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The Rules Committee proposed the Election Regulations for the Representative Council on the 28th of January 2021.

the Election Regulations were accepted in the Representative Council of ISYY on the 25th of February 2021.

The Rector confirmed these Regulations on the 8th of March 2021.

The Election Regulations for the Representative Council elections of the Student Union of the University of Eastern Finland

Section 1 – Central Election Committee

The Representative Council Elections of the Student Union of the University of Eastern Finland (ISYY) is prepared and supervised by the Central Election Committee (KVL), which consists of at least six (6) and at the most eight (8) ordinary members and at the most four (4) deputy members in order. Majority of the members of KVL must be members of ISYY.

KVL shall have a quorum, when two-thirds (2/3) including the Chairperson or the Vice Chairperson are present. KVL is summoned by the Chairperson or alternatively the Vice Chairperson in case the Chairperson is unavailable.

The term of office of KVL ends when the Representative Council of ISYY elects a new KVL.

Only the members of KVL, deputy members of KVL, Secretary General of ISYY, staff members of ISYY appointed by the Secretary General, and experts invited by KVL, have the right to participate in the meetings of KVL. Everyone with the right to participate in the KVL meetings, also has a right to speak in the meetings.

The Secretary General of ISYY or a staff member of ISYY appointed by the Secretary General operates as the Secretary for KVL. In case they are unavailable, KVL elects the Secretary amongst the members of KVL.

If necessary, KVL may invite a required number of Election Committee members to help in the counting of votes.

Section 2 – Election of the Central Election Committee

The Representative Council of ISYY elects the members of KVL in accordance with the Rules of the Student Union.

The Representative Council elects the Chairperson and the Vice Chairperson of the KVL from amongst the members of KVL.

Section 3 – Election Committee

KVL must appoint an Election Committee for each polling station and for electronic voting. A member of KVL may also be a member of an Election Committee. An Election Committee must consist of a Chairperson, Vice Chairperson and at least three (3) members and if required, deputy members.

During the election procedure, the Chairperson or the Vice Chairperson and at least two (2) other members or deputy members must be present at the ordered polling station. A member of an Election Committee may vote at a polling station they are supervising, but they cannot operate as an attending member of the Election Committee at the same time.

An Election Committee must make sure that there are enough combinations of lists of candidates and ballot papers at the polling station. An Election Committee's duty is to supervise the voting privacy and the secrecy of the ballot, in accordance with section 15 of the Election Regulations, and see that the ballot papers are not given to anyone else than the ones entitled to vote.

Section 4 – Election announcement

KVL must give an election announcement of the elections on the official bulletin board of ISYY at least 40 days before the first advance election day. In addition, the election announcement is posted to ISYY's other communication channels.

Section 5 - Nomination of candidates

KVL confirms the templates for candidate applications, applications for the lists of candidates and electoral alliance applications before publishing the election announcement. Applications must be available in paper at the ISYY offices during the office hours and in electronic format on the website of ISYY. KVL instructs the office staff before publishing the election announcement, so that the staff can assist the candidates and the Spokespersons.

Charters of the lists of candidates and electoral alliances drawn up for the elections as well as the candidate applications must be delivered to ISYY office, at least twenty six (26) days before the first advance voting day by 3 pm. If the day is Saturday, Sunday or a holiday, the documents are delivered to the ISYY office mentioned in subsection 1 during the following weekday by 3 pm.

Section 6 - Processing the applications

KVL must have a meeting on the last day of submitting the list of candidates after 3 pm. In the meeting, KVL must process all arrived applications with their possible attachments.

Applications delivered by the due date, of which KVL has not given a note for the applicant, must be accepted. Remarks made by KVL in its meeting must be available on the official bulletin board of ISYY by 12 pm (noon) on the following day of the meeting at the latest, and they must be reported to the candidate applicant or the Spokesperson of the list immediately by telephone, or alternatively through email if the candidate has agreed to communication via email. An applicant has a right to complement possible shortcomings in their application or correct the parts to which KVL has left a remark, at the latest by twenty-two (22) days before the beginning of the advance voting.

In the same meeting, the reciprocal order of the list of candidates is decided by drawing lots, taking into consideration electoral alliances, within which lots are also drawn. The order of the lists of candidates of the same electoral alliance are drawn and then merged under a shared heading and separated from other lists so that it is obvious which lists of candidates belong to which electoral alliance.

The accepted lists of candidates are numbered so that the first candidate of the first drawn list of candidates is given number 2, the next candidate number 3 and so on, until everyone on the list has received a number. The first candidate of the secondly drawn list of candidates is given the next available number and so on, until each candidate of each list has received a number. The internal order of the candidates on a list is defined by the Spokesperson of the list.

Final combination of the list of candidates with numbers must be published twenty (20) days before the elections on the official bulletin board of ISYY and in all different ways considered essential for communications. The list must also be seen in the immediacy of the polling stations.

Section 7 - Disqualification

If an application is still erroneous or insufficient after a remark given by KVL or after the deadline for corrections, the application is disqualified. In case an error concerns eligibility or double candidacy (in other words a candidate has made an application for more than one list of candidates) or if the agreement of a candidate is missing, the application is disqualified. In case the application is missing the Spokesperson or the candidate's signature or another form of agreement accepted by the KVL, the application is disqualified.

Section 8 - Candidacy

A candidate can run for the Representative Council only on one list of candidates. The application must include the candidate's personal identity number or the student number, the whole name of the candidate and the name of the list of candidates to which the candidate is applying.

The candidate application must also state that the candidate agrees to receive a position as the Representative Council member and to give the Student Union the right to use their contact details when informing of important matters concerning the Representative Council, as well as have a guarantee that the candidate has not applied for any other list of candidates.

The Spokesperson of the list must sign the candidate's application. KVL may verify the agreement of the Spokesperson or the candidate by another way they have decided if the signature of the Spokesperson or the candidate is missing.

Section 9 - Spokesperson

Each list must have a Spokesperson, who must sign the application of the list of candidates. The Spokesperson must be a member of ISYY and an eligible Election candidate. The Spokesperson of the list of candidates can only be a candidate on that same list.

Section 10 – Lists of candidates and electoral alliances

A list of candidates can have at the most 58 candidates ($39 \times 1,5$; rounded down to the nearest integer).

Spokespersons of the lists of candidates forming an electoral alliance must give KVL a collective announcement in writing, in which both the lists of candidates merging into an electoral alliance and a name for the electoral alliance are stated.

A list of candidates may belong only into one electoral alliance. If a list of candidates has registered into more than one electoral alliance, the list is deemed not to belong to any electoral alliance.

An electoral alliance can have many lists of candidates, but the combined number of the electoral alliance's candidates cannot exceed the maximum number of a single list of candidates, as described in subsection 1.

Each list of candidates and electoral alliance must have a proper and appropriate name differing from each other and a possible abbreviation of the name. The name of an electoral alliance must include the word 'vaaliliitto', electoral alliance.

Section 11 – Concord elections and complement elections

In case there are as many candidates as there are positions to be filled, elections will not be organised and all candidates running for the Representative Council are elected.

In case there are fewer candidates than there are positions to be filled, all candidates running for the Representative Council are elected. In order to fill in the remaining positions, KVL must organise complement elections, in which the number of available positions is determined by subtracting the number of the Representative Council members elected in the first elections of the whole Representative Council. These Election Regulations will be applied in the complement elections.

The Representative Council will have a quorum before the complement elections, in case the number of already elected Representative Council members exceeds the minimum threshold of quorum.

Changes in the maximum number of candidates of the lists of candidates and electoral alliances must be taken into account as described in subsections 1 and 4 of section 10.

Section 12 – Eligibility

ISYY members, who have registered as attending students to the University of Eastern Finland at least twenty six (26) days before beginning of the advance voting, are eligible to become candidates with exceptions mentioned below.

Ineligible to be members of the Representative Council are:

1. members, who are not registered by the due date mentioned in subsection 1 of section 12 of the Election Regulations;
2. members of the Central Election Committee in elections they are preparing or supervising;
3. leading staff members of the companies, of which the Student Union is a major shareholder; and
4. the Secretary General of the Student Union and the Chief Editor of the Student Union's newspaper.

Employees of the Student Union are disqualified to operate as members of the Representative Council during the term of their employment if the weekly working hours exceed five (5) hours.

In case an ineligible candidate has been set as a candidate, the candidacy of the person in question is nullified.

Section 13 – Registration of a voter and the right to vote

All students registered as attending to the University of Eastern Finland, who are members of the Student Union, are entitled to vote in the Representative Council elections of ISYY. The right to vote can only be used personally by an attending member. It is not possible to vote with a power of attorney or with an extract in the elections. Everyone entitled to vote has only one vote in the elections.

Voter must register as attending at least seven (7) days before the first advance voting day, in order to be registered into the electoral register.

KVL or an Election Committee must ensure that a voter cannot vote before they have been verified eligible to vote. Upon request, the voter must verify their identity either with an identity card with their picture in it granted by an authority, or with a student card. The right to vote can be verified from the list of eligible voters confirmed by KVL, if required.

KVL must confirm the list of eligible voters before the first voting day, however at the earliest six (6) days before the first advance voting day.

Section 14 – Polling stations and conducting the elections

The elections must be conducted in a way that the secrecy of the ballot remains, and the information security is implemented. The elections are conducted on the date proposed by KVL and decided by the Representative Council.

If required, KVL has a right to organise an advance voting during a date it decides, however at the earliest fourteen (14) days before the actual elections. Dates of submitting the documents, the election announcement and other due dates provided in these Regulations are counted from the first advance voting day.

In case the elections are conducted in more than one place, KVL gives more specific rules on how the elections are conducted. The announcement must be given at the latest when the combined list of candidates is published.

Section 15 – Voting privacy and the secrecy of the ballot

Absolute voting privacy prevails at the polling stations. Members of an Election Committee must take care that there is no attempt to influence the opinions of the voters at a polling station or in its immediacy by the members of Election Committee, candidates or anyone. Advertising in the immediacy of a polling station is allowed only at the places allocated for advertising by KVL.

If required, a polling station may be closed temporarily with a decision of an Election Committee, if the voting privacy is being threatened, or for another compelling reason. The election procedure is continued, when an Election Committee has stated that the voting privacy is secured. The elections are continued normally after the interruption; however, the polling station is kept open longer than predetermined, for as long as the interruption lasted. An Election Committee must record the reason for the interruption and the measures taken, into the minutes of the Election Committee. KVL decides on possible follow-up measures, if the voting privacy or the secrecy of the ballot has been seriously threatened.

An Election Committee is obliged to ensure that a person entitled to vote is able to make their markings into the ballot paper and maintain the secrecy of the ballot, and that all aids required for the elections are available for a voter. KVL must take into account in advance an equal voting possibility for the voters with reduced mobility or for others requiring specific assistance.

An Election Committee must not give information of who have or have not used their right to vote, for a third party.

Section 16 – Ballot paper

Form of the ballot paper is confirmed by KVL.

Ballot paper is disqualified if it is not stamped in a regulated way, it has other markings than the number of the candidate or if there are any obscurities in the ballot paper that leave space for interpretation. KVL decides on disqualifying in controversial cases. Disqualified ballot papers must also be stored.

Section 17 – Voting in electronic elections

KVL selects the system being used in electronic elections.

Representative Council elections may be organised partially or completely electronically. In electronic elections, voting happens with user identifications ordered and accepted by KVL. In the electronic elections, the votes shall be given into an electronic ballot box, which is a file formed from the votes given in the elections. The votes are stored in the electronic ballot box. Immediately before the beginning of the elections, the Chairperson or the Vice Chairperson of KVL must state that the electronic ballot box is empty.

Electronic ballot box must not be opened and the votes accumulated there must not be counted before the voting has closed.

KVL gives more specific instructions on conducting the voting and on how the secrecy of the ballot is secured and the information security implemented. In case an electronic voting requires delivering electronic or written material such as identity information etc. for the voters, the material must be sent for the persons entitled to vote at the latest for fourteen (14) days before the first advance voting day.

Section 18 – Voting in ballot box elections

Election Committees keep meeting minutes at each polling station during the elections. The minutes are called the election record. Adequate number of ballot boxes with a lock, accepted by KVL, must be reserved in advance for ballot box elections. The first voter at a polling station makes sure that the ballot box is empty. After this, as the voter is present, the ballot box is closed with two (2) locks, the keys of which are in the possession of the Chairperson and the Vice Chairperson of an Election Committee, until they give the keys for the Chairperson and the Vice Chairperson of KVL. The voter confirms with their signature and the clarification of their name to the election record

that the ballot box was empty. The first voter can not be a member of KVL or an Election Committee. When the voting day ends, the ballot box is sealed in a way enacted by KVL.

When the same ballot box is used on the later voting days, the first voter of the voting day states the integrity of the seal and confirms it with their signature and the clarification of their name into the election record. Restrictions of the first voter, enacted in subsection 1, also concern the later voting days.

An Election Committee may break the seal of the ballot boxes only in the beginning of a voting day after the first voter has stated the integrity of the seal, and KVL may break it after it has stated the integrity of the seal in the beginning of the counting of votes.

The ballot boxes must not be at any point under the supervision of only one (1) person. At least two (2) members of an Election Committee or KVL may leave the ballot box into a locked room controlled by ISYY, ordered in advance by KVL, to wait for the later voting days or beginning of the counting of votes.

If a person entitled to vote wants to use a new ballot paper after making what they consider an erroneous marking, they must first return the ballot paper they first received, to an Election Committee. The Election Committee will nullify and eradicate the ballot paper. After this, the voter receives a new ballot paper.

After the voter has made the markings they want into the ballot paper, they must bring the closed ballot paper for stamping and after this, put the stamped ballot paper into the ballot box. After this the person entitled to vote is deemed to have used their right to vote.

Section 19 - Closing a polling station

A polling station may be closed before the due date by a decision of the Chairperson of KVL, in case everyone entitled to vote at the polling station has voted.

Section 20 - Counting of votes

The counting of votes is conducted in a meeting of KVL, which must be held immediately after the last polling station has closed and when the ballot boxes have been delivered to KVL, in the way enacted in subsection 4 of section 18 of these Regulations. The counting of votes is conducted obeying these Regulations, instructions of KVL and good manners. Meeting minutes must be written of the counting of votes and the minutes must be confirmed and signed by everyone who participated in the counting of votes.

The counting of votes is conducted as it has been enacted for the counting of votes for elections by proportional representation in national and municipal elections. Thus the counting of votes is conducted in a way in which the personal comparative indexes are the whole number of votes of the list of candidates divided by one for the candidate receiving the most votes on the list of candidates, the whole number of votes of the list of candidates divided by three for the candidate receiving the second most votes on the list of candidates and the whole number of votes of the list of candidates divided by five for the candidate receiving the third most votes on the list of candidates and so on. The formula used for counting comparative index is $\frac{A}{2p+1}$, in which A is the votes the list has received and p is the positions already distributed for the list (zero in the beginning). Internal order of an electoral alliance and a list of candidates is determined in the same way. In case there is a tie concerning the personal number of votes or comparative indexes, their order is resolved with a draw conducted by KVL.

The result of the elections must be published immediately after the counting of votes, on the official bulletin board of ISYY. In case this is impossible, the publishing must happen at the latest twenty-four (24) hours after the counting of the result. An unofficial result of the elections may be published in the middle of counting the votes, if it is informed simultaneously that the counting of votes is still unfinished.

In case KVL suspects that there has been an error or a humane mistake in the counting of votes, KVL must state the counting as unofficial. In addition, if KVL wants to, it may state the first counting of votes to be an unofficial election result. If the first counting is stated to be unofficial, it must be expressed while publishing the results that the result is unofficial.

In case the counting is stated unofficial, the final election result is conducted in a recount, as stated in section 21 of these Regulations.

After the counting of votes, the votes are closed into one ballot box and stored as defined in subsection 4 of section 18 of these Regulations.

Section 21 – Recount

In case KVL states the counting of votes unofficial in the first counting the votes, KVL must conduct a recount at the latest seven (7) days after the first counting of votes; however in a way that there is at least one (1) whole day between the beginning of the counting of votes and the recount. The recount is conducted as defined in subsections 1 and 2 of section 20 of these Regulations.

KVL confirms the election results after the recount and publishes them as enacted in subsection 3 of section 20 of these Regulations.

After the counting of votes, the votes are sealed into one ballot box and stored as defined in subsection 4 of section 18 of these Regulations.

Section 22 – Election result

After the election results are known, KVL must inform the Representative Council of ISYY of the results. KVL also makes a report on how the elections went and on possible distractions for the same body.

It is possible to make a rectification request of the result to KVL within thirty (30) days from publishing the result. An appeal can be made as enacted in section 66 of the Rules of ISYY.

The final election results are confirmed by the Representative Council of ISYY.

Section 23 – Storing the ballot papers

Ballot papers submitted in the voting must be stored for thirty (30) days from publishing the election result, or from a possible revised decision or an appeal has been processed and has become lawful. In case there appears any reason to suspect malpractice or miscalculation, the election result must be recalculated in accordance with section 24 of these Regulations.

The ballot papers must be stored as defined in subsection 4 of section 18 of these Regulations.

Section 24 – Revision of the results and recalculation

In case a member of ISYY demands a revised decision for the election result within thirty (30) days from publishing the election result, the result must be recalculated. The demand for a revised decision must be submitted in writing to a Student Union office or for KVL. The recalculation must be conducted within fourteen (14) days from making the demand for a revised decision.

The final election result is confirmed by the Representative Council of ISYY.

The ballot papers must be stored until the appeal period has ended or the possible appeals have been solved.

Section 25 – Membership and deputy membership of the Representative Council

Thirty-nine (39) candidates who have received the largest comparative index, counted in accordance with subsection 2 of section 20 of the Election Regulations of ISYY, are declared as members of the Representative Council. All candidates of the Representative Council elections, who have been on a list of candidates or an electoral alliance, from which at least one member has been elected into the Representative Council, become Representative Council deputy members. The order of the Representative Council deputy members is defined so that the first deputy member of a list of candidates or an electoral alliance is the person who is the first one not elected into the Representative Council from their own list of candidates or an electoral alliance.

A deputy member becomes an ordinary member of the Representative Council, according to the order defined in subsection 1 of section 25 of the Election Regulations of ISYY, in case an ordinary member of the Representative Council loses their eligibility, is elected as an Executive Board member, resigns in the middle of the term of office, is stated temporarily absent or is unable to participate in the Representative Council meeting.

In case there are no more available deputy members on a list of candidates or in an electoral alliance to replace a member who has resigned from the Representative Council, has lost their eligibility, is elected as an Executive Board member or has temporarily resigned, the first candidate who has not been elected based on their personal comparative index becomes an ordinary member in accordance with subsection 1 of section 25 of these Regulations. In case the first candidate who has not been elected has lost their eligibility or resigned their post as the Representative Council deputy member, the next member who was not elected based on their personal comparative index replaces them as a Representative Council member. This procedure is continued until there are thirty-nine (39) members in the Representative Council.

In case the number of the Representative Council's ordinary members drops under thirty-nine (39), the Representative Council and KVL must immediately take measures to conduct complement elections in accordance with section 11 of these Regulations

Section 26 - Election rules and regulations

KVL must give instructions and guidance to candidates and the lists of candidates regarding the procedures of the elections and advertising in places that the Student Union has allocated for this purpose. All instructions given by KVL must be published on the official bulletin board of the Student Union and must be sent via email to the Spokespersons of the lists of candidates before publishing the combination of the lists of candidates.

In case the candidate or the Spokesperson of the list of candidates requests more detailed instructions, the Chairperson of KVL must give the instructions without delay.

Section 27 - Hearing

When making a decision which concerns only a part of the candidates or the lists of candidates, KVL must hear the litigants or, in case lists of candidates are in question, the Spokespersons of the lists of candidates, before making a decision. Invitation to the hearing must be sent in written form. Hearing can be arranged either in written or in spoken form. However, the hearing must be arranged in spoken form if one of the people being heard demands this.

All material based on which KVL will resolve the issue must be sent to the person being heard at least two (2) days before the hearing. The possible consequences must be communicated to the person being heard in the invitation to the hearing.

The person being heard has the right to use an agent and/or a support person in the hearing and this right must be communicated in the invitation to the hearing.

Section 28 - Guidelines for advertising in places provided by the Student Union

An equal opportunity for advertising must be provided for the candidates and the lists of candidates in the places controlled by the Student Union. The Student Union does not moderate or monitor advertising in other ways than by making sure that advertising follows the law.

Section 29 - Violating the rules for advertising

In case KVL states that a candidate or a list of candidates has violated the Representative Council Election regulations in the places the Student Union has allocated for advertising, KVL may give a warning or a penalty to the candidate or the list of candidates.

KVL has the following measures for violations against the advertising regulations in the elections:

1. written warning and instructions on how the advertising must be modified;
2. restrictions concerning the advertising of the candidate or the list of candidates and

3. excluding the candidate or the list of candidates from the elections.

KVL must ask for a statement from the Rules Committee before excluding the candidate or the list of candidates from the elections. If a member or a deputy member of KVL is also a member or a deputy member of the Rules Committee, they are unqualified to handle the matter in the Rules Committee.

The consequences mentioned in these regulations must first be given as a written warning with instructions on how to modify the election advertising, unless the violation is considered crass and intentional, in which case the advertising restrictions may be given without a warning. In case the candidate or the list of candidates receiving the warning does not modify the election advertisements as assigned by KVL within two (2) days, KVL may give the candidate or the list of candidates restrictions concerning advertising without another hearing.

The votes given to the excluded candidate or the list of candidates are nullified.

Section 30 - Appeal

An appeal to the decisions of KVL can be made in the form of a rectification request to KVL according to the section 64 of the Student Union's rules within thirty (30) days of receiving the decision.

If an individual is unsatisfied with the decision of the rectification request, they can lodge an appeal from the Administrative Court of Eastern Finland according to the Administrative Procedure Act.