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Uni-Logo

The Electoral Committee
for the Elections to the Staff
Representations 2020

**To be displayed from 28 February 2020 to
06 May 2020**
at the **University Main Building**, the
Experiment-al Establishment in **Gross-Gerau**,
the Experiment-al Establishment in
Rauischholzhausen (experi-mental 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 2020 at JLU**

The issuance of this election notice by the above mentioned election committee on **28 February 2020** is the declaration of the **Elections to the Staff Council** and to the **Youth and Trainee Representation**.

The **ballot** will take place on:

4, 5 and 6 May 2020.

- 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 and the WO-HPVG

in the current version will be on display from 28 February 2020 until 14 days have elapsed after the election result has been announced at the

Wahlvorstand für die Personalvertretungswahlen 2020
c/o Hauptpersonalrat
(**Electoral Committee** for the Elections to the Staff
Representations
c/o Main Staff Council)
Bismarckstr. 24, 1st Floor
Tel. 0641/99-12998/12986
e-mail HPR-Leib@admin.uni-giessen.de

Monday - Friday 8.00 a.m. to 1 p.m. (and – according to prior agreement – in the afternoon)

- 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

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by 5 March 2020 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 midnights on 16 March 2020.

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 Rauischholzhausen (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:

1st Polling Day (4 May 2020)

Polling Station

Philosophikum II

Karl-Glöckner-Str. 21, House D
Music Department, Lounge

Times

8 a.m. to 9.30 a.m.

Philosophikum I

Otto-Behaghel-Str. 10,
House A, Hall on Ground Floor

10 a.m. to 1 p.m.

Large Chemistry Lecture Theatre

Heinrich-Buff-Ring 54, Entrance Hall,
Ground Floor

2 p.m. to 3.30 p.m.

2nd Polling Day (5 May 2020)

Polling Station

Erwin Stein Building

Goethestrasse 58,
Ground Floor, Conference Room 36

Times

7.30 a.m. to 9 a.m.

Licher Strasse 68

Lecture Theatre Building, Entrance Hall

9.30 a.m. to 11 a.m.

Zeughaus (Arsenal)

Senckenbergstrasse 3, Entrance Hall

11.30 a.m. to 1 p.m.

Biomed. Research Centre Seltersberg

Aulweg, Entrance Hall, Ground Floor

2 p.m. to 3.30 p.m.

3rd Polling Day (6 May 2020)

Polling Station

Chemistry New Building

Heinrich-Buff-Ring 17, 1st Lower Level

Times

8 a.m. to 9.30 a.m.

Veterinary Medicine

Frankfurter Str. 94, Ground Floor

10 a.m. to 1 p.m.

University Main Building

Ludwigstr. 23, Entrance Hall

2 p.m. to 4 p.m.

- 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)**, student assistants who are entitled to vote, for employees who receive a **temporary pension** and for employees with a **long-term illness and employees who are on parental leave and entitled to vote**. 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 **4 pm on 6 May 2020**; 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 6 May 2020 from 5 pm in the room 016 (Urzeitwerkstatt) Senkenbergstraße 17.

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 6 May 2020. 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 6 May 2020 (i.e. since 5 November 2019) 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 and employees who are registered as students at JLU Giessen.

d) Employees who have not reached the age of 18 years by or on 6 May 2020 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 6 May 2020 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, 28 February 2020 The Electoral Committee

Sabine Leib
(Chair)

Peter Behr
(Member)

Petra Kretschmer
(Member)

Dr. Christoph Lämmler
(Member)

Christine Mais
(Member)

Martin Seim
(Member)