

Implementation Guideline for the Referential Election Concerning Selection of the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

Article One

(Purpose)

- 1.1 This guideline provides for matters pertaining to implementation of the referential election based upon Paragraph 2, Article 4 of the Instructions Regarding Selection of the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu.

Article Two

(Administrative Duties of Group Directors)

- 2.1 The Directors of the General Affairs and Budget Division of the University of Aizu and the Administrative office of the Junior College Division (for the purpose of this guideline, hereinafter referred to as "DIRECTORS") shall conduct the following duties besides the duties separately provided for in this guideline.
 - (1) Determination regarding times and locations for voting
 - (2) Determination regarding the order of candidates' names printed on ballots and creation of the ballots
 - (3) Placement of a voting station
 - (4) Witness of voting and counting of votes
 - (5) Report regarding the referential election results to the Committee for Selection of the Chairperson of the Board of Executives
 - (6) Other necessary matters for the referential election

Article Three

(Individuals with Voting Rights for the Referential Election)

- 3.1 Individuals with voting rights for the referential election (for the purpose of this guideline, hereinafter referred to as "VOTERS FOR THE REFERENTIAL ELECTION") shall be individuals who have qualified for the rights as executives of the corporation, (with the exception of auditors) regular full-time faculty and administrative personnel members of the University by the day preceding the start of announcements on-campus regarding the referential election regulated in Article 4 of this guideline.
- 3.2 The term "full-time" described in Paragraph 3.1 above shall have the same definition

as “full-time” described in Article 2 of the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, the University of Aizu. (Regulation No. 36, April 1, 2006)

Article Four

(On-Campus Announcements Regarding the Referential Election)

- 4.1 DIRECTORS must provide on-campus announcements regarding the matters regulated as follows at least ten days prior to the date of the referential election.
- (1) The date, time and location for voting, date, time and location for an alternate day for voting
 - (2) Names and brief history of candidates
 - (3) Reasons for recommendation of candidates for Chairpersonship and a list of individuals supporting each recommendation
 - (4) Reasons for approval of individuals declaring candidacy for the Chairpersonship and a list of individuals supporting each of those who have declared candidacy.
 - (5) Candidates' general policy in writing
 - (6) Other necessary matters
- 4.2 In order to make the announcement described in Paragraph 4.1 above, respective items of Paragraph 1, Article 4 of this guideline shall be posted in the four following places: a bulletin board at the entrance of the General Affairs and Budget Division on the second floor of the Administrative Complex, on a bulletin board in front of the Research Quadrangles, on a bulletin board across from the SRLU on the first floor of the Research Quadrangles at the University of Aizu, and on a bulletin board for faculty personnel in the South Building of the University of Aizu, Junior College Division. In addition to this, VOTERS FOR THE REFERENTIAL ELECTION shall be notified via e-mail regarding an outline of the content of these announcements.
- 4.3 In the case that candidates for the chairpersonship would like to hold a meeting for a policy speech on campus, DIRECTORS shall cooperate in holding of a meeting for this policy speech by making arrangement for dates, times and location for the speech.

Article Five

(A list of VOTERS FOR THE REFERENTIAL ELECTION)

- 5.1 DIRECTORS must create a list of VOTERS FOR THE REFERENTIAL ELECTION by the day preceding the start of announcements based upon Paragraph 4.1 of this guideline.

Article Six

(Method of Voting)

- 6.1 Voting for the referential election shall be conducted with one vote per VOTER FOR THE REFERENTIAL ELECTION, and shall be conducted by a check-balloting type of system.
- 6.2 VOTERS FOR THE REFERENTIAL ELECTION and a list of these VOTERS shall be compared by DIRECTORS, and ballots (Form No. 1) shall be issued on the dates voting will be conducted.
- 6.3 VOTERS FOR THE REFERENTIAL ELECTION shall choose one candidate, whose name is printed on the ballot, by circling the designated section corresponding to their vote, and shall place the ballot in a ballot box to complete their vote at a voting station.

Article Seven

(Voting)

- 7.1 Votes must be cast by VOTERS FOR THE REFERENTIAL ELECTION in person at a designated voting station on a voting day or an alternate day for voting using a designated ballot.
- 7.2 Votes shall be invalid in cases where any of the following items are applicable.
 - (1) When a designated ballot is not used
 - (2) When symbols other than a circle are written in a ballot
 - (3) When the content of a ballot is unclear
 - (4) When circles are marked for two or more candidates
 - (5) When no candidates are selected in a ballot
 - (6) When it is difficult to confirm which candidate the voter has circled

Article Eight

(Closing of Ballot Boxes)

- 8.1 DIRECTORS must announce the termination time of voting and then close ballot boxes.

Article Nine

(Voting Witnesses)

- 9.1 DIRECTORS shall select three individuals from full-time faculty personnel of the University (with the exception of candidates for the chairpersonship and individuals who have formally recommended candidates for the chairpersonship) as voting witnesses per voting station placed at the University of Aizu and the University of Aizu, Junior

College Division.

- 9.2 Voting witnesses must witness voting and must make efforts so that the referential election voting can be fairly conducted.

Article Ten

(Ballot Counting)

- 10.1 Ballot counting shall be conducted by DIRECTORS immediately after the DIRECTORS close ballot boxes on a voting day.
- 10.2 The location for vote counting described in Paragraph 10.1 above must be done at a single location, and DIRECTORS shall designate this location in advance.
- 10.3 Ballot counting shall be conducted after combining and mixing all ballots from all ballot boxes.
- 10.4 When counting the ballots, exactly one member from each of the committees for selection of the chairperson of the board of executives from the University of Aizu and the University of Aizu, Junior College Division must witness the ballot counting as ballot-counting witnesses.
- 10.5 Validity of the votes shall be determined through consultation by the DIRECTORS based upon the provision provided for in Paragraph 2, Article 7 of this guideline. Under this circumstance, when any question arises regarding validity of the votes, opinions from BALLOT-COUNTING WITNESSES described in Paragraph 10.4 above shall be invited.

Article Eleven

(Report on Referential Election Results to the Selection Committees)

- 11.1 DIRECTORS must report referential election results at the Committee for Selection of the Chairperson of the Board of Executives meeting to be held immediately after the voting.

Article Twelve

(Supplemental Provisions)

- 12.1 Besides the provisions of this guideline, necessary matters for the referential election shall be determined through consultation by the DIRECTORS.

Additional Provisions

(Date of Enforcement)

1 This guideline shall be enforced as of October 19, 2007.

Additional Provisions

1 This guideline shall be enforced as of April 1, 2009

Additional Provisions

1 This guideline shall be enforced as of April 1, 2014

Additional Provisions

1 This guideline shall be enforced as of April 1, 2018