Explanation of the Election Process

Polling Station:

- The polling station is open from 09:00 until 15:30 without breaks. Each election assistant’s shift lasts approximately 2.5 hours. Each shift is done by at least two people. The polling station in Kleve is located in room 01 EG 001 and in Kamp-Lintfort in room 02 00 445.

- The room will be opened and closed at each site by a representative of the election committee.

- Before opening the polling station it has to be ensured that the ballot box is empty.

- At the polling station the election notice has to be displayed and the voter needs to be able to vote undisturbed and without interference.

- In a closed box the following documents are provided:
  a. Ballot paper
  b. Election regulatory
  c. Election notice (A3 copy for display)
  d. Electoral register
  e. Minutes form
  f. Sample of ballot paper
  g. Key of the ballot box

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 (for an overview see table at the end of this document).

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

Equal opportunities commission:
   a. Professors (m/f)
   b. Academic staff (m/f)
   c. Non-academic staff (m/f)
   d. Students (m/f)

Faculty Boards:
   a. Students
Special Needs Commissioner for Students with Disabilities or Chronic Diseases:

a. Students

2. The identity of every person has to be verified by photo ID.

3. Verification in the electoral register: Every qualified voter is listed as a member of one of the four groups mentioned above. 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 paper/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 shall be observed by the election assistants to ensure that no manipulation can take place.

Specifics:

- At the polling station in Kleve votes can be cast for the Senate, the Faculty Board for the Faculties Technology und Bionic, Life Sciences and Society and Economics, the Equal Opportunities Commission, and for the Special Needs Commissioner for Students with Disabilities and Chronic Diseases.

- At the polling station in Kamp-Lintfort votes can be cast for the Senate, the Faculty Board of the Faculty Communication and Environment, for the Equal Opportunities Commission, and for the Special Needs Commissioner for Students with Disabilities and Chronic Diseases.

- People not enlisted in the electoral register are not allowed to vote. In this case please contact 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. (A sample of the ballot paper is available at the polling station.)

- Once a person has been marked in the register for voting, no further ballot paper can be handed out.

- Every unusual event has to be mentioned in the minutes.

Minutes:

At each polling station a form for the minutes is available. This form has to be filled in by the voting assistant. The minutes ensure a gapless documentation and are required to ensure the legality of the election. The minutes form part of the election file. In case of objections against the election the election file provides important evidence.
End of the Voting Process and Counting of the Votes:

- The voting ends at 15:30.
- The election assistants stay with the ballot box, the minutes and the electoral register, until the representative of the election committee/transportation has signed off the handover of these along with the key to the ballot box.
- Excess ballot papers will be destroyed.
- The votes will be counted in room 04 02 004 in Kleve.

<table>
<thead>
<tr>
<th>Group</th>
<th>Senate</th>
<th>Equal Opportunities Commission</th>
<th>Faculty Board</th>
<th>Special Needs Commissioner for Students with Disabilities and Chronic Diseases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professors</td>
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<tr>
<td>Academic staff</td>
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</tr>
<tr>
<td>Non-academic staff</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>