

SAFA

ELECTION GUIDE FOR THE ELECTION OF SAFA'S DELEGATES COUNCIL 2025

The election of the Delegates Council of the Finnish Association of Architects (SAFA) will be held **electronically from 28 April to 12 May 2025**. In the election, the ordinary members of the Association elect 28 members and the student members elect 3 student members to SAFA's Delegates Council for a three-year term. Student members form their own constituency.

This Election Guide provides instructions on how to nominate candidates and exercise the right to vote in the election. The Guide also explains how to calculate the result of the election. The forms needed for the nomination process are available on the SAFA website at safa.fi.

Right to vote and stand as a candidate

A member or student member of the Association is entitled to vote in the election if they have become a member or student member of the Association before the end of January 2025 and have not lost their membership rights after that date. They must also have paid to the Association, by the end of January of the election year 2025, the previous year's or older membership fees.

The right to vote can be checked in the electoral register, which is available for viewing at the office and on the website of the Finnish Association of Architects (SAFA) **from 7 to 14 February 2025**. The viewing and its date will also be announced in the Arkkitehti uutiset magazine and in the electronic member newsletter. You can also check your voting rights by calling the Association's office, tel. 040 678 3664.

Comments on the electoral register must be submitted to the Election Committee within one week of the end of the viewing period, i.e. comments must be received by **16.00 on 21 February 2025** at the latest. Written comments should be sent by email to anni.varis@safa.fi or to SAFA's office, Hämeentie 19 A, 00500 Helsinki, in an envelope bearing the reference "electoral register".

Candidates are nominated by constituency associations

Any member or student member of the Association who is entitled to vote is eligible to stand as a candidate. However, they cannot stand on their own, as candidates can only be nominated by constituency associations set up by members. Student members cannot stand for election in ordinary members' constituency associations, as they form their own constituency.

The nomination process involves at least six members or student members of the Association with voting rights nominating the persons they wish to stand as candidates by forming a constituency association and signing the list of candidates. A constituency association may nominate several candidates. The maximum number of candidates on each list of candidates is 28 in the ordinary members' constituency and 9 in the student members' constituency. A member or student member may only agree to stand as a candidate for one constituency association and sign only one list of candidates.

Candidate identification and consent

The list of candidates, which is also the agreement to set up the constituency association, must state the candidate's first and last names, membership number and place of residence. Those who set up the constituency association must ensure that the candidates agree to accept the position of member of the Delegates Council and, as a guarantee to this effect, the list of candidates must include the written consent of the candidates. Electronic signatures are also accepted. If necessary,

the consent can be attached to the list of candidates on a separate signature page. The templates for the list of candidates and separate signature pages can be printed from the SAFA website.

Election agents are representatives of constituency associations

A constituency association must be represented by an election agent who is a member or student member of the Association with voting rights. The election agent is the first person to sign the list of candidates.

Constituency associations can form electoral alliances

Constituency associations can form electoral alliances. They must conclude a written agreement signed by the election agents of the constituency associations. An electoral alliance must also have a single election agent, who may be the same as the agent of one of the constituency associations.

Submission of documents to the Election Committee

The documents concerning the lists of candidates and electoral alliances of the constituency associations must be submitted to the office of SAFA by **16.00 on 10 March 2025** at the latest. Signed documents can also be sent by email to anni.varis@safa.fi. It is recommended that documents are submitted well in advance of the deadline, so that any errors or omissions can be corrected in time.

Combined candidate lists are prepared by the Election Committee

The Election Committee checks the documents and accepts for inclusion in the combined candidate lists those lists and electoral alliances for which the documents have been correctly drawn up and submitted in time to the office of SAFA. The combined candidate lists for both ordinary members and student members will be published on the SAFA website on 14 April 2025 and in the 2/25 issue of the Arkkitehtiutiset magazine.

Presentation of candidates' objectives on the website

Each constituency association and electoral alliance will have the opportunity to present their objectives and candidates in the election-related section of the SAFA website.

Voting

The election will only be conducted electronically from 28 April to 12 May 2025. To vote, log in with your membership credentials on the SAFA website at safa.fi and follow the instructions. Instructions are available from the Association office during office hours.

Calculating the election result

The result of the election is calculated separately for the ordinary members' constituency and the student members' constituency. The candidates of each constituency association and electoral alliance are ranked according to the number of votes they receive. A lot is drawn between those with the same number of votes. The first-ranking candidate in the constituency is then given a reference figure equal to the total number of votes obtained by the constituency association or electoral alliance, the second a half of that number, the third a third, etc. Next, all candidates are ranked by the size of their reference figures. A lot is drawn between those with the same reference figure. Lastly, the 28 members and 3 student members with the highest reference figures are confirmed as elected to the Delegates Council.

The same order of precedence is used for the appointment of deputies to the Delegates Council from the unelected candidates of each constituency association and electoral alliance, in each constituency separately.

The Election Committee informs the election agents of the constituency associations and electoral alliances of the results of the election. The official results of the election will be published on the SAFA website and in the Arkkitehtiutiset magazine after the election result has been confirmed.

Election-related questions and enquiries

Questions and enquiries about the elections can be sent by email to anni.varis@safa.fi or by telephone to the SAFA office, tel. 040 678 3664.