



**Rules and Regulations governing
elections at:
Ecole des Hautes Etudes
en Santé Publique
2013-2014 Academic Year**

These operations concern the election of student representatives (PhD and other) (annual ballot) within the board of directors, scientific board and training board of the Ecole des Hautes Etudes en Santé Publique (EHESP).

Decree N°2013-1310 of the 27th December 2013 regarding elections at public sector scientific, cultural and professional establishments (EPSCP) is applicable except in those circumstances explicitly provided by the text of the decree of N° 2006-1546 of the 7th December 2006 relating to EHESP.

I- Missions and composition of the three boards

Three boards are responsible for the administration of EHESP.

The board of directors elects its president from among outside persons and advises on appointment to the following posts: Director, Director of Research and Director of Studies. It sets the general orientations of the establishment's policy, in particular by deliberating on the objectives and performance contract, the scientific project and the training offer. It deliberates on the creation or suppression of institutes, departments and shared services as well as, where necessary, the creation of an industrial and commercial activities service. It votes on the budget, approves the accounts and the annual activity report. It deliberates on the distribution of jobs, rules of procedure, school regulations and on user contributions.

The board of directors has 33 members, organised as follows:

- 19 members appointed jointly by the supervisory ministers:
 - 4 state representatives
 - 11 representatives of those trade union organisations most representative of the employers and employees, of public health establishments, and of associations of former students
 - 4 qualified individuals in the school's fields of activity
- 14 elected members:
 - 3 representatives of lecturer-researchers, lecturers and researchers at professorial level
 - 3 representatives of other teaching and research staff
 - 4 representatives of engineering, administrative, technical, social and health staff
 - 2 representatives of civil service students
 - 1 representative of students enrolled with a view to preparation of a doctoral thesis
 - 1 representative of other students

The scientific board elects its president from among the qualified individuals and advises on the appointment of the Director of Research. It draws up the scientific project (which it submits to the board of directors) and decides on any questions having an incidence in terms of research. It states an opinion on the creation or suppression of research institutes and departments. It is consulted on the objectives and performance contract, the allocation of research credits, the training offer, and the creation or suppression of qualifications.

The scientific board has 20 members, organised as follows:

- 8 qualified individuals from outside the school:
 - 4 members appointed jointly by the supervisory ministers
 - 4 members designated by the board of directors
- 12 elected members:

- 4 representatives of lecturer-researchers, lecturers and researchers at professorial level
- 2 representatives of other lecturer-researchers, lecturers and researchers holding either a doctorate or accreditation to direct research
- 2 representatives of other lecturer-researchers, lecturers and researchers
- 2 representatives of engineering and research technique staff
- 2 representative of students enrolled with a view to preparation of a doctoral thesis

The training board elects its president from among the qualified individuals and advises on the appointment of the Director of Studies. It suggests guideline orientations in teaching to the board of directors. It states an opinion on the creation or suppression of institutes. It is consulted on the training offer, the creation or suppression of qualifications, school regulations (which include assessment modalities), the school's rules of procedure and the teaching breakdown.

The training board has 33 members, organised as follows:

- 22 appointed members:
 - 6 state representatives, appointed jointly by the supervisory ministers
 - 5 qualified individuals, in the fields of the school's activities, jointly appointed by the supervisory ministers
 - 9 representatives of those trade union organisations most representative of the body of civil servants educated at the school, jointly appointed by the supervisory ministers
 - 2 representatives designated by the Fédération Hospitalière de France
- 11 elected members:
 - 2 representatives of lecturer-researchers, lecturers and researchers at professorial level
 - 2 representatives of other lecturer-researchers
 - 4 representatives of engineering, administrative, technical, social and health staff
 - 1 representative of civil service students
 - 1 representative of students enrolled with a view to preparation of a doctoral thesis
 - 1 representative of other students

II- Vacant Seats:

The student representative's seats have to be totally renewed each year within the three boards : the board of directors, the scientific board and the training board.

Consequently, 9 seats are vacant for the elections:

- 4 seats for the board of directors
- 2 seats for the scientific board
- 3 seats for the training board

The mandate of the elected student representatives is for one year.

III- Calendar of elections within the three boards:

Launch of the electoral process: Monday 17th March

Posting of electoral roll: Monday 17th March

Submission of candidacies: *Tuesday 25th March, 12a.m. at the latest*

Date of 1st round of the ballot: *Tuesday 8th April (8.30 am to 4.30 pm)*

Announcement of 1st round results: *Wednesday 9th April*

Submission deadline for 2nd round submission of candidacies: ***Thursday 10th April, 12a.m. at the latest***

Date of the 2nd round of the ballot: ***Tuesday 22nd April (8.30 am to 4.30 pm)***

Announcement of the election results: ***Wednesday 23 April***

IV- Who can vote?

The student representatives are spread across the 3 colleges as follows:

	Board of Directors	Scientific Board	Training Board
Students preparing a doctoral thesis (1)	1 / 1 (full member / alternate member)	2 / 2	1 / 1
Civil service students (2)	2 / 2 (full member / alternate member)		1 / 1
Other students (3)	1 / 1 (full member / alternate member)		1 / 1

(1) Students preparing a doctoral thesis:

All PhD students enrolled in the EHESP doctoral network are eligible to vote in this college.

(2) Civil service students:

all those having been successful in civil service recruitment competitions and enrolled on an initial professional training course at EHESP on the date of the 1st round ballot are eligible to vote:

- directors of health, social and medical-social establishments (DESSMS)
- directors of hospitals (DH)
- directors of care (DS)
- hospital administrative officers (AAH)
- health and social care inspectors (IASS)
- public health medical inspectors (MISP)
- public health pharmacist inspectors (PhISP)
- doctor for education (MEN)
- health studies engineers (IES)
- civil service students enrolled on a preparatory course

(3) Students

The following people are eligible to vote in this college:

- all students enrolled with a view to preparing for a qualification or competitive exam
- all those enrolled in continuous training with a view to preparing for a qualification or competition exam, when the first round of the election occurred.

V- Who is eligible?

All voters, duly registered on the electoral roll, are eligible.

VI- The electoral roll

The electoral roll will be posted by college from Monday 17th March:

- EHESP head office: in the main hall, at the administrative restaurant and in the Villermé and Condorcet residential buildings.
- EHESP Paris site: Broussais – Pavillon LERICHE 96 rue Didot 75014 Paris

They will be available from the school's website or intranet.

Students are invited to proceed with verification of their registration on the electoral roll for the appropriate college.

Requests for rectifications should be addressed to the EHESP Director and deposited at the elections office situated at the Registration office (main building), either in writing or by e-mail elections@ehesp.fr.

This request can be deposited at the latest the day of the 1st round of the ballot.

Attention: All postal votes request have to be submitted before the 25th March at noon.

No modification may be made to the electoral roll between the two rounds of the ballot.

VII - Submission of candidacies

The submission of candidacies is compulsory.

For the Board of Directors, each candidacy must comprise a full member and an alternate member. For the Scientific Board and the Training Board, candidacies are individual, since the texts do not provide for an alternate.

The forms necessary to this submission can be obtained from the elections office in the Villermé residence (ground floor) or from the school's website, REAL or intranet.

Candidacies for the ballot must be submitted or received by registered and signed-for letter with at the elections office at the Registration office (main building), before **Tuesday 25th March at noon** for the 1st round and **Thursday 10th April at noon** for the 2nd round.

An acknowledgement of receipt is handed to the candidate by the administration at the time of submitting the candidacy.

VIII- Professions of faith

Professions of faith have to be written in French.

The school takes responsibility for printing out of professions of faith on 21x29, 7 paper, both sides, as many copies as there are voters. Voting papers will be sent to each voter registered on the rolls.

The submission of professions of faith (paper or electronic format) is optional. They should be submitted with candidacies **by Tuesday 25th March at noon at the latest**, for the 1st round and **by Thursday 10th April at noon** for the 2nd round.

IX- Voting system

In compliance with article 17 of the decree of 7 December 2006, regarding EHESP, a two-round 'first past the post' voting system is used (either single names or multiple names), where there is only one seat to be filled.

For the student representatives at the Board of Directors a two-round "first past the post" multiple names voting system is used

For the student representatives at the Scientific Board and the Training Board a two-round "first past the post" single names voting system is used

The ballot papers are individual for each candidate per college for the Scientific Board and the Training Board. For the Board of Directors, ballot papers bear the name of a full candidate and an alternate candidate. They are colour-coded (green for the Board of Directors, pink beige for the Scientific Board and blue for the Training Board).

Voters must put into the electoral envelope a number of ballot papers at most equal to the number of seats to be filled.

Where any envelope contains a higher number of ballot papers than there are seats to be filled, the vote will be considered null.

Where any envelope contains a number of ballot papers below the number of seats to be filled, votes for each of the candidates will be counted.

Where any envelope contains several copies of a single ballot paper, the vote will be counted only once.

The election of each member shall be won by an absolute majority of votes cast in the first round, and a relative majority in the second.

X- Polling stations

Polling stations will be open from **8.30 am through to 4.30 pm**. This is a secret ballot, and use of the polling booth is compulsory. Each voter's vote is recorded by their signature on the attendance sheet, alongside their name, subject to presentation of proof of identity.

Polling stations are organised by Electoral College.

Each polling office comprises a returning officer and their alternate, as well as at least two assessors and their alternates.

On the day of the ballot, all propaganda is forbidden within the rooms and halls in which the polling stations are set up.

XI- Proxy voting

Voters who are unable to vote in person have the option of giving proxy to an authorised representative.

The proxy must be in writing. The forms necessary to such a proxy can be obtained at the latest the day before the ballot from the elections office at the Registration office in the main building or from the school's website and REAL.

The authorised representative must be registered on the same electoral roll as the voter (that is, in the same electoral college). The representative must present proof of the identity of the person on whose behalf they are voting (copy of identity or student card) on the day of the ballot.

No-one is allowed to hold more than 2 mandates.

XII- Postal votes

Voting papers will be sent to all voters correctly registered on the electoral roll. It is therefore possible for each voter to use a postal vote.

The postal vote is recommended for voters assigned to EHESP sites outside of Rennes, since no polling station is planned for Paris.

It is also recommended for civil servant, PhD and other students on placement, or away from the Rennes site on the day of the ballot.

Those voters wishing to use a postal vote are strongly recommended to do so as soon as they have received the voting papers, given postal timescales and in order that their postal vote is able to be taken into account before closure of the polling stations on 8 April (1st round) and 22 April (2nd round).

To use a postal vote, each voter has to place their ballot paper inside a first envelope (referred to as envelope No. 1), non-stamped. This envelope, the model of which is set by the school, must not bear any mention or distinctive graphic sign of the voter.

The voter then places this envelope No. 1 inside a second envelope (referred to as envelope No. 2) which they seal and sign, alongside their full name, written legibly.

The voter then places envelope No. 2 into a third, freepost ('T') envelope (referred to as T envelope No. 3) which they seal and send, by post, prior to the time at which the ballot closes, as evidenced by the date as postmarked.

Failure to comply with these instructions, noted by the returning officer, prevents the ballot paper being taken into account in the electoral operation.

XIII-The count

The counting of the ballot papers is public.

The ballot count takes place on the day of the vote, which is **Tuesday 8 April** for the 1st round and **Tuesday 22 April** for the 2nd round.

Postal votes taken into account will be those which arrived at the establishment by post, by the day of the ballot, and prior to closure of the polling stations.

Once this verification has been made, and prior to the count operation, the returning officer for each polling station proceeds with checking off postal voters on the attendance sheet, and posting the ballot papers into the urn.

Each polling office proceeds with counting the ballot papers of those persons having voted on the day of the ballot and the postal votes.

Each polling station prepares one report per college. Any voting incidents will be mentioned in the report, after stating the composition of the polling office.

Blank or spoiled votes and empty or non-compliant envelopes have to be countersigned by the officers, and state why they were considered null.

XIV- Announcement of results

The results of the 1st and 2nd round will be officially announced by the director of EHESP or his representative.

XV- Electoral advisory committee

An electoral advisory committee is charged with assisting the Director with the organisation of these electoral operations.

XVI- Appeals procedures

In each academy, a commission is set up to monitor electoral operations. This commission is competent to rule on any disputes referred by voters, the director of the establishment or the rector, concerning how the voting operation and results announcement were organised and run.

It is responsible in particular for a posteriori examination of challenges concerning the constitution of the electoral roll or the eligibility of candidates.

Cases must be referred to it within 5 days of the results being announced, and the commission must give its ruling within 15 days.
