



ELECTORAL REGULATIONS FOR FACULTY AND STAFF COUNCILS

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Chapter I: General provisions

Article 1: Definitions

In these Regulations, the following terms have the following meanings:

- a. WHW: the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; Bulletin of Acts and Decrees 1992, 593);
- b. the university: Leiden University;
- c. the faculty: a faculty of the university;
- d. the central service: a service as referred to in Article 9.50 (1) WHW;
- e. the council: the faculty council, referred to Article 9.37 WHW, or the staff council, referred to in Article 9.50 (1) WHW;
- f. the Central Elections Office: the elections office referred to in Article 2 of the Electoral Regulations for the University Council;
- g. the elections office: the elections office referred to in Article 3 of these Regulations;
- h. last day of voting: the day referred to in Article 23 or where applicable the day referred to in Article 40, fifth paragraph;
- i. working days: working days and, insofar as applicable, from 9.00 to 16.00 hours;
- j. ULCN: Leiden University Community Network;
- k. electronic ballot paper: the electronic ballot paper that a voter can use to cast his/her vote and, for the purposes of Chapters V and VI, the vote cast by the voter.

Article 2: The Central Elections Office

The Central Elections Office is responsible for coordinating the election of the members of the faculty councils and staff councils, and in this has in any case the following tasks:

1. making a proposal to the Executive Board with regard to the reference date referred to in Article 5, first paragraph;
2. making a proposal to the Executive Board with regard to the last day of voting;
3. coordinating the activities of the elections offices of the faculties and central services;
4. giving binding instructions to the elections offices of the faculties and central services;
5. calculating the result of the election;
6. deciding whether or not to hold a full or partial revote in a section.



Article 3: The elections office of the faculty or central service

1. Every faculty and, insofar as not otherwise stipulated pursuant to the second sentence, every central service has an elections office, consisting of three members, namely a chair, a deputy chair and a secretary, and three deputy members. The Central Elections Office can decide that, contrary to the first sentence, it will act as the elections office for a central service itself.
2. The members and deputy members of the elections office are appointed for a period of three years by the Executive Board, and can be re-appointed.
3. Subject to the instructions of the Central Elections Office, the elections office is responsible for conducting the election of the members of the relevant faculty council or staff council, and in this has in any case the following tasks:
 - a. establishing the electoral register;
 - b. deciding on questions concerning the right to vote and to stand in elections, and the way in which this right is exercised;
 - c. deciding on the validity of candidate nominations;
 - d. pronouncing the opinion that voting irregularities occurred in a section, which must be assumed to have influenced the allocation of seats;
 - e. filling vacancies in the council;
 - f. making provisions to promote orderly conduct of the elections;
 - g. supplying information to the Central Elections Office.
4. The elections office will sit at a place to be further announced, and can be contacted there on the working days referred to in these Regulations.
5. Decisions given and reports produced by the elections office are signed by the chair and the secretary.

Article 4: Appeal

1. With regard to decisions of the Central Elections Office as referred to in Article 2, fourth paragraph, an interested party can lodge an appeal with the Appeals and Objections Committee.
2. With regard to decisions of an elections office as referred to in Article 3, third paragraph, subparagraphs a, b, c, e and f, an interested party can lodge an appeal with the Appeals and Objections Committee.
3. The Executive Board will set rules regarding the composition and procedures of the Appeals and Objections Committee when handling appeals, in the Rules of Procedure of this Committee.



Chapter II: Right to vote and electoral registers

Article 5: Right to vote and classification of the voters in sections

1. The right to vote is held by everyone who, on a reference date to be determined by the Executive Board on the proposal of the Central Elections Office, belongs to the following sections:
 - a. the staff employed by the university and working in the faculty or central service, or
 - b. the students enrolled pursuant to the WHW for a study programme of the faculty, and the students enrolled in the non-initial study programmes of the faculty, as included in the Leiden Register or on a list of non-initial study programmes established by the Executive Board.
2. The right to vote is also held by persons who work in the faculty or central service and are employed by the Netherlands Organisation for Scientific Research (NWO) or similar organisations designated in the University's Management and Administration Regulations; they are classified in the staff section.
3. A staff member who works in more than one faculty and/or central service has the right to vote for the relevant councils.
4. A staff member who is also enrolled as a student for a study programme of the faculty or of a faculty other than the one in which he/she works, has the right to vote for the relevant councils.
5. A student who is enrolled for more than one study programme of more than one faculty has the right to vote for the relevant councils.
6. A voter can only exercise his/her right to vote in one section. A voter who belongs to both sections is classified in the staff section, without prejudice to the provisions of the seventh and eighth paragraphs, unless he/she communicated to the elections office that he/she wishes to be classified in the student section no later than the last day of the period referred to in Article 7, first paragraph.
7. A student assistant is classified in the student section. If a student assistant is appointed in a faculty other than the faculty of the study programme in which he/she is enrolled as a student, he/she will be classified in the staff section in the faculty where he/she works as a student assistant.
8. A chosen or *ex officio* classification cannot be revoked until a new election is held for the section in which the person concerned was classified according to the chosen or *ex officio* classification.

Article 6: Electoral register

1. The Executive Board asks for two identical electoral registers to be produced for the election of the council and gives them to the Central Elections Office. The Central Elections Office sends the register relating to the faculty or central service to the elections office of the faculty or central service.



2. The electoral register contains in any case the following information for each voter:
 - a. the family name referred to in Article 5 of Book 1 of the Civil Code of the Netherlands (*Burgerlijk Wetboek*);
 - b. the initial letters of the first names;
 - c. the address, postcode and city;
 - d. the (ULCN) e-mail address;
 - e. the date of birth;
 - f. the section in which the voter has been classified;
 - g. the faculty or central service to which the voter belongs.
3. The elections office adopts the electoral register on the reference date referred to in Article 5, first paragraph.

Article 7: Making the electoral register available for inspection

1. The elections office makes the electoral register available for inspection on the first working day after its adoption, for a period of two working days.
2. The Central Elections Office gives public notification in advance to the university community regarding the period for which and the place where the electoral register is available for inspection or is electronically accessible.

Article 8: Corrections to the electoral register

1. Anyone who thinks that he/she has been wrongly omitted from or not correctly included or wrongly included in the electoral register can request the elections office, in writing and stating the reasons, to correct this.
2. The written request for correction of the electoral register must be received by the elections office no later than the last day of the period referred to in Article 7, first paragraph.
3. The elections office has the right to make *ex officio* changes in the electoral register up to five working days after the reference date referred to in Article 5.
4. The Central Elections Office has the right at all times to make *ex officio* changes in the electoral register insofar as they concern the address, postcode or city of a voter.

Article 9: Decisions on correction of the electoral register

1. The elections office will decide in a public meeting on the request to correct the electoral register, in a reasoned decision, no later than the first working day after the period referred to in Article 7, first paragraph, and will change the electoral register if necessary.
2. The elections office will decide in a public meeting in the matter of *ex officio* changes of the electoral register, referred to in Article 8, third paragraph, in a reasoned decision.
3. Immediately after the meeting referred to in the first or second paragraph, the elections office will send a copy of the decision to the person who submitted the request for correction, or to whose right to vote the decision pertains.



Chapter III: Candidate nomination

Section 1: General provisions on candidate nomination

Article 10: Period of candidate nomination

1. Candidate nomination takes place in the period referred to in Article 7, first paragraph.
2. The Central Elections Office gives public notification in advance to the university community regarding the period of candidate nomination.

Article 11: Procedure for candidate nomination

1. Candidate nomination takes place on forms, the format and layout of which are determined by the Central Elections Office. These forms can be obtained from the Central Elections Office and the elections offices.
2. The candidate nomination is handed in to the elections office. This elections office gives a receipt to the person who hands in the candidate nomination, stating the date and time.

Article 12: Candidates

1. The following information is stated for each candidate:
 - a. the family name referred to in Article 5 of Book 1 of the Civil Code of the Netherlands (*Burgerlijk Wetboek*);
 - a. the initial letters of the first names, which can be fully or partly replaced by first names;
 - b. the date of birth;
 - c. the address, postcode and city;
 - d. the sex;
 - e. the section in which he/she has been classified;
 - f. statement of the part of the faculty or central service where the candidate works, or the study programme for which the candidate is enrolled.
2. A candidate must have been classified in the section for which the candidate nomination is made.
3. Each candidate gives a written declaration that he/she consents to the candidate nomination.
4. For persons who are employed by the Netherlands Organisation for Scientific Research (NWO) or similar organisations designated in the Management and Administration Regulations, the candidate nomination must be accompanied by written permission from the employer.



Article 13: Signing of candidate nomination

1. A candidate nomination is signed on behalf of a staff organisation, or by at least five percent of the number of voters of the section for which the candidate nomination is made, on the understanding that there is never a requirement for more than five signatures. If a section contains fewer than twenty voters, personal candidate nomination is sufficient.
2. A voter may only sign candidate nominations for the section in which he/she is classified.
3. A voter who signs the candidate nomination must in any case state therewith the information referred to in Article 12, first paragraph, subparagraphs a, b, c, d, f and g.

Article 14: Checking of candidate nominations

1. The elections office checks the candidate nominations for omissions regarding the requirements stated in Articles 12 and 13.
2. On the first working day after the period referred to in Article 7, first paragraph, the elections office announces in a public meeting the decision arising from the checking of the candidate nominations.
3. For the candidate nominations that were not accepted by the elections office, the report states the reason for non-acceptance, and the possibility to rectify omissions.
4. The elections office's decision regarding the submitted candidate nominations will be displayed as soon as possible in a central place in the faculty or central service, or (also) announced via the ULCN network, and a copy will be sent to the person who submitted the candidate nomination.

Article 15: Rectification of omissions

1. Omissions regarding the requirements stated in these Regulations can be rectified. For this purpose, the documents for the candidate nomination can be resubmitted to the elections office for a period of two working days after the meeting referred to in Article 14, second paragraph.
2. The elections office gives a receipt to the person who hands in the documents, stating the date and time.
3. Rectification of omissions cannot lead to the nomination of new candidates.

Article 16: Decision on rectification of omissions

1. On the first working day after the period referred to in Article 15, first paragraph, the elections office announces the decision arising from the checking of the resubmitted candidate nominations, in the manner regulated in Article 14.
2. The possibility to rectify omissions is not stated.



Section 2: Specific provisions on candidate nomination with the candidate system

Article 17: Adding the name of a staff organisation or a group

The name or abbreviation of the name of the relevant staff organisation or of a group can be added to the candidate's name, provided that it contains no more than twenty letters.

Article 18: Signing of candidate nomination

A candidate nomination may not be signed by the candidate concerned, except for the provisions of Article 13, first paragraph, second sentence.

Section 3: Specific provisions on candidate nomination with the list system

Article 19: Candidate lists

1. The candidate nomination takes place on candidate lists, which may contain no more than 20 candidates. If a candidate list contains more than one name, the names of these candidates are placed on the list in the order of the signatories' preference.
2. The name of the same candidate may not appear on more than one candidate list.

Article 20: Name of the candidate list

1. A candidate list can be given the name or abbreviation of the name of the relevant staff organisation or of a group, provided that it contains no more than thirty-five letters or other characters.
2. A candidate list that has not been given a name, or the abbreviation thereof referred to in the first paragraph, will be deemed to have the name of the first candidate.
3. A name of a candidate list may not be such that confusion can arise with candidate lists used or submitted previously. The Central Elections Office can refuse the name or abbreviation referred to in the first paragraph if it is incompatible with public order. Chapter G of the Elections Act (*Kieswet*) is applicable *mutatis mutandis*.

Article 21: Signing of candidate nomination

1. A candidate list may not be signed by the candidates appearing on this list, except for the provisions of Article 13, first paragraph, second sentence.
2. A staff organisation and a voter may each sign no more than one candidate list.



Chapter IV: Voting

Section 1: Omission of voting

Article 22: Low number of candidates

If the number of candidates in a section is less than or equal to the number of seats to be filled, voting will not take place in that section and the relevant candidates will be declared elected.

Section 2: General provisions on voting

Article 23: End of the voting

At the proposal of the Central Elections Office, the Executive Board will determine the final day of voting, on which the electronic votes must have been cast by 16.00 hours.

Article 24: Sending the electronic notices and layout of the electronic ballot papers

1. The Central Elections Office puts the electoral register in a databank.
2. At least four working days before the last day of voting, the Central Elections Office sends to every voter an e-mail containing a reference to the website that offers the voter access to an electronic ballot paper. The e-mail is sent to the voter's ULCN e-mail address.

Article 25: Voting procedure

1. Before filling in the electronic ballot paper, the voter must provide identification by means of his/her ULCN user name and password.
2. Via the website, the voter will be given access to the electronic ballot paper if his/her user name and password are recognised and if the voter has not yet cast a vote.
3. The voter casts a vote by filling in the electronic ballot paper and sending his/her vote via the ULCN network or via internet.
4. The vote cast will be sent to a temporary databank, where it will be recorded. This databank is managed by an external party and, until the time referred to in Article 23, is not accessible to people connected with the university, the Central Elections Office or the elections offices.



Section 3: Specific provisions on voting with the candidate system

Article 26: Electronic ballot paper

1. The electronic ballot paper shows a designation and the section, together with the names of the relevant candidates in a randomly varying order.
2. The electronic ballot paper shows for the relevant candidate – if so wished - , in addition to his/her name, the name or abbreviation of the name of the staff organisation or of the group and/or a statement of the part of the faculty or central service where the candidate works, or the study programme for which the candidate is enrolled.

Article 27: Voting procedure

A voter casts his/her vote by choosing one or more of the candidates – up to a maximum of the number of available seats – in the order of his/her preference.

Section 4: Specific provisions on voting with the list system

Article 28: Electronic ballot paper

1. The electronic ballot paper shows a designation and the section, together with the relevant candidate lists, in the order stipulated pursuant to the second paragraph.
2. The electronic ballot paper shows the candidates in lists. The order of the lists for each section is determined as follows:
 - a. First, the lists of staff organisations and groups are shown that obtained one or more seats in the previous election for the section concerned, in the order of the number of votes they received; where the number of votes was the same, the order is decided by drawing lots;
 - b. These are followed by the other lists, shown in the order determined by drawing lots.
3. For each candidate, in addition to his/her name and the name or abbreviation of the name of the staff organisation or of the group above the list if so wished, a statement of the part of the faculty or central service where the candidate works is shown or the study programme in which the candidate is enrolled.

Article 29: Voting procedure

1. A voter casts his/her vote by selecting the ‘vote box’ placed in front of the name of the candidate of his/her choice.
2. A voter is not permitted to select more than one vote box.



Chapter V: Result and revoting

Section 1: General provisions on calculating the result

Article 30: Receiving the votes

After the last day of voting, the data from the databank referred to in Article 25, fourth paragraph, are sent to the Central Elections Office.

Article 31: Validity of the electronic ballot papers

1. An electronic ballot paper can contain a blank vote.
2. In all cases where a voter has acted in a manner contrary to the provisions of these Regulations when voting, the elections office will decide on the validity of the electronic ballot paper concerned.

Article 32: Calculation of the result by the Central Elections Office

The Central Elections Office calculates the result for each section on the basis of the provisions of Articles 33 to 35 inclusive (candidate system) or Articles 36 to 38 inclusive (list system).

The Central Elections Office has the right to outsource the calculation to a third party, which must comply with the conditions of these Regulations.

Section 2: Specific provisions on calculating the result with the candidate system

Article 33: Vote value

On a valid electronic ballot paper, which does not contain a blank vote, a 'vote value' is assigned to the candidate indicated on the list as the highest preference by multiplication by the number of available seats. A vote value is assigned to the second-preference candidate by multiplication by the number of available seats minus one. A vote value is assigned to the third-preference candidate by multiplication by the number of available seats minus two, and so on.

The vote values obtained in this way are added together for each candidate to produce a 'vote value total'.

Article 34: Determining the result

The result is determined by declaring as many candidates elected as there are seats available, starting with the candidate with the highest vote value total, and then the next highest vote value total, until all the seats are filled.



Article 35: Drawing lots

If more than one candidate is eligible to fill the last available seat, the decision will be made by drawing lots.

Section 3: Specific provisions on calculating the result with the list system

Article 36: Allocation of the seats to the lists

1. The sum of valid votes cast for a list is called the 'total vote'. The sum of the total votes divided by the number of seats to be allocated is called the 'electoral quota'.
2. The number of available seats allocated to a list is the number of times the electoral quota goes into that list's total vote.
3. The remaining seats are successively allocated to lists of which the total vote divided by the electoral quota have the highest surpluses. Lists that do not have a surplus are considered to be lists with the smallest surplus. In case of equal averages, lots will be drawn.
4. If one or more seats in excess of the number of candidates on a list must be allocated to that list, those seats will be allocated to one or more other lists by continued application of the third paragraph.
5. When all the eligible lists have received a remaining seat and there are still distributable seats left, these seats are allocated according to the system of the largest averages, provided that with this allocation none of the list get allocated more than one seat.

Article 37: Allocation of the seats to the candidates

1. Insofar as sufficient seats have been allocated to the list, and in the order of the number of votes cast for them, those candidates are elected who obtained a number of votes greater than half of the electoral quota. If numbers are the same, the position on the list will be decisive.
2. The seats allocated to the lists that have not yet been allocated to a candidate after application of the first paragraph, will be assigned to the candidates of the relevant lists who have not yet been elected, in the order of the list.

Article 38: Ranking of the candidates

1. Within the lists to which seats have been allocated, the candidates on those lists are ranked in an order such that the candidates elected are placed at the top, in the order in which they were elected.
2. Next, the candidates who were not elected and who received a number of votes that is greater than half of the electoral quota are ranked in the order of their votes, with a candidate who received a greater number of votes being shown before a candidate with a smaller number of votes. If the numbers of votes are equal, the position on the list is decisive.
3. The other candidates are then ranked in the order of the list.



Section 4: Adoption and announcement of the result; revoting

Article 39: Adoption and announcement of the result

1. The Central Elections Office passes the outcomes of its calculations to the elections office.
2. The elections office adopts the result of the election and produces a report stating, for each section, the order in which the candidates were declared elected or rejected.
3. As soon as possible after the meeting referred to in the first paragraph, the result of the election will be displayed at a place in the faculty or central service that is accessible to everyone, and/or announced via the ULCN network.
4. No later than the second working day after the meeting referred to in the second paragraph, the elections office will notify every candidate in writing of whether he/she has been declared elected or not. The notification from the elections office serves as a credential for the candidates who have been declared elected.
5. The elections office sends a copy of the report referred to in the second paragraph to the Central Elections Office, the council and the Executive Board.

Article 40: Revoting

1. The elections office does not adopt the result of the election in a section if it is of the opinion that irregularities occurred in the voting in that section, which must be assumed to have influenced the allocation of seats, and notifies this to the Central Elections Office.
2. If the Central Elections Office does not share the opinion of the elections office, the elections office will then adopt the result of the election in the section as soon as possible after receiving the notification concerned.
3. If the Central Elections Office shares the opinion of the elections office, it will decide that a revote will be held in the section concerned.
4. If the irregularities referred to in the first paragraph occurred in a group of voters that can be determined precisely, and the votes cast by these voters can be distinguished with certainty from the votes cast by the other voters, the Central Elections Office can decide that a partial revote will be held for that group of voters.
5. For the purpose of the revote or partial revote, on the proposal of the Central Elections Office, the Executive Board will as soon as possible establish a new final day of voting.
6. Articles 23 to 39 inclusive are applicable *mutatis mutandis* to the revote or partial revote.
7. If a partial revote is held, the calculation of the result takes place on the basis of the total votes cast in the partial revote and the votes cast by the voters for whom no revote was held.



Chapter VI: Vacancies

Article 41: Ending of membership

Membership of the council ends, other than by expiry of the term of office, by:

- a) written resignation by the council member, addressed to the chair of the council;
- b) the council member leaving the faculty or central service;
- c) the council member leaving the section within which he/she was declared elected as a member of the council.

Article 42: Filling vacancies with the candidate system

1. The elections office fills an interim vacancy in a council by sending a written request to the members who resigned within the applicable term of office, insofar as they still belong to the faculty or central service and to the section within which they were declared elected as a member of the council, in the order of the report referred to in Article 39, second paragraph, asking them to again accept the membership of the council, with the exception of those who explicitly declared in writing that they no longer wish to be considered again for membership of the council within the applicable term of office or part thereof. A declaration as referred to above can be withdrawn at any time.
2. If, on the fifth working day after the date of the written request referred to in the first paragraph, the elections office has not received an affirmative answer from the resigned member to whom it sent the written request, this resigned member will be deemed not to be willing to again accept the membership of the council.
3. A resigned member who is found to be willing will be declared elected to the interim vacancy by the elections office.
4. If an interim vacancy in the council cannot be filled in the manner referred to in the foregoing paragraphs, the elections office will ask the Central Elections Office to recalculate the result of the vote, disregarding the preferences indicated on the electronic ballot papers for all resigned candidates.
5. The first candidate who is the first to be declared elected in the calculation referred to in the fourth paragraph, and who does not already have a seat in the council, will be declared elected to the interim vacancy by the elections office.



Article 43: Filling vacancies with the list system

1. The elections office fills an interim vacancy in a council by sending a written request to the members who resigned within the applicable term of office, insofar as they still belong to the faculty or central service and to the section within which they were declared elected as a member of the council on the relevant list, in the order of the report referred to in Article 39, second paragraph, asking them to again accept membership of the council, with the exception of those who explicitly declared in writing that they no longer wish to be reconsidered for membership of the council within the applicable term of office or part thereof. A declaration as referred to above can be withdrawn at any time.
2. If, on the fifth working day after the date of the written request referred to in the first paragraph, the elections office has not received an affirmative answer from the resigned member to whom it sent the written request, this resigned member will be deemed not to be willing to again accept the membership of the council.
3. A resigned member who is found to be willing will be declared elected to the interim vacancy by the elections office.
4. If an interim vacancy in the council cannot be filled in the manner referred to in the foregoing paragraphs, the candidate who is ranked as first in the relevant list in the report referred to in Article 39, second paragraph, and who does not yet have a seat in the council and has not resigned, will be declared elected to the interim vacancy by the elections office, insofar as he/she still belongs to the faculty or central service and to the section within which he/she was nominated as a candidate.
5. If a vacancy cannot be filled within the same candidate list because there are insufficient candidates, the seat will be allocated to another candidate list of the same section by continued application of Article 36, third paragraph.

Article 44: Temporary substitution

1. A council member can be temporarily substituted by reason of illness, pregnancy and childbirth, or unforeseeable temporary duties, related to his/her position, outside the University.
2. A request for temporary substitution must be submitted to the chair of the Faculty Council or Staff Council.
3. The chair will decide on the request and determine the duration of the substitution, which must be a minimum of four months.
4. Determination of the order of candidates for the period of substitution proceeds in the manner specified, *mutatis mutandis*, in Article 42 for the candidate system and in Article 43 for the list system.
5. At the end of the period of substitution, the temporary membership of the replacing person will be cancelled, and the membership of the substituted member will be restored until the end of the applicable term of office.



Chapter VII: Final provisions

Article 45: Determination of the electoral system

1. The faculty regulations stipulate the system to be used for the election of the student members of the council and the system to be used for the election of the staff members of the council. The decision establishing the staff council stipulates which system is used for the election of the members of the council.
2. An electoral system can only be changed if the decision to thus amend the faculty regulations or to amend the decision establishing the staff council was taken before the preceding 1 January.

Article 46: Cases for which the Regulations do not provide

In cases for which these Regulations do not provide, the Central Elections Office or the elections office will decide, as far as possible in accordance with the purport of the WHW and the requirements of the Elections Act (*Kieswet*; Bulletin of Acts and Decrees 1989, 423).

The Electoral Regulations for Faculty and Staff Councils were adopted by the Executive Board by a decision of 16 December 1997;

- amended by the Executive Board by a decision of 28 January 1999;
- amended by the Executive Board by a decision of 17 April 2003;
- amended by the Executive Board by a decision of 24 February 2005;
- amended by the Executive Board by a decision of 26 May 2005, entering into effect on 1 September 2005;
- amended by the Executive Board by a decision of 20 December 2005, entering into effect on 1 January 2006;
- amended by the Executive Board by a decision of 21 November 2006, entering into effect on 1 January 2007;
- amended by the Executive Board by a decision of 26 February 2008;
- amended by the Executive Board by a decision of 16 December 2014.
- amended by the Executive Board by a decision of 13 February 2018, entering into effect on 1 March 2018