



CNSU ELECTIONS – MAY 14-15, 2025 ELECTORAL PROCEDURES – VOTING INSTRUCTIONS

Access to the polling station is permitted to voters listed on the register of that station, who will be identified by presenting their university card or other appropriate identification document with a photograph. The President will verify that the voter's name is included in the register of voters and will ensure that the voter signs in the appropriate space.

If a student comes to the polling station claiming to meet the requirements to vote, but their name is not on the register, the President must contact the Electoral Office before allowing the student to vote, in order to verify their voting status.

N.B.: Students may only vote at the polling station assigned to them. Postgraduate students and PhD students, however, may vote at polling stations other than those to which they belong, provided they notify the Electoral Office in advance so their voting status can be verified.

Postgraduate students and PhD students may also vote at universities other than the one in which they are enrolled; in such cases, the voter must certify their enrollment status, including by self-declaration (a form is available at the polling station).

After the voter signs the register, the President will hand them a ballot paper—open, so both parties can verify it bears no marks or writing which could invalidate it. The President will hand them a voting pencil.

Once the voter has received the ballot and the pencil, they must go to the voting booth and **cast their vote by marking the symbol and/or name of their chosen list. A preferential vote is cast by writing the name or pseudonym of the preferred candidate—who must be on the same list—on the designated line next to the list.**

Postgraduate students and PhD students vote by marking the box next to the name of their chosen candidate.

After voting, the voter must fold the ballot along the pre-existing folds. They then exit the booth and return the ballot and pencil to the President. The President places the ballot in the designated ballot box.

If a physically impaired voter or someone with an evident disability arrives, the President may authorize another voter from the same polling station to act as an assistant and record this in the minutes. No voter may act as an assistant for more than one disabled person.

If the voter finds the ballot paper to be damaged, they may request another one from the President by returning the damaged one. However, a third ballot cannot be issued if the voter was responsible for the damage.

If a voter intentionally delays the voting process, the President, having assessed the intent behind the delay, may order the expulsion of the voter. The voter must return the ballot, which will be voided and placed in a special envelope. This is recorded in the minutes, and the voter may be readmitted to vote only after all others in the room have voted.

Bergamo, May 13th 2025

Electoral Office