

ELECTION RULES at the Medical University of Gdańsk

CHAPTER I GENERAL PROVISIONS

§ 1

Elections of the governing bodies namely: the rector, Senate and the electoral body - the Electoral College shall be conducted according to the provisions in the Law on Higher Education and Science of 20th July 2018 (Journal of Laws 2018, it. 1668, as amended), statute of the Medical University of Gdańsk (hereinafter referred to as the "statute") and these elections rules (hereinafter referred to as the "rules").

§ 2

These rules form particular principles and the mode of conducting elections from the scope in which these issues are not regulated by the Higher Education and Science Act or the Statute.

§ 3

1. Elections of the University bodies and the electoral body - the Electoral College are organized by the University Election Commission (hereinafter also referred to as "UEC"), acting on the basis of the Statute and Regulations.
2. The University's Electoral Commission operates as follows:
 - 1) submits the election rules to the Senate,
 - 2) sets the timetable of elections,
 - 3) determines the number of seats for representatives of the respective groups of the academic community and units of the University, according to the number of employees and the number of students and doctoral students on January 5 or on the first working day after January 5 of the election year, and in the case of dismissal of the Senate before the expiration of the term, when elections are required, according to the status as of the date of dismissal of the Senate,
 - 4) verifies the validity of the applications of candidates for members of the Senate and the Electoral College,
 - 5) conducts elections of members of the Senate and the Electoral College of the University, and in particular:
 - a) conducts election meetings or voting without convening an election meeting for the election of members of the Senate under the groups in § 14 sec.3 item 1, 4 and 5 of the Statute and members of the Electoral College under the groups in § 38 sec. 1 item 3 and 4 of the Statute,
 - b) announces the date and place for holding the election meeting, taking into account the timetable of elections, if voting is to be held at the election meeting,
 - 6) determines the division into electoral districts, which is attached as Appendix No. 1 to these Rules,
 - 7) performs the activities of the ballot-counting committee in votes held without the election meeting being convened: either by means of remote communication or at the voting place in votes on the election of the President of the Electoral College and his deputy and on the election of the Rector,
 - 8) declares the election of members of the Electoral College,
 - 9) announces the list of candidates for the position of Rector after the Senate expresses its opinion,
 - 10) determines the content and form of election forms and other materials used to conduct elections in the University,
 - 11) judges the invalidity of the elections in case of improper conduct of the elections,
 - 12) resolves concerns about matters related to the conduct of elections,
 - 13) secures the documentation of elections.

3. Within the framework of the authority referred to in section 2, item 2, the University Electoral Commission may introduce changes in the timetable of elections, but only in particularly justified cases, to the extent necessary to ensure the proper conduct of election activities.

§ 4

The Chairman of the University Electoral Commission in particular:

- 1) may order voting in elections to the Senate or the Electoral College without convening an election meeting: by means of remote communication or by voting at the voting place,
- 2) determines the period during which voters will be able to cast their votes, taking into account the timetable of elections, if voting is held without convening an election meeting: by means of remote communication or by voting at a voting place,
- 3) convenes and conducts the first election meeting of the Electoral College to elect the President of the Electoral College and his deputy, or orders voting on the subject without convening the election meeting: using means of remote communication or by voting at the voting place,
- 4) verifies the validity of the applications of candidates for the Rector,
- 5) presents the Senate with the list of candidates for the Rector in accordance with the timetable of elections established by the University Electoral Commission.

CHAPTER II

ORGANIZATION OF ELECTION ACTIVITIES FOR SENATE AND ELECTORAL COLLEGE ELECTIONS

§ 5

1. The active right to vote in the University is granted to members of the University community.
2. Elections to the Senate and Electoral College shall be held either at election meetings or without convening the election meeting: by means of remote communication or by voting at the voting place.
3. For the validity of elections of members of the Senate and members of the Electoral College referred to in § 3 sec. 2 item 5(a) of the Rules, the participation of at least 50% of the eligible voters in a given electoral district on the first term is required, while on the second term the validity of the elections is ensured with the participation of any number of eligible voters.
4. The mandates of members of the Senate/Members of the Electoral College are given to the candidates who received the highest number of votes for their appointment in their districts.
5. If, due to the same number of votes obtained, the number of candidates with the highest number of votes exceeds the number of mandates, an additional vote shall be held for the candidates for whom the voting has not been resolved. The Senate member/member of the Electoral College becomes the candidate who received the highest number of votes for his/her appointment.
6. If the elections in a district do not result in the filling of all mandates, a re-election shall be held in that district.

§ 6

1. The election meeting for Senate and Electoral College elections is opened by a representative of the University Electoral Commission, presents the agenda of the election meeting and the election rules.
2. The election meeting accepts the presented agenda by open voting.
3. In an open voting, the election meeting elects the chairman of the election meeting, who takes over the conduct of the rest of the election meeting.
4. The chairman of the election meeting conducts the election at the meeting by open voting:
 - 1) the protocol person or persons,
 - 2) members of the mandate commission and members of the scrutiny commission.
5. The chairman of the election meeting, the protocol persons, the members of the mandate commission and the scrutiny commission may not be candidates for a member of the Senate or a member of the Electoral College at the election meeting at which they perform these functions.

6. A member of the University Electoral Commission ceases to be a member of this Commission if he or she agrees to stand for election as the Rector or the member of the Senate.
7. Each election meeting must be minuted.

§ 7

1. The Mandate Commission checks the list of those present who are entitled to vote and declares the election meeting legitimate on the first date or, in the absence of the quorum, the chairman of the election meeting orders the election on the second date.
2. The chairman of the election meeting shall present the rules and manner of election of members of the Senate/Members of the Electoral College.
3. The names of the candidates shall be placed in a visible place, in alphabetical order.
4. The chairman of the election meeting may ask the candidates to introduce themselves.
5. The Scrutiny Commission shall distribute ballots bearing the seal of the University Electoral Commission in the event that voting is done on ballots.
6. In the case of voting using an electronic voting system, voting devices shall be issued after signing the attendance list.

§ 8

1. Voting at an election meeting shall be done on ballots or using an electronic voting system.
2. Voting on ballots shall be done by putting an "X" next to the name of the candidate for whom the person entitled to vote casts his vote.
3. Ballots shall be cast by voters into the ballot box.

§ 9

Elections using ballots shall be conducted on the principle that a vote is invalid if:

- 1) it was cast on a ballot other than the official one,
- 2) the ballot was torn,
- 3) the "X" mark was placed next to more names of candidates than is possible at a given election meeting.

§ 10

1. After each voting at the election meeting, the scrutiny commission shall prepare a voting protocol, which should include in particular: the subject of the voting with the indication of the names of the candidates, the number of voters, the result of the voting, the date of the voting and the signatures of the members of the scrutiny commission.
2. After a break, necessary for counting the votes, the chairman of the scrutiny commission shall present the voting results to the chairman of the meeting.

§ 11

1. Voting in Senate and Electoral College elections without convening the election meeting: by means of remote communication or by voting at a voting place may be ordered when voting at an election meeting is not possible or faces insurmountable obstacles, or in order to ensure greater participation in elections by eligible members of the University community.
2. Voting without convening the election meeting:
 - 1) by means of remote communication shall be carried out in particular by:
 - a) voting by mailing for open voting,
 - b) voting by means used for anonymous online polling for secret voting;
 - 2) by voting at the voting place is carried out on ballots, in accordance with the rules set forth in § 8 and § 9.

§ 12

1. Voting in Senate and Electoral College elections without convening an election meeting shall be conducted by the University Electoral Commission.
2. Voting without convening an election meeting: by means of remote communication or by voting at a voting place:
 - 1) shall be ordered by the chairman of the University Electoral Commission, taking into account the timetable of elections,

- 2) shall be conducted during the period determined by the chairman of the University Electoral Commission, during which voters will be able to cast their votes.
3. Any voting without convening an election meeting: by means of remote communication or by voting in a voting place shall be minuted, and the minutes shall be signed by the protocol person and the chairman of the University Electoral Commission or one of his deputies or the secretary of the University Electoral Commission.
4. The minutes of the voting, with respect to the election of members of the Senate or members of the Electoral College, should include in particular: the subject of the voting with the indication of the names of the candidates, the number of voters, the result of the voting, the date and times of the voting, and the signatures of the persons listed in section 3.

§ 13

To the extent not regulated in § 11 and § 12 for voting without convening an election meeting: by means of remote communication or by voting at a voting place, the provisions on voting at election meetings shall apply accordingly.

CHAPTER III

RULES FOR THE ELECTION OF MEMBERS OF THE ELECTORAL COLLEGE

§ 14

1. Elections to the Electoral College shall be held by direct election:
 - 1) in electoral districts for academic teachers employed in positions other than full professor or MUG's professor who have not obtained post-doctoral degree;
 - 2) in electoral districts for non-academic staff.
2. Elections to the Electoral College shall be conducted by secret voting.
3. A member of the Electoral College may be a person who:
 - 1) is employed at the University on a full-time basis (applies to University employees);
 - 2) meets the requirements set forth in § 10 section 4 items 1-6 of the Statute.
4. Membership in the Electoral College may not be combined with serving as a body of this or another university, membership in the council of another university or employment in public administration.
5. Application of candidates shall be made in writing to the University Electoral Commission by the date specified in the timetable of elections, no later than 14 days before the date of elections to the Electoral College.
6. The application requires the candidate's written consent to run.
7. A candidate to the Electoral College may be proposed to the University Electoral Commission by a member of the University community with active voting rights in a given electoral district from among the members of the University community with passive voting rights in that district, in accordance with Article 25, sections 2-3 of the Law.
8. A candidate to the Electoral College shall submit to the UEC a statement of compliance with the conditions set forth in the Law and the Statute, as well as a lustration statement/information referred to in Article 7, section 1 and section 3a of the Act of October 18, 2006 on the disclosure of information concerning documents of State security agencies between the years 1944-1990, and the content of such documents (Journal of Laws of 2006, No. 218, item 1592, as amended).
9. The procedure for election to the Electoral College of students and doctoral students and the duration of their membership in the Electoral College shall be determined by the regulations of the student self-government and the regulations of the doctoral student self-government, respectively.

CHAPTER IV

RULES FOR THE ELECTION OF THE SENATE MEMBERS

§ 15

1. Elections of members of the Senate shall be held by direct mode.
2. Elections to the Senate shall be held by secret voting.
3. Persons belonging to groups:

- 1) full professors or MUG's professors – 15 senators,
 - 2) students – 6 senators,
 - 3) doctoral students – 1 senator,
 - 4) academic teachers employed in other positions than full professor or MUG's professor – 5 senators,
 - 5) non academic staff – 3 senators
- elect members of the Senate from their ranks.
4. Elections within the groups specified in section 3 item 1, 4 and 5 shall be held in the electoral districts indicated in Appendix No. 1 to these Rules.
 5. The appendix referred to in section 4 shall also specify the distribution of mandates per district.
 6. A member of the Senate may be a person who:
 - 1) is employed at the University on a full-time basis (applies to employees of the University),
 - 2) meets the requirements specified in § 10 section 4 items 1-6 of the Statute.
 7. A member of the Senate may not serve for more than two consecutive terms.
 8. Application of candidates shall be made in writing to the University Electoral Commission by the date specified in the timetable of elections, no later than 10 days before date of the election meeting or the date of voting ordered without convening an election meeting.
 9. The application requires the candidate's written consent to run.
 10. A candidate for the Senate may be proposed to the University Electoral Commission by a member of the University community, from among the members of the University community with the passive right to vote in his/her district.
 11. A candidate to the Senate shall submit to the UEC a statement of compliance with the conditions set forth in the Law and the Statute, as well as a lustration statement/information referred to in Article 7, section 1 and section 3a of the Act of October 18, 2006 on the disclosure of information concerning documents of State security agencies between the years 1944-1990, and the content of such documents (Journal of Laws of 2006, No. 218, item 1592, as amended).
 12. The procedure for election to the Senate of students and doctoral students and the duration of their membership in the Senate shall be determined by the regulations of the student self-government and the regulations of the doctoral student self-government, respectively, in accordance with Article 30, section 3 of the Law.

CHAPTER V
ELECTORAL COLLEGE/RECTORAL ELECTION
– SPECIAL PROVISIONS

§ 16

1. Candidates for the position of the Rector may present, on their own, their electoral program after the UEC announces the lists of candidates, but no later than two days before the first day of voting.
2. The election meeting consists of two parts: in the first part, the candidates for the Rector present their programme and answer any questions from members of the Electoral College, and in the second part, the election takes place.
3. If the election of the Rector is held by voting in a voting place or by voting by means of remote communication, the chairman of the Electoral College shall announce the Rector's programmes of individual candidates on the University's website.
4. Members of the Electoral College are required to participate in the election of the Rector and any absence for valid reasons should be excused.
5. In voting on the election of the Rector held without convening an election meeting: by means of remote communication or by voting at a voting place, the University Electoral Commission shall perform the activities of the Scrutiny Commission.
6. The ordering of voting at the voting place or by means of remote communication shall require the indication of the period during which voters will be able to cast their votes.
7. The Chairman of the Electoral College shall call another meeting of the Electoral College if necessary.

8. In the event that the Rector is not elected, the election shall be held again according to the rules set forth in § 50 of the Statute and the Rules, starting with the submission of candidates.

CHAPTER IV
FINAL PROVISIONS

§ 17

1. In situations not regulated by these Rules, decisions on the conduct of elections shall be made by the chairman of the respective election meeting with the consent of a simple majority of those present who are eligible to vote, by open voting, and in the case of voting at a voting place or by means of remote communication, by the University Electoral Commission by a simple majority of votes, by open voting.
2. For by-elections, the provisions of these Rules shall apply accordingly.

Appendix:

1. Electoral Districts