Pannon Egyetem
University of Pannonia

REGULATION ON ELECTIONS

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*if the entry into force of the rules is subject to adoption by the Board of Trustees

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The Regulation on Elections issued by the University of Pannonia (hereinafter referred to as: "**University**") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows:

1.§

Purpose of the Regulation on Elections

1) The Regulation on Elections of the University of Pannonia aim to establish the Senate, the Faculty Councils and the University Centre Council (hereinafter: „University Body") in a democratic way.

2.§

Scope of the Regulation

1) The material scope of these Rules shall extend to the establishment of the Senate, the Faculty Councils and the University Centre Council, as well as the conduct of elections. The provisions of these Rules may apply to the election process of other University bodies.

2) The personal scope of these Rules shall extend to all employees of the University.

3) The territorial scope of these Rules shall extend to the University's registered seat and all of its premises.

3.§

Legal background

1) These Rules are governed by the following provisions of law and University regulations:
    a) Act CCIV of 2011 on National Higher Education a Education (hereinafter: 'NHEA'),
    b) Organisational and Operational Rules of Procedure of the University of Pannonia (hereinafter referred to as: "**OORP**"),
    c) Employment Requirement System (hereinafter: 'ERS')
    d) Privacy and Data Protection Policy of the University of Pannonia,
    e) Document Management Regulation of the University of Pannonia.

4.§

Rules for Electing Members

1) The arrangements for the election of members to the University Body are an institutional matter.

2) The election of members may take place when the University Body is formed or reconstituted, or when an election is ordered.

3) When the University Body is constituted, elections are ordered by the head of the body concerned. When the University Body is reconstituted, elections shall be called by the incumbent Body at such time as to ensure continuity in its operation. There must be at least 20 days between the order and the vote. The time and period of nomination and voting shall be determined so there is sufficient opportunity for the persons eligible to vote to exercise their right to vote in an appropriate manner.

4) The Rector shall appoint a three-member Election Supervision Committee (hereinafter: 'Election Supervision Committee') to supervise the legality of the elections. One of the members of the Election Supervision Committee is the Chairperson of the Works Council. The mandate of a member of the Election Supervision Committee shall end if he/she becomes a candidate as a result of the nomination and wishes to run as candidate in the voting phase. The Rector shall appoint a new member to the committee to replace such a person.

5) The principles for the election of the members in the strata are regulated in paragraphs 6), 7), 8). The names and numbers of the elected members from the different strata are set out in the OORP for the Senate, in the Faculty's OORP for the Faculty Council, in the University Centre's OORP for the University Centre Council. The electoral strata shall be established in accordance with the laws, the OORP/faculty OORPs/university centre OORP in order to ensure that all eligible persons eligible to be elected are adequately represented on the Body.

6) All persons employed by the University on a full-time and part-time basis (at least 6 hours per day) have the right to vote in the constituency defined by their job, except for:

   Those, who, at the time of the election,

   a) are on long-term leave (on maternity leave receiving child care fee (GYED) or child care allowance (GYES), absent for more than 3 months, in particular if posted abroad, on unpaid leave, etc.),
   b) are exempted from work due to termination of their employment at the university,
   c) have not been continuously employed at the University for at least four months.

7) All full-time employees of the University may be elected in the constituency defined by their job and position, with the exception of those listed in Article 4(8).

8) Those employees are not eligible for being elected, who, at the time of the election,

   a) are over 65 years of age,
   b) are exempted from work due to termination of their employment at the university,
   c) have not been continuously employed at the University for at least four months,
   d) are on long-term leave (on maternity leave receiving child care fee (GYED) or child care allowance (GYES), absent for more than 3 months, in particular if posted abroad, on unpaid leave, etc.),
   e) are already a voting member of the body the election involves,

f) by 4 p.m. on the 10th day before the election, declare in writing to the Head of the Directorate of Human Resources Management that they do not wish to stand as candidates.

9) The holding of the election and the verification of the results shall be the responsibility of the Electoral Committee established for each constituency (hereinafter: 'Committee'). The Committee consists of three members. One member of the Committee shall be a student at the University. At least seven days before the election, the chairperson and the members of the Committee shall be invited by the chairperson of the Body involved in the election. At the same time, the chairperson of the Body shall designate an alternate member to replace a member of the Committee who is prevented from attending.

10) The election procedure consists of a nomination and a voting phase. Both nomination and voting are secret.

11) The procedure begins with the publication of the decision to call the election, the timetable for it and the preparation of the register of candidates eligible for election and the electoral register (hereinafter: 'registers'). An election timetable shall be drawn up at the same time as the notice of elections to the given Body. The timetable must include the deadlines, tasks and responsibilities for holding of the election. The election schedule must be sent to the chairperson of the Election Supervision Committee at least 20 days before the elections. The incumbent secretary of the body concerned by the elections is responsible for preparing and sending the timetable.

12) At the nomination stage, a list of candidates must be drawn up by the Directorate of Human Resources Management. All eligible persons who do not fall within the exceptions set out in Article 4. Point 8) shall be included in the list of candidates.

13) The result of the nomination shall be determined as follows: The nomination is valid regardless of the number of participants. The person or persons who has or have received the highest number of nominations in a given constituency, taking into account twice the number of persons eligible to be elected, will become candidate(s).

14) Votes may be cast for the persons nominated in the constituency as a result of the nomination phase. The result of the voting shall be determined as follows:

a) Voting in the first round shall be valid if more than half of those eligible to vote have voted.
b) In the first round of voting, those who receive more than half of the valid votes are considered elected.
c) A second round is required if the first round of voting is invalid or if the results do not produce the required number of members.
d) In the second round, the voting procedure shall be repeated for the vacant seat(s). The nomination procedure shall only be repeated if there are not enough candidates.
e) The vote in the second round is valid if more than 25% of the persons eligible to vote have participated. The person with the most votes is considered elected.
f) In the event of a tied vote, the candidate who received more nominations in the nomination phase shall be considered elected. If the number of nominations is the same, a by-election shall be held with the candidates concerned.
g) The by-election shall be held in accordance with Article 6, Point 9.

15) The members of the Body are elected by constituency and by strata. The constituencies shall be defined on the basis of the current organisational structure and the applicable OORP. The registers shall be drawn up in this grouping.

16) The same person as a member of the Body should not have double running rights.
    a) If the same person can be nominated in two electoral strata/constituencies for the Body by virtue of his/her job title and position, and if the number of nominations received would make him/her a candidate in both strata/constituencies, the Secretary of the Board shall, after the result of the nomination has been established but before the publication of the result of the nomination, invite him/her to declare in which electoral stratum/constituency he/she intends to participate in the elections.

    b) If an elected member of a Body becomes an ex-officio member of the Body concerned during his/her term of office, whether as a result of his/her managerial mandate or otherwise, he/she shall resign from his/her elected membership. His/her place shall be filled by a new member – namely by the person who was second in terms of number

of votes in the elections in that particular stratum. If this is not possible, a new by-election must be called. The by-election shall be held in accordance with the rules of general elections.

17) The term of office of a person recruited under point b) of paragraph 16) or elected in a by-election shall not exceed the remainder of the term of office of the former member.

18) Elections are organised and held at faculty, university centre and university level in accordance with the Regulation on Elections. The Secretary of the given Body shall be responsible for the election of the members of the Body, for the preparation, holding and documentation of the election process, and for informing the parties concerned.

19) The election of the members of the faculty council is organised and held by the faculty, and the election of the members of the university centre council is organised and held by the university centre.

20) For the purposes of these Rules, the number of persons participating in nominations and voting shall be determined on the basis of the electoral register drawn up by the Directorate of Human Resources Management, whereby a person who has signed for receipt of the nomination form or the ballot paper in the electoral register shall be considered to have participated.

5.§

End of Mandate of Members

1) The mandate of a Member is terminated
    a. at the end of the mandate,
    b. when employment is terminated, including the period of exemption from work prior to the termination of employment,
    c. by resigning from elected office,
    d. by recall of the member,
    e. by transfer to a different constituency or stratum,
    f. with the death of the member,
    g. if the Body decides to dissolve itself,
    h. for any other reason specified by law or the OORP.

2) Only persons having the right to vote are eligible to initiate a recall of an elected member.

3) The recall of an elected member may be initiated through a written request to the chairperson of the Body by at least 30% of the eligible voters belonging to the represented constituency.

4) The recall of an elected member may also be initiated by the Body or its chairperson if the member is absent from meetings of the Body on three consecutive occasions without any form of notification or justification.

5) The recall of an elected member requires a simple majority of those eligible to vote in favour of the recall. In the event of an unsuccessful vote, no second or further ballots may be held. In such a case, the member retains his/her membership of the body. In the event of an unsuccessful recall, an attempt to do so again can only be initiated after one year.

6.§

Rules of Procedure for the Election

1. Preparing the Nomination

1) The registers are drawn up by the Directorate of Human Resources Management at least 20 days before the election, by constituency and by stratum.

2) The procedure for the election of the Senate is as follows:

- Employees of the faculties working in teaching and research positions with the right to vote and the right to be elected shall be listed in the registers of the faculty in which they conduct their teaching and research activities.
- Employees of the Ajka Campus working in teaching and research positions with the right to vote and the right to be elected shall be listed in the registers of the faculty in which they conduct their teaching and research activities.

- Employees of the University of Pannonia Nagykanizsa – University Centre for Circular Economy working in teaching and research positions with the right to vote and the right to be elected shall be listed in the registers of the University of Pannonia Nagykanizsa – University Centre for Circular Economy.
- Employees of the Institute of Physical Education and Sports of the University of Pannonia and the University Library and Knowledge Centre of the University of Pannonia working in teaching and research positions with the right to vote and the right to be elected shall be listed in the registers of the Faculty of Humanities.
- Employees of the Center of Excellence working in teaching and research positions with the right to vote and the right to be elected shall be listed in the registers of the Faculty of Engineering.

3) The prepared registers must be printed out as well as published on the internal network on the 15th day before the election for a period of 3 days.

4) Comments on the registers may be made in writing to the Head of the Directorate of Human Resources Management during the period of publication.

5) The Head of the Directorate of Human Resources Management will examine the comment within one working day and inform the party concerned in writing of the outcome.

6) If the person concerned does not agree with the decision, he/she has 24 hours to appeal to the Election Supervision Committee. The committee shall decide on the appeal within 24 hours and notify the person concerned in writing.

7) The final lists are closed by the Secretary of the body five days before the elections.

8) On the basis of the closed register of the candidates eligible for election, the Head of the Directorate of Human Resources Management draws up the lists of candidates.

9) The number of persons who may be nominated on the nomination form shall not exceed twice the number of candidates eligible for election as specified in the notice of election.

2. Nomination

1) Nominations can be made at the locations and during the periods announced in the notice of elections.

2) The premises must be furnished and locked in compliance with the requirements for a secret ballot.

3) The chairperson of the Committee is authorised to open the room and checks that conditions are met in the presence of the members of the Committee.

4) The ballot box shall be sealed and endorsed by the signature of the chairperson of the Committee in the presence of the Committee, once he/she has ascertained that the ballot box is empty.

5) Except as provided for in Article 6, Point 10, nominations may only be done in person.

6) The person eligible to nominate a person as a candidate must prove his/her identity to the Committee and acknowledge receipt of the nomination form by signing the electoral register.

7) Nomination is done by setting an X or + sign in the checkboxes next to the names of the persons listed on the nomination form.

8) The nomination form is invalid if
    a. it is not stamped with an official stamp and/or
    b. the number of candidates listed on the nomination form is greater than the number specified in that particular stratum, and/or
    c. no candidate has been nominated on the nomination form.

9) A nomination is invalid, if
    a. it was submitted on an invalid nomination form,
    b. it was not submitted with one (or more) X or + sign(s) in the checkboxes next to the names of persons listed on the nomination form,
    c. an ineligible name has been entered on the nomination form.

10) The nomination form should then be thrown into the ballot box after indicating the nomination. If the person nominating announces before placing the nomination form in the ballot box, that he/she has made a mistake in filling in the nomination paper, the Committee shall withdraw the spoilt form, issue a new one and record this fact in the report. The Committee may replace a spoilt nomination form only once per voter.

11) The room for collecting nominations must be closed at the end of the time set for nomination.

3. Determining the Result of the Nomination

1) The ballot box is opened by the chairperson of the Committee in the presence of the members of the Committee.

2) After the ballot boxes are opened, the members of the Committee count the nominations and rank the candidates according to the number of valid nominations.

3) The Committee shall record the result of the nomination. The report is signed by the chairperson and members of the Committee. If the election is held in more than one constituency in the electoral stratum, the data in the reports drawn up for each constituency and signed by the members of the Committee shall be summarised in a summary report by the person responsible for conducting the election and validated by his/her signature. The summary report is also signed by the chairpersons of the committees of the constituencies concerned. A template of the nomination report is set out in Annexes 1.a and 1.b to these Rules.

4) In the case of an equal number of nominations, all names must be recorded in the report.

5) The certified report recording the results of the nomination and the sealed and unused forms must be handed over to the person responsible for conducting the election no later than one hour after the end of the nomination round.

4. Publication of the Result of the Nomination

1) The person responsible for the election of the Body concerned shall ensure the publication of the names of the candidates and the preparation of the ballot papers pursuant to the report.

2) The list of candidates must be published within one hour of the results having been aggregated.

5. Preparation of the Voting

1) Voting shall take place on the premises and during the time period announced in the notice of elections, taking into account Article 6 Points 2.2) and 2.3).

2) Votes may be cast for the persons nominated in the constituency as a result of the nomination phase. The person or persons who has or have received the highest number of nominations in a given constituency, taking into account twice the number of persons eligible to be elected, will become candidate(s).

3) The names of the candidates shall appear in alphabetical order on the ballot paper. The ballot papers shall be validated by the person responsible for conducting the voting with the circular stamp of the organisational unit.

4) The contents of the certified register to be used for voting shall be the same as those used for nomination.

5) The ballot box shall be sealed and endorsed with the signature of the chairperson of the Committee in the presence of the Committee, once he/she has made sure that the ballot box is empty.

6. The Voting

1) Except as provided for in Article 6, Point 10, voting can only be made in person, at the locations and during the periods announced in the notice of elections.

2) The person eligible to vote shall provide credible proof of his/her identity before the Committee and acknowledge receipt of the certified ballot paper by signing the electoral register.

3) Voting is done by setting an X or + sign in the checkboxes next to the names of the persons listed on the ballot paper.

4) The ballot paper is deemed invalid if
    a) it is not stamped with an official stamp and/or
    b) the ballot paper contains more names than the number of candidates per stratum, and/or
    c) no name is listed on the ballot paper.

5) The ballot paper must be dropped in the ballot box. If the person voting announces before placing the ballot paper in the ballot box, that he/she has made a mistake in filling in the ballot paper, the Committee shall withdraw the spoilt ballot paper, issue a new one and record this fact in the report. The Committee may replace a spoilt ballot paper only once per voter.

6) The polling station shall be closed for the counting of the votes.

7. Establishing the Result of the Vote

1) The validity of the vote shall be determined in accordance with Article 4 Point 14).

2) The ballot box is opened by the chairperson of the Committee in front of the members of the Committee.

3) After the ballot box is opened, the valid votes are counted.

4) A vote is invalid if:
    a) it was cast on an invalid ballot paper,
    b) it was submitted lacking or with another sign than the mandatory X or + sign in the checkboxes next to the names of the candidates,
    c) votes have been cast for (a) person(s) not listed on the ballot paper.

5) The members elected to the Body shall be determined in accordance with Article 4 Point 14).

6) The Committee shall record the result of the voting. The report is signed by the chairperson and members of the Committee. If the election is held in more than one constituency in the electoral stratum, the data in the reports drawn up for each constituency and signed by the members of the Committees shall be summarised in a summary report by the person responsible for conducting the election and validated by his/her signature. The summary report is also signed by the chairpersons of the committees of the constituencies concerned. The templates of the report on the voting are set out in Annexes 2.a and 2.b to these Rules.

7) The certified report recording the results of the voting and the sealed and unused ballot papers must be handed over to the person responsible for conducting the election no later than one hour after the end of the voting.

8) If the term of office of an elected member of the body terminates before the expiry of the term of office pursuant to Article 5 Point 1), he/she shall be replaced by a new member from that particular stratum, as described in Article 4 Point b) of paragraph 16) – namely by the person who was second in terms of number of votes in the voting round in the stratum when the former member won his/her seat. If this is not possible, a new by-election must be called. The membership of the person so elected, appointed or delegated shall be for the remainder of the term of office of the former member.

8. Publication of Election Results, Issue of Mandate Letters

1) The person responsible for conducting the elections shall determine the result of the vote on the basis of the report.

2) The results of the election to the Senate are published in a circular by the Rector. The results of the election to the Faculty Council are announced by the Dean, and the results of the election to the University Centre Council are announced by the Director General of the University Centre.

3) A mandate letter shall be issued to the member elected to the Body. The mandate letter shall indicate the beginning and duration of the mandate and the stratum which the person elected is entitled to represent. The mandate letter shall be signed by the chairperson of the Body.

9. By-Elections

1) A by-election shall be called in the event that:
    a) the second round of voting is invalid,
    b) the second round of voting is valid and conclusive, but two or more candidates have received the same number of votes and the representative cannot be determined based on the number of nominations either (hereinafter referred to as a tie).

   The by-election – if necessary – shall be ordered by the chairperson of the Body.

2) The by-election shall take place within 14 days of the election (if there are no objections or appeals). The list of candidates shall be established by the Election Supervision Committee on the basis of the lists of validly nominated candidates, without going through the nomination process again, provided that if a by-election is held due to a tie, the ballot paper shall only include the names of those persons who have received the same number of votes.

3) The list of candidates shall be printed and published on the internal network the day before the by-election.

4) In a by-election, the ballot paper may not contain the names of persons already elected.

5) Only candidates not already elected shall be placed on the ballot paper in alphabetical order. In the case of Article 6 Point 9.1) (a), the number of names on the ballot paper in each stratum shall, if possible, be twice the number of members that can be elected to the Body.

6) The by-election is valid if more than 25% of the persons eligible to vote have participated. If more than 25% of those eligible to vote did not participate in the by-election, the election procedure must be repeated.

7) The person(s) who obtains the most votes (by order of ranking) is to be considered elected in the by-election.

   In the event of a tie in the by-election called according to Article 6 point 9.1) (a), the candidate who received more nominations during the nomination will become member of the Body. If the number of nominations is the same, a by-election shall be held anew with the participation of the persons

concerned. If there is another tie in the by-election held due to a tie, a new election must be held in the given stratum.

8) The procedural rules for the by-election are otherwise governed by the rules for the general election of members to the Body.

9) The final result of the by-election must be published as described in Article 6 Point 8.2).

10. Holding the Election Electronically

1) Elections can also be held electronically.

2) The electronic holding of elections must not violate the principles laid down in these Rules, in particular with regard to the determination of the number of candidates and voters by constituency and by stratum, the secrecy, validity and conclusiveness of elections, the exercise of the right to raise objections, the manner of ruling on objections, and compliance with the deadlines laid down in these Rules.

3) In the case of an election held by electronic means, the provisions of these Rules shall apply with the following exceptions.

4) The election can be held electronically only via a closed-access questionnaire system, in an anonymous manner.

5) During the nomination and voting process, eligible voters may exercise their right to vote by filling in a questionnaire from the link in the message sent to their personalized e-mail address provided by the University, only during the time slot designated for nomination and voting. In the case of electronic processing, the questionnaire is understood to be the nomination form/ballot paper. In the case of electronic procedures, the validity of the nomination form or ballot paper is not contingent on it being furnished with an official stamp.

6) The Directorate of Information Technology (hereinafter: '**DIT**') is responsible for the creation of the personalized university e-mail addresses for eligible voters, as required, and for making it available to Directorate of Human Resources Management.

7) The electronic nomination and voting is secret, the responses are anonymous, only the fact of nomination and casting a ballot is recorded by the questionnaire system. During the electronic procedure, the questionnaire system also ensures that eligible voters can only exercise their right to nominate and vote once in their constituency and stratum.

8) In the case of electronic procedure:
   - A person is considered to have participated in the nomination/voting if he/she opens and submits the questionnaire, whether or not he/she has completed it.
   - The nomination form/ballot paper is invalid if the voter opens it but sends it without filling it in.
   - In the event of invalidity, the provisions of these Rules shall apply mutatis mutandis.

9) The Electoral Committee (hereinafter: 'Committee') shall be responsible for the verification of the results of the nomination and voting. The members of the Committee shall be appointed by the chairperson of the Body as provided for in Article 4 Point 9), with the exception that only one Committee shall be appointed, irrespective of the number of constituencies.

10) After the deadline for nomination, the DIT shall transmit the data extracted from the questionnaire system to the Committee in electronic form. On the basis of the data received from the DIT, the Committee shall determine, by constituency and by electoral stratum, and document in the report,
   – the number of people eligible to nominate,
   – the number of people who have participated in the nomination,
   – the number of valid nomination forms,
   – the number of invalid nomination forms,
   – the names of the persons who received the most nominations, depending on the number of people to be elected, and the number of valid nominations received per person.

   The Committee shall declare the validity of the nomination in the report on the basis of the above information. A template of the nomination report is set out in Annex 1.c to these Rules.

11) After the deadline for voting, the DIT shall transmit the data extracted from the questionnaire system to the Committee in electronic form. On the basis of the data received from the DIT, the Committee shall determine, by constituency and by electoral stratum, and document in the report,

- the number of eligible voters,
- the number of people who have participated in the voting,
- the number of valid ballot papers,
- the number of invalid ballot papers,
- corresponding to the number of persons to be elected, the names of the persons who received the most votes and the number of valid votes received per person.

On the basis of the information detailed above, the Committee shall state in the report the validity or invalidity of the vote, the conclusiveness or inconclusiveness of the vote and the name(s) of the person(s) elected, if any. A template of the report on the voting is set out in Annex 2.c to these Rules.

11. Other Provisions

1) All documents relating to the election must be retained until the appeal procedure has been concluded. The report on the elections, together with the corresponding template documents, must be retained for the period laid down in the Document Management Regulation. It shall be retained by the secretary of the body concerned.

2) Those eligible to vote may lodge an objection on the grounds of an alleged violation of the electoral regulations or the electoral procedure. The objection must be submitted in writing and must be received by the chairperson of the Election Supervision Committee no later than 3 days after the date of the violation of the Electoral Regulations/Procedure.

3) The Election Supervision Committee will decide on the objection within 3 working days.

4) The person eligible to nominate/vote may appeal against the decision of the Election Supervision Committee within 3 days of notification. The appeal request shall be submitted in writing to the chairperson of the Election Supervision Committee and shall be considered by the Rector of the University within 3 working days.

5) The entry into force of these Rules shall not affect the term of office of the members of an existing Body, except that the election called due to the termination of the mandate of the member(s) of an existing Body shall be subject to the provisions of these Rules.

6) Annexes to these Rules:

- Annex 1.a: Report on the Elections to the Senate/University Centre Council/Faculty Council (paper-based nomination)
- Annex 1.b: Report on the Elections to the Senate/Faculty Council (paper-based nomination aggregation)
- Annex 1.c: Report on the Elections to the Senate/University Centre Council/Faculty Council (electronic nomination)
- Annex 2.a: Report on the Elections to the Senate/University Centre Council/Faculty Council (paper-based voting)
- Annex 2.b: Report on the Elections to the Senate/Faculty Council (paper-based voting aggregation)
- Annex 2.c: Report on the Elections to the Senate/University Centre Council/Faculty Council (electronic voting)

These Rules were adopted by the Senate Resolution No. 30/2026. (I.29.) at the Senate's extraordinary meeting on the 29th January 2026. These Rules shall enter into force on 2nd February 2026. Simultaneously, the Rules adopted by the Resolution No. 178/2024. (IX.18.) of the Senate shall cease to have effect.

Veszprém, 29th January 2026

Dr. János Abonyi Rector	Zsolt Csillag Chancellor