



THE SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL RULES

BOOK I

ORGANIZATIONAL AND OPERATIONAL ARRANGEMENTS

I. SPECIAL PART 3

RULES FOR THE ELECTION OF BODIES AND MANAGERS

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I. PART 3 RULES FOR THE ELECTION OF BODIES AND MANAGERS

Chapter I Rules for Senate elections

§ 1 [Scope]

These regulations apply to full-time, fixed-term, or indefinite teaching, research, teaching or other positions, employment or medical service (hereinafter referred to as “voter or candidate”), and to persons assisting in the conduct of the election, including members of the election committee.

§ 2 [Call for elections]

- (1) The general election notice of the Senate is issued by the Rector. The election notice shall specify in particular:
 - a) the period for lodging the nomination file, which shall not be less than five working days,
 - b) the conditions of the nomination, a model of the documents to be used to complete the nomination,
 - c) the duration of the election, which shall not be less than one working day and not more than five working days,
 - d) the sample ballot papers used in the election,
 - e) other information relating to the conduct of the election not covered by these rules.
- (2) The election notice shall be published on the University’s website.
- (3) The general election of the Senate shall be called so that the Senate may be elected every four years by 30 June of the current year.

§ 3 [The constituency]

- (1) Employees and persons in the health service may participate in the general election of the Senate in the groups defined in Article 22 (6) paragraph (6) and Article 22 (5) paragraph (b) of Part I, Section 1 of the Rules of Procedure (hereinafter referred to as “electoral district”).
- (2) Names of the electoral districts of lecturers, researchers, and teachers:
 - a) Faculty of General Medicine,
 - b) Faculty of Health Sciences,
 - c) Faculty of Public Health Services,
 - d) Faculty of Dentistry,
 - e) Faculty of Pharmacy,
 - f) Clinical Centre,
 - g) Doctoral School,

h) András Pető Faculty.

(3) The name of the constituency of other employees is Other employees.

(4) In the electoral districts of lecturers, researchers, and teachers, only lecturers, researchers, and teachers, and in the electoral districts of other employees, only persons employed in other jobs may be elected as members of the Senate and may be candidates.

(5) All persons eligible to stand for election shall be registered in the electoral district in which they are eligible to be elected to the Senate. Any person entitled to stand for election may vote and be a candidate in the electoral district in which he is registered.

(6) The Student Council, the Doctoral Students' Council, the Staff Council, and the trade unions shall notify the President of the Senate of the elections conducted according to the applicable rules.

§ 4 [The electoral roll]

(1) The electoral roll is a list of university citizens entitled to vote in the electoral district, prepared by the Directorate-General for Human Resources Management and made available to the electoral committee and the election agents (hereinafter referred to as the preliminary electoral roll).

(2) When preparing the provisional list, the Directorate-General for Human Resources Management will

a) the Chairperson, Vice-Chairperson of the University Doctoral Council, the Chairperson of the Standing Committees of the University Doctoral Council (Education and Credit Committee, Evaluation and Quality Control Committee, International Committee, and Disciplinary and Ethics Committee), if the doctoral student is a lecturer, researcher or teacher, the Doctoral School,

b) - if the provisions of point a) do not apply - in the case of lecturers, researchers, and teachers of departments belonging to the Faculty of General Medicine and the Clinical Centre, the Clinical Centre,

c) - if the provisions of points a) - b) do not apply - in the case of a lecturer, researcher, or teacher of the University Pharmacy, Institute for Pharmaceutical Organisation, the Clinical Centre,

d) - in the case of a Clinical Center Presidency member of the Clinical Centre, if the provisions of points a) to c) do not apply,

e) for all other lecturers, researchers, and teachers, the appropriate faculty electoral district.

(3) The Electoral Committee shall inform the citizens of the University on the University's website about the compilation of the preliminary electoral roll and the possibility of inspection, indicating the appropriate deadline.

- (4) The Electoral Committee, in cooperation with the Directorate-General for Human Resources Management, if necessary,
- a) correct any error in the provisional register, if the applicant so certifies,
 - b) transfer to the record of the electoral district they have designated the person who could be elected in more than one electoral district
- if the conditions are fulfilled, and the applicant so certifies or the election committee is otherwise satisfied. The time limit shall expire.
- (5) The Election Committee, if necessary with the assistance of the Directorate General for Human Resources Management, shall, before the commencement of voting, draw up the provisional register, the (4) changes according to paragraph 1, and any changes that have occurred in the meantime, in particular new entries, shall establish the final list. Any person not on the final list shall not be able to participate in the vote.
- (6) The electoral roll may be used as a list to determine eligibility to participate in the general Senate election only for the duration of the election. The electoral committee shall destroy the electoral roll, with a record being kept, within 60 days of the final determination of the election results and the Senate's inaugural meeting but no later than 60 days after the inaugural meeting of the Senate.
- (7) The electoral roll by constituency includes:
- a) the name of the person entitled to vote,
 - b) the date of birth of the person authorized to vote,
 - c) the name of the mother of the person entitled to vote,
 - d) the department is employing the person.
- (8) The electoral roll is made up of
- a) the person on the register,
 - b) the election agent,
 - c) the election committee, and
 - d) the remedies decided by the remedies committee
- you can view.

§ 5 [The election committee]

- (1) The Electoral Committee is a body of persons appointed by the Rector for the duration of the election, with the power to make decisions relating to the election of the General Senate. The Rector shall appoint the President of the Election Committee from among the former Rectors of the University or other citizens of high standing.
- (2) Other members of the Electoral Committee:
- a) - except for the faculty of the President's department, 1-1 members appointed based on a proposal from the Deans, following a request from the President of the Clinical Centre,
 - b) the Director-General for Legal Affairs and Administration,
 - c) the Secretary General of the Senate,

- d) 1 member of the non-executive members of the teaching staff.
- (3) The mandate of a member of the election committee shall end if they wish to stand as a candidate in the election. The Rector may appoint a new member to replace such a person and a member who does not participate in the committee's work.
- (4) The tasks of the electoral commission:
- a) decide on any matter relating to the election,
 - b) accept the authentic documents of the election (electoral roll, nomination papers, registration of candidates, ballot paper),
 - c) decides to amend the electoral roll,
 - d) checks the validity of the nomination and registers the candidates,
 - e) draw up and adopt the ballot paper for each constituency,
 - f) monitors and supervises the conduct of voting,
 - g) decide on any disputes relating to the poll,
 - h) establishes the results of the election and the names of the candidates who have obtained seats,
 - i) announce to the President of the Senate the members of the Senate elected based on the results,
 - j) to publish on the university website any call, statement, decision, or other documents of relevance to the university citizenry in connection with the election or to issue a mandate for publication.
- (5) The election committee shall be represented by the chairman on behalf of the (4) paragraph f), i), j) the chairman may also act on behalf of the electoral committee. The administrative tasks connected with the operation of the Election Committee (in particular, the preparation of minutes, recording of decisions, organization of meetings, and publication of decisions) shall be carried out by persons appointed by the Rector for the duration of the nomination and election.
- (6) The Election Committee meets as necessary, convened by the President. Minutes shall be taken of the meetings of the Election Committee. The election committee shall decide on its decisions within 3 working days of receipt. The Election Committee shall publish its decisions on the University's internal website within 24 hours of the decision being taken. The Election Committee shall be quorate if more than half its members are present. Decisions of the Electoral Committee shall be taken by a majority of the members present, with the Chairperson casting the deciding vote in the event of a tie. The election committee may also vote by electronic means. Its decision shall also be recorded in a resolution.
- (7) The election committee shall draw up minutes of the results of the voting by constituency, which shall include the following:
- a) the number of participants in the election (signatories to the electoral roll) and the percentage of them concerning the number of eligible voters, the total number of votes cast, and the percentage of them in relation to the number of those present,

- b) the total number of valid and invalid ballot papers, as a percentage of the number of those present,
- c) the number of votes cast for each candidate on the ballot paper is expressed as a percentage of the total number of valid ballot papers,
- d) the determination of the result of the election,
- e) the identification of the person(s) who will receive the mandate,
- f) the signatures of the Chairperson of the Elections Committee, the Director General of Legal and Administrative Affairs, the Secretary General of the Senate, and one additional certifying member requested by the Chairperson, the date and place of recording of the minutes.

§ 6 [*Election contributors*]

- (1) The election co-workers are university citizens involved in the election process, appointed by the Rector. Election officials may only be assigned specific tasks to cover the whole University or a constituency. The number of election agents shall be determined in relation to the number of persons on the electoral roll and the polling stations. The Rector shall appoint the head of the election agents from among those responsible for the election. The chief election mediator appointed by the Rector shall be entitled to represent the election mediators. The Election Committee chairperson shall direct the election mediators' activities.
- (2) Election agents participate in the conduct of the election in the electoral district, in the framework of which:
 - a) manage the register,
 - b) provide information on election-related issues,
 - c) provide the documents needed for the election,
 - d) contribute to the conduct of the election,
 - e) refer any disputes arising during the election to the election committee,
 - f) handle the nomination papers, ballot papers, and other election documents,
 - g) supervise the conduct of the election,
 - h) the votes are counted,
 - i) forward the summary of the poll results and the documents to the election committee.
- (3) The election agents may not decide on any disputes relating to the election.

§ 7 [*Marking*]

- (1) The candidate obtaining 20% recommendation but at least ten persons of those entitled to vote in the constituency may be elected from among those entitled to vote. Based on the information available prior to the call for nominations, the number of recommendations required shall be set out in the call for nominations and shall be subject to no appeal.

- (2) The voter is entitled to make a recommendation in their constituency. A voter may propose more than one candidate. A voter may support a candidate with only one bid. A proposal cannot be withdrawn. The recommendation may be made on the recommendation form following the model in the election notice. When making a recommendation, the nominating person must be identifiable by indicating the details on the record; in the absence of identification, the nomination is invalid.
- (3) Candidates may be recommended on a pre-certified recommendation form received from the election intermediary or delivered to the candidate, on which the election intermediary shall indicate the name of the candidate and the constituency concerned.
- (4) Recommendations can be collected anywhere in a manner befitting the University.
- (5) The candidate is registered by sending the required number of recommendations to the election committee. The Election Committee, with the assistance of the election intermediaries, checks the validity of the nomination and decides on the candidate's registration. Submitting the required number of recommendations shall also constitute an application according to Section 4 (4) (b) of Paragraph 4 for the given electoral district.

§ 8 [The ballot paper and voting]

- (1) The ballot paper shall, subject to the derogations provided for in these Rules, show the candidates in the order determined by the electoral committee by drawing lots or, failing this, in alphabetical order, with the following particulars:
 - a) name,
 - b) Deputy Rector, - in case of ambiguity, with an indication of the faculty - Dean, Deputy Dean, in the case of a Clinical Centre, President, Vice President, President of the University Doctoral Council,
 - c) the name of the teaching, research, or patient care organization in which the candidate's main professional activity is carried out,
 - d) a reference to any managerial position in the department referred to in point (c) and the position held.
- (2) Voting takes place during the period specified in the election notice on a ballot paper. Voting shall take place in one or more locations in the constituency, as necessary, with the conditions of a secret ballot being provided. The use of a polling booth or a separate room shall ensure secrecy. The election committee shall publish the polling stations on the University's website.
- (3) Before the start of voting, the election agents shall jointly verify the integrity of the ballot box(es) and that the ballot box is empty before closing the ballot box(es). A record of this and the closing of the ballot box shall be made.

- (4) During the voting, the election mediator shall verify the eligibility of the person casting the ballot to vote in the electoral register before handing over the ballot paper, and the person entitled to vote shall sign the register simultaneously.
- (5) After the end of voting, the election officials open the ballot box and count the votes.
- (6) A vote is valid if the will of the voter is clearly stated on the ballot paper and the ballot contains the correct number of votes.
- (7) The ballot paper shall be invalid if the will of the person entitled to vote cannot be established beyond a reasonable doubt.
- (8) The election officials shall take minutes of the opening of the ballot box, its integrity, and counting the ballots, sign them, and submit the ballot papers and the minutes to the election committee.

§ 9 [Number of votes that can be cast]

- (1) On the ballot paper, the Dean, the President of the Clinical Centre, and the other candidates must be listed separately. If the election of a non-executive lecturer, researcher, or teacher is to be ensured in the constituency, the candidates with executive powers shall be listed first, followed by those without executive powers.
- (2) In the case of the Clinical Centre, candidates should also be separated by faculty concerning the relevant criterion.
- (3) The ballot paper is valid if
 - a) the Dean, the President of the Clinical Centre is marked as supporting, or the relevant section is left blank, and
 - b) for the other candidates, a supporting mark is added to no more than one less than the number of candidates eligible for election,
 - c) in the case of the Clinical Centre, if there are no more than 3 supporting nominations among the other candidates from the non-Dental Faculty, Faculty of Pharmacy candidates, and
 - d) if a non-elected member is also to be elected in the constituency concerned, then, in the case of candidates with a leading mandate, a supporting designation shall be entered next to no more than two fewer names than the number of candidates eligible for election, excluding candidates under point a).
- (4) Information on the method of valid voting and the reason for separation shall be indicated on the ballot paper.

§ 10 [Validity of the vote]

- (1) The first round of voting in a general election is valid if at least 25% of the eligible voters in the constituency have voted.
- (2) The by-election and the second ballot of the general election are valid regardless of the number of voters.

§ 11 [Results and outcome of voting]

- (1) The candidate who obtains a mandate (the vote is thus partially or wholly successful) is
 - a) in the case of a candidate has received more than 50% of the votes cast,
 - b) for several candidates,
 - ba) if a non-elected person is also to be elected in the constituency, the person who obtained the highest number of votes among the candidates without a mandate,
 - bb) in the case of the Clinical Centre, the highest number of votes was received by the FOK and the GYTK candidates separately,
 - bc) in descending order of the number of votes obtained, except for the seats reserved according to subparagraphs bb) to bc), the additional candidate in the place corresponding to the number of seats to be filled, in descending order of the number of votes obtained, with a maximum of one candidate not holding a senior mandate and a maximum of one candidate holding a senior mandate less than the number of seats to be filled in the constituency in question but not holding a senior mandate,in all cases, on condition that there is no tie vote affecting the result and the candidate has obtained 25% of the voices of the voters who cast a valid ballot paper.
- (2) If the election in a constituency is invalid or inconclusive, in whole or in part, or in the event of a tie affecting the election result, a second round of voting shall be held for the vacant seats. In the second round of balloting
 - a) in the event of a tie, only the candidates affected by the tie,
 - b) in the event of partial or total inconclusiveness, up to twice the number of candidates (in order of the results of the first round) of the seats not filled,
 - c) in case of invalidity,
 - ca) if the turnout reaches 10%, a number of candidates equal to twice the number of seats to be filled,
 - cb) if the turnout is less than 10%, all candidates is on the ballot paper.
- (3) For the second round of voting, the general election rules shall apply, except that the election result shall be determined irrespective of the turnout and the percentage of votes cast.

§ 12 [Determining the result of the vote]

- (1) The election committee shall establish the vote results by re-examining the ballot papers in case of doubt or a tie. The Electoral Committee shall determine the candidates who have been elected and shall notify the President of the Senate thereof and publish its

decision on the University's website. The election result may be appealed against within 3 days of publication. In the absence of an application and for the parts not affected by an application, the result of the election shall be final.

- (2) In the event of an appeal, the Rector appoints a 3-member appeal committee. No candidate or member of the election committee may be a member of the appeal committee. The member of the appeal committee shall preferably be a person who does not have the right to vote in the electoral district concerned.
- (3) The procedure and decisions of the legal remedy committee shall be governed by the rules applicable to the election committee. In the event of an appeal procedure, if the application is granted in whole or part, the appeal committee shall determine the election's final result.
- (4) The decision of the redress committee is final, and there is no further right of appeal or judicial review concerning the election.
- (5) The Secretary General of the Senate prepares the credentials based on the election's final results and the delegates' declarations.

§ 13 [Senate by-election]

- (1) The rules applicable to the election of the Senate shall apply *mutatis mutandis* to the election of the Senate by-election, except that the members of the election committee need not include representation from constituencies not covered by the by-election.
- (2) The term of office won in a Senate by-election may last up to the inaugural meeting of the Senate elected at the next general Senate election.

§ 14 [Safekeeping of election documents]

Among the documents of the general senate election, the original copies of the election notice, the minutes, and the decisions of the election committee must be deposited in the University Archives, and they are not to be discarded.

§ 15 [Other provisions]

- (1) In the election procedure, the time limit must be set to the nearest hour. If the deadline is set to the nearest day, it shall expire at 15:00.
- (2) Concerning the application of § 9, the status of the 1st day of July following the election shall be taken into account for the general election concerning the already issued and expiring managerial mandates, and for by-elections, the status of the 30th day following the starting date of the election as stated in the notice of the election shall be taken into account.

- (3) To apply Section 8 (1), in the case of a management mandate which has been issued but has not yet commenced, the words “elected” or “appointed” shall be used. If a management mandate has not been published in a tender, the words “mb.” shall also be indicated.
- (4) A candidate may withdraw until the close of voting; the withdrawing candidate is eliminated. A candidate whose eligibility ceases before the close of voting shall also be eliminated. The eliminated candidate may not obtain a mandate, and the eliminated candidate shall not be indicated on the ballot paper, shall be withdrawn from it, or shall be informed in another suitable manner to the voters of the fact of withdrawal.

Chapter II

The rules for the democratic election of additional university bodies and leaders

§ 16 [Rules for the democratic election of university leaders and bodies]

- (1) In the election to University, faculty, institute, and local government bodies, where these Regulations require the election of members and the election of officers of such bodies is necessary for the exercise of rights, the principles and provisions of these Regulations and the rules of the relevant organizations governing the election procedure shall apply.
- (2) The election of the representatives of the teaching/research staff and other staff members is organized by the University's officers, the election of the student representatives is managed by the Student Council, and the election of the representatives and officers of the Doctoral Students' Council is organized by the Doctoral Students' Council.
- (3) All university employees, members of the medical service, and students are electors. They may be elected, subject to the provisions of the law and the conditions laid down in these Rules of Procedure.
- (4) Elected students and lecturers represent their constituents and are required to report regularly to them on their activities in the area of representation.
- (5) The elected members of the bodies may be removed from office and recalled by those entitled to elect them.
- (6) Those elected may resign their mandate.
- (7) Where the condition of membership of a body referred to in paragraph 1 is subject to election, the body concerned shall, subject to the provisions of these Rules, adopt electoral rules, the content of which shall be as follows:
 - a) the determination of the eligible voters,
 - b) the conditions and regulations for the right to vote and to stand as a candidate,
 - c) the detailed rules of the election procedure, in particular the provisions on the nomination, the conduct of voting, the time of voting, and the information of persons entitled to vote,
 - d) the requirements for the authentication of the results of the election and the supervision of the conduct of the election, and the procedures for settling disputes,
 - e) the rules for reporting the results of the election to the Rector.

17. §

- (1) Elections should be held every 3 years or as needed.
- (2) The Rector orders elections. The elections shall be held at a time that will allow the newly elected delegates to attend the first Council meeting of the new academic year.

- (3) The Director of the Institute may also call for an election to fill a seat on the Institute Council.
- (4) An election committee shall be established in due time before the elections. The election committee shall consist of a chairperson and at least 2 members.
- (5) The election committee is responsible for organizing the regular conduct of elections.
- (6) The quorum of a body, institute, or electoral (public) assembly (hereinafter, together, “electoral assembly”) convened for an election shall be at least sixty percent of those entitled to vote. The quorum shall be verified before each vote.

18. §

- (1) The participants in the electors’ meeting must be informed of the procedure for nomination and voting.
- (2) Members of the Institute’s Board are elected based on a list of candidates.
- (3) Any eligible person may be included on the shortlist. The list must be made available to all before the vote. The names of candidates shall be listed in alphabetical order on the list of candidates.
- (4) After the list of candidates has been drawn up
 - a) the chairman of the electoral assembly shall arrange for the preparation of the ballot papers,
 - b) the electors’ meeting elects a ballot counting committee of three members from among those not on the list of candidates to count the votes and determine the result of the election. The members of the electoral assembly shall propose the composition of the committee.

19. §

- (1) The election is held in secret.
- (2) Any ballot paper containing more votes than the required number of votes for a candidate and votes cast for persons not on the list of candidates shall be invalid. A ballot paper from which the voter’s will can be established beyond doubt shall be valid.

20. §

- (1) A candidate must obtain a majority of the votes to be elected.

- (2) If more than one person is standing for an office and no candidate receives a majority of votes, the candidates who receive the highest votes in the first round of voting shall be elected. The candidate's name who received the fewest votes shall not appear on the ballot paper in the second round of voting. The voting procedure shall continue this way until one candidate has obtained a majority of votes or until two candidates remain for the final round.

If neither of the remaining candidates obtains a majority of the votes in the next round, the vote shall be repeated once; if this is unsuccessful, the application shall be inconclusive. In such a case, a new call for applications shall be made, and the employer shall be entitled to fill the post by appointment until the Governing Board decides on the new call.

- (3) In the election of the bodies' members, the counting committee determines the names of the persons who obtained a majority by counting the votes. The candidates receiving the highest number of votes shall be elected members of the Boards and shall occupy the seats on the Boards in the order of the votes cast for them.

21. §

- (1) If the available seats cannot be filled, a new election shall be held at the same election meeting to fill the vacancy.
- (2) In this election, candidates not elected in the previous elections and who have agreed to stand for re-election are put on the new list based on the number of votes they received previously. In the new election, the candidates who obtain the highest number of votes shall occupy the seats on the Board in the order of the votes cast for them.

22. §

Concerning the Senate, the provisions of §§ 1-15 shall apply instead of §§ 16-21.