

Please note that the English translation of the present procedure is for information purposes only and is not intended to have any legal effects. In the event that a dispute should arise about the interpretation of the provisions contained herein and the provisions contained in the original Greek document, the latter shall prevail.

3.7.2 Procedure for the Election of Members of the Special Scientists of the Language Centre to the Board of the Centre

Pursuant to the agreement signed between the Special Scientists of the Language Centre and the University of Cyprus, and in accordance with the decision of the Personnel and Regulations Committee 18/2017 (22.11.17), reference no. 6501/2017, and in particular clause (9) thereof, which provides that in the Board of the Language Centre:

“A representative of the Special Scientists shall be appointed to the Board of the Language Centre, with the right to vote”,

the following procedure for the election of a member of the Special Scientists of the Language Centre to the Board of the Centre is hereby approved:

- 1.** The Dean of the Faculty of Humanities shall convene in writing a special Meeting of all Special Scientists of the Language Centre, at which one Special Scientist shall be elected to represent the Centre on its Board. At least two weeks prior to the election, the Dean shall notify in writing all members of the Special Scientists of the Language Centre (who have already completed 30 months of employment) of the convening of the special Meeting.
- 2.** The term of office of the representatives of the Special Scientists on the Board of the Centre shall be equal to the duration of consecutive periods during which the representative holds a valid contract of employment, within three (3) years from the date of election. The representative of the Special Scientists may participate in the proceedings of the Board only during periods in which a valid contract of employment is in force.
- 3.** In the event that the contract of employment of any representative expires prior to the completion of the term of office of the Board and is not renewed, the representative's position on the Board shall become vacant, and a vote shall be held to fill the vacancy for the remainder of the term of the Board. Where the contract of employment is renewed, the representative shall retain his/her position on the Board.
- 4.** All members of the Special Scientists who have completed thirty (30) months of employment at the Language Centre and who, on both the closing date for the submission of nominations and on the date of the vote, hold a valid contract of employment shall be entitled to vote and to stand for election.
- 5.** Candidates shall submit their nomination to the Dean on a Special Form, which must be co-signed by two (2) members of the Special Scientists of the Language Centre who are entitled to vote. The Dean shall ensure that the

Special Forms are prepared and distributed to all eligible members of the Special Scientists of the Language Centre.

6. The deadline for the submission of nominations shall be one week prior to the date of the election, announced by the Dean. The Dean shall be responsible for the preparation of ballot papers on which the names of the candidates shall be listed alphabetically.
7. A quorum shall be required for the election. There shall be a quorum when the number of voting members present exceeds one half of the total number of members of the Special Scientists of the Language Centre. If a quorum is not present, the Dean shall convene a new Meeting in writing within forty-eight (48) hours. If a quorum is not reached for a second consecutive time, the number of voting members present shall constitute a quorum.
8. During the election Meeting, the Dean, upon confirming that there is a quorum, shall appoint a Chairperson and two members of the Election Committee, which shall supervise the conduct of the election by secret ballot, count the votes, take a final decision on any objections, announce the results, and prepare minutes recording the results, which shall be submitted to the Dean.
9. Only members of Special Scientists who are present during the voting procedure on the day of the elections shall be entitled to vote. Remote voting shall not be permitted, nor shall the authorisation or delegation of the exercise of the right to vote to other persons, whether eligible or not.
10. In the event that no candidates are nominated for a position on the Board, the voting shall be conducted in accordance with the provisions of paragraph 17.
11. Upon completion of the voting, the Election Committee shall announce the results.
12. Each voter may cast a vote for only one candidate; otherwise, the ballot paper shall be considered void.
13. The candidate who obtains the highest number of votes in each election shall be elected to the Board of the Language Centre.
14. In the event of a tie, the ballot shall be repeated, and the voting members shall be invited to vote for one of the tied candidates. If there is also a tie after the second ballot, the candidate elected to the Board shall be determined by drawing lots.
15. In the event that there is only one candidate for the position of Special Scientist on the Board, he/she shall be elected unopposed, and no ballot shall be held.
16. In the event that no candidates are nominated for election, the Plenary Assembly of Special Scientists shall proceed to a ballot, considering all eligible members of the Special Scientists of the Centre (who have completed 30 months of employment) as candidates for the position.

17. In the event that the position of a member of the Special Scientists of the Centre on the Board becomes vacant, a by-election shall be conducted to fill the position. The candidate elected shall serve for the remainder of the term of office of the member being replaced.

The Procedure for the Election of Members of the Special Scientists of the Language Centre to the Board of the Centre was approved at Meeting No. 11/2018 of the University Council, dated 14.5.2018.