

1 **Aalto University Student Union**
2 **ELECTION RULES**

3 **I Chapter**
4 **General rules**

5 **1 § Scope**

6 These Election Rules are to be complied with in the Council elections of Aalto University's
7 Student Union, in addition to what is stipulated in the Student Union's regulations.

8 **2 § Council election**

9 The Council election is held every two years by the 10th of November. The election is held
10 on at least three (3) weekdays set by the Central Election Committee.

11 The election is direct, proportional and secret.

12 **3 § Voting rights and eligibility for election**

13 Each Student Union member who is registered as a student present in

14 Aalto University has the right to vote in the Council election. Every member who is entitled
15 to vote has an equal right to vote. Every member who has a right to vote has one (1) vote
16 in the election. The right to vote must be used personally.

17 The right to vote is verified by means of the electoral register drawn up by the Central
18 Election Committee. The Central Election Committee may also provide supplementary
19 guidelines on verifying the right to vote.

20 If the right to vote cannot be determined from the electoral register, the Election Committee
21 establishes the right to vote from a certificate provided by the student register. In this case,
22 a note indicating that the right to vote has been exercised must be made in both the electoral
23 register and on the certificate provided by the student register.

24 Verification of the identity of the person entitled to vote is carried out according to the
25 instructions provided by the Central Election Committee.

26 All members of the Student Union are eligible for election.

27 **4 § Central Election Committee**

28 Before the end of May in an election year, the Student Union Board establishes, for the
29 purpose of holding the Council election, a Central Election Committee. In addition to the
30 Chair, the Central Election Committee consists of 4-6 members and deputy members who
31 are selected from the members of the Student Union who are entitled to vote, so that opinion
32 groups who were present in the previous election are represented in the Central Election
33 Committee, if possible. A member or deputy member of the Central Election Committee
34 may not be a candidate in the Council election.

35 The Central Election Committee selects a Vice Chair from amongst its members. The
36 Secretary General of the Student Union or another person appointed by the Secretary
37 General shall act as the Secretary of the Central Election Committee.

38 The Central Election Committee is quorate when the Chair or the Vice Chair and at least
39 three (3) other members or deputy members are present.

40 The Central Election Committee resolves issues by a simple majority of votes cast. If the
41 votes are cast equally, the Chair shall have the deciding vote. If one member of the Central
42 Election Committee so requests, the matter being addressed must be subjected to the
43 resolution of the Board.

44 **II Chapter**
45 **Nominating candidates, electoral alliances and electoral coalitions**

46 **5 § Nominating candidates**

47 Every person who is eligible for election may stand as a candidate in the Council election by
48 submitting a candidate declaration to the Central Election Committee, completed in
49 accordance with the Committee's instructions.

50 The candidate declaration may only contain the name of one candidate, and a candidate
51 may only submit one candidate declaration in the election. The candidate declaration must
52 clearly state the full name of the person standing as a candidate, as well as the person's
53 student number, postal address, e-mail address and telephone number, the name of a
54 possible electoral alliance and the name of the representative of the electoral alliance. The
55 candidate declaration must include the candidate's affirmation of their own eligibility for
56 election and it must be personally signed by them. In addition, for the purposes of a
57 combination of candidate lists, the name of the candidate can be entered on the candidate
58 declaration so that alongside or instead of the first name, the first name is used in an
59 abbreviated form.

60 A candidate can only join one (1) electoral coalition or alliance. The candidate must affirm
61 in the candidate declaration that they have not agreed to be a candidate for more than one
62 electoral coalition or alliance.

63 A candidate has the right to withdraw their candidacy by informing the Central Election
64 Committee of that before the final confirmation of the candidate list.

65 **6 § Electoral alliance**

66 Two (2) or more candidates have the right to form an electoral alliance. An electoral alliance
67 is formed by making an electoral alliance agreement in accordance with the Central Election
68 Committee's guidelines. The electoral alliance agreement can be supplemented until the end
69 of candidate nominations.

70 The electoral alliance agreement must list the names of the candidates in alphabetical order
71 by last name. The names will appear in that order on the candidate list. In addition, the
72 agreement must give authorisation to some person entitled to vote in the election to act as
73 the representative of the electoral alliance. A deputy may also be appointed for the
74 representative.

75 An electoral alliance can only contain at most as many candidates as there are running in
76 the election.

77 **7 § Electoral coalition**

78 Two (2) or more electoral alliances and one or more candidates who do not belong to an
79 electoral alliance have the right to form an electoral coalition. An agreement must be made
80 regarding the forming of an electoral coalition – as with an electoral alliance – which is
81 signed by the representative of each electoral alliance in the electoral coalition and by each
82 candidate in the electoral coalition who does not belong to an electoral alliance. The
83 agreement must clearly establish the parties who have formed the electoral coalition and
84 the name of the electoral coalition. An electoral alliance or a candidate who does not belong
85 to an electoral alliance can belong to no more than one (1) electoral coalition.

86 **8 § Names**

87 Electoral alliances and coalitions must enter the names and/or abbreviations that they use
88 in the agreements.

89 **III Chapter** 90 **Preparatory actions for an election**

91 **9 § Election declaration**

92 The Central Election Committee shall make a declaration of an election at least seven (7)
93 weeks before the election. The election declaration must be made public at least on the
94 Student Union's official bulletin board.

95 The election declaration must include information about the following things:

- 96 1. where the election declaration can be seen;
- 97 2. when and where the election will be held;
- 98 3. when and where the documents submitted to the Central Election Committee are
99 received;
- 100 4. who the Central Election Committee has authorised to receive the documents
101 mentioned in point 3;
- 102 5. when and where the candidate list can be seen;

- 103 6. the permitted time of election advertising, i.e. its start and end date.
104 7. the date by which the student must have enrolled as attending student in order
105 to be entitled to vote in the elections in question

106 The Central Election Committee is to provide instructions on election advertising at least one
107 (1) week before the start of election advertising.

108 **10 § Inspection and approval of documents submitted to the Central Election**
109 **Committee**

110 The Central Election Committee shall inspect the candidate declarations submitted to it, as
111 well as agreements regarding electoral alliances and coalitions.

112 A document that has not been submitted to the Central Election Committee within the
113 allotted time is to be left unprocessed and uninspected.

114 A document that is substantially incomplete or erroneous must be brought to the attention
115 of the candidate or representative who is responsible for the document. The candidate or
116 representative must be given three working days to rectify the deficiency or error observed.

117 Documents that have been appropriately rectified and documents that have been submitted
118 within the allotted time, that the Central Election Committee has made no comment on,
119 must be approved.

120 **11 § Candidate list**

121 If the number of candidates approved for the candidate list is equal to or less than the
122 number of positions to be filled in the election, the procedure in Section 36 shall be followed.

123 If more candidates have been approved than there are positions to be filled in the election,
124 the Central Election Committee shall compile a candidate list.

125 The candidate list shall be drawn up so that first the candidates who are not in electoral
126 alliances or coalitions are listed in alphabetical order, and then after that the electoral
127 coalitions and the electoral alliances that do not belong to them in randomly selected order.
128 Private candidates in electoral coalitions shall be placed at the beginning of the electoral
129 coalition in alphabetical order. Candidates in electoral coalitions and alliances are placed in
130 the order in which they appear in the agreements drawn up for them. Thereafter, the
131 candidates are numbered consecutively, beginning with the number two (2).

132 The names of the electoral alliances and coalitions and the names and numbers of the
133 candidates are entered in the candidate list. The heading for electoral coalitions is 'electoral
134 coalition' and for electoral alliances 'electoral alliance'. The list must indicate the election for
135 which it was drawn up.

136 The candidate list must be put at least on the Student Union's official bulletin board a
137 minimum of two (2) weeks before the election. Any possible requests by those entitled to
138 vote concerning corrections/changes to the candidate list must be made at least ten (10)
139 days before the election, and the Central Election Committee must rule on the requests
140 without undue delay.

141 **12 § Violation of the rules**

142 The Central Election Committee shall determine the sanctions for the candidates, electoral
143 coalitions and alliances for any violations of the rules and the decrees set by the Central
144 Election Committee. The guidelines concerning the sanctions must be defined before the
145 advertising period has begun.

146 The Central Election Committee has the right to disqualify a candidate from the election due
147 to electoral fraud or a gross violation of the Central Election Committee's decrees.

148 The forms of sanctions available to the Central Election Committee are as follows:

- 149 1. a written warning;
150 2. restrictions concerning the election advertising of a candidate, electoral alliance
151 or coalition;
152 3. disqualification from the elections.

153 **13 § Other regulations**

154 The Central Election Committee may, while the election is in progress, supplement the
155 decrees it has laid down.

156 **IV Chapter**

157 **E-election**

158 **14 § Holding an e-election**

159 Voting in the Council elections is done electronically. The election can be carried out
160 completely or partially as a ballot box election following a proposal by the Central Election
161 Committee and with the decision of the Council.

162 In conjunction with the election declaration, the Central Election Committee shall provide
163 instructions on the arrangements for an electronic election, as well as procedures to be
164 followed in exceptional circumstances.

165 **15 § Electoral system requirements**

166 The electoral system used must fulfil the following conditions:

- 167 1. the level of the data security of the electoral system is sufficient;
- 168 2. the identity of the voter is verified credibly before voting;
- 169 3. the voter's identity cannot be linked afterwards with any particular vote cast;
- 170 4. the voter can use their right to vote only once;
- 171 5. it must be possible to carry out an inspection in the electoral system of the votes
172 cast and the counting of the votes, however so that voting secrecy is not
173 jeopardised;
- 174 6. the electoral system is based on open source code.

175 A data security inspection shall be carried out on the electronic electoral system by an
176 independent party appointed by the Central Election Committee. This party may also be
177 appointed by the Council, following the same regulations as when appointing the Central
178 Election Committee.

179 **16 § Monitoring an electronic election**

180 Persons appointed by the Central Election Committee who are not standing as candidates in
181 the election shall monitor the electronic election in accordance with the instructions of the
182 Central Election Committee. The purpose of monitoring is to ensure the operability of the
183 electoral system and prevent electoral fraud.

184 **17 § Other regulations relating to an electronic election**

185 In other respects, the applicable parts of what is stated in Chapter V of these election rules
186 with regard to holding a ballot box election shall be followed in an electronic election.

187 **V Holding a ballot box election**

188 **18 § Using advance voting**

189 It is also possible to take part in a ballot box election in advance. The time and duration of
190 the advance voting of a ballot box election shall be decided by the Central Election
191 Committee, however so that advance voting is possible on at least two weekdays.

192 With the decision of the Central Election Committee, the advance voting can be done either
193 completely or partially electronically.

194 **19 § Voting**

195 Everyone entitled to vote has the right to vote in advance.

196 In other respects, the provisions contained in these Election Rules shall be complied with in
197 advance voting.

198 **20 § Counting of advance votes**

199 When advance voting has closed, the Central Election Committee must ensure that the ballot
200 boxes used in advance voting are kept in a locked place and opened only in conjunction with
201 the actual counting of the votes.

202 **21 § Specifying the polling stations**

203 If, following a proposal from the Central Election Committee, the Council decides to carry
204 out the voting with a ballot box election, the Central Election Committee shall specify the
205 polling and advance polling stations and establish an election committee for every polling
206 and advance polling station.

207 If there is no more than one (1) polling station and one (1) advance polling station, the
208 Central Election Committee shall serve as the election committee for the polling station and
209 advance polling station in question.

210 **22 § Election committee**

211 A Chair, Vice Chair and at least two (2) other members shall be selected for each election
212 committee. The Chair or Vice Chair of an election committee cannot be a person who is a
213 candidate in the election. The members of the Central Election Committee may also serve
214 on election committees.

215 The election committee selects a Secretary from among its members to keep the minutes.

216 The election committee is quorate when at least three (3) of its members, including the
217 Chair or Vice Chair, are present.

218 If the election committee is not unanimous with regard to some measure, the matter must
219 be subjected immediately to the resolution of the Central Election Committee.

220 **23 § Convening for polling**

221 The Central Election Committee and the elections committees shall convene for polling at
222 the invitation of the Chair of the Central Election Committee.

223 Before polling begins, the election committee must select a secretary from amongst its
224 members and the Central Election Committee must provide the election committees with
225 enough candidate lists, polling booths, ballot boxes and a counted number of ballot papers.

226 The minutes on the meetings of the election committee shall be kept in accordance with the
227 instructions of the Central Election Committee.

228 **24 § The start of polling**

229 At the start of polling, at least three (3) members of the election committee and the first
230 voter must confirm that the ballot box to be used for voting is empty.

231 On voting days, when the voting is finished the ballot box must be closed so that ballot
232 papers cannot be inserted into it without the seals on the lid being broken. At least three
233 (3) members of the election committee shall carry out the sealing.

234 At the start of voting on the second day, at least three (3) members of the election
235 committee must confirm that the ballot box is sealed, after which the seals may be broken.

236 **25 § The presence of the election committee**

237 During polling, the Chair or Vice Chair of the election committee and at least two (2) other
238 members must be present at the polling station.

239 **26 § Maintaining order during polling**

240 **The election committee must ensure that no disturbances or** election advertising take
241 **place at the polling station or** in its immediate vicinity.

242 The election committee is prohibited to give information about who has exercised their right
243 to vote to anyone except the electoral officers.

244 Upon request, the election committee must provide those who are entitled to vote with
245 information on the voting regulations related to the election.

246 Those present must comply with the regulations given by the election committee to maintain
247 order and to ensure an uninterrupted polling process.

248 **27 § Election secrecy**

249 The polling station and every polling booth must have a sufficient amount of visible candidate
250 lists.

251 The election committee must ensure that voters can mark their ballot papers while
252 maintaining their election secrecy. The polling booths must contain polling instructions and
253 any necessary aids.

254 **28 § Ballot papers**

255 The Central Election Committee is responsible for procuring the ballot papers to be used in
256 the election. The ballot paper must clearly state the election for which it is intended. In
257 addition, the ballot paper must contain a section for indicating the number of the candidate
258 being backed by the voter.

259 **29 § Registering to vote and the issuing of ballot papers**

260 A person who is entitled to vote and wishes to exercise their right to vote must register with
261 the election committee in order to receive a ballot paper.

262 The election committee provides those entitled to vote with a ballot paper after verifying the
263 person's right to vote from the electoral register in accordance with Section 3 of the Election
264 Rules and makes a note in the electoral register to indicate that a ballot paper has been
265 given.

266 The election committee must take care to ensure that ballots are only given to those who
267 are entitled to vote.

268 **30 § Using the ballot paper**

269 The person who is entitled to vote must mark the number of the candidate they want to
270 vote for in the designated place on the ballot paper. No other marks must be made on the
271 ballot paper.

272 If a person entitled to vote wishes to use a new ballot paper, they shall receive one from
273 the election committee in exchange for the previous ballot paper, which the election
274 committee shall mark as void and retain it without opening it.

275 **31 § Stamping the ballot paper**

276 After marking the candidate's number on the ballot paper, the person entitled to vote must
277 take the folded ballot paper to the election committee for stamping. After the ballot is
278 stamped, the person entitled to vote must insert the stamped ballot paper into the ballot
279 box.

280 **32 § Exercising the right to vote**

281 The person entitled to vote has exercised their right to vote once they have inserted the
282 stamped ballot paper into the ballot box.

283 The election committee makes a note in the electoral register indicating that the right to
284 vote has been exercised.

285 **33 § An assistant for the person entitled to vote**

286 A person entitled to vote may use a person they have selected to help them in marking their
287 ballot paper. The assistant may not be a candidate in the election.

288 The assistant is obliged to conscientiously honour the will of the person entitled to vote and
289 keep the information that they obtained during voting secret.

290 **34 § The closing of polling**

291 Every person entitled to vote, who has arrived before the end of the voting time to await
292 their turn to vote, has the right to exercise their right to vote before polling is interrupted
293 or ended at the end of the voting day.

294 **35 § Other regulations**

295 The Central Election Committee must be contactable by the election committees throughout
296 the whole polling period. The Central Election Committee must resolve issues on which the

297 election committee has not reached a unanimous decision, give them instructions, supervise
298 the general progress of the election and monitor that the election committees are complying
299 with identical instructions.

300 **VI Chapter**

301 **Counting the votes and determining the outcome of the election**

302 **36 § Forming of the Council without an election**

303 If the number of approved candidates on the candidate list matches the number of positions
304 to be filled, polling will not be held; instead, the Central Election Committee will declare
305 these candidates as having been elected.

306 If the number of approved candidates on the candidate list is less than the number of
307 positions to be filled, polling will not be held; instead, the Central Election Committee will
308 declare these candidates as having been elected and shall arrange a supplementary election,
309 applying these Election Rules.

310 **37 § Counting the votes**

311 In the case of an electronic election, the result of the election is counted mechanically. The
312 counting of the results is done with the same counting method as in a ballot box election.

313

314 In the case of a ballot box election, the Central Election Committee shall convene on the
315 second day of voting to count the advance votes and to monitor the counting of votes by
316 the election committees. Once the polling is closed, each election committee shall carry out
317 a count of the votes for the polling station. The counting of the votes can be started, at the
318 earliest, after polling has ended on the second day of polling.

319 At least three (3) members of the election committee must be present for the counting of
320 the votes.

321 Counting of the votes shall be carried out in the following order:

- 322 1. the number of people who exercised their right to vote shall be counted according
323 to the electoral register;
- 324 2. the ballot papers are taken out of the ballot box and counted without being
325 opened;
- 326 3. the ballot papers are opened and checked, and blank ones and those that are
327 void, in accordance with Section 38, are separated into their own groups;
- 328 4. the remaining ballot papers are organised so that the ballot papers cast for each
329 candidate are put into separate groups;
- 330 5. the numbers of ballot papers per group are counted.

331 The amounts referred to in Sections 1, 2 and 5 are entered in the election committee's
332 minutes, as well as the reason why every void ballot paper was declared void. All the ballot
333 papers as well as the minutes, signed by the Chair of the election committee and the
334 members of the election committee who were present, are thereafter enclosed in the ballot
335 box, which is locked and delivered to the Central Election Committee without delay.

336 The Central Election Committee inspects the minutes of the election committees and the
337 counts therein.

338 **38 § Ballot box election void ballot papers**

339 A ballot paper is void if:

- 340 1. it has not been received from the election committee;
- 341 2. it has not been stamped appropriately;
- 342 3. the candidate's number has been marked in a way that does not fully clearly
343 show which candidate the voter intended;
- 344 4. clearly inappropriate marks have been made on it;
- 345 5. it has been declared void during polling in accordance with Sub-section 2 of
346 Section 30.

347 **39 § Counting the votes of electoral alliances and electoral coalitions**

348 The Central Election Committee shall carry out a count of the votes for electoral alliances
349 and electoral coalitions. Minutes of the meeting to count the votes shall be kept and signed
350 by all members of the Central Election Committee who are present.

351 The counting of the votes shall only take into consideration the candidates who received a
352 vote in the election.

353 The candidates in each electoral alliance shall be listed in order of the number of votes they
354 received. A random draw shall decide the order of candidates who received the same number
355 of votes. After that, as a comparative index, the total number of the electoral alliance's
356 votes is recorded for the candidate who received the highest number of votes, half of that
357 (1/2) for the candidate who came second, one third (1/3) for the one who came third, and
358 so on. If the electoral alliance is not part of an electoral coalition, the comparative index
359 obtained this way is the final comparative index.

360 In an electoral coalition, the candidates in the electoral alliances are arranged in the order
361 of the comparative indices obtained in accordance with Sub-section 3. A random draw shall
362 decide the order of those who received the same comparative index. After that, as a final
363 comparative index, the total number of the electoral coalition's votes is recorded for the
364 candidate of the electoral coalition who came first, half of that (1/2) for the candidate who
365 came second, one third (1/3) for the one who third, and so on.

366 **40 § Placing the candidates in order on the basis of the comparative index**

367 All the candidates are arranged in order on the basis of the sizes of the final comparative
368 indices. The personal numbers of votes and, if those are the same, a random draw, shall
369 decide the order of those who received the same comparative index. After that, beginning
370 with the candidate who received the highest final comparative index, all the positions that
371 were to be filled in the election are declared as having been elected, and the remainder of
372 the candidates are elected as deputy members.

373 **41 § Control counting**

374 The Central Election Committee must begin a control count of the votes at the earliest one
375 (1) day and no later than four (4) days after the counting of the votes has ended. After the
376 control count, the Central Election Committee confirms the outcome of the election.

377 Minutes of the control count shall be kept and signed by all members of the Central Election
378 Committee who are present.

379 **42 § Supplementing the Council**

380 If a member of the Council resigns, loses their eligibility for office, or is unable to serve or
381 prevented from serving as a member of the Council, the Chair of the Council shall call on a
382 deputy member from the same electoral alliance in order of the comparative indices, or if
383 this is not possible, from the same electoral coalition, to replace them.

384 **VII Chapter**
385 **Election outcome and appeals**

386 **43 § Announcing the result**

387 The result of the election is announced at least on the Student Union's official bulletin board,
388 immediately after the counting of the votes. The election result confirmed by the Central
389 Election Committee is likewise announced at least on the Student Union's official bulletin
390 board.

391 **44 § Appealing against a decision**

392 A member of the Student Union may appeal against an act or decision of an election
393 committee to the Central Election Committee before polling ends. The Central Election
394 Committee must rule on the appeal without delay. A decision by the Central Election

395 Committee that concerns an appeal against a decision by an election committee or a matter
396 submitted to it by an election committee may not be appealed against.

397 A decision by the Central Election Committee, other than one intended in Sub-section 1,
398 may be appealed against as stipulated in the regulations of the Student Union.

399 However, a decision that is by its nature solely to do with preparation or implementation
400 may not be appealed against.

401 **45 § Documents and ballot papers**

402 Documents and ballot papers resulting from the election must be kept in a locked place until
403 the potential appeals intended in Section 44 have been ruled on. Thereafter, the documents
404 are filed in the Student Union's archives. The ballot papers used in the election are stored
405 in the Student Union's archives at least until the Council following the current one has been
406 elected. Thereafter, the ballot papers may be disposed of.

407 **VIII Chapter** 408 **Extraordinary Council elections**

409 **46 § Scope**

410 The regulations in this Chapter shall be applied in the event that the Council decides to
411 dissolve itself in accordance with Section 10 of the constitution of AYY.

412 **47 § Application of the Election Rules**

413 The regulations of these Election Rules shall be applied in extraordinary Council elections,
414 unless it is stipulated otherwise in this Chapter.

415 **48 § Establishment of the Central Election Committee**

416 The Central Election Committee must be established in accordance with the regulations of
417 Section 4 within 14 days of the dissolution of the Council.

418 **49 § Election declaration**

419 The Central Election Committee shall declare an election at least 30 days before the election.

420 **IX Chapter** 421 **Particular regulations**

422 **50 § Committing fraud**

423 If a candidate commits an act that corresponds to an electoral offence, electoral bribery,
424 fraudulent voting or falsification of an election result, as stipulated in Chapter 14 in the
425 Criminal Code (39/1889), the Council must declare the candidate to have lost their eligibility
426 for office.

427 If an electoral alliance representative or deputy commits an act that corresponds to an
428 electoral offence, electoral bribery, fraudulent voting or falsification of an election result, the
429 Council must dismiss the representative or deputy from their position.

430 If someone stands as a candidate or electoral alliance contact person in two or more electoral
431 alliances, the Central Election Committee shall dismiss them from all of these positions, and
432 if the person in question is a candidate, reject their candidacy.

433 **51 § Changing the Election Rules and their coming into effect**

434 Changes to these Election Rules can be decided at a meeting of the Council with a majority
435 of the votes of the Council members who are present.

436 These Election Rules shall be applied to the Council elections held after they have come into
437 effect.

438 The Council approved these Election Rules in its meeting 2/2011 on 16.3.2011 and the
439 changes made to it in its meeting 13/2016 on 15.12.2016.