

# **Rules and Regulations for Elections at ISEG - Lisbon School of Economics and Management**

## **Background**

As part of the electoral process for the 2022-2026 mandate, it was recognised that there is a need to harmonise and standardise the rules and regulations regarding the election of the School's governing bodies, organic sub-units and scientific areas which previously existed in a series of independent documents. In addition, as visiting professors are key to supporting the teaching activity and the transfer of knowledge, it was agreed that they should have the right to vote, in accordance with their contractual time-based percentage, in order to ensure an appropriate balance between all those eligible to vote in the elections.

Accordingly, these Rules and Regulations have been produced to govern the electoral process for ISEG's various governing bodies, departments and scientific areas, taking into account the candidacy manifesto of the current Dean of ISEG and his Vice-Deans, the Strategic Plan approved by the School Board, and the subsequent consultation with the School Boards and the Deans' Coordination Board.

### **Title I**

#### **Chapter I**

##### **General Dispositions**

###### Article 1

###### Object

These Rules and Regulations set out the principles and procedures governing the elections of the members of the School Board, the Scientific Board and the Pedagogical Board, as well as the elections of ISEG's Heads of Department and the Coordinators of the respective scientific areas.

###### Article 2

###### General Principles

The electoral process and the electoral campaign are governed by the principles of freedom of canvassing, equal opportunities and treatment of the various candidates, and the impartiality of the Electoral Commissions and of all ISEG bodies and services.

## Article 3

### Frequency and voting

- 1 - Elections to the governing bodies referred to in Article 1 above are held every 4 (four) years for faculty, researchers and other non-faculty staff, and every 2 (two) years for students, in accordance with ISEG's Statutes.
- 2 - Elections for ISEG's Heads of Department and the Coordinators of the respective scientific areas are held every 2 (two) years.
- 3 - All the elections provided for in these Rules and Regulations are carried out by voting in-person through a physical secret ballot.

## Article 4

### Electoral Capacity

Active and passive electoral capacity is determined on the date of the publishing of the directive convening the elections.

## Article 5

### Electoral procedure and timetable

- 1 - The electoral procedure for ISEG's governing bodies is initiated by the issue of a directive by ISEG's Dean's Office convening the elections and appointing an Electoral Commission, starting with the publishing of the respective notice in the habitual places and on ISEG's website, as well as via the other regular means of publicising and communication in the academic community.
- 2 - The electoral procedure for ISEG's Heads of Department and the Coordinators of the respective scientific areas is initiated by the issue of a directive by ISEG's Dean's Office convening the elections. The Heads of Department are responsible for organising the electoral process, which begins with the publishing of the respective notice in the Departments' offices and on ISEG's website, as well as via the other regular means of publicising and communication in the academic community.
- 3 - Elections are convened at least 30 (thirty) calendar days in advance of the start of the elections, and always before the end of the respective current mandates.
- 4 - The electoral process includes:
  - a) The publication of the electoral roll and the complaints period;
  - b) The process of submitting and accepting competing lists;
  - c) The electoral campaign;
  - d) The electoral process;
  - e) The tabulation of the results;
  - f) Publishing and ratifying the results.

## Article 6

### The electoral campaign

- 1 - The electoral campaign is designed to divulge the candidate lists' manifestos and the avowed objectives.
- 2 - The electoral campaign period begins on the 15th (fifteenth) day before the elections and ends at 23:59 on the eve of the elections.

## Chapter II

### Electoral Commissions

#### Article 7

##### Composition

- 1 - The Electoral Commissions for the elections of the members of ISEG's governing bodies listed above in Article 1 are composed of a Chair and a Vice-Chair, who must both be members of faculty or researchers at ISEG, as well as a student and a non-faculty or non-research member of staff.
- 2- The Dean of ISEG appoints a person as Chair of the Electoral Commission of each of the bodies referred to in Article 1 who is neither a candidate, nor a proponent of any candidature in any of the above-mentioned elections.

#### Article 8

##### Competencies

- 1 - The Electoral Commissions have the following competencies:
  - a) To oversee the overall preparation, organisation and operation of the electoral process, including the respective publishing and scheduling of the electoral procedure, the evaluation of complaints made under the provisions of these Rules Regulations, and the communication of the results;
  - b) To ensure compliance with the principle of equal treatment among the candidates, especially with regards the use of ISEG's facilities for election campaign activities or election propaganda, without jeopardising the normal functioning of ISEG.
- 2 – The Chair of each Electoral Commission is specifically responsible for chairing the meetings and has a casting vote. They are obliged to inform the Dean's Office of ISEG of any fact that jeopardises the progress of the electoral campaign, the holding of the elections, or upholding equal treatment among the candidates.

## Article 9

### The carrying out of duties

The Electoral Commissions commence their duties on the date that they are appointed by the Dean of ISEG and cease their duties once the election results have been ratified by either the Rector or the Dean of ISEG.

## Article 10

### ISEG Services

The Electoral Commissions are provided support by ISEG's departments in carrying out their duties, namely by:

- a) Providing the members of the Electoral Commissions with requested information and clarification, especially regarding the up-to-date professional or student situation of all those on the candidate list or of indeed any candidate, as well as the necessary administrative support;
- b) Producing the electoral roll;
- c) Providing the members of the Electoral Commissions a room for permanent use during the period of the respective electoral procedure;
- d) Informing the Electoral Commissions the venue of each election;
- e) Appointing the Chair and members of each polling station.

## **Chapter III**

### **Electoral Rolls**

#### **Section I**

#### **General Dispositions**

## Article 11

### Electoral Rolls

- 1 - The electoral rolls are published at the same time as the publishing of a public notice convening the date of the elections.
- 2 - Complaints regarding the composition of the electoral rolls may be lodged within 2 (two) days of their respective publication.
- 3 - The above-mentioned complaints shall be decided upon by the respective Electoral Commission within 5 (five) days. Should a complaint be vindicated, then the corrected electoral roll shall be published immediately.

## Section II

### Electoral Rolls for the School Board, the Scientific Board and the Pedagogical Board

#### Article 12

##### Faculty and Researchers

- 1 - The electoral body for representatives of members of faculty and researchers on the School Board is composed of all those who, regardless of the nature of their contractual situation, are effectively carrying out such functions on a full-time or part-time basis at ISEG on the date of the start of the electoral process, as well as those who are bound to ISEG by employment contracts.
- 2 - The electoral body for the Scientific Board is constituted by career members of faculty and researchers who hold a PhD, as well as others who hold a PhD who teach and/or carry out research at ISEG on a full-time basis on the date of the start of the electoral process, regardless of the nature of their contractual relationship with ISEG.
- 3 - The electoral body for the Pedagogical Board solely comprises PhD holders who are employed full-time by ISEG.

#### Article 13

##### Non-Faculty and Non-Research Staff

The electoral body for representatives of non-faculty and non-research staff is composed of contractually-employed members of staff.

#### Article 14

##### Student representatives

The electoral body for student representatives on the School Board and the Pedagogical Board is composed of students from any of ISEG's study cycles, provided that they are registered for the academic year in which the election takes place.

#### Article 15

##### Registration on more than one electoral roll

- 1 - Each voter may be registered in only one electoral roll.
- 2 - With regards the preceding paragraph, should a voter be entitled to vote in more than one electoral body, then their name shall be included in the electoral roll indicated in Article 12.1, .2 and .3 and Article 13, depending on their individual case, in successive order of precedence.

## Article 16

### Voting

- 1 - Each member of faculty or researcher with a permanent contract at ISEG who is part of the electoral body referred to in Article 12 shall be allocated 5 (five) votes.
- 2 - Each visiting member of faculty who is part of the electoral body referred to in Article 12 shall be allocated votes in according to their contractual percentage, as defined in the table below:

<b>Contractual percentage</b>	<b>Number of votes</b>
[0%, 20%[	1 vote
[20%, 40%[	2 votes
[40%, 60%[	3 votes
[60%, 80%[	4 votes
[80%, 100%]	5 votes

- 3 - Each non-faculty member of staff at ISEG who is part of the electoral body referred to in Article 13 shall be allocated 1 (one) vote.
- 4 - Each student who is part of the electoral body referred to in Article 14 is allocated 1 (one) vote.
- 5 - The number of the above-mentioned votes corresponds to an equivalent number of ballot papers.

## Section III

### **Electoral Rolls for the Heads of Department and Coordinators of ISEG's scientific areas**

## Article 17

### Electoral body

The electoral body for electing the Heads of Departments and Coordinators of ISEG's scientific areas consists of all faculty and researchers in effective service in the respective Department.

## Article 18

### Voting

- 1 - Each member of faculty or researcher with a permanent contract at ISEG who is part of the electoral body referred to in Article 12 shall be allocated 5 (five) votes.
- 2 - Each visiting member of faculty who is part of the electoral body referred to in Article 12 shall be allocated votes according to their contractual percentage, as defined in the table below:

<b>Contractual percentage</b>	<b>Number of votes</b>
[0%, 20%[	1 vote
[20%, 40%[	2 votes
[40%, 60%[	3 votes
[60%, 80%[	4 votes
[80%, 100%]	5 votes

3 –The number of above-mentioned votes corresponds to an equivalent number of ballot papers.

## **Title II**

### **Candidature Lists**

#### **Chapter I**

#### **Elections for members of the School Board, the Scientific Board and the Pedagogical Board**

#### **Section I**

#### **General Dispositions**

#### **Article 19**

#### **Obligatory elements**

- 1 - Nominations for electing members of the School Board, the Scientific Board and the Pedagogical Board, are submitted in the form of lists.
- 2 - Each list must contain the following:
  - a) The full identification and postal and email addresses of the representatives of the list;
  - b) The name and position or function of all those who comprise the respective candidate list, and, in the case of students, their ISEG student registration number and respective study cycle;
  - c) Whether those who comprise the above-mentioned lists are standing as full members, or back-ups of the bodies they are standing for;
  - d) The declaration of acceptance of those mentioned in Sub-paragraph b) above, with confirmation of their situation regarding Sub-paragraph c) above;
  - e) The name and position or function of the sponsors of the list;
  - f) The declaration of acceptance by the representative of the list;
  - g) A declaration by the representative of the list that they have verified the formal substance of the list and that it is in order, as well as a declaration if they confirm that it was not possible to produce a similar list, in compliance with the terms of Article 20.3.

## Article 20

### Production of the lists

- 1 – The lists must be produced in such a way as to ensure that they consist of an equal number of men and women, both in the case of full members and back-ups.
- 2 - The order of the people on the lists must respect the alternation between men and women.
- 3 - Nevertheless, in duly justified cases, a list may not comply with the provisions of the preceding two paragraphs, provided that the percentage of people of one sex is not less than 30 (thirty) percent in relation to the other sex.
- 4 - The listing of the candidates is produced in descending order of the submission of their declaration of acceptance to be a candidate, with the mandates being attributed in the same order.
- 5 - Candidates are not permitted to stand for more than one list for election to the same body or to be on the candidate list for more than one body.

## Article 21

### Voting for candidate lists

- 1 - A person may only propose one list of candidates for the same body.
- 2 – A proponent of a list may also stand as a full member or as a back-up for the same body.

## Article 22

### Submission of lists

- 1 - The deadline for the submission of lists to the Electoral Commission is 7 (seven) days after the publication of a notice to that effect, and lists submitted after that date will be rejected.
- 2 - Once the deadline mentioned in the preceding paragraph has passed, the respective Electoral Commission shall evaluate the formal substance of the list and whether it is in order within 2 (two) days, randomly assigning one of the 26 (twenty-six) letters of the Portuguese alphabet.
- 3 - In the event of identifying formal deficiencies in the lists, the Electoral Commission shall have them corrected by the respective representative of the list within the period mentioned in the preceding paragraph, setting a deadline of no less than 2 (two) days for this purpose.
- 4 - Those lists that fail to correct the formal deficiencies within the established deadline shall be rejected. The established daedlone may not extend beyond the date of the start of the electoral campaign
- 5 - Complains against decisions taken by the Electoral Commission regarding irregularities of any list may be lodged within 5 (five) days.
- 6 – Such a complaint must be decided on by the Electoral Commission within 10 (ten) days.

## Article 23

### The representative of the list

The representative of the list is responsible for the following:

- a) Receiving the list;
- b) Verifying the formal substance of the list and whether it is in order;
- c) Submitting the list to the respective Electoral Commission;
- d) Receiving all communication regarding the list and passing it on to the proponents of the list;
- e) Notify the Electoral Commission of any changes made to the list;
- f) Complain to the Dean of ISEG about any decision taken by members of the Electoral Commission;
- g) Attending the meetings of the members of the Electoral Commission, when invited to do so.

## **Section II**

### **Special dispositions**

#### **Sub-section I**

#### **The School Board**

## Article 24

### Passive electoral capacity

The following are eligible to be a member of the School Board:

- a) Members of faculty and researchers who are part of the electoral body, in accordance with the terms of Article 12 above;
- b) Non-faculty and non-research staff, in accordance with the terms of Article 13 above;  
and
- c) Students who form part of the student electoral body, accordance with the terms of Article 14 above.

## Article 25

### Lists for the School Board

1 - The candidate lists for the School Board must consist of at least 20 (twenty) people who are members of the respective electoral body for this governing body, being composed of the following, without prejudice to the provisions of the following paragraph below:

- a) 18 (eighteen) members of ISEG's faculty and researchers, with 9 (nine) candidates being full members and 9 (nine) back-ups; and,
- b) 2 (two) ISEG non-faculty and non-research staff, one as a full candidate and the other as a back-up.

2- In elections where members of the student body have the right to participate, the lists referred to in the preceding paragraph must also include the nomination of 4 (four) students, 2 (two) of whom are full members and 2 (two) are back-ups.

## **Sub-section II**

### **The Scientific Board**

#### Article 26

##### Passive electoral capacity

Career members of faculty and researchers who hold a PhD, are eligible to be members of the Scientific Board, as are others who hold a PhD and who teach and/or carry out research at ISEG on a full-time basis with a contract of no less than one year, regardless of the nature of their relationship with ISEG.

#### Article 27

##### Lists for the Scientific Board

- 1 - The candidate lists for the Scientific Board must consist of at least 20 (twenty) people who are members of the respective electoral body for this governing body, being composed of 24 (twenty four) candidates, 12 (twelve) of whom are full members and 12 (twelve) are back-ups.
- 2 – All proponents of the list and the respective candidates must satisfy the requirements of Article 31.1 of ISEG's Statutes.

## **Sub-section III**

### **The Pedagogical Board**

#### Article 28

##### Passive electoral capacity

The following are eligible to be a member of the Pedagogical Board:

- a) Members of faculty and researchers who are part of the electoral body, in accordance with the terms of Article 12 above; and,
- b) Students who form part of the student electoral body and who have no contractual relationship with ISEG, in accordance with the terms of Article 14 above.

## Article 29

### Lists for the Pedagogical Board

- 1 - The candidate lists for the Pedagogical Board must consist of at least 25 (twenty five) people who are members of the respective electoral body for this governing body, being composed of 12 (twelve) candidates, 6 (six) of whom are full members and 6 (six) are back-ups, without prejudice to the provisions of the following paragraphs.
- 2 - In elections where members of the student body have the right to participate, the lists mentioned in the preceding paragraph must also include 12 (twelve) student candidates, 6 (six) full members and 6 (six) back-ups, of which:
  - a) 3 (three) full member candidates and 3 (three) back-up candidates are 1st Study Cycle students;
  - b) 2 (two) full member candidates and 2 (two) back-up candidates from the 2nd Study Cycle; and,
  - c) 1 (one) full member candidate and 1 (one) back-up candidate from the 3rd Study Cycle.

## Chapter II

### Elections for the Heads of Department and Coordinators of ISEG's scientific areas

## Article 30

### Candidatures

- 1 - Nominations for electing the Heads of ISEG Departments and the Coordinators of ISEG's scientific areas may be submitted in the form of single-nomination nominations.
- 2 - The nominations referred to in the preceding paragraph must contain a description of the main lines of action of the candidate's mandate.
- 3 - The deadline for submitting nominations or announcing unavailability for the position is publicised by the office of the respective departments and corresponding scientific areas, and may not be less than 5 (five) calendar days.
- 4 - Once all the nominations have been received, the current Head of the respective Department shall verify the existence of formal and substantial irregularities within 2 (two) days of the deadline for submission, whereby the provisions of Article 22 of these Rules and Regulations shall apply, subject to the necessary adaptations, with the Dean of ISEG exercising the designated functions duly assigned by the respective Electoral Commission.

## Article 31

### Passive electoral capacity

- 1 - Full professors and associate professors in full-time employment who have not declared themselves to be unavailable for the exercise of the position or have not exercised the same position during the two immediately preceding mandates are eligible to be Head of Department.

- 2 - The following are eligible to be a Coordinator of a scientific area: full professors who have not declared themselves unavailable to hold the position and who have not held the position during the two immediately preceding mandates.

### **Title III**

## **Voting and vote counting**

### **Chapter I**

## **Elections for members of the School Board, the Scientific Board and the Pedagogical Board**

### Article 32

The polling stations open at 09.00 and close at 19.00 on the date set by the respective Electoral Commission.

### Article 33

#### Polling stations

- 1 - The polling stations are manned by two people nominated for the purpose by ISEG, one of whom will act as the Chair of the polling station, and, optionally, one other person who is nominated by each of the candidate lists.
- 2 - The nomination mentioned in the preceding paragraph may be made for limited periods of time and must guarantee the presence of two people simultaneously throughout the electoral process.
- 3 - Before opening the ballot boxes, the polling station staff must first check that they are empty and apt for ballot papers to be posted in them.

### Article 34

#### Voting

- 1 - Without others seeing, each voter must register their choice unequivocally by clearly ticking just once the options on the ballot paper, and then fold it and post it in the respective ballot box.
- 2 - The name of each voter who casts their ballot must be crossed out on the respective electoral roll register by the staff of the respective polling station.
- 3 - Voting by proxy is not permitted.
- 4 - Postal voting is only permitted for any members of faculty, researchers, non-faculty staff, and students who is absent from ISEG for professional reasons or due to other legal obligations.
- 5 - For the purposes of the preceding paragraph, a voter is considered to be absent from ISEG for professional reasons in the following circumstances:

- a) In the case of members of faculty and researchers, when they are carrying out research abroad or are having to teach, or are absent on an exchange programme, at conferences or owing to any other act in representation of ISEG or in a similar capacity;
- b) In the case of students, when they are enrolled in an exchange programme or are absent carrying out research or competing in international competitions, or owing to any other act carried out in representation of ISEG or in in a similar capacity;
- c) In the case of non-teaching staff and non-researchers, when they are absent on an exchange programme, in training held outside ISEG, or owing to carrying out any other act in representation of ISEG or in a similar capacity.

6 - Postal voting is also permitted if the voter is unable to travel, as justified by a medical certificate, or if they are on parental leave.

7 - The exercise of the right to a postal vote is carried out via an internal mail addressed to the respective Electoral Commission, which in turn is responsible for ensuring the anonymity and secrecy of the vote in question.

## Article 35

### Closing of the polls and counting of votes

1 - The doors to the polling stations will be closed at 19.00 on the day of the elections and no-one will be allowed in, except for members of the respective Electoral Commission or the representing of a list.

2 - Should someone be present in the polling station to cast their vote after the doors have been closed as referred to in the preceding paragraph, then they have the right to cast their vote.

3 - Once voting has finished, the contents of the ballot boxes shall be analysed one-by-one by the polling station staff, who are obliged to record the result of the votes cast in the minutes, as well as recount any facts worthy of mention that occurred during voting.

4 - After the analysis referred to in the preceding paragraph, the polling station staff will then count the votes, the result of which will be recorded in separate minutes.

5 - In addition to the task described in the preceding paragraph, the minutes shall contain the following information:

- a) The names of the representatives of the lists who are present, if applicable;
- b) The start and end time of voting;
- c) The total number of voters registered on the electoral roll and the number of actual voters;
- d) The number of blank and invalid votes;
- e) The number of votes cast for each list;
- f) Any complaints or protests;
- g) Any deliberation made by the respective Electoral Commission;
- h) Any other occurrences deemed worthy of mention by any of those present.

6 - Any ballot paper where no box has been ticked will be counted as a blank vote, and those where more than one box has been ticked or whe any symbols, letters, words or expressions have been handwritten will be counted as invalid votes.

7 - Once the minutes referred to in the preceding paragraphs have been written and signed, all the ballot papers must then be collected and place in appropriate envelopes.

- 8 - Those ballot papers that have not been unanimously classified as being invalid or as blank votes shall be collected in a separate envelope from the others.
- 9 - The minutes and the envelopes mentioned in the preceding paragraphs must be handed over to the respective Electoral Commission immediately after they are closed.

#### Article 36

##### The results of the elections

- 1 - The members of the Electoral Commission will decide on and announce the results of the vote registered in the minutes and on the specific classification of the votes mentioned in Article 35 above.
- 2 - The provisional final results of the elections shall be duly publicised, together with the ordered list of those who are expected to be elected to the different governing bodies of ISEG referred to in Article 1 above by applying the d'Hondt method.
- 3 - Should two or more lists receive the exact same number of votes, then will there be a recount. If the first count is confirmed to be correct, then a repeat election will be convened just for the body where there was a tied vote.

#### Article 37

##### Complaints and acceptance of the results

- 1 - Should no complaints be lodged, or once the complaints that have been lodged have been definitively decided upon, then the final results of the elections will be published and all the collected ballot papers will be destroyed.
- 2 - The representative of any list may declare in writing that the list accepts the decisions taken and that it waives the right to complain or appeal against them.
- 3 - The results shall then be communicated by the respective Electoral Commission to the Dean of ISEG, who in turn will then communicate the results to the Rector for subsequent approval.

### Chapter II

#### **Elections for the Heads of Department and Coordinators of ISEG's scientific areas**

#### Article 38

##### Elections

- 1 - Elections for the Heads of Department and Coordinators of ISEG's scientific areas are carried out during a voting session expressly convened for this purpose by the current Head of the Department, to coincide with the election of the Coordinators of the corresponding scientific areas.

- 2 The candidate who obtains an absolute majority of the votes validly cast will be duly elected the Head of Department or the Coordinator of the respective scientific area.
- 3 - Should there be no clear result after holding the first round of the election, then the candidate who obtains an absolute majority of the votes validly cast from among the two candidates who received the most votes in the first round shall be elected the Head of Department or the Coordinator of the respective scientific area.
- 4 - In the event of a tie during the second round of the election, the candidate with the highest academic category shall be elected, or in the case of the same category, the most senior of the two candidates.

## **Title IV**

### **Final dispositions**

#### Article 39

##### Communication

All notifications and communications provided for in these Rules Regulations, especially those carried out with the respective Electoral Commissions, are made electronically to the e-mail addresses duly registered at the beginning of the electoral process.

#### Article 40

##### Deadlines

The following rules apply for the countdown to deadlines:

- a) Unless expressly stated otherwise, Saturdays, Sundays and public holidays are excluded for the countdown to the deadlines set out in these Rules and Regulations;
- b) A deadline that falls on a day when ISEG is not open to the public, or does not operate during normal hours, is transferred to the first following working day;
- c) ISEG is considered not to be open to the public when total or partial time-off is granted to staff and students.

#### Article 41

##### Existing Rules and Regulations in force

The dispositions of these Rules and Regulations take precedence over any existing Rules and Regulations in force when they differ, especially those concerning the election of the governing bodies, Heads of Department and the Coordinators of ISEG's scientific areas.

## Article 42

### Omitted cases

- 1 - Any cases not covered by these Rules and Regulations shall be resolved by the respective Electoral Commissions, whenever they are in office under the terms of Article 9 above.
- 2 - With the exception of the cases provided for in the previous paragraph, all omitted cases are resolved by the Dean's Office of ISEG.

## Article 43

### Entry into force

These Rules and Regulation shall enter into force on the day following their publication.