

General electoral rules of procedure for the Program Committee of the Bachelor's and Master's degree programs in Electrical Engineering of Eindhoven University of Technology.

Version 1

CONTENTS

Chapter 1 General provisions 2
Chapter 2 Right to vote..... 3
Chapter 3 The electoral committee 3
Chapter 4 Electoral registers..... 4
Chapter 5 Nomination 5
Chapter 6 Voting procedure 8
Chapter 7 Establishment of the result of the vote 10
Chapter 8 Filling vacancies..... 12
Chapter 9 Final and transitional provisions 12

CHAPTER 1 GENERAL PROVISIONS

Article 1

In these rules of procedure, the following terms and abbreviations have the following meanings:

- a. **WHW** : the Dutch Higher Education and Scientific Research Act [*Wet op hoger onderwijs en wetenschappelijk onderzoek*];
- b. **Members of a Committee** : the elected members of a Committee;
- c. **Days** : all days except Saturdays, Sundays and public holidays and other days on which the university is closed, specifically – insofar as applicable – from 09:00 to 12:00 , and from 14:00 to 17:00;
- d. **Student** : an individual registered as such;
- e. **Voting communities** : the communities described in the WHW and the TU/e Administration and Management Regulations within which the active and the passive right to vote is exercised;
- f. **Program Committee** : the Program Committee of the Bachelor's and Master's degree programs in Electrical Engineering;
- g. **Staff member** : an individual having an employment contract with the university, including individuals employed by the Dutch Research Council (NWO) or similar organizations designated by the Minister and employed by the university;
- h. **Department Board** : Department Board of the Department of Electrical Engineering.

Article 2

The election of the members of the Program Committee takes place according to a system of lists.

Article 3

The membership of a Program Committee is personal and must therefore not be represented by somebody else.

Article 4

Except through periodic retirement, the membership of the members of a Program Committee terminates through:

- a. resignation in writing, addressed to the chair of the Program Committee;
- b. transition to another section than the one by which the relevant person has been elected member;
- c. no longer forming part of the relevant voting community;
- d. death;
- e. the acceptance of a membership or a position that must not be held simultaneously with the membership of the relevant Program Committee;

In the cases specified under a. to e., the resigning member, the secretary or the chair of the Program Committee will take care of communication thereof to the electoral committee with the aim of filling the vacancy that has arisen.

Article 5

The bringing of matters to public notice within the meaning of these rules of procedure will preferably take place via the official communication media of the department or in another manner that is accessible to the students and staff members of the department, at the discretion of the electoral committee.

CHAPTER 2 RIGHT TO VOTE

Article 6

1. A student who is enrolled in a degree program, for which the Department of Electrical Engineering of Eindhoven University of Technology is the coordinator, has the right to vote for the student section of the Program Committee.
2. Staff members listed as responsible lecturers or co-lecturers for a course in Osiris offered by the Department of Electrical Engineering of Eindhoven University of Technology has the right to vote for the lecturer section of the Program Committee.

CHAPTER 3 THE ELECTORAL COMMITTEE

Article 7

1. There is an electoral committee, consisting of three members, namely the chair, the deputy chair and the secretary. The members are appointed and discharged by the Department Board; the appointment is made for one year; the members are eligible for reappointment.
2. The membership of the electoral committee is incompatible with the candidacy for or the membership of the Program Committee.

Article 8

1. The electoral committee decides by a majority of votes; if the votes are equally divided, the chair will have the casting vote.
2. If desired, the electoral committee will seek the advice of other bodies.
3. Otherwise the electoral committee will determine its own mode of operation.

Article 9

1. The electoral committee is charged with the organization of the election of the members of the Program Committee. In any case its tasks will include:
 - a. the establishment of the electoral register;
 - b. deciding on requests for correction of the electoral register;
 - c. deciding on the validity of the nomination;
 - d. deciding on the voting procedure;
 - e. taking measures to ensure that the elections proceed in an orderly fashion;
 - f. determining the election result;
 - g. laying down the forms to be used in the elections and the official reports referred to in these rules of procedure;
 - h. filling the vacancies in the Program Committee.
2. The Department Board will provide the electoral committee with the information required for the performance of its task.
3. Anyone who is a candidate for or a member of the Program Committee may not be appointed a member of the electoral committee.

Article 10

Objections to decisions of the electoral committee may be made to the Department Board.

CHAPTER 4 ELECTORAL REGISTERS

Article 11

1. A condition for exercising the active and the passive right to vote is that the person entitled to vote has been included in an electoral register established by the electoral committee. A copy of this electoral register must be held by the electoral committee.
2. The electoral register will in any case contain the following information:
 - a. The family names in alphabetical order, the initials, the addresses, the registration numbers and the serial numbers of the persons entitled to vote;
 - b. An indication of the section to which the persons entitled to vote belong;
3. All changes with respect to the members of the university community, which result in changes in the electoral register, will be communicated by the Department Board to the electoral committee immediately after they have become known, but not later than on the last day when the electoral register is available for inspection.
4. After the date on which the electoral register is established, as referred to in Article 12, sixth paragraph, no further changes will be made to the electoral register, except for:
 - a. changes of name and address;
 - b. termination of enrollment;
 - c. changes resulting from death;
 - d. changes as referred to in Article 12, third paragraph.

Article 12

1. The electoral register composed in accordance with Article 11 will be made available for inspection from a date to be fixed by the electoral committee at one or more places to be determined by the electoral committee. The electoral committee will make this public in good time.
2. From the date referred to in the preceding paragraph, each member of the university community will have three days to submit written requests for correction of the electoral register to the electoral committee, if the member is of the opinion, that he or she or other members of the university community have not, have not properly or have wrongfully been included in it.

During the same period, the electoral committee may also correct the electoral register in its official capacity.
3. If the request for correction of the electoral register concerns someone other than the petitioner, the electoral committee will immediately inform that other person in writing; in case of an official correction of the electoral register by the electoral committee, this will be communicated to the person concerned in the same manner.
4. The requests for correction and the official corrections of the electoral register will be made available for inspection at the secretariat of the electoral committee for two days from a date to be fixed by the electoral committee. The electoral committee will make this public in good time. During these two days, each member of the university community may submit written objections against the proposed corrections to the electoral committee.
5. The electoral committee makes a decision on the requests for correction and on any objections raised against these requests and against the official corrections not later than on a date to be fixed by the electoral committee. It communicates its decision to the persons involved in writing. In doing so it states the reasons for its decision.
6. The electoral committee will establish the electoral register on a date to be fixed and to be made public in good time by the electoral committee.

7. The electoral register is valid until the date on which the election result has become irreversible.

Article 13

1. Immediately after the establishment referred to in Article 12, sixth paragraph, the electoral committee will make a copy of the electoral register available for inspection at the secretariat of the electoral committee.
2. For three days after the establishment of the electoral register, any interested party may lodge a written objection against the decision made pursuant to Article 12, sixth paragraph, to the Department Board.
3. The electoral committee will make a copy of the decision of the Department Board available for inspection at the secretariat of the electoral committee. If necessary, the electoral committee will take care of corresponding changes to the electoral register.
4. The electoral committee will make the provisions in the preceding paragraphs public in good time.

CHAPTER 5 NOMINATION

Article 14

1. The nomination period is three days.
2. The electoral committee determines the nomination period and also fixes the dates on which the nomination may be made and will make this public in good time.
3. The nomination is made on lists of candidates.

Article 15

1. A list of candidates contains at most thirty names of candidates and is signed by at least five persons entitled to vote. If a list of candidates contains more than one name, the names of these candidates will be placed on the list in the order determined by the signatories.
2. The name of one and the same candidate may not occur on more than one list of candidates.
3. A person entitled to vote may not sign more than one list of candidates.
4. A list of candidates may not be signed by candidates occurring on it.

Article 16

1. Only students entitled to vote for the student section of the Program Committee may put themselves forward as candidates for the student section of the Program Committee.
2. Only staff members entitled to vote for the lecturer section of the Program Committee may put themselves forward as candidates for the lecturer section of the Program Committee.
3. The list of candidates may only be signed by persons entitled to vote.

Article 17

The lists of candidates must in any case contain the following information:

- a. the family names, initials, addresses and registration numbers of the candidates nominated;
- b. an indication of the section of the candidates nominated.

Article 18

Along with the list of candidates, written statements are submitted by all candidates occurring on it, stating that they consent to their nomination on the list and to the place occupied on it by them. The statement of consent cannot be withdrawn subject to the provisions in Article 22, third paragraph.

Article 19

1. The submission of a list of candidates to the electoral committee must be done in person by a person entitled to vote, who must produce proof of identification if so requested.
2. The electoral committee will give the person submitting the list of candidates a signed and dated receipt.

Article 20

As soon as possible after expiry of the nomination period, the electoral committee will examine the validity of the lists of candidates.

Article 21

If the examination shows that one or more of the following omissions have occurred, the electoral committee will notify the person who has submitted the list of candidates as soon as possible. These omissions are:

- a. the list of candidates has not been personally submitted by a person entitled to vote;
- b. the list of candidates has not been signed by the required number of persons entitled to vote;
- c. the list of candidates does not satisfy the provisions in Article 14, third paragraph;
- d. a candidate does not satisfy the provisions in Article 16, first or second paragraph;
- e. a candidate is not stated in the manner indicated in Article 17;
- f. the statement of consent of a candidate as referred to in Article 18 is missing;
- g. a candidate holds a position that is incompatible with the candidacy for the Program Committee;
- h. a candidate occurs on more than one list of candidates;
- i. the list of candidates has been signed by a person entitled to vote, who has also signed one or more other lists of candidates;
- j. the list of candidates has been signed by a candidate occurring on it.

Article 22

1. In the event of Article 21, sub a, a duly authorized person entitled to vote may, within a period to be determined by the electoral committee and to be made public in advance, through his or her personal appearance before the electoral committee, still substitute for the person who has submitted the list; he or she will then be deemed to have submitted the list of candidates personally.
2. In the event of Article 21, sub b to g, the person who has submitted the list of candidates may, within the period referred to in the first paragraph, correct the omission or omissions at the electoral committee.
3. In the event of Article 21, sub h to j, the electoral committee will, within the period referred to in the first paragraph, give the relevant person the opportunity to withdraw his or her candidacy or his or her signature from one or more lists. If this person does not make or wish to make a choice, the candidacy of this person entitled to vote will, in the event of sub h, be deemed to be invalid on the relevant lists. In the events of sub i and j, the disputed signature will be struck and the person who has submitted the list will, if necessary, be given the opportunity to have the list signed by another person entitled to vote.

Article 23

1. Within two days after the expiry of the period referred to in Article 22, first paragraph, the electoral committee will decide in open session on the validity of the lists of candidates and on the maintenance of the candidates occurring on them.
2. The date, place and time of this session will be made public in good time by the electoral committee.

Article 24

The electoral committee will strike from the list of candidates the candidate:

- a. who does not satisfy the provisions in Article 16, first paragraph;
- b. who is not stated in the manner indicated in Article 17;
- c. whose statement of consent as referred to in Article 18 is missing;
- d. whose nomination cannot be deemed valid through the application of Article 22, third paragraph;
- e. who occurs on the list of candidates after the maximum number allowed;
- f. who holds a position that is incompatible with the candidacy for the Program Committee.

Article 25

The list of candidates is invalid if:

- a. it has not been submitted to the electoral committee within the nomination period;
- b. it has not been personally submitted by a person entitled to vote;
- c. it has not been signed by the minimum required number of persons entitled to vote from the same section;
- d. it does not satisfy the provisions in Article 14, third paragraph;
- e. all candidates on it have been struck through the application of Article 24.

Article 26

1. The electoral committee will forthwith send a copy of its decision concerning the validity of the lists of candidates and the maintenance of the candidates occurring on them to the relevant candidates and to the persons entitled to vote who have submitted a list of candidates. In addition, a copy of this decision will be made available for inspection at the secretariat of the electoral committee.
2. Any interested party may, within three days after the decision referred to in Article 23, first paragraph, lodge a written objection against it to the Department Board.
3. The electoral committee will make a copy of the decision of the Department Board available for inspection at the secretariat of the electoral committee. If necessary, the electoral committee will take care of corresponding changes to the lists of candidates.
4. The electoral committee will make the provisions in the preceding paragraphs public in good time.

Article 27

1. Immediately after the nomination has become irreversible, the electoral committee will establish a summary list of all lists of candidates.
2. The electoral committee will, in open session, allocate a list number to the lists of candidates.
3. In the allocation of the list numbers, the list numbers of lists represented in the sitting Program Committee will be placed first, in the order of the number of seats allocated to those lists. In the event of lists with equal numbers of seats, the order will be decided by lot. Then, again by lot, a number will be allocated to the remaining lists.
4. On the summary list, the list number will be stated with each list of candidates.
5. The electoral committee will make the summary lists public forthwith.

Article 28

1. If no more candidates have been nominated than there are seats to be filled in the corresponding section of the Program Committee, there will be no election and the candidates will be deemed to have been elected. This will be made public by the electoral committee in good time.

2. If the Program Committee is to be composed in the manner provided for in the preceding article, the relevant articles will apply with respect to the distribution of seats, the notification thereof and the possibility of appeal as if an election had actually been held.

CHAPTER 6 VOTING PROCEDURE

Article 29

The electoral committee will decide whether the voting will take place electronically and/or by ballot. In case of a vote by ballot, the persons entitled to vote may cast their votes by appearing in person at the electoral committee. In so doing, the persons entitled to vote must identify themselves to the satisfaction of the electoral committee. In case of electronic voting, the persons entitled to vote will cast their votes by electronically completing and sending the ballot paper in the voting application on the Internet page of the university. In this case, the electoral committee will determine the period of time within which the voting application will be made accessible.

Article 30

The vote will concern only the candidates whose names occur on the summary list established pursuant to Article 27.

Article 31

The electoral committee will determine the day or days on which the vote will take place and will make this public.

Article 32

1. At least ten days before the day of the vote, the electoral committee will send each person entitled to vote a notification of the vote.
2. This notification must in any case state:
 - a. the family name, the initials and the address of the person entitled to vote;
 - b. if applicable, the serial number of the person entitled to vote in the electoral registers;
 - c. the voting procedure and the day or days on which the vote will take place;
 - d. a statement concerning voting by proxy in case of a vote by ballot.

Article 33

The notifications are sent on the basis of the electoral register established pursuant to article 12, sixth paragraph.

Article 34

The voting option states:

- a. the lists of candidates, in the same way as used on the summary list.
- b. Voting boxes that state the serial number and that are placed before the names of the candidates;

Article 35

1. On the day of the vote by ballot, the person entitled to vote reports to the chair of the electoral committee, carrying the proof of identity referred to in Article 29.
2. The person entitled to vote presents this proof of identity to the chair of the electoral committee, who will read the name and initials of the person entitled to vote out loud and return the proof of identity. The designated member of the electoral committee initials the electoral register at the name of the person entitled to vote, after which the third member of the electoral committee hands a ballot paper to the person entitled to vote.

3. If it turns out during the vote that the electoral register has already been initialed at the name of the relevant person entitled to vote, no ballot paper will be issued to this person entitled to vote.
4. The person entitled to vote then immediately casts his or her vote in a voting booth.

Article 36

1. The person entitled to vote casts his or her vote by filling in the voting box placed before the name of the candidate of his or her choice on one of the lists of candidates.
2. The person entitled to vote must not fill in more than one voting box.
3. In the event of a vote by ballot, a ballot paper is folded in half before being placed in the ballot box.

Article 37

1. In the event of a vote by ballot, a person entitled to vote may let another person entitled to vote by proxy.
2. The proxy is granted through the signing both by the principal and by the proxy holder of the relevant statement on the notification or in another manner to be determined by the electoral committee.

Article 38

1. In the event of a vote by ballot, a person entitled to vote must not accept more than two designations as proxy holder.
2. The proxy holder may only cast the vote or votes by proxy simultaneously with his or her own vote.

Article 39

With respect to the procedure of a vote by ballot by the proxy holder, Articles 37 and 38 apply accordingly.

Article 40

1. The electoral committee takes measures to ensure the secrecy of the vote.
2. In the event of a vote by ballot, the electoral committee takes measures to prevent disorder and the influencing of the persons entitled to vote in the polling station.

Article 41

1. If, in the opinion of the electoral committee, the proper progress of the vote by ballot is made impossible through disorder in the polling station, this will be stated by the chair. In that case, the vote will be suspended forthwith and postponed until the following day.
2. The ballot box is closed and sealed and kept together with the other documents present in the polling station in a room to be designated by the electoral committee.
3. At the entrance to the polling station, a notification will be put up saying that the vote has been suspended and postponed until the following day at a time to be specified.
4. The electoral committee will mention the suspension of the session in the official report referred to in Article 46.

Article 42

The vote by ballot in a polling station, or the electronic vote, will be declared invalid by the electoral committee, if irregularities have occurred, which in the opinion of the electoral committee may affect the result of the elections.

Article 43

1. The electoral committee will forthwith make a copy of its decision referred to in the preceding article available for inspection at the secretariat of the electoral committee.
2. Any interested party may, within three days after the decision referred to in the preceding article, lodge a written objection against this to the Department Board.
3. The electoral committee will make a copy of the decision of the Department Board available for inspection at the secretariat of the electoral committee and will, if necessary, take care of its implementation.
4. The electoral committee will make the provisions in the preceding paragraphs public in good time.

CHAPTER 7 ESTABLISHMENT OF THE RESULT OF THE VOTE

Article 44

After the closing of the session of the electoral committee, the electoral committee will proceed immediately to the opening of the ballot box.

Article 45

The ballot papers will be counted.

Article 46

The electoral committee will prepare an official report of the acts described in Articles 45 and 46.

Article 47

If a ballot paper:

- a. shows more than one filled-in voting box, it will be assumed that no single voting box has been filled in;
- b. states other information than referred to in Article 37, this paper will be deemed not to contain this information.

Article 48

1. A ballot paper will be deemed to contain a blank vote if no voting box has been filled in on it or it must be assumed that no single voting box has been filled in.
2. An electronic ballot paper will be deemed to contain a blank vote if the corresponding voting box has been marked.
3. A blank vote as referred to in the preceding paragraphs will be deemed to be a valid vote for the calculation of the turnout percentage.

Article 49

The electoral committee will establish:

- a. the number of ballot papers or electronic votes, cast for each candidate occurring on that list;
- b. the sum of the numbers of votes, referred to under a. This sum is called the total vote.

Article 50

1. Subsequently the electoral committee will proceed to allocate the seats to the lists. For this purpose, the electoral committee will divide the number of votes cast (total vote) by the number of seats to be occupied in the corresponding section of the Program Committee. The quotient thus obtained is called the electoral quota.
2. Each list will be allocated a number of seats based on the electoral quota for the votes cast on that list. Seats that cannot be allocated in this manner will be allocated to the lists with

the largest vote surpluses successively. In the event that two or more lists have an equal surplus of votes, the allocation of a seat to one of those lists will be determined by lot.

Article 51

Subsequently, the electoral committee will divide the value of the total vote by the number of seats to be occupied. This quotient is called the section list quota.

Article 52

With a view to the occupation of the allocated seats, the order of the candidates on the lists will be determined again.

Article 53

1. With respect to each list of candidates, the electoral committee will rank the candidates on it by first placing those candidates for whom the number of votes received is at least equal to 0.5 times the section list quota in the order of that number of votes, followed by the other candidates in the order of the list of candidates.
2. Insofar as candidates who must be ranked pursuant to their number of votes have obtained an equal number of votes, the order of the list of candidates will be decisive.

Article 54

1. Subsequently, from each list of candidates, to which one or more seats have been allocated pursuant to Article 52, the highest ranking candidates in order of precedence on the lists of candidates drawn up in accordance with Article 53 will be provisionally selected.
2. If more seats have been allocated to a list of candidates than the number of candidates featuring on it, these seats will remain unoccupied for the remaining term of office.

Article 55

The candidates for the student section of the Program Committee are elected as follows:

1. The students who have put themselves forward as candidates for the student section of the Program Committee are ranked by number of votes, with the provisionally elected candidates being ranked first, followed by the candidates who have not been provisionally elected.
2. Subsequently, the candidates are selected in accordance with the following procedure, in order of the ranked candidates as described in paragraph 1:

In the event of the following:

- a. The candidate is doing a major or Master's degree program that none of the candidates selected so far are doing, and this major or Master's degree program is one of the programs for which the Program Committee has been established;
- b. The number of elected candidates is less than the number of seats available.

This candidate will be declared elected.

3. Subsequently, the other candidates are selected in accordance with the following procedure, in order of the ranked candidates as described in paragraph 1:

In the event of the following:

- a. The candidate has not yet been elected;
- b. The number of elected candidates is less than the number of seats available.

This candidate will be declared elected.

Article 56

For the staff section of the Program Committee, all provisionally elected candidates will be declared elected.

Article 57

1. Within ten days after termination of the vote, the electoral committee will announce the result of the vote in open session. A record of this open session will be prepared and signed by the chair and the members of the electoral committee.
2. The date, place and time of the open session will be made public in good time.

Article 58

1. The electoral committee will forthwith make a copy of the official report of the determination of the result available for inspection at the secretariat of the electoral committee.
2. Any interested party may, within three days after this report has been made available for inspection, lodge a written objection against the decision of the electoral committee, where the result has been determined, to the Department Board.
3. The electoral committee will make a copy of the decision of the Department Board available for inspection at the secretariat of the electoral committee and will, if necessary, take care of its implementation.
4. The electoral committee will make the provisions in the preceding paragraphs public in good time.

Article 59

After the period referred to in Article 58, second paragraph has expired, the electoral committee will inform each candidate in writing whether they have been elected or not.

CHAPTER 8 FILLING VACANCIES

Article 60

1. In cases of a vacancy for the Program Committee pursuant to Article 4, the electoral committee will fill the vacancy by declaring the election of the candidate who does not already hold a seat and is ranked highest on the list of candidates in accordance with Article 52, which does not hold a seat.
This provision will not take into consideration the candidate:
 - a. who has transferred to a section other than the section for which the candidate was nominated;
 - b. who no longer forms part of the relevant voting community;
 - c. who is not prepared to accept a possible election at that time;
 - d. who has died;
 - e. who has terminated his or her enrollment as a student.
2. If, after applying the procedure referred to in the first paragraph, there are no more candidates on a list of candidates to fill the vacancy, the Department Board may appoint a person entitled to vote to fill the vacancy for the remainder of the term of office.

Article 61

The electoral committee will inform the person designated and the chair of the Program Committee on the election in writing.

CHAPTER 9 FINAL AND TRANSITIONAL PROVISIONS

Article 62

In cases not provided for by these rules of procedure, the electoral committee will make an arrangement in accordance with the contents and the purport of the WHW, with the regulations of

the Elections Act [*Kieswet*] being followed as much as possible.

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Article 63

Amendments to these rules will enter into force immediately.