

Chancellor

Department of Student and Academic Affairs,
International and Legal Office

Hochschule Rhein-Waal | Marie-Curie-Straße 1 | D-47533 Kleve | Germany

To
The election assistants
For the election of the Senat, Faculty Boards and Equal
Opportunities Commission 2016

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Elaboration of the progression of the vote and the election assistant's tasks

Dear Sir or Madam

Thank you for your assistance at the election of the Senat, the Faculty Boards and the Equal Opportunities Commission.

In the following we collected the most important responsibilities and tasks you will have to face as an election assistant.

The polling station:

- The polling station is opened from 8 am till 5 pm without breaks. Each election assistant's shift takes 2,5 hours. Each shift is done by two people, to make sure there is at least one person present at all times. The polling station in Kleve is the room 01 EG 001 and in Kamp-Lintfort the room **02 02 245 (Attention: change of room)**.
- The room will be opened and closed on each site by the caretaker.
- Before opening the polling station it has to be made sure that the ballot box is empty.
- At the polling station the election notice has to be posted and the voter has to be able to vote undisturbed and uninfluenced.
- In a closed box following documents are provided:
 - Ballot paper,
 - Election regulatory,
 - Election Notice (A3 for posting),
 - Electoral register,
 - Minutes form,
 - Ballot paper sample,
 - Key of the ballot box.

The Election Process

1. The voter is questioned towards their affiliation to a group. In each of the elections there will be these four groups:
 - a. Professors
 - b. Scientific assistants
 - c. Other staff
 - d. Students
2. The identity of every person has to be verified by a photo ID.

3. Verification in the electoral register: These are divided for each election into the four groups mentioned earlier. For each group there is a separate register.
4. For every vote the according ballot paper will be handed out and recorded in the electoral register. (Attention: some are eligible to vote for the Senat and the faculty board, others only for the Senat).
5. You have to make sure that it is possible to vote in private and undisturbed.
6. The ballot box has to be watched by the election assistants to make sure there is no manipulation, as far as a person is capable of doing that, possible.

Specifics:

- At the station in Kleve you can vote for the Senat, the faculty board for the faculties Technology und Bionic, Life Sciences and Society and Economics and the Equal Opportunities Commission. At the station in Kamp-Lintfort can only be voted for the Senat, the faculty board of the faculty Communication and Environment and the Equal Opportunities Commission.
- People not enlisted in the electoral register are not able to vote. In this case please consult the election committee. (The register is ordered for sites, it is possible the person was assigned to another site.)
- Is a person enlisted for postal voting, he or she can only vote if they hand in the ballot paper. You can find a sample of the ballot paper at the election site.
- Once a person has been marked in the register for voting, no further ballot paper can be handed out.
- Every event out of the ordinary has to be mentioned in the minutes.

The Minutes:

At the voting site is a form for the minutes. This form has to be filled in by the voting assistant. The minutes ensure a gapless documentation for legality of the election. The minutes belong into the election file. In case of objections against the election the election file is important evidence.

The end:

- The voting ends at 5 pm.
- The election assistants stay with the ballot box, the minutes and the electoral register, till the transportation has receipted the handover of these objects and the key to the ballot box.
- Excess ballot papers will be destroyed.
- The votes will be counted in Kleve.

With best regards
On behalf

Julia Greulich and Sara Steenhuis
Election Committee