing of their election immediately after the expiry of the period stated in the first paragraph of the preceding article within which an objection may be lodged against decisions as referred to in Article 47 pursuant to Article 52.
2. The notification from the Central Voting Office to the elected candidate referred to in the first paragraph serves as the latter's credentials.
3. A copy of the written notification will be sent to the chair of the council concerned.

## Chapter VII. Filling vacancies

### Article 50

1. The Central Voting Office will rank candidates who have not been elected under Article 45 in the following manner: based on the order of the number of votes each of them have obtained, the candidates who have obtained a number of votes equal to or larger than half of the electoral quota will come first and after that, based on the order of the candidate list, the candidates who have obtained a number of votes amounting to less than half of the electoral quota.
2. In the event that a candidate fails to accept their election, or in cases where a vacancy has arisen on the council, the Central Voting Office will fill it by declaring elected the candidate ranked highest on the list referred to in paragraph 1. This excludes candidates who:
  - a. have lost the capacity according to which they were nominated as a candidate in the electoral district or otherwise have lost the right to sit on the council;
  - b. have declared that they are not willing to accept a possible election at that time;

### Article 51

1. In the event of interim elections, the Central Voting Office may decide to shorten the terms laid down in these regulations, stating reasons.
2. The Central Voting Office will publicly announce the decision referred to in the previous paragraph as soon as possible.

# Chapter VIII. Submission of objections

## Article 52

1. Objections against a Central Voting Office decision as referred to in Articles 12(1) and (3), 13(c), 30(1), 38(1), 47 and 50(1) and (2) must be submitted to the Central Voting Office in writing within four days, commencing from the day following the date on which the decision has been signed.
2. The submission of an objection has no suspensive force, except in the event that it is lodged against a decision as referred to in Articles 30(1), 47 and 50.

# Chapter IX. Final and transitional provisions

## **Article 53**

All matters not provided for by these regulations will be decided by the Central Voting Office.

## **Article 54**

These regulations may be cited as the 'Elections Regulations for the Central Student Council and Faculty Councils 2006'. The regulations will take effect on a date to be determined by the Executive Board.

# Explanatory note

In adopting these Elections Regulations, the Executive Board aims to create an election procedure for the direct elections of the Central Student Council and the Faculty Student Councils within the University of Amsterdam. Indirect elections, as envisaged for half of the members of the Central Student Council, are not provided for in these regulations. This is in response to the Central Student Council's wish to have its own elections regulations. The Student Council's 'own' elections regulations are an amended version of the Model Elections Regulations that were applicable to all direct elections.

All provisions relating to the Works Councils, the system of the single transferable vote, the ballot, proxy voting and combinations of lists have been deleted.

The Elections Regulations have been reduced from 80 to 54 articles.

The Model Elections Regulations remain intact for the election of Works Councils.