



ELECTION REGULATIONS

The Student Union of Diaconia University of Applied Sciences - O'Diako

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Adel Rizvi

Executive Director

The Student Union O'Diako of

Diaconia University of Applied Sciences





CHAPTER I: GENERAL PROVISIONS

1 § Implementation

This electoral regulation serves as the voting and election procedure in accordance with the Association Act for conducting the Diaconia University of Applied Sciences Student Union O'Diako (hereinafter referred to as the student union) representative council elections.

1.1 § Application to Member Voting

This electoral regulation is applied, as applicable, to member votes within the student union. The representative council may opt to conduct a member vote either as binding or advisory.

1.2 § Application to Committee Elections

This electoral regulation is applicable, in relevant parts, to the student union's committee elections.

2 § Right to Vote

In the Representative Council elections and member votes, every full member of the student union who has fulfilled their membership obligations at least nine (9) days before the first voting day is entitled to vote. The Central Election Committee will announce the precise date and time.

Each eligible voter is granted one (1) vote, which must be cast in person. Voting procedures adhere strictly to the principle of confidentiality.

3 § Eligibility for Candidacy

To stand for election to the Representative Council, individuals must be full, present members of the student union who have fulfilled their membership obligations by the deadline for submitting candidacies. The Central Election Committee will announce the exact date and time.

CHAPTER II: CENTRAL ELECTION COMMITTEE

4 § Central Election Committee Responsibilities

The Central Election Committee is tasked with overseeing the implementation of student union elections in accordance with this electoral regulation.





5 § Composition of the Central Election Committee

The Central Election Committee comprises a chairperson and between two (2) to ten (10) additional members. Among these members, the committee selects a vice-chairperson.

All members of the Central Election Committee must be members of the student union.

The Central Election Committee's secretary, who holds no voting rights, is either the executive director of the student union or another individual designated by the Central Election Committee in the absence of the executive director.

6 § Choosing the Central Election Committee

The chairperson and members of the Central Election Committee are appointed by the representative council according to the procedures outlined in the student union's regulations.

7 § Term of Office for the Central Election Committee

The term for the Central Election Committee extends until the appointment of the next committee.

8 § Meeting of the Central Election Committee

The Central Election Committee is convened by its Chairperson or Vice Chairperson. The invitation for the organizational meeting must be dispatched seven (7) days prior to the meeting. During this meeting, the Central Election Committee determines its future meeting schedule and methods of convocation. Minutes are recorded for all meetings of the Central Election Committee.

9 § Quorum of the Central Election Committee

The Central Election Committee's meeting is considered valid when either the Chairperson or Vice Chairperson is present along with at least half of the committee members.

The authority of the Central Election Committee ceases once the election results are announced and the designated period for filing appeals has elapsed or when any appeals that may have been filed are resolved.

10 § Central Election Committee Dissolution

In the event that the Central Election Committee dissolves itself or its Chairperson resigns, the subsequent meeting of the representative council will appoint a new Central Election Committee. Immediate notification of dissolution or resignation must be provided to the Chairperson of the representative council. The council meeting must be convened within thirty (30) days of the notification. The representative council bears the responsibility of organizing the elections until the new committee is established.





11 § Dismissal of the Central Election Committee

The Representative Council has the authority to remove the Central Election Committee or any of its members during their term. If the Committee is dismissed, a new one must be elected at the next Representative Council meeting, which must be held within thirty (30) days.

12 § Eligibility of the Central Election Committee

Members of the Central Election Committee cannot stand as candidates in the Representative Council elections.

13 § Other regulations concerning the Central Election Committee

The Central Election Committee appoints a suitable number of election officials for conducting the Representative Council elections.

Members of the Central Election Committee and election officials must maintain the secrecy of the ballot.

CHAPTER III: REPRESENTATIVE COUNCIL ELECTIONS

14 § General Provisions

These rules apply to the Representative Council election. Supplementary elections are addressed separately in section 27.

15 § Constituencies

The Representative Council determines the constituencies and the number of Representative Council members to be elected from each constituency annually at its spring meeting.

16 § Date

The election day for the Representative Council, or the final day of voting, falls annually between the 1st and the 15th of November.

The Representative Council elections must run for at least seven (7) days.

17 § Election Announcement

17.1 § The timing of the election announcement

The Central Election Committee is required to release an election announcement through the official communication channels designated by the student union's representative council no later than six (6) weeks before the first day of voting.





17.2 § Content of the Election Announcement

In the election announcement, it's essential to include:

1. Clear information about the election.
2. The number of representatives to be chosen.
3. Details on when and how the elections will be conducted.
4. Instructions regarding when and how voting will occur.
5. Criteria for eligibility to run for candidacy.
6. Locations where election documents will be distributed.
7. Deadlines and locations for submitting election documents.
8. Who qualifies to vote in the elections.
9. Locations and times for reviewing the electoral roll.
10. Procedures for lodging objections to the electoral roll.
11. Sources for obtaining the electoral procedure and other necessary election materials.

18 § Representative Council Election Documents

Documents related to the Representative Council elections include the candidate nomination, ballot papers, election announcement, electoral roll, and the minutes of the Central Election Committee. The Central Election Committee approves the Representative Council election documents.

18.1 § Candidate Nomination

Each candidate nomination may list only one (1) candidate. It must include the following details:

1. Full name of the candidate
2. Preferred name (if different)
3. Date of birth
4. Place of residence
5. Email address
6. Phone number
7. Signature of the candidate (if submitted electronically, authentication is required through a reliable identifier or university email)

By submitting their candidacy, each candidate agrees to abide by the rules and procedures of the student union elections and to uphold good electoral conduct.

18.2 § Ballot Paper

The Central Election Committee prepares the electronic ballot paper used for voting.

19 § Storage of Representative Council Election Documents

The ballots and election-related documents must be preserved in electronic archives until the end of the appeals period and resolution of any complaints. They should be retained for three (3) months after the elections conclude. After this period, the ballots, candidate declarations, and electoral roll will be disposed of. The election announcement and the





minutes of the central election committee meetings will be archived in the student union's records.

20 § Appeals

Any member of the student union can lodge a complaint regarding the conduct of the elections, the acceptance of candidates or eligible voters, and the vote counting within fourteen (14) days after the elections end. These complaints must be submitted in writing to the central election committee.

20.1 § Appealing the Decision of the Central Election Committee

Decisions made by the Central Election Committee can be contested within fourteen (14) days from the decision's publication. Appeals must be submitted in writing to the Central Election Committee. A member of the student union can request a review by the student union's representative council regarding the decision made by the Central Election Committee. Appeals against the decisions of the Central Election Committee can be pursued according to the procedures outlined in the student union's rules.

20.2 § Complaints Regarding Electoral Officials' Conduct

A student union member eligible to vote can submit a written complaint to the Central Election Committee regarding the actions of an electoral official before the end of the appeal period. The appeal period lasts for fourteen (14) days from the announcement of the election results.

CHAPTER IV: CANDIDATE NOMINATION

21 § Candidate Registration

An eligible member of the student union can declare their candidacy for the representative council election by submitting a candidate nomination form to the central election committee. The form must be completed personally. By submitting this form, the candidate commits to fulfilling the responsibilities of candidacy. Failure to do so may result in the removal of candidacy by order of the central election committee. Candidates must be members of the student union by the end of the nomination period; after this deadline, new members will not be considered for candidacy.

22 § The deadline for candidate nominations

Candidate nominations close at least three (3) weeks before the first voting day.

23 § Candidate List

Following the nomination period, the Central Election Committee allocates voting numbers based on the candidate's last name in alphabetical order. The first number assigned is two (2).





24 § Announcement of Candidacies and Election Notice

Candidacies become public once voting numbers have been assigned to the candidates. The Central Election Committee promptly notifies about the election and candidates through an election notice following the distribution of voting numbers.

CHAPTER V: CONDUCTING THE ELECTION

25 § Voter List

The Central Election Committee compiles and confirms the list of eligible student union members nine (9) days before the first voting day. Requests for corrections to the voter list must be submitted in writing to the Central Election Committee no later than seven (7) days after the list is published. The Central Election Committee must promptly address the correction requests upon the expiry of the aforementioned deadline.

26 § Failure to Conduct the Election

If the number of approved candidates in a particular electoral district is equal to or less than the number of representatives to be elected, no election will take place. Instead, the Central Election Committee will declare that the approved candidates in that district have been elected. If there are remaining vacancies in any district, the Committee may fill them in advance as mentioned in Section 32 and decide not to hold the election in a district where all candidates on the reserve list would be elected to vacancies in another district anyway.

If there are fewer candidate nominations approved for the election than there are positions to be filled, the Central Election Committee may extend the nomination period at its discretion, but not exceeding three (3) business days.

27 § By-election

If the Representative Council has fewer regular members than required by the rules, it may decide to hold a by-election to fill the vacant seats.

In a by-election, certain aspects may differ from regular elections:

1. There is only one constituency, distinct from those designated for regular elections.
2. The time between the announcement and the election, as well as the deadline for candidate nominations, may be shorter than in regular elections, as determined by the Central Election Committee.

28 § Voting Procedure

The elections are conducted electronically. The electronic voting system must meet specific criteria:

- Strong security measures are implemented between the voter's device and the central server.



- Voter identity verification occurs prior to casting a vote.
- The electronic system ensures that individual votes remain anonymous.
- Each voter can only cast one vote, either electronically or through a ballot box.
- The electronic system accommodates blank votes.

Throughout the voting process, the electronic system must be monitored. The Central Election Committee determines the method and execution of monitoring, overseen by individuals appointed for this purpose.

29 § Conducting the Vote

Eligible voters can cast their votes either through a personalized link provided by the Central Election Committee or by logging into the electronic voting system following the instructions provided by the Committee to confirm their identity. Once a voter has exercised their right to vote, a clear record of the vote is made in the electronic voter list. If someone eligible to vote is not found in the system, they should follow the instructions provided by the Central Election Committee. If a technical issue arises during electronic voting that jeopardizes the voting process, the eligible voter must promptly contact the Central Election Committee for further instructions.

CHAPTER VI: DETERMINATION OF ELECTION RESULTS

30 § Counting the Votes and Determining the Election Outcome

Following the conclusion of the voting process, the Central Election Committee conducts the vote count during its meeting. It announces the election results derived from the electronic voting system. Candidates are ranked based on their vote counts without considering constituencies. In case of a tie, their ranking is decided by drawing lots.

Candidates are declared elected, starting with the candidate who received the highest final vote count, until all positions in the representative council are filled. For representative council elections, candidates selected as alternate members are announced in order of their vote counts, ensuring each district elects as many alternates as regular members. Should a district lack sufficient alternate members, additional alternates, up to a maximum of twelve (12), may be chosen from other districts by drawing lots.

The election results are promptly disseminated through the student union's official communication channels.

31 § Runoff Election

If a significant system error or electoral fraud occurs during the representative council election or member referendum, endangering the entire election's integrity, the Central Election Committee, with a two-thirds (2/3) majority vote, can annul or invalidate the election. In such cases, the Central Election Committee must promptly organize a new election or referendum. The new election or referendum must adhere, as appropriate, to this electoral regulation and be completed within thirty (30) days of the annulled election's conclusion.





32 § Supplementing the Representative Council

If a member of the representative council elected in the elections is granted an exemption from their duties, deemed ineligible for the position, appointed to the student union's board, or hired as a staff member of the student union, the first alternate member in their own constituency will replace them. If there are no alternate members in their constituency, the first alternate member in any constituency of the regular representative council elections will take their place. The selection of which constituency's alternate member is chosen will be decided by drawing lots. If there are no more alternate members in the constituencies of the regular representative council elections, the alternate member with the highest number of votes in the by-election will replace the resigned member. If the disqualification of the elected person in the election ceases, they will be offered the opportunity to continue as a member of the representative council. In this case, the alternate member who acted as a substitute will return to their original position.

CHAPTER VII: OTHER PROVISIONS

33 § Election Fraud

Election fraud occurs when someone:

- buys or sells votes
- participates in voting using someone else's name
- casts more than one vote
- prevents others from voting in any way
- forces someone else to vote
- deliberately destroys campaign materials
- or engages in any other fraudulent activity.

A person found guilty of election fraud loses their right to vote and the opportunity to run as a candidate in both the current and upcoming elections. However, the Central Election Committee may issue a written warning in some cases.

34 § Campaigning and Election Advertising

Members of the student union can promote candidates as individuals. Additionally, all advertising and campaigning must adhere to the rules, election regulations, and good election practices of the student union. Candidates may create their own campaign materials. The Central Election Committee may provide further guidance on campaigning to candidates as necessary.

35 § Amendment and Duration of the Election Guidelines

These guidelines were ratified during the student union's representative council session on September 17, 2018, and remain effective indefinitely. Any alterations or updates to the election guidelines require a two-thirds (2/3) majority vote by the student union's representative council.

