ELECTION NOTICE

for the election of the representative body for the disabled

on 9th May 2016

1. Election Board
The following were appointed to the Election Board
- Mr Diepolder, Marco, Staff Council, 880-3071 as Chairperson
- Ms Grimm, Diana, Representative Body for the Disabled, 880-2796 as an additional member
- Mr Mumme, Daniel, University Computing Centre, 880-3667 as an additional member

2. Eligible persons to be a representative or deputy member
Any person employed at the department as a member of the permanent staff, who is at least 18 years old on the election date and has worked for the department for at least 6 months is eligible to be a representative or deputy member. Employees without disabilities are also eligible. Those who cannot by law be members of the Staff Council are not eligible.

3. Persons that are entitled to vote
All individuals with disabilities and those of equivalent status employed at the company/department are entitled to vote. However, they are only able to vote if they are included in the list of eligible voters. Objections against the accuracy of the list of eligible voters may only be submitted in writing to the Election Board within two weeks of the issue date of this election notice, i.e. by 8th April 2016 at the latest.
4. The list of eligible voters
The list of eligible voters and the regulations governing election of representative bodies for severely disabled employees (SchwbVWO) have been on display since 24th March 2016 Monday to Thursday from 8 am to 3 pm and Friday from 8 am to 12 noon, up until the end of the voting period at the following locations: Geschäftsführung Präsidium (Management of the University Board), Zentrale Registratur (Central Registry), CAP 4, Room 208.

5. Number of the representatives and deputy members to be elected
The representative and 6 deputy members are to be elected. The representative and deputy members are elected in two separate ballots.

6. Submission deadline of the electoral proposals
We request that eligible voters submit written nominations to the Election Board within two weeks of the issue date of this election notice, i.e. by 8th April 2016 at the latest. Nominations submitted after this date cannot be considered.

7. Formalia to the electoral proposals
Only those candidates who have been nominated by way of a valid nomination can be elected.

The nominations must clearly state who is being nominated as a representative and who is being nominated as a deputy member. The same person may be nominated for both posts. Each candidate may only be named in one nomination, unless he/she is nominated as a representative on one nomination slip and as a deputy member on another. Each eligible voter may only sign one nomination for the representative and one nomination for the deputy member. Each nomination must be signed by at least 10 eligible voters and must state the candidate’s surname, first name, date of birth, type of employment, as well as, if necessary, his/her company/department. The written consent of the candidates, signed in the original, is to be attached to the nomination. The supporting signatures must also be provided in the original.

Nomination forms can be obtained from the Election Board, though use of these forms is not absolutely necessary.

The names of candidates from valid nominations will be displayed at the same location as this election notice from the end of the period for submission of nominations up until the end of the voting period.
8. **Kind of the casting of votes and final date of the choice**
   The Election Board has agreed to a general written ballot. The written voting period (postal vote) ends on 9th May 2016 at midnight. The date of receipt at Kiel University applies (not the postmark).

9. **Opening of the postal vote envelopes**
   The official meeting of the Election Board to open the postal vote envelopes, count the votes and determine the election result will be held on **11th May 2016, 10 am, in CAP 4, Room 1402b.**

10. **Accessibility of the Election Board**
    Any objections, nominations, applications for postal votes (written ballot) and other statements should be directed to the Election Board. The Election Board can be contacted weekdays **from 8 am to 4 pm** in CAP 4, Room 1402c, Tel.: 880-3071

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(Signature of the Chairperson)  
(Signature of an additional member)  
(Signature of an additional member)

**Distribution list:**
1) Notice board
2) Employer, for information
3) Works Council/Staff Council, for information
4) Election Board

- Section 5 SchwbVWO (regulations governing election of representative bodies for severely disabled employees) -