

**Electoral Rules of Procedure
for the Election of Representatives of Academic and
Scientific-Technical Staff
at General Meetings of the Institute**

§ 1

In each department, academic and scientific-technical members of staff with a university degree are entitled to vote, with the exception of staff working at the institute in a guest capacity (for less than one year).

§ 2

Representatives are elected to the institute general meeting for two years. Re-election is permissible.

§ 3

The institute management shall nominate a person eligible to vote to be the institute electoral officer who oversees the conduct of the election. The electoral officer shall announce the date of the election for the institute at least four weeks in advance, and shall ensure that a list of those eligible to vote and stand for election in each individual department is posted at the usual locations at the institute.

Upon application the electoral officer shall forward voting papers to eligible voters who are prevented from voting in person on the day of the election. These papers shall comprise a ballot paper listing the candidates proposed for election and an envelope addressed to the electoral officer and bearing the sender's address of the eligible voter. The electoral officer shall ensure that voting papers are sent to eligible voters at least one week prior to the date of the election.

In case of doubt, the electoral officer in coordination with the institute management shall decide upon eligibility to vote. The institute management shall support the electoral officer in the performance of his or her duties.

§ 4

Eligible voters may nominate candidates in writing from among those eligible to stand pursuant to § 1 up to two weeks prior to the date of the election.

§ 5

Votes are cast by concealed ballot paper on which the voter marks a cross to select a proposed candidate for his or her department.

In the case of postal votes, voters must send their ballot paper in the ballot paper envelope to the electoral officer in sufficiently good time to arrive no later than 6:00 p.m. on the day of the election. The electoral officer shall remove the ballot paper from the envelope without revealing it and place it among the other ballot papers cast at the election meeting.

§ 6

The election may also be conducted by appropriate electronic means, provided that confidentiality is protected and the mentioned deadlines are met. The regulations adopted in § 3 - § 5 are to be applied accordingly.

§ 7

Those persons receiving the most votes in their departments are elected as representatives of the academic and scientific-technical staff at general meetings of the institute. The order of deputy representatives is dependent on the number of votes received. The deputies are also deemed to be substitutes.

In the event of a tied vote, lots shall be drawn.

§ 8

The electoral officer shall prepare a report on the results of the election, with a copy for the institute management.

§ 9

The electoral officer shall announce the results of the election by posting a notice at the usual locations at the institute.