



# **Unified Electoral Regulations for the Election of Representatives to University Bodies**

(resolved by the Executive Committee at its meeting of 25 March 2021 with the amendments resolved by the Executive Committee at its meeting of 4 May 2023)



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## **Article 1 - Calling of Elections**

Elections are called by the rector by decree posted on the university notice board and published on the university website at least 25 days prior to the date that the elections are scheduled for. That decree specifies the representatives to be elected as per Article 2 hereof, the procedure for presenting candidate lists (including the number of necessary signatures as per Article 7, subparagraph B), hereof) and the place, date and hours of voting.

Generally, elections are held in November with representatives taking office as of 1 December.

## **Article 2 - Representatives to be Elected**

The representatives to be elected are:

- a) to the University's board of directors:
  - 1 tenured professor;
  - 1 student on track in their academic program at the time of appointment;
- b) to the academic program councils (with advisory vote):
  - 2 students on track in their academic program at the time of appointment for each academic program (bachelor's, master's and single-cycle master's degree programs) taught in the academic year that the elections are held;
- c) to the university sport committee:
  - 2 students on track in their academic program at the time of appointment.

With reference to subparagraph b) above, students enrolled in transformed academic programs that have changed name will be reassigned as regards electorate and eligibility for election to the new academic programs concerned.

Should an academic program be discontinued, students enrolled therein may vote exclusively for the student representatives referred to in subparagraphs a) and c) above.

In the event that an academic program commences in the academic year following that in which student elections are held, solely in relation to that program will special elections be held and the elected representative will hold office for 1 year only.

All of the said measures will be set out in the rectoral decree referred to in Article 1 hereof.

## **Article 3 - Electoral Commission**

Elections are organized by an electoral commission, whose members are: the general manager, or the latter's representative, who chairs the commission; the rector, or the latter's representative; an official from the University's administration; an academic staff representative where designated by tenured faculty; and a student representative drawn from among all registered students on track in their academic program at the time that the elections are called.



In addition to the functions described in the articles hereunder, the electoral commission is also responsible for preparing all of the material necessary to hold elections (for example, ballot papers, ballot boxes and voting booths) and for setting up the polling station.

#### **Article 4 - Electorate**

The following are entitled to vote for the respective categories and for the respective university body:

- a) tenured professors and professors who have lost tenure due to age;
- b) students who are on track or no more than two years off track in their bachelor's, master's or single-cycle master's degree program.

As regards on-track students, the electorate comprises those who are registered on the date that the elections are held. As regards off-track students, the electorate comprises those who are registered for the academic year preceding the third year of a bachelor's degree program, the second year of a master's degree program and the fifth year of a single-cycle master's degree program or off track in the first year.

#### **Article 5 - Eligibility for Election**

The following are entitled to stand for election for the respective categories and for the respective university bodies on condition that the candidatures and candidate lists are lodged in the manner set forth in Article 7:

- a) tenured professors;
- b) students who are on track in their bachelor's, master's or single-cycle master's degree program on the date that the elections are held.

#### **Article 6 - Electoral Rolls**

At least 20 days prior to the date that the elections are scheduled for, the electoral commission shall compile and post on the university notice board specific electoral rolls broken down by category and body showing the electorate and those eligible for election.

Any appeals against the electoral rolls must be filed with the electoral commission at least 16 days before the election date. The said commission shall decide the appeal within 48 hours.

#### **Article 7 - Candidatures and Electoral Lists**

Candidatures and candidate lists are to be presented in the following manner:

- A) *for representatives on the board of directors*
  - 1) tenured professors:



The candidature must be presented by 12 noon on the fourteenth day preceding the elections to the general manager's office.

2) students:

Each candidate list must be distinguished by a name or abbreviation, must consist of a number of candidates no greater than three times the positions to be filled and must be supported by the signature of at least 50 electors enrolled in bachelor's, master's or single-cycle master's degree programs. The list must be drawn up using the "student candidature" form annexed to these regulations of which it is an integral part.

*B) for student representatives on academic program councils:*

For each bachelor's degree, master's degree and single-cycle master's degree program, students elect their own two respective and separate representatives. Each list of candidates for an academic program must consist of a number of candidates no greater than three times the positions to be filled and must be supported by the signature of at least 10% of the on-track students enrolled in the academic program concerned and in any case up to a maximum of 50 electors.

Each candidate list must be distinguished by a name or abbreviation and must be drawn up using the "student candidature" form annexed to these regulations of which it is an integral part.

No student may be a candidate for a body other than that to which the academic program that they are enrolled in pertains.

All signatories supporting the list must be members of the electorate for the election that the supported list is standing for.

*C) for student representatives on the university sport committee:*

All of the provisions of these regulations governing the presentation of candidatures for the board of directors apply.

In order to guarantee the principle of gender parity, in each list for the elections of student representatives to university bodies, candidates of the same sex must not exceed 2/3 of the total.

Furthermore, in order to guarantee the continuity of student representation on university bodies, at least 1/3 of the candidates must be enrolled:

- in the penultimate year (or earlier), for elections to the board of directors, to the university sport committee and as representatives for single-cycle master's degree programs;



- in the first or second year, for elections as representatives for bachelor's degree programs;
- in the first year, for elections as representatives for master's degree programs.

The following rules apply to the election of student representatives to the university bodies referred to in subparagraphs a), b) and c) above:

- no candidate can be included on more than one list for the election of representatives to the same body;
- no student may sign up to support more than one list for the election of representatives to the same body;
- each list must be presented at the general manager's office by 12 noon on the fourteenth day preceding the elections, directly by a candidate or a supporter of the list.

The electoral commission shall check the regularity of candidatures and lists, the number of signatories and compliance with these regulations and shall also arrange to publish the candidatures and lists by posting them on the university notice board and website.

Should the said checks reveal that the number of signatories in support of a list is lower than the prescribed minimum or uncover other irregularities in a list, the electoral commission shall promptly post a communication to that effect on the university notice board incorporating an invitation to remedy the list within 2 days after the posting of the said communication without prejudice however to the order of presentation of the lists.

Appeals may be lodged against candidatures and lists within 2 days after they are posted on the notice board.

Appeals are decided by the electoral commission within the following 48 hours.

It is a matter for administrative offices to establish fulfillment of the requirements in connection with the provisions of this article.

## **Article 8 - Canvassing**

Canvassing commences the day following the deadline set for the acceptance of candidatures and lists and ends at 1 p.m. on the day preceding the first day of voting.

## **Article 9 - Polling Station**

The polling station, one and the same for all categories of electors and established in accordance with Article 3 hereof, shall be manned by the following:

- a presiding officer and one or more deputy presiding officers, who must be tenured professors, professors who have lost tenure due to age or administrative personnel



holding at least the rank of official. The deputy presiding officers are tasked with assisting the presiding officer in the exercise of the latter's functions and replace him or her in the event of his or her temporary absence or impediment;

- at least six scrutineers, one of which designated by the presiding officer shall also act as the polling station secretary;
- one representative for every list admitted to the election. That representative must be designated by a communication signed by all of the candidates on the list. The said communication must be received by the general manager's office within 2 days after that on which the lists admitted to the election are posted on the relevant notice board.

The polling station may validly function if the presiding officer or one of the deputy presiding officers is there provided that at least four of the overall polling station team are present.

## **Article 10 - Ballot Papers**

The ballot papers for the election of student representatives shall set out the name or abbreviation of the lists in the order in which they were presented and the names of the candidates.

The ballot papers for the election of a tenured professor to the board of directors shall set out the names of the candidates.

## **Article 11 - Voting Procedures**

The electoral rolls showing the electorate and those eligible for election shall be made available at the polling station.

Voting procedures are as follows:

- a) the voter is identified by the presiding officer or one of the polling station team through the voter's academic record booklet or other ID and it is established that the voter is on the electoral roll;
- b) the voter signs the electoral roll alongside their name;
- c) the voter is given a ballot paper corresponding to the election that they are voting in;
- d) the voter enters the polling booth to cast their vote;
- e) the voter hands their duly folded ballot paper to the presiding officer or one of the polling station team, who places it into a specific sealed ballot box.

Each vote is personal and secret.

Votes must be cast, using the pencil received from the polling station team, in an unequivocal manner by:



- marking the ballot paper in the space reserved for the name or abbreviation of the list and possibly marking it also in the space corresponding to the name of the chosen candidate in the case of the election of student representatives;
- marking the ballot paper in the space corresponding to the name of the chosen candidate in the case of the election of the tenured professor representative to the board of directors.

A voter may choose just one name from among the candidates.

Ballot papers are null and void if they:

- a) are not those delivered by the polling station team;
- b) contain writing or markings that are such that one can indisputably suppose that the voter wished to be recognized;
- c) contain votes for more than one list or express more than one preference;
- d) contain a vote expressed for a list accompanied by a preference for a candidate of another list;
- e) in the case of elections for a positions to be filled by tenured professors, specify the name of a faculty member that is not a candidate in accordance with these regulations.

If a ballot paper express a preference for a candidate in circumstances where the voter has not marked the space corresponding to the name or abbreviation of the list that the candidate belongs to, the vote is valid for both the candidate and the list that the latter belongs to.

## **Article 12 - Quorum**

For each category specified in Article 4, the elections shall be valid if at least 20% of the electorate votes.

## **Article 13 - Counting**

Once the polls close, the votes are counted in public and a specific report is drawn up.

A representative for every list may be present during the process.

Should a vote be disputed the presiding officer shall make a provisional decision regarding to whom it is to be attributed. The objecting scrutineer may request that his or her objection be put on the record so that the electoral commission may decide on the matter.

As regards the counting of votes the procedure is as follows:

### **A) *For student representatives on the board of directors.***

The candidate with most preferences on the list that obtained the highest number of valid votes shall be elected. In the event of a tie between preferences, the candidate who is





higher up in the order of the list shall be elected. In the event of a tie between a number of lists, the candidate who obtained the most preferences shall be elected.

*B) For student representatives on academic program councils and the university sport committee.*

Representatives are elected in accordance with the following criteria:

- 1) for every list the electoral figure (*cifra elettorale*) is established, i.e. the total number of valid votes obtained by that list;
- 2) for every list the individual figure (*cifra individuale*) is also established, i.e. the total number of valid preferences expressed for each candidate on the list;
- 3) the electoral figure for every list is subsequently divided by one and/or two based on the number of representatives to be elected;
- 4) all of the quotients are set out in decreasing order, choosing among them the highest ones equal to the number of representatives to be elected; if there is an absolute tie between quotients, the one corresponding to the highest electoral figure is chosen;
- 5) the representatives are assigned to the lists corresponding to the quotients chosen as indicated in the preceding point 4);
- 6) list by list the candidates elected are those who have obtained the highest number of preferences; In the event of a tie between preferences, the candidate who is higher up in the order of the list shall be elected.

*C) For the tenured professor representative.*

The candidate who obtains the highest number of valid votes. In the event of a tied vote, the longest serving candidate at the time of the election shall be elected, and if such is equal then the eldest candidate.

Once counting has concluded the polling station team shall sign the report, which the presiding officer shall then forward to the electoral commission together with used ballot papers, unused ballot papers and all of the material that the polling station received.

## **Article 14 - Announcement of Results**

After having checked the regularity of voting and counting, the electoral commission shall draw up a report that, on the basis of the election results, lists the names of those who have been elected and their associated lists and shall send that report to the rector.

Within 7 days after receipt of the said report from the electoral commission, the rector announces the election results through a rectoral decree that is posted on the university notice board.



Electoral documentation is to be kept for five years.

## **Article 15 - Replacement of Elected Representatives**

Should the representative referred to in subparagraph a) of Article 5 not accept, renounce or cease to hold the office in question for any reason, the vacancy shall be filled by the runner up.

Should student representatives not accept, renounce or cease to hold the office that they have been elected to for any reason, the vacancy shall be filled by the runner up belonging to the same list. Should there have been a tie between lists, the vacancy shall be filled by the runner up who obtained most preferences on those lists. Should there be no more candidates belonging to the same list, the vacancy shall be filled by candidates from the other lists (starting with the candidates from the second most voted list and following the order of the candidates by number of preferences obtained).

## **Article 16 - Term of Office and Forfeiture**

Elected representatives hold office for two years and may stand for re-election.

Elected representatives automatically cease to hold office if for any reason they are no longer eligible for election in the category for which they were elected.

The student representatives on the board of directors and university sport committee enrolled in a bachelor's degree program forfeit office on the one hundred and twentieth day after the award of the degree unless by that deadline they have registered for a master's degree program at the University.

## **Article 17 - Appointment of a Coordinator for Student Representatives Within Respectively the Undergraduate School and the Graduate School**

The following may be appointed in the manner and at the times that the representatives deem most appropriate:

- 1 student representing the academic programs pertaining to the undergraduate school (chosen by and among the first of the representatives elected for each academic program in the undergraduate school);
- 1 student representing the academic programs pertaining to the graduate school (chosen by and among the first of the representatives elected for each academic program in the graduate school).

The two representatives shall be members, along with the student representative on the board of directors and the student representative on the university sport committee (starting with the one who received the most preferences), of the commission for the evaluation of cultural and social initiatives and activities promoted and self-managed by students.

**Article 18 - Online Voting**

Without prejudice to the provisions of the preceding articles and as an alternative to the methods governed by Article 11 hereof, the University may decide to conduct elections online rather than in-person. In this case, systems will be used that guarantee the secrecy of the vote and the certainty of the integrity of the election results.

In the case of online voting, the procedure to be adopted shall be that set out in Annex 1 hereto.

**Article 19 - Student Representation on Quality Assurance Bodies**

The first of the representatives elected for each academic program will also be a member of the joint faculty-student commission of their academic program. The second elected representative will become a member of the quality assurance review and management group for their academic program.

The evaluation unit student representative and the quality team student representative will be respectively the first and second runners up in the elections for the student representative to the board of directors. The criteria set forth in Article 13, subparagraph B), will be applied for the purposes of their selection whereas the criteria set forth in Articles 15 and 16 will be applied for the purposes of their replacement and term of office.

**Article 20 - Amendments to the Regulations**

These regulations may be amended in the manner set forth in Article 4 of the current University Statutes.

**Annex 1 - Procedure to be Adopted in the Case of Online Elections**

**PROCEDURE TO BE ADOPTED IN THE CASE OF ONLINE  
ELECTIONS OF REPRESENTATIONS TO LUISS UNIVERSITY BODIES**

**(Addendum to the Unified Electoral Regulations  
for the Election of Representatives to University Bodies)**

In the case of holding elections online, subject to the provisions of the current Electoral Regulations in force (unless expressly modified by this document), the procedure described hereunder is to be followed.

**A. Student Representative Elections**

➤ **Submission of Electoral Lists and Candidatures**

- 1) Notwithstanding Article 1 of the Electoral Regulations, the rectoral decree calling the election must be issued at least **45 days** prior to the date that the elections are scheduled for (and not 25 days as stipulated).
- 2) At the same time, a page for the submission of electoral lists and candidatures shall be made available on the online platform established for that purpose (adequately communicated to students via e-mail and through the University's website).
- 3) Each list must be distinguished by a name or abbreviation (maximum length 64 characters) and possible logo (format png transparent background with color 300x300 px: the logo will be put on white background), and contain the list of candidates (first name, surname, student registration number and "nick name", if any) within the maximum limit laid down in Article 7 of the Electoral Regulations.
- 4) The list may be submitted by a candidate thereon (eligible for election to the body in question) or by a supporter thereof (a member of the electorate for the body in question). The time of submission will be taken into account in drawing up the ballot papers (where the lists will appear in the order of submission and the candidates will appear on the list in the order given when submitting the list).
- 5) Candidates on the list will receive an e-mail inviting them to expressly accept their candidatures (logging on to the online platform using their Luiss credentials).



- 6) Lists and candidatures that fulfil the requirements of Article 7 of the Electoral Regulations shall be considered valid for the purposes of proceeding to the next stage. Any failure to fulfil the above requirements will be promptly communicated to the person presenting the list before the expiry of the deadline for submitting lists and candidatures.
- 7) Until such time as the list submission stage closes, each presenter of the list (candidate or supporter) may make changes to the list and individual candidates may accept/revoke their candidature.
- 8) **30 days** before the date of the election, the stage of submission of electoral lists and candidatures will close and the stage for garnering signatures for the electoral lists will open, exclusively for those considered valid under the previous point.
- 9) The opening of the stage for garnering signatures for the electoral lists will be through a new page in the same online platform as before, details of which will be adequately communicated to students. Again, students will be able to log on and sign by using their Luiss credentials.
- 10) Students will be able to view only the lists submitted for the three bodies for which they are eligible to vote (board of directors, university sport committee and academic program of enrolment).
- 11) In the event that a list is submitted by a supporter (and not a candidate), the latter will automatically appear as the first signatory.
- 12) The provisions of Article 7 of the Electoral Regulations apply as regards the minimum number of signatures that a list must garner and the conditions that those signatures must meet. The automated system will verify in real time the validity of each individual signature (preventing support from those who do not qualify because they are not members of the relevant electorate or because they have already signed in support of another list competing for election to the same body).
- 13) Once a student has signed in support of a given list, that choice is irrevocable.
- 14) The stage for garnering signatures for electoral lists shall close on the **fifteenth day** before the election.
- 15) The provisions (final paragraphs) of Article 7 of the current Electoral Regulations shall remain applicable with regard to the deadlines for verifying the regularity of lists and



candidatures, the number of signatures garnered and their compliance with the regulations and the lodging of appeals.

➤ **Holding of Elections**

- 1) Notwithstanding Article 9 of the Electoral Regulations, in the case of online elections a single polling station shall be established, consisting of a presiding officer and two scrutineers (one of which shall also act as the polling station secretary).
- 2) Prior to the start of voting (the day before), the members of the polling station team shall verify the polling booth settings and the generation of encryption keys. The presiding officer will take custody of the electronic keys to conduct the count.
- 3) Voting will be open from 9 a.m. (on the day indicated in the rectoral decree) to 2 p.m. the following day, without interruption.
- 4) In order to vote, students (who will receive a special e-mail explaining how to cast their vote) will be granted access to a special platform and will be able to view the ballot papers for the three bodies for which they are eligible to vote. For each body the vote is cast by "ticking" a list, a candidate or both. It is not possible to vote both for a list and a candidate on another list. The student may however leave the ballot paper blank. It is not possible to cancel the ballot paper (but it is possible to decide to vote only for some bodies and not for others).
- 5) At the end of the voting, the presiding officer of the polling station, the sole holder of the "encryption keys", shall upload the keys thereby commencing processing of the election results, which will be communicated to the students in the manner deemed most appropriate.

**B. Election of Faculty Representative to the Board of Directors**

- 1) In the event that it is decided to also hold online elections for the tenured faculty representative on the board of directors, candidatures may still be submitted in paper form in accordance with the first paragraph of Article 7 of the Electoral Regulations. It will also be possible for tenured faculty members to submit candidatures electronically.
- 2) The online voting arrangements shall be similar to those described above (in this case the faculty member will log on to the online platform and find a single ballot paper with the names of the faculty members standing for election). Only one candidate can be voted for.