

Approved by the Decisions of Meeting N9 of the Representative Board, adopted on November 7, 2014. Amendments were enacted by the Decisions of Meeting N3 of the Academic Board, adopted on April 1, 2019, and Meeting N1 of the Representative Board, adopted on April 27, 2023.

LEPL Ilia State University's Election Bylaws

Chapter I General Provisions

Article 1. Scope of Bylaws

1. These Bylaws govern the rules of conduct of the elections at LEPL Ilia State University (hereinafter – the University), authority, and code of conduct of the election commission.
2. Elections at the University shall be conducted per the rule set forth by the Law of Georgia on Higher Education and the rule prescribed by these Bylaws.
3. The days referred to in these Bylaws shall be working days.
4. The University's election commission shall be established to conduct elections in the University. The number of the election commission members shall be odd.

Chapter II Election Commissions

Article 2. The University's Election Commissions

1. The number and composition of the University's election commission shall be defined by a separate administrative-legal act issued by the Rector. The Rector shall appoint the members and chairperson of the University's election commission. A general public member shall be invited to assume the commission member's duties.
2. The University's election commission shall be authorized to make all decisions concerning the issues related to organizing the elections and document these decisions with the relevant protocol.
3. The chairperson of the University's election commission shall preside over commission sessions, sign decisions adopted by the commission, receive correspondence addressed to the election commission registered by the University's chancellery, and exercise other authorities.
4. All the University's election commission members shall be eligible to register the voters.
5. The University's election commission may receive relevant remuneration for the functions outlined in these Bylaws.
6. The University's election commission shall conduct elections to elect the University's management bodies.

Chapter III Elections of The University's Representative Board

Article 3. Composition of the Representative Board

1. The University's Representative Board shall be elected from the main educational units – faculties/schools, separately by the students and academic staff based on the principle of representation, proportionally to their number in main educational units.
2. The minimum number of members of the Representative Board shall not be less as compared to the double number of members of the Academic Board
3. One representative for each of the 30 academic staff members shall be elected from the faculties to the Representative Board. If the number of academic staff on the faculty is less than 30, at least two members shall be elected to the Representative Board.
4. Students shall consist of one-third of the total composition of the Representative Board. The assistant shall take part in the elections as a student. The number of students shall be rounded in favor of the students.
5. Students shall be elected to the Representative Board proportionally to the number of students and academic programs per faculty/school, although not less than one student from each faculty.
6. The Director of the University Library (libraries) shall be a member of the Representative Board.
7. The Representative Board shall be elected within the University by universal, direct, and equal elections in a secret ballot in line with the University's Statute and rules set forth by these Bylaws.
8. The Representative Board shall be elected for a term of four years.
9. If the authority of the Representative Board's member is terminated before the expiry of the term, the candidate who received the most votes in the relevant elections after the member whose authority was terminated shall become a member of the Representative Board until the expiry of the term. If no such candidate exists, elections shall be conducted to elect a relevant representative for the same term.

Article 4. Rule of Registering Candidates for the Representative Board and Announcement of the Elections

1. The University's Rector shall appoint the elections for the University's Representative Board and issue a relevant separate administrative-legal act.
2. All students registered in a faculty's voter lists, including PhD students and except for students whose status have been terminated, shall be eligible to elect students to the Representative Board. A student who manifests his/her wish to become a member of the Representative Board shall not hold membership to the Faculty/School Board and shall have high academic performance with at least 91 points of the University's ranking.
3. All professors, associate professors, and assistant professors registered in a faculty's academic staff's voter lists shall be eligible to elect representatives from the academic staff. Assistants shall take part in the elections as students.
4. The University's chancellery shall register candidates from a faculty to be elected to the Representative Board and submit applications to the University's election commission.
5. Registration for faculty candidates to be elected to the Representative Board shall be conducted for five working days. If a candidate is denied registration, the University's election commission shall be obliged to underline the flaws in the submitted documentation. A candidate shall have the right to address this flaw no later than two working days. A candidate shall have the right to appeal the University's election commission's refusal to register within one working day of receiving the refusal. The University's election commission shall decide concerning the appeal no later than two working days after receiving the appeal. No later than ten working days after the end of registration, elections for candidates to be elected in the Representative Board shall be conducted.
6. The election commission shall publicly announce the results of the elections within 24 hours after the polls.

Article 5. Elections of Representative Board's Speaker and Secretary

1. The Representative Board's Speaker shall be elected in a secret ballot by the majority of the total composition of the Representative Board from its own ranks. The term of tenure of the Representative Board's Speaker shall be concurrent to the term of tenure of the Representative Board.
2. Candidate(s) for the Speaker of the Representative Board shall address the Representative Board and nominate their candidacies for its chairperson position. The Representative Board's other member shall be eligible to nominate a candidacy for the chairperson of the Representative Board. In this case, such a candidate is put on the ballot after he/she consents. A person who garners more than half of the votes from the Representative Board's full composition shall be considered elected. If there are more than two pretendants and none of them garners enough votes, run-off shall be conducted between the two candidates with the best results. If the winner still cannot be declared, the Representative Board's session shall be convened in 5 working days, and the procedure for electing the Speaker is conducted again. The new elections are held under the same rule. Candidates running in the previous elections shall not be eligible to participate in the next elections.
3. The Representative Board shall elect the Secretary in the secret ballot by the majority of the full composition of the Representative Board. The term of tenure of the Representative Board's Secretary shall be concurrent to the term of tenure of the Representative Board.

Chapter IV Elections to the Academic Board

Article 6. Composition of the Academic Board

1. The Academic Board shall consist of two members from the University's Faculty/School. Members of the Academic Board shall be elected from Faculties/Schools by all members of the Faculties/School's academic personnel and representatives of student self-government holding membership to the boards of Faculties/Schools.
2. Professor or associate professor shall be elected as a member of the Academic Board. A person can only be elected to the Academic Board for two consecutive terms.
3. The term of tenure for a member of the Academic Board shall be four years.
4. If the authority of a faculty's/school's representative to the Academic Board is terminated before the expiry of the term, a representative from a relevant faculty shall be elected as a member of the Academic Board, and new elections shall be conducted for this purpose in line with the law set forth by these Bylaws.

Article 7. Rule of Registration for Candidates from Faculties/Schools for Academic Board Membership and Announcement of the Elections

1. The University's Rector shall appoint elections for the Academic Board and issue a separate administrative-legal act.
2. Registration of candidates for membership to the Academic Board from the faculties/schools shall occur within five working days. The University Chancellery registers the application of the candidate for membership of the Academic Board in the name of the University's election commission. If a candidate is denied registration, the University's election commission shall be obliged to underline the flaw in the submitted documentation. The candidate shall have a right to address the flaw within two working days at the latest. The candidate can appeal the University's election commission's refusal to register a candidate to the University's election commission within one working day of the commission's decision. The University's election commission shall decide on the appeal no later than two working days after receiving the appeal.
3. No later than ten working days after the end of registration, elections for candidates to the Academic Board from faculties/schools shall be conducted.

Article 8. Holding Elections of the Academic Board and Recognition of Authority

1. All members of the Faculties/School's academic staff and representatives of student self-government holding membership to the boards of Faculties/Schools shall be eligible to vote in the elections of the Academic Board.
2. The University's election commission shall ensure secrecy of the ballot.
3. The University's election commission shall ensure the voting procedure and tallying of results in line with these Bylaws. The University's election commission shall announce election results publicly within 24 hours after the elections.
4. The Academic Board shall recognize its authority after the announcement of the election results.

Article 9. Secretary of the Academic Board

The Academic Board shall elect the Secretary of the Academic Board from its own ranks by the initiative of the Academic Board's chairperson in the open ballot, who shall be responsible for filling out protocols of the Academic Board.

Chapter V

Election of the Rector

Article 10. Announcement of Election of the Rector

1. The Academic Board shall appoint an election of the Rector at its own decision.
2. No later than one month before the launch of registration of candidates, the University's Academic Board shall publish a statement about the launch of registration of candidates for the Rector's position. Registration shall be carried out for no less than one or two weeks. Elections are conducted no more than one month after the end of candidates' registration.
3. The statement about the registration of candidates for the University's Rector shall be placed on the University's website and, until the end of registration of candidates for Rector, shall be displayed in the most visible areas of the University to ensure its publicity and accessibility to the interested parties.
4. The statement about the launch of registration for candidates for the University's Rector shall include the date of registration, the deadline for submitting the candidates' applications, the list of documents that candidates have to offer, and the date of election of the Rector.

Article 11. Registering Candidates for Rector

1. The University's chancellery shall register the candidate's application for Rector in the name of the election commission.
2. The candidate shall submit an identification document or passport and an action plan during the registration. In addition, the Academic Board may decide to request some additional documentation.
3. The University's election commission's denial to register a candidate shall be substantiated in a written form. The decision on refusal to register shall include flaws in the documents submitted by a candidate. A candidate shall have a right to address those flaws no later than two working days.

Article 11. Election of Rector

1. The election of the Rector shall be conducted no more than one month after the end of the registration of candidates.
2. Before the election of the Rector, candidates shall submit their action plans to the Academic Board. During the selection of candidacy before the election of the Rector, the Academic Board evaluates each action plan submitted by the candidates.

3. The Academic Board shall elect the Rector in a secret ballot by a majority of the full composition. The University's election commission shall ensure the conduct of the Rector's election and the ballot's secrecy.
4. The University's election commission shall ensure the voting procedure and tallying of results in line with these Bylaws. The commission shall announce election results publicly during the election day.
5. Rector shall be elected for a term of 4 years.
6. If the Rector's authority is terminated before the expiry of the term of tenure, the Rector's position shall be filled in line with the Law of Georgia on Higher Education and the University's Statute.

Chapter VI

Election of Head of the University's Administration

Article 13. Announcement of the Head of Administration Election

1. The Academic Board shall publish a statement about selecting candidacies for Head of Administration no less than five working days before the registration launch. The statement includes information on what criteria a candidate should meet. The Academic Board's act shall determine the criteria and the list of documents for submission.
2. The statement about the launch of registration of candidates for the Head of the University's Administration shall be placed on the University's website and, until the end of registration of candidates for Head of Administration, shall be displayed at the most visible areas of the University to ensure its publicity and accessibility to the interested parties.
3. The statement about the launch of registration for candidates for the Head of the University's Administration shall include the date of start of registration of candidates, the deadline for submitting the candidates' applications, the list of documents that candidates have to submit, and the date of election of the Head of Administration.
4. Registration of candidates shall be carried out for at least five and no more than ten working days. If a candidate is denied registration, the decision shall include the flaws in the documents submitted. A candidate shall have a right to address those flaws no later than two working days after being notified.
5. The Academic Board shall review applications within five working days after the end of registration, consider candidacies, and submit candidacy, selected in a secret ballot and by the majority of full composition, to the Representative Board for approval.
6. The Academic Board's refusal of candidacy's nomination to the Representative Board shall be in writing and substantiated. This decision can be appealed in line with the rule set forth by the law.
7. The University's election commission shall ensure the conduct of elections for the Head of Administration.

Article 14. Registering Candidates for Head of Administration

The University's chancellery shall register applications of candidates for the Head of Administration in the name of the University's election commission. The University's election commission's refusal to register a candidate shall be substantiated in a written form. The decision about refusal of registration shall include the flaws in the candidate's documents, and addressing those flaws will be possible for no longer than two working days.

Article 15. Election of Head of Administration

1. The Representative Board shall approve the Head of Administration in a secret ballot no later than ten working days after the Academic Board submits his/her candidacy by the majority of the full composition.
2. If the Representative Board does not approve the nominated candidacy, the Academic Board shall have a right to nominate the same or a new candidacy to the Representative Board within one week.

3. The Academic Board can nominate the same individual to the Representative Board only twice. Suppose there is a repeated refusal of the Representative Board. In that case, the Academic Board shall nominate a new candidacy to the Representative Board, selected in a competition in line with the selection rule set forth by these Bylaws.
4. The term of tenure for the Head of Administration shall be four years.

Chapter VII

Election of Heads of Quality Assurance Offices

Article 16. Election of Heads of The University's Quality Assurance Offices

1. The Academic Board shall announce a competition to select a Head of the University's Quality Assurance Office.
2. The statement about the announcement of the competition to select the University's Head of Quality Assurance Office shall include the list of documents that need to be submitted and the criteria that a candidacy shall meet. The Academic Board shall approve the criteria and documents to be presented with a relevant act.
3. A candidacy is registered under the University's election commission's name within no less than five and no more than ten working days since the statement's publication at the University's chancellery. The decision to deny registration to a candidate shall include flaws in the documents submitted by a candidate. A candidate shall have a right to address those flaws within two working days.
4. Within no later than ten days after the end of application submission, the Academic Board shall select a candidacy and nominate it to the Representative Board for approval.
5. Within no later than five working days after the nomination of candidacy for the Head of Quality Assurance Office, the Representative Board shall either approve the candidacy by the majority of the full composition of member or declare substantiated refusal on approval
6. If the Representative Board does not approve a candidacy for the Head of Quality Assurance Office, the Academic Board shall announce a new competition and nominate a newly selected candidacy to the Representative Board, who shall not be the candidacy the Representative Board did not approve.
7. The time frame and conditions established by this Article shall be used to announce another competition to select a candidacy.
8. The Representative Board shall approve the candidacy for the Head of Quality Assurance Office in an open ballot. The results are announced within 24 hours of the vote.
9. The Head of the Quality Assurance Office shall be elected for a term of 4 years.
10. If the Head of Quality Assurance Office's authority is terminated before the tenure expiry, the procedure outlined in this Article shall take place.

Article 17. Rule of Election for Faculty's/School's Head of Quality Assurance Office

1. Faculty/School Board shall determine selection requirements for a Head of Faculty/School Quality Assurance Office and announce elections.
2. The University's Head of the Quality of Assurance Office shall review the submitted applications and present selected candidacy/candidacies to the Faculty/School Board.
3. One or more than one candidacy shall be submitted to Faculties/Schools.
4. No later than ten working days after the nomination of candidacy/candidacies, the Faculty/School Board shall elect the Head of Faculty/School Quality Assurance Office in an open ballot and by the majority of the full composition of the members, which is documented by the decision of the Faculty/School board.
5. If the Faculty/School Board fails to elect a candidacy, the Faculty/School Board shall announce a repeat election in observance of the requirements outlined in this Article.
6. Faculty/School Head of the Quality Assurance Office shall be appointed for a term of 4 years.

7. The head of the main educational unit's Quality Assurance Office can be the University's full or associate professor.

Chapter VIII

Rule of Election of Faculty/School Board

Article 18. Announcement of Elections of Faculty/School Board Members

1. When it is determined that a Faculty/School Board needs to be elected, the Rector shall announce the elections for the Faculty/School Board through an administrative-legal act.
2. If the Faculty/School Board is electable, the Faculty/School Board shall consist of the following members:
 - a) Academic staff in observance of the following rule:
 - a.a.) From Faculties/Schools where number of academic staff is 30 or less than 30, all representatives of the academic staff shall be a member of Faculty/School board
 - a.b.) From Faculties/Schools where the number of academic staff is from 30 to 120, two representatives elected from each of the ten academic staff shall be included in the Faculty/School board.
 - b) One representative each from an independent scientific research unit
 - c) Representative of student self-government
3. Faculty/School Bylaws shall determine the number of student self-government representatives to the Faculty/School Board, but it shall not be less than $\frac{1}{4}$ of the board's full composition.
4. Registration of candidates for membership to the Faculty/School boards shall take place within five working days. Applications submitted from the candidates to the Faculty/School Board membership are registered in the University's chancellery in the name of the University's election commission.
5. No later than ten working days after the end of registration, elections of candidates from Faculties/Schools for the membership of the Faculty/School Board shall be conducted.
6. Elections for Faculty/School Boards are conducted by the University's election commission, which will announce the results by the end of voting day.

Chapter IX

Rule of Election of Faculty/School Dean

Article 19. Announcement of Election of Faculty/School Dean

1. The Faculty/School Board shall publish a statement about the Faculty/School Dean selection candidacies. The statement shall also include the date of start of registration, the deadline for submitting applications, and the date of elections of the Dean.
2. The statement on the launch of registration of candidates for the Dean shall be placed on the University's website.
3. Faculty/School Board shall publish a statement about the launch of registration of candidates for the Dean at least one month before the start of registration.
4. Registration shall take place no less than one and no more than two weeks. Elections are held no later than two weeks after the end of candidates' registration.

Article 20. Registering Candidates for Faculty/School Dean.

1. The application of a Faculty/School Dean candidate is registered at the University chancellery in the name of the University's election commission, where the candidate shall submit his/her autobiography and concept of Faculty/School development. In addition, the Faculty Board may decide to impose requirements for additional documents.

2. The University's election commission's refusal to register a candidate should be substantiated in writing. The decision on refusal to register shall include the shortcomings in a candidate's documents. A candidate shall have a right to address those flaws in no later than two working days.

Article 21. Elections of Faculty/School Dean

1. Faculty/School Board shall elect the Dean for a term of four years.
2. The same person can be elected to the Dean's position for only two consecutive terms.
3. Faculty/School Board shall elect Faculty/School Dean through free and equal elections in a secret ballot by the majority of the full composition of the boards. The University's election commission shall ensure secrecy of the ballot.
4. The University's election commission shall ensure voting procedure and vote tallying in line with these Bylaws. The election commission shall announce election results publicly on the election day.

Article 22. Election of the Library Director

1. The Academic Board shall elect the Head of the University Library (libraries)
2. The Academic Board elects the Head of the Library (libraries) in an open ballot for the term of four years.

Chapter X

Rule of Organizing and Conducting Elections

Article 23. Pre-election Agitation and Campaign

1. Candidates running for management bodies shall have the right to conduct a pre-election campaign.
2. All candidates shall have equal rights during their pre-election campaign.
3. Candidates running for management bodies and voters of Faculties/Schools shall have the right to conduct agitation in support of a candidate.
4. Campaign and agitation shall be prohibited on election day.
5. The following people shall not be eligible to be involved in pre-election campaign and agitation:
 - a) Election Commission members
 - b) Administrative staff
6. Pre-election campaign and agitation can be conducted by holding various events (gatherings and meetings with the voters, public debates and discussions), publication/dissemination of printed agitation materials, producing and spreading pre-election calls, statements, papers, photographic content as well as by any other means permitted by the legislation. Hindrance to their spread shall be prohibited.
7. Pre-election campaign and agitation shall not obstruct the teaching process at the University. It shall be prohibited to conduct election campaigns and agitation with students during lectures/seminars, as well as any such action that is improper with the status of a candidate (direct or indirect vote buying, granting some benefit or privilege or pledging those, etc.), obstructs order in the University or inflicts damage to the University's property.
8. The University's administrative personnel shall not have the right to refuse a candidate without substantiation to use auditoriums, halls, and the University's other property for pre-election campaign and agitation. All candidates shall have equal access to the University's area.
9. The refusal, as outlined in Paragraph 8 of this Article, shall be provided in writing. It can be appealed to the University's election commission within two days after the candidate receives it. The University's election commission shall decide on the appeal within one day.

Article 24. Voter Lists

1. The Human Resources Management Office shall provide the Academic Staff's election list to the Election Commission. This list shall be agreed upon with a respective Faculty/School, whereas the students' voter list shall be provided to the election commission by the Information Technologies Office.
2. Voter lists of the Academic Staff and students shall be compiled separately.
3. All students of a given Faculty/School, except those whose status has been suspended, shall be included in the University's student voter lists.
4. If a student is enrolled in more than one program simultaneously, they will be included in the voter list of the Faculty/School where they are enrolled in a Major program.
5. All professors, associate professors, and assistant professors of a given Faculty/School shall be included in the University's Academic Staff's voter lists.
6. The following data shall be included in the voter lists of a Faculty/School:
 - a) Voter's name and surname;
 - b.a) Student ID numbers (for student voters)
 - b.b) Academic Staff ID numbers
7. It shall be prohibited to include the data of the same individual in the voter lists of several Faculties/Schools or voter lists of the same Faculty/School.

Article 25. Ballot Paper

1. Voters shall cast their votes with proper marking on the ballot paper and place the ballot into the ballot box.
2. Ballot papers for academic staff and students shall be printed separately.
The ballot paper shall contain:
 - a) Name of the University and respective Faculty/School
 - b) Marking to indicate for which management body it is intended
 - c) Marking to indicate whether the ballot paper is intended for academic staff or students
 - d) List of candidates
3. It shall be prohibited to issue more than one ballot paper per individual and give student ballot papers to academic staff and vice versa.
4. Ballot paper shall be issued to an individual in case of presenting an ID card.
5. Ballot paper shall have the signature of the election commission's chairperson or secretary.

Article 26. Ballot Box

1. The University shall ensure the election commission's equipment with ballot boxes to conduct elections. The ballot box is handed to the election commission. The ballot box shall have a visible marking for which management body it is intended.
2. The ballot box shall be inspected before the vote, allowing election commission members and observers to ensure it is empty. Before the start of voting, the ballot box shall be sealed in the presence of the commission members and observers, and together with the ballot paper of the first voter, a control paper shall also be placed, which is one of the mechanisms to verify the authenticity of the election results.
3. The control paper shall be drawn in two copies and bear the requisites of a relevant faculty/school and the first voter, as well as the signatures of all commission members. One copy of a control paper remains in the election commission.
4. If the ballot box gets damaged in the election process, the election commission shall have the right to discuss the annulment of election results if it concludes that this may have influenced election results.

5. If the control paper cannot be found once the ballot box is opened, or the data of the control paper does not coincide with data at the copy that remains with the election commission, election results shall be declared null and void.

Article 27. Organizing Elections

1. Elections are conducted on the day selected by the Rector/relevant collegial body.
2. The University shall cover all expenses for organizing and conducting elections.
3. Relevant Faculty/School of the University ensures allocation of relevant room for the election commission

Article 28. Election Procedure

1. During the voting day, Faculty/School voters shall receive a ballot paper from the election commission's registrar, which he/she confirms by signing his/her name in the voter list. The election commission chairperson or member also signs in a respective graph of the voter list.
2. After signing in the voter lists, the voter shall come to the commission chairperson or member who signs the ballot paper and receives it.
3. After receiving the ballot paper, the voter shall secretly mark desirable candidacy, place the ballot paper in a ballot box, and leave the election commission's room.
4. It shall be prohibited to allow more than five voters in the room simultaneously.

Article 29. Tallying Election Results

1. After voting, election commission members shall count the number of voters turned out at the elections by their signatures in the voter lists separately for the academic staff and students. This shall be indicated in the summary protocol, which shall include the number of votes received by all candidates.
2. After counting the number of voters who turned out, the ballot box shall be opened, and the commission members start counting ballot paper
3. Marked ballot papers extracted from a ballot box shall be segregated for each candidacy. Annulled ballot papers shall be placed separately.
4. Ballot paper shall be annulled if:
 - a) It lacks the signature of a designated election commission member
 - b) If more than one candidacy is marked
 - c) If it is impossible to understand for which candidate the voter cast his/her vote
 - d) It lacks the name of the Faculty/School for which the elections are conducted
5. Immediately after counting the votes, summary protocols shall be filled out separately for the academic staff and students, which shall include the following data:
 - a) Number of Faculty/School voters according to the lists
 - b) Number of voters who turned out according to the voter signatures in the voter lists
 - c) Total number of ballot papers found in the ballot box
 - d) Number of annulled ballot papers
 - e) Number of votes received by each candidate
 - f) Signatures of all members of the election commission
6. As many candidates from the academic staff and students with the best results shall be considered elected from Faculties/Schools to the Representative Board as established by the election Bylaws.

Article 30. Observer

1. To observe the election process at the University, physical and legal persons shall have the right to address the University's election commission no later than three days before the voting day to obtain the status of an observer.

2. The legal person shall carry out the observer's status in the elections through its representative whose identity is indicated in the application submitted to obtain the observer's status.
3. A person shall be denied to be the observer on the grounds of being:
 - a) Candidate running for the management body of this higher education University
 - b) Person holding an administrative office
4. The observer shall have the right to attend the work of the election commissions during the election day and complaint review process
5. The observer shall have the right to:
 - a) Point out the violation to the commission chairperson and demand to prevent it
 - b) If the commission chairperson refuses to comply with a demand envisaged by subparagraph "a" of this paragraph, draw a complaint protocol.
 - c) Submit a complaint to the University's election commission
6. The observer shall have an obligation not to obstruct elections.
7. Election commissions shall have an obligation not to obstruct observers.

Article 31. Observer

1. If a violation of this established rule is identified during the election day, the candidate, observer, election commission member, or voter of the relevant Faculty/School shall have the right to draw a complaints protocol, which shall include:
 - a) Name, surname, and address of a person drawing protocol
 - b) Status of a person drawing protocol (candidate, voter, observer, election commission member)
 - c) Essence of violation
 - d) Time of detection of violation
 - e) Signature of the election commission chairperson or marking that he/she refused to sign
 - f) Identity of witnesses (if there are witnesses who would confirm factual circumstances) and their signatures.
 - g) Demand of a person drawing protocol
 - h) Signature of a person drawing protocol

Article 32. Announcement of Election Results

Election results are announced during the voting day or within 24 hours at most.

Chapter XI

Rule to Appeal Election Procedures and Results

Article 33. Appealing Election Results

1. Unless otherwise determined by these Bylaws, within 24 hours after the announcement of election results, the candidate, observer, election commission member, or the voter of the relevant Faculty/School shall have the right to submit an appeal on violation of the rule set forth by these Bylaws to the University's election commission. After the expiration of this time, complaints shall no longer be accepted.
2. Appeal shall contain the following requisites:
 - a) Name, surname, and address of a person appealing
 - b) Status of a person appealing (candidate, voter, observer, Faculty/School election commission member)
 - c) Essence of violation

- d) Identity of witnesses (if there are witnesses who would confirm these factual circumstances)
 - e) Demand of a person appealing
 - f) Signature of a person appealing
3. Appeal shall include a copy of the violation protocol, if any.
 4. The University's election commission shall have an obligation to review appeals within three days after being submitted and make relevant decisions
 5. The University's election commission can decide on declaring elections null and void if it believes that violations identified to this established rule and/or during the ballot process count process by the Faculty/School election commission substantially affected the election results.

Article 34. Publication of Final Results

1. The University's election commission openly publishes the final results of the elections.

Chapter XII

Forms of Election Commission's Activities

Article 35. Acts of the Election Commission

1. The election commission shall be eligible to make all decisions about organizing issues about elections unless otherwise determined by the University's charter or these Bylaws.
2. The election commission's decision is documented in the form of the election commission's meeting protocol. The protocol shall be signed by the election commission's chairperson and secretary.