



Item 373

**RESOLUTION NO. 4
OF THE UNIVERSITY ELECTORAL COMMITTEE**

of 6 November 2023

**on the detailed procedure for convening and conducting electoral meetings
and proceedings**

Pursuant to § 95 sec. 1 pt 11 of the Statute of the University of Warsaw (Monitor UW as of 2019, item 190 as amended), and with a view to standardising and facilitating the work of the electoral committees appointed to hold the elections of the University of Warsaw authorities for the 2024–2028 term, the following principles, hereinafter referred to as the '**Principles**', shall be hereby adopted and recommended in the electoral proceedings:

§ 1

For the purposes of these Principles, the following terms shall have the meanings set forth below:

- 1) *University* shall mean the University of Warsaw;
- 2) *UKW* shall mean the University Electoral Committee;
- 3) *Senate* shall mean the Senate of the University of Warsaw;
- 4) *Statute* shall mean the Statute of the University of Warsaw (Monitor UW as of 2019, item 190 as amended);
- 5) *Act* shall mean the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws 2023, item 742, as amended);
- 6) *Electoral Regulations* shall mean the Electoral Regulations of the University of Warsaw (Monitor UW as of 2019, item 190, as amended)
- 7) *electors* shall mean members of the University Electoral College;
- 8) *electoral committee* shall mean a faculty electoral committee or constituency electoral committee;
- 9) *electoral meeting* shall mean a meeting as defined in § 17 of the Electoral Regulations.

§ 2

1. Faculty electoral committees:
 - 1) shall hold the election of electors to the University Electoral College from among:
 - a) academic teachers employed in the position of professor or university professor;
 - b) academic teachers holding the degree of *doktor habilitowany*;
 - c) other academic teachers not specified in points a) and b);

- d) employees who are not academic teachers;
- 2) shall hold the election of Senate members from among academic teachers employed in the position of professor or university professor;
- 3) shall hold the election of Faculty Council members unless the faculty rules and regulations provide otherwise;
- 4) shall hold the election of the University Electoral College members;
- 5) shall conduct electoral activities concerning the election of Deans and Vice Deans unless the faculty rules and regulations provide otherwise;
- 6) shall conduct other electoral activities delegated by the UKW.

2. The UKW shall appoint constituency electoral committees:

- 1) one constituency electoral committee for academic teachers employed in the position of professor or university professor, who are not employed at any faculty. This committee shall hold the election of the University Electoral College members (electors) from among this group.
- 2) one constituency electoral committee for academic teachers holding the degree of *doktor habilitowany*, who are not employed at any faculty. This committee shall hold the election of the University Electoral College members (electors) from among this group.
- 3) two constituency electoral committees for academic teachers not specified in points 1 and 2, who are not employed at any faculty. These committees shall hold the election of the University Electoral College members (electors) from among this group;
- 4) two constituency electoral committees for employees who are not academic teachers and are not employed at any faculty or other units. These committees shall hold the election of the University Electoral College members (electors) from among this group.

3. The UKW shall hold the elections of:

- 1) the Rector of the University of Warsaw;
- 2) Senate members from among the representatives of all groups within the University community (except students and doctoral students), as specified in the Statute, subject to sec. 1 pt 2.

4. Members of constituency electoral committees shall be appointed by the UKW.

5. Electoral committees of other units may operate within the University unless the rules and regulations of relevant University organisational units provide otherwise.

§ 3

Elections shall be held by direct vote at electoral meetings convened for that purpose, or in another manner indicated in the organisational rules and regulations of the given unit. Votes may be cast only in person. Elections to single-member bodies and elections of members of collegial and electoral bodies shall be held by secret ballot.

§ 4

1. Electoral meetings shall be convened by the competent electoral committee. The committee shall announce the date, time, place and purpose of the electoral meeting at least seven days in advance. It is recommended that electoral meetings be scheduled to allow the maximum participation of eligible voters.

2. Faculty electoral committees shall notify faculty employees of the convened electoral meeting in the manner normally used for faculty council meeting notices.

Faculty electoral committees shall exercise due care and diligence to ensure that the maximum number of eligible voters are notified of the convened electoral meeting.

3. Constituency electoral committees shall notify voters within the relevant constituency of the convened electoral meeting in the manner agreed upon with the UKW.

4. It is recommended that voters be notified of electoral meetings via computer network, both by faculty electoral committees and constituency electoral committees.

§ 5

1. After consulting with the Deans of the respective faculties, faculty electoral committees shall convene electoral meetings at a date that, as far as possible, allows all necessary elections to be held at a single meeting.

2. Electors shall be elected separately within each group of the University community.

3. Each candidate shall provide written consent to stand for election. Written consents shall be submitted to the UKW using the template available at www.ukw.uw.edu.pl.

4. Each candidate shall submit a written declaration confirming that they fulfil the conditions for eligibility to stand for election.

§ 6

1. The validity of electoral activities conducted at electoral meetings shall depend on the number of eligible voters participating in voting, as specified in the applicable regulations.

2. For the election of the authorities referred to in § 75 pts 1–5 of the Statute, more than half of the eligible voters must participate in voting.

3. Electoral meetings shall be presided over by the chairpersons of individual electoral committees or by a member of a committee designated by the chairperson, provided that the person is an academic teacher.

4. The chairpersons of the electoral meetings shall hold the elections of the ballot-counting committees and designate the recording clerks.

5. If a lack of quorum is determined after the ballot papers have been issued, the chairpersons of the electoral meetings may decide to adjourn or close the meetings.

6. Adjourned electoral meetings shall be resumed from the voting round during which the lack of quorum was determined.

7. After resumption of adjourned electoral meetings, no new candidates shall be nominated.

8. If a decision is made to close the electoral meetings referred to in § 6(5), the new electoral meetings shall commence with the nomination of candidates.

§ 7

1. The right to nominate electors shall be vested in every member of each group of the University community within the relevant faculties and electoral constituencies.

2. Consent to stand as a candidate shall be given in the form of a written declaration submitted to the chairpersons of the meetings.

3. The electoral meetings shall adopt a resolution to close the list of candidates.

4. No person who has consented to stand for election shall serve as a member of the ballot-counting committees. If necessary, supplementary elections to the ballot-counting committees shall be conducted.

§ 8

1. Elections shall be held by secret ballot. Electoral committees shall determine the voting conditions and procedures to ensure the secrecy of the ballot.

2. Voters shall be required to sign the list confirming receipt of a ballot paper before it is issued to them.

3. The provisions of § 8(2) shall apply separately to each voting round.

4. Voting may be conducted electronically using a system that ensures the secrecy of the ballot. The competent electoral committees shall determine the procedure for voting, including the nomination of candidates.

§ 9

1. The ballot paper shall list all candidates' surnames and names in alphabetical order (without academic/professional titles or academic degrees). The candidates' surnames and given names shall be listed on the left side with consecutive ordinal numbers.

2. Each voter shall make a choice by placing an 'X' sign in the box on the left next to the surname of each candidate for whom they cast a vote. The total number of candidates selected shall not exceed the number of mandates allocated.

3. Ballot papers on which voters have selected more candidates than the number of mandates available shall be considered invalid. Adding extra surnames or making any other marks on the ballot paper shall have no legal effect and shall not affect the validity of the vote.

4. Ballot papers that are completely torn shall be invalid.

§ 10

1. Ballot papers shall be placed in a sealed envelope. Electoral committees shall retain the envelopes containing the ballot papers, the attendance list of meeting participants, and the list confirming the receipt of ballot papers for the entire term of office.

2. Electoral committees shall determine the results of elections and prepare separate election reports.

3. Templates of the election reports and reports on voting are available at www.ukw.uw.edu.pl. Election reports and reports on voting may be completed electronically or, once printed, manually.

4. The chairpersons of the electoral meetings shall announce the voting results and the final election results to the participants.

§ 11

1. Elected shall be the candidates who sequentially received the highest number of votes and, at the same time, obtained an absolute majority, unless a specific provision requires an alternative majority.

2. If there is only one candidate in the election, an absolute majority of votes shall mean receiving more valid 'in favour' votes than the sum of valid 'against' votes and abstentions.

§ 12

Having concluded the electoral meeting, the chairpersons shall promptly submit the election reports to the UKW, with the reports on voting attached. Having verified that the electoral proceedings are consistent with the Act, the Statute, the Electoral Regulations and the Principles, the UKW shall declare the elections valid.

§ 13

1. The UKW shall present a report on the elections of electors to the University Electoral College at its first meeting.

2. Faculty electoral committees shall present a report on the elections of faculty council members at the council's first meeting in its newly constituted composition.

§ 14

Electoral committees shall conduct electoral activities pursuant to the provisions of the Act, the Statute and the Electoral Regulations.

§ 15

These Principles shall not apply to the election of students' or doctoral students' representatives to the collegial bodies and entities of the University.

§ 16

In matters not regulated by these Principles, the provisions of the Act, the Statute, and the Electoral Regulations shall apply.

§ 17

The Resolution shall enter into force on the day it is signed.

The Chairperson of the University Electoral Committee: *R. Piotrowski*