

Elaboration of the progression of the election

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 at least two people. The polling station in Kleve is the room 01 EG 001 and in Kamp-Lintfort the room 02 02 355.
- The room will be opened and closed on each site by a representative of the election committee.
- 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, which is either:
 - a. Professors
 - b. Academic staff
 - c. Non-academic staff
 - d. Students.

The groups are qualified to participate in the following elections

Faculty boards:

- a. Professors
- b. Academic staff
- c. Non-academic staff
- d. Students.

Equal opportunities commission:

- c. Female non-academic staff
- d. Students.

Senate:

- d. Students

Special needs commissioner for students with disabilities or chronic illnesses:

d. Students

2. The identity of every person has to be verified by a photo ID.
3. Verification in the electoral register: Every qualified voter is listed as a member of one of four groups mentioned earlier. For each group there is a separate register.
4. For every vote the according ballot paper will be handed out
5. The hand-out of the ballot papers/ ballot papers will be recorded in the electoral register.).
6. You have to make sure that it is possible to vote in private and undisturbed.
7. 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 polling station in Kleve you can vote for the Faculty board for the faculties Technology und Bionic, Life Sciences and Society and Economics, for the Equal Opportunities Commission, the Senate and the Special Needs commissioner for students with disabilities and chronic illnesses
- At the station in Kamp-Lintfort you can vote for the Faculty board of the faculty Communication and Environment, for the Equal Opportunities Commission, the Senate and the Special Needs commissioner for students with disabilities and chronic illnesses
- People not enlisted in the electoral register are not able to vote. In this case please consult the election committee.
- Is a person enlisted for postal voting, he or she can only vote at the polling station if they hand in their 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 representative of the election committee/transportation has received 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 room 04 02 019.

Group	Faculty Board	Equal Opportunities Commission	Senate	Special Needs commissioner for students with disabilities and chronic illnesses
Professors	X			
Academic staff	X			
Male Non-academic staff	X			
Female Non-academic staff	X	X		
Female students	X	X	X	X
Male students	X	X	X	X