



aalto-yliopiston ylioppilaskunta
aalto-universitetets studentkår
aalto university student union

Aalto University Student Union
ELECTION BYLAWS 16.2.2023

Aalto University Student Union ELECTION BYLAWS

Chapter I General provisions

Section 1 Scope of application

These election bylaws are followed in the Representative Council elections of Aalto University Student Union, in addition to what is provided in the Constitution of the Student Union.

Section 2 Representative Council elections

The Representative Council elections are held every two years by the 10th of November. The elections are held on at least three (3) working days determined by the Central Election Committee. The elections are direct, proportional, and secret.

Section 3 Right to vote and stand for election

Members of Aalto University Student Union who have enrolled for attendance at Aalto University no later than thirty (30) days before the beginning of advance voting are entitled to vote in the Representative Council elections. All those entitled to vote have an

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equal right to vote. Each person entitled to vote has one (1) vote in the elections. The right to vote must be exercised in person.

When using the electronic election method, the right to vote is stated from a certificate issued by AYY's member register. For the ballot box election, an electoral register is prepared based on a certificate issued by AYY's member register. The Central Election Committee approves the electoral register prepared for the ballot box election.

The identity of the person entitled to vote is established in accordance with the instructions issued by the Central Election Committee.

All members of the Student Union are eligible to stand for election with the following exceptions:

1. members of the Central Election Committee in the elections they are preparing;
2. those employed by the Student Union during the term of the Representative Council.

If a candidate, who is not eligible, is nominated, the candidature of the person in question is annulled.

Section 4 Central Election Committee

Before the end of May in the election year, the Student Union Board appoints the Central Election Committee to conduct the Representative Council elections. In addition to the Chair, the Central Election Committee consists of 3–6 members and deputy members elected from among the members of the Student Union entitled to vote. A member or deputy member of the Central Election Committee may not stand as a candidate in the Representative Council elections.

The Student Union Board elects the chair of the Central Election Committee. The Central election Committee elects the vice chair from among its members.

Executive Director of the Student Union or other person appointed by the Executive Director acts as the Secretary of the Central Election Committee.

The Central Election Committee has a quorum when the Chair or the Vice Chair and at least two (2) other members or deputy members are present. The Central Election Committee decides on matters by the simple majority of the votes cast. In the event of a tie, the Chair has the casting vote. If one member of the Central Election Committee so requests, the matter is submitted to the Board for decision.

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In addition to the members of CEC, the presiding officers of the Representative Council and AYY's employees appointed by CEC, as well as other necessary specialists invited by CEC may attend the meetings of the Central Election Committee.

The term of the Central Election Committee ends when the Central Election Committee has prepared a report on the Representative Council elections after the elections and presented the report to the Representative Council.

Chapter II Nomination of candidates, electoral alliances and electoral coalitions

Section 5 Nomination of candidates

Any person eligible to stand for election may stand as a candidate in the Representative Council elections by submitting to the Central Election Committee a candidate declaration completed in accordance with its instructions.

A candidate declaration may contain only one candidate and a candidate may submit only one candidate declaration in the election. The candidate declaration must clearly state the candidate's full name, student number, postal address, e-mail address and telephone number, the name of a possible electoral alliance and the name of the representative of the electoral alliance. The candidate declaration must include the candidate's declaration of their own eligibility and be personally signed by them. In addition, for a combination of candidate lists, the name of the candidate may be entered in the candidate declaration using the abbreviated first name next to or instead of the first name.

A candidate may join only one (1) electoral coalition or alliance. The candidate must state in the candidate declaration that they have not agreed to stand as a candidate in more than one electoral coalition or alliance.

Candidates have the right to withdraw their candidacy by notifying the Central Election Committee before the final confirmation of the list of candidates.

Section 6 Electoral alliance

Two (2) or more candidates are entitled to form an electoral alliance. An electoral alliance may be formed by making an electoral alliance agreement in accordance with the instructions of the Central Election Committee. The electoral alliance agreement may be completed until the end of the candidate nomination.

The electoral alliance agreement must list the names of the candidates in alphabetical order by last name. The names must appear in this order in the list of candidates. In

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In addition, the agreement authorises a person entitled to vote in the elections to act as the representative of the electoral alliance. A deputy may also be appointed for the representative.

An electoral alliance may have a maximum of as many candidates as there are candidates to be elected.

Section 7 Electoral coalition

Two (2) or more electoral alliances and one or more candidates who do not belong to an electoral alliance have the right to form an electoral coalition. As with an electoral alliance, an agreement must be made regarding the forming of an electoral coalition, which is signed by the representative of each electoral alliance in the electoral coalition and by each candidate in the electoral coalition who does not belong to an electoral alliance. The agreement must clearly state the parties who have formed the electoral coalition and the name of the electoral coalition. An electoral alliance or a candidate who does not belong to an electoral alliance may belong to a maximum of one (1) electoral coalition.

Section 8 Logos

Electoral alliances and coalitions must enter the logos and/or abbreviations they use in contracts.

Chapter III Preparatory measures for elections

Section 9 Declaration of elections

The Central Election Committee issues an election declaration at least seven (7) weeks before the elections. The election declaration must be published at least on the official notice board of the Student Union.

The election declaration must include information on the following:

1. where the election declaration is visible;
2. where and when the elections will be held;
3. where and when documents submitted to the Central Election Committee are received;
4. the person authorised by the Central Election Committee to receive the documents mentioned in paragraph 3;
5. where and when the list of candidates will be available;
6. the permitted time of election advertising, i.e., its start and end date.

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7. the date by which a student must have enrolled as an attending student in order to be entitled to vote in the elections in question.

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

Section IO Inspection and approval of documents submitted to the Central Election Committee

The Central Election Committee inspects the submitted candidate declarations and contracts regarding electoral alliances and coalitions.

A document which has not been submitted to the Central Election Committee within the time limit must be rejected and not reviewed.

A candidate or the representative responsible for the document must be notified if a document is substantially incomplete or incorrect. The candidate or representative is given three working days to correct the detected deficiencies or errors.

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

Section II List of candidates

If the number of candidates approved for the list of candidates is equal to or less than the number of persons to be elected, the procedure is in accordance with section 36.

If more candidates have been approved than there are persons to be elected, the Central Election Committee must compile a list of candidates.

The list of candidates is drawn up in such a way that candidates who are not part of electoral alliances or coalitions are listed in alphabetical order first, followed by electoral coalitions and the electoral alliances outside coalitions in the order indicated by lottery. Candidates outside alliances in electoral coalitions must be placed at the beginning of the electoral coalition in alphabetical order. Candidates in electoral coalitions and alliances are placed in the order laid down in the related agreements. Candidates are then numbered using sequential numbering starting with number two (2).

The logos of the electoral alliances and coalitions, as well as the names and numbers of the candidates are entered in the list of candidates. The title of the electoral coalition is 'electoral coalition' and the title of the electoral alliance is 'electoral alliance'. The list must indicate for which election it was drafted.

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The list of candidates must be displayed at least on the official notice board of the Student Union a minimum of two (2) weeks before the elections. Eligible voters must make any requests for corrections on the list of candidates no later than ten (10) days before the elections, which must be resolved by the Central Election Committee without undue delay.

Section 12 Election-related instructions and sanctions

The Central Election Committee must provide instructions and advice to candidates, electoral coalitions and alliances regarding election-related procedures. In addition, the Central Election Committee provides instructions on advertising in locations provided by the Student Union.

The Central Election Committee imposes sanctions for candidates, electoral coalitions and alliances for any violation of the bylaws and regulations issued by the Central Election Committee. The guidelines for sanctions to be used must be defined before the start of the advertising period.

The Central Election Committee has the right to exclude a candidate from the election due to electoral fraud or a serious violation of the regulations of the Central Election Committee.

The forms of sanctions used by the Central Election Committee are as follows:

1. written warning;
2. restrictions on election advertising of a candidate, electoral alliance or coalition;
3. exclusion from the elections.

Section 13 Other provisions

The Central Election Committee may complete the issued regulations during the elections.

Chapter IV Electronic voting

Section 14 Organisation of electronic voting

Voting in the Representative Council elections is conducted by electronic means. The elections may be carried out in whole or in part as a ballot box election on the proposal of the Central Election Committee and by a decision of the Representative Council.

In connection with the election declaration, the Central Election Committee issues instructions on the arrangements for electronic voting and procedures under exceptional circumstances.

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Section 15 Requirements for the electoral system

The electoral system used must meet the following conditions:

1. level of the data security of the electoral system is adequate;
2. identity of the voter is credibly verified before voting;
3. voter's identity cannot be linked afterwards to any vote cast;
4. voters may use their right to vote only once;
5. possibility to carry out a check count on the electoral system to verify the votes cast and the counting of votes without compromising the secrecy of the ballot;

In addition, when choosing an electoral system, systems based on open-source code are preferred when possible. If it is not possible for the Student Union to acquire such a system due to financial and timely resources, there is flexibility in this condition.

Section 16 Supervision of electronic voting

Persons appointed by the Central Election Committee who are not standing as candidates in the elections supervise electronic voting in accordance with the instructions of the Central Election Committee. The purpose of supervision is to ensure the functioning of the electoral system and prevent electoral fraud.

Section 17 Other provisions on electronic voting

When appropriate, the provisions of Chapter V of these election bylaws regarding the electoral process in the ballot box election apply to electronic voting.

Chapter V Electoral process in ballot box election

Section 18 Advance voting

It is possible to vote in advance in ballot box election. The time and duration of the advance voting in ballot box election is decided by the Central Election Committee, however, advance voting must be possible on at least two working days.

By decision of the Central Election Committee, advance voting may be carried out electronically in whole or in part.

Section 19 Voting

Everyone entitled to vote has the right to vote in advance. In other respects, the provisions of these election bylaws apply to advance voting.

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Section 20 Counting of advance votes

When advance voting has ended, the Central Election Committee must ensure that the ballot boxes used for advance voting are stored in a locked place and are not opened until the actual counting of votes.

Section 21 Determination of polling stations

If the Representative Council decides to carry out a ballot box election on the proposal of the Central Election Committee, the Central Election Committee must determine polling and advance polling stations and appoint an election committee for each polling and advance polling station.

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

Section 22 Election Committee

A chair, vice chair and two (2) other members are selected for each election committee. A person who is a candidate in the election may not act as the chair or the vice chair. The members of the Central Election Committee may also serve in election committees.

The election committee elects a secretary from among its members to take the minutes. The election committee has a quorum when at least three (3) of its members are present, including the chair or the vice chair.

If the election committee does not agree on a procedure, the matter must be immediately submitted to the Central Election Committee for decision.

Section 23 Conducting of the elections

The Central Election Committee and the election committees convene to conduct the elections at the invitation of the chair of the Central Election Committee.

Before the election process starts, the election committee must select a secretary from among its members and the Central Election Committee must provide the election committees with sufficient lists of candidates, polling booths, ballot boxes and a counted number of ballot papers.

The minutes of the election committee meetings are taken in accordance with the instructions of the Central Election Committee.

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Section 24 Commencement of election process

At the beginning of the election process, at least three (3) members of the election committee and the first voter must confirm that the ballot box used for voting is empty.

On voting days, the ballot box must be closed after the vote in such a way that the ballot cannot be inserted without breaking the seals on the cover. Sealing is performed by at least three (3) members of the election committee.

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

Section 25 Presence of the election committee

During the election process, the chair or vice chair of the election committee and at least two (2) other members must be present at the polling station.

Section 26 Maintaining the order during the election process

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

The election committee must not provide information about who has exercised their right to vote to anyone except the election officials.

Upon request, the election committee must provide those entitled to vote with information on election-related regulations.

Saapuvilla olevien on noudatettava niitä määräyksiä, joita vaalilautakunta antaa järjestyksen ylläpitämiseksi ja vaalitoimituksen häiriöttömän kulun turvaamiseksi.

Section 27 Election secrecy

There must be enough lists of candidates available at the polling station and each polling booth.

The election committee must ensure that a person entitled to vote can make an entry on the ballot while maintaining the secrecy of the election. Voting instructions and the necessary aids must be available at the polling station.

Section 28 Ballots

The Central Election Committee must obtain the ballots used in the election. The ballot must clearly indicate the election for which it is intended. In addition, the ballot must contain a section to indicate the number of the candidate supported by the voter.

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Section 29 Registration and distribution of ballots

A person entitled to vote who wishes to exercise their right to vote must register with the election committee to receive a ballot.

The election committee issues a ballot to the person entitled to vote after verifying the person's right to vote from the electoral register in accordance with Section 3 of the election bylaws and makes an entry in the electoral register on the issue of the ballot.

The election committee must take great care not to issue a ballot paper to anyone other than a person entitled to vote.

Section 30 Use of the ballot paper

The person entitled to vote must enter in the space provided on the ballot paper the number of the candidate one wishes to vote for. No other entries may be made on the ballot. If a person entitled to vote wishes to use a new ballot, the person receives it from the election committee after returning one's previous ballot, which the election committee must mark as void and keep unopened.

Section 31 Stamping of the ballot

After entering the candidate's number on the ballot, the person entitled to vote must take the folded ballot to the election committee for stamping. The person entitled to vote must then put the stamped ballot paper into the ballot box.

Section 32 Äänioikeuden käyttö

A person entitled to vote has exercised their right to vote once they have inserted a stamped ballot into the ballot box. The election committee makes an entry in the electoral register regarding the exercise of the right to vote.

Section 33 Assistant to a person entitled to vote

A person entitled to vote may use a person of his or her choice to assist in marking their ballot. The assistant may not be a candidate in the elections.

The assistant is obliged to conscientiously fulfil the will of the person entitled to vote and to keep secret the information received during the voting.

Section 34 Termination of the election process

All those entitled to vote who have arrived before the end of voting time to wait for their turn to vote are entitled to exercise their right to vote on that day before the polling is suspended or terminated at the end of the election day.

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Section 35 Other provisions

The Central Election Committee must be available to the election committees throughout the election process. The Central Election Committee must resolve matters on which the election committee has not reached a consensus, issue instructions to the committees, supervise the general conduct of the election and ensure that election committees follow the same guidelines.

Chapter VI Counting of votes and determination of election outcome

Section 36 Edustajiston muodostaminen ilman vaaleja

If as many candidates have been accepted to the list of candidates as there are candidates to be elected, the elections will not be held, and the Central Election Committee will declare these candidates elected.

If there are fewer candidates on the list of candidates than there are candidates to be elected, no election will be held, and the Central Election Committee declares these candidates elected and holds by-elections in accordance with these election bylaws.

Section 37 Counting of votes

In case of electronic voting, the outcome of the election is calculated mechanically. The counting of outcome is performed in the same way as in ballot box election. The counting of votes takes place at a meeting of the Central Election Committee, which is held immediately on the last day of voting after the end of the election process. Minutes are taken at the meeting which confirms the result of the vote and is signed by the members present.

In case of ballot box election, the Central Election Committee convenes on the second day of voting to count the advance votes and to supervise the counting of votes of the election committees. Each election committee carries out the counting of votes of the polling station at the end of the election process. The counting of votes may begin at the earliest after the end of the election process on the last day of voting.

At least three (3) members of the election committee must be present during the vote count.

The counting of votes is performed in the following order:

- I. counting the number of those who exercised their right to vote according to the electoral register;

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2. taking ballots from the ballot box and counting them without opening them;
3. opening and checking the ballots, separating blank ballots and void ballots into their own groups according to section 38;
4. arranging the remaining ballots in such a way that the ballots are cast for each candidate are grouped together;
5. counting the number of ballots by group.

The numbers referred to in items 1, 2 and 5 are entered in the minutes of the election committee, as well as the reason for the invalidity for each ballot declared void. All ballots as well as the minutes, signed by the Chair of the election committee and the present members of the election committee must then be delivered to the Central Election Committee in a locked ballot box without delay.

The Central Election Committee reviews the minutes of the election committees and the calculations in the minutes.

Section 38 Void ballots in ballot box election

A ballot is void if:

1. it is not received from the election committee;
2. it is not properly stamped;
3. the candidate's number is marked in such a way that it is not entirely clear which candidate the voter intended to vote;
4. clearly improper markings have been made on the ballot;
5. the ballot has been declared void during the election in accordance with section 30, subsection 2.

Section 39 Counting of votes of electoral alliances and coalitions

The counting of votes of electoral alliances and electoral coalitions is carried out by the Central Election Committee. Minutes of the vote counting meeting are taken and signed by all present members of the Central Election Committee.

Only candidates who have received support in the election are taken into account in the counting of votes.

The candidates in each electoral alliance are ranked according to the number of their votes. The mutual order of those who received the same number of votes is decided by draw. After this, a comparative index, the total number of votes cast for the electoral alliance, is assigned for the first candidate, the second candidate's comparative index is one-half (1/2) of that and the third candidate's one-third (1/3) and so on. If the electoral

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alliance is not part of an electoral coalition, the comparative index obtained this way is the final comparative index.

In an electoral coalition, candidates of electoral alliances are arranged in the order of the comparative indexes received in accordance with subsection 3. The draw determines the mutual order of those who have received the same comparative index. Then the total number of votes cast for the electoral coalition is assigned as the final comparative index for the first candidate in the electoral coalition, the second candidate's comparative index is one-half ($1/2$) of that and the third candidate's one-third ($1/3$) and so on.

Section 40 Ranking of candidates by comparative index

All candidates are ranked according to the number of the final comparative indexes. The mutual order of those who have received the same comparative index is determined by the number of personal votes and, if the numbers are the same, the order is determined by draw. Then starting from the candidate with the highest final comparative index, as many as there are persons to be elected are declared elected and the remaining candidates are declared as vice members.

Section 41 Audit count

The Central Election Committee must begin an audit count of votes no earlier than one (1) day and no later than four (4) days after the end of the counting of votes. After the audit count, the Central Election Committee confirms the outcome of the election.

Minutes of the audit count are taken and signed by all present members of the Central Election Committee.

Section 42 Supplementing of the Representative Council

If a member of the Representative Council resigns, loses one's eligibility, or is unable to serve or prevented from serving as a member of the Representative Council, the Chair of the Representative Council calls on a deputy member from the same electoral alliance in the order of the comparative index, or if this is not possible, from the same electoral coalition, to replace the member.

Chapter VII Election outcome and appeals

Section 43 Publication of outcome

The outcome of the elections is published at least on the official notice board of the Student Union immediately after the counting of the votes. The election outcome

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confirmed by the Central Election Committee is also published at least on the official notice board of the Student Union.

Section 44 Appeal of decision

A member of the Student Union may appeal against a measure or decision of an election committee to the Central Election Committee before the end of the election, which must resolve the appeal without delay. The decision of the Central Election Committee concerning the appeal of the decision of an election committee or a matter submitted to it by an election committee, may not be appealed.

A decision of the Central Election Committee, other than that referred to in subsection I may be appealed as stipulated by the Constitution of the Student Union.

However, a decision which is of a purely preparatory or implementing nature may not be appealed.

Section 45 Documents and ballots

Election documents and ballots must be stored in a locked place until the possible appeals referred to in section 44 have been resolved. The documents are then filed in the student union archives. The ballots used in the elections are stored in the student union archives at least until the Representative Council following the current one has been elected. After this, the ballots may be disposed of.

Chapter VIII Extraordinary Representative Council elections

Section 46 Scope of application

The provisions in this Chapter are applied if the Representative Council decides to dissolve itself in accordance with section 10 of the Constitution of AYY.

Section 47 Application of election bylaws

The provisions of these election bylaws apply in extraordinary Representative Council elections, unless otherwise provided in this chapter.

Section 48 Establishment of the Central Election Committee

The Central Election Committee must be established in accordance with the provisions of section 4 within 14 days of the dissolution of the Representative Council.

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Section 49 Election declaration

The Central Election Committee issues an election declaration no later than 30 days before the elections.

Chapter IX Various provisions

Section 50 Committing fraud

If a candidate commits an electoral offense, electoral corruption, fraudulent voting or distortion of the election result under chapter 14 of the Criminal Code (39/1889), the Central Election Committee must establish that the candidate has lost his or her eligibility for election.

If a representative or deputy of an electoral alliance is guilty of electoral crime, electoral corruption, fraudulent voting or distortion of the election result, the Central Election Committee must dismiss the representative or deputy from their position.

If a person stands as a candidate or a representative of an electoral alliance or coalition in two or more electoral alliances or coalitions, the Central Election Committee dismisses the person from all these positions, and in the question of a candidate, rejects his or her candidacy.

Section 51 Amendment of election bylaws and entry into force

Amendments to these election bylaws may be decided at a meeting of the Representative Council by the majority vote of the council members present at the council meeting.

These election bylaws apply to the Representative Council elections held after the entry into force.

The Representative Council approved these election bylaws at its meeting 1/2021 on 16 February 2023.