2026/09

Regulations for Riga Stradins University International Students' Association's Elections

The Regulations shall prescribe the procedure for undertaking the elections of the Riga Stradins University (hereinafter – RSU) International Students' Association (hereinafter – ISA). It shall present the eligibility criteria for candidates, procedures for normal and special circumstances, voting and selection procedures, and removal of board members.

1. Eligibility Criteria

1.1. The members of the RSU Student Union Executive Board (hereinafter – RSU SU) cannot be a part of the RSU ISA Executive Board.

1.2. RSU SU Council members cannot be part of the RSU ISA Executive Board.

1.3. The RSU ISA Executive Board can only consist of students under the responsibility of the International Student Department and exchange students under the responsibility of the Erasmus office, with an active student status during the term of office.

1.4. Candidates applying for the positions of President or Vice President must have previously served as a member of the ISA Board for a minimum duration of one academic year.

2. Procedure

2.1. Each position in the Executive Board is elected annually in between the 2nd and 4th week of October.

2.2. The elections are open to attendance by all RSU students, with necessary publications starting no later than 2 weeks before the date of the elections.

2.3. Interested individuals must submit a motivation letter, a CV, and a position-specific plan through the relevant forms of communication for the election.

2.3.1. The position-specific plan shall outline the candidate's understanding of the role, proposed goals, intended methods of implementation and ability to represent international medical and dentistry students.

2.4. All candidates must arrange a meeting with the current ISA Board member in charge of the position they are applying for, no later than two weeks before the deadline for submission of candidacy, to gain a comprehensive understanding of the duties, responsibilities and functioning of the ISA Board.

2.5. Candidates are strongly advised to attend a minimum of two events or meetings organized by the department relevant to the position they are applying for, to ensure familiarity with its operations and overall responsibilities of the specific department.

2.6. During the annual elections, the officers shall be elected in the following order: the President, the Vice President, the Head of Academic Affairs, the Head of Integration and Sports, the Treasurer, the Medical Science Director, the Liaison Officer, the Public Relations Officer, the Internal Collaborations & Human Resources Officer, the Assistant to the Head of Academic Affairs, the Assistant to the Head of Medical Science, and the Assistant to the Head of Integration and Sports.

2.7. All eligible candidates shall be presented to the student body in a standardized format before voting takes place.

2.7.1. The publication shall include, where applicable, the candidate's name, position applied for, CV, motivation letter, position-specific plan, and answers to standardized candidate questions.

2.8. All eligible candidates shall have the opportunity to participate in speeches or candidate questioning.

2.8.1. Candidates applying for the same position shall be given equal time and shall answer common standardized questions.

2.8.2. Where possible, speeches and candidate questioning shall be recorded and made available to students before voting.

2.9. Voting shall be conducted via secret ballot, with the votes being counted by an Election Committee, which operates independently.

2.9.1. The Election Committee shall consist of at least three RSU students appointed by mutual agreement of the current ISA Board, either internally or following an open call to RSU students. Members must not be candidates for any electable ISA position during that election cycle and must have no conflict of interest.

2.9.1.1 For the purpose of Section 2.9.1., a conflict of interest shall mean any personal, organizational or financial interest including a close personal relationship with a candidate that could reasonably be considered to compromise a member's impartiality in the electoral process. Mere acquaintance, ordinary relations within the university or previous cooperation with a candidate shall not, by themselves, constitute a conflict of interest.

2.9.2. Members of the Election Committee may not simultaneously serve on the Election Selection Panel.

2.9.2. The options present for voting are abstain, against, or vote for.

2.9.3. Voting shall be conducted in an online format.

2.10. The officers shall be elected through a two-stage election and competency-based selection procedure consisting of a student vote and an Election Panel Evaluation.

2.10.1 All eligible candidates shall proceed to the online student vote after speeches and candidate question and answer session have been completed.

2.10.2 All candidates shall also be evaluated by the Election Selection Panel in accordance with the standardized scoring rubric set out in Section 2.12.

2.11. The Election Selection Panel shall consist of three voting members: one current ISA Board member who is not a candidate in the election, one former ISA Board member, and one representative either from the RSU SU or SU Council.

2.11.1. The current ISA Board members shall be selected by mutual agreement of the current ISA Board, provided that they are not candidates in the election and have no conflict of interest.

2.11.2. The former ISA Board members shall be selected through an open nomination or invitation process and approved by the current ISA Board.

2.11.3. The representative from the RSU SU or SU Council shall be appointed to the Election Selection Panel through an open invitation process.

2.11.4. If the Election Panel cannot be formed in accordance with the above conditions, it may operate with former or current active ISA members with relevant ISA experience, provided that they are not candidates in the election and are approved by mutual agreement of the current ISA Board.

2.12. Panel members must declare any actual or perceived conflict of interest before evaluating candidates.

2.13. The Election Selection Panel shall evaluate shortlisted candidates using a standardized scoring rubric.

Criterion	**Maximum Score**
Understanding of the role	5
Feasibility of position-specific plan	5
Relevant experience and preparation	5
Leadership and professionalism	5
Communication and teamwork	5
Ability to represent international medical and dentistry students including experience in ISA societies and student representation	5

Total maximum score: 30 points.

2.13.1. The final result shall be determined by a combined score consisting of the student vote and the Election Selection Panel score.

2.13.2. The student vote shall account for 70% of the result, and the Election Selection Panel score shall account for 30% of the result.

2.13.3. The candidate with the highest combined final score shall be deemed elected.

2.14. Following the completion of the election process, ISA shall publish the final elected candidates and the final results.

2.15.1. Individual Panel scores and internal deliberations shall remain confidential.

2.16. A runoff election may be held where there is a tie affecting the shortlist, the Election Selection Panel cannot reach a valid decision, or procedural irregularities affect the fairness of the election.

2.17. In the event of inability to recruit members to fill the positions of the organisation, the President may appoint interim officers from outside the international student community at RSU.

2.18. If the organisation fails to appoint a President, the ISA Vice President shall assume office as interim President to fill the vacancy. Alternatively, upon agreement with the RSU SU, another appropriate representative may assume this interim role.

3. Re-elections

3.1. Re-elections must be held in the event that any officer of the Board, aside from the President, withdraws or is removed from the Board.

3.2. In the event of the President being removed or withdrawing from the Board, the Vice President shall assume the office in an interim capacity.

4. Recalling of Officers

4.1. A recall election will be held in the event that any Board member acts in distrust or against the objectives of the university, RSU SU, and RSU ISA.

4.2. A recall election is initiated on a petition signed by one-third of the Executive Board which is submitted during a regular meeting.

4.3. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the elections will be held and where they will be allowed to provide a defence.

4.4. The officer must receive more than one-third of the votes to remain in office.

President of the RSU ISA Board

Muskan Khan Shakur Khan Pathan

Vice President of the RSU ISA Board

Rita Policarpo