

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.

3.7.3 Procedure for the Election of Members of the Special Teaching Staff of the Language Centre to the Board of the Centre

Pursuant to the Circular regarding the Operation of the Language Centre, approved at Meeting No. 108 of the Council (22/10/2003), and as subsequently amended to ensure the proper implementation of the provisions of paragraph 5 concerning the Composition of the Board of the Language Centre, according to which the Board of the Language Centre shall comprise:

“three (3) members of the Special Teaching Staff of the Language Centre (one permanent, one non-permanent, and one to be selected from among the members of the Special Teaching Staff, without regard to permanent status). The three members shall be elected by the Plenary Assembly of the Special Teaching Staff of the Language Centre”,

the following procedure for the election of Members of the Special Teaching Staff of the Language Centre to the Board of the Centre is hereby issued:

- 1.** The Dean of the Faculty of Humanities shall convene in writing a special Meeting of all members of the Special Teaching Staff of the Language Centre, at which the three members of the Special Teaching Staff who will represent the Centre on its Board shall be elected. At least two weeks prior to the election, the Dean shall notify in writing all members of the Special Teaching Staff of the Language Centre (permanent and non-permanent) of the convening of the special Meeting.
- 2.** The term of office of the representatives of the Language Centre on the Board shall be three years.
- 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 Teaching Staff of the Language Centre (permanent and non-permanent) 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.** Members of the Special Teaching Staff who are on Leave of Absence without Pay shall not be entitled to vote or to stand for election.

- 6.** Persons appointed to replace members of the Special Teaching Staff who are absent from their duties for any reason shall not be entitled to vote or to stand for election.
- 7.** Candidates shall submit their nomination to the Dean on a Special Form, which must be co-signed by two (2) members of the Special Teaching Staff of the Language Centre who are entitled to vote. Upon submission of their nomination, the members of Special Teaching Staff shall indicate whether they wish to stand as candidates for the position of representative based on employment status (permanent or non-permanent), for the position of representative to be elected irrespective of employment status, or for both positions. The Dean shall ensure that the Special Forms are prepared and distributed to all eligible members of the Special Teaching Staff of the Language Centre.
- 8.** 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.
- 9.** 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 Teaching Staff of the Language Centre. If a quorum is not present, the Dean shall convene a new Meeting in writing within forty-eight (48) hours, and this procedure shall be repeated until a quorum is reached.
- 10.** 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.
- 11.** Only members of the Special Teaching Staff 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.
- 12.** In the event that no candidates are nominated for a position or positions on the Board, the voting shall be conducted in accordance with the provisions of paragraph 18.
- 13.** Three separate ballots shall be conducted, one for each position. Permanent Members of the Special Teaching Staff shall vote for the position of permanent member on the Board, and non-permanent Members of the Special Teaching Staff shall vote for the position of non-permanent member on the Board. For the position of Special Teaching Staff on the Board, irrespective of employment status, all members of the Special Teaching Staff present shall be entitled to vote. Upon the completion of each ballot and prior to the commencement of the next one, the Election Committee shall announce the results.

14. Each voter may cast a vote for only one candidate in each ballot; otherwise, the ballot paper shall be considered void.
15. The candidate who obtains the highest number of votes in each ballot shall be elected to the Board of the Language Centre.
16. In the event of a tie, the ballot shall be repeated, and the voting members shall be called 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.
17. In the event that there is only one candidate for any position of Special Teaching Staff on the Board (permanent, non-permanent, or irrespective of employment status), the candidate shall be elected unopposed, and no ballot shall be held.
18. In the event that no candidates are nominated for election, immediately upon the expiry of the deadline and subject to the provisions of paragraphs 4, 5, and 6 above, all members of the Special Teaching Staff shall be eligible candidates for the respective positions. In all other respects, the procedure provided for regarding the conduct of the voting shall be followed.
19. In the event of a vacancy in one or more positions of Special Teaching Staff of the Centre on the Board, a by-election shall be conducted to fill the specific position/s. The candidate/s elected shall serve for the remainder of the term of office of the member/s being replaced.

The Procedure for the Election of Members of the Special Teaching Staff of the Language Centre to the Board of the Centre was approved at Meeting No. 3/2017 of the Senate, dated 18.1.2017, and was ratified at Meeting No. 1/2017 of the Personnel and Regulations Committee, dated 25.1.2017.