



Election regulations for the Norwegian School of Economics (NHH)

Adopted by the Board on 9 September 2009 with amendments adopted by the Board on 17 April 2015, 3 May 2017, 14 September 2017, 10 March 2021, and 22 October 2024.

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CHAPTER 1 GENERAL PROVISIONS

Section 1 The scope of the regulations

These regulations apply to the election of members and deputy members to the Board of Directors of the Norwegian School of Economics (hereinafter referred to as the Board), as well as the head of teaching, the head of research and other members and deputy members to the department boards.

Section 2 Timing of elections

Elections take place in the spring semester with effect from 1 August of that year.

The election committees¹ set the dates for the elections within the framework set out in these regulations.

When elections take place in the same semester, election of members of the Board shall be held before other elections at the Norwegian School of Economics.

Section 3 Terms of office

The following are elected for a term of office of four years:

- a) Members of the Board elected by and from among the employees
- b) Deputy members of the Board elected by and from among the employees
- c) Head of teaching
- d) Head of research
- e) Members of the department boards elected by and from among the employees
- f) Deputy members of the department boards elected by and from among the employees

The following are elected for a term of office of one year:

- a) One member (if relevant) and two deputy members of the Board elected by and from among temporary employees in academic positions²
- b) One or two members and one or more deputy members of the department boards elected by and from among temporary employees in academic positions³
- c) Members and deputy members of the Board elected by and from among the students

The appointment of members and deputy members to the department boards by and from among the students takes place for one year at a time in accordance with the guidelines in Section 25, fifth paragraph.

No one can be re-elected as head of teaching, head of research, board member or department board member if the person in question will have held such office for a continuous period of eight years at the start of the new term of office.

If any one group does not have a sufficient number of Board/department board members in relation to the proportion stipulated for the group in question, nor any deputy members who can fill the offices, the Board/department boards can decide to hold supplementary elections.

Section 4 Voting rights of employees

¹ See Section 7

² See Section 19 second paragraph

³ See Section 24 first paragraph (e)

Employees who have taken up positions at the Norwegian School of Economics by the date of the election(s) at the latest are entitled to vote.

The following shall nevertheless not be entitled to vote:

- a) Persons in positions less than 50% of a full-time position
- b) Persons employed or hired for less than one year, unless they have been in continuous employment at the Norwegian School of Economics for at least one year at the time of the election.

Externally funded employees in temporary academic positions for whom the Norwegian School of Economics has employer responsibility shall be entitled to vote on equal terms with temporary employees if the Norwegian School of Economics is their permanent workplace and they otherwise meet the ordinary conditions for voting rights.

Externally funded permanent employees in temporary donation-funded positions have voting rights on equal terms with permanent employees. Employees on research leave retain their right to vote. Voting rights lapse for persons who have taken leave of absence to work in other positions. This will not apply, however, if they are employed in another position at the Norwegian School of Economics during their leave of absence and do not have the right to vote in the position in question.

No one can have more than one vote in an election. If a person is registered in more than one electoral roll, they shall only be allowed to cast one vote. The following order of priority applies: Employees in an academic position, technical or administrative position, student.

No one can have voting rights in more than one place. Employees have the right to vote at their primary workplace/department. Students affiliated to more than one department must decide during the registration of voters where they wish to exercise their right to vote.

The central election committee shall decide cases of doubt about voting rights and constituencies.

Section 5 Voting rights of students

Students who have paid their semester fees and registered at the Norwegian School of Economics for the spring semester within the deadline stipulated by the Office of Student and Academic Affairs have the right to vote in elections of student representatives. In connection with supplementary elections, the Board/department boards can stipulate other deadlines where appropriate.

The voting rights are limited in accordance with Section 4, fifth and sixth paragraphs.

Section 6 List of persons eligible to vote – complaints concerning the electoral roll

The Rector is the keeper of the electoral roll. The electoral roll shall be completed no later than six weeks before an election for employees and students. The electoral roll shall be made immediately available to all persons concerned.

Complaints about the electoral roll are decided by the central election committee.

Section 7 Election committees

The Board appoints the central election committee for the election of Board members and deputy members. The central election committee normally has five members, where each gender must be

represented by at least two members.⁴

Each department board shall appoint an election committee for the election of the head of teaching, head of research, and members and deputy members of the department boards. These election committees normally have three members, of which both genders must be represented.

The Board/department boards appoint the chair and deputy chair of the election committee.

If a member of an election committee has been nominated for an office, the person in question shall withdraw from the election committee for the election concerned. The Rector/head of department shall appoint a new member for this election.

The election committees organise the elections and the preparations for elections. They shall also ensure that an election is not held before nominations have been received for at least as many persons as there are offices to fill, including deputy members.

The election committees form a quorum when more than half the members are present. Decisions are made by simple majority. In the event of a tied vote, the chair has the casting vote. Members of the central election committee can bring decisions made by the election committee before the Board. Members of the departmental election committees can bring decisions made by their election committee before the central election committee.

The central election committee can be delegated authority to make decisions in matters that are the business of the Board pursuant to these regulations.

The Rector appoints the secretary of the central election committee. The departments shall appoint the secretaries of their respective election committees. The secretary of the central election committee shall assist the departmental election committees.

Section 8 Announcement of deadlines

The deadlines for nominating candidates, giving notice of elections and holding elections shall be stipulated by the election committees and announced well in advance of elections.

The announcement shall also briefly describe the rules for nominations and the election procedure.

Section 9 Right to nominate⁵ and eligibility for election

All persons with a right to vote in the various elections have a right to nominate candidates.⁶

All persons entitled to vote in the respective elections are eligible for election. The Rector and employees who report directly to the Rector cannot serve as elected members of the Board.

Nominations for the offices of members and deputy members of the Board must be received by the central election committee no later than four weeks before the election.⁷

Nominations for the offices of head of teaching, head of research, members and deputy members of the department boards must be received by the departmental election committees no later than two weeks

⁴ Cf. the Equality and Anti-Discrimination Act Section 28.

⁵ The nomination deadlines in this provision relate to Section 16 second paragraph

⁶ See Sections 20, 21, 22 and 25.

⁷ For students, Section 22 applies.

before the election.

Nominations must be submitted in writing or by e-mail to the election committees. Nominations for offices must be signed by the nominator.

Nominations must be notified immediately. After the deadline for nominations, a complete list of the nominations received will be announced.

The Board/department boards can appoint a nomination committee to find candidates.

Section 10 Presentation of candidates

The candidates must be presented to the voters before the election. The election committees are responsible for ensuring that such presentations take place in a satisfactory manner well before the election.

Section 11 Form of election and procedure

The following elections shall take place:

- a) Members and deputy members of the Board elected by and from among employee groups
- b) Members and deputy members of the Board elected by and from among students
- c) Members and deputy members of the department boards by and from among employee groups
- d) Head of teaching at the departments
- e) Head of research at the departments

Members and deputy members of the Board/department boards elected by and from among employee groups are elected by preferential voting. Election committees can nonetheless decide to hold elections by simple majority vote, if that is deemed to be more appropriate. Elections are normally held electronically, but the election committees can decide that the election shall be held at an election meeting within each group.

The election of student members and deputy members of the Board⁸ takes place by ballot vote and/or electronic election as a simple majority vote.

The elections of the head of teaching and head of research normally take place by simple majority vote. The election committees can nonetheless decide to hold election by preferential voting if that is deemed to be more appropriate. Elections are normally held electronically, but the election committees can decide that the election shall be held at an election meeting.

For departmental elections, the elections of head of teaching, head of research and other elections can be carried out using a ballot paper where those entitled to vote can choose to vote for the nominees or submit a blank vote. The department's election committee can decide to use this simplified voting procedure when:

- a) the appointed nomination committee presents a unanimous nomination
- b) no candidates other than those nominated by the nomination committee have been nominated by the deadline in Section 9 fourth paragraph
- c) the number of candidates nominated equals the number of candidates to be elected.

⁸ For the appointment or election of student members to the department boards, see Section 25 fifth paragraph.

Section 12 Requirements for an election to be valid

For an election to be valid, at least 50% of the employees entitled to vote must have voted.⁹ Blank ballot papers may be submitted. Blank and invalid votes are counted as votes cast in this context.

If an election is invalid (see the first paragraph), this must be announced by the election committee and a new election held.

Section 13 Electronic elections – notice and organisation

Notification of an electronic election is sent to each person entitled to vote with ten days' notice.

Candidates are presented by name and affiliation in the notice.

Several election committee members shall be present when data are retrieved after voting has taken place for processing in a vote counting program. Test counting of a dataset with a known result shall be carried out before the votes are counted.

By a simple majority vote, a candidate who has received more than half the votes cast after the first round will be elected.

If no candidate receives more than half the votes in the first round, a new election round is held between the two candidates who received the highest number of votes in the first round. The result of the first election round shall be announced immediately. A new election round shall be held in accordance with the provisions of this section. The election committee determines the time of the election and gives notice of the election.¹⁰

The procedure for preferential voting is described in more detailed provisions, see Appendix 1 'Provisions concerning the procedure for preferential voting'. As a rule, the election outcome of preferential voting elections is determined using a computer program in accordance with supplementary rules stipulated by the Board.

Section 14 Election meeting – notice and organisation

If the election is to take place at a meeting, the election committee must send a notice of meeting with at least ten days' notice.

Notification of absence must be given as soon as it becomes clear that a member cannot attend. If a member who has given notification of absence nevertheless attends the meeting, they will still be entitled to vote.

If an election by majority vote is held as an election meeting, voters enter the name of the candidate they wish to vote for. The person who receives more than half the votes cast is elected. If no one wins such a majority in the first election round, a new vote is held. If no one wins such a majority in this election round either, a third vote is held. In this vote, only the two candidates who received the most votes in the second round participate. If one candidate has received the highest number of votes and several candidates have come in equal second place, they shall all participate in this vote. The candidate who receives the highest number of votes in this vote is elected.

⁹ For students, Section 23 applies.

¹⁰ See Sections 13 first paragraph and 14 first paragraph.

If two candidates receive the highest number of votes, a vote shall be held in which only they participate. In the event of a tied vote in the final round, the election shall be decided by tossing a coin.

Deputy members are elected in an election by majority vote where they are all elected at the same time. The candidates who receive the most votes are elected. In the event of a tied vote, the election shall be decided by tossing a coin. The deputy members are ranked in accordance with the votes received.

The procedure for preferential voting is described in more detailed provisions, see Appendix 1 'Provisions concerning the procedure for preferential voting'.

Advance votes can be submitted in elections of members and deputy members of the Board, head of teaching and head of research as well as members and deputy members of department boards when such elections are held by preferential voting. Advance votes must be received by the election committees by the deadline they set in the notice. If a person who has given notification of absence nevertheless attends the election, the advance vote shall be withdrawn and they will cast an ordinary vote. When an advance vote is submitted, the ballot paper shall be submitted to the election committees in a sealed envelope. Each envelope is placed in an outer envelope marked with the voter's name and position. Envelopes containing advance votes are placed together with the ballot papers cast by the attending voters and counted at the same time.

A person who is refused the right to vote shall nevertheless be allowed to submit a ballot paper. Such ballot papers are not placed in the ballot box, but in a special sealed envelope marked with the voter's name and address. The ballot paper shall be stored securely in the event of an appeal being filed.

Section 15 Gender imbalance after counting of votes

If the counting of votes shows that one gender will not be represented in accordance with the gender distribution requirements¹¹ pursuant to these regulations, the lowest ranked person or persons from the overrepresented gender shall be replaced by the highest ranked person or persons from the under-represented gender. For simple majority votes in accordance with the number of votes, and for preferential votes in accordance with more detailed provisions concerning the counting method,¹²

Section 16 Employees' duty to accept office

Employees are obliged to accept office. Employees who are elected to offices under these regulations have a duty to accept the office.

A person who has held an office is entitled to exemption from re-election for a period of time corresponding to the time they held the office. A deputy member who has acted as a member for at least half a term of office can demand exemption from election as a member for the following term of office.

Persons who are nominated for election pursuant to these regulations and who are entitled to demand exemption, must give written notice of this to the election committee no later than one week after being notified of the nomination.

Upon application, the election committees can grant exemption from election to an office that the holder cannot fill without disproportionate difficulty or inconvenience. Persons employed in part-time positions can also be exempt if the office would make it unreasonably burdensome or difficult for them to perform their duties.

¹¹ See Sections 20, 21 and 25.

¹² See 'Provisions concerning the procedure for preferential voting', Section 8 (Appendix 1)

Section 17 Students' duty to accept office

If students nominated for election refuse to accept election, they must give notice no later than one week after being notified of the nomination.

Students who accept office pursuant to these regulations are obliged to fill the office for the duration of the term of office as long as they are eligible for election.

Section 18 Election records

Outcomes of elections held pursuant to these regulations shall be entered in special election records to be signed by the election committees. Notification of the outcome of the election shall be submitted to the Rector and announced immediately.

CHAPTER 2 SPECIAL RULES FOR THE ELECTION OF THE BOARD OF THE NORWEGIAN SCHOOL OF ECONOMICS

Section 19 The composition of the Board

The Board of the Norwegian School of Economics consists of four members elected by and from among employees in academic positions, one member elected by and from among technical and administrative employees, two members elected by and from among students and four external members.¹³

If temporary employees in academic positions make up more than 25%¹⁴ of all the school's employees in academic positions, they shall comprise a separate electoral group that shall elect, by separate election, one of the four board members representing employees in academic positions from among their group.

If a member is absent, a deputy member from their electoral group shall be invited to attend.

Section 20 Election of members of the Board by and from among employees in academic positions

All employees in academic positions who have a right to vote pursuant to Section 4 are entitled to vote in the election.

Four unranked members and five deputy members in ranked order shall be elected. Both genders shall be represented among the elected members, and there must be at least two deputy members of each gender.¹⁵

If temporary employees in academic positions are entitled to a separate representative on the Board pursuant to Section 19, separate elections shall be held for the two groups of employees in academic positions. In such case, the two groups (permanent and temporary employees) shall elect three unranked members and four ranked deputy members, and one member and two ranked deputy members, respectively.

Both genders shall be represented among the members elected by permanent employees. Both genders shall, as far as possible, be represented among the deputy members elected by permanent employees

¹³ The Ministry of Education and Research appoints the external board members based on nominations submitted by the Norwegian School of Economics, and appoints one of them as chair of the Board, cf. the Act relating to Universities and University Colleges Sections 4-3 first paragraph and 4-4 fourth paragraph.

¹⁴ The calculation is based on the electoral roll, cf. Section 6.

¹⁵ Cf. the Equality and Anti-Discrimination Act Section 28.

and among the deputy members elected by temporary employees.

Section 21 Election of members of the Board by and from among technical and administrative employees

All employees in technical and administrative positions who have a right to vote pursuant to Section 4 are entitled to vote in the election.

One member and two deputy members in ranked order shall be elected. Both genders shall if possible be represented among the deputy members elected.

Section 22 Election of members of the Board by and from among the students

Student members and deputy members of the Board are elected by ballot vote and/or electronic ballot in the spring semester each year.

The election date and deadline for nominations are set by the Executive Board of the Student Association and announced by the end of March. The announcement shall also briefly describe the rules concerning nominations and the election procedure.

Nominations of members and deputy members by and from among the students must be received by the Executive Board of the Student Association no later than two weeks before the election. Nominations must be submitted in writing or by e-mail to the Executive Board of the Student Association and be confirmed by the nominator. Students can themselves launch their candidature as student members of the Board on the day of the election.

Nominations must be notified immediately. After the deadline for nominations, a complete list of the nominations received will be announced.

Section 23 Student elections

The Executive Board of the Student Association decides when notice of the election will be given and when the election will be held.

Two members in unranked order and at least as many deputy members in ranked order shall be elected. Both genders shall be represented among the members and deputy members. Election is by a simple majority vote. In the event of a tied vote, another election shall be held between only the tied candidates. The central election committee, in consultation with the Executive Board of the Student Association, stipulates the detailed rules for the election.

CHAPTER 3 SPECIAL RULES FOR ELECTION TO DEPARTMENT BOARDS

Section 24 The composition of department boards

The department boards shall have between eight and eleven¹⁶ members, and their composition¹⁷ will be as follows:

- a) Head of department

¹⁶ If a board has an even number of members, the chair shall have the casting vote.

¹⁷ The number of board members must be clarified before the election.

- b) Head of teaching
- c) Head of research
- d) One to three representatives of permanent employees in academic positions
- e) One or two representatives of temporary employees in academic positions. If two representatives are elected, PhD candidates shall constitute one electoral group and other temporary employees in academic positions shall constitute another electoral group.
- f) One representative of technical and administrative employees¹⁸
- g) Two student representatives

In addition, one or more deputy members can be elected for the groups listed under d), e) and f). A deputy member can be a personal deputy for a member of the department board.¹⁹

The department board forms a quorum when more than half the members, including the head or deputy head of department, are present and vote.

The board of the department can appoint the department's head of administration as secretary to the board.²⁰

The department boards can grant other persons, including employees in adjunct positions, access to the board meetings with the right to speak and make nominations.

Section 25 Voting rights, nomination rights and eligibility for election

All employees in the respective departments have the right to vote in elections of the head of teaching and head of research pursuant to Section 4. All employees who have the right to vote have the right to nominate candidates. In elections of head of teaching and head of research, votes from temporary employees in academic positions shall weigh 25%.

Permanent employees in academic positions with the right to vote are eligible for election to the offices of head of teaching, head of research and representatives of the permanent employees in academic positions.

Only permanent employees in academic positions have the right to vote in elections for representatives of this group.

When electing representatives of temporary employees in academic positions, employees in this group are entitled to vote in accordance with the requirements in the first paragraph. If this group is to elect two representatives, each employee in the group has the right to vote and nominate candidates in their electoral group described in Section 24.²¹

The Student Association at NHH (NHHS), represented by the Executive Board, is responsible for the appointment or election of student representatives. Appointments are subject to the deadlines set out in Section 2.

Gender distribution requirements²² shall be practised in accordance with the principles described in Sections 20 and 21 as far as possible.

¹⁸ The department's head of administration is eligible for office.

¹⁹ This provision requires that the member and deputy member of the department board be elected as a team.

²⁰ This provision requires that the member and deputy member of the department board be elected as a team.

²¹ See Section 24 first paragraph (e).

²² Cf. the Equality and Anti-Discrimination Act Section 28.

CHAPTER 4 COMPLAINTS – RESIGNATION BEFORE THE EXPIRY OF THE TERM OF OFFICE

Section 26 Complaints

Everyone who has the right to vote in an election can file a complaint concerning errors in the election. A person who is refused the right to vote can appeal against this decision.

The complaint must be received by the election committees no more than eight days after the election result is declared.

The election committees can decide that the votes be recounted if that will be sufficient to rectify any errors. If that is not the case, the election committees shall make a statement about the complaint and forward it to the Rector immediately.

If the Rector concludes that an error had a material effect on the election, the Rector can decide that a new election should be held. The new election shall be held as soon as possible.

Section 27 Resignation during the term of office

A person who leaves their job or studies at the Norwegian School of Economics, resigns from the Board/department board from the time they leave. Holders of offices shall cease to hold office when they are no longer eligible for election.

Persons on leaves of absence shall not hold office during the period of leave. In the event of a leave of absence for research purposes, the board member assesses their need to resign from office.

In such cases, a deputy member is promoted to board member, or becomes a member for the duration of the leave of absence.

If the head of teaching or head of research leaves more than six months before the end of their term of office, a new election is held for the remaining period. If they leave less than six months before the end of their term of office, the department board shall appoint a new head of teaching or head of research from among the permanent employees in academic positions.

Upon application, the board/department board may exempt a member from the remainder of their term of office when compelling work or welfare reasons so indicate.

CHAPTER 5 SUPPLEMENTARY RULES – ENTRY INTO FORCE

Section 28 Supplementary rules

The Board can issue more detailed provisions supplementing and implementing these regulations.

Section 29 Entry into force

These regulations with amendments shall enter into force immediately, and previous versions shall be repealed with effect from the same date.

Appendix 1 – Provisions concerning the procedure for preferential voting

The following procedure applies to preferential voting:

1. The election committee prepares ballot papers to ensure that the voters' preferences are expressed in the best possible manner. Only these ballot papers can be used during elections.
2. The ballot paper shall contain a list of all the nominated candidates in alphabetical order and a voting field where candidates are ranked from 1 (highest ranking) to n, where n equals the number of candidates nominated. The voters vote by writing the candidates' names or candidate numbers in the voting field to rank them. It is up to the voter how many candidates they wish to rank. See also Section 4.
3. If a voter repeats a candidate, the first entry shall apply. The repetitions will be disregarded. The same applies if a voter has entered other numbers or names than those found on the ballot paper. Those ranked below will then be moved up. The same applies if there are blank voting fields. If a voter has entered more than one number or name in one voting field, they will be ranked from left to right. Those ranked below will then be moved down. Ballot papers that are otherwise not in compliance with this will be rejected.
4. If a voter has not ranked all the candidates, cf. Section 2, the voter will be deemed to be indifferent in relation to the unranked candidates. When the votes are counted, the ballot paper will be completed to ensure that all possible orders of the unranked candidates are given equal weight.

Example: If there are three unranked candidates A, B and C, this will count as six ballot papers finishing ABC, ACB, BAC, BCA, CAB, CBA, and each ballot paper will be weighted 1/6.

5. The count takes place by repeated provisional ranking, in which the candidate ranked last will be eliminated after each ranking. The final ranking of candidates is thereby done from the bottom up. After each elimination, each ballot paper is modified by moving the candidates ranked below the eliminated candidate one place up on the ranking. In each provisional ranking, each ballot paper will thus contain a complete ranking of the candidates that are still included in the count.
6. A provisional ranking consists of the calculation of a 'tax rate' for each candidate that reflects the number of votes the candidate needs to avoid elimination at this stage of the elimination process. Each voter pays 'tax' to each candidate in turn in the order in which they are listed on the voter's ballot paper.

Example: A voter ranks four candidates in the following order: 1:A, 2:B, 3:C, 4:D. Their tax rates are 40%, 20%, 100% and 50%, so that B does not need much from each voter to avoid elimination, while C needs all the available votes. Each voter has one vote, which is allocated as follows: to A $1.00 \times 0.40 = 0.40$ votes, to B $(1.00 - 0.40) \times 0.20 = 0.12$ votes, to C $(1.00 - 0.40 - 0.12) \times 1.00 = 0.48$ votes; to D $(1.00 - 0.40 - 0.12 - 0.48) \times 0.50 = 0.00$ votes.

There will normally be exactly one candidate with a tax rate of 100%, and this candidate is eliminated (C in the example). Only in extremely rare cases will there be more than one candidate with a tax rate of 100%. Should such a situation arise, one of them will be eliminated by drawing lots.

The tax rates are such that each candidate will be given a number of votes equal to the number of voters divided by the number of remaining candidates. This requirement means that the tax rates are determined in an unambiguous manner. In principle, the tax rates can be arrived at as a market adaptation in the following manner: All candidates start at 100%. Candidates who thereby have above-average tax revenues will reduce their taxes so much that the tax revenues will be reduced to the average, i.e. to the number of voters divided by the number of remaining candidates. By means of repeated tax reductions, the tax rates will approach the values that would give all the candidates the same number of votes, but it is enough to make reductions until exactly one candidate is left with 100% and eliminate this candidate.

A computer program will carry out the count by simulating this market mechanism.

7. Provisional counts and elimination rounds must be carried out until the exact number of candidates that are to be elected remain. The remaining candidates will then have been elected, provided that the gender distribution required by the regulations has been achieved. The count can nevertheless continue based on the same principle of provisional extra rankings and extra eliminations in order to rank the elected candidates.

In the event of a tied vote, the election shall be decided by tossing a coin.

8. If the gender distribution required by the regulations has not been achieved, the count must continue with provisional extra rankings and extra eliminations until the exact number of candidates has been eliminated from among candidates who would otherwise have been elected for the gender quota rule to be satisfied when the candidates thus eliminated are replaced by candidates of the under-represented gender.

An extra election is then held pursuant to the rules in Sections 5–7 with the following changes:

- 8.1. The candidates comprise all candidates of the under-represented gender who have not already been elected, regardless of when they were eliminated in the original counting process.
 - 8.2. Each voter will have the number of votes remaining after the voter has been taxed in the last extra ranking of the candidates who remain after the last extra elimination. This ensures that voters who lose a representative due to the gender quota rules are given correspondingly greater influence over which candidate of the opposite gender should replace them.
9. The necessary number of deputy representatives are appointed in sequence after those who were elected representatives in the ranking that was carried out.