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ELECTORAL REGULATIONS FOR THE UNIVERSITY COUNCIL OF UTRECHT UNIVERSITY

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Article 9.31 Higher Education and Research Act

[...]

3. Half of the members of the Council shall be composed of members elected by and from among the staff, and the other half shall be composed of members elected by and from among the students.
4. Those who sit on the executive board or the supervisory board, or who fulfil the position of Dean of a faculty, cannot also sit on the Council.
5. Candidates for the election of that section of the Council elected from among and by the staff may be nominated by staff members and by staff organisations.
6. The members of the council shall be elected by secret written ballot. A ballot for a section of the council shall only be taken in the event that the number of candidate members for such a section exceeds the number of seats allocated to that section.

[...]

Article 9.34 Higher Education and Research Act

1. The executive board shall, in compliance with the regulations set down by or pursuant to this Title, set down regulations for the university council.
2. The executive board shall submit the regulations, including any amendment thereto, as a proposal to the council, and shall not adopt the same until the proposal shall have won the approval of two thirds of the membership of the council.
3. The regulations shall, at least, provide for:
[...]
d. the manner and organisation of the elections of the council members
[...]
4. The regulations may stipulate, if such is conducive to a proper application of this Title, that one or more groups of persons associated with the university other than pursuant to an employment contract, or, as the case may be, other than pursuant to enrolment as a student or external student, shall be considered as staff members or students, respectively.

Adopted by the Executive Board following agreement by the University Council on 29 May 2006.

Effective date 1 September 2006.

Amended by the Executive Board following agreement by the University Council on 7 November 2011.

Effective date of amendment 1 January 2012.

Amended by the Executive Board on the initiative of the University Council on 24 June 2014. Effective date of amendment 1 July 2014.

Amended by the Executive Board on 15 November and 20 December 2016 with the agreement and partly on the proposal of the University Council on 12 December 2016. Effective date of amendment 20 December 2016.

Amended by the Executive Board on 25 April 2017 with the agreement of the University Council on 26 June 2017. Effective date of amendment 26 June 2017.

Amended by the Executive Board on 3 November 2020 with the agreement of the University Council on 7 December 2020. Effective date of amendment 7 December 2020.

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CHAPTER 1 - GENERAL

Article 1 Definition of terms

In these Regulations, the terms below that are written with a capital letter have the following meanings:

General Electoral Register	As defined in Article 5 sub 1
PhD Scholarship Candidates:	Contracted PhD candidates who are preparing their thesis with an external stipend ¹ and who: <ul style="list-style-type: none"> • are attached to the University for a period of more than two years; and • as part of their PhD studies perform work at the University or the UMC Utrecht without there being an employment contract with the University or the UMC Utrecht; and • do not have an employment contract with another employer; and • are registered in the PhD candidate monitoring system of the University; and • in the case of exercising their passive voting rights, have received permission from the external provider of the stipend
Medicine Staff / PhD Scholarship Candidates District:	The electoral district within the Staff Delegation referred to in Article 4 sub 2b
UU Staff / PhD Scholarship Candidates District:	The electoral district within the Staff Delegation referred to in Article 4 sub 2a
Medicine PhD Scholarship Candidates:	PhD scholarship candidates who will obtain their PhD from the Faculty of Medicine
Medicine Electoral Register:	As defined in Article 5 sub 1a
Medicine Reference Date:	The annual date set by the Dean of the Faculty of Medicine for registering voters for the Medicine Staff / PhD Scholarship Candidates District
Medicine Staff:	The staff employed by Utrecht University Medical Centre (UMC), who are charged to a substantial degree with tasks for the benefit of medical education and research at the University, including persons who are also on a zero-hours contract with Utrecht University.
Personnel Organisation:	An employees' organisation as referred to in the collective agreement (CAO) for Dutch universities, as well as an association that is a member of such an employee organisation, and which has these personnel as its members.
Staff:	The UU Staff and the Staff of the Faculty of Medicine jointly
Staff Delegation:	That part of the Council that is elected by and from among the Staff and the PhD Scholarship Candidates
Council:	The University Council
Student:	The person who is registered as a student at Utrecht University for a bachelor's or master's degree course as referred to in Article 7.3a sub 1 of the Higher Education and Research Act and the person who receives financial support from Utrecht

¹ VSNU definitions of types of PhD candidates: Category 2b: PhD Scholarship Candidates with another /external grant provider. Grant provided by an organisation other than the University as referred to under 2a(...). Source: https://www.vsnu.nl/files/documenten/Feiten_en_Cijfers/Typering_promovendi_2019.pdf

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	University under Article 7.51e of the Higher Education and Research Act (tuition-free management role without registration)
Student Delegation:	The part of the Council that is elected by and from among the Students
UU PhD Scholarship Candidates	PhD Scholarship Candidates who obtain their PhD from a faculty other than the Faculty of Medicine
UU Reference Date:	The annual date set by the Central Electoral Office for registering voters, with the exception of voters of the Medicine Staff / PhD Scholarship Candidates District
UU Staff:	<ul style="list-style-type: none"> • the academic staff employed by the University, assigned to the job families of Education and Research of the job categorisation system; • all the staff employed by the University who do not belong to the academic staff (support and administrative staff), with the exception of student assistants in so far as they are also Students.
Session:	The annual meeting period of the Council, which commences on 1 September and ends on 31 August

CHAPTER 2 - CENTRAL ELECTORAL OFFICE/ DEAN OF FACULTY OF MEDICINE

Article 2 Duties of Central Electoral Office

1. The Central Electoral Office shall prepare and hold the elections, with the exception of preparing and holding the elections for the Medicine Staff / PhD Scholarship Candidates District.
2. The Central Electoral Office shall take the decisions that are necessary for it to fulfil its duties under its mandate on behalf of the Executive Board.

Article 2a Duties of the Dean of the Faculty of Medicine

1. The Dean of the Faculty of Medicine shall prepare and hold the elections for the Medicine Staff / PhD Scholarship Candidates District.
2. The Dean of the Faculty of Medicine shall take the decisions that are necessary for fulfilling the Dean's duties on the grounds of these regulations under the Dean's mandate on behalf of the Executive Board. The Central Electoral Office may offer its advice, on request or otherwise.
3. The Dean of the Faculty of Medicine may give an electoral committee a submandate for the duties and powers referred to in paragraphs 1 and 2 of this article. The chairperson of this electoral committee must be a member of the Medicine Staff.

Article 3 Composition of the Central Electoral Office

1. The Central Electoral Office has five members, one of which shall be the chairperson.
2. The members shall be appointed and dismissed by the Executive Board. The Executive Board shall appoint the chairperson from among the members.
3. One member shall be appointed from the Students of the University.

CHAPTER 3 – VOTING RIGHTS

Article 4 Voting rights

1. Each member of Staff and every PhD Scholarship Candidate has an active and passive voting right for the election of members of the Staff Delegation of the University Council, with due observance of the provisions of paragraphs 2, 3 and 4 of this article.
2. For electing the members of the Staff Delegation, the following electoral districts have been formed within

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the Staff Delegation, each of which has a certain number of seats on the University Council:

- a. UU Staff / PhD Scholarship Candidates District: 11 seats
This district is divided into the following subdistricts, which comprise the Staff and PhD Scholarship Candidates of the relevant organisational groups:
 - a.1. Subdistrict of Academic Staff/PhD Scholarship Candidates 4 seats
Arts and Humanities/Social and Behavioural Sciences
Faculties of Humanities, Law, Economics, Governance, Geosciences, Social and Behavioural Sciences and University College Utrecht
 - a.2. Subdistrict of Academic Staff/PhD Scholarship Candidates 3 seats
Sciences/Veterinary Medicine
Faculties of Science and Veterinary Medicine
 - a.3. Subdistrict of Support and Administrative Staff 4 seats
all faculties (with the exception of the Faculty of Medicine), University College Utrecht and the service departments
- b. Medicine Staff / PhD Scholarship Candidates District: 1 seat
Faculty of Medicine
3. Each member of the UU Staff and each UU PhD Scholarship Candidate has an active and passive voting right for the election of the members of the UU Staff within the UU Staff / PhD Scholarship Candidates District. The passive voting right is exercised in the subdistrict related to the quality (Academic Staff or Support and Administrative Staff) that a member of the UU Staff possesses as described in the appointment of the relevant member, and furthermore in the case of the quality of Academic Staff in the subdistrict in which that member of UU Staff works for the majority of that member's working hours. Since PhD Scholarship Candidates do not have an employment contract, they have a passive voting right in the subdistrict in which the Supervisor works for the majority of that Supervisor's working hours. If an individual works an equal number of hours in several districts, the choice of that member of UU Staff or the PhD Scholarship Candidate will be followed.
4. Each member of the Medicine Staff and each Medicine PhD Scholarship Candidate has an active and passive voting right to elect a member of Staff of the Faculty of Medicine within the Medicine Staff / PhD Scholarship Candidates District.
5. Each Student has an active and passive voting right for the election of the Student members of the Council.

Article 5 Electoral Register

1. The Central Electoral Office shall draw up an electoral register for the UU Staff / PhD Scholarship Candidates District and the Student Delegation (the '**General Electoral Register**') within five working days after the UU reference date of the year in which the election takes place. The General Electoral Register shall state, according to the situation on the UU Reference Date for each voter within the UU Staff / PhD Scholarship Candidates District and the Student Delegation (i) the surname and initials as registered in the University administrative system and (ii) the unique user name assigned to the voter by the University.
 - 1.a The Dean of the Faculty of Medicine shall draw up an electoral register for the Medicine Staff / PhD Scholarship Candidates District (the '**Medicine Electoral Register**') within five working days after the Faculty of Medicine Reference Date of the year in which the election takes place. The Medicine Electoral Register shall state, according to the situation on the Faculty of Medicine Reference Date for each voter within the Medicine Staff / PhD Scholarship Candidates District (i) the surname and initials as registered in the administrative systems of the UMC Utrecht and (ii) the unique user name assigned to the voter by the UMC Utrecht.
2. As soon as they have been established, the electoral registers shall be placed by the Central Electoral Office or the Dean of the Faculty of Medicine at a location to be decided, where they can be inspected until the end of the period for candidate nominations.
3. The Central Electoral Office shall make the amendments to the General Electoral Register, either in its official capacity or at the request of a voter within the UU Staff / PhD Scholarship Candidates District or the Student Delegation, which it deems necessary for the correct implementation of the law and these regulations. A request may be submitted to the Central Electoral Office only before the end of the period for candidate nominations.
4. The Dean of the Faculty of Medicine shall make the amendments to the General Electoral Register, either

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in his official capacity or at the request of a voter within the Medicine Staff / PhD Scholarship Candidates District, which the Dean of the Faculty of Medicine deems necessary for the correct implementation of the law and these regulations. A request may be submitted to the Dean of the Faculty of Medicine only before the end of the period for candidate nominations.

CHAPTER 4 – NOMINATION OF CANDIDATES

Article 6 Period and location of candidate nominations

1. The period and location of candidate nominations for the UU Staff / PhD Scholarship Candidates District and the Student Delegation shall be determined by the Central Electoral Office, and announced at least six weeks before the commencement of this period.
2. The candidate nominations for the UU Staff / PhD Scholarship Candidates District and the Student Delegation shall be placed on lists, the form and layout of which shall be established by the Central Electoral Office. Two Lists may be submitted for the Student Delegation and for each of the subdistricts of the UU Staff/PhD Scholarship Candidates District referred to in Article 4 (2).
3. The period and location for the candidate nominations for the Medicine Staff / PhD Scholarship Candidates District shall be determined by the Dean of the Faculty of Medicine and announced at least six weeks before the commencement of this period.
4. The candidate nominations for the Medicine Staff / PhD Scholarship Candidates District shall be placed on lists, the form and layout of which shall be determined by the Dean of the Faculty of Medicine.

Article 7 Form of candidate nominations

1. A candidate list shall contain no more than thirty candidates. The candidate list may be submitted under a name of no more than forty characters.
2. The candidate list shall be submitted in writing and supported by at least thirty supporting voters of the delegation concerned, with their signatures. A candidate list for the Medicine Staff / PhD Scholarship Candidates District shall be supported by at least twenty supporting voters of the Medicine Staff / PhD Scholarship Candidates District, with their signatures. A voter may only sign one candidate list. A candidate list may not be signed by the candidates appearing on the list.
3. Supplementary to paragraph 2, a candidate list for the Staff Delegation may also be submitted by Organisations of personnel without supporting signatures as referred to in paragraph 2.
4. A voter may stand as a candidate for one seat only. Each candidate shall submit an irrevocable written statement in which the candidate agrees to such candidature, which shall be submitted at the same time as the nomination. A PhD Scholarship Candidate who is standing as a candidate shall also submit at the same time as the nomination evidence of agreement by the external funder of the PhD process.
5. Each candidate and each supporting voter as referred to in paragraph 2 shall state on the candidate list at least the information referred to in Article 5 sub 1 or, if applicable, Article 5 sub 1a. Each candidate for the UU Staff / PhD Scholarship Candidates District shall also state the subdistrict of the candidate in accordance with Article 4 sub 2 in conjunction with sub 3.

Article 8 Establishing valid candidates

1. Het Central Electoral Office shall check the candidate nominations for the UU Staff / PhD Scholarship Candidates District and the Student Delegation for any omissions with respect to the requirements laid down in these Regulations. It shall notify the submitting parties of any omissions found as soon as possible.
- 1a The Dean of the Faculty of Medicine shall check the candidate nominations for the Medicine Staff / PhD Scholarship Candidates District for any omissions with respect to the requirements laid down in these Regulations. The Dean of the Faculty of Medicine shall notify the submitting parties of any omissions found as soon as possible.
2. Omissions with respect to the requirements referred to in Article 7 may be rectified. To this end, the missing documents for the candidate nominations may be submitted to the Central Electoral Office or the Dean of the Faculty of Medicine up to three working days following the notice referred to in paragraph 1 and/or paragraph 1a. Rectification of omissions may not lead to the nomination of a new candidate or the submission of a new candidate list.
3. Following the period for rectifying omissions referred to in paragraph 2, the Central Electoral Office shall decide in a public session on the validity of the candidates nominated within the UU Staff / PhD Scholarship Candidates District and the Student Delegation.
- 3a Following the period for rectifying omissions referred to in paragraph 2, the Dean of the Faculty of

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Medicine shall decide in a public session on the validity of the candidates nominated within the Medicine Staff / PhD Scholarship Candidates District.

CHAPTER 5 - ELECTION

Article 9 Form and time of election

1. The election for the UU Staff / PhD Scholarship Candidates District and the Student Delegation shall be held during an election period to be laid down by the Central Electoral Office.
- 1a The election for the Medicine Staff / PhD Scholarship Candidates District shall be held during an election period to be laid down by the Dean of the Faculty of Medicine.
2. Votes shall be cast electronically by means of a program in which the details of the seats and candidates are displayed to the voter.

Article 10 Election notice

1. The Central Electoral Office shall send in good time to each voter within the UU Staff / PhD Scholarship Candidates District and the Student Delegation a notice of the election, containing information on the candidate list and an instruction on the manner of casting a vote. The Central Electoral Office will make the information on the lists of candidates available in good time via the appropriate channels.
2. The Dean of the Faculty of Medicine shall send in good time to each voter within the Medicine Staff / PhD Scholarship Candidates District a notice of the election. Information on the candidate lists and an instruction on the manner of casting a vote will be made available in good time via the appropriate channels.

CHAPTER 6 – ESTABLISHING THE RESULT

Article 11 Establishing the valid votes

1. After the end of the election period the Central Electoral Office shall establish the number of valid votes cast for each candidate list and each candidate for the UU Staff / PhD Scholarship Candidates District and the Student Delegation.
2. After the end of the election period the Dean of the Faculty of Medicine shall establish the number of valid votes cast for each candidate list and each candidate for the Medicine Staff / PhD Scholarship Candidates District.

Article 12 UU Staff / PhD Scholarship Candidates District and Student Delegation: Allocating seats to lists

1. The Central Electoral Office shall establish the electoral quota of a delegation and subdistrict for the UU Staff / PhD Scholarship Candidates District and the Student Delegation by dividing the sum of the votes cast for a delegation or subdistrict by the number of seats of the delegation or the subdistrict.
2. Each candidate list shall receive so many seats as the number of times that the electoral quota is included in the number of votes cast on that list. No more seats shall be allocated to a candidate list than the number of candidates on that list.
3. Seats which have not been allocated in the manner described in paragraph 2 (remaining seats) shall then be assigned in succession to the list that has the largest average number of votes per allocated seat after a remaining seat has been allocated. If two or more lists have the same averages, lots shall be drawn to decide which list shall receive the remaining seat. A candidate list that has received less than two thirds of the electoral quota shall not receive a remaining seat. Where there are remaining seats because there are fewer candidates for a certain subdistrict than there are available seats, the remaining seats concerned shall be allocated to the list, irrespective of the subdistrict, that following the allocation of a remaining seat has the highest average number of votes per allocated seat. If two or more lists have the same averages, lots shall be drawn to decide which list shall receive a remaining seat.

Article 12a Medicine Staff / PhD Scholarship Candidates District: Allocation of seat

Within the Medicine Staff / PhD Scholarship Candidates District the Dean of the Faculty of Medicine will allocate the seat to the list that has received the highest number of votes. If two or more lists have received an equal number of votes, lots will be drawn to decide on the order of the lists concerned.

Article 13 UU Staff / PhD Scholarship Candidates District and Student Delegation: Declaring the

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candidates elected; ranking of candidates

1. The candidates on the list who have received the number of votes that is at least equal to two thirds of the electoral quota shall be elected to the seats allocated to each list within the UU Staff / PhD Scholarship Candidates District and the Student Delegation, in the order of the number of votes cast for them.
2. If not all the seats allocated to a list have been filled in the manner described in paragraph 1, the other seats shall be allocated to the candidates in the order stated on the list submitted.
3. The Central Electoral Office shall rank first the candidates on the list declared elected in accordance with the order as laid down in paragraphs 1 and 2 of this Article 13. The Central Electoral Office shall then rank the unelected candidates on the list in accordance with the order of the list submitted.

Article 13a Medicine Staff / PhD Scholarship Candidates District: Declaring the candidates elected; ranking of candidates

1. The candidates on the list who have received the largest number of votes shall be elected to the seats allocated to the list within the Medicine Staff / PhD Scholarship Candidates District. The Dean of the Faculty of Medicine shall rank the candidates on the list declared elected in the order of the number of votes cast for them. If two or more candidates have received an equal number of votes, the order on the list shall determine the order of the candidates concerned.
2. The Dean of the Faculty of Medicine shall rank the other lists that have received votes in the order of the number of votes cast for the lists. If two or more lists have received an equal number of votes, lots shall be drawn to decide on the order of the lists concerned. Within these lists, the Dean of the Faculty of Medicine shall rank the candidates in the order of the number of votes cast for them. If two or more candidates have received an equal number of votes, the order on the list shall determine the order of the candidates concerned.
3. The Dean of the Faculty of Medicine shall then send the ranked lists to the Central Electoral Office.

Article 14 Session for announcing the result

1. The Central Electoral Office shall establish the result of the election for the UU Staff / PhD Scholarship Candidates District and the Student Delegation within two working days following the election period, and shall announce this result in a public session.
2. The Dean of the Faculty of Medicine shall establish the result of the election for the Medicine Staff / PhD Scholarship Candidates District within two working days following the election period, and shall announce this result in a public session.

CHAPTER 7 - VACANCIES

Article 15 Filling an interim vacancy

1. In the event of an interim vacancy, the Central Electoral Office shall appoint as the successor to the member of the Council the highest placed but unelected candidate on the candidate list from which the person to be succeeded was elected.
2. If the list referred to in paragraph 1 does not have an available candidate, the vacancy shall be filled:
 - 2.1. if it concerns the Student Delegation, by the highest placed but unelected candidate from the list that in accordance with Article 12 sub 3 has received the highest average number of votes.
 - 2.2. if it concerns the UU Staff / PhD Scholarship Candidates District, by the highest placed but unelected candidate from the list that in accordance with Article 12 sub 3 has received the highest average number of votes, irrespective of the subdistrict.
 - 2.3. if it concerns the Medicine Staff / PhD Scholarship Candidates District, by the highest placed but unelected candidate from the list that in accordance with the ranking pursuant to Article 13a sub 1 has then received the highest number of votes.
If none of the candidate lists of the Medicine Staff / PhD Scholarship Candidates District still has available candidates, the vacancy shall be filled by the highest placed but unelected candidate from the list within the subdistrict of Sciences/Veterinary Medicine that in accordance with Article 12 sub 3 has received the highest average number of votes. If this list does not have an available candidate, the vacancy shall be filled by the highest placed but unelected candidate from the list, irrespective of the subdistrict, that in accordance with Article 12 sub 3 has received the highest average number of votes, if relevant until the next interim elections referred to under paragraph 4 of this Article 15.
3. If the list referred to in paragraph 2.2 does not have an available candidate, the Central Electoral Office shall organise a one-off interim election for a vacant seat if:
 - a. it concerns an interim vacancy with the UU Staff / PhD Scholarship Candidates District and

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- b. the Chairperson of the University Council has notified the Central Electoral Office of the interim vacancy prior to the date of announcing the period and place for the candidate nominations as referred to in Article 6 sub 1.
4. If in the case of an interim vacancy with the Medicine Staff / PhD Scholarship Candidates District
 - a. the lists referred to in paragraph 2.3 do not have any available candidate, or
 - b. the vacancy is to be filled by a candidate on the grounds of Article 2.3 sub 2,the Dean of the Faculty of Medicine may organise a one-off interim election for a vacant seat. If relevant, the candidate so elected in the interim shall succeed the member who has filled the vacancy on the Council on the grounds of paragraph 2.3 sub 2 until the interim election concerned.
5. Interim elections may only be held at the same time as the annual elections for the Student Delegation and shall proceed in accordance with the provisions of these Regulations. The term of office of the candidate elected in the interim shall end at the same time as that of the candidates elected under the normal procedure.

CHAPTER 8 – CONCLUDING AND TRANSITIONAL PROVISIONS

Article 16

In all cases not provided for in these Regulations, with the exception of cases with respect to the organisation and holding of elections for the Faculty of Medicine seat, the Central Electoral Office shall decide. In cases with respect to the organisation and holding of elections for the Faculty of Medicine seat not provided for in these Regulations, the Dean of the Faculty of Medicine shall decide.