

Election Regulations for Norwegian University of Life Sciences (NMBU) for the election period 2014 to 2017

Adopted by the Joint Board on 5 March 2013, with amendments of 25 April 2013 and 19 August 2013.

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Election Regulations for NMBU

Stipulated by the Joint Board (JB case 22/2013) pursuant to Section 11 no. 7 of the Act relating to universities and university colleges of 1 April 2005 no. 15, Section 9-4 no. 9. Revised by the University Board 12 June 2014, UB case 90/2014 and UB authorization case 22 October 2014. The provisions of these Regulations come into force from the date of the decision.

Chapter 1 General rules

Section 1 Range of application

The provisions of these Regulations apply to the election of Rector, Pro-rector, University Board, Faculty Boards and Departmental Boards at the Norwegian University of Life Sciences (NMBU). The University Board may provide supplementary provisions for elections for each body.

Section 2 The Election Board

1. NMBU must have an Election Board appointed by the University Board.
2. The Election Board is responsible for arranging elections for Rector, Pro-rector, University Board, Faculty Boards and Departmental Boards, and must perform the following tasks:
 - a. approve nominated candidates
 - b. approve the election result
 - c. determine election periods as delegated by the University Board
 - d. present the candidates for the Rectorate and University Board elections in cooperation with the central Nomination Committee, cf Section 3 no. 6, 17 and 21.
 - e. the Election Board also makes decisions in connection with elections that are not assigned to another body.
 - f. the Election Board is consulted by the University management on election matters
3. The Administration Director organizes a permanent election secretariat for the Election Board.
4. The central Election Board is composed as follows:
 - a. two members in teaching and research positions, with deputy members, jointly proposed by the civil service organizations
 - b. one member in technical or administrative positions, with deputy member jointly proposed by the civil service organizations
 - c. two student members with deputy members, proposed by the student democracy
 - d. one member for the management at the university level, with deputy member, proposed by the Rector
5. The term of office for members of the Election Board corresponds to the University Board's term of office, cf. Section 4. Student members are appointed for one year. If a member of the

Election Board is proposed for election to a body for which the Election Board is responsible for the election, the person in question steps down from the Election Board and a new member is appointed.

6. The University Board appoints the Chair, and the Election Board otherwise constitutes itself. The Election Board is in quorum when more than half of its members are present. Decisions are made by simple majority. In the event of the same number of votes, the Chair has the deciding vote. A member of the Election Board can bring decisions to the central Appeals Committee.

Section 3 Nomination Committees

1. NMBU shall have a central Nomination Committee, and a Nomination Committee at each faculty.
2. The term of office for members of the Nomination Committee corresponds to the Board's term of office, cf. Section 4. If a member of a Nomination Committee is proposed as a candidate for an election for which the Nomination Committee is responsible, the member steps down from the Nomination Committee and a new member is appointed.

External representatives appointed by the Board step down after the election of Rector and proposals for external Board members to the University Board have been submitted. The Board appoints new representatives when necessary.

3. The Nomination Committees shall conclude their work at the latest two weeks before election day.
4. The Nomination Committees shall ensure that all candidates approved by the Election Board are presented to the electorate, see more on this in Sections 17, 21, 26 and 31.
5. The Administration Director is responsible for organizing a secretariat for the central Nomination Committee, and the deans are responsible for organizing a secretariat for the faculty Nomination Committees.
6. The central Nomination Committee is appointed by the University Board and shall on an independent basis actively work to propose candidates, and accept proposals for candidates, to the elections of Rector, Pro-Rector and internal candidates to the elections to the University Board. The Nomination Committee is also responsible for proposing external candidates to the University Board, which submits its proposal to the Ministry.
7. The central Nomination Committee must ensure that candidates nominated to the Election Board fulfil the criteria for eligibility and to make proposals.
8. Composition of the central Nomination Committee:
 - a. two members proposed by the Rector
 - b. two members in teaching and research positions, jointly proposed by the civil service organizations
 - c. one member in technical and administrative positions, jointly proposed by the civil service organizations

- d. two student members, proposed by the student democracy

The University Board appoints the Chair, and the central Nomination Committee otherwise constitutes itself.

9. The Nomination Committee at the faculty is appointed by the Faculty Board and shall work actively on an independent basis to present candidates and to receive proposals for internal candidates to the Faculty Board and Department Board. The Nomination Committee is also responsible for presenting external candidates for the Faculty and Department Boards.
10. The Nomination Committee shall ensure that candidates nominated to the Election Board fulfil the criteria for eligibility and to make proposals.
11. Composition of the Nomination Committee:
 - a. two members proposed by the Dean
 - b. two members in teaching and research positions, jointly proposed by the civil service organizations
 - c. one member in a technical or administrative position, jointly proposed by the civil service organizations

The Faculty Board appoints the Chairs, and the committees otherwise constitute themselves.

Section 4 Terms of office – Rectorate and Boards

1. The term of office for the Rector and Pro-Rector is normally four years.
2. The term of service for member in permanent teaching and research positions and members in technical or administrative positions, is ordinarily four years.
3. The term of service for members in temporary teaching or research positions and student members, is ordinarily one year.
4. External members are normally appointed for four years.
5. Elections normally take place with effect from 1 August of the same year.

Section 5 Election date. Deadline for proposing candidates

The University Board sets the date of the elections. The Election Board sets the deadline for proposing candidates, and announces the dates of and schedules for the elections.

The Election Board sets election dates for the annual elections of members in temporary teaching and research positions (cf Section 8 no. 1 b), and supplementary elections to the boards.

The announcement of the elections explains the rules for making proposals for candidates, and the procedure and schedule for the election.

The students carry out their elections, pursuant to the rules in the Articles of Association for the Student Democracy at NMBU.

More detailed provisions for the various elections are provided in chapters 2, 3, 4 and 5.

Section 6 Electoral register

1. The Administration Director keeps the electoral register and is responsible for ensuring that an updated overview of those eligible to vote is available.

Section 7 Eligibility to vote

1. Employees with at least a 50 per cent position in the unit that is holding an election are eligible to vote. Eligibility is determined by the position held on the election day(s). For elections that are carried out in sequences that are dependent on each other, the employment relationship on the final day of the first election sequence is decisive for the eligibility to vote, cf. the special rules in Section 18.
2. However, those who are temporarily employed for a period shorter than one year are not entitled to vote, unless the person in question has been continuously employed by the University for at least one year at the time of the election.
3. Employees who are on a leave of absence in order to work outside NMBU lose their right to vote.
4. No one can cast more than one vote in an election. If a person is among the electorate in several voting eligibility groups (cf Section 8), the person may cast only one vote. Assessments of this shall be prioritised as follows: academic employee, technical or administrative employee, student. If an employee is in an employment relationship at more than one Faculty/department, the employee can choose where to be eligible to vote.
5. Students are eligible to vote in the Faculty/department where they are registered. If a student is registered in more than one Faculty/department, the student can choose where to be eligible to vote (see Section 11 no. 4). Students must have paid the semester fee and be registered for the semester in which the election is held.

Section 8 Groups of voting eligibility

1. The following groups of voting eligibility constitute separate constituencies in elections:
 - a. permanent employees in teaching and research positions
 - b. temporary employees in teaching and research positions
 - c. employees in technical or administrative positions
 - d. students
2. The Dean and heads of departments are in voting eligibility group a. teaching and research positions.
3. In cases of doubt, the Administration Director decides which voting eligibility group a position belongs to.
4. Those who are not among the electorate are nevertheless given the opportunity to vote in the electronic election application, with justification. The Election Board processes votes submitted outside the electorate.

Section 9 Gender balance

1. In the case of majority elections and preference elections, the Gender Equality Act's requirement for gender balance must be fulfilled in the individual constituency. If 4 or more

members are to be elected from the constituency, each gender must be represented by at least 40% of those elected. If two or three members are to be elected from the constituency, both genders must be represented. Gender balance must first be achieved for members, then for members and deputy members as a whole.

2. If it should prove that one gender will have fewer representatives than this in preference elections or majority elections, candidates from the under-represented gender that have received votes are given priority until such balance as mentioned in Section 9 no. 1 is achieved.
3. Exemptions may be made to the rules if special conditions apply which make it clearly unreasonable to meet the requirements. Exemptions are decided by the Chair of the University Board on the proposal of the Election Board. ⁱ

Section 10. Eligibility for election and obligation to stand for election

1. Anyone eligible to vote pursuant to Section 7 is eligible to be elected. In order to be eligible for election, an employee must have an employment relationship that covers the entire election period.
2. Employees who are elected to an office pursuant to this Regulation, are obligated to accept the position. Anyone who has served as a representative is entitled to be excused from standing for re-election for the same amount of time as they have served. Deputy members who have attended as a member for at least half of the period of service, can demand to be excused from standing for election as a member in the next election period.
3. Anyone eligible to vote pursuant to Section 5 is achieved.
4. Eligibility for holders of leading positions is apparent in these regulations' Sections 19, 24 and 29.
5. A Board member is required to remain in the position for the entire period of service provided he or she is eligible to be elected, cf. Section 4. A Board member remains in their position until a new Board member has been elected even if the period of service has expired.
6. When so indicated by significant work or welfare grounds, the Election Board may on application release a proposed candidate from standing for election.

Section 11 Election method and implementation of the election

1. The election of the Rectorate and internal members of the University Board, Faculty and Departmental Boards is by direct election. Members and the same number of deputy members are elected in separate elections by and amongst each group eligible to vote.

The elections are carried out in the following order:

- a. Rectorate
- b. University Board
- c. Faculty Boards
- d. Departmental Boards

2. Elections at NMBU are implemented as electronic elections. The Election Board may stipulate that elections can be carried out in other ways.
3. The Board elections are implemented as preference elections within each group. Members and deputies are elected together. This means that each voter ranks at most as many candidates in a numbered order as the members and deputies to be elected for the voting group in question.
4. The student representatives to the Departmental Boards may be elected in majority elections in an election meeting, cf. Articles of Association for the Student Democracy at NMBU. Veterinary and veterinary nurse students jointly elect and allocate their Departmental Board representatives at general assemblies organised by the Veterinarian Medicine student council.
5. The votes are counted separately for each voting eligibility group. The results are determined as follows: The votes are weighted by the number of placements as no. 1 being divided by 1, the number of placements as no. 2 being divided by 3, the number of placements as no. 3 being divided by 5, the number of placements as no. 4 being divided by 7, etc.

Section 12 Election protocol

1. The result of the election shall be entered in an election protocol signed by the Election Board.
2. The Election Board announces election results when these are available. The election protocol must be sent to the University Board.

Section 13 New elections and supplementary elections

1. The Election Board prepares and organizes new elections and supplementary elections for the election of Rector and internal board members pursuant to the Act relating to universities and university colleges and NMBU's Election Regulations.

Section 14 Appeals

1. Anyone who is eligible to vote in an election can appeal errors that have occurred in the election. The appeal must be made to the Election Board at the latest within three days of the result of the election being announced.
2. The Election Board can decide that a new count shall be held or a new election result declared where this is possible and sufficient to correct any errors. The new election result can be appealed in accordance with paragraph 1 above.
3. If the Election Board finds no reason to grant the appeal, the appeal shall be sent immediately to the University's Appeals Committee. The Election Board shall give its opinion about the appeal in connection with sending it to the Appeals Committee. The opinion must be made known to the complainant.
4. If the central Appeals Committee finds that an error has been made that can be significant to the election result, and that it cannot be corrected by a new count or new election result, a

new election must be held. This must be held as soon as possible. Until a new election has taken place, previous members continue even if their term has expired.

Section 15 Resignation during the election period

1. Whoever ends their employment at the University, steps down from their elected offices. This also applies to anyone who for other reasons loses their eligibility for election for the office in question.
2. Whoever has a leave of absence to work in a position outside the University, steps down from their elected office during their leave of absence.
3. The University/Faculty/Departmental Board may on application excuse a member of its Board from office for the remainder of the period of service, if there are compelling work or welfare reasons for this.
4. Supplementary elections are only held if it is not possible to supplement from the list of deputy members.

Chapter 2. Election of Rector and Pro-Rector

Section 16 Election method and eligibility for election, etc. (cf. Joint Board decision 48/12)

1. The Rector and Pro-Rector are elected as one in a joint election meeting
2. Employees of NMBU who fulfil the qualification requirements set by the University Board are eligible to be elected.
3. External candidates who fulfil the stipulated qualification requirements are also eligible to be elected.
4. No one can be re-elected as Rector if they will have held the office continuously for eight years at the start of the new election period, cf the Act relating to universities and university colleges Section 10-2 (2).
5. A proposal must contain both a Rector and Pro-Rector candidate. One candidate must be from Campus Adamstuen and the other from Campus Ås. If candidates who are not employees are nominated, the person in question must stand for election with two Pro-Rector candidates – one from each location.
6. Employees and students eligible to vote have the right to propose candidates. Proposals must be made to the Nomination Committee, cf. Section 3, and must be signed by at least five eligible voters. No one can sign more than one proposal.
7. If a candidate is proposed who is not employed at the University or who can ask to be excused pursuant to Section 9-6 of the Universities and University Colleges Act, the written consent of the proposed candidate must be presented. Such consent cannot be withdrawn.

8. Proposed candidates must be notified immediately of having been proposed. When the deadline for submitting proposals has expired, the received proposals shall be announced and a presentation meeting shall be called, cf. Section 17. Those who are obligated to stand for election but do not wish to do so, can require that information about this be presented in connection with the election.
9. The Rectorate is elected in a majority election in the following manner:
 - a. The candidate pair elected is the one that has received more than half of cast non-blank, weighted and approved votes.
 - b. If no one is elected in accordance with letter a, a re-election is carried out with the two pairs of candidates who won the most votes in the first election round.
 - c. In the event of a split vote in the second election round, the election is made by a draw.
10. Votes are counted separately for the four voting groups and are weighted according to the following distribution key:
 - a. permanent employees in teaching and research positions, 50 per cent
 - b. temporary employees in teaching and research positions, 10 per cent
 - c. employees in technical and administrative positions, 20 per cent
 - d. students, 20 per cent
11. If the Rector steps down with more than one year of the term remaining, a new election shall be held for the remaining time, cf. Section 10-5 of the Universities and University Colleges Act.

Section 17 Candidate presentation

A meeting shall be held prior to the election, in which candidates are presented to University employees and students. All candidates are required to meet. Anyone eligible to vote has the right to speak during the meeting.

Chapter 3. Elections for the University Board

Section 18 The composition of the University Board

The composition of the University Board for the period from 1 January 2014 to 31/07/2017

- A. The NMBU Board consists of:
 - a. The Chair of the Board appointed by the Ministry of Education and Research from amongst the members who have an external affiliation, on the basis of a proposal from the University Board.
 - b. three members in permanent teaching and research positions with deputies. One member is elected by an election meeting at Campus Adamstuen and one by an election meeting at Campus Ås. The third member is elected in a joint election meeting at the two campuses.

- c. one member in temporary teaching and/or research position, with deputy, elected by a joint election meeting for Campus Adamstuen and Campus Ås.
- d. one member in technical and administrative position, with deputy, elected by a joint election meeting at Campus Adamstuen and Campus Ås.
- e. three external members appointed by the Ministry, with deputies
- f. two student representatives, with deputies; one student from Campus Adamstuen and one from Campus Ås, elected by a joint election meeting.

Special rules for the implementation of the election for the University Board for the period from 1 January 2014 to 31/07/2017, cf. *Sections 18 and 22*

1. *The two members in permanent teaching and research positions (elected by an election meeting at Campus Adamstuen and one at Campus Ås) are elected first.*

The person who receives the greatest number of votes at each campus is elected. The deputy shall be the person of the opposite gender with the highest number of votes.

2. *The technical and administrative member (elected by a joint election meeting at NBMU)*

The person who receives the greatest number of votes, regardless of their gender and campus, is elected. The deputy is the person who is from the other campus and the other gender and who gets the highest number of votes

The elections in paragraph 1 and 2 can take place at the same time.

3. *The permanent member in teaching and research positions (elected by a joint election meeting).*

The person elected is the one who receives the highest number of votes (regardless of campus) and is of the gender to be elected, cf. paragraph 1, if both candidates in this election (paragraph 1) are of the same gender. The deputy for this member is the person of the other gender who comes from the other campus than the permanent representative.

4. *The member elected among and by temporary employees in teaching and research positions, (elected by a joint election meeting)*

The person with the highest number of votes who comes from the study location that does not have the technical and administrative member, cf. paragraph 3 is achieved. The deputy for the member for the temporary employees is the person of the other gender with the highest number of votes and who comes from the other study location than the permanent member.

The elections in paragraph 3 and 4 can take place at the same time.

Section 19 Eligibility

The following persons are not eligible for election to the University Board:

Persons who have held the office in question in a continuous period of eight years at the start of the new election period in accordance with the provisions of the Universities and University Colleges Act.

Persons in the following management positions:

- a. Rector
- b. Pro-Rector
- c. Deans
- d. Heads of Department
- e. administrative managers for units in the administration
- f. heads of departments and centres with their own boards

Section 20 Proposing candidates

1. Everyone eligible to vote in an election can submit a proposal for any person eligible for election from their own voting group, cf. Section 8, to the election. The proposal must be submitted to the Nomination Committee, cf. Section 3 no. 6, and must be signed by at least five eligible voters. No one can propose more candidates than the number of members (including deputies) that are to be elected in the individual group.
2. Anyone entitled to refuse to stand for election can also require that they be removed from candidate proposals. Such requests must be presented to the Election Board as soon as possible. Anyone who before or during a candidate presentation has been made aware of having been proposed, loses the right to refuse to stand for election if this is not asserted at the latest during the candidate presentations.

Section 21 Candidate presentation

Before the election, the Election Board shall collaborate with the Nomination Committee to ensure that the candidates are presented to each of the groups of eligible voters. The Election Board decides how the presentations are to be made in consultation with the candidates.

Section 22 External representatives

The Ministry appoints external members and their deputies. Proposals for external members and deputies are made by the University Board to the Ministry, cf. Section 9-4(6) of the Universities and University Colleges Act.

Chapter 4: Elections to the Faculty Board

Section 23 Composition of the Faculty Boards

The Faculty Board has 11 members:

- Chair (with external affiliation)
- four members in teaching and research positions with deputies.
 - thereof one from the temporary employee group if this group, including deputy, comprises more than 25 per cent of the employees in teaching and research positions
- one member in technical and administrative position, with deputy
- two student members with deputies
- three members with external affiliation

Deputy members are listed in order, also see Section 9 for internal members.

On the appointment of external board members for the period 2014 to 2017, at least one of the members must come from one of the other faculties at NMBU.

For elections for Faculties for which there are departments in both campuses, the procedure for the election of internal Board members follows that which is described in Section 18.

Section 24 Eligibility for election for heads

The following heads at the Faculty in question are not eligible for election as members to the Faculty boards:

- a. heads and deputy heads of departments
- b. office managers/administration managers

Section 25 Proposing candidates

1. Everyone eligible to vote in an election can submit a proposal for any person eligible for election from their own voting group. The proposal must be submitted to the Nomination Committee, cf. Section 3 no. 9, and must be signed by at least five eligible voters. No one can propose more candidates than the number of candidates (including deputies) that are to be elected in the individual voting group.
2. Anyone entitled to refuse to stand for election can also require that they be removed from proposals. Such requests must be presented to the Election Board as soon as possible. Anyone who before or during a candidate presentation has been made aware of having been proposed, loses the right to refuse to stand for election if this is not asserted at the latest during the candidate presentations.

Section 26 Candidate presentation

The Nomination Committee shall ensure that the candidates are presented to each of the groups of eligible voters. The Nomination Committee decides how the presentations are to be made in consultation with the candidates.

Section 27 External members

The University Board appoints external member and deputies for these following proposals from the Rector. Two of the external members can be from the other Faculties of the University.

Chapter 5: Elections to the Departmental Board

Section 28 Composition of the Departmental Board

The Departmental Board has nine members and consists of:

- the head of department (Chair and secretary of the Board)
- three members in teaching and research positions, with deputies
 - thereof one from the temporary employee group if this group, including deputy, comprises more than 25 per cent of the employees in teaching and research positions
- one member in technical or administrative position, with deputy
- two student members with deputies

- two external members, whereof one outside of NMBU

Deputy members are listed in order, also see Section 9 for internal members.

Section 29 Eligibility for election for heads

In the election of members to the Departmental Board, the following are not eligible from own Department:

- a. administration manager
- b. section managers

Section 30 Proposing candidates

1. Everyone eligible to vote in an election can submit a proposal for any person eligible for election from their own voting group. The proposal must be submitted to the Nomination Committee, cf. Section 3 no. 9, and must be signed by at least one eligible voter. No one can sign more candidate proposals than the number of candidates (including deputies) that are to be elected in their voting group.
2. Anyone entitled to refuse to stand for election can also require that they be removed from candidate proposals. Such requests must be presented to the Election Board as soon as possible. Anyone who before or during a candidate presentation has been made aware of having been proposed, loses the right to refuse to stand for election if this is not asserted at the latest during the candidate presentations.

Section 31 Candidate presentation

The Nomination Committee shall ensure that the candidates are presented to each of the groups of eligible voters. The Nomination Committee decides how the presentations are to be made in consultation with the candidates.

Section 32 External members

The Faculty Board appoints external member and deputies for these following proposals from the Dean.

ⁱ Exemptions from Section 9 no. 3 is achieved. (formerly Section 14 no. 7 a)

The Chairman of the Joint Board and the Chairman of the University Board under authorization, decided on 15 October 2013 and 26 April 2014 respectively, the following for the elections in 2013 and 2014.

1. The requirement for gender balance is waived for the student constituency (cf. Election Regulations Section 14-7a)
2. The requirement for gender balance is maintained for the Ås study location (i.e. permanent and deputy members must have opposite genders)