

# Generic ENOHE elections Q&A document

## Contents

- Why are we holding elections in 2021? .....2
- Before the Election Day.....3
  - Which offices can I be elected for? .....3
  - If I want to be elected, what should I do? .....3
  - How do I pay my annual membership fee? .....3
  - If I want to nominate a person, what do I do? .....4
  - When can I see who are nominated for an office? .....4
  - What happens if only one person is nominated for a given office?.....4
  - If I want to vote, what should I do? .....4
  - From which date will I be a board member? .....4
- On the Election Day .....5
  - How do I vote?.....5
  - If I can't attend the election in [city], what do I do then? .....5
  - Will the other members know what I voted? .....5
  - When is my vote valid? .....5
  - What happens if I am nominated for two roles? .....5
  - What if more nominees for the same office get the same number of votes?.....5
  - What if no one is elected for an office? .....6
- Not nominated person, ENOHE Secretariat and complaints .....7
  - Who is the not nominated person? .....7
  - What does the not nominated person do? .....7
  - Who are the ENOHE Secretariat? .....7
  - What does the ENOHE Secretariat do?.....7
  - If I want to complain about the nomination process, what do I do? .....7
  - If I want to complain about the election result, what do I do? .....7

## Why are we holding elections in 2021?

After the elections in León in 2019, it was brought to our attention that there were technical difficulties with that election and we found ambiguities in our statutes.

We have therefore decided to run another election so that our members can be confident that the Board is properly constituted. We therefore ask for the understanding of members at this formative stage of ENOHE and for approval of the proposed election process which we believe to be fair, transparent and practical.

Board of ENOHE  
25 August 2020

## Before the Election Day

### Which offices can I be elected for?

At our General Assembly on [date and year] in [city] all offices are up for election:

- President (1)
- Vice-President (1)
- Treasurer (1)
- Secretary (1)
- At least three board members, but no more than nine (The nine persons with the highest number of votes will be elected as board members)

The term of office is four years. The President and the Vice-President can be re-elected for one more term.

When nominating a person for an office, the nominator must have received confirmation that the nominee accepts nomination before nominating. The same nominator can nominate more nominees. It is also possible to nominate oneself. Nominees may accept nomination for one of the named officer roles (President, Vice-President, Treasurer or Secretary) and for board member.

Nominations must be sent to [e-mail] no later than [approx. one month before the election day].

Read more about the offices etc. in the statutes [insert link].

### If I want to be elected, what should I do?

If you want to be elected, you must be nominated by another member of ENOHE or you must have nominated yourself.

To be able to nominate yourself and others, you must be a member in good standing. This means you must:

1. transfer your annual membership fee for [election year] to the ENOHE bank account AS SOON AS POSSIBLE. The transfer must have been received in the ENOHE bank account no later than [nomination deadline].
2. fill out the nomination form [insert link] and send it to [e-mail] no later than [nomination deadline].

Before the ENOHE Secretariat announces the nominees on [approx. 1 week after nomination deadline], the secretariat will check, that the nominees are members in good standing, meaning that they have paid their annual membership fee for [election year].

### How do I pay my annual membership fee?

You pay your annual membership fee for [election year] by transferring 100 € to the ENOHE bank account. The bank account information is:

IBAN:	AT66 2011 1842 1058 7000
BIC/SWIFT:	GIBAATWWXXX
Account holder's name:	Europäisches Netzwerk für hochschulische Ombudsstellen
Bank's name:	Erste Bank der österreichischen Sparkassen AG

Make sure that your full name and the text “membership fee [year]” is included in the money transfer information.

#### [If I want to nominate a person, what do I do?](#)

Fill out the nomination form [[insert link](#)] and send it to [[e-mail](#)] no later than [approx. one month before the election day]. Make sure that the nominated person has accepted the nomination before sending it.

You must fill out and send a nomination form for each office that you nominate a member to.

#### [When can I see who are nominated for an office?](#)

The ENOHE Secretariat announces the nominees on [approx. 1 week after nomination deadline].

Before the announcement the ENOHE Secretariat checks, that the nominees are members in good standing, meaning that they have paid their annual membership fee for [year].

Nominees and nominees' personal presentations will be announced in alphabetical order under each office.

#### [What happens if only one person is nominated for a given office?](#)

When only one person is nominated for a given office, the ENOHE Secretariat will announce the nomination as an unopposed nomination on [approx. 1 week after nomination deadline].

#### [If I want to vote, what should I do?](#)

To be able to vote at the elections you must be a member in good standing. This means that you must have paid your annual membership fee for [election year] before [election day date] in [city]. Please transfer your annual membership fee for [election year] to the ENOHE bank account AS SOON AS POSSIBLE. The transfer must have been received in the ENOHE bank account no later than [nomination deadline].

Before the Election Day [date] the ENOHE Secretariat will check, that you have paid your annual membership fee.

#### [From which date will I be a board member?](#)

The election period for elected board members begins on [the 1<sup>st</sup> of month after election day].

## On the Election Day

### How do I vote?

The conference program will contain information about where the secret ballot vote will take place and when voting will open and close on [election day date]. The ballot paper will explain how many votes you may cast.

If you want to vote, you must:

1. go to the voting room,
2. show picture ID and
3. place your vote.

The election result will be announced at the general assembly on [date]. The general assembly time and place will be announced in the conference program.

### If I can't attend the election in [city], what do I do then?

If you are not able to be present in [city] on the Election Day [date], you can send your vote to [e-mail] no later than on [election day date] at 5:00 pm CET. A not nominated person appointed by the General Assembly (assisted by the ENOHE Secretariat) will then register that you have voted, anonymise your vote and put the anonymised vote into the ballot box, before all votes are counted.

The possibility of voting electronically will open on [date 7 days before election day].

### Will the other members know what I voted?

No. When you have filled out the anonymized ballot, you put it into a closed ballot box.

### When is my vote valid?

You must make sure that each tick you put on the ballot clearly shows which person your vote goes to.

If the ballot is not clear, and it is not possible to see which person the vote goes to, the vote will be counted as a blank vote.

### What happens if I am nominated for two roles?

You may be nominated for one of the named officer roles (President, Vice-President, Treasurer or Secretary) and for board member. If you are not elected for the named officer role, votes cast for you will be added to votes cast for you as board member. For example, if you are nominated as Treasurer and board member but you are not elected as Treasurer, any votes cast for you as Treasurer would be added to any votes cast for you as board member.

### What if more nominees for the same office get the same number of votes?

If more nominees for the same office get the same number of votes, the not nominated person appointed by the General Assembly will first have a recount and if votes are still tied the tied candidates will draw lots.

### What if no one is elected for an office?

If no one is nominated or elected for an office, the not nominated person appointed by the General Assembly suggests the board to choose among them, who upholds the office until the next General Assembly.

## Not nominated person, ENOHE Secretariat and complaints

### Who is the not nominated person?

Any member of ENOHE is encouraged to suggest a person to the General Assembly who is not nominated for any office and is not holding an office.

The General Assembly appoints a not nominated person, before the elections start.

### What does the not nominated person do?

The not nominated person appointed by the General Assembly:

- handles electronic votes
- oversees the secret ballot vote on [election day date]
- counts votes
- announces the election result to the General Assembly on [on the day after election day date]
- processes complaints regarding the election

### Who are the ENOHE Secretariat?

The ENOHE Secretariat is:

- Bo Gad Køhlert, current elected secretary
- Anna Cybulco, current elected treasurer
- Marianne Høva Rustberggard, current board member
- Mari Skogheim Møst, employee at the student ombud, University of Oslo
- Stine Lerche Øilo, employee at the Student Ambassador's Office, University of Copenhagen

### What does the ENOHE Secretariat do?

The ENOHE Secretariat:

- prepares the election process
- announces the election process
- checks the eligibility of nominees
- announces the nominees
- plans the secret ballot vote on [election day date]
- assists the not nominated person appointed by the General Assembly

A member of the ENOHE Secretariat, that is also nominated for an office, will not be allowed to participate in counting votes etc. within the office, that the ENOHE Secretariat member is nominated for.

### If I want to complain about the nomination process, what do I do?

If you want to complain about the nomination process, you must send your written complaint to [e-mail] no later than on [date] (one week from ENOHE Secretariat's announcement of nominees [approx. 1 week after nomination deadline]).

### If I want to complain about the election result, what do I do?

If you want to complain about the election result, you must send your written complaint to [e-mail] no later than on [date] (one week from the announcement of the election result on [on the day after election day date]).

ENOHE Secretariat  
[date]