

# Election announcement

## For the elections of the student status groups to the Senate and the Faculty Boards of Paderborn University

**From: June 10 until June 17, 2024**

### **Right to vote, right to be elected, and election practices**

In accordance with Section 9 (1) of the Higher Education Act (HG), enrolled students are entitled to vote. Members of the university who are on leave of absence from the university to work at a non-university research institution may continue to participate in elections and votes. Authorization to do so is granted by the Presidential Board on a case-by-case basis. The right to vote can only be exercised by those who are eligible to vote at Paderborn University on the thirty-eighth working day before the first day of the election and who have been entered in the list of eligible voters in accordance with § 8.

§ Section 3 (3): "In elections to the Senate, each member entitled to vote may only vote and be elected in one group and only in the group to which they belong. Eligible voters who belong to several status groups or faculties are assigned to a status group and/or faculty by the election committee ex officio, taking into account the order of nomination in the Higher Education Act and the Basic Regulations of the University of Paderborn (assigned eligible voters). If assigned eligible voters submit a declaration in text form to the election committee no later than the end of the public display period in accordance with § 8, stating in which status group or faculty the right to vote is to be exercised in deviation from the determination according to sentence 2, the assignment and the list of voters will be corrected accordingly. Assignment to status groups or faculties to which no membership existed on the cut-off date is excluded. Eligibility to vote in parallel student elections remains unaffected in this respect."

By resolution of the election committee, the elections shall be conducted as electronic elections. Electronic voting is only permitted if the applicable election principles of direct, free, equal and secret voting and the public nature of the election are complied with when conducting the election, insofar as the technical requirements for electronic elections permit this. If it is not possible to hold the elections electronically for serious reasons, the election committee reserves the right to hold the elections as a ballot box election with the option of postal voting for the specified election period from June 10 to 17, 2024 or at a later date.

### **Composition, distribution of seats, electoral districts**

The **Senate** is composed of the following voting members:

- Twelve representatives from the group of university professors,
- Six representatives from the group of academic staff,
- Four representatives from the group of employees in technology and administration,
- **Six representatives from the group of students. One electoral district.**

The **Faculty Board of the Faculty of Arts and Humanities** is composed of the following voting members:

- Eight representatives from the group of university professors,
- Three representatives from the group of academic staff,
- One representative from the group of employees in technology and administration,
- **Three representatives from the group of students. One electoral district.**

The **Faculty Board of the Faculty of Business Administration and Economics** is composed of the following voting members:

- Eight representatives from the group of university professors,
- Three representatives from the group of academic staff,
- One representative from the group of employees in technology and administration,
- **Three representatives from the group of students. One electoral district.**

The **Faculty Board of the Faculty of Mechanical Engineering** is composed of the following voting members:

- Eight representatives from the group of university professors,
- Three representatives from the group of academic staff,
- One representative from the group of employees in technology and administration,
- **Three representatives from the group of students. One electoral district.**

The **Faculty Board of the Faculty of Science** is composed of the following voting members:

- Eight representatives from the group of university professors,
- Three representatives from the group of academic staff,
- One representative from the group of employees in technology and administration,
- **Three representatives from the group of students. One electoral district.**

The **Faculty Board of the Faculty of Computer Science, Electrical Engineering and Mathematics** is composed of the following voting members:

- Six representatives from the group of university professors,
- Three representatives from the group of academic staff,
- One representative from the group of employees in technology and administration,
- **Three representatives from the group of students. One electoral district.**

### **Electoral principles and electoral procedures**

The members of the status groups in the Senate are elected separately from the respective member groups on the basis of nominations in direct, free, equal and secret elections and according to the principles of personalized proportional representation. If only one nomination is submitted for an electoral

district or if only nominations with one candidate each are submitted, elections are to be held there according to the principles of majority voting.

In the case of personalized proportional representation, elections are held according to lists drawn up on the basis of valid nominations. The lists contain the names of the candidates.

In the election to the Senate, eligible voters have as many votes as their group is entitled to seats in the electoral district. Eligible voters can vote for candidates from different lists in personalized proportional representation. It is not permitted to accumulate votes, i.e. to cast more than one vote for one candidate.

The representatives of the member groups in the **Faculty Board**

- **of the Faculty of Arts and Humanities**
- **of the Faculty of Business Administration and Economics**
- **of the Faculty of Mechanical Engineering**

are elected on the basis of nominations in a direct, free, equal and secret election by the respective member groups separately and in the group of university lecturers according to the principles of majority voting, otherwise according to the principles of personalized proportional representation. If only one nomination is submitted for an electoral district or if only one nomination is submitted with one candidate each, the election shall be held according to the principles of majority voting.

In the case of personalized proportional representation, elections are held according to lists drawn up on the basis of valid nominations. The lists contain the names of the candidates.

In the election to the Faculty Council, each eligible voter has as many votes as their group is entitled to seats in the electoral district. Eligible voters can vote for candidates from different lists. The accumulation of votes, i.e. casting more than one vote for a candidate, is not permitted.

The representatives of the member groups on the Faculty Council

- **of the Faculty of Natural Sciences**
- **of the Faculty of Electrical Engineering, Computer Science and Mathematics**

are elected separately from the respective member groups on the basis of nominations in direct, free, equal and secret elections and, with the exception of the student group, according to the principles of personalized proportional representation. In the group of students, elections are held according to the principles of majority voting. If only one nomination is submitted for an electoral district or if only one nomination is submitted with one candidate each, the election shall be based on the principles of majority voting.

In the election to the Faculty Council, each eligible voter has as many votes as their group is entitled to seats in the electoral district. Eligible voters can vote for candidates from different lists. The accumulation of votes, i.e. casting more than one vote for a candidate, is not permitted.

**The following applies to all elections:**

In personalized proportional elections, the seats are distributed according to the Hare-Niemeyer method (number of votes for a list x number of seats: total number of votes for all lists). Within the lists, the order of the elected members is determined by the number of votes cast for the individual candidates (§ 18). In the event of an equal number of votes, the decision is made by drawing lots.

In the case of a majority vote, the candidates are elected in the order of the highest number of votes they receive. In the event of an equal number of votes, the election is decided by drawing lots.

## **Electoral registers**

The electoral register can be viewed from April 22, 2024 in the office of the election committee (B3-246) together with the election regulations during the specified opening hours. The election regulations can also be viewed on the Paderborn University website. Any person entitled to vote at the University can check the accuracy and completeness of the information concerning them in the list of eligible voters at the Electoral Office by requesting information by telephone or electronically.

The electoral roll will be closed by the electoral board on May 8, 2024 / 12:00 noon. Once the electoral roll has been closed, it is no longer possible to change the data stored there. When the electoral roll is closed, the possibility of inspection also ends. After May 8, 2024, the inaccuracy of the register of voters can no longer be asserted, not even by way of an election challenge.

Until May 8, 2024, eligible voters may object to the accuracy and completeness of the electoral roll in writing or for the record of the election committee to the election committee. For inclusion in the electoral roll or a change, it is decisive that the applicant is a member of Paderborn University entitled to vote at the aforementioned time in accordance with § 3 (1). The decision of the election committee must be communicated to the objector in writing without delay. If the objection received in due time is justified, the election committee must correct the electoral roll without delay. The correction must be made before the electoral roll is closed. If the election committee cannot remedy the objection, the presidium shall decide.

Each voter is responsible for checking their entry in the electoral roll. A review is particularly recommended if a change of status group or faculty affiliation has taken place. Until May 7 / 11:59 p.m., it is possible to change the right to vote independently in PAUL if the person entitled to vote has the right to vote in several faculties.

In order to ensure authentication for the authorization to vote in accordance with § 16 (1) of the election regulations, the technical requirement must be met that each person entitled to vote has an (ITM)Uni account. In order to conduct electronic elections, each person entitled to vote must ensure that an (ITM)Uni account has been set up and that emails sent to the address of the (ITM)Uni account are read.

### **Interpretation and possibility of examination of the electoral rolls and the electoral regulations**

The electoral registers of all eligible voters and the election regulations are available from

**April 22, 2024 until May 8, 2024 / 12:00 noon**

in the office of the electoral board (electoral office). Contact to check your own entry in the voters' register:

<b>By Telephone:</b>	<b>Per Email:</b>
05251 60-2170	<a href="mailto:wahlamt@zv.uni-paderborn.de">wahlamt@zv.uni-paderborn.de</a>
<b>Available Monday to Friday from 9:30 a.m. to 3:30 p.m.</b>	

The election regulations are available on the following page:

<https://www.uni-paderborn.de/zv/2-4/wahlen>

## Nominations

Nominations for the elections to the Senate and to the Faculty Councils of the Faculties of Arts and Humanities, Economics, Natural Sciences, Mechanical Engineering and Electrical Engineering, Computer Science and Mathematics must be submitted to the Election Committee (B3-246) by May 8, 2024 / 12:00 noon.

Each person entitled to vote can only sign one nomination for each election with legal effect. If eligible voters have signed several nominations for an election, the signature only counts on the first nomination received. It is deleted from the other nominations. In the event of simultaneous receipt, the nomination on which the signature counts is decided by drawing lots.

Combining election proposals is not permitted. The number of candidates nominated for election should be at least one more than the number of seats to be filled for the electoral district in accordance with § 1 of the election regulations. The names of the individual candidates must be listed in the nomination and numbered consecutively. The numbering is binding and determines the order in which they are listed on the ballot paper. Each candidate may only be named in one nomination for each election. If candidates are nominated in several election proposals, the election proposal received first shall apply. He\*she will be deleted from the remaining nominations. If the nominations are received at the same time, the nomination in which the deletion is to be made is decided by drawing lots. The candidate must be informed immediately of the deletion.

§ Section 10 (1): Each election proposal must contain the following information:

1. the name of the election for which the nomination is to apply,
  2. the group and, if necessary, the constituency in which the candidacy is to take place,
  3. candidates with
    - a) Surname, first name, gender details
    - b) Information on the area of the university (e.g. faculty) in which the candidate works or studies,
    - c) handwritten signature of the candidate
  4. a declaration by each candidate that he/she agrees to be included in the nomination.
- Withdrawal of candidacy after publication of the nominations is not permitted.

§ Section 10 (2): For the election to the Senate, each nomination from the group of university lecturers, from the group of academic staff and from the group of technical and administrative staff must be signed personally and by hand by at least three eligible voters and from the group of students by at least ten eligible voters. The signatures must be accompanied by the surname and first name of the signatories in block letters.

For the election proposals for the Faculty Council of the Faculty of Natural Sciences, please note § 9 (7): "In the group of students, an election proposal with at least one candidate each from the Departments of Chemistry, Physics and Sport and Health should be submitted.

For election proposals for the Faculty Council of the Faculty of Electrical Engineering, Computer Science and Mathematics, please note § 9 (7): "In the group of students, an election proposal with at least one candidate each from the Institutes of Electrical Engineering/Information Technology, Computer Science and Mathematics should be submitted".

**Nominations are submitted to the election office B3.246.**

**After examination by the election committee, the proposals are published on the homepage.**



<https://www.uni-paderborn.de/zv/2-4/wahlen>

We ask you to observe the following legal requirement when making election proposals:

According to § 12 para. 4 of the State Equal Opportunities Act, the proportion of women should be at least 40 percent when drawing up lists and candidates for election committees; according to § 11 b of the Higher Education Act (HG), attention should be paid to gender parity when drawing up election proposals. The exceptional reasons for deviating from the provisions on gender parity must be recorded in the individual case of deviation. If the reasons for the exception have not been recorded, the senate or faculty council must be dissolved immediately and reconstituted, unless the reasons are subsequently recorded without delay. § Section 11 b (1) sentence 4 HG remains unaffected.

### **Election date, opening hours of the election room**

On the days of the election from

**June 10, 2024 to June 17, 2024**

there will be a polling station in which it will be possible to vote in person using an appropriate terminal device. Eligible voters who are unable to do so without assistance may use the help of a trusted person.

<b>Voting Room</b>	<b>Location</b>	<b>Eligible voters</b>
B 3.345 From June 10 to 14, 2024 from 09:30 - 15:00 and on June 17, 2024 from 09:30 - 12:00.  The polling station will be closed on June 15 and 16, 2024.	Universität Paderborn Warburger Str. 100, 33098 Paderborn	Status group of students

### **Election advertising**

Electoral advertising in the immediate vicinity of voting room B 3.345 is not permitted on election days.

## **Election results**

The election committee shall announce the entire election result and the names of the elected candidates without delay, at the latest on June 20, 2024. Objections to the election result must be submitted in writing to the election committee within one week of the announcement of the election result and must be substantiated (for more details, see § 25 Election Regulations).

In all other respects, the provisions of the election regulations for the election to the Senate at the University of Paderborn apply.

## **Information on the electronic voting process**

In the period from June 10 to June 17, 2024, the election portal for electronic elections will be available 24/7 to UPB voters. Access to the election portal is provided in the ITM service portal (<https://serviceportal.uni-paderborn.de/>). Further information on the election process will be published by e-mail and on the homepage of Paderborn University.

Access to the election portal is via the (ITM) university account. Electronic voting is possible during regular opening hours in the election room or at any time via an internet-enabled device that is connected to the election portal via the internet.

Information on the processing of personal data:

The information on the processing of your personal data in the context of the electronic election from June 10 to 17, 2024 to the Senate and the Faculty Councils of Paderborn University in accordance with § 13 and 14 DS-GVO is published on the website of Paderborn University at <https://www.uni-paderborn.de/zv/2-4/wahlen>

Please pay particular attention to the following information:

In order to ensure authentication for authorization to vote in accordance with § 16 (1) of the election regulations, the technical requirement must be met that each person entitled to vote has their own (ITM) university account and that emails are read to the address of this university account. In the case of an existing university account, the login data for logging into the ITM service portal must be checked by May 31, 2024. A password reset must be requested by June 5, 2024 / 12:00 noon and can no longer be guaranteed after this date until the end of the election. If you need assistance with your university account, please contact ITM Support at [imt@upb.de](mailto:imt@upb.de) in good time.

During the election, a voting room and computer will be available where you can vote using your university account. During the election, a voting room including a computer is available where the elections can be carried out with the help of your own university account.

### **Address of the electoral committee:**

Electoral Office

Contact person: Anja Ebner

Dec. 2.4, Room B3.246

Paderborn University, Warburger Strasse 100, 33098 Paderborn,

Tel: 60-2170

Email: [wahlamt@zv.uni-paderborn.de](mailto:wahlamt@zv.uni-paderborn.de)

**Paderborn, April 22, 2024**

Translated with deepL