UNIVERSITY OF TARTU STUDENT UNION GENERAL ELECTORAL RULES

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UNIVERSITY-WIDE ELECTIONS

The procedure for the election of the members of the Faculty Student Council and the Student Parliament

I. General provisions

1. The members of the Faculty Student Council and the Student Parliament are elected at common elections.
2. The elections take place by faculty. The students that belong to institutes or colleges under the faculty comprise a single electorate.
3. In every faculty, five candidates with the most votes are elected.
4. The students elected in one faculty simultaneously belong to both the Faculty Student Council and the Student Parliament.
5. The general elections' period takes place once a year, between the 1st of February and the 7th of June.

5^1.Within the meaning of the subdivision of these electoral rules, the election period is regarded as a period during which the student body and the electoral committee performs all tasks concerning the Faculty Student Council and the Student Parliament elections. The voting and filing periods comprise a part of the election period.

5^2. Within the meaning of these electoral rules, the voting period is regarded as the period during which it is possible to vote for the student body candidates.

5^3. Within the meaning of these electoral rules, the filing period is regarded as the period during which the student presents their candidacy to stand in the elections for their Faculty Student Council and Student Parliament, Institute or College Student Council.

II. Approving the schedule of the elections and forming the Electoral Committee

6. The elections are organised by an Electoral Committee, which is composed of one person appointed by the student body Board, one by the student body Monitoring Committee and one by the University of Tartu Vice Rector for Academic Affairs.
7. The composition of the Electoral Committee is approved by the Student Parliament by the 15th of February, at the latest.
8. The schedule for the elections is set by the student body Board. Before presenting it to the Student Parliament for approval, the schedule is coordinated with the University of Tartu structure unit responsible for the elections.
9. When composing the schedule, it is kept in mind that
    9.1. The filing period has to be announced at least ten workdays before the start of the filing period.

9.2. The filing period's minimal duration is ten days. The Electoral Committee can extend the filing period by up to five workdays. The filing period can't be extended more than once.

9.3. The student body is notified of the extension for the filing period the next day after the end of the initial filing period.

9.4. The candidates' information has to be published and sent to the appointed person by the structure unit responsible for the elections, no later than three workdays before the voting period. The structure unit responsible for the elections must have at least three workdays before the start of the voting period to process the candidates' information.

9.5. The voting period has to last for at least seven consecutive days.

10. The schedule is approved by the Student Parliament by the 1st of March, at the latest.

11. The student body, the Rector's Office, and the structure unit responsible for the elections will be notified of the schedule five workdays after it has been approved.

III. Electoral committee

12. The Electoral Committee is responsible for the lawful conduction of the elections among the student representatives of both the faculty student councils and the instutes' and colleges' student councils.

13. A member of the Electoral Committee has to be a natural person, who is an adult, with full legal capacity and no existing criminal sentence and who speaks Estonian. The members of the Electoral Committee can not run in the elections themselves.

14. The Electoral Committee has the authority to:

14.1. adjusting the schedule and coordinating the necessary activities with other structural units of the university.

14.2. monitor the progress of the elections;

14.3. introduce the electoral procedures and make these election rules publicly accessible;

14.4. protocol and publish the elections' results;

14.5. [repealed - 01.06.2017]

14.6. registering the candidates;

14.7. address issues that are unregulated in these rules or the Student Body Statutes;

14.8. announce the time and place for voting to the voters;

14.9. explain issues related to the elections to voters at their request.

15. The Electoral Committee elects a chairperson from amongst themselves, who will organise the Electoral Committee's work, communications with the Rector's Office, Study Department, and the organs of the student body.

16. The Electoral Committee can make decisions using both electronic means and at a meeting. The composition's majority is required to pass a decision.

17. The student body organs are obligated to help the Electoral Committee in its work and provide the necessary data and materials. They must answer the Electoral Committee's appeal in no more than three working days from receiving the relevant request.
18. The person proposed to the Electoral Committee composition confirms their consent to participate in the work of the Electoral Committee by any means capable of producing a written record.
19. The Student Parliament and the Board have a right to question the Electoral Committee about their activities.

IV. Standing in the elections

20. Every student, who has set up their candidacy according to the Student Body Statutes and these Electoral Rules, can stand in the elections.
21. Every candidate can stand in the elections of the faculty they have been matriculated to. If the student runs for representative in the spring of the academic year of their graduation at the University of Tartu, they are conditionally running for the representative's seat of the study level, where they will be matriculated to at the beginning of the next academic year. If the candidate is matriculated to multiple faculties, they can run in one of them. [entered into force 20.04.2020]
22. In order to stand in the elections, the candidate must present the candidacy documents required by the Electoral Committee to the Electoral Committee.
23. The Electoral Committee will register the candidates who meet the electoral rules' requirements when the deadline for submitting applications expires.
24. If there are less than five registered candidates in at least one faculty, the Electoral Committee has an obligation to extend the filing period by five working days. If there are not at least five candidates in every faculty after the end of the extended filing period, the filing period will still be considered finished.
25. The information of the registered candidates will be forwarded to the Study Department after the end of the filing period.

V. The candidacy documents

26. The candidacy documents include the candidacy form, a signed application and a photo. The candidacy form is composed in Estonian and English.
27. The candidacy form states and has as an annex:
    27.1. The candidate's full name;
    27.2. The candidate's date of birth;
    27.3. [repealed - 01.06.2017]
    27.4. [repealed - 12.11.2020]
    27.5. The candidate's contact information;

27.6. The candidacy application, where the name of the faculty which the candidate is matriculated to and where they are running, is stated. If they are conditionally running for a representative's spot on the study level, where they will be matriculated to at the beginning of the next academic year, the faculty's name and the conditionality of it is stated. [entered into force - 20.04.2020]

28. The candidate will send the candidacy form and, if necessary, other candidacy documents electronically or, by an agreement with the Electoral Committee, bring them on paper to the designated location.

29. The Electoral Committee can provide that the documents can only be presented electronically. [the second sentence is repealed - 01.07.2019]

30. The electronically sent application has to be signed digitally or by hand. [the second sentence is repealed - 12.11.2020]

31. Documents sent by mail have to reach the Student Union no later than the last day of the filing period.

32. The candidacy documents with incomplete data do not have to be taken into account by the Electoral Committee. The documents are considered incomplete if the data stated in section 27 has not been presented to the Student Union or if the application is not signed appropriately.

33. The Electoral Committee will let the candidate know of their data's incompleteness and set a reasonable deadline to eliminate shortcomings. [entered into force – 12.11.2020]

VI. The voters and the elections

34. Every student at the University of Tartu has the right to participate in the elections. The elections take place electronically at the official University of Tartu elections environment.

35. Every student has one vote. Every voter can only choose candidates running in the faculty they are studying in.

36. The Study Department is responsible for the correctness of the voters' lists. The Electoral Committee has the right to ask for the number of students in each faculty and to receive information about voting activity in each faculty for the duration of the election period.

37. Voters must use the official voting environment of the University of Tartu, valimised.ut.ee to vote. There, a consolidated list of candidates for their structural unit is displayed. The voter marks the name of the candidate from their structural unit for whom they are voting and confirms their vote by pressing the "Vote" button. [entered into force – 23.10.2026]

38. [repealed - 12.11.2020]

39. The voter has the right to change their electronically given vote by voting again during the time designated for voting; the vote given last will count.

40. Campaigning at the elections is allowed. The member of the student body must base their campaigning on generally accepted codes of conduct and academic practice. It is forbidden to associate voting with material compensation.

41. It is forbidden to manipulate the system through which the elections are carried out and to forge election results.
42. The voters have the right to receive clarification from the Electoral Committee on the electoral procedure.
43. A voter has the right to file complaints in accordance with the procedure established in the electoral rules.

VII. Announcing the results

44. The results of the voting will be determined no later than five working days after the end of the voting period. [entered into force - 23.10.2026]
45. The votes are counted, and the lists of the elections' results are formed by faculties. In every faculty, the five students with the most votes are elected. The rest of the candidates make up the faculty's alternate members' list, according to the election results. The candidates who don't receive any votes in the elections will not be placed on the alternate members' list.
46. If two candidates get the same amount of votes, the candidate who submitted their candidacy form earlier in time will be placed ahead in the list.
47. If there weren't numerically enough candidates in a faculty, a re-election will be organised in the given faculty at the beginning of the fall semester following the elections. The re-election will fill the seats that were left empty at the regular elections.
48. The election protocol is prepared by the chairman of the election committee and signed by all members of the election committee no later than five working days after the end of voting. By signing the official protocol, the election results are deemed confirmed. [entered into force - 23.10.2026]
49. The dissenting opinions of the Electoral Committee members and the statements and complaints about violations of the electoral rules will be added to the protocol, as will be the Electoral Committee's decisions on these issues.
50. The elections' results will be published after the results are confirmed in a publication that informs the students as broadly as possible. In addition to this, the elections' results will be sent to the student representatives' email addresses, published on the Student Union's website and made available in the Student Union's office at Ülikooli 18b, Tartu.

VII[1]. The Faculty Student Council's extraordinary elections

50[1] The Board will carry out the Faculty Student Council's or the Student Parliament's extraordinary elections based on paragraph 47 or 55 in the electoral rules, if:

50[1].1. During the filing period, from amongst the faculty's students, not as many students present their candidacy as there are seats appointed to the faculty or;

50[1].2. not enough people receive votes at the election;

50[1].3. the Vice Rector for academic affairs considers the elections null and void.

50[2]. The Faculty Student Council's or the Student Parliament's extraordinary election follows the regular election's settings with the differences stated in this chapter.

50[3]. The mandate of the candidates elected at the Faculty Student Council's extraordinary elections starts from publishing the election results and lasts until the start of the new composition's mandate.

50[4]. If the regular Faculty Student Council elections fail, the mandates of the Faculty Student Council members in office are extended in the Faculty Student Council and the Student Parliament until the start of the new composition's mandate.

VIII. Appointment of a student to the student council of the faculty.

51. The student council of the faculty is responsible for appointing a new student representative if a position becomes vacant or a new position is created in the student council of the faculty or institute during the academic year.

52. The first student from the list of substitute members in the substitute ranking created at the general election is appointed as the new student representative.

53. When appointing a new student representative, the faculty's student council follows the following procedure:

    53.1. within a reasonable time, the chairman of the student council of the faculty makes a submission to the dean of the relevant faculty or the secretary of the faculty for the appointment of a new student representative. A copy of the submission must also be submitted to the student union board;

        53.1.1. If the student council of the faculty appoints a student representative to the student council of the institute or college, the proposal must be submitted to the head of the council of the relevant institute or the secretary of the institute. Then the head of the council of the institute draws a proposal to the dean of the corresponding faculty for the approval of the student representative to the institute's council.

    53.2. the dean of the faculty approves the student representative to be a part of the faculty or institute council;

    53.3. the new student representative starts working as a member of the council of the field or institute.

VIII[1]. Designation of a student to the student council of the faculty

54. If there are no alternate members in the faculty's list, the Faculty Student Council will present a candidate for filling the faculty's empty seat to the Student Parliament.

55. The candidate appointed to the Faculty Student Council and the Student Parliament has to meet the same candidacy conditions as the regularly elected members of the Faculty Student Council.

56. The candidate, along with the candidacy form they composed, will be presented to the Student Parliament and the Student Body Board by their Faculty Student Council, within 14 days from the moment when the Faculty Student Council finds out or was supposed to find out about a representative's mandate in the Faculty Student Council ending. The candidate is considered presented to the Student Parliament when the Faculty Student Council has forwarded the candidate's candidacy form to the Student Parliament and Student Body Board within the timelimit.

57. The candidate, whose appointment to the Faculty Student Council and the Student Parliament is being put to the vote, marks in their candidacy form:

    57.1. Their first and last name;

    57.2. Their date of birth;

    57.3. [repealed - 12.11.2020]

    57.4. Their contact information;

    57.5. The faculty, which Student Council they are applying for;

    57.6. A short description of the reasons for applying.

58. The Faculty Student Council will present the Student Parliament with at least as many candidates as there are empty seats in the Faculty Student Council. The Faculty Student Council can present the Student Parliament with more candidates than there are empty seats in the Faculty Student Council.

59. The candidate's mandate in the Faculty Student Council and the Student Parliament enters into force from the Electoral Committee's approval of the protocol if the Faculty Student Council member is approved at the Student Parliament's meeting. If the candidate is approved to the Faculty Student Council by an e-vote, the candidate's mandate will enter into force when, according to the electronic voting regulation, the Student Body Board announces the voting results. [entered into force - 12.11.2020]

IX. Infringements and objections

60. The following, among other things, is considered an infringement of the electoral rules:

    60.1. setting up another person's candidacy without their consent;

    60.2. manipulation of the election environment in a way that leads to unfair election results;

    60.3. an infringement of the rules by the Electoral Committee.

61. Everybody can submit a written statement about an infringement of the electoral rules at the latest 2 working days after the end of the elections' period. The statement about the infringement of the electoral rules will be reviewed and decided upon by the Electoral Committee within 3 working days from receiving the statement.

62. If the statement has been submitted about an alleged infringement by the Electoral Committee, the Student Body Monitoring Committee will make a decision based on the submission. The

Monitoring Committee is forbidden to include a member of the Monitoring Committee, who participated in the Electoral Committee's work, in making the decision referred to in this section.

63. The Electoral Committee can file a letter of reprimand for the infringement of the electoral rules. Filing the letter of reprimand will be decided by the Electoral Committee by voting at its meeting on the basis of the related written application:

    63.1. If a candidate infringes the electoral rules, the Electoral Committee can remove the candidate with at least two letters of reprimand from the candidate list.

    63.2. If the statement about the infringement of the electoral rules is submitted after the election results have been announced, the Electoral Committee can decide to cancel the election results in the given structure unit if the election results have been significantly affected as a result of the infringement.

64. Initiating declaring the elections null and void is decided by the Electoral Committee with a 2/3 vote majority of the composition.

65. To cancel the election results, the Electoral Committee will send the Vice Rector for Academic Affairs the proposal to this effect.

    65.1. All deadlines are suspended from when the Electoral Committee submits their proposal.

    65.2. If the Vice Rector for Academic Affairs considers the election results to be null and void, extraordinary elections will take place at the beginning of the following fall semester, at the latest.

The procedure for the election of student representatives to the University of Tartu institutes' and colleges' councils.

I. General provisions

1. The University of Tartu institutes' and colleges' councils' electoral procedure for electing students states the order for electing student representatives to the University of Tartu institutes' and colleges' (hereinafter, structural units) councils. The students elected to a structure unit's council form the Student Council.
2. The students of the institute elect the members of the institute student council. The student councils of institutes and colleges are also elected in institutes and colleges that do not manage any curriculum. The election takes place in the usual way, but these institutes are not required to have at least 1/5 of the structural unit’s council’s composition filled with students.
3. The representatives are elected to the structural unit's council at free, direct, general, equal and secret elections.
4. The representatives' elections take place by structural units.
5. Students shall as a general rule constitute at least 1/5 of the structural unit’s council’s composition in colleges and institutes where teaching takes place. In institutes that do not manage any curriculum, the requirement that student representatives must make up at least 1/5 of the compositsion of the structural unit’s council does not apply. The exact amount of student

representatives in the structural unit's council will be determined by the Student Body Board on the 10th of March at the latest.

6. The regular elections' period takes place once a year, from the 1st of February to the 7th of June.

6[1]. Within the meaning of the subdivision of these electoral rules, the election period is regarded as a period during which the student body and the Electoral Committee performs all tasks concerning the institutes' and colleges' councils' elections. The voting and filing periods comprise a part of the election period.

II. Approving the schedule of the elections and forming the electoral committee

7. Approving the elections' schedule and forming the Electoral Committee takes place according to the procedure set in these electoral rules for the election of the members of the Faculty Student Council and the Student Parliament. [entered into force - 12.11.2020] 8.-12. [repealed – 12.11.2020]

III. The Electoral Committee

13. [repealed - 01.06.2017]

13[1]. The Electoral Committee's nature and work are stated in these electoral rules, in the subsection for the electoral rules for the election of the members of the Faculty Student Council and the Student Parliament.

14.-20. [repealed – 12.11.2020]

IV. The voters

21. Every student who studies at a curriculum managed by the structure unit can vote at the representatives' elections. Every student has one vote.

22. Elections are held electronically in the official election environment of the University of Tartu.

23. The voters have the right to receive information from the Electoral Committee about the electoral procedure. [entered into force – 12.11.2020]

V. The candidates

24. Every student who has set up their candidacy according to the Student Body Statutes and these electoral rules can stand in the elections.

25. Every candidate can stand in the elections of the institute that manages the curriculum they are matriculated to or the institute that participates in completing the candidate's curriculum. If the student runs for representative in the spring of the academic year of their graduation at the University of Tartu, they are conditionally running for the representative's seat of the study level, where they will be matriculated to at the beginning of the next academic year. If the candidate is matriculated to multiple curricula, they can run in up to two institutes' candidates' lists. [entered into force - 20.04.2020]

26. In order to stand in the elections, the candidate must present the candidacy documents required by the Electoral Committee to the Electoral Committee.
27. The Electoral Committee will register the candidates who meet the electoral rules' requirements when the deadline for submitting applications expires.
28. If in at least one structural unit there are less registered candidates than the seats appointed to the students at the structural unit's council, the Electoral Committee has an obligation to extend the filing period by five working days. If there still aren't enough candidates in each structural unit after the extended filing period, the filing period is still considered to be finished.
29. The information of the registered candidates will be forwarded to the Study Department after the end of the filing period.

VI. The candidacy documents

30. The candidacy documents include the candidacy form, a signed application and a photo. The candidacy form is composed in Estonian and English. [entered into force - 12.11.2020]
31. The candidacy form states and has as an annex of:
    31.1. The candidate's full name;
    31.2. The candidate's date of birth;
    31.3. [repealed - 01.06.2017]
    31.4. [repealed - 12.11.2020]
    31.5. The candidate's contact information;
    31.6. The candidacy application, where the name of the faculty which the candidate is matriculated to and the institute/college they are running in, is stated.
32. The candidate will send the candidacy form and other candidacy documents electronically or bring them on paper to the designated location.
33. The Electoral Committee can provide that the documents can only be presented electronically. [the second sentence is repealed - 01.07.2019]
34. The electronically sent application has to be signed digitally or by hand. [the second sentence is repealed - 12.11.2020]
35. Documents sent by mail have to reach the Student Union no later than the last day of the filing period.
36. The candidacy documents with incomplete data do not have to be taken into account by the Electoral Committee. The documents are considered incomplete if the data stated in section 31 has not been presented to the Student Union or if the application is not signed appropriately.
37. The Electoral Committee will let the candidate know of their data's incompleteness and set a reasonable deadline to eliminate shortcomings.

VII. The elections

38. Every voter can only choose candidates running in the structural unit they are studying in.

39. The Study Department is responsible for the correctness of the voters' lists. The Electoral Committee has the right to ask for the ratio of voting activity in each structural unit for the duration of the election period.

40. When casting their vote, the voter will be presented with a master list of the structure unit's candidates. The voter marks the candidate's name from their structure unit that they are voting for and confirms their vote by clicking the button "Vote".

41. [repealed - 12.11.2020]

42. The voter has the right to change their electronically given vote by voting again during the time designated for voting; the vote given last will count.

43. Campaigning at the elections is allowed. The member of the student body must base their campaigning on generally accepted codes of conduct and academic practice. It is forbidden to associate voting with material compensation.

44. It is forbidden to manipulate the system through which the elections are carried out and to forge election results.

45. The voters have the right to receive information and clarification from the Electoral Committee on the electoral procedure.

46. A voter has the right to file complaints in accordance with the procedure established in the electoral rules.

VIII. Announcing the results

47. The results of the voting will be determined no later than five working days after the end of the voting period. The results will be announced in the same way as for members of the faculty student council. [entered into force - 23.10.2026]

48.-52. [repealed - 12.11.2020]

IX. Differences in the structure units' elections

53. When composing the ranking list based on the election results, the specific structural unit's statutes' requirements to the representation of study levels have to be taken into account. [entered into force - 12.11.2020]

54. If the structural unit's statutes allow it, in the case of the candidates' absence, the empty seats can be filled according to the general ranking list.

X. Appointment of a student to the student body of the institute

55. If there weren't enough candidates set up for an institute/college, also if a position becomes vacant during the academic year, the empty seats will be filled by the Faculty Student Council.

56. The faculty student council, when appointing students to the student council of a structural unit, follows the procedure for appointing a student to the student council of the faculty provided in UTSU's election rules, with the distinctions corresponding to the student councils of institutes and colleges.

57. The first student from the list of substitute members will be appointed as the new student representative according to the substitute ranking drawn up at the general election. In the event that a student in the replacement ranking has already been appointed as a student representative or if they give up the place offered, they will be excluded from the replacement ranking. [entered into force 07.06.2024]

58. In the event that there are no substitute members on the list the institute's student council, the student council of the faculty will appoint a student representative of their choice. [entered into force 07.06.2024]

XI. Infringements and objections.

59. At the institutes' and colleges' student council members' elections, the same circumstances are considered infringements of the electoral procedure as at the Faculty Student Council members' elections.

ELECTORAL PROCEDURE FOR THE REPRESENTATIVE BODIES

The general procedure for the election of persons

I. General provisions

1. Within the given electoral rules, representative bodies are the student body's Student Parliament, Faculty Student Council and Institute or College Student Council.

2. The general electoral procedure sets the general principles for conducting the student body's representative bodies' elections, which mainly have to be followed if the specific case doesn't have a separate electoral procedure.

    2.1. Personal selections can be conducted electronically or on paper.

    2.2. By default, voting is conducted electronically. At the request of at least one member of the representative council, voting is conducted on paper. The chairman of the meeting must be informed of the wish to vote on paper before the start of the corresponding agenda item.

3. When following the general electoral procedure, the special provisions stated in the electoral procedure and other student body legal acts must be taken into account.

II. The Electoral Committee

4. The Electoral Committee is a committee formed by a representative body and that is responsible for the lawful conduction of the elections. The Vote Counting Committee's composition is made up of the persons present in the room who have expressed their willingness to be a part of it.

    4.1. When conducting elections electronically, an election committee is not formed, unless the representative council decides otherwise.

5. If according to the meeting's chairperson, too many people have expressed an interest in participating in the Vote Counting Committee's work and none of them withdraws, the meeting's chairperson will decide on the Vote Counting Committee's composition.

6. The Electoral Committee's main tasks are:

    6.1. Identifying the number of voters;

    6.2. Giving out the ballots;

    6.3. Collecting the votes;

    6.4. Counting the votes;

    6.5. Filling out the voting protocol.

7. The Electoral Committee is comprised of at least 3 persons.

8. The Electoral Committee is formed by the representative body at the start of the item on the elections' agenda.

9. Both persons with and without the right to vote present in the room can be a part of the Electoral Committee.

10. Persons who have submitted their candidacy can not be a part of the Electoral Committee.

11. The Electoral Committee must be formed even if there is only 1 candidate at the election of persons.

III. The candidates

12. The candidates must be set up before introducing the item on the agenda regarding the election of persons. Just before forming the Electoral Committee, the meeting's chairperson can give the last chance to forward candidacy applications to the person protocolling.

13. If a specific time has been set for sending the candidacy applications, the applications have to have reached the designated person by that time.

14. The person submitting the application can ask the person to whom the application has to be submitted to for a confirmation by any means capable of producing a written record that the application has been received on time. The confirmation can't be asked for if the application has been submitted during a meeting to the person protocolling.

15. The candidate must meet the requirements set for the candidates when the elections are announced.

16. After forming the Electoral Committee and before handing out the voting ballots, the candidates are given a maximum 2-minute speech opportunity. The candidates are given the floor in random order.

IV. Voting

17. If there's only 1 candidate, it is possible to vote for or against the person. If there are more than 1 candidates, the chosen candidate's name must be written on the ballot.

18. The ballot papers are anonymous and prepared by the chairperson of the representative body or a person authorised by them, in the case of the Student Parliament, by the Student Body Board or a person authorised by them.

    18.1. The voting system chosen for electronic voting must ensure the secrecy of the election. In the chosen voting system, the voter and the ballot cannot be linked.

19. The web link of the voting system will be sent to the members of the representative body by official e-mail before the start of the voting. The minutes secretary of the meeting is responsible for preparing the voting system and transmitting it to the members of the council.

20. There are exactly as many ballots given out as there are voters. In case of electronic voting, the web link of the voting system is transmitted only to the members of the representative council present at the meeting.

21. The meeting's chairperson's or the Electoral Committee's instructions must be followed when filling out the ballot. The contents of the ballot have to be unequivocal.

    21.1. The chairman of the meeting announces the start of electronic voting. The chairman of the meeting will give a reasonable time to fill in the ballots. The chairman of the meeting announces the end of electronic voting in a clear and unambiguous manner

22. As a rule, the chosen candidate's name has to be written on the ballot. When voting for or against one person, an unequivocally expressed vote for or against is also deemed appropriate.

23. If more than 1 candidate is elected, the Electoral Committee may provide that there can be a maximum of names that is the same amount as there are positions to be filled that can be written on the ballot:

    23.1. If, in this case, there are more names written on the ballot than is allowed, the ballot is considered void;

    23.2. It is allowed to write fewer names on the ballot than are maximally allowed.

24. If the ballot is void, it is not taken into account. A ballot can be void if it contains information that is not necessary for participating in voting (e.g. commentaries, calls for something etc.)

    24.1. If the ballot is voided before the collection of ballots, the representative has the right to receive a new, valid ballot from the Electoral Committee upon returning the voided ballot.

25. The ballots are collected by the Electoral Committee by using an elections' box or another object where it is possible to place the ballots in. The object containing the ballots can not be left unsupervised by the Electoral Committee.

25.1. At the end of the voting, the minutes secretary of the meeting closes the electronic voting box.

26. The amount of ballots is identified before starting the vote count.

26.1. If during the vote count, it becomes apparent that there are more votes than there are persons with the right to vote in the room, a repeat election has to be organized.

27. The vote count takes place in the meeting room. The Electoral Committee can count the votes publicly or in secret. At a public count, the contents of each ballot are read aloud to the representative body. At a secret count, the Electoral Committee counts the votes and publishes the vote's results to the representative body.

27.1. After the ballot box is closed, the minutes secretary of the meeting displays the voting results publicly and visibly to all those present at the meeting of the representative council.

28. The results of votes are immediately entered into the protocol by the Electoral Committee.

28.1. In electronic voting, the election protocol is not prepared.

29. The protocol has to contain:

29.1. The date of the elections;

29.2. The protocol's number, if there are multiple elections during the same meeting;

29.3. The number of ballots handed out;

29.4. The number of ballots collected;

29.5. The number of void ballots;

29.6. The election's results;

29.7. The names and signatures of the Electoral Committee's members.

30. The electoral protocol is read aloud to the representative body and is approved at the same meeting. The electoral protocol is approved by a majority vote by the persons present at the representative body's meeting.

30.1. In the case of electronic voting, the voting results are confirmed at the same meeting with the decision of the representative council. Voting results are confirmed by a majority vote of those present at the meeting of the representative council.

31. If no candidate is elected according to the election results, a repeat vote is organized.

V. A repeat vote

32. A candidate is considered to be elected if they have received a majority vote from the council's composition unless the Student Body Statutes and the General Electoral Rules state otherwise. A candidate who has not received at least one vote in favour can not become elected.

33. If in the case of more than two candidates, no candidate receives the council composition's majority vote, a second round of voting is organized, where the two candidates with the most votes will participate.

34. If multiple candidates have an equal amount of votes and their votes are the largest compared to the other candidates, the second round of voting is organized with their participation.
35. If in the case of two candidates, neither candidate receives the council composition's majority vote, a second round of voting is organized, where only the candidate with the most votes will participate. If the candidate can't receive the council composition's majority vote in the last voting round either, new elections are organized.
36. Before the second round of voting, all candidates have the opportunity for a maximum 2minute speech.

VI. Challenging the election results

37. The election results can be challenged by a candidate, a member of the representative body or a person who was present at the meeting during the elections and was registered in the meeting's protocol as a guest.
38. The election results can be challenged during 5 workdays after the representative body's meeting took place if the challenger finds that the procedural rules were violated.
39. The disputes will be reviewed and solved by the student body's Monitoring Committee. The Monitoring Committee can dismiss the complaint if they find that the procedural rules were not violated or that the violation of the procedural rules did not affect any candidate's chances of getting elected. Upon satisfying the complaint, the Monitoring Committee will submit a draft decision to the respective representative body to annul the election's results. The representative body can either approve or reject the Monitoring Committee's draft decision. The representative body can make its decision on satisfying the complaint by voting electronically.
40. The ballots have to be preserved at least until all disputes are resolved, and it is not possible to submit new disputes due to expiry.

The procedure for the election of the student body Board

I. General provisions

1. The Board members are elected by the Student Parliament. During these elections, the general procedure for the election of persons will be implemented, with the adaptations laid out in the given electoral procedure.
2. A candidate for the Board's composition can be any member of the student body who meets the requirements derived from these electoral rules that are set for other general candidates and are stated in the Student Body Statutes.
3. The Board has a chairperson and two vice-chairpersons.
4. A Board member is elected from the student body's members by a majority vote of the Student Parliament.
5. The Board's regular elections are elections that are organized at the Student Parliament meeting that precedes the end of the Board member's 2-year term of office. The regular Board's elections

take place every two years at the Student Parliament composition's last spring meeting. The regular elections have to be carried out at least 30 days before the Board members' mandates end.

6. The Board member's extraordinary elections are carried out, in particular, if:

    6.1. The Board member surrenders their mandate before their 2-year term of office is complete;

    6.2. The Board member's mandate ends in case of force majeure;

7. The extraordinary elections have to have taken place at least 15 calendar days before the end of the Board members' mandates. If the Board member's mandate ends due to force majeure, the extraordinary elections have to be carried out at least 30 calendar days since the event happened, which caused the mandate to end or since finding out about said event.

    7.1. If the Board member surrenders their mandate before their 2-year term of office is complete, the Board member is obligated to inform the Student Parliament about this at least 30 days before their mandate's extraordinary end. [entered into force - 12.11.2020]

8. When announcing the elections, the announcement has to state which position is open for candidates.

9. The Board member's mandate lasts 2 years starting from receiving the mandate. The Board member's mandate starts at the latest after 30 days since being elected a member of the Board.

II. <u>The candidates</u>

10. The candidacy for the Board's chairperson and/or vice-chairperson is set up at the latest six working days before the elections by presenting an application with a curriculum vitae, motivation letter and electoral platform to a staff member of the Office.

    10.1. The candidate has to mark in their application if they wish to run for the position of Board's chairperson or vice-chairperson. The candidate can also submit their candidacy to both positions.

11. The electoral platform is a set of the candidate's planned activities and promises, reflecting their priorities and planned methods to implement the Student Body's Policy Guidelines. The electoral platform highlights the candidate's vision of the Student Union's activities, including what activities will end and what will be added.

12. The Board member candidate has to be a member of the student body, who is recommended by at least 5 Faculty or Institute Student Council members.

III. <u>The candidates' debate</u>

13. Five working days before the elections, a staff member of the Student Union's office will send the candidates' applications with the added documents to the Faculty and Institute Student Councils' members. The Student Union's office staff member is obligated to keep the information about the candidates (including their names and applications with the added documents) a secret until the moment of sending out the materials.

14. At the latest, a day before the Board's elections, the Board candidates' debate takes place and its time and place will be set and published by the Board in office at the latest ten working days before the elections for the new Board members. The debate is organized by the Board in office.

IV. The elections

15. The person running for Board member can't chair the Student Parliament's meeting, where a Board member is elected or where their dismissal is on the agenda.
16. At the Student Parliament meeting where a Board member's election takes place, the candidates are given the floor for a maximum 2-minute speech at the beginning of the respective item on the agenda, after the Electoral Committee has been formed.
17. If the Board's chairperson and at least one vice-chairperson are elected at the same meeting, the voting will take place in two rounds. The Board's chairperson will be elected in the first voting round, the vice-chairperson in the second voting round.
18. At the Board chairperson's election, the candidate with the most votes is elected if they receive the composition's majority vote. If no candidate receives the majority vote, a new vote takes place, where the votes are cast for or against the candidate with the most votes.
19. If the candidate with the most votes can't get the composition's majority at the new vote, new elections are declared.
20. At the Board vice-chairperson's elections, every member of the Student Parliament can cast one vote for every vacated position. If two Board's vice-chairpersons have left or are leaving and every member of the Student Parliament has two votes, then they can't give both of the votes to the same candidate. The candidate with the most votes is elected if they have received the composition's majority vote. At the election for two Board's vice-chairpersons, the two candidates with the most votes are elected if they have received the composition's majority vote. [entered into force - 20.04.2019]

Electing or appointing student representatives to decision-making or advisory bodies not specifically mentioned in the student body's statutes

1. Student representatives are elected or appointed to university-wide assemblies by the board of the student union, unless otherwise stipulated in the UTSU's election rules.
    1.1. The board of the student union keeps a list of all university-wide bodies of the University of Tartu to which a student representative has been appointed (**Appendix 1 of the election rules**).
2. If a special procedure for electing representatives or members to the decision-making or advisory body is established in these election rules, the corresponding special procedure must be followed.
3. Student representatives are appointed to the decision-making and advisory bodies of the faculty by the student council of the faculty. Students are appointed to the advisory councils of the institute or college by the student council of the institute or college.

4. For a valid reason, the student representative appointed to the decision-making or advisory body can be recalled by the representative council that appointed or elected the student representative. The student representative can be recalled by a majority vote of the members of the representative council.

Electing representatives to the Federation of Estonian Student Unions.

I. General provisions

1. Electing representatives from the University of Tartu to the Federation of Estonian Student Unions (hereinafter, EÜL) takes place according to the general electoral procedure.
2. The members of the University of Tartu Student Union Board (3) shall be among the representatives of the Federation of Estonian Student Unions until the end of their term of office (i.e. two academic years). The power to elect the remaining representatives is vested in the Student Parliament. [entered into force - 20.03.2026]
1. The number of members per student body depends on the number of students in the student body.
2. The EÜL's Board will announce the number of students representing the student body at the EÜL to the student body according to the EÜL's Statutes and Rules of Procedure.

II. Special provisions for conducting the elections

5. The Electoral Committee hands out one ballot per person eligible to vote and present at the meeting.
6. When preparing the ballots, it should be noted that it is allowed to write multiple candidates' names on one ballot.
7. The Student Parliament member can write as many names on the ballot as there are elected candidates.

III. Counting the votes

8. The Electoral Committee checks the ballots and counts the votes for each candidate. Then the election's results are published.
9. There can be fewer names written on one ballot than there are elected candidates. If there are more names on the ballot than is allowed, the ballot is declared null and void.
10. The candidates' names have to be written out clearly. The Electoral Committee does not have to take obscure names (including nicknames) into account.
11. When publishing the election's results, the Electoral Committee reviews the votes deemed null and void.

IV. Announcing the results

12. The elected candidates' names and other information requested by the EÜL is forwarded to the EÜL by the Student Body Board.

13. The Student Body Board has an obligation to publish the information to the student body as well.

The procedure for the election of the student members of the Senate

I. General provisions

1. The student members' election to the university's Senate takes place every spring semester by the Student Parliament.

2. The elections are carried out according to the general electoral procedure, with the specificities stated in this electoral procedure.

3. Four student members are elected to the University of Tartu Senate, and their mandates last one year. A total of five student members are elected to the Senate.

    3.1. One member of the University of Tartu Student Body Board, who is not voted in, belongs to the Senate *ex officio* as the fifth student member. The Board decides on the given Board member at the latest one week after the Student Parliament's meeting, where the University of Tartu Senate student members' elections take place.

4. Both all faculties (*humaniora, medicina, socialia, realia et naturalia*) and all study levels (Bachelor, Master, Doctor) must be represented in the Senate:

    4.1. From each faculty, at least one candidate must be elected; from one faculty up to two candidates can be elected;

    4.2. In the case of integrated study levels, the students of the first three years are deemed equivalent to the representatives of the bachelor's study level and the students of the following years to the representatives of the master's study level.

5. When solving matters that are unregulated in the given electoral procedure, the parties must base on the University of Tartu Student Body Statutes, the student body's organs' rules of procedure and other current legislation.

II. Standing in the elections

6. In order to run for the Senate, a member of the University of Tartu student body submits a signed statement and candidacy application.

7. The statement with the candidacy application is submitted on paper to the Student Union, by post to the address Ülikooli 18b, Tartu or electronically to the student body's Office before the deadline set by the student body Board.

III. The elections

8. The Senate's elections take place at the latest during the last regular meeting of the Student Parliament's composition.
9. The elections for the four student members will be carried out in five rounds:
    9.1. In the first round, the Student Parliament will elect the representative for the doctoral students;
    9.2. In the second round, the Student Parliament will elect the representative for the master's students in faculties not covered in the previous round;
    9.3. In the third round, the bachelor's students' representative is elected for the faculty not covered in previous rounds.
    9.4. In the fourth round, a representative is elected for the faculty not covered in previous rounds;
    9.5. In the fifth round, the alternate members' list is formed.
10. In each round, the candidate with the most votes is elected.
    10.1. If the candidates with the most votes have an equal amount of votes, the voting round is repeated, with only the candidates with the most votes taking part.
11. If the University of Tartu student body Board's representative's mandate as a Board member ends, an existing member of the student body or a new member of the Board is appointed to the Senate as the Board's representative.

IV. Alternate members

12. The Senate's student member's membership is withdrawn according to the student body's organs' rules of procedure. In this case, an alternate member is appointed from the alternate members' ranking list.
13. To form the alternate members' ranking list, the fifth round is carried out at the elections, and its results form the alternate members' ranking list.
14. In the election round for alternate members, the Student Parliament member has 1/2 of the votes from the total number of candidates.
15. If the alternate members receive an equal amount of votes, the candidate who submitted their candidacy form earlier in time will be placed ahead in the list.
16. The candidate foremost in the ranking list, who meets the requirements, is appointed as the alternate member.
17. If there are no suitable candidates in the alternate line, elections for the Senate's student member's seat that remained without a representative are announced, taking the necessary requirements into account.

The procedure for the election of the students' representative to the attestation of academic staff

The participation of the student representatives in the attestation of academic staff [entered into force - 01.01.2021]

1. The students' representative at the attestation of the academic staff is elected by the deadline set by the person forming the Attestation Committee.
2. The students' representative with the right to speak is appointed to the attestation of academic staff who are regularly teaching by:
    2.1. the Student Body Board, if it is the attestation of a professor;
    2.2. the Faculty Student Council, if the attestation is at a faculty level;
    2.3. the Institute Student Council, if the attestation is at an institute level.

The procedure for the election of the students' representative to the program council.

1. Students are selected through appoitment to the program council.
2. At least one of the structural units of the student council, which is the coordinating administrator of the curriculum, shall make a proposal to the head of the structural unit for the sppoitment of the student representative.
3. The student representative must be appointed to the program council for the time prescribed by the head of the structural unit.

The procedure for the election of the members of the student body monitoring committee

I. General provisions

1. The members of the monitoring committee are elected by the student parliament by secret ballot from among the student body and alumni of the student union at the last regular meeting of the academic year, but no later than 60 days after the student parliament elections.
2. [repealed - 12.11.2020]
3. The mandate of the Monitoring Committee elected at a regular election lasts until the election of a new Monitoring Committee or until their membership is withdrawn by the Student Parliament. The Monitoring Committee elected at an extraordinary election has their mandate end with the election of a new Monitoring Committee or with their membership being withdrawn by the Student Parliament.
4. In the given electoral procedure, the general rules for the election of persons are applied, as the rules for electing the Monitoring Committee members do not state specificities.

II. Electoral Committee

5. The Electoral Committee is a committee formed by the Student Parliament, responsible for the lawful conduction of the elections.

6. The Vote Counting Committee's composition is made up of persons present in the room who have expressed the willingness to be a part of it. The Electoral Committee is comprised of at least 3 persons who have expressed their willingness to be a part of it. If more than three persons express their willingness to be a part of the Electoral Committee, then the three persons who expressed their wish earlier in time will be selected to comprise the committee. The persons running for the Monitoring Committee can not be appointed to the Electoral Committee.

III. Standing in the elections

7. Every person can stand in the elections for the Monitoring Committee, who:

    7.1. have set up their candidacy according to the Student Body Statutes and these Electoral Rules and;

    7.2. are members of the University of Tartu student body or alumni of the Student Union. [entered into force - 04.06.2020]

8. A member of the Monitoring Committee can't be a member of the Board and the Student Parliament at the same time. [entered into force - 04.06.2020]

    8.1. A member of the Student Parliament can stand in the elections if they are not continuing in the next academic year's Student Parliament composition. In this case, the student body's member can have their mandates of the Student Parliament and the Monitoring Committee overlap from the regular election of the Monitoring Committee's composition to the end of the Student Parliament's composition's mandate. In the case of extraordinary elections of the Monitoring Committee, the student body's member can't have their Student Parliament, and Monitoring Committee mandates overlap for more than 60 days. [entered into force - 04.06.2020]

    8.2. The Board member can be a candidate for the Monitoring Committee if their Board member's mandate is ending within 60 days. The 60 days requirement applies for both regular and extraordinary elections for the Monitoring Committee. [entered into force - 04.06.2020]

9. The persons who want to stand in the elections submit their candidacy application to the chair of the Student Parliament meeting or the person appointed by them before the agenda item for forming the Monitoring Committee is introduced. If a specific time has been set for submitting the candidacy applications, the applications must have reached the student body Board or a person appointed by the Board by the designated time. Late applications are considered not submitted.

IV. The elections

10. The Monitoring Committee has at least three members. According to the proposal of the meeting's chair and a majority vote of the Student Parliament members present, it is possible to increase the number of elected members of the Monitoring Committee by either voting for or against. The Student Parliament's decision with the voting results about the increase of the number of Monitoring Committee members is protocolled.
11. Before the Student Parliament members are handed the ballots; each candidate is given the floor for a maximum 2-minute speech.
12. The Electoral Committee reviews the ballots and counts the votes for each candidate. Then the election results are published.
13. A member of the Student Parliament can write as many candidates' names on the ballot as there are vacant seats in the Monitoring Committee. There can be fewer names written on one ballot than there are elected candidates. If more names are written on the ballot than it is allowed, the ballot is declared null and void.
14. If there is only one candidate, every Student Parliament member present can vote for or against the person. If there are more than one candidates for a single seat at the Monitoring Committee, the selected candidate's name has to be written on the ballot.
15. The candidates' names have to be written clearly. Obscure names (including nicknames) do not have to be taken into account by the Electoral Committee. The other names on the ballot are not considered null and void with this.
16. When publishing the election results, the Electoral Committee gives a review of the ballots declared null and void.
17. A candidate is elected if they have received a majority vote from the Student Parliament's composition.

V. The extraordinary elections of the Monitoring Committee

18. If the Monitoring Committee's regular elections fail during the timeframe stated in this chapter's section 1, extraordinary elections are held. The extraordinary elections have to be carried out at the latest by the end of the given year's October. In other aspects, the Monitoring Committee's extraordinary elections are organised according to the rules of the regular elections specified in this chapter.
19. If the Monitoring Committee member's mandate ends prematurely, the vacant seat will be filled at the Monitoring Committee member's extraordinary elections (henceforth Monitoring Committee member's elections). The Monitoring Committee member's elections take place no later than 45 days since the Monitoring Committee member submitted their application to the Student Body Board or the Student Parliament.
    19.1. The Monitoring Committee member's elections do not have to be carried out if there are at least 60 calendar days until the regular Monitoring Committee elections.

20. At the Monitoring Committee member's elections, the given electoral rules are followed, with the specificity that comes from the vacant Monitoring Committee seats.

APPENDIX 1

The decision-making and advisory bodies of the University of Tartu, where a student representative is appointed.

1. Academic Committee
2. Budget Committee (Member of the Senate)
3. Council of the Centre for Ethics
4. Council of the Centre for Sustainable Development
5. Council of the Pedagogicum
6. Residency Committee
7. Stipend Committee
8. University of Tartu Honorary Decorations Committee
9. Vice-Rectorate for Research
10. UT Museum Council
11. UT Library Council
12. Collegium of Universitas Tartuensis
13. Academic Affairs Committee
14. Appeals Committee for study-related decisions
15. Council of ÜKSA