

## INSTRUCTIONS TO CANDIDATES

### Running as a non-partisan candidate

All eligible Student Union members may enter the election as a non-partisan candidate by delivering the declaration of candidacy form filled out with their information. In this case, the candidate does not belong to an electoral coalition, and is responsible for their own election-related actions and acts as their own proxy.

### Electoral coalition (list of candidates)

Candidates, who wish to form an electoral coalition, should name one person among them as a proxy. The proxy collects all candidates' declaration of candidacy forms and copies their information to the electoral coalition form. It is the proxy's job to deliver the documents to the Student Union. One electoral coalition can consist of a maximum of sixty (60) candidates.

### Combining electoral coalitions

Two or more electoral coalitions can unite as a new coalition by filling out the declaration of electoral coalition merge form. This can be done during the nomination of candidates.

### Electoral ring

An electoral ring is formed of a candidate/candidates and an electoral coalition/coalitions. Its candidates are listed under their own list both during and after the election. An electoral ring can be formed by filling out the declaration of electoral ring form.

## Instructions for filling out the election forms

Declarations of electoral coalition, declaration of electoral coalition merge and declaration of electoral ring must always be signed by the proxy. A declaration of candidacy is signed by the Student Union member who's declaring their candidacy, with two witnesses.

### Declaration of candidacy

This form contains the candidate's personal information. When declaring candidacy, the candidate has to submit their student email address. Candidates who are a part of an electoral coalition mark the name of their coalition to the declaration of candidacy form. Those candidates who do not belong to a coalition mark their own name as the name of their coalition. The declaration must have two witnesses.

The Student Union's election regulations state that the declaration of candidacy must be signed by hand or otherwise confirmed using the methods accepted by the Central Election Board. In the representative council election 2021 the following types of signature are also accepted:

### **Digital signature**

Digitally signed forms are accepted. When signing digitally, the candidate should either use strong identification or their personal student email address ending with @student.uwasa.fi to confirm their candidacy.

### **Scanned files**

Scanned files signed by hand are accepted.

### **Declaring candidacy via email**

In case digital signature or scanning the document can not be done, candidacy can be declared via email. The declaration email should be sent to the Secretary General of the Student Union (non-partisan candidates) or the proxy of the candidate's electoral coalition. The email must be sent using the candidate's own personal student email address ending with @student.uwasa.fi. The message itself should contain the information of the declaration of candidacy form, a clear statement of wanting to run for representative council and the possible electoral coalition which the candidate wants to be a part of. In this case, the proxy fills out the declaration of candidacy form with signatures of two witnesses, and delivers the declaration to the Student Union along with a copy of the candidate's email message.

Candidates who are part of an electoral coalition deliver the declaration of candidacy to the proxy of the electoral coalition in the form of their choice, either electronically or on paper. Non-partisan candidates deliver their declaration of candidacy either digitally to the Student Unions registry ([kirjaamo@vyy.fi](mailto:kirjaamo@vyy.fi)) or on paper to the Student Union office.

### **Declaration of an electoral coalition**

Declaration of an electoral coalition is to be delivered either digitally to the Student Unions registry ([kirjaamo@vyy.fi](mailto:kirjaamo@vyy.fi)) or on paper to the Student Union office. This form contains the coalition's information as well as the information of its candidates.

The name and abbreviation of the coalition must be stated on the marked section of the form. The name of the electoral coalition is its full name which the coalition wants to use. It is advised to use judgement when coming up with the names and abbreviations of electoral coalitions and rings. The spelling of the name and abbreviation should be consistent and appear the same in all documents.

The proxy fills out the candidates' information alphabetically by last name and as they should be announced in the combination of candidate lists. Each original declaration of candidacy must be included as an attachment to the electoral coalition declaration form.

### **Declaration of electoral coalition merge**

Declaration of electoral coalition merge is to be delivered either digitally to the Student Unions registry ([kirjaamo@vyy.fi](mailto:kirjaamo@vyy.fi)) or on paper to the Student Union office.

The declaration must include the name of the new electoral coalition and their proxy, as well as the names of the coalitions that are being merged and their proxies. The information of candidates does not need to be collected and reported again as new declarations of candidacy. The original declarations of electoral coalitions and the declarations of candidacies must be attached to the declaration.

### **Declaration of an electoral ring**

Two or more electoral coalitions may form an electoral ring. The declaration of the electoral ring form must be delivered either digitally to the Student Unions registry ([kirjaamo@vyy.fi](mailto:kirjaamo@vyy.fi)) or on paper to the Student Union office.

The electoral ring's name and abbreviation must be stated in the declaration form similarly to the declaration of an electoral coalition (see above). The participating coalitions' names, abbreviations and their proxies' signatures must be included in the declaration.

Non-partisan candidates can also form an electoral ring. The declaration form should include each candidate's name, abbreviation and signature.

For additional information and instructions, contact the Chair of the Central Election Board or the Secretary General of the Student Union.