

ELECTION REGULATIONS OF THE NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

CHAPTER 1 SCOPE OF APPLICATION

Article 1

1. The Election Regulations of Nicolaus Copernicus University in Toruń, hereinafter referred to as the "Regulations", set out the following:
 - 1) election rules for the election of:
 - a) members of the Electoral College,
 - b) the Rector,
 - c) members of the Senate,
 - d) representatives of staff members who do not hold the academic title of professor or the academic degree of doktor habilitowany to the Scientific Discipline Council,
 - 2) the procedure for the election of the Rector.
2. The electoral rules shall apply accordingly to re-elections, by-elections and early elections held during the term of office of bodies elected under these Regulations.

CHAPTER 2 UNIVERSITY ELECTION COMMITTEE

Article 2

1. The election shall be conducted by the University's Election Committee, hereinafter referred to as the "Election Committee".
2. The scope of the responsibilities of the Election Committee shall include:
 - 1) setting the calendar of election activities,
 - 2) planning, organising and carrying out the electoral activities required for the elections,
 - 3) establishing templates for forms, reports, ballot papers and other election-related documents,
 - 4) registering candidates for elections,
 - 5) resolving doubts related to the conduct of the elections,
 - 6) organising election meetings resulting from the Regulations and determining the rules for their conduct and management,
 - 7) informing the University community of the scheduled elections, particularly regarding the dates arising from the calendar of election activities, the election and voting rules, and the results of the elections,
 - 8) securing election documentation,
 - 9) establishing the validity of the elections,
 - 10) issuing certificates of election to a specific function at the University,
 - 11) making proposals and recommendations to the relevant bodies of the University to improve the conduct of the elections at the University.

3. In the event of doubts or disputes concerning the application of the provisions of the Statute or the Regulations relating to the held elections, the Election Committee shall interpret these provisions and decide on matters that are not regulated and need to be resolved in the course of the elections.

Article 3

1. The Election Committee shall deliberate in meetings convened as and when required by its Chair.
2. Any member of the Election Committee may submit a request for a meeting of the Election Committee to be convened.
3. The meetings of the Election Committee shall be chaired by its Chair or, in their absence, by a deputy designated by the Chair.
4. In order to carry out its electoral tasks, the Election Committee shall adopt resolutions within the scope of its competence.
5. Resolutions of the Election Committee shall be adopted by a simple majority of votes, in the presence of at least half of its members, in an open vote.
6. Meetings of the Election Committee may be held and resolutions adopted by means of electronic communication, ensuring in particular:
 - 1) real-time transmission of the meeting between its participants,
 - 2) multilateral communication in real-time allowing the participants of the meeting to express themselves during the meeting,
 - 3) voting.

Article 4

The technical and office support for the Election Committee and the elections it organises is provided by the Department of Internal Organisation and the relevant administrative units respectively, including, to the extent necessary, the deaneries of the faculties where the elections are held.

CHAPTER 3 DISTRIBUTION OF MANDATES

Article 5

1. Pursuant to art. 82 of the Statutes, the Election Committee shall distribute the electoral mandates to the various groups of employees, doctoral students and students with active electoral rights.
2. The distribution of mandates shall be based on the number of employees as at 31 December of the year preceding the end of the Rector's term of office.
3. The rule for the distribution of mandates is that each faculty gets at least one electoral mandate in the following groups:
 - 1) academic teachers employed as professors or University professors,
 - 2) other academic teachers,
 - 3) students.
4. The number of electoral mandates for doctoral students and non-teaching staff members shall be determined proportionally, observing the division into the Toruń part and the Bydgoszcz part of the University.

Article 6

1. The basis for the distribution of electoral mandates shall be the numerical indicator, determining the number of employees of a given group (students, doctoral students) per one mandate of their representative, which shall be calculated by dividing the number of employees of a given group (students, doctoral students) by the number of mandates provided for in art. 82 of the Statutes for this group of employees (students, doctoral students).
2. The allocation of electoral mandates among individual faculties and non-faculty units shall be made by dividing the number of employees in a given group (students) by the number referred to in art.6.1, subject to art. 5.2.
3. In the event that the allocation referred to in art. 6.2 does not result in the allocation of all the mandates, the vacant mandates shall be allocated to those faculties and non-faculty units for which the quotients calculated in advance have the largest values after the decimal point (largest remainders).
4. In the event that the decimal points are the same for two or more faculties or non-faculty units and the allocation of mandates thus made exceeds the total number of mandates referred to in art. 82 of the Statutes, the precedence of a faculty or non-faculty unit for a mandate shall be decided by drawing lots. The procedure for the drawing of lots shall be determined by the Election Committee.

Article 7

The provisions of art. 6 shall apply accordingly to the allocation of mandates of the Senate members.

Article 8

The Election Committee shall determine the number of representatives to the Scientific Discipline Council for a given term to be elected from among academic teachers representing the discipline and not holding the title of professor or the degree of doktor habilitowany.

CHAPTER 4 ELECTION RULES

Article 9

1. The elections shall be conducted fairly.
2. The election shall be made from among an unlimited number of duly nominated eligible candidates.
3. Voting shall be conducted in secrecy and on an individual basis.
4. On the basis of the voting documents and after considering any election protests, the Election Committee shall declare the validity of the election within 7 days of the end of the voting and shall issue a certificate of election to a specific function at the University.

Article 10

1. The Election Committee shall set the calendar of election activities.
2. The election activity calendar shall be publicly accessible in a customary manner to ensure ensures that voters are informed of the date and place of the election.

Article 11

1. The right to vote, pursuant to the rules laid down in the Act and the Statutes, may be

- exercised by academic teachers employed at the University as the primary place of employment within the meaning of the Act, non-academic staff, students and doctoral students.
2. The right to stand for election may be exercised by academic teachers employed at the University as the primary place of employment who have not reached the age referred to in art. 20.1.7 of the Act on the voting date, non-teaching staff employed on a full-time basis, students and doctoral students.
 3. The employment requirement referred to in art. 11.2 does not apply to candidates for the Rector.

Article 12

1. Candidates for a specific function at the University shall be nominated by eligible members of the University community to the Election Committee by the deadline set in the calendar of election activities.
2. The election candidacy application shall be made in writing and shall include the candidate's statement of consent to stand for election.
3. The election candidacy application referred to in art. 12.2 may be made on paper or by electronic means of communication
4. The procedure for nominating candidates as well as the template election candidacy application forms and candidate's statements required by law shall be determined by the Election Commission.
5. Art. 12.1-12.4 shall not apply to candidates elected by the competent bodies of the Student and Doctoral Student Governments.

Article 13

1. Upon receipt of an election candidacy application, the Election Committee shall immediately examine whether the application is formally valid.
2. In the event that formal defects can be remedied, the Election Committee shall call upon the candidate to remedy the defects in the application within 3 days under pain of refusal to register the candidate for election.
3. Upon expiry of the deadline for nominating candidates for the election, the Election Committee shall, within 4 days, register all duly proposed candidates and make the list of registered candidates public in the manner customary at the University.

Article 14

1. Persons registered as candidates for election may conduct an election campaign.
2. Candidates shall conduct their election campaign on their own and at their own responsibility, bearing in mind the applicable laws, good academic customs and in a manner that does not disrupt the functioning of the University and does not impede the performance of duties by staff, students and doctoral students of the University.
3. The University shall offer each candidate space on the University website for the posting of their bio and election programme.
4. The use of the University's premises for election campaigning, in particular for the organisation of meetings, debates and the posting of canvassing materials, may take place after prior agreement with the relevant administrative head of the facility in the Toruń part of the University or the head of the relevant administrative unit in the Bydgoszcz part.
5. The activities referred to in art. 14.3 and art. 14.4 shall be carried out by the University administration with respect to the principle of equality of all candidates.

Article 15

1. Voting, with the exception of voting in the election for the Rector, shall be by means of electronic ballots, the format of which shall be determined by the Election Committee in consultation with the director of the university organisational unit responsible for computerisation, on the basis of the list of candidates registered for the election.
2. Voting for a single candidate in an election consists in marking:
 - 1) the "YES" option in the designated box next to the name of the candidate for whom the voter casts a vote, or
 - 2) the "NO" option in the designated box next to the name of the candidate for whom the voter does not cast a vote, or
 - 3) the "ABSTAIN" option in the designated box next to the name of the candidate when the voter abstains from voting.
3. Voting for more than one candidate in an election involves marking the name of at least one candidate in the box provided, but not more than the number of mandates to be filled in the election.
4. Once a voter has submitted a vote, changing it or voting again shall not be permitted.
5. Art. 15.1-15.4 shall not apply to the voting by the competent bodies of the Student Government and Doctoral Student Government.

Article 16

The Election Committee shall assess the validity of the electronic voting and make the results immediately available to the public in the manner customary at the University.

Article 17

1. In particularly justified cases, if the technical solutions used at the University do not guarantee the secrecy of the ballot or the accuracy of determining the results of the voting, the Election Committee may decide to conduct the voting for all or specific elections using paper ballots.
2. Voting for a single candidate in an election consists in putting an "x" on the ballot paper in the box next to:
 - 1) the "YES" option in the designated box next to the name of the candidate for whom the voter casts a vote
 - 2) the "NO" option in the designated box next to the name of the candidate for whom the voter does not cast a vote, or
 - 3) the "ABSTAIN" option in the designated box next to the name of the candidate when the voter abstains from voting.
3. Voting for more than one candidate consists in putting an "x" on the ballot paper in the designated box next to the name of at least one candidate, but not more than the number of mandates to be filled in the election.
4. Issuing a second ballot paper to the voter or voting again shall not be permitted.
5. A vote shall be invalid if the voter has not put an "X" in the designated box next to the name of any candidate or has put more "Xs" in the designated boxes than the number of mandates to be filled on a given ballot paper.

Article 18

1. To conduct the voting, counting the votes and determining the results of the voting referred to in art. 17.1, the Returning Committee shall be appointed.
2. The Returning Committee, consisting of at least three persons, shall be elected from among

themselves by the voters in an open vote with a simple majority. The election may be made by acclamation.

3. The members of the Returning Committee shall elect a Chair from among their number.
4. A member of the Returning Committee that conducts a voting may not be a candidate in this election.
5. In the event of disagreement, the Returning Committee shall take a decision by simple majority.
6. The Returning Committee conducting the voting shall draw up the minutes containing the detailed results of the voting.
7. The minutes shall be signed by all members of the Returning Committee who participated in drawing up the minutes.
8. The Returning Committee shall perform its tasks under the supervision of a member of the Election Committee who is in charge of the respective election meeting, who has the right to give explanations to the members of the Returning Committee and to draw attention to irregularities observed during the voting.

Article 19

1. If there is only one mandate to be filled in an election, the candidate who obtains an absolute majority of the votes validly cast in the presence of the required number of eligible voters shall be elected.
2. If no candidate has obtained the required absolute majority of votes, an additional vote for no more than two candidates with the highest number of votes shall be held for the unfilled mandate. The additional vote may take place immediately after the first vote. The candidate receiving the highest number of votes in the additional vote shall be elected.
3. If the vote was held for one candidate and this candidate did not obtain an absolute majority of votes, an additional election shall be held on the new date set by the Election Committee.

Article 20

1. If there is more than one mandate to be filled, the candidates who obtain successively the highest number of votes, constituting an absolute majority of the votes validly cast in the presence of the required number of eligible voters shall be elected.
2. If no or some of the candidates have obtained the required absolute majority of votes, the additional vote for no more than two candidates with the highest number of votes shall be held for the unfilled mandate. The additional vote may take place immediately after the first vote. The candidate receiving the highest number of votes shall be deemed to be elected in the additional vote.

Article 21

The results of the election shall be made public in the manner customary at the University.

CHAPTER 5 PROCEDURE FOR THE ELECTION OF THE RECTOR

Article 22

The candidacy application for the Rector should include information on the candidate, in particular the candidate's full name, date of birth, title or degree, place of work and position held, and a list of major scientific, teaching and organisational achievements.

Article 23

1. The Election Committee shall compile a list of candidates for the Rector, placing thereon the names of all correctly proposed candidates who met the requirements set forth in art. 74 of the Statutes, in alphabetical order.
2. The list referred to in art. 23.1 shall be made public by the Election Committee without delay, in the manner customary at the University, and forwarded to the Senate for its opinion on the candidates.
3. From the date of publication of the list of candidates in the NCU Legal Bulletin, candidates may campaign for election.

Article 24

1. The Election Committee shall convene and hold an open meeting of employees, students, and doctoral students in order to present the candidates for the Rector.
2. At the beginning of the meeting, the Chair of the Election Committee shall:
 - 1) announce the information on each candidate contained in their application and the content of the Senate's opinion on the candidates,
 - 2) give the floor to individual candidates, who present the programme for the operation of the University, including their proposals for the functions of Vice-Rectors.
3. Candidates shall speak in alphabetical order. The Election Committee shall set a maximum time limit for one speech.
4. Any participant in the meeting may ask questions to the candidates.
5. At the end of the meeting the Chair shall again give the floor to the candidates in alphabetical order.

Article 25

1. The election meeting of the Electoral College shall be chaired by the Chair of the College or their deputy.
2. The Chair of the Electoral College and their deputy shall be elected by the electors in the presence of at least half of their members by a simple majority at the first meeting of the College convened by the Chair of the Election Committee.

Article 26

1. The election of the Rector shall be valid if at least $\frac{3}{5}$ of the electors attend the electoral meeting of the Electoral College.
2. If a quorum is not reached at the first meeting, a second electoral meeting of the Electoral College shall be convened at a different date, observing the requirement laid down in art. 25.1.

Article 27

1. Before proceeding to the vote, the officer presiding the electoral meeting of the Electoral College shall conduct the election of the Returning Committee.
2. The Returning Committee, consisting of at least five persons, shall be elected from among the voters in an open vote. Members of the Returning Committee shall elect a Chair from among themselves.
3. The Returning Committee shall count the votes and establish the results of the vote, which shall be announced to the meeting by its Chair.

Article 28

The voting shall be conducted by secret ballot, using ballot papers prepared by the Election Committee.

Article 29

1. The candidate who has obtained an absolute majority of the votes validly cast by the electors in the presence of the required number of eligible voters shall be elected Rector.
2. If no candidate has obtained an absolute majority of the votes, an additional vote shall be held on a new date set by the Election Committee.

Article 30

The presiding officer shall announce the results of the election to the meeting.

Article 31

1. The presiding officer of the election meeting shall immediately hand over the minutes of the meeting and the minutes of the Returning Committee as well as the attendance lists of the participants in the election meeting to the Chair of the Election Committee
2. The Election Committee shall assess the validity of the election of the Rector.
3. The Election Committee shall declare the validity of the election of the Rector and issue a certificate of election to the Rector-elect.