



GAZETTE

Official Bulletin of the Corporation and the Foundation

————— Corrigendum to the First Amendment to the Election Regulations of the Student Body of the University of Lüneburg

————— New Announcement of the Election Regulations of the Student Body of the University of Lüneburg

Please note that the German version of the statutes is recognized as legally valid.

Corrigendum to the First Amendment to the Election Regulations of the Student Body of the University of Lüneburg

On the basis of § 18 para. 1 clause 1, para. 3 clause 1 of the Statutes of the Student Body of the University of Lüneburg of 08 May 2019 (Leuphana Gazette No. 31/19 of 12 June 2019), last amended on 12 January 2022 (Leuphana Gazette No. 10/22 of 01 February 2022), the General Student Committee of the Student Body of the University of Lüneburg has initiated the following correction of the first amendment to the Election Regulations of the Student Body of the University of Lüneburg on 12 April 2022.

§ Section 9(1) is corrected as follows:

The words 'five weeks' are replaced by 'five days'.

New Announcement of the Election Regulations of the Student Body of the University of Lüneburg

Pursuant to § 47 para. 2 of the Statutes of the Student Body of the University of Lüneburg of 08 May 2019 (Leuphana Gazette No. 31/19 of 12 June 2019), last amended on 12 January 2022 (Leuphana Gazette No. 10/22 of 01. February 2022), the Presidential Board of Leuphana University of Lüneburg hereby announces the wording of the election regulations of the student body of the University of Lüneburg dated 29 July 2020 and 02 September 2020 (Leuphana Gazette No. 124/20 dated 18 September 2020), taking into account the — first amendment of 17 November 2021 (Leuphana Gazette No. 09/22 of 01 February 2022, No. 43/22 of 22. April 2022) is known.

Part 1: General provisions

§ 1 - Scope of application

- (1) The regulations of these rules apply to the elections to the student parliament and to the subject group representations as well as to ballots (student elections). The provisions of these regulations apply accordingly to elections to other bodies and committees of the student body, insofar as these are not subject to deviating provisions.
- (2) If the election period of the elections to the student parliament, to the representatives of the subject groups, of the ballots and the academic elections of the University of Lüneburg overlap, the aim should be to prepare and conduct these elections as combined elections at the same time.
- (3) The same electoral bodies are responsible for linked student elections and ballots.

§ 2 - Election, Principles of Voting Rights and Eligibility to Vote

- (1) The right to vote is exercised in accordance with § 20 para. 2 sentence 2 NHG in free, equal and secret elections. In addition, the student body adopts the electoral principle of immediacy for elections in accordance with § 1 Para. 1 Sentence 1. The elections according to § 1 para. 1 sentence 1 are general in accordance with para. 5 and 6.
- (2) The election is generally conducted as a ballot with an optional postal vote. The Student Parliament can decide with a majority of two thirds of its members to conduct the election exclusively as a postal vote or as an online election with optional postal vote.
- (3) Each eligible voter may only fill out the ballot paper in person, proxy voting is not permitted.
- (4) Elections shall be held in accordance with the principles of list voting combined with personal election or as a plurality election. A list may also consist of a single person.
- (5) All members of the student body have the right to vote and stand for election to the Student Parliament.
- (6) Only the members of the respective division have active and passive voting rights for the elections to the division representations.
- (7) The election for the Student Parliament only takes place if there are more applications than mandates to be awarded. If there are more applications than two-thirds of the mandates to be allocated, the

The candidates can become members of the Student Parliament without being elected. If there are less than two thirds of the mandates to be awarded, the elected members remain in office on a provisional basis, and a new election is to be held as soon as possible to avoid a lack of quorum.

- (8) The election to the departmental representatives only takes place if there are more than five applications. If there are between two and five applications, the applicants are members of the section representatives without being elected. If there are less than two applications, the elected members remain in office on a com- missionary basis and a new election is to be held as soon as possible to avoid a lack of quorum.

§ 3 - Election date and term of office

- (1) The election committee decides on the election period and the election days by the end of the semester preceding the election at the latest.
- (2) The election period begins with the announcement of the election and ends with the announcement of the final election results or the conclusion of any appeal procedures. The election period cannot be changed after its start.
- (3) In the case of a ballot box election or an online election with optional postal voting, voting must take place on at least three consecutive working days (election days). The publication of the election announcement and the election notice as well as the casting of votes must take place during the lecture period. The counting of the votes, the determination of the election results as well as the announcement of the preliminary and final election results can also take place outside the lecture period.
- (4) In the case of an exclusively postal vote, there must be at least four weeks between the election announcement and the expiry of the deadline for the receipt of the election letters. The publication of the election announcement and the election notice must take place during the lecture period. The casting of votes, the counting of votes, the determination of the election result as well as the announcement of the preliminary and final election results may also take place outside the lecture period.
- (5) The election period of the student bodies is one year. In justified cases, the student parliament can extend the election period by up to half a year with a majority of two thirds of its members. This decision and the reasons for it are to be made public at the university. The elected members belong to the student bodies on an interim basis until they are constituted after a new election.

§ 4 - Election committee and election officer

- (1) The student parliament elects an election committee for the implementation of the student elections at the latest by the end of the lecture period of the semester preceding the student elections, the term of office of which is the preparation and implementation of the student elections. If the election of the election committee does not take place or is incomplete, the chair of the student parliament shall appoint the election committee or the missing members.

- (2) The election committee consists of five members of the student body. Furthermore, up to five deputies shall be appointed. Members of the election committee as well as the deputy members have to resign in case of their candidacy for an election supervised by them.
- (3) The election committee receives a total expense allowance of €1,000 per University Election. The election committee decides on the distribution among the members of the election committee. If this decision is not reached or if a member of the electoral committee objects to the decision, the student parliament decides.
- (4) If a member or a deputy leaves the Election Committee prematurely, the Chair of the Student Parliament shall appoint a new member or a new deputy.
- (5) The election committee elects a chairperson and a deputy chairperson from among its members.
- (6) The chairperson of the election committee acts as the election officer.
- (7) The members and the deputy members of the election committee shall be committed to the impartial and conscientious fulfilment of their office by the chair of the students' parliament in a meeting of the election committee before exercising their office; they shall exercise their activity on an honorary basis. The obligation is to be recorded and this record is later to be included as an annex to the election record.
- (8) The chairperson of the election committee determines the time and place of the meetings. The meetings are open to the public at the university and are announced to the public at the university. Minutes are to be taken of each meeting and made public to the university.
- (9) The Election Committee shall constitute a quorum when at least three of its members or alternate members are present. Decisions shall be taken by a majority of the votes cast.
- (10) The Election Committee shall be responsible in particular for
 1. the decision on objections against the electoral roll for the election,
 2. the admission of the election proposals submitted,
 3. the election announcement and the election notice, and
 4. the provisional and final determination of the election results.
- (11) The election officer is responsible in particular for the
 1. Obligation of the election workers to the impartial and conscientious fulfilment of the office,
 2. allocation and execution of tasks in the polling station in conformity with electoral law,
 3. Registration of eligible voters in the electoral roll,
 4. Supervision of inspections, in particular of the electoral roll and the election proposals,
 5. Receipt of appeals,
 6. Notification of decisions and results in accordance with these Regulations,
 7. Preparation of the election announcement as well as the election notice,

8. Receipt of election proposals and absentee ballot applications,
9. Delivery of absentee ballots,
10. Custody of ballot boxes during election disruptions,
11. Drawing of lots in the event of a tie,
12. Announcement of election results,
13. Notification of the elected and
14. Announcement of the decision on appeals against the election results.

§ 5 - Election workers

- (1) The election committee may appoint election assistants to support the election process.
- (2) Election workers should only be eligible voters who are not running for election. The electoral committee decides on any exceptions to be recorded in the minutes. In agreement with the AStA spokespersons, employees of the General Student Committee may also be appointed as election assistants.
- (3) The election officer or, in the event of his/her being prevented, a member of the election committee to be determined by him/her, shall oblige the election worker to fulfil his/her office impartially and conscientiously prior to his/her activity. The election worker exercises his/her activity in an honorary capacity. The obligation is to be recorded and this record is later to be taken as an annex to the election record.
- (4) The election assistants can in particular perform the following tasks:
 1. Receipt of election proposals
 2. Order and compliance with the principles of electoral law in the polling station
 3. Release of the ballot box when voting
 4. Inspection and preparation of polling station and polling booths
 5. Arrangement of access to the polling station
 6. Maintaining discretion and quiet in the polling station
 7. Providing information in case of questions about the procedure
 8. Verification of the identity of the person entitled to vote, if this is required
 9. Verification and issue of ballot papers
 10. Rejection of eligible voters in the event of misconduct, in particular undue influence on elections
 11. Suspension or rejection of voting in the event of misconduct
 12. general observation of the processes in the polling station
 13. Keeping the electoral roll
 14. Assistance with the counting of voting records

15. Assistance with the counting of ballots

- (5) If election assistants are deployed in accordance with paragraph 1 to support the conduct of the elections, the election officer or, if he/she is prevented from doing so, a member of the election committee to be appointed by him/her shall ensure that tasks are allocated and carried out in accordance with election law.

Part 2: Preparation of the election

§ 6 - Register of voters

- (1) Only those who are registered in the electoral roll may vote or be elected.
- (2) At the beginning of the election period, the election officer must register all students who are entitled to vote in the electoral roll. The Leuphana University of Lüneburg is to be requested for administrative assistance.
- (3) The electoral roll must contain in particular:
 1. First and last name,
 2. Date of birth,
 3. Course of study and second course of study, if applicable, and the degree sought,
 4. Faculty and second faculty, if applicable,
 5. Matriculation number,
 6. university e-mail address,
 7. Semester address
- (4) Copies or excerpts of the electoral roll, together with the text of the electoral regulations, are to be made available for inspection at least at one location on the premises of the student body for at least two weeks. In the election announcement, those entitled to vote are to be invited to inspect the electoral roll, stating the period during which it is to be displayed and the place where it is to be displayed.
- (5) The inspection shall take place under the supervision of the election officer, who shall ensure that no copies or transcripts are made. The election officer can assign employees of the General Student Committee with the consent of the AStA spokespersons with the supervision according to sentence 1.
- (6) Against the content of the registration or against a non-registration in the electoral roll, every eligible voter may file an objection in writing with the election officer within the display period. If an objection is lodged against the registration of third parties, these are to be informed of the objection by the election officer and to be involved in the further procedure.
- (7) The election committee decides on the objection. The decision is to be communicated to the person lodging the objection as well as to the third parties to be involved by the election officer.
- (8) After the decision on the objections, the electoral committee establishes the electoral roll. The

The electoral roll established is the decisive basis for the proof of eligibility. Anyone who is enrolled after the deadline for objections is not eligible.

- (9) Any member of the student body may inspect the electoral roll even after the end of the publication period.
- (10) For the exercise of the active right to vote, the established electoral roll shall be updated ex officio by subsequent entries until the last working day before the first day of voting in the case of a ballot box or online voting with optional postal voting or until the last working day before the expiry of the deadline for the receipt of the election letters in the case of an exclusively postal voting.

§ 7 - Announcement of elections

- (1) The election officer shall announce the elections to the relevant bodies to the university at least five weeks before the first day of the election in the case of a ballot box or online election with optional postal voting and at least eight weeks before the deadline for the receipt of election letters in the case of an exclusively postal election and shall call for the submission of election proposals.
- (2) The notice of election shall state in particular,
1. which bodies or committees of the student body are elected,
 2. if applicable, which further elections and ballots will be held,
 3. how many members are to be elected,
 4. when the voting period is and, in the case of a ballot box or online election, when the voting days are,
 5. who is eligible to vote,
 6. who is eligible,
 7. whether the election will be a ballot box election with an optional absentee ballot, an online election with an optional absentee ballot, or a mail-only election,
 8. in the case of a ballot box or online election, from which point in time postal voting documents can be requested,
 9. where and by when election letters must be received,
 10. where and until when the electoral roll can be inspected,
 11. where and until when objections against the electoral roll are to be submitted,
 12. where and by when election proposals must be submitted, and
 13. where and when the election proposals and the election regulations can be inspected.

§ 8 - Election proposals

- (1) Eligible voters can submit nominations to the election officer. With the consent of the AStA spokespersons, the election officer can assign employees of the General Student Committee to receive election proposals in accordance with sentence 1.
- (2) The submission period for election proposals begins on the day of the election announcement pursuant to § 7 para. 1 and lasts at least two weeks.
- (3) Nominations for the election to the Students' Parliament may only contain candidates who
 1. are eligible for election according to § 2 para. 5 and
 2. are not included in any other election proposal for the student parliament.
- (4) Nominations for the election to the section representations may only contain candidates who
 1. are eligible for election according to § 2 para. 6 and
 2. are not included in any other nomination for election to this Division.
- (5) The election proposals must include:
 1. Designation of choice,
 2. First and last name,
 3. Date of birth,
 4. Matriculation number,
 5. A declaration that the candidate agrees to stand for election and, if elected, will accept the candidature; and
 6. the handwritten signature.
- (6) List election proposals must contain, in addition to the information pursuant to para. 5:
 1. Name of the list for which the candidate is standing,
 2. the order in which the candidates are to be listed on the ballot paper, and
 3. a representative for the list with first and last name, matriculation number and telephone number. The representative is entitled to submit and receive declarations to the electoral bodies instead of the candidates, which is to be pointed out on the individual sheets of a list election proposal. A candidature of the representative is not required.
- (7) A list nomination for the student parliament may not contain more than double the total number of available seats when it is submitted. A list election proposal for the subject group representations may not contain more than three times the total number of available places when it is submitted.
- (8) If, after expiry of the submission deadline for a body or committee, there are fewer applications than mandates to be allocated, the election officer shall again call for the submission of election proposals for this body or committee by means of an addendum to the election announcement. A period of grace is to be set for this purpose.

which ends at least one week before the announcement of the election. The supplement is to be provided with the indication that an election to the body or committee in question will only take place if the minimum number of candidates pursuant to § 2 paras. 7 or 8 is reached. Election proposals that have already been submitted do not have to be resubmitted, but can be changed within the grace period.

- (9) If several election proposals for an organ or body have been submitted by the end of the submission period, at least one of which is a list election proposal, a list election shall take place for the organ or body in question; in this case, individual candidates shall be listed as one-person lists.
- (10) All eligible voters have the right to inspect the submitted election proposals within the submission deadline. The inspection takes place under the supervision of the election officer, who ensures that copies or transcripts are not made. The election officer can assign employees of the General Student Committee with the consent of the AStA spokespersons with the supervision according to sentence 1.

§ 9 - Election notice

- (1) In the case of a ballot box or online election with optional postal voting, the election officer must announce the election to the relevant committees and bodies to the university at the latest five days before the first day of the election and call for votes.
- (2) In the case of an exclusively postal vote, the election officer must announce the election to the university at least four weeks before the deadline for the receipt of the election letters and call for votes. In particular, this must be pointed out,
 - 1. when to vote,
 - 2. whether it is a ballot box election with optional absentee voting, an online election with optional absentee voting, or a mail-only election,
 - 3. whether it is a list election or a majority election,
 - 4. in the case of a ballot box with optional postal vote
 - i. where polling stations are located in each location,
 - ii. on which days and at which times the polling station is open,
 - iii. that the voter must be able to identify him/herself by means of a valid student ID and a valid photo ID when voting at the polling station,
 - iv. in which area within and around the building in which the polling station is located, a prohibition zone for election advertising is erected,
 - v. when and where absentee ballots will be delivered in person, and
 - vi. until when ballot papers must be submitted.
 - 5. in the case of an online election with optional postal voting,
 - i. under which internet address the election portal can be accessed,
 - ii. where the place referred to in section 12(9) is located,

- iii. on which days and at what times the place is open in accordance with § 12 Para. 9,
 - iv. in which area within and around the building in which the place referred to in section 12(9) is located a prohibition zone for election advertising is established,
 - v. when and where absentee ballots will be delivered in person, and
 - vi. until when ballot papers must be submitted.
- 6. in the case of an exclusively postal vote,
 - i. when and where absentee ballots will be delivered in person, and
 - ii. by when election letters must be received by the election official,
 - 7. who is entitled to vote and
 - 8. for which organ or body an election pursuant to § 2 para. 7 or 8 is not required.
- (3) If, in accordance with § 2 (7) sentence 2 or (8) sentence 2, an election is not held for all bodies or committees to be elected, an election announcement may be dispensed with. The election result is to be determined immediately in accordance with § 20.

§10 - Ballot paper

- (1) In the case of list elections, the election proposals are to be printed on the ballot paper in the order of their receipt by the election officer. Within a list proposal, the names of the candidates are to be listed according to the order in the submitted election proposal.
- (2) In the case of majority voting, all candidates must be listed in alphabetical order on the ballot paper.
- (3) The ballot paper must provide a field for the ticking of individual candidates.
- (4) The ballot paper must clearly indicate the maximum number of candidates to be marked with a cross. In the case of list voting, it must also be pointed out that the vote for a candidate is also counted in favour of the list.
- (5) The ballot papers shall be prepared separately for the election of each body or committee and shall bear an appropriate signature. The ballot papers shall bear the identification mark of the student election committee. The seal may be printed.
- (6) The ballot papers for the election of the student parliament must list the degree programme and, if applicable, the second degree programme after the name of the candidate.
- (7) In the case of an online election with an optional postal vote, deviations in the design of the digital ballot papers and the ballot papers for the postal vote are permissible if they are minor and due to technical reasons.

Part 3: Conducting the election

§ 11 - Ballot box election

- (1) The vote is to be cast in the polling stations announced pursuant to § 9 para. 2 subpara. 3i. The polling stations must be equipped in such a way that the voters can fill in the ballot papers unobserved by others.
- (2) Anyone who has already voted according to the electoral roll or who has applied for a postal vote will not be admitted to vote.
- (3) At least one person must be present at the polling station:
 1. three members of the Election Committee, or
 2. two members of the election committee and one election worker or
 3. one member of the election committee and two election assistants.
- (4) If voting is interrupted or the result of the election is not determined immediately after voting has been completed, the election official shall ensure that the ballot boxes are closed and stored safely.

§ 12 - Online voting

- (1) The start and end of online voting is only permissible with simultaneous authorization by at least three members of the election committee and must be recorded in the election minutes.
- (2) In an online election, eligible voters cast their vote by clicking on a digital ballot in the online voting tool.
- (3) Those who have already voted or have applied for an absentee ballot will not be admitted to online voting.
- (4) In preparation for online voting, the election administration sends an election notification to the university e-mail addresses of the eligible voters. This contains information on the bodies and committees to be elected, the election days, the location in accordance with Para. 9, authentication and how to cast the online vote in the online voting tool.
- (5) Online voting must be carried out freely and secretly by the voters. The voters are to be informed of this in the online voting tool before casting their vote.
- (6) Voting requires authentication. The authentication of the voter takes place by logging in with the personal authentication features in the election portal. After the successful login process, the voter receives a personal link with a limited validity period with which he/she is forwarded to the online voting tool. After the forwarding, the provider of the online voting tool will verify the voter's eligibility using the hash values provided by the student body. Access to the election portal is possible several times during the election days until the final casting of the vote. In the voting portal and the online voting tool (voting system), it must be ensured that the

permanent inactivity of voters at any stage of online voting leads to an automatic logout from the voting system and the marks made on the digital ballots are not stored.

- (7) The digital ballot paper is to be completed and submitted online in accordance with the instructions contained in the election notification and in the election portal. It must be ensured in the online voting tool that the right to vote cannot be exercised more than once. Voters have the opportunity to view and correct their entries or to cancel their votes until they submit their votes. The casting of fewer votes than legally permitted, a blank ballot paper or an invalid vote are permitted; before such a vote is cast, the voters receive a notice in the online election tool regarding this vote. A vote may only be cast on the basis of digital confirmation by the voter. The transmission must be recognisable for the voters on the screen. With the indication of the successful casting of the vote, this shall be deemed to be completed.
- (8) The storage of the votes sent in the online voting tool must be anonymous and independent of the order in which the votes are received, and must be carried out according to the random principle. When votes are cast, the online voting tool must not store the votes of the voters in the computer used by them for this purpose. It must be guaranteed that changes of the vote input by third parties are excluded. The ballot paper must be hidden on the screen immediately after the vote has been cast. The online voting tool must not permit the possibility of a paper printout or a comparable perpetuation of the cast vote after the final vote has been cast. The successful authentication of voters in the voting portal and the IP addresses of eligible voters must not be logged. During the casting of votes, the voting system must not carry out any further processing than is technically necessary for the casting of votes; it must be ensured that the content of the voting decision cannot be assigned to voters at any time.
- (9) Online voting is also possible during the election days at at least one place determined by the election administration (polling station) using a computer provided by the election committee. § Section 11 (1) sentence 2, (3) shall apply accordingly.
- (10) If online voting is not possible for eligible voters during the election days for technical reasons for which the student body is responsible, the election management may extend the election days by a reasonable period of time in consultation with the election committee. The extension is to be made public at the university.
- (11) If disruptions become known during the online election that can be remedied without the risk of the votes already cast becoming known prematurely or being deleted, and if possible vote manipulation is ruled out, the election administration may remedy such disruptions or have them remedied and continue the election. If the election is continued, the disturbance and its duration are to be noted in the minutes of the election. If the further proper conduct of the election is not guaranteed, the election shall be terminated without counting the votes. In the event of an abortion of the election, the election administration shall decide in the

In agreement with the Election Committee on the further procedure.

§ 13 - Optional postal vote in the case of a ballot box or an online election

- (1) Every eligible voter can make use of the possibility of postal voting. The application for a postal vote must be submitted to the election officer no later than ten working days before the first day of voting. The eligibility to vote must be checked in advance. Upon application, the absentee ballot papers will be handed out personally or sent immediately by post to the address noted in the electoral roll or to an address requested differently. The personal delivery or sending of the postal voting documents is to be noted in the electoral roll.
- (2) A pre-printed personal declaration to be completed by the voter must be enclosed with the ballot paper. In addition to the voter's first name and surname, matriculation number, degree programme and, if applicable, second degree programme, the declaration must state that the voter has completed the ballot paper in person.
- (3) Absentee ballots include:
 1. Ballot,
 2. separate ballot envelope for each ballot paper,
 3. stamped envelope with a space for the name of the sender and
 4. the personal declaration according to paragraph 2.
- (4) The voting letter is the stamped return envelope containing the sealed voting envelope with the ballot paper contained therein or the sealed voting envelopes with the respective ballot papers contained therein as well as the personal declaration pursuant to paragraph 2.
- (5) The absentee ballot papers shall only be sent once or handed out in person. The postal voting documents shall be accompanied by a written explanation containing the necessary information on the procedure.
- (6) Votes shall be cast in writing.
- (7) The ballot papers must have been received by the election officer by the time the polling station closes on the last day of voting in accordance with § 8 para. 3 no. 3ii b.

§ 14 - Exclusive postal voting

- (1) If the Student Parliament decides that instead of a ballot box with an optional postal vote, an exclusively postal vote will take place, the postal voting documents will be sent ex officio immediately after the election announcement by post to the address noted in the electoral roll.
- (2) The costs for the exclusive postal vote, in particular the postage costs, are borne by the student body.
- (3) Absentee ballots will only be handed out to eligible voters in person at the offices of the election official if they are entered in the electoral roll after expiry of the objection period.

- (4) Eligible voters who declare in writing to the election officer that they have not yet received absentee ballot papers at the earliest two weeks after the election announcement and at the latest by the expiry of the deadline within which the absentee ballot papers must have been received by the election officer, will be handed these over personally. This is to be noted in the electoral roll.
- (5) The election letters must be received by the election officer by the deadline published by the election committee in the election notice.
- (6) In all other respects, § 13 paras. 2 to 6 shall apply *mutatis mutandis*.

§ 15 - Number of votes and preparation of the determination of the election result

- (1) In a list election, each voter has three votes. In the case of majority voting, as many candidates can be crossed as there are mandates to be allocated. Accumulation of votes on one candidate is not permitted.
- (2) In the case of list elections, the vote counts for the respective person and the respective list. The mandates are allocated according to the Hare-Niemeyer quota procedure with residual allocation according to the largest fractions. The mandates to which a list election proposal is entitled are allocated to the candidates of the list concerned according to the order of their number of votes. In the event of a tie, the lot to be drawn by the election officer shall decide. If a list is exhausted, the open mandates remain unoccupied.
- (3) In the case of majority voting, the candidates with the most votes are elected in the order of their number of votes. In the event of a tie, the lot to be drawn by the election officer shall decide.
- (4) Candidates who do not receive a mandate are elected as successors in accordance with paras. 2 and 3.
- (5) Only candidates who have received at least one vote receive a mandate or a place as a successor.

§ 16 - Counting of a postal vote

- (1) An optional or exclusive absentee ballot shall be counted in separate increments as follows:
 1. Verification of eligibility to vote on the basis of the personal declaration pursuant to § 12 para. 2 or § 13 para. 6,
 2. Separation of personal statements before opening the ballot envelope containing the ballot paper,
 3. Opening the ballot envelope,
 4. Verification and counting of the vote.
- (2) Ballot papers and ballot papers shall be invalid if
 1. the personal declaration pursuant to § 12 para. 2 or § 13 para. 6 is not included,
 2. the ballot paper is not in a sealed ballot envelope,
 3. no ballot paper intended for the election was used,
 4. the ballot paper has been damaged or improperly marked, or
 5. the will of the voters is not clearly discernible.

§ Section 17 - Counting of a ballot box election and determination of the election result

- (1) The election committee determines the election result immediately after the end of the election in the polling station.
- (2) In the counting of votes, a vote is invalid if
 1. no ballot paper intended for the election was used,
 2. the ballot paper has been damaged or improperly marked, or
 3. the will of the voters is not clearly discernible.

§18 - Counting of an online election

- (1) The counting is done by two members of the election committee, including at least the (deputy) election director. After the end of the online election, the digital ballot box is counted by the online election tool. The election management shall immediately arrange for the opening of this digital count and record the result in a printout of the count results, which shall be signed by the persons named in sentence 1.
- (2) All records of the online election shall be stored in an appropriate manner and deleted in accordance with section 26.
- (3) The election administration shall grant the possibility, upon justified request within the election objection period for the preparation of an election objection, to check the regularity of the digital count on the basis of the printout of the file generated by the digital ballot box.

Part 4: Final provisions**§ 19 - Election record**

- (1) Minutes shall be taken of the election proceedings and of the determination and ascertainment of the election result. The minutes shall contain the following information in particular:
 1. the election announcement,
 2. the election notice,
 3. the specimen ballot papers and postal voting documents and other forms used in the electoral procedure,
 4. the drawing up of the final electoral roll,
 5. the method of voting (ballot box, online voting or postal voting only),
 6. the name of the elected body or committee and of the ballot,
 7. in the case of an online election, the Internet address for the election portal,
 8. in the case of a ballot box election, the location of the polling station or, in the case of an online election, the location pursuant to § 12 par. 9 and its actual opening and closing times,

9. in the case of a ballot box election, the number of polling booths, tables with screens, if any, and adjoining rooms,
 10. in the case of a ballot box election, the number as well as the use and handling of ballot boxes and, if necessary, their safekeeping,
 11. Complaints and special incidents during the election and the determination of the election result,
 12. the members of the electoral committee present and the persons called in to count the votes, and their commitment,
 13. the number of eligible voters,
 14. the number of voters who participated by ballot or online voting,
 15. the number of voters who participated by optional or exclusive postal voting,
 16. the number of votes cast,
 17. the number of valid and invalid votes,
 18. the number of votes allocated to each list and to each person,
 19. recount if necessary,
 20. the determination of the elected members,
 21. The making or unmaking of the election.
 22. Retirement, replacement and substitution of mandates
 23. The new and repeat election
- (2) The minutes shall be signed by the members of the election committee. If a member of the election committee refuses to sign, the reason for this shall be noted in the minutes of the election.
 - (3) The minutes of the election shall be made public to the university.
 - (4) The preservation of the election minutes and the updating of the election minutes in accordance with Paragraph 1 No. 22 and 23 is the responsibility of the Chair of the Student Parliament.

§ Section 20 - Announcement of the election results and notification of those elected

- (1) The election officer shall announce the result of the election without delay by means of a dated notice in accordance with local practice.
- (2) The election officer notifies the elected members and the acting chairperson of the Student Parliament in writing or by e-mail of the election results.
- (3) When the provisional election results are announced, reference shall be made to the possibility of lodging an objection in accordance with § 22.

§ 21 - Retirement, replacement and substitution of mandates

- (1) Individual members leave the respective body or committee:
 1. by submitting a declaration of resignation to the chairperson of the student parliament, or
 2. through exmatriculation or
 3. by death or
 4. if the Election Committee declares the election of that member invalid.
- (2) The members of the bodies and committees can be represented by substitutes in the order of the election results if they are prevented from attending. If a substitute is sent to the meeting, this does not count as an absence.
- (3) For members of the bodies and committees who have left, representatives according to § 15 para. 4 and 5 move up in the order of the election results. In the case of list elections, the number of mandates of a list shall be taken into account until the respective list is exhausted. If a list is exhausted, the open mandates remain unoccupied.
- (4) Substitutes will be notified by the chairperson of the student parliament and announced publicly at the university.

§ 22 - Objection

- (1) Every eligible voter can contest the validity of an election within five working days after the announcement of the election result by filing an objection. The objection must be submitted in writing to the election officer and must be justified. The election officer forwards submitted objections to the Student Parliament.
- (2) The Election Committee shall comment on each objection within five working days of the expiry of the deadline set out in Paragraph 1, Sentence 1 and forward this to the Student Parliament.
- (3) The student parliament decides on the appeal. If the student parliament is newly elected, the newly elected student parliament decides. It has to give reasons for its decision. The election officer has to explain the decision.
 1. to notify the person lodging the objection, and
 2. to the institution or body concerned.
- (4) If the election objection leads to a change in the election result, the election committee, together with the election workers, determines the election result again according to the corrected count and announces it according to § 20. If a correct election result cannot be determined with certainty, the election for the respective body or committee is to be repeated.
- (5) The election objection has no suspensive effect.

§ Section 23 - New and Repeat Elections

- (1) A new election of the Student*innenparlament takes place if
 - a. the number of its members is reduced to less than two thirds, or if
 - b. pursuant to § 20 subsection 3 a correct election result cannot be determined with certainty or if
 - c. the student parliament passes a resolution to this effect with a majority of two thirds of its members.
- (2) A new election of a section representative shall take place when
 1. the number of its members has been reduced to less than two,
 2. pursuant to § 20 par. 3 a correct election result cannot be determined with certainty or
 3. the section representatives unanimously demand a new election.
- (3) The Electoral Committee may, by resolution, which shall be substantiated and publicly announced, shorten time limits and other time provisions, provided that it is ensured that the persons concerned are given sufficient opportunity to take note of the election announcement pursuant to § 7 and the election notice pursuant to § 9 and to submit objections against the electoral roll and nominations.
- (4) If a new election takes place later than six months after the election period, the Student Parliament may decide that the election for this body or committee will take place at the next regular election date. In this case, it must be pointed out in the election announcement and in the election notice that the members of the body or committee to be elected will be in office until the next but one election.

§ 24 - Transparency of campaign costs

- (1) There is the possibility of reimbursement of campaign costs. Funds are available for this in the student budget. These funds are available to the lists for the senate, faculty council, student parliament and departmental representatives. 215 € each are available for the student parliament and the departmental representatives, and 85 € each for the senate and faculty councils. The funds will be distributed evenly among the lists if the requests for reimbursement exceed the available funds. If the sum of the available funds is not reached, all applications are to be considered as approved.
- (2) The shop steward list has to account for the origin and the use of the campaign funds of the list in the semester of the election in an accountability report truthfully and to the best of his knowledge and belief.
- (3) The statement of accounts shall consist of a profit and loss account based on a revenue and expenditure account in accordance with paragraphs 5 and 6, as well as an explanatory section. It provides information on the origin and use of the campaign funds of the list in accordance with the principles of proper accounting. In this regard, the financial officer supports the lists. For the accountability report, the General Students' Committee shall provide a template.

which is to be used.

- (4) The statement of accounts must be submitted to the Finance Department of the General Student Committee two weeks after the final election results have been determined. The Finance Department of the General Student Committee will check the accounts of the lists for formal and content-related correctness. If the Finance Department has concrete indications that the information contained in the statement of accounts is incorrect, it will give those concerned the opportunity to comment.
- (5) If a statement of accounts contains incorrect information, the statement of accounts must be corrected and, after a decision by the Finance Department, partially or completely reissued.
- (6) The revenue calculation includes:
 1. Membership fees, which are collected by the list,
 2. Donations from natural persons,
 3. Donations from legal entities,
 4. Revenue from corporate activities,
 5. Income from other assets,
 6. Revenue from events, distribution of publications and other revenue-generating activities,
 7. other revenue and
 8. Total revenue referred to in points 1 to 7.
- (7) The expenditure account includes: Material expenses a) of current business operations, b) for general political work, c) for election campaigns, d) other expenses,
- (8) In the case of donations of 50.00 Euros or more, the full name of the donor must be stated in the statement of accounts.
- (9) Income of the lists according to para. 6 items 1 to 7 and their sum as well as expenses of the list according to para. 6 item 1 and their sum, as well as a surplus or deficit statement, are to be placed in front of the statement of accounts.
- (10) In case of missing and improper accountability reports, the lists concerned will be denied election expenses.
- (11) Audited accounts can be inspected by the members of the Student Parliament upon request. The inspection takes place under the supervision of the financial officer or an employee of the General Student Committee, who ensures that copies or transcripts are not made.

§ 25 - Data protection

- (1) For the purpose of conducting the elections, the chair of the election committee receives the necessary personal data of the students from the University of Lüneburg on the basis of Art. 6 para. 1 p. 1 lit. e), para. 2 and 3 DS-GVO in conjunction with. § 41 HRG and § 20 Abs. 2 S. 3 NHG the University of Lüneburg receives the necessary personal data of the students. The storage and other processing of this personal data is only lawful for the purpose of conducting the elections and the data thus obtained may not be processed for other purposes.
- (2) The election committee stores and processes on the basis of Art. 6 para. 1 p. 1 lit. e.) as well as para. 2 and 3 DS-GVO in conjunction with. § 41 HRG and § 20 Abs. 2 S. 3 NHG for the purpose of conducting the elections, the personal data obtained in accordance with §§ 6 and 8 of these regulations from those actively entitled to vote who have submitted a nomination to the committee. The personal data thus obtained may only be processed for the purpose for which they were transmitted to the election committee. The election committee is prohibited from collecting further personal data from eligible voters beyond §§ 6 and 8 of these regulations and from processing such data for the purpose of conducting the elections.
- (3) The Election Committee itself does not produce and carry out any election advertising for eligible voters and only publishes name data of the election proposals within the framework of the announcements of elections. Active voters who have submitted a nomination to the Election Committee decide on their own responsibility and voluntarily on their personal election advertisement, its form and publication, and the scope of the personal data contained therein. Those entitled to vote can make their election advertisement available to the student body, which will publish it within the information on the elections. If persons entitled to vote make use of this option, the sending of the election advertising includes the purposeful consent to publication in the election information, without the need for express written consent. Irrespective of further rights, persons entitled to vote may revoke such consent at any time, even in part, and demand the deletion of their data.
- (4) The Election Committee shall inform the students and eligible voters in an appropriate manner about the information on data protection that must be communicated pursuant to Article 13 or 14 of the GDPR, in particular about their rights and the technical and organisational measures for the protection of personal data in connection with the conduct of elections. Such information may be provided by public notice, publication on generally accessible digital media, such as websites, or in any other appropriate form.
- (5) The implementation of the election, and therefore legitimate processing purposes, include all processing activities that are part of an ordinary electoral process, in particular the processing of personal data for the creation of electoral rolls, the implementation of online/ postal voting, verification of the right to vote and to stand for election, as well as for necessary communication purposes.
- (6) If election workers are commissioned to carry out the elections who have not been obligated to data protection, these election workers will be obligated to data protection in writing before they are given any tasks.
- (7) The election committee is entitled to store the personal data received for the purpose of conducting the election in

automated procedures, provided that he/she takes appropriate technical and organisational protective measures for this purpose. In this context, the election principles pursuant to section 20(2) NHG must be observed.

- (8) The Chair of the Student Parliament keeps election documents, including the electoral roll, election results, the data of eligible voters, election workers and other persons involved in the elections for the purpose of verifying the elections and for evidentiary purposes, on the basis of Art. 6 Para. 1 lit. e.) Para. 2 and 3 DS-GVO in conjunction with. § 41 HRG and § 20 para. 2 p. 3 NHG. The storage is carried out under the minimum principle of only necessary data subject to retention and under restriction of processing. The storage in digital as well as in paper form is carried out under appropriate protection measures against loss, unauthorised access, change, damage or other unintentional influence.

§ 26 - Archiving, retention and deletion

- (1) The ballot papers and, if applicable, the personal declarations for the postal vote are to be kept for the duration of the term of office of the body or committee concerned in accordance with data protection requirements and then disposed of.
- (2) The ballot papers and, if applicable, the personal declarations for the postal vote are to be kept in compliance with data protection regulations in the case of ballots until the following ballot and then disposed of.
- (3) The election record pursuant to § 19 subsection 1 shall be kept for the duration of the term of office.
- (4) The retention of declarations of commitment of the election workers to data protection is three years.
- (5) Election advertising by persons entitled to vote shall be deleted after the end of the objection period pursuant to § 21 for the respective elections.
- (6) The storage takes place digitally and in any case in an analogue copy by the chair of the students' parliament.

§ 27 - Entry into force

These election regulations shall enter into force on the day following their publication in the official gazette of the University of Lüneburg.

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