

Election regulations ENOHE

(Approved by General Assembly 11 December 2023)

Section 1

General

Composition of the election commission and observers

§ 1. (1) A permanent election commission is established to conduct the elections. This consists of two members who are to be appointed by majority resolution of the Board.

(2) The President of ENOHE shall appoint the members of the Election Commission. The members of the election commission have to take a vow of strict impartiality and conscientious fulfillment of their duties.

(3) All members of the General Assembly shall be entitled to attend the meetings of the Election Commission as observers. If participation as an observer is desired, this must be announced to the permanent administrative office up to two weeks before the election day and the permanent administrative office must inform the chairperson of the election commission.

Responsibility of the permanent administrative office and the election commission

§ 2. (1) The permanent administrative office shall administratively prepare the following matters and, after approval or confirmation by the election commission, execute them:

1. the preparation of the voters' register of eligible voters,
2. the issuance of the voters' register and enabling the inspection of the voters' register,
3. the correction of the electoral roll,
4. the verification of candidatures and passive electoral eligibility,
5. verification of voters' identity and eligibility to vote
6. submission of objections.

(2) The Secretariat shall administratively prepare and, after approval or confirmation by the Election Commission, execute the following matters:

1. the selection of the electronic election tool,
2. the publication of the election day and the resulting dates and deadlines,
3. the publication of the candidatures,
4. the publication of the election results,
5. the allocation of functions,
6. the notification of the elected officials.

(3) The election commission shall have the following tasks:

1. the conduct of the election and its evaluation, the decision regarding the starting, ending, possible interruption or postponement of the election process,
2. deciding on the validity of the votes cast,
3. the determination of the election results,
4. decisions on objections to the elections.

Duties of the chairperson and deputy chairperson of the election commission

- § 3. (1) The chairperson of the election commission shall be responsible for convening and chairing the meetings and for preparing the minutes of each meeting. He or she shall preside over the voting and election and execute the decisions of the election commission. (2) The chairperson shall immediately convene the deputies and the announced observers to a meeting after becoming aware of any fact that requires a decision by the election commission. (3) If the chairperson is prevented from attending, his or her duties shall be assumed by the deputy. (4) The chairperson of the election commission shall be present at the election. The necessary travel and accommodation expenses shall be reimbursed.

Requirements for Resolutions in the Election Commission

- § 4. (1) The election commission has a quorum if the chairperson and the deputy chairperson are present. Decisions are made jointly. If there is a tie in a vote, the vote of the chairperson shall be decisive. (2) If the election commission does not have a quorum, the chairperson alone shall decide on the agenda items sent out for this meeting. (3) The observers shall have no voting rights.

Minutes

§ 5. Minutes shall be taken of each meeting of the election commission. The minutes shall contain a brief account of the proceedings of the meeting and the resolutions adopted and shall be published on the website.

Publication of the election day and the resulting dates and deadlines

§ 6. The Secretariat shall publish the election day and the resulting dates and deadlines on the website, including the indication of a postal and an electronic submission point, no later than **XXX** before the election day.

Section 2

Register of voters

General information on the electoral roll

- § 7. (1) In order to ensure equal voting rights, a register of voters shall be drawn up. This electoral roll shall contain all persons entitled to vote. (2) The persons entitled to vote shall be entered in the electoral roll in alphabetical order by family name. (3) The following data of the persons entitled to vote shall be processed for the preparation of the electoral roll:
1. membership number,

2. surname,
3. first name,
4. affiliation,
5. e-mail address.

(4) The electoral roll shall contain the following columns of personal data (Art. 4 No. 1 GDPR) and other information of the eligible voters:

1. consecutive number in the electoral roll,
2. membership number
3. family name,
4. first name.

Registration of those entitled to vote

§ 8. (1) Those full members are eligible to vote, who have paid their membership fee in full to the bank account of ENOHE by April 30th of the year in which an election takes place. This is to be communicated to the members by means of a confirmation.

(2) (2) Entitled to candidacy are those members who, at the time of candidacy, are engaged in activities that correspond to the purpose of the Association.

Inspection of the electoral roll

§ 9. From the second Monday in May until Friday of that week, the electoral roll shall be available for inspection at the permanent office. Upon request, the affirmation of one's own eligibility to vote shall be confirmed in addition to the confirmation pursuant to § 8 para. 1 to the announced e-mail address during this period.

Objections to the electoral roll

§ 10. (1) Within the period specified in § 9, an objection to the electoral roll may be filed in writing with the permanent office. The objection shall contain a request for the inclusion of a person entitled to vote in the electoral roll or the deletion of a person not entitled to vote from the electoral roll. The person concerned shall be informed thereof and shall have the right to submit a statement.

(2) The election commission shall decide on objections to the electoral roll within three working days at the latest. An improvement of the electoral roll shall be necessary, in particular, if its incorrectness is proven by the submission of appropriate documents or evidence.

(3) If an amendment of the electoral roll is necessary due to a decision of the election commission, the electoral roll shall be corrected immediately.

(4) This corrected electoral roll shall be used as a basis for the election.

Section 3 Candidacies

Candidature

§ 11. (1) From April 30 of the year in which an election is held, within three weeks each candidate shall either announce his or her candidacy to the permanent administrative office or

submit the nomination together with the declaration of consent of the nominee. This can also be done by means of an electronic registration form.

(2) For each nominee, the following shall be indicated:

1. membership number
2. surname
3. first name,
4. affiliation,
5. e-mail address,
6. desired function in a body.

Examination and improvement of candidatures

§ 12. (1) Candidatures received shall be examined within a period of three days with regard to compliance with the provisions of § 11 and with regard to eligibility to stand for election.

(2) If a candidature shows deficiencies with regard to § 11 para. 2, the candidature shall be returned to the respective candidate in a suitable manner for improvement.

(3) The improved candidature must be returned to the candidate within a period of three days after notification.

(4) If candidatures set aside for improvement are not resubmitted in due time, such candidatures shall be deemed to be withdrawn.

Publication of candidatures

§ 13.

The surname, first name, affiliation and intended function of the candidates shall be published on the website by the secretariat immediately after the conclusion of the procedure in accordance with § 12, arranged according to organs.

Section 4 Conduct of elections

Publication of the election times

§ 14. Elections shall be held at the General Assembly. The election day and times shall be published on the website at least two weeks before the election day.

Election tool

§ 15. (1) The election shall be conducted electronically using a suitable election tool.

(2) The voting tool shall enable anonymous voting.

(3) In the run-up to the election, the persons entitled to vote shall be sent access authorization to the electronic voting tool to the e-mail address they have been given. These access authorizations may not be passed on to third parties.

Management of the election

§ 16. (1) The election commission shall be responsible for conducting the election and for ensuring compliance with the election regulations.

(2) If circumstances arise which make it necessary to postpone the start of the election, this shall be determined by the election commission.

(3) The following possibilities for postponement exist in particular:

1. postponement of the start of the election to a later date during the General Assembly; or
2. postponing the election to an extraordinary electronic meeting of the General Assembly, within two months from the original election day. The announcement of this extraordinary electronic meeting of the General Assembly shall be made no later than four weeks before it is held.
- 3.

The postponement of the election shall be based on the original candidatures.

3. If the election is postponed, the original candidacies remain in place.

Exercise of the right to vote

§ 17. (1) The right to vote shall be exercised once for each function by electronic voting in the election tool.

(2) Each voter shall prove his or her identity when logging into the electronic voting tool by entering the access authorization sent to him or her.

(3) Eligibility to vote shall be determined exclusively on the basis of the electoral roll and the electronically maintained voting roll.

Voting register

§ 18. Votes shall be recorded in a voting register.

Valid vote

§ 19. The vote shall be valid if it is clear which candidate the voter intended to vote for.

Invalid vote

§ 20. the vote shall be invalid if it is not clear which candidate the voter intended to vote for.

Conclusion of the electoral act

§ 21. When the time set for the voting has expired, the chairman of the election commission shall declare the voting closed.

Certification of the voting process

§ 22. (1) The election commission shall record the election process and the election result in minutes.

(2) The minutes shall in any case contain:

1. the designation of the electronic voting tool, the election day and the voting times,

2. the names of the members of the election commission present and absent and of the observers present,

3. the time of the beginning and the end of the voting,

4. the resolutions, if any, of the election commission.

(3) The minutes shall include:

1. the electoral roll

2. the printed electronic voting register.

(4) The minutes shall be signed by the members and observers of the election commission who are present.

Section 5

Election result

Election results

§ 23. The election commission shall tally the votes cast separately for the organs and determine the election result for the organs. A record shall be made.

Preservation

§ 24. The election commission shall keep the minutes, including the annexes, in an orderly and clear form for a period of two years.

Publication of the election results

§ 25. The numerical election results, classified by candidates, shall be published without delay, but no later than one week after the election day.

Notification of the elected

§ 26. Those elected shall be notified of their election at the same time as the election results are published.

Section 5

Objection

Objection to the election

§ 27. (1) Every candidate shall be entitled to file an objection to the election with the permanent administrative office within one week from the publication of the election results.

(2) The election commission shall decide on objections on the grounds of violation of the provisions on the election procedure for the election.

(3) An objection shall be upheld and the election declared invalid if essential provisions of the election procedure were violated and the result could be influenced thereby. An election declared invalid or the objected part of the election shall be repeated.

(4) If an objection to the numerical determination or to incorrect arithmetical determinations is upheld, the determination shall be corrected, the publication made shall be revoked and the correct election result shall be published.

Repeat election

§ 28. (1) If it is necessary to repeat an election or the objected part of the election due to an objection on the grounds of violation of the provisions on the election procedure, the election shall be repeated at an extraordinary electronic session of the General Assembly within two months from the original election day. The announcement of this extraordinary electronic meeting of the General Assembly shall be made no later than four weeks before it is held.

(2) The election repetition shall be based on the candidatures admitted to the annulled election.

Failure to hold the election

§ 29. If the number of candidates standing for election to a body is less than or equal to the number of positions to be filled, the election or the election for this body shall not take place and these candidates shall be deemed to have been elected.