



Election of Volunteers Policy

**The Guild of Chemical Engineering and
Biotechnology**

The Student Union at Lund University, Faculty of Engineering

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 13th of July 2023.

§1 History

This Policy was adopted on the Fall Guild Meeting 1 2016, edited on the Fall Guild Meeting 1 2017, edited on the Spring Guild Meeting 2019, the Spring Guild Meeting 2020 and last edited on the Spring Guild Meeting 2022.

§2 Purpose

The purpose of the Policy is to clarify the Nomination Committee's work, how the election process should be held and the election procedure during the Guild meeting shall be done.

§3 Closed Election Process

The Nomination Committee's interviews and collection of candidations takes place in confidence and the information from the candidations must not be spread to outsiders or previous Nomination Committees. If the Nomination Committee finds it suitable, they can temporarily bring in extra persons as support in the selection of positions and committees. Relevant information is allowed to be communicated to the Guild Meeting at the time of the election. In each part of the election process the involved people should always strive to be objective in their assessment.

§4 Interviews and Candidations

§4:1 Interviews

The Nomination Committee should interview candidates to positions with extraordinary responsibility as for example positions with economical responsibility, responsibility of alcohol handling and positions with influence. Other positions are election prepared in a way the Nomination Committee finds suitable.

§4:2 Election Procedure at the Guild

Meeting

The election procedure at the Guild Meeting looks like following:

- Candidates to the Student Board has a total of 10 minutes for presentation and questioning of which the presentation is limited to 5 minutes. Candidates to the Student Board shall present themselves no matter there is counter candidates or not.
- When the number of candidates to a position outside of the Student Board are more than the number of seats, each candidate must present themselves and has a total of 6 minutes for presentation and questioning of which the presentation is limited to 3 minutes.
- Candidations to positions with extraordinary responsibilities must present themselves according to the above stated if the candidature is not nominated by the Nomination Committee.
- Before the presentations every candidate for the position should leave the room and be called in one by one. When every candidate has presented themselves, they wait outside the room and the Guild Meeting engage a discussion. The discussion time is decided by the Guild Meeting. Thereafter a closed election process is held (see the English By-Laws §13:1).
- If the number of candidates does not exceed the number of seats no election process is engaged, and the decision can be advantageously done with acclamation. Candidates who are elected through acclamation should stand up so that the Guild's members get a face of whom are elected.
- If a meeting chairman, meeting secretary or a adjuster of the meeting candidates to a position in the Student Board or to a position where the number of candidates exceed the number of seats a temporary meeting chairman, meeting secretary or a adjuster of the meeting should be chosen before the election. If any of these in addition candidates to a position shall the question be raised if the Guild Meeting wants a temporary meeting chairman,

meeting secretary respectively adjuster of the meeting for that election.

§4:3 Close Relationships

A member of the Nomination Committee who has or have had a close relationship with a candidate should not be involved in the election process of that person.

§4:4 Procedure for Vacancies

Vacancies can be applied for at Guild Meetings and Board Meetings. Positions that are applied for at Board Meetings must be vacant ahead of the Board Meeting. Positions which are put vacant at a Board Meeting are not applicable until the next meeting.

If a Guild member however has in writing notified the Nomination Board about their resignation and the Nomination Committee have communicated the vacancy no later than 5 schooldays before the meeting, the position is applicable at the same meeting as it is put to vacancy. The day of the meeting is counted as a schoolday if the meeting is held outside of ordinary school time.

§5 Election Process for the Nomination Committee

§5:1 Election of the Successor Nomination Committee

The resignation Nomination Committee holds the election process of their successors.

§5:2 Election Process of Current Members of the Nomination Committee

Members of the Nomination Committee who are planning to apply or counter candidate a volunteer position should not be involved in the election process around the concerned committees.