

Gießen, 12.02.2020

## **Election notice for the Main Staff Council for Science and Art**

In accordance with § 50 of the Hessian Personnel Representation Act in the currently valid version, a main staff council must be elected for the area of responsibility of the Hessian Ministry of Science and Art.

### **1. Composition**

The main staff council consists of x members. Of these, according to the available figures for the number of eligible voters

- the civil servants get 1 representative
- the employees get 12 representatives, of which 7 female and 5 male
- the scientific members get 9 representatives, of which 4 female and 5 male
- the artistic employees get 1 representative

The groups elect their representatives in separate ballots (group election).

In the groups of civil servants and artistic employees, the person who receives the majority of the votes is elected, irrespective of gender (personal elections according to § 28 para. 1 of the electoral regulations).

If one gender within a proposal list or group does not exercise the right to be represented in the main staff council, the seats allocated to this gender shall be distributed to the other gender within the proposal list or the other groups according to their strength  
(Section 13 (1) sentence 3 HPVG).

### **2. Right to vote**

In addition to full-time employees, persons similar to employees who receive more than half of their income from the department also have the right to vote (Section 3 HPVG). Academic assistants holding a degree and academic tutors are entitled to vote. Professors and university lecturers are excluded (§ 97 HPVG).

An electoral register is kept and updated on those entitled to vote. The places where the electoral roll, the law and the electoral regulations can be inspected are announced by the local electoral committee in the supplement to this electoral notice. An objection to the electoral roll may be lodged with the local electoral board within one week of it being displayed.

### 3. Election proposals

In the groups of employees and scientific staff, proportional representation is used if several lists are available. In the groups of civil servants and artistic employees, personality selection takes place.

Eligible for election is anyone who on election day has been a member of the service for six months or has been employed for one year in public administrations or companies managed by them.

Those entitled to vote and the trade unions represented on the Main Staff Council are requested to submit nominations for each group to the Main Electoral Board within 18 days of the posting of this notice of elections, but no later than **09 March 2020**.

Employee nominations must be signed by at least **50** eligible voters for employees, at least **50** for academic staff, at least **33** for civil servants and at least **47** for artistic staff.

Each employee may only legally validly submit his signature for one election proposal.

The election proposals of the unions represented in the Main Staff Council must be signed by two representatives. Nominations must be submitted separately for each group.

Each nomination for the groups with seats for both genders shall contain at least twice as many candidates as are to be elected in the group (§ 8 WO).

These are

- for the employees at least **14** female and **10** male applicants
- for the scientific members at least **8** female and **10** male applicants

The names of the applicants must be listed on the right and the names of the applicants on the left, one below the other, and must be given consecutive numbers. In addition to the surname, the first name, date of birth, the official or professional title and the group to which they belong must be indicated.

The written consent of the candidates for inclusion in the election proposal must be enclosed; after submission of the election proposal, the consent cannot be revoked until the election. Each employee may only be named on one nomination.

The election proposal should indicate which signatory is entitled to represent the proposal to the main election committee and to receive declarations and decisions of the main election committee. In the absence of any indication of this, the signatory who is in first place shall be deemed to be entitled. The election proposal should be provided with a password.

The signatures of candidates and supporters may be submitted on separate sheets.

The election proposals shall be given serial numbers by the Main Electoral Board; these numbers shall also be decisive for local lists of the same name (§ 12 WO).

Nominations that do not contain the required signatures or are submitted late are invalid. Only those who are included in a valid election proposal can be elected. Nominations which do not contain the prescribed minimum number of candidates will be returned with a request to remedy the defects within a period of 3 working days. If, in the opinion of the signatories of the election proposal, it is not possible to rectify the defects, they must state the relevant

reasons for this in writing. The reasons will be announced with the election proposal. If neither the defect nor a written justification for the defect is submitted within the set period, these election proposals shall be invalid.

#### **4. Election action**

Voting will take place on **05 and 06 May 2020**. It may begin as early as **04 May 2020** if a local election committee requires a third election day for special operational reasons. The local election committee will announce the place and time of day in the supplement to this election notice.

The local election committees are instructed to conduct the election for the Main Staff Council in their offices.

Persons entitled to vote who are unable to attend the ballot box will receive documents for the postal vote from the local election committee on request. The election letter must be received by the closing time of the ballot boxes on **06 May 2020**.

#### **5. Ordered postal vote**

In accordance with § 17 WO, we order absentee voting, provided that no more than five eligible voters are employed in any one office or group. For this purpose, the eligible voters will be sent the election documents in good time via the offices. The voter shall hand in the election letter immediately, but in good time for posting so that it is available to the main electoral board by **06 May 2020** at the latest. Election letters received after this date may not be considered.

#### **6. Determination of the election result**

The election result will be determined in a public meeting of the Main Election Committee on **07 May 2020 from 10:00 a.m.** at the office of the Main Staff Council, Bismarckstraße 24, 35390 Gießen.

This election notice will be posted in all offices from **21 February 2020** until the end of the election on **06 May 2020**.

Sabine Leib      Gisa von Marcard      Ariane Sohrab-Magnus      Karin Lucas

Sebastian Richter      Claudia Keppler      Dr. Klaus Maßeli      Jörg Schake