

EXPLANATORY NOTES

(full-time university lecturers, academic staff and doctoral candidates, science-supporting employees)

On:

- 1** Election proposals can be submitted in the period from **April 30 to May 13, 2025, 4 pm**. **Election proposals received before or after this time will not be considered** (§ 8 para. 10 of the Election Statute). The election proposal should be given a brief overall description. For technical reasons, a **maximum of 40 characters** (including spaces) can be considered.

On:

- 2** The group from which the representative(s) is/are to be elected must be indicated here.

On:

- 3** The collegial body for which the election proposal is to apply (Senate, Faculty Board) must be indicated here. In the case of election proposals for the election of representatives to the Faculty Board, the faculty must also be stated.

On:

- 4** Consecutive numbering is mandatory. The number of candidates on an election proposal may not exceed **three times the number** of representatives to be elected (§ 8 para. 2 sentence 2 of the Election Statute).

Candidates may only be named on one election proposal for an election to a collegial body and only once. Anyone named on more than one election proposal **must be cancelled by the Election Administrator on all election proposals** (§ 8 para. 6 of the Election Statute).

On:

- 5** Applicants/signatories of an election proposal must be eligible/entitled to vote for the respective group and the respective collegial body. The faculty and department must coincide to the details in the election proposal. Details on membership of an association of members of universities in the Free State of Bavaria must also coincide to the details in the election proposal. For technical reasons, a **maximum of 30 characters** (including spaces) can be considered.

On:

- 6** The number of attached declarations of consent must be indicated here. The declarations of consent, which must be signed **in person, must be** attached to the election proposal. Candidates for whom a declaration of consent has not been submitted or has not been signed in person **will be deleted from the election proposal** (§ 8 para. 5 of the Election Statute). Furthermore, the number of declarations of consent that are sent separately by post must be indicated.

On:

- 7** An election proposal for the election of representatives to the Senate must be signed by **at least 10 people**, an election proposal for the election of representatives to the Faculty Board must be signed **by hand** by **at least 5 people**. The signatories must be entitled to vote in the respective group for the respective collegial body. If fewer than 20 entitled voters belonged to a group at the last election, the signature of one entitled voter is sufficient (§ 8 para. 4 sentences 1 to 3 of the Election Statute). The groups affected by this are listed in the election announcement, which will be published at the end of January 2025.

The inclusion of voters entitled to vote in an election proposal does **not** exclude them from signing this election proposal; this **does not apply** if the signature of one voter entitled to vote is sufficient and the election proposal contains only one person (§ 8 para. 4 of the Election Statute).

Persons entitled to vote may only support one election proposal for an election to one collegial body within the meaning of § 8 para. 4 of the Election Statute; if someone has signed several election proposals for the election to the same collegial body, **his or her signature on all election proposals is invalid** (§ 8 para. 7 of the Election Statute).

On:

8 If an authorised representative is not named, the signatory who signed first is deemed to be authorised to represent the candidate (§ 8 para. 3 sentence 7 of the Election Statute).

Those submitting election proposals are advised to contact the electoral office on May 14, 2025 after the deadline for submitting election proposals (May 13, 2025, 4 pm) to enquire whether the submitted election proposal may contain any deficiencies that can be corrected at short notice. Reference is also made to § 9 para. 1 of the Election Statute.

NOTES: (only the German version is legally binding)

When drawing up the election proposal, the following provision on voting is important with regard to the number of candidates to be nominated:

§ 11 para. 3 sentences 2 of the Election Statute: If the person entitled to vote accepts an election proposal unchanged, one vote each shall be allocated to the candidates of this election proposal in the order in which they are named (§ 8 para. 2 [of the Election Statute]) until the total number of votes to which the person entitled to vote is entitled is reached; if the election proposal contains fewer candidates than the number of votes to which the person entitled to vote is entitled, this shall be deemed to be a waiver by the person entitled to vote of their further votes. If the person entitled to vote casts fewer votes for individual candidates in an election proposal than he or she is entitled to in total, he or she waives his or her further votes, unless he or she simultaneously marks the election proposal, which is deemed to be the allocation of the remaining votes not yet used, which are allocated to the unmarked candidates within the election proposal in the order of their nomination.

In addition, the following provision regarding the incompatibility of several mandates is important when drawing up the election proposal:

§ 36 University Constitution Incompatibility of several mandates

- (1) The representation of a member group in a committee is incompatible with the function as a member of the University Board, dean, deputy chancellor or as a member of the hospital board. The office of Dean is incompatible with being an elected member of the University Board. This applies accordingly to members of the university who fulfil the duties of staff representatives.
- (2) A mandate that is incompatible with another can only be taken if the other mandate is resigned.
- (3) If a head of a clinical institution or a member of the management of a clinical institution is elected to the Faculty Board of the Faculty of Medicine as a representative of the group of full-time university lecturers, the same institution cannot also be represented on the Faculty Board in accordance with Art. 44 para. 2 sentence 3 BayHIG.