

**Electoral Regulation for Director of the
National School of Public Health of NOVA University of Lisbon**

(Approved at the meeting on June 19th, 2019)

The School Council of the National School of Public Health of NOVA University of Lisbon, under the terms and for the purpose of item d) Article 42 of the National School of Public Health Statutes, and item b) No. 1 of Article 8 of the National School of Public Health Statutes, approves the Electoral Regulation for Director of the National School of Public Health.

Article No. 1

Electoral Process

The election for the position of Director at the National School of Public Health shall be scheduled by the School Council.

Article No. 2

Electoral Commission

1. The electoral process shall be conducted by an electoral commission presided by the President of the School Council and composed of two other Council members selected by the President among the members of this body.
2. The election date for the position of the Director shall be set by the School Council at least three weeks in advance, by means of a Notice that shall set the deadline to submit the applications, which can not be less than two weeks, providing adequate dissemination.

Article No. 3

Candidacies

1. To be eligible, candidates have to fulfill the requirements and satisfy the conditions laid down in the 3rd item of the Article 9 from the Statutes of the National School of Public Health.
2. Applications should be submitted by email to sec.ce@ensp.unl.pt, until 6 pm, respecting the electoral calendar.
3. To formalize the application, a letter shall be addressed to the President of the Electoral Commission, accompanied by an action program and the *curriculum vitae* properly documented, both in digital format.

Article No. 4

Acceptance of applications

1. It is the Electoral Commission's responsibility to verify the fulfillment of the eligibility conditions and the application requirements.
2. Candidates who do not meet the requirements set forth in these Regulation, Notice and Statutes shall be rejected. Within 48 hours after the communication of decisions, the candidates have the right to contest a rejection decision to the plenary of the School Council that should reach a decision in a period of 72 hours.
3. The electoral commission will publicize the applications accepted on the National School of Public Health's webpage.

Article No. 5

Presentation of applications

1. The electoral commission will set the days and hours in which the candidates must publicly present their application in front of the School Council.
2. Equal time and conditions, previously defined by the Electoral Commission, will be provided to all candidates for the public presentations of the applications.
3. At the end of each presentation, the members of the Council can ask questions and request for clarifications, engaging the candidates in further discussions.
4. The School Council may invite the candidates to discuss their application in the presence of an audience.

Article No. 6

Election

1. The election of the Director requires the vote of the School Council members present by secret ballot.
2. In a first round, a candidate will be elected if he receives the absolute majority of the votes, based on the total number of Council members in full exercise of functions.
3. In case no candidate obtains the absolute majority, the second round takes place between the two most voted candidates, electing the one with higher number of votes.

Article No. 7

Minutes

1. After electing the candidate, the Electoral Commission shall prepare the minutes, dated and signed by the members, which should include the name of the candidates, the voting results, and any other incident that may have occurred during the election procedure.
2. Once the Minutes are approved by the School Council, the election results will be published at the National School of Public Health and communicated to the Dean of the NOVA University of Lisbon.