 <p>HÁSKÓLI ÍSLANDS</p>	<p><b>RULES OF PROCEDURE</b>  <b>on the preparation,  implementation and arrangement  of online elections to the post of  rector of the University of  Iceland, and the creation of  electronic electoral rolls</b></p>	<p>P. 1 af 5  Guarantors: MDB/ÞK  Approved by the UC  5 February 2015  Case number:  HÍ15020079</p>
--	---	---

Article 1.

*Purpose and scope*

The purpose of these rules of procedure is to ensure that the implementation of online elections to the post of rector of the University of Iceland, as determined by an election board, is in conformity with the provisions of Article 6 of the Regulation for the University of Iceland no. 569/2009, and that reasonable requirements concerning voting privacy, voters' rights and secure implementation are met.

These rules of procedure shall apply to the implementation of elections for rector in the event that the election board decides that polling shall be conducted online and that the electoral roll shall be electronic.

Article 2.

*Definitions.*

In the context of these rules of procedure, the following definitions apply:

*Ugla:* The University of Iceland IT system and intranet, accessible to all staff and students of the University through the use of personal identification.

*Online voting system:* Software used to manage and implement an election. The system is divided into identification, voting, and vote counting components. The system is stored within Ugla.

*Electronic electoral roll:* An electoral roll which is electronic.

*Electronic ballot:* A ballot displayed to voters through the interface of the online voting system, showing the candidates for the post of rector and to which electoral roll the voter in question belongs, cf. paragraph 3 of item 5, Article 6 of Regulation no. 569/2009.

*Online election:* An election where voting takes place exclusively online through Ugla.


*Identification:* Methods used to confirm the identity of voters. Each voter has a personal username and password.

Article 3.

*Role of the election board.*

The University Council shall appoint an election board, in accordance with paragraph 1 of item 4, Article 6 of Regulation no. 569/2009. The election board acts on behalf of the University Council; its task is to oversee the compilation of the electoral rolls, determine the election date, manage the holding of the election, rule on appeals concerning the election, arrange absentee voting and attend to other aspects of the election as provided for in detail in Article 6 of Regulation no. 569/2009.

The election board determines the arrangements for the election; prepares for elements such as the format and creation of electronic ballots and the counting of votes; manages its implementation; reviews the results of the vote counts and confirms the result of the election.

 <p>HÁSKÓLI ÍSLANDS</p>	<p><b>RULES OF PROCEDURE</b>  <b>on the preparation,  implementation and arrangement  of online elections to the post of  rector of the University of  Iceland, and the creation of  electronic electoral rolls</b></p>	<p>P. 2 af 5  Guarantors: MDB/ÞK  Approved by the UC  5 February 2015  Case number:  HÍ15020079</p>
--	---	---

The provisions of Article 6 of Regulation no. 569/2009 on the election, appointment and eligibility for the position of rector apply in full.

Article 4.

*Preparation of the election.*

When the University Council has appointed an election board, the board shall further determine polling arrangements, whether there shall be one electoral division or several and whether voting shall be traditional or electronic. Online elections shall be conducted in accordance with these rules of procedure.

Article 5.

*The roles of the Division of Human Resources, the Division of Academic Affairs and University of Iceland Computing Services.*

The Division of Human Resources shall manage the preparation of electoral rolls listing the staff of the University and its institutes. The Division of Academic Affairs shall manage the preparation of electoral rolls for University students. The University Computing Services shall prepare an electronic electoral roll in accordance with the provisions of these rules of procedure.

In accordance with the instructions of the election board, Computing Services shall handle the implementation of online elections, including identification of voters, confirmation of the right to vote, management of the online voting system, counting of votes and summary of election results.

Article 6.

*Implementation and arrangement.*

In order to take part in an online election, the voter's name must appear on an electoral roll. Voters must satisfactorily identify themselves before voting can take place.


The election board, those Computing Services staff who have access to the online voting system and unauthorised parties are unable to access information on how a certain voter voted, or change the vote, without this being flagged by the system.

Polling shall take place between 9 a.m. and 6 p.m., Icelandic local time, on a date determined by the election board, cf. item 7, Article 6 of Regulation no. 569/2009. The election board's advertisement of the election on the University website, in Ugla and elsewhere (as determined by the election board) must indicate the polling date and start and end times for polling. The election board shall publish an advertisement on the election as soon as the polling date has been decided.

Article 7.

*The online voting system.*

The online voting system is owned by the University of Iceland and managed by the University Computing Services. The system may be divided into identification, voting, and vote counting components.

 <p>HÁSKÓLI ÍSLANDS</p>	<p align="center"><b>RULES OF PROCEDURE</b></p> <p align="center"><b>on the preparation, implementation and arrangement of online elections to the post of rector of the University of Iceland, and the creation of electronic electoral rolls</b></p>	<p>P. 3 af 5 Guarantors: MDB/ÞK Approved by the UC 5 February 2015 Case number: HÍ15020079</p>
--	--	--

The identification component includes an interface for voters through which they identify themselves.

The voting component confirms that the voter appears on the electoral roll, and includes an interface for voters through which they cast their vote.

The vote counting component includes an interface for processing votes cast, i.e. counting and statistical summary.

Information shall be published in Ugla detailing the workings of the online voting system.

An events log shall be maintained detailing the operation and use of the online voting system.

#### Article 8.

##### *Electronic electoral roll.*

The University Computing Services shall issue an electronic electoral roll for use in online elections for rector, as determined by the election board. To be included on the electoral roll, individuals must meet the conditions outlined in item 6, Article 6 of Regulation no. 569/2009.

In accordance with item 5, Article 6 of Regulation no. 569/2009, the electoral roll shall be made public four weeks prior to election day and be accessible in Ugla for ten days. At that time, voters can check in Ugla whether they appear on the electoral roll and the weighting of their vote. Complaints must be submitted to the election board no later than two weeks prior to election day; the election board shall rule on these no later than ten days before election day, at which time absentee voting begins. Absentee voting shall be conducted in the traditional manner rather than online.

The electronic electoral roll shall give the names and identification numbers of voters; this must be separate from the voting component of the system.

#### Article 9.

##### *Identification and the right to vote.*


Before voters can cast their votes in the elections for rector, they must identify themselves in the online voting system. The right to vote shall be confirmed by ascertaining that the voter appears on the electronic electoral roll.

Voters shall use the login system in Ugla to identify themselves.

#### Article 10.

##### *The polling process.*

After voters have identified themselves, they may cast an electronic vote in the online voting system, either on their own computer or on any computer connected to the internet, or in a specific location on the University campus.

	<p><b>RULES OF PROCEDURE</b>  <b>on the preparation,</b>  <b>implementation and arrangement</b>  <b>of online elections to the post of</b>  <b>rector of the University of</b>  <b>Iceland, and the creation of</b>  <b>electronic electoral rolls</b></p>	<p>P. 4 af 5  Guarantors: MDB/ÞK  Approved by the UC  5 February 2015  Case number:  HÍ15020079</p>
---	--	---

Voters shall cast their votes in private, or in such a way that others do not see how they vote.

When the ballot has been filled in, voters must identify themselves again in order to cast the vote.

The election board determines and ensures that voters may cast their votes in a specific location on the University campus, where the necessary equipment is available and technical assistance can be provided. The election board is responsible for ensuring that voters are able to cast their votes in private at this location.

Article 11.

*Prohibited to vote more than once.*

Whilst polling is underway, voters who have already cast their votes may not vote again.

Article 12.

*Electronic ballots.*

The election board shall have electronic ballots prepared in five colours for the elections for rector, cf. the provisions of items 5 and 6, Article 6 of Regulation no. 569/2009.

Electronic ballots shall be designed in such a way that voters are able to cast a blank vote to indicate that they support none of the candidates.

The election board shall assign Computing Services the task of adding the electronic ballots to the online voting system. The election board shall confirm that the electronic ballots appear correctly in the system.

Article 13.

*Secret ballot.*

Voting privacy must be ensured, such that votes cannot be traced back to individual voters. It is not possible to link a voter with a certain vote in the online voting system.

The University of Iceland shall appoint an independent party to review the security of the system and ensure security whilst the election is underway.


Article 14.

*Vote counting and handling of data after the election.*

When polling is complete, cf. item 7 of Article 6, votes shall be counted and results compiled in the vote counting component of the online voting system.

The election board shall ensure that the results of the election are accessible to voters and the general public.

Four weeks following the election, vote counting and publication of results, data relating to electoral participation and voting shall be destroyed.

 <p>HÁSKÓLI ÍSLANDS</p>	<p><b>RULES OF PROCEDURE</b>  <b>on the preparation,</b>  <b>implementation and arrangement</b>  <b>of online elections to the post of</b>  <b>rector of the University of</b>  <b>Iceland, and the creation of</b>  <b>electronic electoral rolls</b></p>	<p>P. 5 af 5  Guarantors: MDB/ÞK  Approved by the UC  5 February 2015  Case number:  HÍ15020079</p>
--	--	---

Article 15.

*Transparency and supervision.*

Information on the technical setup and implementation of the elections for rector must be accessible in Uglá.

Article 16.

*Basis in law and regulation.*

These rules of procedure are established by the University Council on the basis of paragraph 1 of item 7, Article 6 of the Regulation for the University of Iceland no. 569/2009, cf. paragraph 1, Article 8 of the Act on Public Higher Education Institutions, and enter into force immediately.