

CONFIRMED
Rīga Stradiņš University
Student Union
23.09.2020.
Council meeting, prot.Nr. 45-2-7P

Election Regulations of Rīga Stradiņš University Student Union (RSU SU) Foundation

I General Provisions

1. Election Regulations of Rīga Stradiņš University Student Union (hereinafter - RSU SU) Foundation (hereinafter - the Regulations) shall establish the procedure for students to be elected to the University collegial institutions.
2. RSU SU Council (hereinafter - the Council) shall decide on issues that are not regulated by these Election Regulations.

II Procedure for Elections of the Council:

3. The SU Board (hereinafter - the Board) shall organise elections providing students with an individual vote and fulfilment of other requirements of these Regulations.
4. Elections shall be direct, proportional, equal and voluntary elections by secret ballot.
5. Elections shall be held in the third week of November, and they shall last for 5 working days. The final results of the counting of votes shall be announced not later than 72 hours after the conclusion of vote, if no complaint has been submitted regarding the procedure of the elections.
 - 5.1. If it is not possible to provide representatives of the students' interests of any Faculty within the Council, the Board shall decide on organisation of elections only within the respective Faculty in order to ensure the full representation of the students.
6. Any RSU student may become a member of the Council.
7. A student may stand for elections only from their Faculty list.

8. Students of each Faculty study programme shall have the right to vote only for the students included in the candidate list of their Faculty.

9. The Council shall represent the interests of all Rīga Stradiņš University students. Each year the Council shall determine the breakdown of the number of Faculty representatives within the Council depending on the number of students. The candidates of each Faculty candidate list who have won the most votes shall become the members of the Council.

10. The following formula shall be applied to determine the breakdown of the Faculty representatives:

$$A=B/C * D$$

$$B=b^{0.85}$$

$$C = B_{sum}$$

$$D=(d * 10)^{1/2.95}$$

b = the number of students in the Faculty; d = the number of students in the University

The current data shall be inserted in the formula in the first week of October.

11. Vote “for”, “against” or “abstain”.

12. The result for the candidate shall be obtained by summing up votes “for” and “against”. “For” shall be considered as “+1”; “against” shall be considered as “-1”, and “abstention” shall be considered as “0”.

13. In case of the same result, the number of votes “for” shall be decisive. If also this result is the same, the order in which the documents were submitted shall be decisive.

14. Requirements for the candidate:

14.1. The candidate has to be nominated by at least 10 RSU student signatures (see the Annex);

14.2. The completed electronic form (drawn up by the Board) for the candidate of the Council member has to be submitted (Appendix No. 1) or, if the Council Election Commission decides on fully electronic elections, a questionnaire with 10 student IDs.

15. The time period for submission of documents shall last at least 14 days before the elections. When submitting documents to the elections, the candidate shall certify that he/she has no objection to the fact that the Board with the Council Election Commission provides the participants of the elections, RSU students, with the opportunity to get acquainted with the documents submitted by the applicants, following the data processing procedure specified in the RSU SP Privacy Policy.

16. The Electoral Commission, consisting of at least three members of Rīga Stradiņš University students, which is approved by the Council in compliance with the Election Regulations at least three weeks before the announcement of the elections to the Council, shall be responsible for holding of elections. Students who are nominated as candidates for elections must not be included within the Electoral Commission.

17. The powers of the Council shall enter into force at the first meeting of the Council convened by the Board not later than 2 weeks after the announcement of the election results.

18. In the event that a member of the Council has been exmatriculated from the University, has resigned his/her seat, has been removed from office or otherwise cannot perform his/her duties, the next applicant in the order of the election results shall take his or her place.

18.1. If there are no candidates in the order of the election results, the faculty shall be represented in the minority/a separate election shall be organised for the faculty in the case of need (1x a semester).

19. Election contest:

19.1. Complaints about the procedure of elections may be submitted to RSU Rector no later than 48 hours after the announcement of the election results.

19.2. Within one week after the receipt of the complaint, Rector shall announce his decision whether to reject the complaint or to declare the elections illegitimate. Rector's decision may be challenged in compliance with the procedure specified in RSU Constitution.

19.3. If the elections are declared illegitimate, they shall be held repeatedly within two weeks following the date the decision of the rector was made. Then contesting election results is no longer possible.

III Board Elections

20. The election of the Board shall take place at the first meeting of the newly elected Council.

21. The Board shall be elected in accordance with the Board model approved by the Council.

22. The President shall be elected first.

23. After election of the President of the Board, the Council shall elect Heads of Departments and Deputy heads in accordance with the Board model approved by the Council.

24. The President, the Heads of Departments and Deputy heads shall be elected by the Council, if more than half of the members registered for the Council meeting have voted “for” by a simple majority (hereinafter - the simple majority).

25. Members of the Board shall be elected for one year. The ballot shall be secret.

25.1. Vote “for”, “against” or “abstain”.

25.2. The result for the candidate shall be obtained by summing up votes “for” and “against”. “For” shall be considered as “+1”; “against” shall be considered as“-1”, and “abstention” shall be considered as “0”.

26. Any RSU student may become a member of the Board.

27. Requirements for the presidential candidate:

27.1. A CV;

27.2. A Letter of Motivation;

27.3. A Strategic Action Plan.

27.4. The candidate has to be elected as a member of the Board or the Council at least once during the previous 3 years.

28. Requirements for the candidate for the Head of Department:

28.1. A CV;

28.2. A Letter of Motivation;

28.3. Strategy for the Direction.

29. Requirements for the candidate for the Deputy Head of Department:

29.1. A CV;

29.2. A Letter of Motivation.

29.3. Must be an RSU student

30. A member of the Council may not be the head of the Board at the same time. If a member of the Council is elected to the position of the Head in the Board, he / she must suspend the term of office of the member of the Council for the term of being in Board.

31. The newly elected Board shall take over at the beginning of the calendar year following the announcement of the election results.

IV Election of RSU SU Councillors

32. The Councillors shall be elected by the Board during the Board meeting by a simple majority.

33. The application shall be announced no less than 2 weeks before the Board meeting, where the Councillor is elected. Applications shall be accepted for at least one week.

34. The candidate for the Councillor has to submit a CV and a Letter of Motivation.

V Ārvalstu Studentu asociācijas valdes ievēlēšana

35. The Board of the International Students' Association (hereinafter - ISA) is elected in November, in accordance with the ISA Regulations. Elections are open. Any student can apply. who studies in a program in English. The ISA Board is elected by secret ballot, considering individual student voting.

36. The isa Board shall decide whether the vote will be taken electronically or on paper by secret ballot.
 1. In the case of electronic voting, voting shall take place after the presentations of the candidates. The results of the vote will be announced the following day.
37. Elections must be announced at least four weeks before the election date.
38. The application for the position of the ISA Board must be sent to the ISA Board by e-mail at least 2 weeks before the election.
39. During the annual elections, the Officers shall be elected in this order: the President, the Vice President, the Head of Academic Affairs, the Head of Integration and Sports, the Treasurer, the Medical Science Director, the Liaison officer, the Public Relations officer, the Internal Collaborations & Human Resources officer, the Assistant to the Head of Academic Affairs, Assistant to the Head of Medical Science and Assistant to the Head of Integration and Sports.
40. Officers shall be elected by majority vote:
 1. If no candidate receives a majority vote, a runoff election shall be held without the candidate(s) receiving lowest number of votes.
 2. If more than one candidate is running for one position, only one of the candidates may vote.
41. Voting is by secret ballot and the votes are counted by an independent committee appointed by the RSU SU Board.
42. The appointed committee consists of 3 RSU students, who may not be candidates in the specific elections.
43. The Board shall take over at the beginning of the calendar year following the announcement of the election results.
44. Board members are elected for one year.

45. Elections shall be deemed to have taken place if:

1. The elections are witnessed by 50 voters
2. Atleast 50 students have voted.

46. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of the Executive Board, and must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

47. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President, in an interim capacity. Vacancies in any elected office shall be filled by an election held at the next regular meeting, where the vacancy was announced. The Executive Board may appoint an interim officer to fill the vacancy until the election is held

1. In the event of inability to recruit members to fill the positions of the organization, the President may appoint interim officers from outside the international student community at RSU, meaning any RSU student.
2. If the organization fails to recruit a President, the Vice President of the ISA, or the Chairman of the RSU SU Board, must assume office as an interim officer to fill the vacant position..

VI Elections of leaders of student scientific groups, national and academic interest groups

48. Elections of the leaders of student scientific groups are held in accordance with the regulations of RSU student scientific groups.

49. Elections of national and academic interest clubs are held in accordance with the regulations of the ISA and the regulations of the individual interest club.

VII Election of Other Student Representatives

50. This section shall regulate the procedure for the election of representatives of RSU student interests whose election is not described in the previous sections of these Election Regulations (II, III).

51. The student representatives shall be elected for the entire study period unless otherwise provided by their position.

51.1. The student representatives to the Senate shall be elected for one year.

51.2. The student representatives participating in the *Erasmus* programme shall be re-elected.

52. In the event that a student representative has been exmatriculated from the University, has resigned his/her seat, has been removed from office or otherwise cannot perform his/her duties, election shall be organised for the respective position at the following meeting of the Council.

53. Application for the positions of Senators, Faculty Board members and other positions shall be announced at least two weeks prior to the following Council meeting. Applications shall be accepted for at least 5 working days.

54. The SU Board shall organise application for the positions of Senators, Faculty Board members and other positions of the student representatives.

55. The Council shall vote for the candidates by a simple majority.

56. Any RSU student may apply for the announced positions.

57. Requirements for the candidates:

57.1. A CV;

57.2. A Letter of Motivation

57.3. Has to be a RSU student

58. If the candidate is unable to attend the meeting of the Council due to objective circumstances, he/she shall provide the video material for the meeting of the Council presenting his/her candidacy to the particular position of the Council. If in case of absence the candidate fails to submit the above referred material, the Council shall be entitled not to consider the candidate's application.

59. The candidate shall inform the Council about his/her absence at least 3 days prior to the meeting of the Council. The Council may ask the candidate to prepare answers to the questions; and the candidate shall submit the answers in writing or give the answers in the video material submitted.

60. In case the student representative is ex-matriculated upon obtaining the RSU diploma and plans to continue studies at the next study level of RSU, on the basis of the application he / she is entitled to retain the powers of the student representative, if the elected position allows it. The application is reviewed by the Board, informing the Council thereof.

VIII Procedure of Adoption of Regulations and Amendments to Regulations

61. RSU SU Election Regulations shall be adopted at the meeting of the Council upon the proposal of the Board or upon the proposal of not less than one third of the members of the SU Council.

62. Amendments to RSU SU Election Regulations shall be adopted and passed by an absolute majority of all the members of the Council.

63. RSU SU Election Regulations and its amendments shall enter into force after approval at the Council meeting.

Chairman of RSU SU

Linda Skulme

Election of the Council of the Student Union, xxx. year (date) (month) - (date) (month)

Annex No ____ 1



APPLICATION TO COUNCIL ELECTIONS

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SURNAME

FACULTY, YEAR OF STUDIES

STUDENT IDENTITY CARD NO

MOBILE TELEPHONE

E-MAIL

I hereby acknowledge, by my signature below, that:

- 1. I have read RSU SU Election Regulations;*
- 2. the information I have provided is true;*
- 3. I have completed the electronic application form;*
- 4. I agree that the personal data contained in the form will be used for project organization purposes. Personal Data Manager is RSU SU. Personal data will be processed on the basis of legitimate interests where, in the event that personal data is not provided, participation in the project is restricted. Personal data will be stored until the project is successfully implemented.*

DATE

SIGNATURE

NOMINATION FORM FOR CANDIDATE TO THE COUNCIL MEMBER

I hereby acknowledge, by my signature below, that:

1. I support _____ (name, surname) candidacy for RSU SU Council elections;

2. I agree that the personal data contained in the form will be used for project organization purposes. Personal Data Manager is RSU SU. Personal data will be processed on the basis of legitimate interests where, in the event that personal data is not provided, participation in the project is restricted. Personal data will be stored until the project is successfully implemented..

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