

# Election Regulations for OsloMet – Oslo Metropolitan University

Adopted by the Board of OsloMet – Oslo Metropolitan University on 6 September 2019 under the legal authority of Act No 15 of 1 April 2005 Relating to Universities and University Colleges, with amendments of 10 March 2022.

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## Chapter I Scope of application

### Section 1. Scope

1. The provisions apply to the election of elected members to OsloMet – Oslo Metropolitan University's board of directors.
2. The provisions apply to the election of elected members to the faculty boards and the Centre for Welfare and Labour Research board.

## Chapter II Size and composition of the boards

### Section 2. Size and composition of the Board of OsloMet

1. The Board consists of 11 members:
  - 4 employee-elected members in teaching and research positions
  - 1 employee-elected member in a technical/administrative position
  - 2 student-elected members
  - 4 external members including the chair of the board
2. Two deputy members are elected from among the students and employees in teaching and research positions, and one deputy member from among the employees in technical/administrative positions.
3. External board members and deputies, including the chair, are appointed by the ministry based on the board's proposals, cf. the Act relating to Universities and University Colleges Section 9-4 (6).
4. Separate elections are held for the three groups eligible to vote: employees in teaching and research positions, technical/administrative employees, and students. Within each group, the whole institution constitutes the constituency. If temporary employees in teaching and research positions make up more than 25 per cent of the employees in teaching and research positions at the institution, this group shall elect one of the board members from employees in teaching and research positions pursuant to the Act relating to Universities and University Colleges Section 9-4 (2). A special election must be held for this group.

### Section 3. Size and composition of the faculty boards

1. The faculty board consists of 13 members:
  - 3 employee-elected members in teaching and research positions
  - 1 employee-elected temporary employee member in a teaching and research position
  - 1 employee-elected member in a technical/administrative position
  - 3 student-elected members
  - 4 external board members
  - The dean, who is the chair of the board
2. One deputy member must be elected from the staff groups with one faculty board member. Two deputy members are elected from all other groups.
3. External board members and deputies are appointed by the Rector based on the faculty's proposals.
4. Separate elections are held for the four groups eligible to vote: Employees in teaching and research positions – permanent and temporary staff – technical and administrative employees, and students. Within each group, the whole faculty constitutes the constituency.

## Section 4. Size and composition of the Centre for Welfare and Labour Research board

1. The Centre for Welfare and Labour Research board consists of 9 members:
  - 4 employee-elected members
  - 1 student-elected member
  - 4 external board members, including the chair of the board
2. Two deputy members are elected from among the staff.
3. One deputy member is elected from among the students.
4. The Rector appoints external members and their numerical deputies based on the recommendation of the head of the Centre for Welfare and Labour Research.

## Chapter III Common election rules

### Section 5. The election committee

1. The Rector appoints one common central election committee at OsloMet – Oslo Metropolitan University.
2. The Rector adopts necessary supplementary rules to the election regulations as proposed by the election committee.
3. The election committee will consider any complaints about how the election is held, the results or similar.
4. One election committee member must be present when the employees' votes are counted at all elections pursuant to these regulations.
5. The election committee must have one representative for employees in teaching and research positions, one for technical/administrative employees and one for the students. The Rector, or a person he or she appoints, is chair of the election committee. If the employee or student relationship ends, the member must step down and a new member be appointed.
6. The term of office for the election committee commences six months before the term of office for the board, and has a duration of four years.

### Section 6. Election secretariat

1. The Rector appoints a central secretariat that is responsible for planning and implementing the election of the university board. The Rector, or a person he or she appoints, is chair of the election secretariat.
2. The dean appoints a local election secretariat that is responsible for planning and implementing the election of the faculty board. The dean or a person he or she appoints, is chair of the election secretariat.
3. The head of the Centre for Welfare and Labour Research appoints a local election secretariat that is responsible for planning and implementing the election of the centre's board. The head of the centre or a person he or she appoints, is chair of the election secretariat.
4. The central election secretariat observes the counting of votes in the election of student members in accordance with these rules.
5. The election secretariats are responsible for publishing election results for their respective elections.

## Section 7. Implementation of elections

1. Employee-elected members are normally elected to all the boards in the form of preferential voting (electronic election). For preferential voting, each person votes and ranks the candidates.
2. Student-elected members are normally elected to all the boards by an election in the supreme body, or by direct voting as decided by the student parliament.
3. The central election secretariat adopts more detailed rules for holding electronic elections.
4. When electing board members to the university board and the faculty board, special elections are held for the four groups of eligible voters:
  - a. permanent employees in teaching and research positions
  - b. temporary employees in teaching and research positions, including staff in positions of a temporary nature; research fellows, post-doctoral fellows, scientific assistants and staff in fixed-term contracts where a position is not available at OsloMet
  - c. technical/administrative employees and
  - d. students (pursuant to Section 20)
5. Deputy members are not personal and are elected in the same election as ordinary employee-elected members. The person who receives the most votes after the last ordinary member has been elected becomes the first deputy member. The second deputy member is the person who receives the second most votes after the last ordinary member has been elected, and so on. The rules on gender balance may distort the order described above, cf. Section 19.

## Section 8. Timing of elections. Proposing candidates

1. The central election secretariat sets the time for the election of members to the university board.
2. The local election secretariat sets the time for the election of members to the faculty board and the Centre for Welfare and Labour Research board.
3. The date of the different elections and deadlines for proposing candidates must normally be announced six weeks before the date of the election. The election settlement should be concluded at least two months before the members' term of office commences.
4. Proposals for candidates for the university board must be submitted to the central election secretariat. Proposed candidates for the faculty board or the Centre for Welfare and Labour Research board must be submitted to the relevant local election secretariat. The proposals must be submitted and signed by at least three eligible voters.

## Section 9. Electoral roll

1. The Rector keeps the electoral roll for central elections.
2. The dean and the head of the Centre for Welfare and Labour Research keep the electoral roll for local elections.
3. The electoral roll must be completed no later than four weeks before the day of an election. The electoral roll must be made immediately available to all persons concerned. The voters are personally responsible for checking that they are included in the electoral roll.
4. Complaints about the electoral roll must be sent to the person responsible for keeping the electoral roll no later than two weeks after it has been made available.

## Section 10. Voting eligibility for employees

1. Those employed in a position of at least 50 per cent of a full-time position at the institution, and who took up the position at least four weeks before the day of the election, are eligible to vote. By employee is also meant employees who receive pay from funds, the Research Council of Norway or project funding.
2. Voting eligibility lapses for persons who have taken a leave of absence of at least 50 per cent of a full-time position to work in other positions outside the institution.
3. Deans, heads of department and managers at the level under the heads of department (programme coordinators/heads of departments/group managers) are considered employees in teaching and research positions.
4. The Rector decides whether other positions are to be considered a teaching and research position or a technical/administrative position.
5. The Rector decides disputes relating to voting eligibility and constituencies, including where an employee is eligible to vote.

## Section 11. Voting eligibility of students

1. Persons who on the day of the election have been admitted and registered as a student at the university and who have paid the semester fee to the university for the semester in which the election takes place are eligible to vote by direct voting.
2. Those eligible to vote as an employee are not at the same time eligible to vote as a student.
3. In the event of disputes relating to voting eligibility or constituencies, Section 10 (5) applies correspondingly.

## Section 12. Eligibility for election

1. Those eligible to vote are eligible for election to the university board. Students are eligible for election if they have been admitted to a study programme at the university.
2. Those eligible to vote are eligible for election to the faculty board. Students are eligible for election if they have been admitted to a study programme at the faculty.
3. Those eligible to vote are eligible for election to the Centre for Welfare and Labour Research board. Students are eligible for election if they have been admitted to a study programme at the university.
4. No one can be re-elected to an office if this means that he or she would have held the office for eight continuous years at the start of the new election period.
5. No one can be re-elected to the faculty board or the Centre for Welfare and Labour Research board if this means that he or she would have held the office for twelve continuous years at the start of the new election period.
6. The Rector, deans, the head of the Centre for Welfare and Labour Research, the head of the Centre for the Study of Professions, directors and heads of departments are not eligible for election as members of the university board.
7. Managers or other employees who report directly to the Rector or to the board are not eligible for election to the board.
8. Employees on the Rector's team are not eligible for election.
9. Deans, the head of the Centre for Welfare and Labour Research, directors, heads of section, heads of department and managers at the level below head of department are not eligible for election as members of the faculty boards or Centre for Welfare and Labour Research board.

## Section 13. Election records

1. Outcomes of elections held pursuant to these regulations must be entered in special election records to be signed by the chair of the election committee and one election committee member. Notification of the election outcome must be immediately announced.

## Chapter IV. Duty to accept election and a term in office

### Section 14. Employees' duty to accept election and a term in office

1. Employees have a duty to accept election and a term in office as long as they are eligible for the specific office (cf. Section 12 on eligibility for election).
2. A person who has held an office may refuse re-election to it for a period of time corresponding to the time that he/she has served continuously in the office in question. A deputy member who has acted as a member for at least half a term of office can demand exemption from election as a member for the following term of office.
3. Persons who cannot carry out their functions in office without disproportionate difficulty or inconvenience can apply for exemption from election or from continuing in the office. Persons employed in part-time positions can also be exempt if the office would make it unreasonably inconvenient or difficult for them to perform their duties in the position. Applications for exemption are decided by the Rector.
4. Persons elected are bound by the work description prepared and adopted by the relevant board.
5. Members of the university board may not at the same time represent an employee union.
6. Members of the university board may not at the same time be a member of a faculty board, the Centre for Welfare and Labour Research board or a body with decision-making power at the university.

### Section 15. Students' duty to hold the office

1. Students who accept election are obliged to hold the office for the duration of the term of office as long as they are eligible for election (cf. Section 12 on eligibility for election).
2. Students who cannot carry out their functions in office without disproportionate difficulty or burden can apply for exemption from the office. The student parliament decides exemptions from office.

### Section 16. Term of office

1. The term of office for all employee voting groups elected for office in accordance with the rules, except temporary staff in teaching and research positions, is four years.

The term of office for temporary staff in teaching and research positions elected for office in accordance with the rules is one year.

The term of office in the different bodies must coincide. Elections are held in the spring semester before a new period of office begins.

2. The term of office for students is one year. The student parliament decides the period of office that applies to the various offices. Elections are held in the spring semester before a new term of office begins. The student parliament can decide that students who are no longer eligible step down from the office.
3. The term of office for external members of the boards is four years.

## Section 17. Resignation Promotion Supplementary election

1. Holders of offices must step down from the office when they are no longer eligible for election. This does not however apply to temporary teaching and research staff, or students elected for one year. They complete the period they are elected for.
2. Persons who take a leave of absence during the period of office step down from the office for the duration of their leave.
3. When a member of the board steps down or is exempt from continuing to hold the office, the result from the last election decides who will take up a permanent seat on the board. If the first deputy member moves up to a permanent position, the other deputy members also move up a place.
4. If it proves necessary to supplement the number of deputy members in a voting group, this should, when possible, be based on the election result.
5. The relevant election secretariat must be notified of resignations. If one year or more of a term of office remains, and it cannot be replaced pursuant to Section 17 (3) and (4), a supplementary election must be held. The election committee can assess whether special circumstances nonetheless indicate that a supplementary election should be held if less than one year of the term of office remains.

## Chapter V. Special election rules

### Section 18. Special rules in the event of too few candidates being proposed

- (1). If, by the deadline for proposing candidates for election, the number of candidates proposed is not at least equal to the number of members and deputy members to be elected, or if an insufficient number of candidates of each gender has been proposed to fulfil the gender balance rule, the Rector can extend the deadline for proposing candidates to the university board. The deadline for proposing candidates to the faculty boards and the Centre for Welfare and Labour Research board can be decided by the respective chairs. The deadline for proposing candidates can only be extended in this manner once.

### Section 19. Gender balance

1. The requirements of the Equality and Anti-Discrimination Act on gender balance must be met within the individual constituencies. These requirements also apply to the election of deputy members.
2. Election settlement must take place in a manner that ensures that member groups and deputy member groups, cf. Sections 2, 3 and 4, independently meet the rules on gender balance. Where one member and one deputy member are elected in the same constituency (group), they must be of different genders.

## Chapter VI. Other elections

### Section 20. Student body election

- (1). The student parliament administers the election of candidates to student bodies. Cooperation with the election secretariat takes place by agreement. Student parliament elections are held in accordance with the Act relating to Universities and University Colleges Section 4-1. (2).

### Section 21. Election to other offices

- (1). The university board will adopt necessary rules for other elections. Unless otherwise decided, these election regulations apply insofar as they are appropriate.

## Chapter VII. Other provisions

### Section 22. Complaints

1. Everyone who has the right to vote in an election can file a complaint concerning suspected errors in the election. The complaint must be submitted to the election committee no later than one week after the election result has been published. The deadline for complaints also applies to the nomination of candidates.
2. If the election committee finds that an error may have occurred in connection with the election and its settlement that may have affected the election result, the election committee can decide to hold a recount, a new settlement, or a new election. A complaint can be filed about a decision in accordance with No 1.
3. If the election committee finds that an error has been made that may have had a significant impact on the election result, and the error is not possible to rectify by a recount or a new settlement, a new election must be held without undue delay. Until a new election has been held, the sitting board's term of office is extended.

### Section 23. Amendment to the provisions

- (1). The university board adopts amendments to the election regulations.

### Section 24. Entry into force

- (1). The new election regulations enter into force on 10 March 2022.