



**INTERNATIONAL BALKAN UNIVERSITY**  
**No. 200.58/2022**  
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**GUIDELINES ON THE METHOD OF CONDUCTING THE ELECTIONS FOR THE  
PRESIDENT AND MEMBERS OF THE FACULTY STUDENT ASSEMBLY OF THE  
FACULTIES WITHIN THE INTERNATIONAL BALKAN UNIVERSITY**

**GENERAL TERMS**

**Article 1**

This Guideline regulates the work of the Electoral Commission, the appearance of the ballot, the form of the minutes, the method of voting and counting of votes, publication of voting results, notices, minutes, storage and inspection of election documentation, as well as for other issues related to the procedure for organizing the elections, voting and determining the results of the voting.

**Article 2**

In the elections for the President and members of the Faculty Student Assembly, all students of the respective faculty who are enrolled in studies in the academic year have the right to vote, that is, students who enrolled in the winter semester (the semester in which the election takes place).

The President and members of the Faculty Student Assembly are elected in immediate, fair, and democratic elections, by secret ballot, with a term of one year, with the right to another election.

Every Faculty Student Assembly is constituted of 6 members and the President of the Faculty Student Assembly.

The dean of the relevant faculty (within the University) will provide all the conditions (technical, financial, etc.) for conducting the elections for the president and members of the Faculty Student Assembly, as well as in the performance of their tasks.

**ELECTORAL COMMISSION**

**Article 3**

The Electoral Commission is responsible for conducting the elections for the President and members of the Faculty Student Assembly.

## **Electoral Commission**

### **Article 4**

The Electoral Commission that will conduct the elections for the president and members of the Faculty Student Assembly shall be appointed by the Dean.

The Electoral Commission consists of two professors (a professor and/or assistant) and three students.

Student members of the Electoral Commission cannot be candidates in elections for President and members of the Faculty Student Assembly.

The Electoral Commission works and decides in sessions if at least three members are present, of which at least two are students.

The Electoral Commission decides with a majority of votes from the total number of members, and at least one professor (professor and/or assistant) and at least two students must vote for the decision.

## **Competences of the Electoral Commission**

### **Article 5**

The Electoral Commission for conducting the elections for the President and members of the Faculty Student Assembly ensures that the preparation and implementation of the elections are in accordance with these Guidelines.

The Electoral Commission:

- makes a decision stating whether the proposed candidates meet or do not meet the conditions for the election of the president and members of the Faculty Student Assembly.
- discusses and decides upon objections for irregularities in the procedure for candidacy, voting, and summarizing the results;
- prepares the voter list;
- determines the ballots for the election of the president and members of the Faculty Student Assembly;
- determines the method of voting and counting of votes;
- gives instructions for conducting the elections;
- determines the forms of minutes and other acts that are prepared for conducting the elections;
- provides clarifications and instructions for the application of this Guideline;
- performs other tasks in order to conduct the elections.

## **Electoral Board**

### **Article 6**

The Electoral Board is composed of two students and one professor or assistant who are appointed with a decision from the Electoral Commission;

The Electoral Board immediately implements the voting procedure in accordance with this Instruction and in accordance with the decision by which they were appointed;

The competencies of the electoral board are determined by the decision by which they are appointed.

The members of the Electoral Commission can perform the duties of the Electoral Board.

## **CONDUCT OF ELECTIONS AND DETERMINATION OF ELECTION RESULTS**

### **Voter list and extracts from voter list**

#### **Article 7**

The voters list is determined by the Electoral Commission no later than 30 days before the elections are held in cooperation with the Student Affairs Office and it is published on the website of the University in compliance with the Law on the protection of personal data.

The voters list is kept according to the original records of students maintained by the University/Faculty.

The voters list consists of name and surname, student ID number/student index, student status, cycle, and study year.

The Electoral Commission prepares extracts from the Voters List for each study cycle and study year.

The extracts from the voters list contain the student's first and last name, index/identification number, and a field for the student's signature.

Every student can inspect the voter list and request a correction or addition to the voter list in accordance with the Notice of the Electoral Commission published on the Faculty's website.

### **Right to Candidacy for Faculty Student Assembly**

#### **Article 8**

All enrolled students have equal rights to run for the Faculty Student Assembly.

Candidates are allowed to campaign for two weeks before the day of elections through student gatherings and social media in order to put forward their views and programs.



## **Nominating petition**

### **Article 9**

Students running for Faculty Student Assembly must secure at least 5% of the signatures from registered voters of the faculty for which they are running.

The signatures will be secured through the Nomination List which shall be prepared by the Electoral Commission and shall constitute the following elements: Name and last name of the supporting candidate, name and last name of the students, student ID, faculty, department, year of studies, and signature.

The Nomination List will be available to all students who are planning to be candidates at least four weeks before the day of the election.

The Nomination List with signatures should be submitted to the Electoral Commission no later than 10 days before the election day.

### **Article 10**

The candidates running for President of the Faculty Student Assembly should undertake the same procedure prescribed in Article 9 of this Guideline and additionally, they should fulfill the following conditions:

- a) The candidate must be at least in their 2<sup>nd</sup> year of studies;
- b) The candidate must speak fluent English;
- c) The candidate must have basic knowledge of the legal and educational system of the Republic of North Macedonia; and
- d) They must have a GPA of 8.0.

## **Delivery of the election material**

### **Article 11**

On the day of voting, and at the latest before the opening of the polling station, the electoral commission hands over the electoral material to the electoral board, which includes extracts from the Voters List, ballots, ballot boxes, and minutes.

With the delivery of the electoral material, a record for the delivery of the electoral material is filled out, and signed by the members of the electoral board and the members of the Electoral Commission.

## **Ballot**

### **Article 12**

The election committee determines the ballot for the election of the president and members of the Faculty Student Assembly.

Ballots are produced in the same size, color, and shape and are certified with the seal of the University.

For each polling station, as many ballots as there are students at that polling station, according to the voter list, are produced.

The ballot contains:

name of the Faculty and polling station (order number);

date of voting;

list of candidates for president i.e. members of the Faculty Student Assembly in alphabetical order of last name, with a serial number before the last name and first name of each candidate;

brief voting instructions.

## **Conduct of elections**

### **Article 13**

Voting for the election of the president and members of the Faculty Student Assembly takes place in the facilities of the faculty, at the time determined by the Decision on announcing the elections.

At least two members of the electoral board must be present during the voting at the polling station at all times.

The Electoral Board hands him one ballot for the election of the President of the Faculty Student Assembly and one ballot for the election of members of the Faculty Student Assembly.

The Electoral Board determines the identity of the student through his/her student ID/index and includes the student who has gone to vote in the electoral roll.

The student who voted casts the ballot into the appropriate ballot box.

## **Summarizing and determining the voting results**

### **Article 14**

After the end of the voting time, the election boards open the ballot boxes and ascertain the total number of voters who voted, the total number of valid ballots, the total number of invalid ballots, and the total number of ballots that were not used.

The electoral board states how many votes each of the candidates won. The Electoral Board ascertains the irregularities in the conduct of the elections, if such have occurred, and enters the possible remarks of the members of the Electoral Board into the minutes.

Minutes are kept for the ascertained data from paragraphs 1, 2, and 3 of this article, which are signed by the members of the electoral board.

The ballot is considered valid if it can be determined from the ballot in a reliable and unambiguous way, by rounding, which candidate the student voted for.

An invalid ballot is considered a ballot on which more candidates have been circled than the number of members being elected, if names have been added that are not part of the candidates for election, if the ballot is incomplete or filled in in a way that reliably does not it is possible to determine the will of the student who voted, that is, it is not possible to determine which candidate he voted for.

In the elections for the president of the Faculty Student Assembly, the candidate who won the highest number of votes is considered elected.

In the elections for members of the Faculty Student Assembly, those candidates who won the largest number of votes according to the number of representatives by years and cycles determined by the decision to announce the elections are considered elected.

If two or more candidates have the same number of votes for one or more positions for member or president, the Electoral Commission determines the representative or president by lot in the presence of the candidates.

The minutes together with all election material (ballot boxes, used and unused ballots, voter list with circled names and signatures of the students who voted) are submitted to the Electoral Commission.

## **Article 15**

The Electoral Commission determines the initial results of the held elections and publishes them on the website of the Faculty no later than 24 hours after the end of the voting.

Against the initial results from paragraph 1 of this article, each candidate can submit a reasoned objection within 24 hours, that is, the first following working day, counting from the day of their publication.

The objection is submitted in written form, through the archive of the faculty, to the Electoral Commission.

The Electoral Commission decides on submitted objections within 24 hours, that is, on the first following working day from the day of their submission.

The objection should contain the name and surname of the petitioner, proof and explanation of the reasons for which it is submitted.

The Electoral Commission will reject untimely objections and objections submitted by an unauthorized person.

If the objection is unfounded, the Electoral Commission will make a decision rejecting the objection.

If the objection is found, the Electoral Commission will remove the irregularities.

If no objections are submitted, if the objections are dismissed or rejected, the results become final and are published as such on the Faculty's website, after which the election process is considered complete.

## **Cancellation and override**

### **Article 16**

If the Electoral Commission determines irregularities in the conduct of the elections that affect or may affect the final results, then it will cancel the elections and inform the dean about it, who can decide to reschedule them.

Voting at the polling station can be canceled if it happens:

- serious violation of the secrecy of the vote,
- serious disturbance of order at the polling station,
- breaking a ballot box,
- or if the voting and election process is seriously disrupted in another way.

If the Electoral Commission decides to cancel the voting at the polling place, then the re-voting is held within 7 days from the day of the election.

## **FINAL PROVISIONS**

### **Article 17**

The entire election documentation, the decisions made and the minutes related to the election of the president and members of the Faculty Student Assembly are kept in the archive of the faculty, in accordance with the regulations on deadlines for keeping archival documentary material.

### **Article 18**

This Instruction is applied from the day of its adoption and publication on the website of the faculty.



Prepared by: Betim Ameti LL.M

**President  
of the University Senate**

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**Prof. D-r. Kire Sharlamanov**