

Regulations for
election to the Board, Faculty Board and Department Board,
as well as election of Heads of Departments
at the Norwegian University of Science and Technology

Adopted by the Board on 15 March 2005 (S-sak [Board item] 20/05)
pursuant to Section 11 No. 7 and Section 4 No. 4 of the Act relating to Universities and
University Colleges (Universitets- og høyskoleloven)¹

Amended through the following items:

S-sak [Board item] 20/06 Section 3 No. 2 The Right to Vote

S-sak [Board item] 62/08 Section Register of voters

Last amended in S-sak [Board item] 8/09 revisions and updates, 25 February 2009.

¹ That is, Section 9-4 No. 9 and Section 4-1 No. 2 in the Universities and Colleges Act in effect after the last amendment to the regulations.

General provisions

Section 1. Applicability of the regulations

The regulations apply to the election of members of the Board, Faculty Board and Department Board of NTNU, to the election of Heads of Departments, and to other elections in accordance with decisions by the Board.

With regard to other matters such as the composition of boards and councils, elected terms, and whether the individual elections are to be held, reference is made to the Act relating to Universities and University Colleges, as well as relevant decisions made by the Board of NTNU and decisions made by NTNU's management.

Election to boards

Section 2. Form of elections

1. Elections are conducted by electronic ballot via NTNU's intranet:
 - a. The voter's user name and password are checked electronically against the register of voters. Any complaints about the register of voters are to be submitted electronically.
 - b. Each voter may vote only once in each election. It is not possible to vote in advance.
2. Members and at least as many sequences of deputy members are elected by and from their groups in separate elections. Each group comprises a body of voters.

Section 3. The right to vote and constituencies

1. The following groups have the right to vote in elections:
 - permanent academic staff
 - temporary academic staff
 - permanent and temporary staff in technical and administrative positions
 - students
2. To have the right to vote in their groups, permanent and temporary staff must be employed in a position with a full-time equivalency of at least 50% and must have taken up the position by the date on which the register of voters was published.
3. Students who have been admitted to a course or specific programme of study at NTNU have the right to vote. Those who are registered for programmes of study and courses at several faculties and departments can choose the faculty and department in which they wish to exercise their right to vote. Students who at the same time satisfy the requirements for the right to vote as members of the NTNU staff shall vote as staff.

4. For externally funded staff where NTNU is the employer, the same regulations regarding the right to vote apply as for the institution's other staff. This does not apply to staff at institutions that are operationally associated with NTNU, but where the Board of NTNU does not have the responsibility for the academic or professional activities.

5. For a person who is on leave of absence to work in another position outside NTNU, the right to vote lapses. In the case of leave of absence to work in another position at NTNU, the right to vote corresponds to the position held by the person in question on the date that the register of voters is published. The right to vote is kept in the case of leave of absence with pay from NTNU.

6. A professor or associate professor in at least 20 % position at the Faculty of Medicine who is employed in a combined position at the University Hospital has the right to vote in elections at faculty and department level.

Section 4. Eligibility

1. Staff with the right to vote are eligible for election in their group as long as they have a contract of employment or period of study that covers the elected term in question. Unless the Board has decided otherwise, the elected term starts on 1 August. For the group comprising temporary academic staff, the Election Board may approve candidates whose term of employment is one month shorter than the elected term in question.
2. Norwegian is the official working language at NTNU. Potential candidates must document that they have adequate language skills to serve in the position.² Cases of doubt are to be decided by the Election Board.
3. The following persons are not eligible for election:
 - a. Persons who have served in the position in question for a continuous period of 8 years at the beginning of the new elected term pursuant to the provisions of the Act relating to Universities and University Colleges.
 - b. The following persons in managerial positions: Managers who report directly to the Rector and Dean are not eligible for election to the Board. Managers who report directly to the Dean are not eligible for election to the Faculty Board. Managers who report directly to the head of the department are not eligible for election to the Department Board. Cases of doubt are decided by the respective Election Board.
 - c. Members of the Election Board or nomination committee for the election in question.

² If there can be doubt if a candidate masters Norwegian or a Scandinavian language sufficiently, the candidate shall document his/her language skills by a diploma or a written attestation from the Department (Department Head or administration).

- d. Persons who have been granted exemption after requesting exemption from re-election on the grounds of previous positions held pursuant to the provisions of the Act relating to Universities and University Colleges.

Section 5. Date of the election

1. The Rector determines the time schedule for ordinary elections. In the event of a supplementary election during the period, the Rector and Dean respectively decide when the election is to be conducted.
2. The determination of the election results shall be completed at the latest 1 month before the representatives' elected term starts.

Section 6. Election Board

1. The Election Board is responsible for conducting elections and any supplementary elections during the elected term until a new Election Board has been appointed. The Election Board:
 - a. manages the election and the preparations for this.
 - b. announces the election at the latest 6 weeks before the first election day. At the same time, information shall be provided about how the election is to be conducted and that the deadline for nominating candidates is 3 weeks before the election.
 - c. shall if possible ensure that elections do not take place before proposals have been put forward for at least as many candidates as the number of members and deputy members to be elected. If, by the deadline for nominations, proposals have not been put forward for at least as many candidates as the number of members and deputy members to be elected, the Election Board may ask the nomination committee, or the Rector or Dean if applicable, to put forward proposals for a sufficient number of candidates within three days.
 - d. interprets the election regulations and deals with complaints about the register of voters.
 - e. checks the election results and announces the results.
 - f. deals with any appeals regarding the election.
 - g. may, in the event of technical problems of critical importance for voting, decide that the period for conducting the election is to be extended.
2. After discussion in SESAM, the Rector appoints the Election Board for the election of Board members. After discussion in LOSAM, the Dean appoints the Election Board at faculty level, which is to be responsible for conducting the elections for the Faculty Council, Department Council and Head of Department.
3. The Election Board shall have 3 to five members with representation from various groups of employees. The Chair of the students' Election Board acts as observer. The

Rector designates the Chair and if applicable the Deputy Chair, or leaves this selection to the Election Board itself.

4. The Election Board is quorate when more than half of its members are present. Decisions are made by simple majority. In the event of an equality of votes, the Chair has the casting vote.

Section 7. Nomination committee

1. The Rector shall appoint a joint nomination committee consisting of at least one representative for each group of staff members to be elected. The proposed composition is to be discussed in SESAM. The Rector may appoint new members if some of the persons appointed cannot participate in the committee.

2. With an emphasis on equal treatment of the candidates, the nomination committee shall contribute to involvement and broad participation in the elections by:

- a. disseminating information before the deadline for nominations about what the position entails and the requirements for the candidates' competence.
- b. during the nomination period, contributing to measures to ensure that the number of candidates proposed is sufficient to enable a genuine election, and if applicable to put forward proposals for candidates itself.
- c. after the deadline for nominations end and before the first election day, organizing election meetings and presenting the candidates.

3. The Dean may appoint the nomination committee for elections at the faculty.

Section 8. Register of voters

1. The Rector is responsible for the register of voters. The right to vote is linked to the voters' registration in NTNU's payroll system or in the national student register (FS). The joint register of voters for all elections at NTNU is issued twice a year after students' registration for the semester. Elections can be conducted from four weeks after the joint register of voters has been issued and until one week before the new register of voters is issued. Voters must themselves check that they are recorded in the register of voters.

2. Complaints about the register of voters are to be addressed to the electoral registration officer, at the latest 2 weeks before the election day. If the electoral registration officer finds that it is not possible to correct the register of voters, the Election Board reaches a decision on the complaint.

3. It is a management responsibility to make arrangements enabling staff who do not use the Internet in their day-to-day work to receive impartial information about the election as well as the opportunity to check the register of voters and to cast their vote

electronically. For the temporary academic staff group, out of consideration for staff with an international background, information about the elections is also provided in English.

Section 9. Nomination. Announcement of candidates. Election campaign

1. All staff and students at NTNU with the right to vote may submit proposals for candidates from their own group. The proposals must be signed by at least 3 persons with the right to vote.
2. The proposals must be received by the Election Board at the latest 3 weeks before the election starts. The candidates are approached by the Election Board.
3. The Election Board announces the candidates at the latest 14 days before the election starts. Organized election campaigns are conducted during the period between the announcement and the start of the election.

Section 10. Election of student members to the Board, Faculty Board and Department Board

1. Election of students takes place by electronic ballot. Separate elections may be held for members and deputy members.
2. It is only possible to vote for candidates who have been legally nominated and proposed to the Election Board by the deadline for nominations.
3. The practical implementation of elections of student representatives to the Board is undertaken by the Election Board for the Student Parliament (Studenttinget).
3. The Student Parliament is responsible for ensuring that by 1 March every year representatives to the Election Board for election of student representatives are elected. The Election Board also functions in the event of an election/supplementary election during the period.
4. At faculty and department level, the duties of the Election Board are undertaken by the student representatives in each faculty. The election may alternatively be conducted by ballot in a general meeting. Students who are not included in the register of voters may not vote at elections at a general meeting.

Section 11. Determination of the election results

1. Preferential voting takes place in each group. Members and deputy members are elected in one process. That is, each voter ranks candidates in numbered order of

preference. The maximum number that can be ranked is the number of members and deputy members to be elected for the group in question.

2. The votes are counted separately for each group. The result is determined as follows:
 - a. The votes are weighted by dividing the total of Number 1 rankings by 1, the total of Number 2 rankings by 3, the total of Number 3 rankings by 5, the total number of Number 4 rankings by 7, etc.
 - b. The total of the weighted numbers of votes determines who is elected as a member and who is ranked a deputy member.
 - c. The requirement for gender balance shall be satisfied for each group elected.
 - d. If votes are equal between two candidates, the ranking of these is determined by lot drawn by the Election Board.

3. The requirements for gender balance imposed by the Act relating to Gender Equality (Likestillingsloven) shall be satisfied as follows:
 - a. If 2 or 3 members are to be elected in the group, both sexes shall be represented. This applies correspondingly to deputy members. If the count shows that there will be fewer representatives than this for one sex, the ranking of candidates of the underrepresented sex is increased. The requirement for gender balance shall first be satisfied for members, then for members and deputy members together.
 - b. If only 1 member is to be elected, the deputy member shall be of the opposite sex.
 - c. Exemption to the regulations can be made when there are special circumstances that make it clearly unreasonable to satisfy the requirements. The Rector decides on exemptions on the basis of a proposal from the Election Board.

4. The election results shall be entered in a separate record of the elections, which is signed by the Election Board. Notification of the election results is sent to the Rector and immediately announced by the Election Board.

Section 12. Resignation during the elected term

1. A person who ends their contract of employment or their studies at NTNU relinquishes the position to which they have been elected. A person who has leave of absence to work in a position outside the university relinquishes the elected position during the leave of absence. In exceptional cases and on the basis of a personal application, the Rector or Dean may grant a member exemption from the elected position for the rest of the elected term when there are strong grounds for this related to work or welfare.
2. A supplementary election is held only if it is not possible to substitute from the list of deputy members and the ranked candidate list for the election and group in question.

Section 13. Appeals

1. A person who has the right to vote in an election may bring an appeal on the grounds of errors that have been made during the election. The appeal must be submitted to the Election Board in question at the latest one week after the results of the election have been announced.
2. The Election Board can decide that a recount or new determination of the election results shall be conducted where this is possible and adequate to correct any errors. The new determination of the election results can be appealed in accordance with Subsection 1 above.
3. If the Election Board finds no basis for allowing the appeal, it is immediately forwarded to the central Appeals Committee. The Election Board shall issue a statement regarding the appeal in connection with the forwarding of the appeal. In this case, the appellant shall be informed of this.
4. If the central Appeals Committee is of the opinion that errors of material significance to the election result have been made, and that these cannot be rectified by a recount or new determination of the election results, a new election shall be held. This shall be held as soon as possible. Until the new election has taken place, the previous member remains in the position even if the elected term has expired.

Election of Head of Department

Section 14. Form of elections

Election of the Head of Departments takes place by electronic ballot.

Section 15. Election date and supplementary elections

1. The Rector determines the election date (see Section 5) to the position of Head of Departments. If the Head of a Department resigns from the position more than 12 months before the elected term ends, a supplementary election is held for the remaining elected term. If the Head of Department resigns from the position less than 12 months before the elected term ends, the Dean shall appoint a substitute.

Section 16. Election Board and nomination committee

1. The Faculty's Election Board, with the responsibilities and the composition pursuant to Section 6, is the Election Board for elections of the Head of Departments.

2. On the basis of a proposal from the department, the Dean appoints a nomination committee at each department for election of the Head of Department. The committee should have at least three members with representatives of various groups of staff and students. The Dean is the Chair of the nomination committee. Also see Section 7.

Section 17. Nomination and Eligibility

1. All staff and students in the Department with the right to vote can within three weeks before the election starts send the Election Board proposals in writing for candidates for the Head of Department. The proposals must be signed by at least 3 persons with the right to vote.

2. To be eligible as Head of Department, the persons in question must be permanent full-time members of the academic staff with the equivalent of Associate Professor competence as a minimum. At the Faculty of Medicine also professors and associate professors in at least 20 % positions who are employed in a combined position at the University Hospital are eligible as Head of Department. A person who has been Head of Department for 12 consecutive years may not be re-elected. The Election Board determines whether the candidates satisfy the formal requirements for eligibility. On the basis of an application from the Faculty, the Rector may allow exemption from the requirement for competence.

3. Candidates who are eligible for election as Head of Department must also be qualified to perform the functions assigned to the management position in accordance with the Board's guidelines. The nomination committee assesses the candidates in relation to criteria such as academic competence, general management experience and experience in academic management, motivation for the position and personal suitability. The nomination committee shall provide information about the candidates' qualifications before the election is conducted.

Section 18. Implementation of the election

1. The elections are conducted as separate elections for the four groups permanent academic staff, temporary academic staff, technical and administrative staff, and students. The votes for the groups are counted separately and weighted according to the following basis for allocation:

permanent academic staff	50 %
temporary academic staff	10 %
technical and administrative staff	20 %
students	20 %

2. The elections take place through majority election:

- a. The candidate who has received more than half of the weighted votes is elected.

- b. If no one has received such a majority, a new ballot is held between the two candidates who received the highest weighted number of votes in the first ballot. The candidate who receives the highest number of the weighted votes in the top ranking in the second ballot is elected.
- c. If there is an equality of votes in the second ballot, lots are drawn in the Election Board to decide the election.

Section 19. Involuntary termination and notification of a new election

In special cases, the Dean may exempt a Head of Department from the position and issue notification of a new election. The Head of Department who has been exempted will then not be eligible in the event of a new election. The Dean decides how the management of the Department is to be undertaken until a new Head of Department takes up the position.