

On the basis of Articles 25, 42, 43 and 53 - 57 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No 46/17), the Student Council of the Faculty of Information Studies in Novo mesto (hereinafter referred to as FIS) adopted on 16<sup>th</sup> October 2017 and amended on 23<sup>rd</sup> November 2020 the following

## **REGULATIONS ON THE ELECTION OF STUDENT REPRESENTATIVES TO THE STUDENT COUNCIL, ACADEMIC ASSEMBLY, COMMISSIONS AND BODIES OF THE FIS**

### **I. GENERAL PROVISIONS**

#### **Article 1**

These Regulations shall govern the procedure and manner of the election of student representatives to the following bodies of FIS: the Student Council, the Senate, the Academic Assembly, the Board of Management, the Commission for Academic and Student Affairs, the Quality and Evaluation Commission, the Student Disciplinary Committee, the Awards Committee and the Research Ethics Committee.

Terms used in these Regulations which are written in the masculine grammatical form shall be used as gender-neutral.

#### **Article 2**

The term of office of student representatives in FIS bodies and commissions shall be one year, except in cases where the general acts of FIS provide otherwise.

An individual student shall be eligible for a re-election.

### **II. ELECTION OF STUDENTS TO FIS BODIES**

#### **Article 3**

The FIS Student Council (hereinafter referred to as the 'SC') shall consist of seven students, with students of undergraduate study programmes, students of postgraduate study programmes and doctoral students as representatives in the SC.

The number of student representatives in FIS bodies and committees is determined by the general acts of the FIS (the Statute, Regulations), namely:

- the President of the Student Council (who is an ex-officio Vice-Dean of Students and a member of the Honorary Degrees Committee): 1;
- the Vice-Chairperson of the SC: 1;
- the Administrative Board: 1;
- the FIS Senate: 3;

- the Commission for Academic and Student Affairs: 1;
- the Student Disciplinary Committee: 1 representative and 1 alternate;
- the Honours Committee: 1;
- the Research Ethics Committee: 1;
- the Quality and Evaluation Commission: 1.

The FIS students represent 1/5 of all members of the Academic Assembly (article 42, paragraph 2 of the Statue of FIS). The number of student representatives in the Academic Assembly shall be communicated by the Dean of the Academic Assembly of FIS at the beginning of each academic year. All candidates who have received votes in the student elections shall be included in the Academic Assembly. If there are more candidates than there are vacancies, the number of votes received shall be taken into account.

#### **Article 4**

Student representatives to the FIS bodies shall be elected by universal and direct suffrage by secret ballot.

#### **Article 5**

All FIS students who have the status of students, in accordance with the FIS Statutes, shall have the right to vote and to be elected.

A student shall present his student card at the polling station or the assigned user profile in the e-system in the case of on-line elections. When issuing a user profile for on-line elections, FIS shall require the student to show his identity document.

#### **Article 6**

Elections shall be conducted by a three-member Electoral Commission composed of FIS students. The election committee shall be appointed by the SC before the student elections are called. It shall be composed of the Chairperson and two members who cannot stand for election.

The term of office of the Electoral Commission shall last from the time of appointment until the conclusion of the elections, including the public announcement of the results and the hearing of any appeals.

#### **Article 7**

Student elections shall be held in October. The decision to call the elections shall be taken by the Dean.

The decision calling the elections shall include in particular:

- the place, time and manner of holding the elections;
- the deadline for the submission of nominations to the Electoral Commission;
- the type of candidature (e.g. whether it is for the SC);
- the number of candidates to be elected to each FIS body and commission.

The decision of the Dean on the call for student elections shall be published on the FIS website.

### **Article 8**

The deadline for submitting candidatures shall begin on the day following the publication of the calling of student elections and shall end on the eighth day following the publication of the call for student elections. It shall be compulsory to submit the nomination form on the prescribed form published on the FIS website, in physical or electronic form.

On the first working day following the deadline for the submission of nominations, the Electoral Commission, with the support of the Faculty Secretariat, shall examine and certify the duly submitted nominations. The Electoral Commission shall reject the incorrect (untimely, incomplete, etc.) candidatures and shall issue a decision to that effect, which shall be forwarded to the candidate by e-mail.

An appeal may be lodged against the Electoral Commission 's decision rejecting a candidature within three working days of the date of transmission. The appeal shall be forwarded by e-mail to the Secretariat of the Faculty, which shall forward the appeal to the Electoral Commission. The Electoral Commission shall decide on the appeal within three working days after receiving the appeal.

In the event that not a sufficient number of students stand as candidates for the election as provided for in Article 3 of these Regulations, the time for submitting nominations shall be extended.

### **Article 9**

Voting shall take place during a three-day period specified in the calling of elections.

The FIS Student Affairs Office shall provide a voters' list and suitable premises for the elections. The Electoral Commission shall record the voters who have voted in the electoral register and they shall confirm their vote by signing the electoral register in the case of elections in a traditional form.

If all eligible voters vote before the end of the voting period, the election may be closed early.

Elections may also be conducted on-line if subjected to security standards to ensure secrecy.

### **Article 10**

At the end of the voting period, the Electoral Commission shall count the ballot papers cast or, in the case of on-line elections, shall scrutinise the votes cast. Valid ballot papers shall be those from which it can be unambiguously established which candidates the eligible voter has voted for. Candidates may be present during the counting of votes.

The candidates who have obtained the highest number of votes for a particular office shall be elected to that office according to the statutory provisions on the structure and number of members of each FIS body or commission.

The exceptions shall be the President and the Vice-President of the SC, who shall be appointed by the SC from among the newly elected members of the SC.

The ballot papers of the elections of the SC shall be permanently kept in the FIS archives.

#### **Article 11**

The result of the ballot shall be determined by the Electoral Commission and recorded in the report on the result of the election. In the report on the result of the election, the Electoral Commission shall indicate the candidates and the number of votes they have received and describe any potential complications during the implementation of the election.

The report on the result of the elections shall be sent by the Electoral Commission to the Dean of FIS. The Electoral Commission shall also publish the report on the results of the elections on the FIS website on the first working day following the voting.

#### **Article 12**

At the first meeting of the newly elected SC, convened by the previous SC President, the SC members shall elect from among themselves a Chairperson and a Vice-Chairperson to represent and represent the students of FIS. A constituent meeting of the SC may be convened if at least half of the members of the SC are elected.

#### **Article 13**

A candidate in an election to the SC may lodge a complaint if breaching of these Regulations occurs no later than three days after the publication of the election results.

The Electoral Commission (as the first instance body) shall decide on the merits of the complaint within eight days after receiving the complaint at the latest. The FIS Senate shall decide on the appeal as a second instance body.

#### **Article 14**

The SC may dismiss the President and/or the student representative on FIS bodies or committees for misconduct in the office.

The dismissal may be put to the vote at the same meeting at which the motion for dismissal has been made.

The appointment of a replacement President and/or representative (in place of the dismissed one) shall be voted on by the SC at the same meeting.

### **Article 15**

These Regulations shall enter into force when adopted by the SC and shall be published on the FIS website.

The President of the SB in the 2020-2021 convocation:

Žiga Šume

Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.