

Guideline for election assistants

Dear election assistants, please take your time and read this text in order to avoid making mistakes which could compromise the validity of the election. In the past it has actually occurred that elections of the Fachschaftsrat (Council of the departmental student committee) had to be repeated because of such mistakes.

Before getting started:

- Check if you have received all documents and materials according to the handover protocol.
- Check if you have received all your ballot papers, especially when you are involved in more than one election at the same time. If that's not the case, please contact the Election Committee.
- Make sure that the ballot papers are correct (right subject, right council, right number of places). If that's not the case, please contact the Election Committee.
- Ballot papers may not be modified. The Election Committee will provide you with new ones in case of need.
- When arranging the polling station, make sure to be able to keep an eye on the urns and that the voters can fill out their ballot papers undisturbed.
- Warning: Don't copy or take pictures of the electoral rolls!

When you start:

- The organization statute, the Fachschaft statute and the electoral rules must always be on display, as well as the information leaflets.
- The polling station must be supervised by at least two people at the same time.
- **candidates may never – under any circumstances – supervise the polling station alone. There must always be at least one person present at the polling station that isn't running for office.**
- **Make sure that you fill out all documents:** ensure that everyone involved in the electoral supervision signs the attendance sheet; At the end the day, write at the bottom of the attendance sheet what happened to the documents - and don't forget the back of the attendance sheet! Those who were nominated for the Polling Station Committee have to sign the naming protocol.
- The Polling Station Committee must always be recognizable by wearing name tags (that will also be provided).

The voting process:

1. Checking the identity: voters must identify themselves with an official identity document with picture. These include: identity card, passport, driving license. A valid student ID is also sufficient.

2. Handing out the ballot papers: only one ballot paper per person. If needed, point out the necessity of a secret ballot!

- If the voter has made a mistake, he/she may receive a new ballot paper after handing out the old one, which must be torn apart. In this case, the voter can take the old ballot paper with him/her and dispose of it autonomously.

- You can receive new ballot papers from the Election Committee in case there aren't enough ballot papers.

3. -Ticking names off the electoral roll: the name and the student number of the voter must be searched and struck out of the electoral roll.

- If the name is already struck out, the person has already voted (Make a note - attempt to vote twice!)

- If you are not able to find the name, the person may not vote (for this purpose you can have a look at the election roll before the election .
Warning: It is possible that the voter exercises his/her right to vote for another subject, or he/she has not re-registered -> Ask if he has changed his course of study or subject combination. The Election Committee, if requested by the person, can clarify what the problem is. The person will then be able to vote at the next elections, but not in the current ones.)

-Ballot papers must be folded in half by the voter and placed in the urn.

4. Answering questions about the election: answering question is only allowed when they are about the voting process. The right of freedom of expression is restricted for election assistants, since the decision of the voters may not be influenced.

After the election:

- Make sure that there are at least two people present during the counting of the votes. Candidates mustn't count.
- Candidates may be present, but they may not take part in the counting.
- Separate the used ballot papers from the unused ones. **The used ones must be returned to the Election Committee as well.**
- Return all the filled out documents to the Election Committee, together with the urn, the name tags, etc.
- You can choose to keep the organization statute, the Fachschaft statute and the electoral rules or to give them back.
- **You determine the results and you are allowed to announce them.** The Election Committee will inspect the results and if correct, verify and publish them.

Contact details of the Election Committee:

Election Committee of the Student Council (StuRa) c/o StuRa Office Albert-Ueberle-Straße 3-5, 69120 Heidelberg
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