

Announcement of elections of the students of Anhalt University of Applied Sciences

to the Senate, the Departmental Committees (*Fachbereichsräte*) of Dept. 1 and 2, the Bernburg Student Union Council (*Studentenrat*) and the Departmental Student Committees (*Fachschaftsräte*) of Dept. 1 and 2 on **23 November 2016**

- Announcement of elections and displaying the electoral register -

According to the *Hochschulgesetz* the Saxony-Anhalt of 5 June 2004, the *Ordnung zur Durchführung von Wahlen an der Hochschule Anhalt (FH)* (Regulation for Conducting Elections at Anhalt University) of 17 March 2005 as well as the *Grundordnung der Hochschule Anhalt* (Constitution of Anhalt University), I announce the following elections, taking place on 23 November 2016, for the student representatives' term of office in the university's self-administration bodies starting in the winter semester 2016/17. The student representatives will be elected for:

- I. Senate:** 4 elected members
- II. Department Committees of Dept. 1-2:** 2 elected members each
- III. University's Student Union Council for Bernburg Campus:** up to 5 elected members
- IV. Departmental Student Committees of Dept. 1-2:** up to 7 elected members per Dept. Student Committee

V. Appointing the electoral bodies

The following **electoral bodies** for the preparation and execution of the elections will be appointed by the President on the basis of proposals made by the student union:

- 1 Election Committee (*Wahlausschuss*)
- 3 Voting Committees (*Abstimmungsausschuss*) (one each for each campus)
- 1 Election Audit Committee (*Wahlprüfungsausschuss*)

Elections Administrator is the Head of the Administration (*Leiterin der Verwaltung*). She can name election observers.

VI. Time of elections and ballot rooms:

1. Date of election: **23 November 2016, 09:30-14:30 hrs.**
2. ballot rooms:
- | | |
|-----------|---|
| Bernburg: | lobby <i>Mensa</i> , <i>Altes Rathaus</i> |
| Dessau: | lobby <i>Mensa</i> |
| Köthen | <i>Mensa</i> and <i>Ratke-building - Lesecafé</i> |

VII. Election principles:

1. The elected members listed above under I. to IV. are elected by the eligible voters in direct, free, equal and secret elections, usually according to the principles of personalized proportional representation or in fulfilling the following conditions according to the principles of majority election.

2. Proportional representation takes place if three or more representatives are to be elected by a group of voters and at least two valid nominations have been submitted by this group of voters and, if taken together, these nominations have at least twice as many candidates as the number of members to be elected. The voter has as many votes as the number of members of his group to be elected (total votes). The voter may distribute the total votes on the candidates of the nominations and cast up to two votes for one candidate. With the total votes in mind, the voter should cast his/her vote by ticking off the pre-printed names of candidates in the columns "1st Vote" or "2nd Vote" of the ballot paper. The seats are distributed according to the d'Hondt method.

3. Majority election with restriction to the proposed candidates only takes place if less than three representatives are to be elected by a group of voters and at least two valid nominations are submitted and, if taken together, these nominations have at least twice as many candidates as the number of members to be elected. The voter has as many votes as the number of members of his group to be elected (total votes). The voter may distribute the total votes on the candidates of the nominations. The voter may cast only one vote for a candidate. With the total votes in mind, the voter should cast his/her vote by ticking off the pre-printed names of candidates on the ballot paper. The candidates with the highest number of votes are allocated seats in order of these figures.

4. Majority election without restriction to the proposed candidates takes place if only one valid nomination or no valid nomination was submitted by a group of voters or if only nominations with a single candidate were submitted or if the number of candidates in the nominations submitted taken together is not twice as large as the number of members to be elected. The voter has as many votes as the number of members of his group to be elected. The voter may cast one vote only for a candidate or someone else electable. With the total votes in mind, the voter should cast his/her vote by ticking off the pre-printed names of candidates on the ballot paper or by entering the names of other electable members of his/her group of voters in a way as to clearly identify the

member(s). The candidate or another electable person with the highest number of votes is allocated a seat in order of these figures.

VIII. Nominations

1. Nominations are to be submitted - separated according to the individual self-administration bodies and groups of voters - by **2 November 2016 (15:00 hrs.)** on the **default forms** at the election administrator's office in Köthen.
2. A nomination for an election according to the principles of proportional representation should use a **KEY WORD**.
3. Each nomination must be signed by at least 3 members of that particular group of voters who are eligible to vote. An eligible voter may not sign multiple nominations for the same election. If one nomination includes several candidates, they are to be listed in a recognizable order.
4. A candidate may not be included in several nominations for the election of the same self-administration body. The candidate has to confirm being featured as candidate by way of signature.
5. Nominations, signatures under a nomination or declarations of consent by candidates may only be withdrawn by the deadline for submitting nominations - i.e. **2 November 2016**.
6. **Election candidates, representatives of a nomination and their deputies may be not members or deputy members of an electoral body.**
7. The nominations will be announced by the elections administrator no later than **16 November 2016**.
8. Default forms for the submission of nominations are available from the elections administrator or can be accessed on the homepage of Anhalt University.

IX. Right to vote and eligibility

Only members of Anhalt University of Applied Sciences featuring in the electoral register have the right to vote and may be elected.

The right to vote and eligibility are regulated by article 58 *HSG LSA* or article 5 *Stud.VO*.

X. Electoral register

1. The provisional electoral register is closed on **8 November 2016**.
2. The electoral registers are publicly displayed between **25 October - 1. November 2016**:
 - for students in the student offices (*Studentensekretariate*) of each campus

Bernburg	- Putz-Haus, room 29
Dessau	- building M - 201
Köthen	- building 03 - <i>Zwischenbau</i>
3. Comments on the electoral register (additions / corrections) may be submitted in writing to the elections administrator during this period.
4. The final electoral register is closed on **22 November 2016**.

XI. Exercising the right to vote

1. The right to vote may only be exercised in person and by casting the vote in the ballot room (*Wahlraum*) using official ballot papers. Eligible voters who cannot exercise their right to vote due to physical incapacity may call upon the support of a trusted person.
2. An eligible voter who is not able to cast his/her vote at the time of election may make a written request to the elections administrator for postal voting documents. These will be issued by **20 November 2016**. Voting is considered to be in time, if the postal vote (*Wahlbrief*) has been received by the respective voting committees (*Abstimmungsausschuss*) on the campuses by **14:30 hrs. on 23 November 2016** (received by the elections administrator no later than on **23 November 2016**). Postage for having the postal voting documents sent to the elections administrator has to be paid by the postal voter.

XII. Determining the voting results

The votes are counted by the voting committees immediately after the end of the elections. Taking place in the election rooms, this is open to the university's public.

XIII. Determining the election results and publication

The election committee will check the results determined by the voting committees in **Köthen on 24 November 2016** (03-127) and collates the election results. Following that, the election administrator will announce the election results.

Köthen, 19 October 2016