

# Election Notice

for the elections to the Senate and the Department Councils of TU Dortmund University  
for the group of students,  
in 2023 from 22 May 2023 to 1 June 2023

## I. Link of the elections/election notice/validity of Election Regulation

Elections to the Senate and Department Councils are prepared and conducted simultaneously as linked elections.

The conduct of the elections shall be governed in particular by the Election Regulations of TU Dortmund University (*Wahlordnung*, WahlO) as amended from time to time.

## II. Election Board

<b>Election Official:</b>	Prof. Dr. Wolfgang Rhode	
<i>Substitute members:</i>		
Group of <b>university teachers/lecturers:</b>	Prof. Dr. Wolfgang Rhode (Dept. 2)	n. n.
Group of <b>academic staff members:</b>	Magdalena Thöne (Dept. 1)	n. n.
Group of <b>students:</b>	Leander Schreyer (Dept. 9)	Till Zachel (Dept. 9)
Group of <b>staff members in technology and administration:</b>	Jörg Erdmann (Corporate Center 3)	n. n.

## III. Department Representatives:

Department of Mathematics  
Department of Physics  
Department of Chemistry and Chemical Biology  
Department of Computer Science  
Department of Statistics  
Department of Biochemical and Chemical Engineering  
Department of Mechanical Engineering  
Department of Electrical Engineering and Information Technology  
Department of Spatial Planning  
Department of Architecture and Civil Engineering  
Department of Business and Economics  
Department of Educational Sciences and Psychology  
Department of Rehabilitation Sciences  
Department of Humanities and Theology  
Department of Cultural Studies  
Department of Arts and Sports Sciences  
Department of Social Sciences

Mr. Andreas Langer  
Mr. Heinz Hövel  
Mr. Markus Dzyk  
Mr. Oliver Rüthing  
Ms. Franziska Kappenberg  
Mr. Frank Katzenberg  
Ms. Jennifer Meier  
Mr. Wolfgang Endemann  
Ms. Silke Ferchau  
Mr. Kevin Groß-Bölting  
Ms. Angelika Conrad  
Mr. Jens Mazei  
Ms. Monika Webelhaus  
Ms. Eva Eichendorf-Harhaus  
Mr. Bernd Eßmann  
Mr. Clemens Völlmecke  
Ms. Silke Kohrs

## IV. Election Officers

North Campus	Audimax Foyer	Ms. Magdalena Thöne
North Campus	E.-F. 50, foyer	Prof. Dr. Rhode
South Campus	GB II, foyer	Mr. Jörg Erdmann

**V. To be elected are**

1. **Members of the Senate** according to Section 6 (1) of the Charter of TU Dortmund University:
  - **five representatives of the group of students.**
2. **Members of the Department Council** according to Section 11 (7) of the Charter of TU Dortmund University:  
Voting members of the Department Council are:
  - **three representatives of the group of students.**

In departments with less than sixteen members from the group of university teachers at the time of election, the department council shall be composed in the ratio **6:2:1:2**.

The reference date for determining the size of the departments was or is the date on which the university teachers, academic staff members, technical and administrative staff and students were elected.

**VI. Election dates, place and time of voting**

The elections will take place **online from 22 May – 1 June 2022**.

Prior to online voting, a detailed description of the voting modes will be sent to all eligible voters.

For those eligible voters who do not have the option of electronic voting, there will be an opportunity to vote online at the Electoral Office, Building at August-Schmidt-Straße 4, room 203, from 10 a.m. to 3 p.m.

**VII. Electoral system (Section 6 Election Regulations of TU Dortmund University, WahlO)**

1. The members of the collegiate bodies are elected in elections separated by groups according to the principles of personalized proportional representation.
2. Each voter shall have half as many votes as there are seats to be filled in his/her group in the respective collegiate body in accordance with the provisions of the Charter. If the number of seats is odd, the number of votes shall be rounded up
3. Voters may vote for individual candidates from one or several electoral lists (panache), whereby the vote is simultaneously valid for the electoral list on which the candidate is proposed. Accumulation of votes on one candidate is not permitted.  
The seats of a member group shall be allocated to the electoral lists in proportion to the total number of votes cast for the candidates on the electoral lists using the d'Hondt maximum number method; electoral lists that have not received any valid votes shall not be taken into account. The seats then allocated to the individual electoral lists shall be allocated to the candidates on the electoral lists in the order of the number of votes they have obtained. In the event of equal maximum numbers of votes, the allocation of the last seat shall be decided by a draw of lots to be drawn by the election officer or one of his or her representatives. The candidates on the electoral list shall be ranked according to the number of votes they receive.  
In the event of a tie, the order of the candidates on the election proposal shall be decisive; this shall also apply if no vote is cast for a candidate. The candidates with the highest number of votes shall each receive one of the seats allocated to the election list. If an electoral list contains more seats than candidates, the excess seats shall be allocated to the remaining electoral lists of the same group in the order determined by continued application of the d'Hondt maximum number method; sentence 5 shall apply mutatis mutandis. Any remaining seats shall remain vacant.
4. The remaining candidates on an electoral list shall become substitute members of this electoral list in the order determined by subsection 3, sentences 6 and 7. If more than two electoral lists have received valid votes, the order in which the electoral lists to be taken into account in the allocation of seats send substitute members in the event of exhaustion of an electoral list shall be determined by continued application of the d'Hondt maximum number procedure; in the event of equal maximum numbers, the decision shall be made by drawing lots to be drawn by the election officer or a person authorized by him/her. The order is determined for as many positions as there are substitute members within the group.
5. Substitute group representatives are the substitute members of each electoral list who have not yet moved up as a member. The order of the substitutes shall be based on the order of the substitute members determined in accordance with subsection 4 sentence 1. The substitutes shall attend the meetings in this order. If a substitute is unable to attend, the next-available substitute shall be taken into account. If no substitute is available on the list, the substitute shall be replaced by substitute members of other electoral lists of the same group in the order determined in accordance with subsection 4 sentence 2.
6. If a group representative is prevented from attending a meeting as a whole, all his/her rights and duties shall pass to the substitute; substitution for only one or more agenda items is not permitted.

7. If an elected member of an electoral list withdraws, the next substitute member of the respective electoral list in the order determined in accordance with subsection 4 sentence 1 shall move up. If an electoral list is exhausted, substitute members shall be sent by other electoral lists of the same group in the order determined in accordance with subsection 4 sentence 2.
8. If only one election list is available for election in a group, a majority election shall be held in deviation from subsection 1 and 3 if the election list contains more candidates than there are seats to be allocated; subsection 2, subsection 3 sentences 6 to 8, subsection 4 sentence 1, subsection 5 sentences 1 to 4, subsection 6, subsection 7 sentence 1 shall apply accordingly. If only one electoral list is available for election in a group and the electoral list does not contain more candidates than there are seats to be allocated, this electoral list shall be voted on with yes or no votes. If the electoral list receives more yes votes than no votes, its candidates are elected; otherwise the election fails.
9. An elected member shall resign if his/her group affiliation changes; an elected member shall also resign from the Department Council if his/her affiliation with the respective Department ends.

## VIII. Election proposals

### Notice:

**Separate election proposals** are to be submitted for the elections to the Senate and the Department Councils, in which candidates are nominated for the election. The deadlines for submitting election proposals are the same for all groups and committees.

1. Deadline for the submission of election proposals:  
The **election proposals** must be submitted in writing to the election official (Electoral Office, HG I, South Campus, room 205) no later than **2 May 2023, 3 p.m. Only election proposals submitted in time will be considered.**
2. Form and content of election proposals:
  - a. Forms for the election proposals are available in the Dean's Offices and the institutions or can be requested from the Electoral Office.
  - b. Only those who have been included in an election proposal can be elected. An election proposal for the Senate or the Department Council may contain one or more candidates. Only members of one's own Department may stand for election to the Department Council. With his/her personal signature on the election proposal or by sufficient proof, the candidate irrevocably declares that he/she has agreed to be included in the election proposal. If he/she is prevented from doing so, the signature of a candidate of the same nomination authorized by him/her shall suffice as a substitute. However, the personal signature/sufficient proof must be submitted by 2 May 2023. If this is not the case, the candidate will be deleted from the election proposal.
  - c. Each election proposal for a list election must contain a password with a maximum of 100 characters, e.g. the name of the university political group. The names of the candidates should be listed in a recognizable order. In the absence of such an order, the alphabetical order shall apply.
  - d. The election lists shall be drawn up with gender parity. If gender parity in representation is not achieved in the election proposals, the relevant reasons for this must be stated.
  - e. For election to collegiate bodies, a candidate may not be included in more than one proposal and may not sign more than one proposal.
  - f. The election proposal must contain the surname, first name, Department or institution, official title or, in the case of students, the student ID number and the exact address and date of birth of each candidate, as well as clearly designate the election and the group for which it is to apply.
  - g. Members and substitute members of the election board as well as assistant election officers (e.g. Department representatives) may not run for office.
  - h. The election proposals should include at least one and a half times as many candidates for each committee per group as there are members to be elected.
  - i. Mistakes in the election proposals shall be remediated no later than 8 May 2023.
  - j. An appeal against the rejection of a proposal or the deletion of individual candidates may be lodged in writing with the election board no later than 8 May 2023.
  - k. The proposals that have been approved as valid will be announced in the Dean's Offices and respective offices, at the AStA, at the Equal Opportunity Office, at the Electoral Office (South Campus, HG I, room 205) and in the buildings by postings on the notice boards.

## IX. Electoral directory

1. All eligible voters are entered in an electoral directory.
2. The electoral directory will be available for inspection together with the WahlO in the **period from 13 April 2023 – 2 May 2023 from 10 a.m. to 3.00 p.m.** at the Electoral Office, South Campus, HG I, room 205, at the AStA and at the Equal Opportunities Office during regular business hours. In the Deans' Offices and the institutions, the electoral directory for the respective Department/institution will be displayed during the same period during the opening hours of the Dean's Office or respective unit.
3. Objections to the correctness of the electoral directory may be submitted to the election official in the Electoral Office in writing or on record within the period allowed for the submission of objections or, at the latest, by **2 May 2023**. The objection must be accompanied by the necessary evidence, unless the alleged facts are known to the authorities or are obvious.
4. The electoral directory will be closed by the election official on **2 May 2023 at 3 p.m.**
5. The entry in the electoral roll is decisive for the right to vote in a group and in a Department until the elections to the collegiate bodies are completed.

## X. Eligibility to vote and to be elected

1. Anyone who is a member of TU Dortmund University on **11 April 2023** is eligible to vote and to be elected. Section 4 (1) WahlO is to be observed.
2. Each member of TU Dortmund University is only entitled to vote and be elected in one group and in no more than one Department. A member entitled to vote who belongs to more than one group or Department must submit an irrevocable written declaration to the election committee no later than **21 April 2023**, stating in which group or Department he or she wishes to exercise his or her right to vote. This declaration must be received by the office of the election official (Electoral Office, South Campus, HG I, room 205) by the aforementioned deadline. **Otherwise, they will not be able to exercise their right to vote.** Students whose degree programs are assigned to more than one Department must declare at the time of enrollment or re-registration in which Department they wish to exercise their membership rights. The above declarations are irrevocable for the current semester. Students who belong to another group at the same time and have not made such a declaration will be assigned to the other group ex officio.

## XI. Exercise of the right to vote, absentee vote

1. The eligible voter may only vote with official voting documents.
2. Eligible voters may exercise their right to vote only once and in person by casting their vote in the voting room, electronically in the case of online elections, or by absentee vote. A voter who is incapacitated by physical infirmity may be assisted by a person he or she trusts.
3. Before voting in person, the eligible voter must present his/her valid ID card or another valid ID with photo. Beyond this, students must also present their student ID (digital student ID, student ID card).
4. Eligible voters who wish to exercise their right to vote by **absentee vote** may apply for it informally at the Electoral Office, **postal address: Electoral Office, Office of Central Services, TU Dortmund University, 44221 Dortmund. Applications for absentee voting** can only be granted if they are received by the Electoral Office by **15 May 2023** at the latest.

In the case of absentee voting, the eligible voter shall submit to the election official in the sealed absentee ballot envelope

- a. her/his voting paper (*Wahlschein*)
- b. in the ballot envelope the ballot papers (*Stimmzettel*)

in good time so that the election envelope is received by **3 p.m. on 1 June 2023 (last day of voting) at the latest**, in the office of the election official at the Election Office, South Campus, HG I, room 205.

## XII. Assistant election officers

The election board can use assistant election officers to support the voting and counting of votes. The departments, central institutions and the central administration are obliged to ensure that the elections are carried out by a sufficient number of assistant election officers. The work as an assistant election officers is honorary. Every person entitled to vote is obliged to assume this honorary office. The honorary office may only be refused for good cause. Reference is made to Section VIII. 2. g of this election notice.

**XIII. Announcement of the election results**

The election results will be announced online and by display or notice in the Dean's Offices and business rooms as well as in the Electoral Office (HG I, South Campus, room 205), in the Equal Opportunities Office (Emil-Figge-Str.66) and at the AStA.

**XIV. Scrutiny of elections**

The election may be contested in writing by the eligible voters to the election official within one week of the announcement of the election result. This objection is only admissible on the grounds that the election result, including the voting ratios, has been distorted.

A handwritten signature in blue ink, appearing to read 'w. Rhode', is written above the printed name.

(University Professor Dr. Wolfgang Rhode)