

Legal Entity of Public Law
Samtkhe-javakheti State University

Election provision

Chapter I

General provisions

Article 1. Sphere of Regulation

1. This Regulation is elaborated the procedure of holding elections in Samtskhe-Javakheti State University (hereinafter - University), rules of election, authority of commission and the rules of activity.
2. The elections are held at the University by the Law of Georgia on Higher Education , the Status of the University and the procedure established by this Regulation.
3. The days specified by this regulation are considered working days.
4. Elections for University Governing Bodies, (Academic Board, Board of Representatives, rector, head of Administration, Quality Assurance department) shall be regulated by the “the Law of Georgia on Higher Education and the statute of University.
5. University and Faculty Election Commissions shall be created for the purpose of conducting elections in the university. The number of members of the university election commission is odd.

Chapter II

Election Commission

Article 2. Election Commission of University

1. Members of the university election commission rector shall be determined by the individual administrative-legal act of the Rector. The chairperson of the university election commission shall be elected at the first sitting. A member of the public may also be appointed as a member of the commission
2. The University Election Commission is authorized to make all decisions regarding the organizational issues of the elections and make these decisions by the relevant protocol.
3. The chair of the university election commission is headed by the Commission meetings, signs the decisions made by the Commission, establishes the agenda of the commission sessions and the protocol of the session, registers the correspondence entered into the election commission and exercises other powers.
4. At the first sitting of the Commission, the secretary of the university will choose the secret ballot of any member of the Commission and the majority of attendees. The secretary of the commission establishes the agenda of the commission sessions and the protocol of the session, registers the correspondence entered into the election commission, registers candidates contesting in the elections and gives them the relevant information, concludes the summary protocols of the election results and exercises other powers granted to them.
5. All Members of the University Election Commission are authorized to register candidates contesting in the elections.

Chapter III

Electing the Representative Board

Article 3. Rule and Composition of Electing the Representative Board

1. The Representative Board shall be elected from the main entities of the Institution - from the faculties to the students and the academic personnel separately, their number on the basic educational unit proportionally
2. The minimum number of members of the Representative Board cannot be less than double the number of members of the Academic Board. Estimating the number of students is admissible in favor of students.
3. The term of office of a member of the Representative Board is 4 years, on the basis of general, direct and equal elections via secret ballot.
4. In case of pre-term termination of authority of the member of the Board of Representatives, a candidate who came second in the elections after the member whose term is terminated shall serve the remaining term. If there is no such candidate, new elections shall be held to fill the vacant position for the same term.

Article 4. Rules of Registration of Candidates Selected in the Board of Representatives

1. Election of members of Representative Board of university rector shall be determined by the individual administrative-legal act of the Rector.
2. The grounds for termination of the status of a member for a professor and a student in the Board of Representatives shall be the termination of his/her academic and/or employment relationship with the University
3. The academic personnel are elected by the full, associate professor and assistant professor of the faculty registered in the election .
4. In the Representative Council, the candidates shall be registered in Chancellery of the University and submitted by the Unified Electoral Commission.
5. Registration of candidates is in progress for 7 days. In case of refusing the registration, it will be indicated what kind of gap the documents presented by the candidate will contain. The candidate is entitled to withdraw the defect within 2 days. The candidate is entitled to pass the term of appeal within 1 day. The University Election Commission shall take a decision on complaints within 2 days.
6. Registration of candidates is in progress for 10 days. In case of refusing the registration, it will be indicated what kind of gap the documents presented by the candidate will contain. The candidate is entitled to withdraw the defect within 5 days. The candidate is entitled to pass the term of appeal within 1 day. The University Election Commission shall take a decision on complaints within 3 days.
7. No later than 5 days after the end of the registration, council members from the board of faculties are elected.

8. Election Commission publicly announces the results on the Election Day.

Article 33. Recognition of Authority, Speaker and Secretary and Termination of Authority

Article 5. Representative board Speaker election

1. The Representative board shall elect a Speaker by means of a secret ballot, by a majority of the list of the Board for 4 years.
2. A person is considered elected with more than half of the Board's list. If the candidate is more than two and none of the candidate has collected the required number of votes, the same day, the repeated election will be conducted on the same day between two candidates with the highest number of votes. If even in this case the winner is not revealed, no later than 5 days, new elections will be held, which are held by the same rule. Candidates participating in the previous elections will not be able to participate in the next elections. Within two weeks after electing the speaker's speaker, information about his / her identity to the registration shall be submitted to the Ministry of Education and Science of Georgia.

Chapter IV

Academic board election

Article 6. Status and authority of the Academic Board of the University

1. The Academic Council is the highest representative body of the University, through direct, independent and equal elections via secret ballot
2. Members of Academic board shall be elected for a term of four years, Full professor or associate professor shall be elected as a member of the Academic Board. A person can be elected as a member of the Academic Board only twice consecutively
3. In Academic Board there shall be two representative from each faculty
4. The membership of the Academic board shall be subject to renewal by one third after the pass of the half-major educational set stage

Article 7. Rules of Registration of Candidates Selected in the Council of Representatives

1. the Academic Board elections is appointed by the rector, about which s/he shall issue the individual administrative-legal act
2. The registration of candidates for academic board membership is in progress for 7 days. In case of refusal to register, the deficiencies shall contain the documents presented by the candidate. In case of refusal to register, the deficiencies shall contain the documents presented by the candidate. The candidate is entitled to withdraw the defect within 2 days. The candidate shall be entitled to appeal within 1 day. The decision on the complaint is made by the university election commission within 2 days.
3. No later than 5 days after the end of the registration, the candidates are elected from the academic council from the faculties.

Article 8. The Electorate of the Academic Council, the authority of the Academic Board and the term of termination of the term of office to the Member

1. All members of the faculty academic staff and representatives of the faculty council members of the self-government shall be entitled to vote in the academic council elections.
2. At the first session of the Academic Council conducting publication of the final results of the elections within 3 days, the Academic Council recognizes its authority

V Chapter

Elections for Rector

Article. 9. Announcement of the Rector's Elections

1. The announcement about the beginning of registration of rector candidates shall be published by the University Academic Board at least 1 month before the beginning of registration, based on the principles of transparency, equality and fair competition of the Georgian legislation. The application shall be posted on the website of the relevant institution and published in the university printing press and posted in the University Publicity and public access to the public until the termination of the candidates for the position of the rector. The application shall include the date of commencement of the registration of candidates, the application of candidates' applications in the deadline and the date of rector election

2. The registration shall last for no less than 2 and no more than 3 weeks.

Article 10. Registration of Rector Candidates

1. Registration of candidates will be provided by the university election commission at the University Chancellery

2. Candidate must submit the documentation defined by the University Academic Board.

3. The decision on rejection of registration shall indicate what the deficiencies contain the documents presented by the candidate. Errors can be corrected within 2 days.

Article 11. Rector elections

1. The Rector elections are held no earlier than 1 and no later than within 2 months after the end of the registration of candidates
2. After the completion of the registration of the candidates, the chairperson of the election commission of the university shall submit the bid documents to the secretary of the Academic Board.
3. Before the rector's election, during the selection of a candidate, the Academic Board will evaluate the action plan presented by each candidate
4. The University's Rector's Candidate may be a person who has a doctor or academic level equal to him and has a teaching and scientific experience.
5. A candidate shall submit an action plan to the Academic Council publicly or by written form. Information about public discussion is published on the university website.
6. The Rector shall be elected via secret balloting by the majority of the Board of Representatives members on the list. If none of the candidates garner enough votes, the second round of voting shall be held and the two candidates with the best results shall participate in it. If no winner is revealed during the second round of election, the date of new elections shall be appointed no later than within 5 days.
7. Rector's election shall ensure the university election commission.

8. The voting procedure and summarizing of the results will be ensured by the University Election Commission. The Commission announces the results of the elections publicly.
9. In case of early termination of the authority of the Rector in accordance with the legislation of Georgia, the acting rector shall elect electoral board, composed of all academic or scientific positions of a higher education institution having a doctoral degree or equivalent degree

Chapter VI

Selecting the candidacy of the head of the administration

Article 12 . Selecting the candidacy of the head of the administration

1. The Head of Administration shall be approved by the Board of Representatives upon the proposal of the Board of Representatives via secret ballot, in accordance with the rules prescribed by the legislation. The Academic Board may present the same person to the Board of Representatives only twice. In the event of the Board of Representatives' repeated refusal, the Academic Board shall propose a new candidacy for the Head of Administration.
2. The term of office of the Head of Administration shall last for 4 years.
3. The same person may be elected to the office of the Head of Administration for two consecutive terms only.
4. A person who held the position of the Rector in the university shall be elected as the Head of the Administration only after the termination of the authority for 4 years as a Rector.

Chapter VII

Elections for the Head of Quality Assurance Service of the University

Article 13. Elections for the Head of Quality Assurance Service of the University

1. The Academic Board shall announce a contest for the Head of Quality Assurance Service of the University.
2. The announcement for the Head of Quality Assurance Service of the University shall include the criteria and the list of documents to be submitted. They shall be approved by the Academic Board with the relevant act. The registration lasts for 15 days after the publication of announcement.
3. Within 10 days after the application deadline, the Academic Board shall elect the candidate
4. Registration of candidates will be provided by the university election commission at the University Chancellery. The decision on rejection of registration shall indicate what the deficiencies contain the documents presented by the candidate. Errors can be corrected within 2 days.
5. Registration of applications for the position of the Head of University Quality Assurance Service and secrecy of its selection by the Academic Board shall be ensured by the Universal Election Commission. The Commission announces the results of the elections publicly.
6. In case of non-approval of the Head of the University Quality Assurance Service by the Representative Council, the Academic Council will announce a new contest
7. For the announcement of the repeated competition of a candidate terms defined by this Chapter will be used.
8. In case of early termination of the authority of the Head of the University Quality Assurance Service, the complaint under this Chapter shall be conducted
9. The term of office of the University Quality Assurance Service is 4 years.
10. Head of University Quality Assurance Service can be selected only twice

Article 14. Election of the Head of Faculty Quality Assurance Service

1. The Dean shall submit the candidate/ of the Faculty Quality Assurance Service and Specialist to the Faculty Board .
2. The Faculty Board ,shall elect the Head of Quality Assurance Service of the Faculty and specialists
3. The member of Faculty Quality Assurance Office (Head and Specialist) may be a faculty professor or an associate professor. at the Faculty Quality Assurance Service (Head and Specialist) for a position for a period of four years. The Faculty Quality Assurance Service (Head and Specialist) may be elected twice for a period of four years.
4. Faculty Quality Assurance Service is accountable to the Faculty Board.
5. The voting procedure and summarizing of the results will be ensured by the University Election Commission.

6. The Commission announces the results of the elections publicly.

Article 15. Election Commission of the Faculty

Election Commission of the Faculty shall be created by the decision of the University Election Commission. Election Commission of the Faculty should include representatives of student selfgovernment.

Article 16. Incompatibility of Positions

A member of the University and Faculty Election Commissions shall not simultaneously hold other administrative position, be a membership candidate of the governing body and/or be participating in the elections

Chapter VIII

Rule of Electing the Faculty Council

Article 17. Electing the Faculty Council

1. The Faculty Board is the faculty council, composed all of faculty academic staff and elected representatives of the student self-government
2. The number of student self-government representatives of the Faculty Council shall be determined by the Faculty Statute but can not be composed of 1/4 Council
3. The Faculty Council recognizes its authority upon the first meeting. The Faculty Council is authorized if it is attended by more than half of the total number of members of the Board. Decision is accepted by a majority of attendees.

Chapter IX

Rules of Dean Elections

Article 18. Announcement of the Dean Elections

1. The announcement about the beginning of registration of Dean candidates shall be published by the Faculty Board at least 1 month before the beginning of registration, based on the principles of transparency, equality and fair competition of the Georgian legislation.
2. The announcement shall mark the beginning of registration of candidates, deadline for submission of candidates' applications and the date of the Dean's elections.
3. information about registration of the Dean's position should be placed on the University website and in the visible place of the relevant faculty

Article 19. Registration of Dean Candidates

1. The registration shall last for no less than 2 and no more than 3 weeks
2. For registration in university election committee candidate is supposed to introduce relevant documentation specified by the corresponding Academic board.
3. The refusal of the university electoral commission connected to the registration must be substantiated in written form. The decision on rejection of the registration shall indicate the shortcomings in the documents submitted by the candidate. The error can be fixed within 2 days.

Article 20. Election of Dean

1. The Dean elections are held no earlier than within 3 weeks and no later than within 1 month after the end of the registration of candidates.
2. The Dean shall be elected via secret balloting by the majority of the Faculty Board members on the list
3. Before elections of the Dean, the Faculty Board shall evaluate the action plans of each candidate
4. A person holding a degree of Doctor, a professor or associated professor of the same faculty may be elected for a 4-year term by the faculty board
6. If none of the candidates garner enough votes, the second round of voting shall be held and the two candidates with the best results shall participate in it. If no winner is revealed during the second round of election, the date of new elections shall be appointed no later than within 5 days.
7. The Election Commission of the University shall ensure the secrecy of the ballot.
8. The voting procedure and summarizing of the results will be ensured by the University Election Commission. The Commission announces the results of the elections publicly.

Chapter X

The rule for choosing the head of the library

Article. 21. The rule for choosing the head of the library

1. the university elects the head of the library (scientific) via secret balloting by the majority academic council on the list.
3. The head of the library (scientific) should be a person with a higher education degree, having a doctorate degree and has the proper competence to implement the authority (scientific) of the library
4. Additional criteria for the candidate of the library (scientific) will be elaborated and approved by the academic council.
5. The voting procedure and summarizing of the results will be ensured by the University Election Commission

Chapter X I

Rule for Election

Article 22. Pre-election agitation and campaign

1. Candidate has the right to conduct a pre-election campaign at his own expense to choose a management body. All candidates are equally entitled to conduct a pre-election campaign.
3. Campaign and agitation are prohibited on the Election Day.
4. The following category has no right to Pre-election Campaign and agitation:
 - A) Election Commission members;
 - B) Administrative staff
5. Pre-election campaigns and agitation may be carried out by conducting various activities (meetings and meetings with voters, public debates and discussions), publication, and dissemination of print agitation materials, pre-election calls, applications, production and distribution of papers and photographs, as well as any other means permitted by law. Obstruction of their dissemination is prohibited by law.
6. Pre-election Campaign and Agitation should not hinder learning process at the university. It is prohibited to conduct electoral campaigns and campaigns with students during lessons, as well as any act that is inappropriate for the candidate's status (direct or indirect way of bribing or granting

any kind of privilege or promising, etc.), the breach of the university or damages the university property.

7. The university administrative staff has no right to refuse to the candidate to conduct the pre-election campaign and use of the University for the Campaign. The use of university space for all candidates must be equally available

8. The rejection of the written complaint envisaged by paragraph 7 of this article shall be considered within two days from its receipt by the university at the Election Commission session, which makes the decision within 1 day.

Article 23. Election lists

1. Election lists are made by the Dean of the Faculty of the University in agreement with the structural unit of responsible for the organizational issues and administration of the teaching process.

2. Lists of the academic staff and student lists are made separately.

3. The university student's list of voters will included all persons who are enrolled as university faculty students. The list of voters does not include university students, whose status were revoked

4. If a student is enrolled at the University more than one faculty, he/she will be included in the Faculty's List, where he studies the Major Program.

5. All professors of the faculty, associate professors, and assistant professors will be included in voters' lists of university academic personnel

6. The academic staff will be included in the faculty's list of candidates the academic position of which they represent

7. The following data will be included in the faculty election list: Name and surname of voters; Identification card number, signment

8. It is prohibited to include the data of the same person in several faculty electoral lists or on the same faculty election list

Article 24. Ballot papers

1. Voting by the voter shall be conducted in appropriate ballot paper and appropriate ballot paper ballot box. 2. The ballot paper will be marked as follows:

a) University and relevant faculty name;

b) For whom is the ballot paper intended - for academic personnel or students;

c) List of candidates for election.

3. It is inadmissible to issue more than one bulletin to a voter when choosing a particular management body
4. The ballot paper shall be issued in case of presenting a student's ID card and / or academic receipt of the student's status, and the academic personnel - the identity card.

Article 25. Election box

1. Electoral commissions shall be provided with ballot boxes for conducting elections in the university. Each election commission shall receive 2 ballot boxes for the election council for each of the academic personnel and students separately and one box for the other management body elections
2. It is indicated in the ballot box the management body for which the elections are conducted, as well as the reference to the academic personnel or for the students.
3. The ballot box will be checked before polling, in order to ensure that the members of the election commission and the complainant make sure that it is empty. Prior to the polling, the ballot paper is written in the ballot box and in the presence of the first voter's ballot paper, the control sheet will be inserted into one of the means of verifying the authenticity of the election results.
4. If the ballot boxes are damaged during the election process, the election commission is authorized to discuss invalidation of the election results if it considers that it may affect the election results.

Article 26. Organization of elections

1. The costs associated with organizing and conducting elections are covered by the University.
2. University shall provide the appropriate room for the election commission.

Article 27. Election procedure

1. On the polling day the faculty voter shall receive the relevant ballot paper, which is confirmed by the signature along his surname on the voters list. After that the voter goes to a member of the signatory commission, who signs the ballot paper.. It is unacceptable to have more than five voters at the same time.

Article 28. Summary of the Results

1. After polling the members of the election commission count the number of voters according to the number of signatures in the voter's list. The given results are recorded in the relevant summary protocol which reflects the number of votes for every candidate participating in the election
2. The given results are recorded in the relevant summary protocol which reflects the number of votes for every candidate participating in the election. The number of voters during the election of the Representative Council shall be counted separately for the academic staff and the students by the members of the commission
3. The marked ballot papers taken out from the ballot box are organized according to each candidate participating in the election. Invalid ballot papers are organized separately
4. The ballot paper is void if:
 - a) None of the candidates are marked;
 - b) If the accuracy of the candidate is more than the accuracy
 - c) It is not possible to find out which candidate has been marked;
5. A Summary Protocol shall be filled after the votes are counted. During the election of the Representative Council the Summary Protocol shall be filled separately for the academic personnel and the students. The following data will be included in the Summary Protocol:
 - a) The number of voters by the faculty according to the list of the voters;
 - b) The number of voters according to the signatures of voters in the voter lists
 - c) Total amount of ballot papers found in the ballot box;
 - d) The number of invalid and unused ballot papers
 - e) The number of votes for each candidate
 - f) Signature of all commission members.
6. The candidate with the best results shall be considered as elected for Faculty Academic and Representative Councils.

Article 29. Observer

1. 1. In order to be able to conduct observation, physical and legal entities in not less than 5 days before the elections shall address the University Election Commission to get the observer status.
2. A legal entity will be entitled to participate as an observer by its representatives; the identity of these people is indicated in the application submitted to obtain observer's status.
3. A person shall not be permitted to be an observer, if she/he is:
 - a. a candidate to be elected in the University Management Authority;
 - b. a voter of the faculty which she/he is applying for the observer status for;

- c. an Administrative Officer
4. The Observer shall be authorized to attend the work of Election Commissions on the Election Day and in the process of reviewing the complaint.
5. The observer is entitled:
 - a. to inform the chairman of the commission in case the violation and request the prevention of it;
 - b. in case of non-fulfillment of the requirement stipulated by the subparagraph "a" of this paragraph by the commission chair, prepares a Protocol of Violation
 - c. submit a complaint to the University Election Commission.
6. The Observer shall not prevent the implementation of the election process;

Article 30. Protocol of Violation

In case of violation of the rules established by these rules on the Election Day, the candidate, the, observer, the member of the election commission or the voter of the relevant faculty is authorized to fill a Protocol of Violation including the following data:

- a. Name, surname and address of the person filing the protocol;
- b. Status of a person filling the protocol (candidate, voter, observer, member of election commission);
- c. Content of the violation;
- d. Time the violation was reported
- e. Signature of the chairperson of the election commission or indicate the denial on signing the document;
- f. Identity of witnesses (if there are witnesses confirming this factual circumstance) and their signatures;
- g. Request of the person preparing protocol;
- h. Signature of the person preparing protocol

Article 31. Announcement of the Election Results

Election results are announced on the Election Day. . The University Election Commission is obliged to publish the results of the election on the information board of the University and the relevant faculties as well as the official website of the University

Chapter XII

Article 32. Appeal of the Election Results

1. After announcing the results within 24 hours, the candidate, the observer, the member of the election commission or the member of the faculty shall have the right to submit a complaint on violation of the rules specified by the presented rules to the Election Commission of the University. The complaints will not be accepted after the above stipulated period is expired.
2. The complaint shall contain the following requisites:
 - a. Name, surname and address of the complainant;
 - b. Status of the complainant (candidate, voter, observer, member of election commission of the faculty);
 - c. Content of the violation;
 - d. Identity of witnesses (if there are witnesses confirming this factual circumstance);
 - e. Request of the person entering the complaint;
 - f. Signature of the person entering the complaint
3. The complaint shall be accompanied by the copy of the Protocol on Violation, if any
4. The University Election Commission is obliged to review the complaints within 3 days after the submission and make appropriate decision.
5. Decision on annulment of the elections is made by the University Election Commission if it considers that the violation of the rules stipulated by the Charter or/and the violation revealed in the process of counting ballot papers by the Election Commission had fundamental influence on the election results.

Article 33. Publication of the Final Results

1. The University Election Commission publishes the final results of the election on accessible for everyone sources at the level of the faculties;
2. The final results of the election shall enter into force upon declaration.

Chapter XIII

Election commission activities

Article 34. Election Commission Acts

1. The election commission is authorized to make all decisions regarding organizational issues, unless otherwise provided by the Charter of the University and this Regulation.
2. Election commission decision shall be formalized as a protocol of the session of the election commission. The protocol is signed by the chairperson and secretary of the commission.