

THE DIRECTOR

GIVEN the Articles of Association of IMT School for Advanced Studies Lucca, issued with Decree n. 01089(52). I.2.06.03.08, published in the Official Journal, General Series, n. 80 on 4 April 2008;

CONSIDERING the new IMT Articles of Association, approved by the Board of Directors in the meeting on 22 April 2011, with amendments made in acceptance of the comments expressed by the Ministry of Education, University and Research, obtained authorisation by the aforementioned Ministry and were issued with DD 02715(206). I.2.20.09.11, pending the publication in the Official Journal;

CONSIDERING that in view of the entry into force of the new Articles of Association, it is necessary to immediately start (with decree in which elections are convened) electoral procedures for student representatives and researchers in the Academic Council and in the Board of Directors;

GIVEN the resolution of the Board of Directors in the meeting of 30 September 2011 with which the regulations were unanimously approved for the election of representatives in the IMT bodies, attached to this Decree

APPROVES

- the issuance of the *Regulations for the elections of representatives in the IMT bodies* attached to this decree;
- that the aforementioned regulations are published in the official register and on the School website and enters into force with effect from the day following that of publication.

Lucca, 09/10/2011

The Director
IMT Institute for Advanced Studies Lucca
(Prof. Fabio Pammolli)
(signature)

REGULATIONS FOR THE ELECTIONS OF REPRESENTATIVES IN THE IMT BODIES

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Article 1 – Subject

1. These regulations govern the procedure for the election of members of the IMT bodies for which the Articles of Association foresee the election as a method of designation.

Article 2 – Method of appointment

2. The appointments of the aforementioned members shall take place at the end of elections to be convened by secret polling within the categories of membership.
3. In the event that more than one representative of a given category is to be elected, each elector may express a number of votes not exceeding 1/2, possibly rounded up, of the number of representatives to be elected.
4. For the member of the Board of Directors who, pursuant to art. 7 of the IMT Articles of Association is appointed by the IMT Academic Council among the first and second level tenured professors, the appointment takes place by means of a secret vote with a single preference expressed during a meeting by the members of the Academic Council.
5. The professor who has the most votes is appointed. In case of parity of votes, the oldest tenured professor prevails, and in case of further parity, the youngest according to public records prevails.

Article 3 – Eligibility to vote and stand for election and incompatibility

1. Eligibility to stand for election for the member of the Board of Directors appointed by the Academic Council is recognized to the IMT tenured professors, excluding those who are under compulsory leave, pursuant to art. 12, 13, 14 and 17 of Presidential Decree 382/1980 and those who are suspended from the service for criminal or disciplinary measures, or who are subject to suspension by the service for criminal or disciplinary proceedings.
2. Eligibility to vote for the representatives of the professors and researchers in the Academic Council is, for the respective category, entitled to the first and second level tenured professors and to all the IMT researchers belonging to the *Assistant Professor* category, as defined by the IMT regulations, regardless of the type of work and contractual framework. Eligibility to stand for election is entitled to all those who have eligibility to vote, whose working relationship with IMT, as at the date set for the elections, has a residual duration corresponding at least to that of the mandate. Those who are under compulsory leave pursuant to articles 12, 13, 14 and 17 of Presidential Decree 382/1980 are excluded from the

eligibility to stand for election. Those who are suspended from the service for criminal or disciplinary measures, or who are subject to suspension by the service for criminal or disciplinary proceedings are also excluded from the eligibility to vote and stand for election.

3. Election in the bodies is incompatible with fixed-time employment, therefore, in this case, the person who has been designated and who has not opted for full-time employment, must change their option within ten days.
4. Eligibility to vote for the election of the student representatives in the Board of Directors, in the Academic Council and in the Evaluation Board is entitled to all students matriculated as at the date on which the elections are held. Eligibility to stand for election is entitled to all students enrolled in study courses whose remaining duration as at the date set for the elections, is at least two academic years.
5. With reference to all the categories and elections mentioned in the previous points, all those who are sanctioned for the violation of the code of ethics pursuant to article 21 of the Articles of Association, are also excluded from eligibility to vote and stand for election, for the period established by the provision that imposes the sanction.
6. For anything not established by the present regulations, reference should be made to the provisions regarding incompatibility pursuant to article 2, paragraph 1 of the law of 30 December 2010 n. 240 and to the other legal provisions regarding the eligibility to vote, stand for election and incompatibility.

Article 4 – Central electoral commission and polling station

1. A central electoral commission is established at the institute's administration, with a term of office of four years, composed of two professors and a researcher of the institute appointed by the Director and an administrative technical employee appointed by the Administrative Director, who also compiles the minutes.
2. The commission is responsible for the duties related to the organizing and regular conduct of voting operations and all the tasks assigned by the present regulations.
3. The commission is responsible for instructing and deciding all the appeals related to voting. The commission decides with the absolute majority of the members and in case of parity of votes the President's vote prevails.
4. A polling station set up by the Director's decree, including a professor, a president and two members representing the categories involved in the election, is appointed for voting in each election. An official belonging to the administrative technical staff is part of the polling station and is in charge of compiling the minutes, designated by the Administrative Director. When the polling station is set up, the President appoints the Vice President. The polling station operates effectively when at least two of its members are present, including the President or Vice President.
5. The polling station is responsible for the regularity and secrecy of the voting operations and certifies the regularity and secrecy of the voting information system possibly prepared by the institute pursuant to art. 10 of the present regulations. The polling station also has exclusive competence in the polling, counting and awarding of votes, without prejudice to the right to contest the decisions by appealing to the central electoral commission pursuant to art. 5.
6. The polling station will decide on any question that should arise regarding the electoral operations in progress by an absolute majority of the members. The vote of the President prevails in the case of parity of votes and is responsible with exclusive competence.

Article 5 – Appeals

1. An appeal can be lodged to the central electoral commission within five days of the date of publication of the deeds as referred to in Articles 8, 12 and 13 against the composition of the electoral lists or irregularities in the conduct of election and polling operations.
2. The commission ultimately decides within five days, notifying the appellant and arranging any necessary measures, which are adopted by the Director's Decree published in the online register and

on the website of the institute. The decree is notified to the persons concerned directly by amendments made to the decree announcing any election results.

Article 6 – Acceptance of the appointment, resignation, early termination of the mandate

1. In the event of non-acceptance of the appointment, resignation, loss of the requirements of belonging to the category or the occurrence of causes of incompatibility, the replacement is made with the first of the unread in the category to which they belong.
2. In the event it is impossible to use the rankings due to lack of names, additional elections will take place within thirty days from the verification and the elected remain in office for the foreshortening of the mandate.

Article 7 – Convening of elections

1. All elections are convened by decree of the IMT Director, published in the online register and on the website of the institute.
2. Elections are held on weekdays with the exclusion of celebrations of religious confessions recognized by the Italian State and the closure periods of the institute established by the academic calendar.
3. For reasons of economy, the elections of various category representatives are convened in the same electoral round and are held in one polling station.
4. The ballot boxes remain open in the morning and afternoon for 8 hours.
5. The publication of the Director's decree indicating the elections has the value of notification and the effectiveness of convocation for the interested voters.

Article 8 – Electoral lists

1. With the decree by which the election is indexed, the director of the institute approves the lists of voters eligible to vote and stand for election, with an explicit indication of possible causes of exclusion from the eligibility to stand for election, referred to the date of issue of the same decree.
2. An appeal can be lodged to the central electoral commission to oppose the composition of electoral lists and the provisions of the exclusion of the electorate within five days of the date of publication of the lists. The commission ultimately decides within five days of the appeal being lodged. Any changes consequent to the commission's decision are acknowledged by the Director's Decree of the institute, published in the online register and on the website.

Article 9 – Communication and electoral campaign

1. The institute, compatibly with the standard carrying out of institutional activities, ensures all the interested members in their institutional and union expressions, equal conditions of participation and competition, including the right to hold meetings in suitable premises.
2. IMT provides voters with a physical space and an intranet space to announce meetings, declarations of availability to be elected, notices regarding the elections in progress. For these purposes and in compliance with the regulations and the policy of the institute on the matter, the School's mailing lists may be used as communication tools.

Article 10 – Method of voting, computer voting and administrative procedures

1. The competent administration office provides for the preparation of ballot cards and a paper register for the collection of voter signatures, as well as of the electronic signatures, which are handed over to the secretary of the polling station.
2. The ballot cards show:

- the election in question and the date
 - the category involved in the vote, the number of representatives to be elected
 - the maximum number of designations to be cast by each voter (the number of lines on the paper must correspond to this number)
 - the stamp and signature of the President of the polling station.
3. The polling station is set up at the institute in an appropriate room, where a number of ballot boxes equal to the number of votes cast and at least two voting stations are prepared.
 4. Voters may stay within the polling station only for the time strictly necessary to cast their vote.
 5. Voters who are in the polling station at the time of closing the polling station are eligible to vote
 6. The institute may organize an information system, also remote, to cast the vote, which however guarantees the regularity of the voting operations and the secrecy of the vote cast. The telematic system assures the identification of the voter through the use of a unique user and password that can only be used once sent to the e-mail account at the Institute's domain and does not allow the association between the paper produced and the voter who cast the vote. The system also ensures that the voter can also use the white card option. The telematic card reproduces the contents of the ballot card provided for in the second paragraph, except for the stamp and signature of the president, which are affixed after the vote closure, at the time the cards are printed, before being counted. Remote voting by computer system can be cast on the same day and time of opening of the polls.

Article 11 – Casting the vote

1. The voter can cast a number of designations equal to that indicated on the ballot card.
2. The vote is cast by indicating the surname of the chosen person in the spaces provided on the card; in case of homonymy, the vote must also indicate the name, otherwise the designation will be null and void.
3. The voter cannot affix any other symbol or sign or indicate the names in a manner different from the provisions of the preceding paragraph, otherwise the whole card will be void.

Article 12 – Polling

1. Polling starts immediately after the conclusion of the vote.
2. All members of the polling station must be present during polling.
3. The President shall remove the seals from the ballot boxes and extract the cards and / or print any cards received in electronic form and print the register of voters.
4. The polling station provides, in a confidential session, to carry out the matching operations, designed to verify that the number of ballot cards contained in the box added to that of any cards received in electronic form correspond to the number of voters as resulting from the register
5. The polling station provides for counting the cards and awarding votes in a public session. The order in which the names on the card are indicated is not relevant.
6. Ballot cards on which are indicated a number of names higher than that provided for the category they belong to or on which they are affixed in the casting of the vote or otherwise symbols or signs other than the names included in the electoral lists or showing the will of the voter to allow the association between the latter and the cast vote are void.
7. The individual vote cast on the card is void if it is not possible to trace the voter's will or in case of homonymy in the event that it is not possible to distinguish the person for whom the vote was cast. In such cases, if the ballot card contains more than one vote, the nullity does not extend to the card and to the other votes cast.
8. Once the ballot cards have been counted and the votes awarded, the polling station provides a public session to draw up the electoral rankings in which all those who have received at least one valid vote are included.
9. The minutes of the voting together with the rankings of the elected is sent immediately to the Director.

10. Within twenty-four hours of the closure of the voting minutes, the polling station will appoint the secretary to publish the electoral results on the online register and on the institute's website.

Article 13 – Proclamation of results and appointment of representatives

1. The proclamation of results and the appointment of the elected representatives are carried out by decree of the Director that approves the electoral rankings.
2. The decree is issued no sooner than the deadline for appeals as referred to in article 4.
3. Those who have obtained the highest number of votes up to the number of representatives to be elected are declared elected and appointed.
4. In the rankings for professors and researchers, the precedence is entitled to staff with greater length of service in case of parity of votes and in the case of further parity, to the youngest according to records.
5. In the rankings relative to students, the precedence is entitled to students with longer enrolment in courses in case of parity of votes and in the case of further parity, to the youngest student according to records.