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**The Electoral Committee**  
for the Elections to the Staff Representations  
2016

**To be displayed from 29 February 2016 to 11  
May 2016**

at the **University Main Building**, the Experimental Establishment in **Gross-Gerau**, the Experimental Establishment in **Rauischholzhausen** (experimental estate and manor house), teaching and experimental establishments at **Gladbacherhof**, **Oberer Hardthof**, **Weilburger Grenze**, as well as all other facilities at JLU. (§6, Para. 3, WO-HPVG)

Displayed by .....  
(Name and position)

***ELECTION NOTICE***  
**for the Elections to the Staff Council and  
Youth and Trainee Representation 2016 at JLU**

The issuance of this election notice by the above mentioned election committee on **29 February 2016** is the declaration of the **Elections to the Staff Council** and to the **Youth and Trainee Representation**.

The **ballot** will take place on:

**9, 10 and 11 May 2016.**

- I. The **Staff Council** has **19 members**. The ratio of men to women is to correspond to the ratio of men to women on the staff that are entitled to vote. Accordingly, the distribution is as follows:

- Civil servants	1 female representative	1 male representative
- Employees	6 female representatives	3 male representative
- Academic staff	4 female representatives	4 male representatives

The **Youth and Trainee Representation** has **5 members** in accordance with § 54, Para. 1 of the Hessian Staff Representation Law (HPVG). The representation is to be made up of **3 female** representatives and **2 male** representatives in accordance with § 54, Para. 1 and § 13, Para. 1 and 2, HPVG – corresponding to the ratio of women to men entitled to vote in this group of staff. The election will take place according to proportional representation; if only one nomination is made, there will be a majority vote.

- II. Only those who are on the **electoral roll** may vote. The electoral committee is to update and correct the electoral roll by the beginning of voting. The electoral roll is on display from 29 February 2016 until voting has closed; the HPVG (in the version of 1 October 2011) and the WO-HPVG in the current version will be on display from 29 February 2016 until 14 days have elapsed after the election result has been announced at the

**Wahlamt (Electoral Office)** of Justus Liebig University Giessen  
Ludwigstrasse 23 (University Main Building)

2<sup>nd</sup> Floor, Room 220  
Tel. 0641/99-12280/12281

**Mondays and Thursdays from 8.30 a.m. to 2 p.m.**

**Tuesdays and Wednesdays from 8.30 a.m. to 12 noon and 2 p.m. to 4 p.m.,**

**Fridays from 8.30 a.m. to 12.30 p.m.**

- III. **Objections concerning the correctness of the electoral roll** may be lodged with the electoral committee in writing only within one week since the beginning of the display period or within one week of its correction (§ 6, Para. 2, Item 8, WO-HPVG). The objection is to be lodged with the

**Wahlvorstand** für die Personalvertretungswahlen 2016  
c/o Hauptpersonalrat  
(**Electoral Committee** for the Elections to the Staff Representations  
c/o Main Staff Council)  
Goethestrasse 58  
Bismarckstr. 24, 1<sup>st</sup> Floor  
Tel. 0641/99-12998/12996

**by 7 March 2016 at the latest.**

- IV. The electorate, as well as the trade unions represented in the Staff Council, is requested to submit **nominations** for each group to the **electoral committee** (see. No. III) within **18 days** of issuance of this electoral notice,

**at the latest by 12 midnight on 18 March 2016.**

The nominations by the staff must be signed (supported) in the separate groups as follows:

Civil servants	by at least 5 group members entitled to vote
Employees	by at least 50 group members entitled to vote
Academic staff	by at least 50 group members entitled to vote.

The nominations for the election to the Youth and Trainee Representation must be signed (supported) by at least 5 youths/trainees entitled to vote. A nomination of a trade union represented in the Staff Council or the Youth and Trainee Representation must be signed by two authorised representatives of the trade union.

**Each employee may be nominated on only one list of candidates and with his/her consent.**

Only lists of candidates which have been submitted within the appointed period may be considered. A candidate may only be elected if he/she has been nominated on a valid list of candidates that has been submitted within the appointed period. Each list of candidates shall be separated according to gender and should contain twice as many names of female candidates and twice as many names of male candidates as are to be elected respectively. Any lists of candidates that do not contain enough female or male names must be returned by the electoral committee with the demand to rectify the deficit within a period of three working days. If, according to the signatories, a rectification is not possible, said signatories must state the definitive reasons in writing. If, within the period set, neither the demand to rectify the deficit is met nor written reasons are submitted, the list of candidates shall be declared invalid.

**Each employee may provide only one legally effective signature on only one list of candidates.** The lists of candidates must be handed in separately according to the groups. Lists of candidates which do not have the requisite number of signatures or which have not been submitted within the subscribed period cannot be accepted. Forms for lists of candidates are available from the Electoral Committee (cf. No. III) or the Electoral Office (cf. No. II). The forms may be collected, requested by telephone, or may be printed out from the Electoral Office homepage at

<http://www.uni-giessen.de/org/admin/dez/b/2/wahlen/formulare>. The nominations accepted by the Electoral Committee will be displayed for informational purposes at the University Main Building,

Ludwigstrasse 23, the Experimental Establishment in Gross-Gerau, the Experimental Establishment in Rauschholzhausen (experimental estate and manor house), teaching and experimental establishments at Gladbacherhof, Oberer Hardthof, Weilburger Grenze, as well as all other facilities at JLU.

In the case of valid lists of candidates which do not contain enough male or female nominations, the Electoral Committee will display the reasons given by the signatories to the respective lists of candidates.

- V. Place, day and time of voting  
Voting will take place for the Election to the Staff Council and to the Youth and Trainee Representation, for which separate ballot papers will be used. Voting will be possible as follows:

#### **1<sup>st</sup> Polling Day (9 May 2016)**

<u>Polling Station</u>	<u>Times</u>
<b>Philosophikum II</b> Karl-Glöckner-Str. 21, House A Entrance Hall to Auditorium Maximum	<b>8 a.m. to 9.30 a.m.</b>
<b>Philosophikum I</b> Otto-Behaghel-Str. 10, House A, Hall on Ground Floor	<b>10 a.m. to 1 p.m.</b>
<b>Large Chemistry Lecture Theatre</b> Heinrich-Buff-Ring 54, Entrance Hall, Ground Floor	<b>2 p.m. to 3.30 p.m.</b>

#### **2<sup>nd</sup> Polling Day (10 May 2016)**

<u>Polling Station</u>	<u>Times</u>
<b>Erwin Stein Building</b> Goethestrasse 58, Ground Floor, Conference Room 36	<b>7.30 a.m. to 9 a.m.</b>
<b>Licher Strasse 68</b> Lecture Theatre Building, Entrance Hall	<b>9.30 a.m. to 11 a.m.</b>
<b>Zeughaus (Arsenal)</b> Senckenbergstrasse 3, Entrance Hall	<b>11.30 a.m. to 1 p.m.</b>
<b>Biomed. Research Centre Seltersberg</b> Aulweg, Entrance Hall, Ground Floor	<b>2 p.m. to 3.30 p.m.</b>

#### **3<sup>rd</sup> Polling Day (11 May 2016)**

<u>Polling Station</u>	<u>Times</u>
<b>Chemistry New Building</b> Heinrich-Buff-Ring 17, 1 <sup>st</sup> Lower Level	<b>8 a.m. to 9.30 a.m.</b>
<b>Veterinary Medicine</b> Frankfurter Str. 94, Ground Floor	<b>10 a.m. to 1 p.m.</b>
<b>University Main Building</b> Ludwigstr. 23, Entrance Hall	<b>2 p.m. to 4 p.m.</b>

- VI. Voters who are not able to cast their vote personally or cannot reach a polling station during their working hours will, on request, receive personally or by post, for the purpose of a postal vote, a list of the accepted nominations, the ballot papers, the ballot envelope, a form for the voter to declare that he/she assures the Electoral Committee that he/she has filled in the ballot paper personally, or, if the conditions under § 16 Para. 2 WO-HPVG apply, has had the ballot paper filled in by a proxy appointed by the voter, a larger stamped-addressed envelope bearing the address of the Electoral Committee and the name and address of the voter as the sender along with the note "Briefliche Stimmabgabe" ("Postal Vote"), and a notice about postal vote procedure. On request, voters may receive a print-out of the Electoral Notice (§16a, Para. 1, No. 4, WO-HPVG).

Applications for postal vote documentation to be delivered by post are to be addressed to the Electoral Office (cf. No. II).

A **postal vote** is prescribed for those employed **outside the place of the election, Giessen**, at Gross-Gerau, Rauischholzhausen – experimental estate and manor house –, Oberer Hardthof, Weilburger Grenze, Gladbacherhof, for those employed at the **Faculty of Medicine (FB 11)**, for employees who receive a **temporary pension** and for employees with a **long-term illness**. These voters will receive the voting documents including the stamped addressed envelope **without having to apply** for them. The ballot letter may be returned by internal mail.

The **postal voter** must ensure that the ballot letter must be returned by **4pm on 11 May 2016**; if necessary it may be handed over to the Electoral Committee at the Polling Station.

- VII. The votes will be **counted** and the **result of the election** will be announced publicly on 11 May 2016 from 4.15pm in the seminar room at the University Main Building, 3<sup>rd</sup> floor, Ludwigstrasse 23.

a) **The right to vote in the Election to the Staff Council** is conferred on all those employed at JLU Giessen by the State of Hesse who reached the age of at least 18 by or on 11 May 2016. The right to vote is also conferred on those who have been seconded to JLU Giessen and who have been at JLU Giessen for more than 3 months, and also on those who are trainees. Employees in minor employment (geringfügig Beschäftigte) also have the right to vote; this includes "wissenschaftliche Hilfskräfte mit Abschluss" (graduate assistants), "akademische Tutoren" (academic tutors) and "studentische Hilfskräfte" (undergraduate assistants) who are not registered as students at JLU. The right to vote is also conferred on persons who are covered by § 12a "Arbeitnehmerähnliche Personen, Tarifvertragsgesetz" (persons with a status similar to employees') (e.g. Service Contracts (Dienst-, Werkverträge)) as long as they are employed for longer than 2 months per year at JLU.

b) Those with the right to vote and who have been employed at JLU Giessen for at least 6 months on 11 May 2016 (i.e. since 11 November 2015) or have been employed for 1 year in public administration or in establishments run by such an administration, may **stand as candidates for the Election to the Staff Council**.

c) The **vote to right is not conferred** on: Professors, those externally funded on a contract which is not with the State of Hesse, employees who have been on leave without pay for more than 6 months, employees who are in the exemption from work phase of the early-retirement scheme, and employees who are registered as students at JLU Giessen.

d) Employees who have not reached the age of 18 years by or on 11 May 2016 or who are training as a civil servant or are in vocational training have the **right to vote in the Election to the Youth and Trainee Representation**.

e) Those aged between 16 and 26 years on 11 May 2016 and employees in vocational training may **stand as candidates for the Election to the Youth and Trainee Representation. The period of office of the Youth and Trainee Representation is two years.**

In the election, the ratio of men to women must correspond to the ratio of men to women in the group.

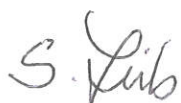
VIII. Any objection, nomination and other declaration must be submitted to the Electoral Committee (cf. No. III).

IX. **Foreign voters** who require further elucidation regarding the election procedure, casting a vote etc. should contact the **Electoral Office** (cf. No. II).

The English version of this Election Notice is posted on the university homepage at <http://www.uni-giessen.de/org/admin/dez/b/2/wahlen/personalratswahlen>

All nomenclature designating persons and functions applies both to men and to women.

Giessen, 29 February 2016 The Electoral Committee



Sabine Leib

(Chair)



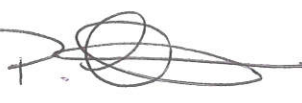
Petra Becker

(Member)



Peter Behr

(Member)



Petra Kretschmer

(Member)




Sascha Lember

(Member)



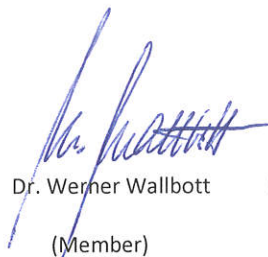
Wilfried Schott

(Member)



Inge Haas-Ackermann

(Member)



Dr. Werner Wallbott

(Member)



Patrick Hentschel

(Member)