



15 April 2015

Electoral Regulations of the University of Helsinki

The Finnish-language version of these Regulations was approved by the Board of the University of Helsinki on 15 April 2015.

The Board of the University of Helsinki has made the following amendments to these Regulations:

Section 8, subsection 3 amended on 19 October 2016 to take effect on 1 January 2017
Former section 9 abolished and section numbering amended correspondingly; references to department councils abolished; section 4 subsection 1 – 2, section 6 subsection 2, section 8 subsection 1 – 2, section 10 subsection 2 – 3, section 11 subsection 2 point 2, section 12 subsection 2, section 21 subsection 3 amended on 13 June 2017 to take effect on 1 August 2017

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Chapter 1 General provisions

Section 1 Scope of application

The provisions of these Electoral Regulations shall apply to the election of members and deputy members to the University Collegium, of the members referred to in section 15, subsection 2 of the Universities Act (558/2009) to the University Board, and of members and deputy members of faculty councils.

The Student Union shall decide on the election of student representatives to the administrative organs of the University.

Section 2 Organisation of elections

The election of members representing the University community on the University Board and of members and deputy members for faculty councils shall be organised simultaneously by the end of November in the electoral year.

Chapter 2 Election committees

Section 3 University Elections Committee

The University has a committee appointed by the rector to supervise the organisation of elections. The duties of the University Elections Committee include determining the date and time of elections as well as the necessary election helpdesks. The University Elections Committee shall announce the release of the electoral roll and the number of members and deputy members to be elected for the administrative body in question. The University Elections Committee shall release one list of all candidates.

At least one member of the University Elections Committee must represent the University's professors, one member must represent non-professorial teaching and research staff, and one member must represent other staff. The University Elections Committee must feature members who have expertise in electing members to the Board of the University and members and deputy members to faculty councils as well as expertise in communications and the technical use of a computerised election program in organising an election.

The members of the University Elections Committee shall elect a vice-chair from among themselves.



Section 4 Campus Elections Committee

The University Elections Committee may appoint a Campus Elections Committee for faculty council elections, which shall have at minimum one member from each campus. The University's professors, non-professorial teaching and research staff and other staff must be represented in the Campus Elections Committee.

The Campus Elections Committee shall be responsible for duties relating to organising elections in the faculties. If no campus elections committee is appointed, the University Elections Committee shall attend to the duties assigned to the Campus Elections Committee in these Regulations.

Section 5 Quorum

The University Elections Committee and the Campus Elections Committee shall be quorate when at least half the members are present in addition to the chair or vice-chair.

Chapter 3 Selection of members to the University Collegium and Board

Section 6 Selection of the University Collegium

The total number of members and the representation of the groups referred to in section 15, subsection 2 of the Universities Act as well as the term of office of the University Collegium are defined in the Regulations of the University of Helsinki.

The members and deputy members of the University Collegium shall be selected as follows:

- 1) At least one member and a deputy member shall be selected from each of the groups mentioned in subsection 1 to represent each faculty. The faculty council shall select the members representing the professors and other teaching and research staff as well as other staff. The Student Union shall appoint the members and deputy members representing the student body by virtue of section 46, subsection 2 of the Universities Act.
- 2) For purposes of the selection, independent institutes shall be divided into research institutes and other institutes by a decision from the rector. The staff from each group of institutes shall select at minimum one member and one deputy from among themselves.
- 3) University Services staff in units providing central services shall select at minimum one member and one deputy from among themselves.

The distribution of the number of University Collegium members selected by the institutes and groups mentioned in subsection 2 shall be determined according to the number of staff. Before launching the elections, the rector decides on the distribution of memberships between the units and groups based on a proposal by the University Elections Committee.



Section 7 Selection of members representing the University community on the Board

The selection of University Board members shall be provided for in the Universities Act.

If more than one member representing the groups referred to in section 15, subsection 2, paragraph 2 of the Universities Act is elected to the Board, at least one Board member must represent the non-professorial teaching and research staff and at least one member the other staff.

Board members shall have sufficient expertise and qualifications for the promotion of the University's interests. Before the election of members referred to in section 15, subsection 2, paragraphs 1 and 2 of the Universities Act, a public interview of the candidates shall be arranged to provide the University community with the opportunity to obtain information about their qualifications and ability to fulfil the responsibilities of a Board member.

Chapter 4 Selection of faculty councils

Section 8 Selection of the faculty council

The members and deputy members of the faculty council shall be selected as follows:

- 1) The faculty's professors shall select 4 or 8 members from among themselves;
- 2) The faculty's non-professorial teaching and research staff and other staff, as well as the University Services staff in the on-site services of the relevant campus shall select 3 or 5 members from among themselves;
- 3) The Student Union shall select 3 or 5 members from among the faculty's student body.

Of the members and deputy members selected by the staff groups mentioned in paragraph 2 above, at least one must be a member of the teaching and research staff, and at least one must be a member of other staff.

In the Faculty Council of the Faculty of Educational Sciences, at least one member and one deputy member must be representatives of the teaching and research staff and at least one member and one deputy member must come from the teacher training schools.

Chapter 5 The right to vote and eligibility for election

Section 9 University staff's right to vote

The following members of staff shall have the right to vote:

- 1) Holders of a permanent employment contract;
- 2) Holders of employment contracts lasting at least six months who have been hired to attend to at least 50 per cent of the duties of a full-time position; and



- 3) Persons who, based on an agreement with the University, are conducting full-time research at the University for a minimum of six months.

The employment relationship mentioned in paragraph 2 may include several consecutive contracts of no less than six months of uninterrupted employment, and it may cover several positions.

The agreements mentioned in paragraph 3 may include several consecutive uninterrupted contract periods.

Section 10 Determination of the group of staff members entitled to vote and their eligibility for election

The group of staff members entitled to vote shall be determined according to their position held on 15 September of the electoral year.

In faculty council elections, the University Services staff's right to vote shall be determined as follows: University Services staff in the campus on-site services who have registered as staff members entitled to vote in a faculty on the relevant campus by the date specified by the University Elections Committee shall have the right to vote.

In University Collegium elections, those University Services staff who have not registered as staff members entitled to vote in a faculty shall be considered to belong to University Services staff in units providing central services.

A staff member entitled to vote shall be eligible to stand for election in his or her group, provided that he or she is listed on the confirmed electoral roll as specified in section 12 below.

Chapter 6 Elections of members representing the University community on the Board as well as faculty council elections

Section 11 Groups of staff members entitled to vote

In the election of members representing the University community on the Board, those entitled to vote shall be divided into two groups as follows:

- 1) University professors and
- 2) Non-professorial teaching and research staff as well as other staff.

In faculty council elections, those entitled to vote shall be divided into the following two groups:

- 1) Faculty professors and
- 2) The non-professorial teaching and research staff as well as other staff of the faculty, and the University Services staff in the on-site services of the relevant campus.



Chapter 7 Organisation of elections

Section 12 Electoral roll

The University Elections Committee shall draft, confirm and publish an electoral roll which lists all those entitled to vote.

The electoral roll shall indicate for each election each group of employees entitled to vote based on their position, and in the case of University Services staff in the campus on-site services, their registration, on 15 September of the electoral year.

The electoral roll shall be available for viewing for a minimum of five working days.

Section 13 Appeal

Persons who find that the electoral roll contains an error that affects the right to vote may submit a written appeal to the University Elections Committee during the time the electoral roll is available for viewing.

The University Elections Committee shall announce its decision on the appeal within seven working days of the expiration of the time limit defined in subsection 1. After this, the University Elections Committee shall confirm and release the final electoral roll.

Section 14 Announcement of nominations

Within seven working days of the publication of the final electoral roll, those entitled to vote shall have the right to nominate candidates within their group for the election of members representing the University community on the Board and of members and deputy members of faculty councils.

The group nominating a candidate for the election of members representing the University community on the Board shall include at least 20 employees entitled to vote who belong to the same staff group entitled to vote as the candidate.

The group nominating a candidate for the election of members and deputy members of a faculty council shall include at least three employees entitled to vote who belong to the same staff group entitled to vote as the candidate.

The nominations announcement form for faculty council elections shall include two candidates, listed so that the first candidate indicated on the form stands for election as a member of the administrative organ and the second candidate indicated on the form stands for election as his or her deputy.

In each election, a person eligible for election may be nominated as a candidate in only one announcement.



The nomination announcements for the election of members to the Board shall be submitted to the University Elections Committee.

The nomination announcements for the election of members and deputy members to a faculty council shall be submitted to the Campus Elections Committee.

Section 15 Review of the nomination announcements

If more candidates have been nominated for the election in accordance with the provisions of section 14 than there are elected positions, the University Elections Committee and the Campus Elections Committee shall draw up a joint list of the candidates. The order of the candidates shall be determined by drawing lots.

Should a group have as many candidates or fewer candidates than there are elected positions, no election is to be organised: the University Elections Committee shall declare the candidates elected as members of the Board, and the Campus Elections Committee shall declare the candidates elected as members and deputy members of faculty councils.

If the number of candidates is smaller than the number of members to be elected from the group, the University Collegium shall appoint the missing members to the Board and the dean to the faculty council after having consulted the group in question.

Chapter 8 Election procedure

Section 16 Voting and secrecy of the ballot

Only persons referred to in section 9 as having the right to vote may vote in University elections. The votes shall be cast by electronic ballot.

The elections by means of electronic balloting shall be conducted by the end of November in the electoral year. The votes shall be cast by electronic ballot into an electronic ballot box, which is a computer file consisting of the votes cast in the election. The votes shall be stored in the electronic ballot box.

Section 17 Inspection of the ballot box

Immediately before voting starts, the chair or vice chair of the University Elections Committee shall verify that the electronic ballot box is empty. The electronic ballot box may not be opened and the votes counted before voting has ended.

Section 18 Approval of the votes cast in an election

Only votes that have been cast in accordance with these Electoral Regulations and the instructions issued by the University Elections Committee shall be regarded as valid.



Section 19 Counting of the votes cast in an election and confirmation of the result

Election will be by simple majority.

Should two candidates receive an equal number of votes, the winner will be decided by drawing lots.

To determine the result of the election, based on the number of votes cast, the University Elections Committee shall declare as many candidates elected to the Board as each group has representatives on the Board, and the Campus Elections Committee shall declare as many candidates elected to the faculty council as each group has representatives in that council.

For faculty councils, each elected candidate shall become a member of the administrative organ in question as follows: the first candidate indicated on the nomination announcement becomes the member, and the second candidate indicated on the nomination announcement becomes his or her deputy.

The University Elections Committee shall confirm the result of the election.

The University Elections Committee and the Campus Elections Committee shall record the result of the election.

Section 20 Appointing supplementary members to administrative organs

For a justified reason, the University Collegium may accept the resignation of a member or deputy member during the term of office. Where applicable, the provisions of section 6 concerning the selection of members and deputy members shall be followed in the supplementation of the University Collegium.

For a justified reason, the Board may accept the resignation of a member during the term of office. If the resignation of a Board member is accepted, he or she shall be replaced for the remaining term of office by,

- 1) In the groups referred to in section 15, subsection 2, paragraphs 1–2 of the Universities Act, the person determined as the next highest in the ranking order of the election result of the Board or, should no such person exist, a person appointed by the University Collegium after consulting the group in question;
- 2) In the group referred to in section 15, subsection 4 of the Universities Act, a person selected by the University Collegium.

If a member of the faculty council is no longer associated with the University, or the dean has approved his or her resignation, the dean shall appoint a new member for the remaining term of office after consulting the group in question.

Section 21 Change in the status of a member of an administrative organ



If an elected member of an administrative organ is no longer associated with the University or has been granted at least one year's leave from work, he or she shall be considered resigned from membership of the administrative organ. He or she shall be replaced by a new member selected for the remaining term of office, following the procedure in section 20.

A member of an administrative organ who no longer belongs to the group from which he or she was elected shall remain a member of the administrative organ for the duration of the term of office.

If a member of an administrative organ who has been selected by the Student Union is no longer entitled to vote as a student, the Student Union shall select a new member to the administrative organ.

Section 22 Entry into force

These Electoral Regulations shall enter into force on 1 August 2015.