



Electoral Regulations of the University Council

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Chapter I: General provisions

Article 1: Definitions

In these Regulations, the following definitions apply:

- a. The Act (WHW): The Higher Education and Research Act (WHW = *Wet op het hoger onderwijs en wetenschappelijk onderzoek* (Dutch Bulletin of Acts and Decrees 1992, 593))
- b. The University: Leiden University
- c. Faculty: One of the University's faculties
- d. Central Service: A service as referred to in Article 9.50, paragraph one, of the Act
- e. The Council: the University Council, as referred to in Article 9.31 of the Act
- f. Last voting day: The day, as referred to in Article 18 or, where relevant, the day as referred to in Article 28, paragraph three, of these Regulations
- g. Working days: Working days, where relevant from 9 a.m. to 4 p.m.
- h. ULCN: Leiden University Community Network
- i. Electronic ballot: An electronic ballot used by a voter to cast his or her vote, as well as, for the purposes of Chapter 5, a voter's vote

Article 2: Central Electoral Office

1. There is a Central Electoral Office, consisting of three members, including a Chair and a Deputy Chair, and three alternate members.
2. The members and alternate members of the Central Electoral Office are appointed by the Executive Board for a period of three years. Reappointment is possible.
3. The Central Electoral Office is assisted by a Secretary. The Committee may also call upon assistance from advisers.
4. The Central Electoral Office is in charge of the election of members of the Council. Its duties include at least the following:
 - a. Formulating a proposal to the Executive Board concerning the reference date, as referred to in Article 4, paragraph one, of these Regulations
 - b. Formulating a proposal to the Executive Board concerning the last day of the vote



- c. Establishing the electoral register
 - d. Making decisions concerning active and passive voting rights and how these rights are to be exercised
 - e. Making decisions concerning the validity of the nomination of candidates
 - f. Making decisions concerning calling a partial or complete new vote in a given section
 - g. Determining the results of the elections
 - h. Filling vacancies in the Council
 - i. Taking all due measures to ensure the elections proceed in an orderly fashion
5. The Central Electoral Office is located in the Oude UB Building, Rapenburg 70, and can be reached there on working days as referred to in these Regulations.
 6. All decisions and official reports by the Central Electoral Office are signed by the Chair and the Secretary.

Article 3: Appeal

1. An interested party may lodge a notice of appeal with the Appeals Board against decisions of the Central Electoral Office as referred to in Article 2, paragraph four, under c through h.
2. The Executive Board establishes Rules of Procedure for the Appeals Board that provide for the composition of and Procedure used by the Appeals Board in handling appeals.

Chapter II: Right to vote and electoral registers

Article 4: Right to vote and division of voters into sections

1. All individuals are eligible to vote who, as of a reference date established by the Executive Board following a proposal by the Central Electoral Office, belong to one of the following sections:
 - a. Staff employed by the University, or
 - b. Students enrolled at the University (in accordance with the Act), as well as students enrolled in non-initial study programmes offered by the University and listed in the Leiden Register or on the list of non-initial study programmes compiled by the Executive Board.
2. All individuals also have the right to vote who are employed at the University on behalf of the Netherlands Organisation for Scientific Research (NWO) or a comparable organisation designated in the University's Management and Administration Regulations. These individuals belong to the staff section.
3. An individual with the right to vote may only exercise this right in one section. An individual with the right to vote who belongs to both sections will, notwithstanding the provisions in paragraphs four and five, be assigned to the staff section, unless the Central Electoral Office decides to assign him or her to the student section no later than the last day of the period referred to in Article 6, paragraph one, of these Regulations.



4. Student assistants are assigned to the student section.
5. A choice for or official assignment to a specific section cannot be recalled before a new vote is called for the section to which the individual in question was assigned by choice or by official assignment.

Article 5: Electoral register

1. The Executive Board establishes an electoral register for the Central Electoral Office, and submits it to the Central Electoral Office.
2. For each voter, the electoral register lists at least the following:
 - a. Surname, as referred to in Article 5 of Book 1 of the Civil Code
 - b. Initials
 - c. Address, including postal code and city
 - d. Date of birth
 - e. The section to which the voter is assigned
 - f. The Faculty or central service with which the voter is affiliated
3. The Central Electoral Office establishes the electoral register on the reference date as referred to in Article 4, paragraph one, of these Regulations.

Article 6: Making the electoral register available for inspection

1. The Central Electoral Office makes the electoral register available for inspection for a period of two working days as of the first working day after the register is established.
2. The Central Electoral Office informs the University community publicly and in advance of when and where the electoral register is available for inspection or electronically accessible.

Article 7: Corrections to the electoral register

1. Any person who is of the opinion that he or she has been omitted, or inappropriately or wrongly included in the electoral register, may submit a motivated written request for correction to the Central Electoral Office.
2. The request for correction to the electoral register must reach the Central Electoral Office no later than the last day of the period, referred to in Article 6, paragraph one, of these Regulations.
3. For up to five days after the reference date as referred to in Article 4, paragraph one, of these Regulations, the Central Electoral Office is authorised to make ex officio corrections to the electoral register.
4. The Central Electoral Office is authorised to make ex officio corrections to the electoral register at any times if these corrections concern a voter's address, postal code or city.

Article 8: Decisions concerning corrections to the electoral register

1. The Central Electoral Office reaches a motivated decision about the request for correction to the electoral register in a public meeting held no later than the first working day after the end of the period referred to in Article 6, paragraph one, of these Regulations, and amends the electoral register if necessary.
2. The Central Electoral Office reaches a motivated decision about ex officio amendments to the electoral register, as referred to in Article 7, paragraph 3, of these Regulations, in a public meeting.
3. Immediately after the public meeting referred to in the first and second paragraph, the Central Electoral Office communicates its decision in writing to the person who submitted the request for correction or whose right to vote is at stake.

Chapter III: Nomination of candidates

Article 9: Period for nominating candidates

1. The nomination of candidates takes place in the period referred to in Article 6, paragraph one, of these Regulations.
2. The Central Electoral Office informs the University community publicly and in advance of the period for the nomination of candidates.

Article 10: Procedure for nominating candidates

1. Candidates are nominated on candidate lists whose format and layout have been approved by the Central Electoral Office. The relevant forms can be obtained from the Central Electoral Office.
2. Lists of candidates are submitted to the Central Electoral Office against written receipt with mention of the date and time when the candidate list was submitted.

Article 11: Candidates

1. A candidate list may include maximum 30 candidates. If a candidate list includes more than one name, the names of the candidates are listed in the order in which they are given preference by the signatories.
2. A candidate's name may only appear on one candidate list.
3. For each candidate, the following information should be provided:
 - a. Surname, as referred to in Article 5 of Book 1 of the Civil Code
 - b. Initial(s), which may be wholly or partially replaced by first names
 - c. Date of birth
 - d. Address, including postal code and city
 - e. Sex
 - f. The section the candidate belongs to
 - g. The Faculty or central service the candidate is affiliated with



4. A candidate should belong to the section for which the candidate list has been submitted.
5. For each candidate a written declaration should be submitted stating that he or she has agreed to be put forward as candidate.
6. For persons employed by the Netherlands Organisation for Scientific Research (NWO) or a comparable organisation as referred to in in the Management and Administration Regulations, nomination should include written permission from the candidate's employer.

Article 12: Name of the candidate list

1. A candidate list may bear the name or abbreviation of the relevant staff organisation or group, on condition that this name does not exceed 35 letters or other characters.
2. A candidate list that does not bear an name or abbreviation as referred to in the first paragraph, is expected to bear the surname of the first candidate on the list.
3. The name of a candidate list may not lead to confusion with the name of previously submitted lists of candidates. The Central Electoral Office may reject an name or abbreviation as referred to in the first paragraph if it contravenes with public order. Chapter G of the Elections Act applies accordingly.

Article 13: Signing a candidate list

1. A candidate list should be signed on behalf of the relevant staff organisation, or by at least five voters.
2. A voter may only sign a candidate list for the section to which he or she belongs.
3. A staff organisation or voter may not sign more than one candidate list.
4. A candidate list may not be signed by the candidates appearing on the list.
5. Voters who sign a candidate list should in any case submit their details as referred to in Article 11, paragraph three, under a, b, c, d, f, and g, of these Regulations.

Article 14: Checking of candidate nominations

1. The Central Electoral Office examines the nomination of candidates for any errors with respect to the requirements laid down in these Regulations.
2. On the first working day after the end of the period referred to in Article 6, paragraph one, of these Regulations, the Central Electoral Office shares its findings with respect to the Checking of the nomination of candidates in a public meeting.
3. For the lists of candidates that are not approved by the Central Electoral Office, the official report mentions the reason the list was not approved, as well as the opportunity to rectify the error(s).



4. The decision of the Central Electoral Office concerning the lists of candidates submitted is immediately displayed in the hall of the Oude UB Building, Rapenburg 70 and/or publicised via the ULCN network, and a written copy is sent to the person who submitted the list.

Article 15: Rectification of errors

1. Errors concerning the requirements listed in Articles 11 to 13 can be rectified. To this end, the documents for the nomination of candidates may be re-submitted to the Central Electoral Office during a period of two working days after the public meeting referred to in Article 14, paragraph two, of these Regulations.
2. The Central Electoral Office issues a written receipt with mention of the date and time to the person submitting these documents.
3. Rectification of errors may not lead to the nomination of a new candidate or the submission of a new candidate list.

Article 16: Decision concerning rectification of errors

1. On the first working day after the period referred to in Article 15, paragraph one, of these Regulations, the Central Electoral Office removes from the lists any candidates that hinder the lists' approval.
2. On the day referred to in the first paragraph and based on their Checking of the re-submitted lists of candidates, the Central Electoral Office announces its decision in the manner described in Article 14.
3. This time, no mention is made of the opportunity to rectify errors.

Chapter IV: Voting

Article 17: Low number of candidates

If the number of candidates in a section is smaller than or equal to the number of available seats, no vote takes place for this section, and the candidates are declared elected in the order in which they appear on the relevant lists.

Article 18: Last voting day

At the suggestion of the Central Electoral Office, the Executive Board establishes a last voting day on which all votes must be cast by 4 p.m. at the latest.

Article 19: Dispatch of electronic election notices and structure of electronic ballots

1. The Central Electoral Office places the electoral register in a databank.



2. Four working days before the day referred to in Article 8, the Central Electoral Office sends every voter an e-mail, with a link to the website giving the voter access to an electronic ballot. The electronic ballot contains a reference to the relevant section, as well as the relevant lists of candidates in the order referred to in the third paragraph. The e-mail is sent to the voter's ULCN e-mail address.
3. The electronic ballot includes a number of lists with candidate names. The order of the lists is determined per section, as follows:
 - a. The ballot first includes the lists of staff organisations and groups that won one or more seats in the last elections for the relevant section, in the order corresponding to the number of votes they won; in case of equal number of votes, lots are drawn.
 - b. This is followed by the other lists in random order.
4. In addition to the candidates' name and the name or abbreviation of the staff organisation or group that heads the list, the list also indicates for each candidate the faculty or central service he or she is affiliated with.

Article 20: Voting

1. Prior to filling in the electronic ballot, the voter is required to provide proof of identification by entering his or her ULCN username and password.
2. Via the website, the voter is given access to the electronic ballot if his or her username and password are recognised and the voter has not yet cast a vote.
3. The voter votes by filling in the ballot and casting his or her vote via the ULCN network or the Internet.
4. The votes cast are sent to a temporary databank and registered there. This databank is managed by an external party and is not accessible to any persons affiliated with the University or the Central Electoral Office until the date and time referred to in Article 18.

Chapter V: Calculating, determining and announcing election results

Article 21: Receiving ballots

After the last day of the vote, the data are retrieved from the databank referred to in Article 20, paragraph four, of these Regulations, and sent to the Central Electoral Office.

Article 22: Validity of electronic ballots

1. An electronic ballot may contain a blank vote.
2. In all other cases, if a voter has failed to comply with these Regulations, the Central Electoral Office decides on the validity of the electronic ballot in question.

Article 23: Distribution of seats per section

Articles 24 through 27 of these Regulations provide for the distribution of seats among lists and candidates.



Article 24: Distribution of seats among lists

1. The total sum of valid votes cast for a specific list is called the vote count. The total sum of vote counts, divided by the number of seats to be allocated is called the electoral quotient.
2. The number of times that the electoral quotient fits in a list's vote count corresponds to the number of seats allocated to the list in question.
3. The remaining seats are successively allocated to lists of which the vote count divided by the electoral quotient 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 a list is allocated one or more seats in excess of the number of candidates on the list in question, these seats are allocated to one or more lists through further 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 25: Distribution of seats among candidates

1. Candidates who win more votes than half the electoral quotient are selected in order of number of votes won, in as far as the list has been allocated a sufficient number of seats. In case of equal numbers of votes, the candidate's position on the list is decisive.
2. The seats allocated to a list that have not been allocated to a candidate after application of the first paragraph, are allocated to as yet unelected candidates on the relevant list in the order in which they appear on the list.

Article 26: Ranking candidates

1. Within the lists to which seats have been allocated, candidates are ranked such that elected candidates appear at the top of the list in the order in which they were elected.
2. In the next step, candidates who were not elected but won more votes than half of the electoral quotient, appear in order of number of votes won, such that a candidate with a greater number of votes appears before a candidate with a smaller number of votes. In case of equal number of votes, the candidates' position on the list is decisive.
3. Finally, the remaining candidates are ranked according to their order on the list.

Article 27: Determining and announcing the results

1. The Central Electoral Office determines the election results and issues an official report listing elected and non-elected candidates per section and per list, in the order indicated in Article 26.



2. As soon as possible after the meeting referred to in the first paragraph, the results of the election are announced at a location that is open to all and/or via the ULCN network.
3. No later than on the second working day after the meeting referred to in the first paragraph, the Central Electoral Office informs every candidate in writing of whether he or she was elected. This announcement by the Central Electoral Office serves as letter of credence for the candidates who are declared elected.
4. The Central Electoral Office sends a copy of the official report referred to in the first paragraph to the Council and the Executive Board.

Article 28: Calling a new vote

1. If irregularities are observed in a section's elections that must be assumed to influence seat distribution, the Central Electoral Office does not determine the election results this section, and instead calls a new vote for the section in question.
2. If the irregularities referred to in the first paragraph occur in a group of voters that can be precisely identified and the votes cast by these voters are easily distinguishable from those of other voters, the Central Electoral Office may decide to hold a partial new vote among the relevant group of voters.
3. For the purposes of this full or partial new vote, the Executive Board establishes as soon as possible a new last voting day for the Central Electoral Office.
4. The full or partial new vote is accordingly subject to Articles 18 through 27.
5. In case of a partial new vote, results are calculated based the total number of votes cast in the partial new vote and the votes cast by voters who do not take part in the new vote.

Chapter VI: Vacancies

Article 29: End of membership

Membership of the Council ends at the end of a candidate's term of office, or

- a. By written notice by the Council member, addressed to the Chair of the Council
- b. When the Council member leaves the University
- c. When the Council member leaves the section within which he or she was elected



Article 30: Filling vacancies

1. The Central Electoral Office fills temporary vacancies on the Council by inviting Council members who resigned during their term of office to renew their membership of the Council. These members are invited on condition that they are still affiliated with the University and the invitation related to the section in which they were elected as Council members on the relevant list. The invitation is issued in writing and in the order listed on the official report referred to in Article 27, paragraph one, of these Regulations. This does not apply to Council members who expressly indicated in writing that they no longer wish to qualify for membership of the Council within their legal term of office. Such a declaration may be revoked at any time in writing.
2. If the Central Electoral Office does not receive a positive answer from the resigned Council member in question by the fifth working day after the signature of the invitation referred to in the first paragraph, this member is considered unwilling to renew his or her membership of the Council.
3. The Central Electoral Office declares a resigned member who is willing to renew his or her Council membership elected to the temporary vacancy.
4. If the procedure described above fails to fill a Council vacancy, the Central Electoral Office declares elected the first candidate on the relevant list as it appears in the official report referred to in Article 27, paragraph one, of these Regulations, who is not yet a Council member and who did not resign from his or her membership of the Council.
5. If a vacancy cannot be filled from the same candidate list due to the lack of candidates, the seat is allocated to another list in the same section through further application of Article 24, paragraph three, of these Regulations.

Article 31: Temporary replacement

1. A member of the Council can be temporary replaced on account of illness, pregnancy or maternity, unforeseen circumstances, or temporary work activities related to his or her position outside the University.
2. An application for temporary replacement should be submitted to the Chair of the Council.
3. The Chair decides about the application and determines the duration of the replacement, with a minimum duration of four months.
4. Replacement candidates are ranked according to the provisions of Article 30 of these Regulations.
5. After the replacement period has expired, the temporary membership of the replacement member expires and the membership of the originally elected member is restored until the end of the term of office.



Chapter VII: Final provisions

Article 32: Unforeseen circumstances

In cases not provided for by these Regulations, the Central Electoral Office decides with due regard for the provisions of the Act and the Elections Act (Dutch Bulletin of Acts and Decrees 1989, 423).

The Electoral Regulations of the University Council were established by decision of the Executive Board on 13 February 2003; the Electoral Regulations were amended by decision of the Executive Board on 24 February 2005; the Electoral Regulations were amended by decision of the Executive Board on 26 May 2005, entry into force 1 September 2005; the Electoral Regulations were amended by decision of the Executive Board on 20 December 2005, entry into force 1 January 2006; the Electoral Regulations were amended by decision of the Executive Board on 19 January 2010 (with immediate entry into force); the Electoral Regulations were amended by decision of the Executive Board on 16 December 2014. the Electoral Regulations were amended by decision of the Executive Board on 13 February 2018, entry into force 1 March 2018