



## INSTRUCTIONS TO PROXIES

The proxy is responsible for their electoral coalitions' election documents' proper filling and delivering them to the Central Election Board. The proxy also signs the official contracts of the electoral coalition between them and the Central Election Board. The proxy acts as a link between the electoral coalition and the Central Election Board. They are also responsible that all the candidates on their list are aware of election regulations and instructions and they will make sure these are followed by the candidates.

All the election documents are to be delivered by 10.10.2025 at 2:00 PM. Documents can be submitted electronically to the registry of the Student Union ([kirjaamo@vyy.fi](mailto:kirjaamo@vyy.fi)) or on paper to the Secretary General of the Student Union. The Central Election Board recommends using one method of returning election documents. Documents submitted late will not be accepted, except in case of an additional inquest by the Central Election Board.

### Founding an Electoral Coalition

- Take a sufficient amount of the declaration of candidacy forms for the candidates to be
- The candidates can also pick up the forms themselves from the service office or download forms from the Student Unions' website. The declaration of candidacy can also be filled through a Visma sign -form on the Student union website.
- Collect candidates' required information and signatures to the declaration of candidacy forms as instructed
- Fill the name of the electoral coalition and the name of the proxy in the declaration of the electoral coalition forms
- Fill in to the declaration of electoral coalition form the names of the candidates and their social security numbers in alphabetical order by surname and in the form they want to be presented in the combined list of all candidates
- Include the original declarations of candidacy in the declaration of the electoral coalition
- Remember that the signature of the proxy is required in every document, except on the declarations of candidacies, where the only signature needed is the one of the candidate. If the form is filled by Visma sign, it is signed electronically

### Combining electoral coalitions

If during the nomination process there is a situation where two or more electoral coalitions have gathered candidates in their own coalition, but the electoral coalitions want to act as one candidate list, proceed as follows:

- Fill the declaration of electoral coalition merge form as instructed
- Choose a proxy for the new coalition and fill their contact information to the form



- Fill the declaration of electoral coalition merge form with the names of the electoral coalitions that are being combined, in that order where you want them in the list of candidates (the order of the candidates will be decided by the order in which the declarations of electoral coalitions and declarations of candidacies are returned)
- Include the original declarations of electoral coalitions and declarations of candidacies in the signed declaration of electoral coalition merge form

### **Forming an electoral ring**

In case individual candidates or the electoral coalitions want to form an electoral ring, proceed as follows:

- Study the election regulations of the Student Union (The election regulations are only available in Finnish (Vaalijärjestys)) and especially how the results of the elections are formed. The counting of the votes and how the reference figures are determined are described in the election regulations
- Fill in to declaration of electoral ring form the name of the electoral ring
- Fill in all the electoral alliances included in the electoral ring and the individual candidates who are not part of any other electoral coalition and wish to be in the electoral ring
- Include as attachment all the original declarations of electoral coalitions and declarations of candidacies and also the possible forms of combining of electoral coalitions.

Additional information and instructions are available from the chair of the Central Election Board or the Secretary General of the Student Union.