



IUSS

Scuola Universitaria Superiore Pavia

## ELECTION REGULATIONS OF THE IUSS SCHOOL

**The official and legally binding of the regulations is the one in Italian.  
This document is for informational purposes only and cannot be used  
for legal purposes; it provides general overview of IUSS regulations in  
English.**



# IUSS

Scuola Universitaria Superiore Pavia

## SUMMARY

TITLE I – GENERAL PROVISIONS.....	4
ART. 1 – SCOPE OF APPLICATION .....	4
ART. 2 – VOTING PROCEDURES .....	4
ART. 3 – ACTIVE AND PASSIVE ELECTORATE.....	5
ART. 4 – TERMS OF OFFICE AND REPLACEMENTS.....	5
ART. 5 – GROUNDS FOR INCOMPATIBILITY AND INELIGIBILITY.....	6
TITLE II – PROVISIONS COMMON TO ELECTORAL PROCEDURES.....	6
ART. 6 – CALLING OF ELECTIONS AND APPOINTMENT OF THE ELECTION COMMITTEE.....	6
ART. 7 – VOTING AND PREFERENCES.....	7
ART. 8 – COUNTING AND RECORDING OF VOTES .....	7
ART. 9 – FORMATION OF THE RANKING LIST AND ANNOUNCEMENT .....	8
ART. 10 – ELECTION COMMITTEE .....	8
ART. 11 – COMPLAINTS.....	8
ART. 12 – QUORUM.....	9
TITLE III – PROVISIONS RELATING TO INDIVIDUAL BODIES .....	9
CHAPTER I – THE RECTOR.....	9
ART. 13 – CALL FOR PROCEDURES.....	9
ART. 14 – ACTIVE ELECTORATE AND.....	9
ART. 15 – PASSIVE ELECTORATE .....	10
ART. 16 – INELIGIBILITY FOR OFFICE AND GROUNDS FOR INELECTABILITY .....	10
ART. 17 – SUBMISSION AND ADMISSION OF APPLICATIONS.....	11
ART. 18 – VOTING PROCEDURE AND QUORUM .....	13
ART. 19 – ELECTION RESULTS AND ANNOUNCEMENT .....	13
ART. 20 – TERM OF OFFICE AND EARLY TERMINATION OF OFFICE .....	13
ART. 21 – RENEWAL OF THE PROCEDURE .....	14
CHAPTER II – CLASS PRESIDENTS.....	14
ART. 21 – CONDUCT OF THE PROCEDURE .....	14
ART. 22 – ELECTORATE.....	14
ART. 23 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE.....	14
CHAPTER III – REPRESENTATION IN THE DISCIPLINARY BOARD .....	15
ART. 24 – CONDUCT OF THE PROCEDURE .....	15
ART. 25 – ACTIVE AND PASSIVE ELECTORATE.....	15



# IUSS

Scuola Universitaria Superiore Pavia

ART. 26 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE.....	15
CHAPTER IV – REPRESENTATIVES IN THE ACADEMIC SENATE .....	16
ART. 27 – CONDUCT OF THE PROCEDURE .....	16
ART. 28 – ACTIVE ELECTORATE .....	16
ART. 29 - ELECTORATE .....	16
ART. 30 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE.....	17
CHAPTER V – REPRESENTATIVES IN CLASS COUNCILS.....	17
ART. 31 – CONDUCT OF THE PROCEDURE .....	17
ART. 32 – ACTIVE AND PASSIVE ELECTORATE.....	18
ART. 33 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE.....	18
CHAPTER VI – STUDENT REPRESENTATIVES IN THE EVALUATION COMMITTEE .....	18
ART. 34 – CONDUCT OF THE PROCEDURE .....	18
ART. 35 – ACTIVE AND PASSIVE ELECTORATE.....	19
ART. 36 – ELECTION RESULTS AND PROCLAMATION. TERM OF OFFICE .....	19
CHAPTER VII – STUDENT REPRESENTATIVES IN THE TEACHING BOARDS OF DOCTORAL COURSES.....	19
ART. 37 – PROCEDURE. TERM OF OFFICE .....	19
CHAPTER VIII – EXECUTIVE AND SUPERVISORY BOARD .....	19
ART. 38 – APPOINTMENT PROCEDURE. TERM OF OFFICE .....	20
TITLE IV – FINAL PROVISIONS.....	20
ART. 39 – FINAL PROVISIONS.....	20



**IUSS**

Scuola Universitaria Superiore Pavia

## **TITLE I – GENERAL PROVISIONS**

### **ART. 1 – SCOPE OF APPLICATION**

1. These regulations, in conjunction with the Statute and other internal regulations, govern the procedures for the appointment and election of:

- a) Rector;
- b) Class Headmasters;
- c) Representative of the teaching staff in the Disciplinary Board;
- d) Representatives in the Academic Senate;
- e) Representatives in Class Councils;
- f) Student representatives in the Evaluation Committee;
- g) Student representatives in the Teaching Boards of Doctoral Courses;
- h) Board of Directors.

2. The School is committed to observing the principle of equal opportunities, including in the case of elective appointments. For electoral purposes and in terms of the rights and duties inherent in their mandates, men and women are in positions of full equality.

3. As part of the awareness-raising work aimed at combating gender stereotypes initiated by the School, these regulations use gender-neutral terminology wherever possible. Where, for reasons of conciseness, only the masculine form is used, this is to be understood as referring inclusively to all persons working in the academic community.

### **ART. 2 – VOTING PROCEDURES**

1. Voting governed by these regulations shall take place electronically, using the software provided by the School for this purpose. Elections shall be conducted in such a way as to simplify the entire electoral process, in compliance with the rules protecting the right to vote (personal identity, freedom and secrecy).

2. In order to ensure the fairness of the electoral procedures, the School undertakes to provide voting systems that ensure:

- a) that voting is personal, free and secret;
- b) adequate means of verifying the identity of voters, through authentication using their institutional credentials – personal and non-transferable to third parties – or, if necessary, through personal credentials created for the individual vote by the system;
- c) the correct and anonymous recording of the vote cast;
- d) the absolute impossibility of accessing the votes cast by each voter;
- e) the possibility of not casting a vote (blank ballot).

3. Voting takes place using personal devices enabled for web browsing. Each person undertakes not to transfer or disclose their credentials to others and is responsible for the vote cast.



# IUSS

Scuola Universitaria Superiore Pavia

4. If circumstances so require, the School may decide that voting shall take place on paper. In this case, the procedures for setting up the polling station and voting shall be laid down in the Rector's decree announcing the procedure.

## **ART. 3 – ACTIVE AND PASSIVE ELECTORATE**

1. The active and passive electorate are defined by law, the Statute, these regulations and other regulations of the School. The right to vote is independent of the nationality of the person entitled to vote.

2. A provisional list of voters shall be published in the decree announcing the procedure. No later than five days before the date set for the vote, the final lists of active and passive voters shall be published on the School's notice board.

3. The requirements for the electorate set out in these regulations must be met on the date of the vote and, for those elected, maintained throughout their term of office. The loss, even temporary, of the requirements for the passive electorate shall result in forfeiture.

4. Any undue omissions or exclusions may be reported to the Electoral Commission referred to in Article 10 below by anyone who considers themselves to have been unlawfully excluded. Any mere material errors may be detected and corrected up to the day before the vote.

## **ART. 4 – TERMS OF OFFICE AND REPLACEMENTS**

1. Persons called upon to hold the offices governed by these regulations, with the exception of the Rector, shall be appointed by a rectorial decree published on the School's notice board and shall remain in office in accordance with the provisions of the Statute and these regulations.

2. In the event of replacements or by-elections, the term of office shall commence on the date of the decree of appointment and shall be effective for the remainder of the term of office in which the replacement takes place.

3. If, for any reason, an elected person ceases to hold office or loses the qualification required for their election, they shall be automatically replaced by the first person on the electoral list who meets the requirements for election. Failing this, by-elections shall be held within thirty days for the remainder of the term of office.

4. In order to safeguard parental leave (including compulsory maternity leave), the elected person shall not lose their right to stand for election for this reason; this means that the first person on the list shall take over and remain in office until the end of the leave.

5. Student representatives shall remain in office for two academic years, unless they lose their passive electoral rights, even temporarily, for any reason.



# IUSS

Scuola Universitaria Superiore Pavia

6. Student representatives who are still in office may, if they agree, remain in office until they obtain their degree, even if this occurs after the end of the legal course of study, which coincides with the end of the academic year.

## **ART. 5 – GROUNDS FOR INCOMPATIBILITY AND INELIGIBILITY**

1. The causes of incompatibility of office are governed by law, the Statute and these Regulations.

2. The office of Class Headmaster is incompatible with that of Rector and Vice-Rector.

3. The office of Rector and Class Headmaster is incompatible with the office of elected member of the Academic Senate.

4. It is not possible to hold more than one elected office in the collegiate bodies of the School at the same time, unless expressly provided for in the Statute or these Regulations.

5. Unless the Statute or these regulations provide otherwise, the same office may not be held for more than two consecutive terms. The above limit applies only if the office has been held for the entire term and not in the case of succession by sliding down the ranking list or following supplementary elections.

6. If the elected person finds themselves in a situation of incompatibility, they are required to resolve it by opting for one of the positions within two days of receiving notification of their appointment from the relevant offices. Failure to do so will result in the Rector declaring the forfeiture of the office previously held and, in the event of simultaneous election, of the office relating to the body in which the person received the lowest percentage of votes.

7. If the Rector find himself in a situation of incompatibility, he shall inform the Dean. In the absence of an option, the Dean shall declare the forfeiture of the office assumed subsequently, safeguarding the Rector's mandate.

## **TITLE II – PROVISIONS COMMON TO ELECTORAL PROCEDURES**

### **ART. 6 – CALLING OF ELECTIONS AND APPOINTMENT OF THE ELECTION COMMITTEE**

1. Unless these regulations provide for different terms or procedures, at least 15 days before the expiry of the term of office, the Rector shall, by decree, call elections and set the date for voting. For reasons of expediency and economy, elections for representatives of different categories in several collegiate bodies of the School may be held in the same election; in such cases, a single polling station shall be set up.

2. Unless these regulations provide for different terms or procedures, at least 10 days before the date set for the vote, the Director General shall, by his or her own decision, appoint the electoral committee and establish its operating procedures. The Committee shall consist of at least three persons chosen from among the staff employed by the School. In the case of the



# IUSS

Scuola Universitaria Superiore Pavia

election of the Rector, the Committee shall consist of at least five persons, at least two of whom shall be chosen from among the teaching staff employed by the School.

3. The Director, at the same time as establishing the polling station, shall appoint its President. During the first meeting, the President shall appoint, among other persons, the Vice-President and the Secretary.

4. The polling station may meet either in person or online; the manner in which the meeting is conducted shall be recorded in the minutes.

## **ART. 7 – VOTING AND PREFERENCES**

1. Voting shall be free, personal and secret. Any violation of the freedom, personality and secrecy of the vote shall constitute a disciplinary offence.

2. In the decree calling the vote, the Rector shall set the date or dates of the vote. In order to allow for the greatest possible participation, unless otherwise provided for in these regulations, voting shall take place on two consecutive days during the week, the first day from 9 a.m. to 5 p.m. and the second from 9 a.m. to 12 noon CET/CEST TIME.

3. If a category has to elect more than two representatives to the same body, each voter may express a number of preferences equal to the number of seats available.

4. No one may belong to more than one category entitled to elect its own representatives to the same body at the same time. If this happens, the person shall be considered to belong only to the category most recently acquired.

## **ART. 8 – COUNTING AND RECORDING OF VOTES**

1. The Polling Station is responsible for the regularity and secrecy of the voting operations. At the close of voting, the Polling Station shall proceed with the counting of votes and the drawing up of the electoral rankings.

2. Minutes of the polling station's operations shall be drawn up and, at the end of the operations, shall be signed by all the persons comprising the polling station and forwarded to the Rector, unless otherwise provided for in the Statute or these regulations.

3. The polling station draws up a further summary report, which records the number of persons entitled to vote, the number of votes cast, the number of blank and invalid ballots; the report also contains the ranking for each position. The document is published on the School's notice board and sent to the entire electorate for information.

4. The minutes, signed by all members, shall contain the following information:

- a. the names of the members, the place, date and time of the meetings;
- b. the date and time of the opening and closing of the polls and the subsequent counting of votes;



- c. the number of persons entitled to vote and those who voted;
- d. the number of valid votes received by each of the persons who received votes, the number of blank and invalid ballots;
- e. any events that occurred during the operations, as well as any disputes and findings that individual members of the polling station or individual voters requested to be recorded in the minutes.

## **ART. 9 – FORMATION OF THE RANKING LIST AND ANNOUNCEMENT**

1. In drawing up the rankings for the representation of teaching and research staff, research fellows and technical-administrative staff, in the event of a tie, the candidate with the greatest seniority shall be elected, and in the event of equal seniority, the oldest candidate shall be elected.
2. In the formation of the rankings relating to the representation of students, in the event of a tie, the oldest candidate shall be elected.
3. If the deadline referred to in Article 11 below has expired without result, the Rector shall, by decree published on the School's notice board, approve the results, announce the persons elected and appoint them to their representative positions, unless otherwise provided for in the Statute or these regulations.

## **ART. 10 – ELECTION COMMITTEE**

1. An Electoral Commission shall be set up for each election, composed of three persons, including the Director General, who shall act as President, and two members chosen from among the staff of the School. The Commission shall be appointed in the same decree announcing the procedure.
2. Members of the Commission may not also be members of the Electoral Board.
3. The Commission receives reports of undue exclusions from the lists of active and passive voters and is competent to deal with electoral complaints.

## **ART. 11 – COMPLAINTS**

1. Complaints may be lodged with the School's Electoral Commission against the voting and counting operations and the election results indicated in the Polling Station report.
2. Complaints may be lodged by all those who participated in the voting, within a strict deadline of two working days from the communication addressed to the electorate and/or published on the School Notice Board concerning the election results.
3. The Electoral Commission shall assess the evidence and, if it deems it necessary, shall proceed at a hearing attended by the appellant, any opposing parties, the President and the Electoral Commission, and anyone else deemed necessary.





**IUSS**

Scuola Universitaria Superiore Pavia

4. The Electoral Commission shall make a final decision within three working days of the date on which the complaint is registered, notifying the appellant and taking the necessary measures, to be issued within a further three days by decree of the Rector.

## **ART. 12 – QUORUM**

1. Elections for the appointment of elected representatives to the collegiate bodies provided for by the School's internal regulations, unless otherwise specified in these regulations or in other regulations, shall be valid if at least 50% of those entitled to vote have participated.

2. For elections relating to student representatives, the quorum is set at one fifth of those entitled to vote.

3. In the event that members of different categories are to be elected in the same election, even if they are part of the same body, the quorum referred to in the previous paragraph shall apply to each category.

4. If the quorum is not reached in two consecutive rounds of elections, the Rector may, by decree published on the School's notice board, call new elections and set a different quorum for them to be valid.

## **TITLE III – PROVISIONS RELATING TO INDIVIDUAL BODIES**

### **CHAPTER I – THE RECTOR**

## **ART. 13 – CALL FOR PROCEDURES**

At least 120 days before the expiry of the term of office, the Dean of the full professors at the School shall, by decree, call a public procedure for the collection of nominations and shall establish the procedures for submitting and withdrawing nominations. The decree shall be published on the Notice Board and disseminated by any other means suitable for giving adequate notice.

## **ART. 14 – ACTIVE ELECTORATE AND**

1. The active electorate consists of:

- a) first and second level teaching staff and fixed-term research staff referred to in Article 24, paragraph 3, letter b) of Law No. 240 of 30 December 2010;
- b) management and technical-administrative staff;
- c) fixed-term research staff referred to in Article 24, paragraph 3, letter a) of Law No. 240 of 30 December 2010 and research fellows;
- d) students enrolled in regular courses and doctoral programmes;
- e) representative of the Council of Colleges in the Academic Senate;



2. The persons identified in letters a) and e) of the previous paragraph shall have a single vote. The votes cast by the other categories shall be weighted according to the following coefficients:

- the managerial and technical-administrative staff referred to in letter b) shall cast a vote weighted at a coefficient equal to 20% of the ratio between the active electorate of the teaching staff referred to in letter a) and the active electorate referred to in letter b);
- fixed-term research staff referred to in Article 24, paragraph 3, letter a) of the Law of 30 December 2010, No. 240 and research fellows, referred to in letter c), cast a weighted vote with a coefficient equal to 15% of the ratio between the active electorate of teachers referred to in letter a) and the active electorate referred to in letter c)
- students of regular courses and doctoral programmes, referred to in letter d), shall cast a weighted vote equal to 15% of the ratio between the active electorate of teachers referred to in letter a) and the active electorate referred to in letter d).

## **ART. 15 – PASSIVE ELECTORATE**

1. The Rector is elected from among full professors at Italian universities and special status schools, with at least six years of service prior to retirement, who have opted for full-time employment or opt for it in the event of election.

2. Passive electorate is reserved for those who, meeting the conditions set out in the previous paragraph, have submitted their candidacy by the deadline set out in these regulations and in the manner indicated in the decree announcing the procedure.

## **ART. 16 – INELIGIBILITY FOR OFFICE AND GROUNDS FOR INELECTABILITY**

1. The following persons are ineligible or ineligible:

- a) those who have been convicted, even if the sentence has not become final, for one of the offences provided for in Chapter I of Title II of the second book of the Criminal Code, pursuant to Article 3(1) of Legislative Decree 39/2013;
- b) those who have been convicted of one of the offences referred to in Article 3(1) of Law 97/2001 and who have been given the additional penalty of disqualification for the entire duration of the penalty, pursuant to Article 3(2) of Legislative Decree 39/2013;
- c) those who have been convicted of one of the offences provided for in Chapter I of Title II of the second book of the Criminal Code and who have been given the additional penalty of permanent disqualification from public office or whose employment relationship has been terminated as a result of disciplinary proceedings or whose self-employment has been permanently terminated. Where a temporary disqualification has been imposed, the ineligibility shall have the same duration as the disqualification. In other cases, the ineligibility shall have a duration equal to twice the penalty imposed, for a period not exceeding 5 years, pursuant to Article 3(3) of Legislative Decree 39/2013;
- d) those who hold government offices indicated by Law No. 215/2004, and those who have held such offices in the twelve months prior to the deadline for submission of applications;
- e) those who are on leave of absence regulated by Articles 12, 13 and 14 of Presidential Decree No. 382/1980, Article 7(1) of Law No. 240/2010;
- f) those who are made available pursuant to Article 96 of Royal Decree No. 1592/1933;



# IUSS

Scuola Universitaria Superiore Pavia

- g) those who are placed outside the role pursuant to Law No. 1114/1962, pursuant to Article 168 of Presidential Decree No. 18/1967, Articles 14 and 16 of Law No. 401/1990;
- h) those who have been placed outside the role following appointment as a judge of the Constitutional Court and member of the Superior Council of the Judiciary;
- i) those who have been subject to the disciplinary sanction of suspension, referred to in point 2 of Article 87 of Royal Decree 1592/1933, in the ten years prior to the date of commencement of the term of office, pursuant to Article 89(2) of the aforementioned Royal Decree 1592/1933.

2. The declaration of the absence of grounds for ineligibility and disqualification must refer to the date of submission of the application and the absence of such impediments must continue until the end of the procedure and, for the appointed person, for the entire duration of the term of office.

3. The following are incompatible with the office of Rector, in particular:

- a) any political office and the office of Rector or member of the Board of Directors, Academic Senate, Evaluation Committee or Board of Auditors of other Italian state, non-state or online universities;
- b) the performance of functions relating to the planning, financing and evaluation of university activities in the MIUR and ANVUR, pursuant to Article 2(1)(s) of Law 240/2010;
- c) the office of President of the Council of Ministers, Minister, Deputy Minister, Undersecretary of State and Special Commissioner of the Government referred to in Article 11 of Law No. 400 of 23 August 1988, or Member of Parliament of the Republic, pursuant to Article 11 of Legislative Decree No. 39/2013;
- d) the positions of Regional Councillor and leave of absence granted following the assumption of government or supervisory positions within the Regions and bodies indicated in Article 2 of Legislative Decree No. 267/2000;
- e) the positions provided for in paragraphs 1, 8 and 9 of Article 17 of Presidential Decree No. 382/1980 and in paragraph 1 of Article 10 of Law No. 311/1958;
- f) positions assumed with authorisation granted without leave of absence pursuant to paragraph 1 of Article 12 of Presidential Decree No. 382/1980, and positions assumed without leave of absence pursuant to paragraphs 8 and 9 of the same article;
- g) the leave referred to in Article 21 of Law No. 49/1987;
- h) the pursuit of a professional activity on one's own account, if this is regulated, financed or otherwise remunerated by the School, pursuant to Article 9, paragraph 2, of Legislative Decree No. 39/2013;
- i) the performance of duties involving compulsory leave of absence (management positions in the public administration, etc.);
- j) the performance of managerial duties at the School, pursuant to Article 12 of Legislative Decree 39/2013;
- k) any other position provided for by the Statute or applicable legislation.

## **ART. 17 – SUBMISSION AND ADMISSION OF APPLICATIONS**



# IUSS

Scuola Universitaria Superiore Pavia

1. Anyone who meets the general requirements for passive suffrage may submit their application in the manner indicated in the decree of convocation referred to in Article 13.
2. Applications must be signed by hand and submitted to the School's registry office or signed digitally and sent by certified email to [diram@pec-iusspavia.it](mailto:diram@pec-iusspavia.it), within thirty days of the date of publication of the call for applications referred to in Article 13 of these regulations. Under penalty of exclusion, the application must be accompanied by (drawn up in the form of a substitute declaration pursuant to Presidential Decree 445/2000):
  - a) the curriculum vitae et studiorum;
  - b) a programme of office;
  - c) a declaration of non-existence of causes of ineligibility and disqualification;
  - d) a declaration on the possible existence of causes of incompatibility or part-time commitment with the undertaking to remove such conditions before the ministerial appointment;
  - e) a declaration consenting to the publication on the School's website and dissemination of personal data contained in the documents referred to in the previous points;
  - f) any other documents that may be required by the call for applications.
3. Within ten days of the expiry of the deadline referred to in the previous paragraph, the Dean shall admit the candidates, subject to verification by the Director General of the formal regularity of the applications received. The decision shall be published on the School's notice board and shall determine the actual passive electorate for the procedure.
4. Candidates shall be admitted subject to verification of their actual possession of the requirements for election and appointment.
5. If one or more valid applications are submitted, the Dean shall, within five days of the admission of applications referred to in paragraph 3 of this article, call the voting procedure by decree published on the Notice Board, sent by email to the provisional electorate and disseminated by any other means suitable for giving appropriate notice. This measure, which must be published on the Notice Board at least thirty days before the first voting session, shall set the dates of the votes, establishing three voting sessions plus a possible ballot if at least three candidates have been nominated.
6. A provisional list of eligible voters shall be attached to the decree referred to in the previous paragraph. Requests for corrections may be submitted within five days of publication on the Notice Board.
7. The Dean shall convene a meeting of the electorate, to be held at least two weeks before the date of the elections, for a public presentation of the candidates, who shall outline their programmes. The notice of the meeting shall be sent at least seven days before the meeting.
8. Each candidate may withdraw their application no later than ten days before the start of voting, by means of an express waiver signed and submitted to the School's registry office in accordance with the same formalities required for the submission of applications.



**IUSS**

Scuola Universitaria Superiore Pavia

9. In accordance with Article 3, paragraph 2 of these regulations, the final lists of eligible voters shall be made public by posting them on the School's notice board no later than five days before the date set for voting.

## **ART. 18 – VOTING PROCEDURE AND QUORUM**

1. The Dean shall set the voting days, ensuring that there is an interval of at least three working days between each day. On each of the days identified, the polling stations shall be open from 8 a.m. to 7 p.m.

2. The elections shall be valid if, in the first two rounds of voting, an absolute majority of the votes cast, weighted in accordance with the provisions of Article 14 above, has been expressed. In the third round of voting and in any run-off, the participation of at least one third of the weighted votes cast shall be sufficient.

3. The candidate who obtains an absolute majority of the votes cast in the first ballot, weighted in accordance with the provisions of Article 14 above, shall be elected.

4. If further votes are necessary, the candidate who obtains an absolute majority of the votes cast, weighted in accordance with Article 14, shall be elected. If the quorum is not reached in any of the three votes, a runoff vote shall be held between the two candidates who received the highest number of weighted votes.

## **ART. 19 – ELECTION RESULTS AND ANNOUNCEMENT**

1. At the end of each vote, the ballot papers shall be counted. Once the counting has been completed, the result shall be given for each candidate as the sum of the preference votes received, weighted according to the weighting of the various categories. This value shall be truncated after the third decimal place and rounded up. The election results shall be made public with an indication of the total number of votes cast, without specifying the preferences expressed by each category.

2. Appeals against the results indicated in the polling station reports may be lodged with the Electoral Commission.

3. Taking into account the criterion referred to in the first paragraph, the Dean, having examined the minutes of the Electoral Commission and the results of the checks on the requirements for the office, shall declare elected the candidate who has received the highest number of equivalent preference votes. The decision shall be published on the School's notice board and forwarded to the Minister of Education, University and Research for appointment.

## **ART. 20 – TERM OF OFFICE AND EARLY TERMINATION OF OFFICE**

1. The term of office of the Rector lasts for six years and is not renewable in any way.



**IUSS**

Scuola Universitaria Superiore Pavia

2. For serious and justified reasons, and in any case no earlier than two years after the start of the term of office, the Academic Senate, with a two-thirds majority of its members, may propose a motion of no confidence in the Rector to the Electoral Body.

3. In the event of early termination of the term of office, for whatever reason, new elections shall be held within two months. The term of office of the new Rector shall be for a period of six years from the date of appointment.

## **ART. 21 – RENEWAL OF THE PROCEDURE**

1. If, following the decree referred to in Art. 19, paragraph 2, no candidacy has been submitted or one or more candidacies have been submitted but none of them have been accepted, or all accepted candidacies have subsequently been withdrawn, the Dean shall not proceed to set the date for the vote and, within ten days of the date on which the last application is excluded or withdrawn, shall call a new procedure for the selection of candidates.

2. The procedure shall also be repeated if the quorum required by Article 18 above is not reached in any of the three voting sessions identified in the Decree referred to in Article 13, paragraph 2.

## **CHAPTER II – CLASS PRESIDENTS**

### **ART. 21 – CONDUCT OF THE PROCEDURE**

1. The election meeting shall be convened by the Dean of the first-level teaching staff belonging to the relevant class at least fifteen days before the expiry of the term of office. The notice of meeting shall indicate the time and place of the meeting and the list of those eligible to vote and stand for election. The meeting shall begin with a discussion of the candidates' availability and programmes; once the discussion is over, the vote shall take place.

2. The election shall be conducted by a three-member committee composed of the Dean, who shall chair the committee, and two other persons selected from among the members of the Class Council.

### **ART. 22 – ELECTORATE**

1. The Head is elected by secret ballot by the respective Class Council, by an absolute majority.

2. Passive suffrage is reserved for full-time teaching staff or, failing that, part-time teaching staff belonging to the academic structure.

### **ART. 23 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE**



**IUSS**

Scuola Universitaria Superiore Pavia

1. Elections are valid if at least two-thirds of the members of the Class Council have participated. The candidate who obtains the absolute majority of the votes of the members of the Class Council shall be elected.
2. At the end of the vote, the ballots shall be counted. Based on the results, the Dean shall announce the results of the vote.
3. The Dean is appointed by decree of the Rector and remains in office for one academic year.
4. Any complaints or appeals must be submitted within three days of the announcement of the voting results to the Rector, who will decide on the matter.

## **CHAPTER III – REPRESENTATION IN THE DISCIPLINARY BOARD**

### **ART. 24 – CONDUCT OF THE PROCEDURE**

1. The Disciplinary Board is composed of three full-time professors, one of whom is elected, according to the principle of representation among peers, from among the staff of the School.
2. At least fifteen days before the expiry of the term of office or, in the event of early termination, within ten days of the termination of office, the Rector shall, by decree, call for elections.
3. Full professors may meet in assembly to discuss their availability for election. The assembly shall be convened by one of the representatives of the teaching staff in the Academic Senate, no later than two days before the elections are held.
4. Voting shall take place in the manner and within the time limits laid down in these regulations.

### **ART. 25 – ACTIVE AND PASSIVE ELECTORATE**

1. The active electorate is governed by the Statute and these regulations and consists of full professors employed by the School.
2. Passive electorate is governed by the Statute and these regulations and consists of full-time first-level professors employed by the School.
3. The electoral requirements referred to in this article must be met on the date of issue of the decree calling the elections and, for those elected, maintained throughout their term of office.

### **ART. 26 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE**

1. The candidate who obtains the highest number of valid votes shall be elected. In the event of a tie, the oldest candidate shall be elected.





**IUSS**

Scuola Universitaria Superiore Pavia

2. The term of office shall be four academic years and may be renewed once. In the event of early termination, the successor shall remain in office for the remainder of the term.

## **CHAPTER IV – REPRESENTATIVES IN THE ACADEMIC SENATE**

### **ART. 27 – CONDUCT OF THE PROCEDURE**

1. At least fifteen days before the expiry of the term of office or, in the event of early termination, within ten days of the termination of office, the Rector shall, by decree, call for elections.

2. The decree shall specify, for each category, the number of seats available, applying the criteria set out in Article 10 of the Statute. The maximum number of persons indicated in that article for each category shall remain unchanged.

3. Each category that must elect one or more representatives to the Academic Senate may meet in assembly to discuss their availability for election. The assemblies shall be convened by those in office for each category in the Academic Senate, no later than two days before the elections are held.

4. Voting shall take place in the manner and within the time limits laid down in these regulations.

### **ART. 28 – ACTIVE ELECTORATE**

1. The active electorate is defined by the Statute and these regulations. It consists of the following, each for their respective category:

- a. first and second level professors and fixed-term researchers referred to in Article 24, paragraph 3, letter b) of Law No. 240 of 30 December 2010 of the IUSS School;
- b. permanent and fixed-term technical and administrative staff of the IUSS School;
- c. members of the Council of Colleges;
- d. students enrolled in doctoral programmes, exclusively during the legal duration of their studies;
- e. students enrolled in ordinary courses, exclusively during the legal duration of their studies.

2. The Director General is not eligible to vote.

### **ART. 29 - ELECTORATE**

1. Passive electorate is defined by the Statute and these regulations. It is granted to those who have active suffrage, each for their respective category.

2. The following are excluded from the passive electorate:

- a) for the categories referred to in letters a) and b), anyone who has been suspended from service following criminal or disciplinary proceedings or who is suspended as a precautionary measure pending criminal or disciplinary proceedings;





**IUSS**

Scuola Universitaria Superiore Pavia

- b) technical and administrative staff on permanent and fixed-term contracts, in positions of command, secondment, temporary assignment or equivalent positions with other entities;
- c) students enrolled in regular courses and doctoral programmes who are subject to specific disciplinary measures imposed by the School.

3. The electoral requirements referred to in this article must be met on the date of issue of the decree calling the elections and, for those elected, maintained throughout their term of office.

## **ART. 30 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE**

1. Those who obtain the highest number of valid votes shall be elected, up to the number of places available for each category. For the election of teaching and research staff, as referred to in letter a) of Article 28, the candidate who obtains the highest number of votes shall be elected, ensuring the presence of at least one full professor, one associate professor and one researcher, unless there are no elected candidates in one of the above categories.

2. In the event of a tie, the candidate with the longest service in the role shall be elected and, in the event of a further tie, the oldest candidate shall be elected. For the election of students, in the event of a tie, the oldest candidate shall be elected.

3. For the categories referred to in points a), b) and c), the term of office shall be four academic years and may be renewed once. For the categories referred to in points d) and e), the term of office shall be two academic years and may be renewed once. In the event of early termination, the successor shall remain in office for the remainder of the term.

## **CHAPTER V – REPRESENTATIVES IN CLASS COUNCILS**

### **ART. 31 – CONDUCT OF THE PROCEDURE**

1. At least fifteen days before the expiry of the term of office or, in the event of early termination, within ten days of the termination of office, the Rector shall, by decree, call the elections.

2. The decree announcing the elections shall specify, for each category, the number of seats available, applying the criteria set out in Article 19 of the Statute. The maximum number of persons indicated in that article for each category shall remain unchanged.

3. Each category that must elect one or more representatives to the Class Councils may meet in assembly to discuss their availability for election. The assemblies shall be convened by those in office for each category in the Class Councils, no later than two days before the elections are held.

4. Voting shall take place in the manner and within the time limits laid down in these regulations.

**ART. 32 – ACTIVE AND PASSIVE ELECTORATE**

1. The active electorate shall consist of the following, each for their respective category:
  - a) Researchers of the School belonging to the Class;
  - b) School research fellows belonging to the Class;
  - c) Students of Doctoral Courses belonging to the Class during the legal duration of the course of study;
  - d) Students of ordinary courses belonging to the Class during the legal duration of the course of study.
2. The passive electorate coincides, for each category, with the active electorate. Students enrolled in regular courses and doctoral programmes who are subject to specific disciplinary measures imposed by the School are not eligible to vote.
3. The electoral requirements referred to in this article must be met on the date of issue of the decree calling the elections and, for those elected, maintained throughout their term of office.
4. First and second level teaching staff belonging to the class are members of the Council by right.

**ART. 33 – ELECTION RESULTS AND ANNOUNCEMENT. TERM OF OFFICE**

1. Those who obtain the highest number of valid votes shall be elected, up to the number of seats available for each category. In the event of a tie, the candidate with the longest service shall be elected and, in the event of a further tie, the oldest candidate shall be elected. For the election of students, in the event of a tie, the oldest candidate shall be elected.
2. For all categories, the term of office is two academic years and may be renewed once. In the event of early termination, the successor shall remain in office for the remainder of the term.

**CHAPTER VI – STUDENT REPRESENTATIVES IN THE EVALUATION COMMITTEE****ART. 34 – CONDUCT OF THE PROCEDURE**

1. At least fifteen days before the expiry of the term of office or, in the event of early termination, within ten days of the termination of office, the Rector shall, by decree, call for elections.
2. Students may meet in assembly to discuss their availability for election. The assembly shall be convened by the person elected to the Academic Senate or the Evaluation Committee no later than two days before the elections are held.
3. Voting shall take place in the manner and within the time limits laid down in these regulations.



**IUSS**

Scuola Universitaria Superiore Pavia

### **ART. 35 – ACTIVE AND PASSIVE ELECTORATE**

1. The active electorate consists of students enrolled in regular courses and doctoral programmes during the legal duration of the relevant course.
2. The passive electorate coincides with the active electorate. Students who have been subject to specific disciplinary measures by the School are excluded.
3. The electoral requirements referred to in this article must be met on the date of issue of the decree calling the elections and, for those elected, maintained throughout their term of office.

### **ART. 36 – ELECTION RESULTS AND PROCLAMATION. TERM OF OFFICE**

1. The candidate who obtains the highest number of valid votes shall be elected. In the event of a tie, the oldest candidate shall be elected.
2. The term of office shall be two academic years and may be renewed once. In the event of early termination, the successor shall remain in office for the remainder of the term.

## **CHAPTER VII – STUDENT REPRESENTATIVES IN THE TEACHING BOARDS OF DOCTORAL COURSES**

### **ART. 37 – PROCEDURE. TERM OF OFFICE**

1. Doctoral students are guaranteed representation on the Teaching Board for the discussion of teaching and organisational issues. For each doctoral programme, a representative is chosen from among the students enrolled on the programme. If the doctoral programme is divided into several curricula, one representative is chosen for each curriculum.
2. The appointment may only take place during the legal duration of the relevant course.
3. The appointment is made by the Head of the relevant Doctoral Programme; for the Doctoral Programme of national interest in Sustainable Development and Climate Change, the appointment is made by the Coordinator.
4. The appointment shall be made on the proposal of the representatives of the category in the relevant Class Council, after consultation with the students enrolled in the PhD programme.
5. Students also have the right to meet in assembly to identify the persons to be appointed.
6. The term of office is one academic year and is renewable.

## **CHAPTER VIII – EXECUTIVE AND SUPERVISORY BOARD**



# IUSS

Scuola Universitaria Superiore Pavia

## **ART. 38 – APPOINTMENT PROCEDURE. TERM OF OFFICE**

1. At least two months before the expiry of the term of office, the Rector shall propose to the Academic Senate the names of the candidates for the position of supervisory councillors, as provided for in Article 11 of the Statute.
2. The Rector shall select the names to be proposed in accordance with the following procedures:
  - a) one councillor belonging to the IUSS School, to be chosen from among the first and second level teaching staff;
  - b) three councillors not belonging to the IUSS School, to be selected from among Italian or foreign personalities with proven expertise in management or high-level professional experience with a focus on scientific and cultural qualifications. They must not belong to the IUSS School, starting from the third academic year prior to their appointment and for the entire duration of their term of office.
3. The term of office is three academic years and may be renewed once.
4. The counsellor referred to in letter a) of the previous paragraph may not be a member of the Academic Senate.

## **TITLE IV – FINAL PROVISIONS**

### **ART. 39 – FINAL PROVISIONS**

1. These Regulations shall enter into force on the day following the date of publication in the School Register.
2. For anything not expressly provided for in these Regulations and in the Statute, the provisions of law in force shall apply.
3. These Regulations repeal and replace the Electoral Regulations of the IUSS University School issued by Rector's Decree No. 35 of 06/12/2022 and all other incompatible provisions contained in other regulations of the School.