



# ELECTION REGULATIONS

Adopted by the Board on 9 September 2009 with amendments approved by the Board on 17 April 2015, 3 May 2017, and 14 September 2017.

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## Chapter 1. General provisions



### **Section 1. The scope of the regulations**

These regulations apply to the election of the members and deputy members of the Board of the Norwegian School of Economics (hereinafter called the Board), heads of departments, deputy heads of departments, persons responsible for teaching, members and deputy members of the boards of departments.

### **Section 2. Timing of elections**

Elections take place in the spring semester with effect from 1 August of that year.

The election committees<sup>1</sup> set the times for the elections within the framework set out in these regulations.

When elections take place in the same semester, the election of members of the Board shall be held before other elections at the Norwegian School of Economics.

### **Section 3. Terms of office**

The following are elected for a term of office of four years:

- a) Members of the Board elected by and from among the employees
- b) Deputy members of the Board elected by and from among the employees
- c) Heads of departments
- d) Deputy heads of departments
- e) Persons responsible for teaching
- f) Members of the boards of the departments elected by and from among the employees
- g) Deputy members of the boards of the departments elected by and from among the employees.

The following are elected for a term of office of one year:

- a) One member (if relevant) and two deputy members of the Board elected by and from among temporary employees in teaching and research positions<sup>2</sup>
- b) One member (if relevant) and one or more deputy members of the boards of departments elected by and from among temporary employees in teaching and research positions<sup>3</sup>
- c) Members and deputy members of the Board elected by and from among students

Members and deputy members to the boards of departments by and from the students are appointed for a term of office of one year in accordance with Section 25, fifth paragraph .

No one can be re-elected as head of department, deputy head of department, person responsible for teaching, board member or department board member if the person in question will have held such office for a continuous period of eight years at the start of the new term of office.

If any one group does not have a sufficient number of Board/department board members in relation to the proportion stipulated for the group in question, nor any deputy members who can fill the offices, the Board/boards of departments can decide to hold supplementary elections.

### **Section 4. Voting rights of employees**

Employees who have taken up positions at the Norwegian School of Economics by the election date(s) at the latest are entitled to vote.

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<sup>1</sup> See Section 7.

<sup>2</sup> See Section 19.2.

<sup>3</sup> See Section 27 d).



The following shall nevertheless not be entitled to vote:

- a) employees in positions less than 50 % of a full-time position
- b) persons employed or engaged for less than one year, unless they have been continuously employed by the Norwegian School of Economics for at least one year at the time of the election.

Externally funded employees in temporary teaching and research positions for whom the Norwegian School of Economics has employer responsibility shall be entitled to vote on equal terms with temporary employees if the Norwegian School of Economics is their permanent workplace and they otherwise meet the ordinary conditions for voting rights.

Externally funded permanent employees in temporary donation-funded positions have voting rights on equal terms with permanent employees. Employees on research leave retain their right to vote. Voting rights lapse for persons who have taken leave of absence to work in other positions. This will not apply, however, if they are employed in another position at the Norwegian School of Economics during their leave of absence and do not have the right to vote in the position in question.

No one can have more than one vote in an election. If a person is registered in more than one electoral roll, he/she shall only be allowed to cast one vote. The following order of priority shall apply to multiple registrations: employee in a teaching or research position, employee in a technical or administrative position, student.

No one can have voting rights in more than one place. Employees have the right to vote at their primary workplace/department. Students attached to more than one department must decide during the registration of votes where they wish to exercise their right to vote.

The central election committee shall decide cases of doubt about voting rights and constituencies.

### **Section 5. Voting rights of students**

Students who have paid their semester fees and registered at the Norwegian School of Economics for the spring semester within the deadline stipulated by the Office of Student and Academic Affairs have the right to vote in elections of student representatives. In connection with supplementary elections, the Board/boards of the departments can stipulate another deadline if expedient. The voting rights are limited in accordance with Section 4, fifth and sixth paragraph.

### **Section 6. List of persons eligible to vote – complaints concerning the electoral roll**

The rector is the keeper of the electoral roll. An electoral roll of those who are entitled to vote shall be completed no later than six weeks before an election for employees and students. The electoral roll shall be made immediately available to all persons concerned.

Complaints about the electoral roll are decided by the central election committee.

### **Section 7. Election committees**

The Board appoints the central election committee for the election of Board members and deputy Board members. The central election committee normally has five members and each gender shall be represented by a minimum of two members.<sup>4</sup>

Each department board shall appoint an election committee for the election of the head of department, deputy head of department, person responsible for teaching, and members and deputy members of the board of the department. These election committees normally have three members and both genders must be represented.

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<sup>4</sup> Cf. The Gender Equality Act Section 13.



The Board/department board appoints the chair and deputy chair of the election committee.

If a member of an election committee has been nominated for an office, the person in question shall withdraw from the election committee for the election concerned. The rector/head of department shall appoint a new member for this election.

The election committees organise the elections and the preparations for elections. They shall also ensure that an election is not held before nominations have been received for at least as many persons as there are offices to fill, including deputy members.

The election committees form a quorum when more than half the members are present. Decisions are made by simple majority. In the event of a tied vote, the chair has the casting vote. Members of the central election committee can bring decisions made by the election committee before the Board. Members of the departmental election committees can bring decisions made by their election committee before the central election committee.

The central election committee can be delegated authority to make decisions in matters that are the business of the Board pursuant to these regulations.

The rector shall appoint the secretary of the central election committee. The departments shall appoint the secretaries of their election committees. The secretary of the central election committee shall assist the departmental election committees.

### **Section 8. Announcement of deadlines**

The deadlines for nominating candidates, giving notice of elections and holding elections shall be stipulated by the election committees and announced well in advance of elections.

The announcement shall also briefly describe the rules for nominations and the election procedure.

### **Section 9. Right to nominate<sup>5</sup> and eligibility for election**

All persons with a right to vote in the various elections have a right to nominate candidates.<sup>6</sup>

All persons entitled to vote in the respective elections are eligible for election. This does not apply to the rector and deputy rectors, however.

Nominations for the offices of members and deputy members of the Board must be received by the central election committee no later than four weeks before the election.<sup>7</sup>

Nominations for the offices of head of department, deputy head of department, members and deputy members of the boards of the departments must be received by the departmental election committee no later than two weeks before the election.

Nominations must be submitted in writing or by e-mail to the election committees. Nominations of candidates for the offices of head of department and deputy head of department must be signed by at least two persons who are entitled to vote. Nominations for other candidates must be signed by the nominator.

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<sup>5</sup> The nomination deadline in this provision must be seen in conjunction with Section 16.4.

<sup>6</sup> See Sections 20, 21, 22 and 25.

<sup>7</sup> For students, Section 25 applies.



Nominated candidates must be immediately notified and the nominations announced to those entitled to vote. After the deadline for nominations, an overall list of the nominations received will be announced.

The Board/boards of departments can appoint a nomination committee to find candidates.

### **Section 10. Presentation of candidates**

Before the election, the candidates must be presented to the electorate. The election committees are responsible for ensuring that such presentations take place in a satisfactory manner well before the election.

### **Section 11. Form of election and procedure**

The following groups are to be elected:

- a) heads and deputy heads of departments and persons responsible for teaching
- b) members and deputy members of the Board from among groups of employees
- c) members and deputy members of the boards of departments from among groups of employees
- d) student representatives.

The election of heads and deputy heads of departments is normally decided by majority vote. The election committees can nonetheless decide to hold election by preferential voting if that is deemed to be more expedient. Elections are normally held electronically, but the election committees can decide that the election shall be held as an election meeting.

Members and deputy members of the Board/departmental boards from among employee groups are elected by preferential voting. Election committees can nonetheless decide to hold elections by majority vote, if that is deemed to be more expedient. Elections are normally held electronically, but the election committees can decide that the election shall be held at an election meeting within each group.

The election of student members and deputy members of the Board<sup>8</sup> takes place by ballot vote and electronic election as a majority vote.

For departmental elections, the elections of heads and deputy heads of departments, persons responsible for teaching and other elections can be carried out using a ballot paper where those entitled to vote can choose to vote for the nominees or submit a blank vote. The department's election committee can decide to use this simplified voting procedure when:

- a) the appointed nomination committee presents a unanimous nomination
- b) no candidates other than those nominated by the nomination committee have been nominated by the deadline in Section 9, paragraph four.
- c) the number of candidates nominated equals the number of candidates to be elected.

### **Section 12. Requirements for an election to be valid**

For an election to be valid, at least 50 % of the people entitled to vote must have voted.<sup>9</sup>

Blank ballot papers may be submitted. Blank and invalid votes are counted as votes cast in this context.

If an election is invalid (see the first paragraph) this must be announced by the election committee and a new election held.

<sup>8</sup> For the election of student members to the boards of departments, see Section 25.5.

<sup>9</sup> For students, Section 23 applies.



### **Section 13. Electronic elections – notice and organisation**

Notification of an electronic election is sent to each person entitled to vote with ten days' notice.

It is possible to give notification of absence to the election committees. Notifications of absence can be withdrawn before the start of the election. If the notification of absence is withdrawn, the person will retain the right to vote.

Candidates are presented by name and affiliation in the notice.

Several election committee members shall be present when data are retrieved after voting has taken place for processing in a vote counting program. Test counting of a dataset with known result shall be carried out before the votes are counted.

In majority votes, a candidate who has received more than half the votes cast after the first round will be elected.

If no candidate receives more than half the votes in the first round, a new election round is held between the two candidates who received the highest number of votes in the first round. The result of the first election round shall be announced immediately. A new election round shall be held in accordance with the provisions of this section. The election committee shall decide when the new election will be held and send notification of the election.<sup>10</sup>

The procedure for preferential voting is described in more detailed provisions, see Appendix 1 – 'Provisions concerning the procedure for preferential voting'. As a rule, the election outcome of preferential voting elections is determined using a computer program in accordance with supplementary rules stipulated by the Board.

### **Section 14. Election meeting – notice and organisation**

If the election is to take place at a meeting, the election committee must send a notice of meeting with at least ten days' notice.

Notification of absence must be given as soon as it becomes clear that a member cannot attend. If a member who has given notification of absence nevertheless attends the meeting, he/she will still be entitled to vote.

If an election by majority vote is held as an election meeting, voters enter the name of the candidate they wish to vote for. The person who receives more than half the votes cast is elected. If no one wins such a majority in the first election round, a new vote is held. If no one wins such a majority in this election round either, a third vote is held. In this vote, only the two candidates who received the most votes in the second round participate. If one candidate has received the highest number of votes and several candidates have come in equal second place, they shall all participate in this vote. The candidate who receives the highest number of votes in this vote is elected.

If two candidates receive the highest number of votes, a vote shall be held in which only they participate. In the event of a tied vote in the final round, the election shall be decided by tossing a coin.

Deputy members are elected in an election by majority vote where they are all elected at the same time. The candidates who receive the most votes are elected. In the event of a tied vote, the election shall be decided by tossing a coin. The deputy members are ranked in accordance with the votes received.

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<sup>10</sup> See Section 13.1 and 14.1.



The procedure for preferential voting is described in more detailed provisions, see the appendix – 'Provisions concerning the procedure for preferential voting'.

Advance votes can be submitted in elections of members and deputy members of the Board, heads and deputy heads of departments, persons responsible for teaching, and members and deputy members of boards of departments when such elections are held by preferential voting. Advance votes must be received by the election committees by the deadline they set in the notice. If a person who has given notification of absence nevertheless attends the election, the advance vote shall be withdrawn and he/she will cast an ordinary vote. When an advance vote is submitted, the ballot paper shall be submitted to the election committees in a sealed envelope. Each envelope is placed in an outer envelope marked with the voter's name and position. Envelopes containing advance votes are placed together with the ballot papers cast by the attending voters and counted at the same time.

A person who is refused the right to vote, shall nevertheless be allowed to submit a ballot paper. Such ballot papers are not placed in the ballot box, but in a special sealed envelope marked with the voter's name and address. The ballot paper shall be stored securely in the event of an appeal being filed.

### **Section 15. Gender imbalance after counting of votes**

If the counting of votes shows that one gender will not be represented in accordance with the gender distribution requirements<sup>11</sup> pursuant to these regulations, the lowest ranked person or persons from the overrepresented gender shall be replaced by the highest ranked person or persons from the under-represented gender. For majority votes in accordance with the number of votes and for preferential votes in accordance with more detailed provisions concerning the counting method.<sup>12</sup>

The provision concerning gender distribution in Section 16 of the election regulations apply to students.

### **Section 16. Employees' duty to accept office**

Employees who are elected to offices under these regulations have a duty to accept the office. A person who has held an office is entitled to exemption from re-election for a period of time corresponding to the time he/she held the office. 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.

Persons who are nominated for election pursuant to these regulations and who are entitled to demand exemption, must give notification of this no more than one week after being notified of the nomination.

Upon application, the rector can grant exemption from election or from continuing in an office that the holder cannot fill without disproportionate difficulty or inconvenience. Persons employed in part-time positions can also be exempt if the office would make it unreasonably burdensome or difficult for them to perform their duties.

### **Section 17. Students' duty to accept office**

Students nominated for election must give notification no later than one week after being notified of the nomination if they refuse to accept election.

Students who accept office pursuant to these regulations are obliged to fill the office for the duration of the term of office as long as they are eligible for election. Upon application, the rector/board of the department can grant exemption from continuing in an office that the holder cannot fill without disproportionate difficulty or inconvenience.

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<sup>11</sup> See Sections 20, 21 and 25.

<sup>12</sup> See 'Provisions concerning the procedure for preferential voting' Section 8.



### **Section 18. Election records**

Outcomes of elections held pursuant to these regulations shall be entered in special election records to be signed by the election committees. Notification of the outcome of the election shall be submitted to the rector and announced immediately.

## **Chapter 2. Special rules for election of the Board of the Norwegian School of Economics**

### **Section 19. The composition of the Board**

The Board of the Norwegian School of Economics consists of four members elected by and from among employees in teaching and research positions, one member elected by and from among employees in technical or administrative positions, two members elected by and from among students and four external members.<sup>13</sup>

If temporary employees in teaching and research positions make up more than 25 %<sup>14</sup> of all the school's employees in teaching and research positions, they shall comprise a separate electoral group that shall elect, by separate election, one of the four board members representing employees in teaching and research positions from among their group.

If a member is absent, a deputy member from his/her electoral group shall be invited to attend.

### **Section 20. Election of members of the Board from among employees in teaching and research positions**

All employees in teaching and research positions who have a right to vote pursuant to Section 4 are entitled to vote in the election.

The rector and deputy rectors are not eligible for election as Board members.

Four unranked members and six deputy members in ranked order shall be elected. Both genders shall be represented among the members, and when electing deputy members each gender shall be represented by at least two members.<sup>15</sup>

If temporary employees in teaching and research positions are entitled to a separate representative on the Board pursuant to Section 19, separate elections shall be held for the two groups of employees in teaching and research positions. In such case, the two groups (permanent and temporary employees) shall elect three unranked members and four ranked deputy members, and one member and two ranked deputy members, respectively. Both genders shall be represented among the elected members representing the permanent employees. Both genders shall be represented among the deputy members representing the permanent employees and among the deputy members representing the temporary employees.

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<sup>13</sup> The Ministry of Education and Research appoints the external members based on nominations by the Norwegian School of Economics and selects one of them as the chair of the Board, cf. the Act relating to Universities and University Colleges Section 9-4.6 and Section 9-3.2.

<sup>14</sup> The calculation is based on the electoral roll, cf. Section 6.

<sup>15</sup> Cf. The Gender Equality Act Section 13 and after 1 January 2018 The Gender Equality and Discrimination Act Section 28.





### **Section 21. Election of members of the Board from among employees in technical or administrative positions**

All employees in technical or administrative positions with voting rights pursuant to Section 4 are entitled to vote.

One member and two deputy members in ranked order shall be elected. Both genders shall be represented among the deputy members elected.

### **Section 22. Election of members of the Board from among students**

Student members and deputy members of the Board are elected by ballot vote and electronic ballot in the spring semester each year.

The election date and deadline for nominations are set by the Executive Board of the Student Union and announced by the end of March. The announcement shall also briefly describe the rules concerning nominations and the election procedure.

Nominations for members and deputy members must be received by the Executive Board of the Student Union no later than two weeks before the election. Nominations must be submitted in writing or by e-mail to the Executive Board of the Student Union and be confirmed by the proposer. Students can themselves launch their candidature as student members of the Board on the day of the election.

Nominated candidates will be notified immediately and then announced to those with voting rights. After the deadline for nominations, an overall list of the nominations received will be announced.

### **Section 23. Student elections**

The Executive Board of the Student Union decides when notice of the election will be given and when the election will be held.

Two members in unranked order and at least as many deputy members in ranked order shall be elected. Both genders shall be represented among both members and deputy members. Election is by a majority vote. In the event of a tied vote, another vote shall be held between only the tied candidates. The central election committee establishes, in consultation with the Executive Board of the Student Union, the further rules for the election.

## **Chapter 3. Special rules for election to the boards of departments**

### **Section 24. The composition of boards of departments**

The boards of departments shall have between seven and ten<sup>16</sup> members, and their composition<sup>17</sup> will be as follows:

- a) Heads of departments.
- b) Deputy heads of departments.
- c) Person responsible for teaching.
- d) Between one and four employees in teaching and research positions.
- e) If temporary employees account for more than 25 % of the department's employees in teaching and research positions, one of the board members under item d) shall be elected by and from among that group. If the group comprises less than 25 %, such representation is voluntary.

<sup>16</sup> If a board of department has an even number of members, the chair shall have the casting vote.

<sup>17</sup> The number of board members must be clarified before the election.



- f) One employee in a technical or administrative position<sup>18</sup>
- g) Two students.

In addition, one or more deputy members can be elected for the groups listed under d), e) and f). A deputy member can be a personal deputy for a member of the board of the department.<sup>19</sup>

The board of the department forms a quorum when more than half the members, including the head or deputy head of department, are present and vote.

The office of person responsible for teaching *may* be exercised by the deputy head of department. Item c) in the first paragraph will in such cases not apply.

The board of the department can appoint the department's head of administration as secretary to the board.<sup>20</sup>

The boards of departments can grant other persons, including employees in secondary positions, access to the board meetings with the right to speak and make proposals.

### **Section 25. Voting rights, nomination rights and eligibility for election**

All employees at the department in question have the right to vote in elections for the head and deputy head of the department pursuant to Section 4. All employees who have the right to vote have the right to nominate candidates. In elections for the head and deputy head of departments and of person responsible for teaching, votes from temporary employees in teaching and research positions weigh 25 %.

Permanent employees in teaching and research positions who have the right to vote are eligible for election to the offices of head of department, deputy head of department, person responsible for teaching and representative of permanent employees in teaching and research positions.

Only permanent employees in teaching and research positions have the right to vote in elections of representatives of this group.<sup>21</sup>

If the temporary employees in teaching and research positions are to have a representative<sup>22</sup> on the board of the department, employees in this group have voting rights pursuant to the requirements in the first paragraph.

The Student Union at NHH (NHHS), represented by the Executive Board, is responsible for the appointment or election of student representatives. Appointments are subject to the deadlines set out in Section 2.

Gender distribution requirements<sup>23</sup> shall be practised in accordance with the principles described in Section 23.<sup>24</sup>

<sup>18</sup> The department's head of administration is eligible for election.

<sup>19</sup> This provision requires that the member and deputy member of the board of the department be elected as a team.

<sup>20</sup> This is dependent on the head of administration not being an elected member of the board of the department.

<sup>21</sup> If the temporary employees in teaching and research positions are not to elect their own representative, they shall be entitled to vote in the election of representatives of permanent employees in teaching and research positions.

<sup>22</sup> See Section 24 e).

<sup>23</sup> Cf. The Gender Equality Act Section 13 and after 1 January 2018 The Gender Equality and Discrimination Act Section 28.

<sup>24</sup> Cf. The Gender Equality Act Section 13 and after 1 January 2018 The Gender Equality and Discrimination Act Section 28.



## Chapter 4. Complaints – Resignation before expiry of the term of office

### Section 26. Complaints

Everyone who has the right to vote in an election can file a complaint concerning errors in the election. A person who is refused the right to vote can appeal against this decision.

The complaint must be received by the election committees no more than eight days after the election result is declared.

The election committees can decide that the votes be recounted if that will be sufficient to rectify any errors. If that is not the case, the election committees shall make a statement about the complaint and forward it to the rector immediately.

If the rector concludes that an error had a material effect on the election, the rector can decide that a new election must be held. The new election shall be held as soon as possible.

### Section 27. Resignation before expiry of the term of office

A person who his/her job or studies at the Norwegian School of Economics, resigns from the Board/board of the department from the time he/she leaves. Holders of offices shall cease to hold office when they are no longer eligible for election.

Persons on leaves of absence shall not hold office during the period of leave. In the event of leave of absence for research purposes, the board member can him/herself assess whether it is necessary to resign from office.

In such cases, a deputy member is promoted to member, or becomes a member for the duration of the leave of absence.

If the head of department leaves more than six months before the end of his/her term of office, a new election is held for the remaining period. If he/she leaves less than six months before expiry of his/her term of office, the department board shall appoint the deputy head of department as the new acting head of department.

If the deputy head of department leaves more than six months before the end of his/her term of office, a new election is held for the remaining period. If he/she leaves less than six months before expiry of his/her term of office, the department board shall appoint a new acting deputy head of department from among employees in teaching and research positions.

If the person responsible for teaching leaves more than six months before the end of his/her term of office, a new election is held for the remaining period. If he/she leaves less than six months before expiry of his/her term of office, the department board shall appoint a new acting person responsible for teaching from among employees in teaching and research positions.

## Chapter 5. Supplementary rules – Entry into force

### Section 28. Supplementary rules

The Board can issue more detailed provisions supplementing and implementing these regulations.

### Section 29. Entry into force



These regulations shall enter into force immediately, and the election regulations of 13 August 1998 shall be repealed with effect from the same date.