

**Election Procedure
for Youth Parliament elections
for the City of Monheim am Rhein**

The City Council of Monheim am Rhein adopted the following Election Procedure at its meeting on March 20, 2019:

Article 1

Scope of application/remit

- (1) The electoral catchment area is the territory of the City of Monheim am Rhein.
- (2) The preparation and execution of the election is in the remit of the City Mayor (Department 51, Children, Youth and Families)

Article 2

Electoral bodies

The electoral bodies are:

- Head of the Youth Welfare Services as Election Officer
- the Electoral Committee

Article 3

Electoral Committee

- (1) The Electoral Committee is made up of the Election Officer or a substitute nominated by him or her, and four members appointed by the Youth Welfare Committee.
- (2) The Electoral Committee decides on the admissibility of candidates for election up to the 30th day prior to the election. The Electoral Committee takes note of the result of the election.

Article 4

Entitlement to vote

All children and adolescents

- aged at least thirteen and younger than twenty and
 - registered as a resident (main residence in case of multiple residences) of Monheim am Rhein
- on the first day of voting are entitled to vote in the election.

Article 5

Eligibility

Anyone with voting entitlement is eligible to stand for election.

Article 6

Act of election

- (1) The Election Officer sets the day or days for the election.

(2) Polling stations are the respective secondary and vocational schools plus open youth institutions. The Election Officer can also establish further polling stations. The head teachers of the secondary and vocational schools are asked to keep the polling stations open for the election during school hours.

Article 7

Nominations for election

(1) The Election Officer invites nominations by public invitation after the announcement of the election date. Notice of candidacy may be given only by individual voters on their own behalf.

(2) Any person with entitlement to vote in the election may stand as a candidate, provided he or she has given their written consent.

(3) Notice of candidacy must contain the first and family names, nationality, date of birth, and address of main residence of the candidate.

(4) Notice of candidacy may be submitted to the Election Officer up to the 34th day prior to the election. The Election Officer reviews the applications and presents them to the Electoral Committee for a decision (Article 3). The admissible applications are announced with the details mentioned in Paragraph 3 except for the day and month of birth.

Article 8

Ballot papers

Candidates' names, given names and age are printed on the ballot papers. Candidates are listed in alphabetical order on the ballot paper.

Article 9

Electoral register

A central register of individuals entitled to vote in the territory of Monheim am Rhein is kept in each polling station.

Article 10

Conduct of the election

(1) Each voter is entitled to one vote. Voters cast their votes in secret. Voters may only cast their vote in person. Voters must show proof of identity in the presence of the Executive Team by means of their official identity card and/or student's pass plus their election information notice.

(2) Voters cast their vote by placing a cross or other sign on the ballot paper to indicate clearly their candidate of choice.

(3) The Election Officer establishes an Executive Team at each polling station including a Substitute Executive Team. The Executive Team consists of three persons in a secondary or vocational school: either the Executive Team is made up of one teacher and two representatives of the students' union from the respective school, or it is made up of three appropriate individuals appointed by the Election Officer. The Executive Team in municipal youth institutions consists of an educational staff member and two representatives appointed by the Election Officer. The Executive Team is responsible for the proper conduct of the

election. When voting closes, the Executive Team hands over the ballot box to the Election Officer for counting.

Article 11

Returning the election result and distribution of seats

(1) Immediately after the election, following completion of the review of all documents by the Election Officer, the Electoral Committee records the election result and distribution of seats.

(2) The Election Officer announces the result without delay in the usual manner for the locality, informs the elected candidates in writing and invites them to respond within a week, saying whether they accept their election.

(3) In case a replacement is needed, for example due to a candidate declining the election, illness or change of address to another local authority, the candidate with the next highest number of votes steps up.

Article 12

Electoral scrutiny

(1) Should any objections be raised in respect of the validity of the election, the Youth Welfare Committee makes a decision on the objection. No ex officio scrutiny takes place.

(2) An objection may be raised with the Election Officer within one month after the announcement of the election result by anyone with entitlement to vote. The objection is debated for a decision at the next Youth Welfare Committee meeting after the time limit for raising objections has passed.

(3) In case of doubt, the provisions of the currently valid version of the Municipal Elections Act (*Kommunalwahlgesetz*) in the version applicable from time to time shall be applied.

Article 13

Effective date

This Election Procedure takes effect on January 1, 2021. At the same time, the Election Procedure to the Youth Parliament of the City of Monheim am Rhein of June 6, 2010 cease to be effective.

Order of announcements

The present Election Procedure to the Youth Parliament of the City of Monheim am Rhein, approved by the City Council at its meeting of May 20, 2010, is hereby announced publicly.

Notice is given that any complaint against procedural or formal breaches of the provisions of the Municipal Code for the State of North Rhine Westphalia (GO-NRW) relating to these amendments will be subject to limitation to one year following the public announcement, unless

- a required approval has not been granted or a required notification has not been made,
 - the amendment was not announced to the public in the proper way,
 - the mayor had previously raised an objection to the Council resolution
- or

- the formal or procedural deficiency has previously been identified and a complaint made to the City, describing the infringed legal regulation and the fact giving rise to the deficiency.

Monheim am Rhein, on July 16, 2010

Signed

Date Daniel Zimmermann

Mayor