

**Document elaborated by the
Division of staff representations
of the “Inspection du Travail et des Mines“**

**This document groups all the forms and templates
to be used in the
proportional voting system.** Vers.2013

Certain templates, such as the form for the counting, could partly filled in before the election day, this to help the electoral offices to progress quicker.

Table of contents

proportional voting system

- Announcement of elections for establishments with more than 100 wage earners P-01 (3)
- Electoral lists P-02 (1)
- Announcement about appealing against the electoral lists..... P-03 (1)
- List candidatures P-04 (2)
- Requesting the postal voting (FR)..... P-05 (1)
- Conformity letter for personal data protection (CNPD) (FR) P-06 (1)
- Requesting a list number P-07 (1)
- Announcement of candidatures P-08 (1)
- Poll paper..... P-09 (1)
- Counting template P-10 (1)
- Seat allocation calculation..... P-11 (2)
- Examples of seat allocation..... P-12 (4)
- Protocol for main electoral office..... P-13-1 (3)
- Protocol for supplemental electoral office MAKING the counting P-13-2 (3)
- Protocol for supplemental electoral office NOT making the counting P-13-3 (1)
- Announcement informing of the need of more candidatures P-14 (1)
- Protocol and Announcement of NON election (no candidatures)..... P-15 (1)
- Protocol for named delegates (NON election) P-16 (1)
- Announcement of NON elections (named delegates) P-17 (1)
- Results of the electoral process (announcement and communication to unions)..... P-18 (2)
- Office duties of the delegation (FR)..... P-19 (1)
- Notices to fill the forms P-00 (2)

(In brackets the number of pages of the documents)

Election notice

Name of establishment:.....¹
Address of establishment:.....
City:.....

Object: Staff delegations.

1. The staff is invited to elect by single vote the staff delegation for whole personnel of the company as by proportional voting system.

<p>Date of elections:</p> <p>The electors are going to vote:</p> <p>..... active delegates and</p> <p>..... substitute delegates.</p>
--

2. Are entitled to vote, all staff members, irrespective of their nationality, aged 18 years at least and bound to the company by an employment contract or apprenticeship contract and occupied in the company for at least six months on the election-day.
3. Are eligible as staff delegates, the personnel members fulfilling the following conditions:
 - ◆ be at least 18 years old, at the day of elections;
 - ◆ have been employed by the undertaking without interruption for the previous year at least, at the day of elections;
 - ◆ be either Luxembourg national, or a national of a member state of the Agreement on the European Economic Region, or national of a not member state of the Agreement on the European Economic Region holding a residence permit and thus an authorisation to exercise a job.
 - ◆ The Managing Director and the relative up to the 4th degree with him, the business managers, the directors and the heads of the personnel department cannot be elected as active or deputy members of staff delegations.

The alphabetic list (electoral list) of the personnel fulfilling the conditions of being electors or eligibles are at everybody's inspection disposal as of (date) on (location)².

Any complaints against these electoral lists must be presented in writing to the attention of the head of the establishment or his deputy from to inclusive.

4. The candidatures must be presented at the latest on at 6 PM to the head of establishment or his deputy.

Are valid the candidatures presented by:

- a) the nationally most representative trade unions such as described in article L.161-5 of the “Code du Travail”;
- b) trade unions justifying a representativity in an important defined economic sector such as described in article L.161-6 of the “Code du Travail”;
- c) trade unions as defined in article L.161-3 of the “Code du Travail”, provided such organisations represent an absolute majority of members of the outgoing delegation when nominations are made;
- d) one or more groups of the company's staff representing 5% at least of the actual headcount to represent without exceeding 100.

The presentation of candidatures is made under the form of lists. Each single candidature is considered to form a list of its own.

A signed declaration from the candidate(s) proving their acceptance of the candidature has to be joined to every single candidature. For minor candidates at the day of candidature declaration, the declaration has to be signed by one of his parents/his tutor.

Each list of candidates contains a designated mandatory chosen by the presenters of the list in order to deposit the list to the head of establishment or his deputy. The deposition can also be made by registered letter at least 2 days prior to the deadline of deposition of candidatures, attested by the postmark.

Each list must have a denomination; in case where several lists have the same denomination, the mandatory must proceed to the necessary distinction; otherwise the lists are designated by a common letter by the head of the establishment or his deputy.

The list indicates in alphabetic order the name, first name and profession of the candidates as well as the denomination of the union or the group of electors, presenting the list.

Nobody can be represented on more than one list, neither as candidate, nor as presenter, nor as mandatory. If identical declarations concerning the candidates of the lists are deposited, only the first one received in date is valid. If they have all been deposited the same day, none are valid.

No list may hold more candidates than there are in total active and deputy delegates to be elected.

The head of the establishment or his delegate will register the candidatures in the order of their presentation. He will refuse the registration of any candidature not complying to the above mentioned criteria's.

5. The name of the candidates as well as the instruction for voters will be available from to (date) at (location).

6. The vote takes place on from to at
..... (location)

In addition, the vote takes place on from to at
..... (location)³

.....

The head of establishment

(signature)

A request for postal voting authorisation has been introduced at the Ministry of Labour. Please contact the head of establishment or his deputy if you know that you will not be in the establishment on the poll day and if you would like to take part of postal voting⁴

For the organisation of the elections, the head of establishment has appointed
..... as his deputy⁴.

Posting of electoral list

Name of establishment:.....¹
Address of establishment:.....
City:.....

Object: Electoral lists for elections of staff delegates.

Alphabetic list of staff			
Name and First Name	Profession	Voter	Eligible
		5	5

NOTICE

Name of establishment:.....¹
Address of establishment:.....
City:.....

Objet: Staff delegations.

The complaints against the electoral lists published at (location)² for inspection by the electors must be brought **in writing** to the attention of the head of the establishment or his delegate between and included.

.....
Head of establishment
(signature)

For the elections of staff delegations, the head of establishment has nominated as a delegate.⁴

Nom de l'Établissement:¹
Adresse de l'Établissement:
Localité:

À

**Monsieur le Ministre du Travail
et de l'Emploi⁸
26, rue Sainte-Zithe
L-2763 Luxembourg**

Objet: Demande d'autorisation pour vote par correspondance.

Monsieur le Ministre,

Conformément à l'article L.413-1 (5) de la loi modifiée du 31 juillet 2006 portant introduction d'un code du Travail, je prends la respectueuse liberté de faire une demande d'autorisation de vote par correspondance, en vue les élections sociales du, pour le personnel de notre entreprise qui est absent à cette date.

Veillez agréer, Monsieur le Ministre, l'expression de mes sentiments les plus distingués.

....., le.....

chef d'établissement

M(me).....

(Signature)



....., le.....⁹

**Commission nationale pour la
protection des données
1, av. du Rock'n'Roll
L-4361 Esch-Sur-Alzette**

Engagement formel de conformité

Aux termes de l'article 13 paragraphe (4) de la loi modifiée du 2 août 2002 relative à la protection des personnes à l'égard du traitement des données à caractère personnel :

« Les traitements qui ont une même finalité, qui portent sur des catégories de données identiques et ont les mêmes destinataires ou catégories de destinataires peuvent faire l'objet d'une notification unique de la Commission nationale. Dans ce cas le responsable de chaque traitement adresse à la Commission nationale un engagement formel de conformité de celui-ci à la description figurant dans la notification » unique prévue par la Commission nationale.

Conformément à cette disposition légale, le « responsable du traitement » (l'entreprise, l'association, l'administration ou toute autre personne pour le compte de laquelle le traitement est mis en oeuvre)

.....
.....
.....⁹

- déclare par la présente que le traitement qu'il entend mettre en oeuvre a la même finalité, porte sur des catégories de données identiques et a les mêmes destinataires ou catégories de destinataires que celui qui a fait l'objet de la décision de notification unique prise par la Commission nationale pour la protection des données le 14 septembre 2007 (**délibération n°108/2007 - élections sociales**) pour les traitements de données à caractère personnel (y compris certaines catégories particulières de données visés à l'article 6 paragraphe (1)) opérés par les employeurs dans le cadre de l'organisation et du déroulement des élections des délégués du personnel, des délégations des jeunes travailleurs et des représentants du personnel dans les comités mixtes d'entreprise et les conseils d'administration des sociétés anonymes ;
- prend l'engagement formel que le traitement qu'il entend mettre en oeuvre est strictement conforme à la description figurant dans la décision unique précitée.

.....
.....⁹

Engagement formel de conformité pris en application de l'article 13 §4 de la loi modifiée du 2 août 2002

Copie de la présente pour information à l'ITM⁸

Nom de l'Établissement:¹
Adresse de l'Établissement:
Localité:

**A Monsieur le Directeur de l'
Inspection du Travail et de Mines
boîte poste 27
L-2010 Luxembourg**

Objet: Attribution de numéros d'ordre.

Monsieur,

Étant en présence d'une/de plusieurs liste(s) syndicale(s) ou groupement(s) de salariés, qui ne se sont pas vu attribuer un numéro d'ordre conformément aux dispositions de l'art. 11 bis du règlement grand-ducal du 13 juillet 1993 concernant l'attribution d'un numéro d'ordre unique pour les listes de candidats présentées par la même organisation professionnelle, le même syndicat ou groupe de salariés pour les élections des chambres professionnelles, des caisses de maladie et des délégations du personnel, nous vous demandons de bien vouloir nous communiquer, conformément à l'art. 10 par (2) dernier alinéa un numéro d'ordre pour la/les liste(s) avec la/les dénomination(s) suivantes:

Liste
Liste⁴
Liste
Liste
Liste

Merci d'avance

....., le.....

Le chef d'établissement/
le mandataire de la liste⁴

(signature)

Partie réservé à l'ITM

Numéro
Numéro
Numéro
Numéro
Numéro

Luxembourg, le.....

Robert Huberty

Directeur

Posting of candidatures

Object: Candidatures to elections for a principal staff delegation.

Name and number of the list <input type="checkbox"/>	Name and number of the list <input type="checkbox"/>	Name and number of the list <input type="checkbox"/>	Name and number of the list <input type="checkbox"/>
Cand. A-A	Cand. B-A	Cand. C-A	Cand. D-A
Cand. A-B	Cand. B-B	Cand. C-B	Cand. D-B
Cand. A-C	Cand. B-C	Cand. C-C	Cand. D-C
Cand. A-D	Cand. t B-D	Cand. t C-D	Cand. D-D
Cand. A-E	Cand. B-E	Cand. C-E	Cand. D-E
Cand. A-F	Cand. t B-F		Cand. D-F
Cand. A-G	Cand. B-G		Cand. D-G
Cand. A-H	Cand. B-H		Cand. D-H
Cand. A-I	Cand. B-I		Cand. D-I
Cand. t A-J	Cand. B-J		Cand. D-J
Cand. A-K	Cand. B-K		Cand. D-K
Cand. A-L			Cand. D-L
Cand. A-M			Cand. D-M
Cand. A-N			Cand. D-N
Cand. A-O			Cand. D-O
Cand. A-P			Cand. D-P
¹⁰			

Instructions to voters:

To be elected :¹¹ staff delegates and¹² substitutes.

The ballot is carried out under the proportional system.

Each voter has many votes as there are delegates and substitutes to be elected (in our case¹³ suffrages).

Each voter may allocate up to two suffrages to each candidate, up to the maximum of votes at his disposal.

The voter who darkens the circle above a list, votes for this list and thus allocates one suffrage to each candidate on this list.

Each cross (+ or x) made in a box next to the name of a candidates allocates a suffrage to this candidate (and t the list).

Each circle, even incompletely darkened or each cross, even uncompleted is a legal vote unless the intention to make the bulletin recognisable is obvious.

Each cross made elsewhere than in the foreseen box makes the bulletin void.

The voter must not make any inscriptions, signatures, signs or other scripts on the bulletin to make it recognisable.

The voter can give all the suffrages he has to one single list or to different lists, up to the number of suffrages he has at his disposal.

The closing of the electoral office will be on ato'clock¹⁴.

Poll bulletin

Elections for principal staff delegation

Name and number of the list



CANDIDAT A-A		
CANDIDAT A-B		
CANDIDAT A-C		
CANDIDAT A-D		
CANDIDAT A-E		
CANDIDAT A-F		
CANDIDAT A-G		
CANDIDAT A-H		
CANDIDAT A-I		
CANDIDAT A-J		
CANDIDAT A-K		
CANDIDAT A-L		
CANDIDAT A-M		
CANDIDAT A-N		
CANDIDAT A-O		
CANDIDAT A-P		
¹⁰		

Name and number of the list



CANDIDAT B-A		
CANDIDAT B-B		
CANDIDAT B-C		
CANDIDAT B-D		
CANDIDAT B-E		
CANDIDAT B-F		
CANDIDAT B-G		
CANDIDAT B-H		
CANDIDAT B-I		
CANDIDAT B-J		
CANDIDAT B-K		

Name and number of the list



CANDIDAT C-A		
CANDIDAT C-B		
CANDIDAT C-C		
CANDIDAT C-D		
CANDIDAT C-E		

Name and number of the list



CANDIDAT D-A		
CANDIDAT D-B		
CANDIDAT D-C		
CANDIDAT D-D		
CANDIDAT D-E		
CANDIDAT D-F		
CANDIDAT D-G		
CANDIDAT D-H		
CANDIDAT D-I		
CANDIDAT D-J		
CANDIDAT D-K		
CANDIDAT D-L		
CANDIDAT D-M		
CANDIDAT D-N		
CANDIDAT D-O		
CANDIDAT D-P		

To be elected:¹¹ effective delegates and¹² substitute delegates.

Counting Form¹⁵

List 16

LIST'S VOTES :	17		
	17		LS = ¹⁸
NAMES OF CANDIDATS	COUNTING	TOTAL OF INDIV. VOTES BY CANDIDATE = NS	TOTAL OF SUFFRAGES BY CANDIDATE : TC=LS+NS
CANDIDAT A	19	20	21
CANDIDAT B			
CANDIDAT C			
CANDIDAT D			
CANDIDAT E			
CANDIDAT F			
CANDIDAT G			
CANDIDAT H			
CANDIDAT I			
CANDIDAT J			
CANDIDAT K			
CANDIDAT L			
CANDIDAT M			
CANDIDAT N			
CANDIDAT O			
CANDIDAT P			
... ⁶			
GRAND TOTAL OF SUFFRAGES BY A LIST : (SUM OF ALL TC) GTS			22

Seats allocation²³:

Number of seats to allocated: (NSE)

Number of validly expressed suffrages: (VS) (Sum of all GTL)

Electoral Number: $Né = \text{Integer number immediately higher to the quotient } \frac{VS}{(NSE + 1)}$

We would like to draw your attention to our internet site where you can find an Excel file that will help you to make these calculations.

Some examples below in this booklet of forms will help you to understand the way of calculating the seat allocations.

1st Calculation : Each list gets as many seats as the electoral number is in the number of suffrages obtained by this list (except if the list did not make up at least 5% of the total valid suffrages, in which case it will be withdrawn from any calculations):

List gets: $\frac{GTL}{Né} \text{ -----} = \text{..... seats}^{24}$
List gets : $\frac{GTL}{Né} \text{ -----} = \text{..... seats}$
List gets : $\frac{GTL}{Né} \text{ -----} = \text{..... seats}$
List gets : $\frac{GTL}{Né} \text{ -----} = \text{..... seats}$
List gets : $\frac{GTL}{Né} \text{ -----} = \text{..... seats}$
List gets : $\frac{GTL}{Né} \text{ -----} = \text{..... seats}$
6
Total number of seats allocated :..... seats

2nd Calculation : If the number of seats thus allocated does not meet the number to allocate, some other mathematical operations have to be done, and this for each seat that remains to be allocated. The list with the biggest quotient gets the seat.

This operation has **to be redone for as many seats you need to distribute** further t the above calculation:

List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
6		

If there is another seat to allocate, you need to redo the calculation (for the list that just got the seat, as the other figures do not change):

List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
List	$\frac{GTL}{(\text{Number of seats already obtained} + 1)}$	----- =
6		

If there is another seat to allocate, you need to redo the calculation (for the list that just got the seat, as the other figures do not change). Prepare several of these sheets in advance.

First Example:

Given		Reference:
Staff at 1.10.2003 :	240	HR to count
To elect ::	6 delegates + 6 deputies	Law
Active voting rights ::	196 members of staff	HR to set up list
voters :	174	Employees who really came to vote
Spoilt ballot papers:	14	marked, shape altered, more votes than allowed or blank
votes expressed correctly:	1841	not all ballot papers MUST express 12 votes
electoral number (Nombre électoral)	$\frac{1841}{6+1} = 263.0 \rightarrow 264$	The next integer Number
Minimal number of votes per list	5% of 1841 = 92.05 \rightarrow 93	A list with less than 5% of the valid votes is disregarded in the distribution of the seats

Seats allocation:

LIST NAME	Total number of votes for this list electoral number (see above)	Delegates	Deputies
List A	$\frac{815}{264} = 3.08$	3	3
List B	$\frac{261}{264} = 0.98$	0	0
List C	81	0	0
List D	$\frac{501}{264} = 1.89$	1	1
List F	$\frac{187}{264} = 0.71$	0	0
Total :		4	4

2 more seats need to be "distributed" :
(ATTENTION: This calculation only allocates one seat and has to be repeated as long as there are any more seats to be distributed)

<i>Name of the list</i>	Total Number of votes for this list Full seats already obtained + 1	Quotient :
List A	$\frac{815}{3+1}$	203.75
List B	$\frac{261}{0+1}$	261
List D	$\frac{501}{1+1}$	250.5
List F	$\frac{187}{0+1}$	187

The **list B** has the largest quotient and thus gets the 5th seat.

There still is one seat to be distributed:

LIST NAME	Total Number of votes for this list Full seats already obtained + 1	Quotient :
List A	$\frac{815}{3+1}$	203.75
List B	$\frac{261}{1+1}$	130.5
List D	$\frac{501}{1+1}$	250.5
List F	$\frac{187}{0+1}$	187

List D gets the last seat.

Allocation of seats between lists:

List Name	Delegates	Deputies
List A	3	3
List B	1	1
List C	0	0
List D	2	2
List F	0	0
Total :	6	6

Second Example :

Given		Reference :
Staff at 1.10.2003 :	43	HR to count
To elect ::	2 delegates + 2 deputies	Law
Active voting rights ::	39 members of staff	HR to set up list
voters :	37	Employees who really came to vote
Spoilt ballot papers:	1	marked, shape altered, more votes than allowed or blank
votes expressed correctly:	138	not all ballot papers MUST express 4 votes
electoral number (Nombre électoral)	$\frac{138}{2+1} = 46 \rightarrow 47$	The next integer Number
Minimal number of votes per list	5% de 138 = 6.9 \rightarrow 7	A list with less than 5% of the valid votes is disregarded in the distribution of the seats

Seats allocation :

LIST NAME	Total number of votes for this list electoral number (see above)	Delegates	Deputies
List A	$\frac{46}{47} = 0.9787$	0	0
List B	$\frac{92}{47} = 1.9574$	1	1
Total :		1	1

There still is one seat to be distributed:

LIST NAME	Total Number of votes for this list Full seats already obtained + 1	Quotient :
List A	$\frac{46}{0+1}$	46
List B	$\frac{92}{1+1}$	46

List B gets the 2nd seat, as it got more votes than list A got.

Allocation of seats between lists

List Name	Delegates	Deputies
List A	0	0
List C	2	2
Total :	2	2
List Name	Delegates	Deputies

Allocation of seats inside the lists:

The seats of delegates and substitute delegates shall be allocated, within each list, to the candidates obtaining the highest number of votes. The deputies are those, who, by the number of votes they have obtained, come next in line after the actual delegates.

It might happen, that in our example, the candidate, who in list A is classified 7th (so not even deputy delegate) got more votes than the actual delegate elected on list B.

Attention:

In both examples, even the quotient to calculate the electoral number was an integer; we had to choose the integer number immediately above. If we did not, example 2 would have resulted in 3 delegates for only two seats.

PROTOCOL²³
for main electoral office

Elections of staff delegations

Name and object of the establishment: (S.à r.l. / S.A. /...)	
ID number (matricule):	
postal Address:	
Physical Address :	

Date of elections: 20.....
Number of effective seats to give:	
Registered voters:	
Number of ballot papers at the opening of the office:	
Opening of the office (time):	
Closing of the office (time):	
Number of voters (ticked on the ticking lists):	
Number of NOT used ballot papers:	
Number of destroyed ballot papers during electoral process:	
Number of voters admitted for postal voting:	
Number of voters having used postal voting:	
Number of ballot papers in the poll box:	
Number of void ballot papers:	
Number of valid ballot papers:	
Number of validly expressed suffrages:	

....., le20.....

(Signatures of the members of the electoral office)²⁵

IMPORTANT: The name of the chairman, secretary and other duties have to be communicated to ITM immediately after the first meeting (use the form P-18).

PROTOCOL
for the supplemental electoral office
EXECUTING the counting

Elections of staff delegations

Name and object of the establishment: (S.à r.l. / S.A. /...)	
ID of the electoral office:	

Date of elections: 20.....
Number of effective seats to give:	
Registered voters:	
Number of ballot papers at the opening of the office:	
Opening of the office (time):	
Closing of the office (time):	
Number of voters (ticked on the ticking lists):	
Number of NOT used ballot papers:	
Number of destroyed ballot papers during electoral process:	
Number of ballot papers in the poll box:	
Number of void ballot papers:	
Number of valid ballot papers:	
Number of validly expressed suffrages:	

....., le20.....

(Signatures of the members of the electoral office)²⁵

**PROTOCOL
for the supplemental electoral office
NOT counting**

Elections of staff delegations

Name and object of the establishment: (S.à r.l. / S.A. /...)	
ID of the electoral office:	

Date of elections: 20.....
Number of effective seats to give:	
Registered voters:	
Number of ballot papers at the opening of the office:	
Opening of the office (time):	
Closing of the office (time):	
Number of voters (ticked on the ticking lists):	
Number of NOT used ballot papers:	
Number of destroyed ballot papers during electoral process:	
Number of ballot papers in the poll box:	28

Observations:

.....

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....., le20.....

(Signatures of the members of the electoral office)²⁵

NOTICE

Name of establishment:.....¹
Address of establishment:.....
City:.....

Object: Principal staff delegation.

As the deadline for handing in the candidatures is over and the number of candidatures does not meet the requested number of delegates to elect, we inform you that an other 3 days are added for a valid submitting of the candidatures, (Grand-Ducal regulation of 21st September 1979 (art 9 (1)) concerning the electoral operations for designation of a staff delegation.

The candidatures may thus be validly introduced as described in the first announcement till at 6:00 PM.

.....
Head of establishment
(signature)

For the elections of staff delegations, the head of establishment has nominated as a delegate.⁴

Name of establishment:.....¹
Address of establishment:.....
City:.....

**Protocol and Announcement
of NON-elections:
No candidatures**

As of art. 8. (2) of the modified Grand-Ducal regulation of 21st September 1979 concerning the electoral operations of the designation of staff delegations, we have to inform you that after having extended the date to introduce valid candidatures by three days there has been **no valid candidature introduced**.

There is no need of holding elections.

.....,

Head of establishment

(signature)

....., le.....

Name of establishment:.....¹
Address of establishment:.....
City:.....

Protocol of NON-elections named delegates²⁹

As of art. 8. (2) of the modified Grand-Ducal regulation of 21st September 1979 concerning the electoral operations of the designation of staff delegations, we have to inform you that after having extended the date to introduce valid candidatures by three days³⁰ that the number of valid candidates is not larger than the number of effective and substitute delegates needed for the elections of the principal staff delegation and that the mandatory nominated by the presenters has designated, while submitting the list, the effective delegates and the order of the substitutes, these candidates are thus elected without any other formality.

Effective members: (ordered alphabetically)

.....³¹
.....
.....
.....
.....

³²

Substitutes: (ordered by the way they will substitute (art. L.415-4 of the code du travail))

.....
.....
.....
.....
.....

Name and signature of the head of establishment or his deputy: ³³

Announcement in case of NON-elections named delegates ³⁴

Name of establishment:..... ¹
Address of establishment:.....
City:.....

Object: Principal staff delegation.

As of art. 8. (2) of the modified Grand-Ducal regulation of 21st September 1979 concerning the electoral operations of the designation of staff delegations, we have to inform you

that after having extended the date to introduce valid candidatures by three days ³⁰

that the number of valid candidates is not larger than the number of delegates needed for the elections of the principal staff delegation and that the mandatory nominated by the presenters has designated, while submitting the list, the effective delegates and the order of the substitutes, these candidates are thus elected without any other formality.

The names of the staff delegation members can be found in the announcement of the “Results of the electoral process for staff delegations” below. ³⁵

.....
Head of establishment

(signature)

Results ³⁶

of the electoral process for staff delegations

Name and object of the establishment: (S.à r.l. / S.A. /...)	
Address :	

Numbers and names of the lists	Number of suffrages obtained by each list	Number of effective seats taken by that list
6		

INSPECTION DU TRAVAIL ET DES MINES

Service des Représentations des Salariés
Boîte postale 27

L-2010 Luxembourg

Charges in staff delegation

Name and object of the establishment: (S.à r.l. / S.A. /...)	
ID number (matricule):	
postal Address:	
Physical Address :	

Date of the meeting: 20....
Number of effective members attending the meeting:	

Function / Charge / Duty:	Name and First name	Elected / co-opted
Chairman / president		
Vice-president		
Secretary		
Safety delegate		37
Equality delegate		

....., le20....

.....

(signature du président)

.....

(signature du secrétaire (si différent))

Notices to fill in the forms:

In general, for all texts not needed, if you retype or download, please omit this text than crossing it out This helps for readability.

- ¹ ALL documents meant to be forwarded or copied to an administration or a ministry have to carry your name and address in order to be treated and filed correctly. Thanks.
- ² Complete with the exact location, please be very precise (exact address, floor, office f.ex.).
- ³ To cross or delete if necessary. If you want to extend the poll to more periods, please feel free to copy this paragraph as often as needed.
- ⁴ To complete, cross or delete if necessary.
- ⁵ Indicating “yes” or “no” is a clear statement on the electoral status of the concerned person.
- ⁶ Please feel free to add or delete lines to alter the length of the table as needed.
- ⁷ Better have a copy of this form, so that the head of establishment may sign the deposit of the list. The head of office or his deputy has to immediately check for the validity of the list and the candidatures and has to inform, in case of problems, the mandatory of the list(s) causing the problem who than may alter their lists.
- ⁸ Please send a copy to ITM.
- ⁹ This letter to CNPD has to be dated, needs to carry the correct information about who is making and signing the request.
- ¹⁰ You may add or delete rows and or columns in order to alter the length and/or width of the table.
- ¹¹ The number of **effective** staff delegates to elect.
- ¹² The number of **substitutes** equals the number of effective staff delegation members.
- ¹³ The total number of suffrages that a voter may use equals the sum of effective and substitute delegates to elect.
- ¹⁴ Please repeat here the date and time of the closure of the electoral office you mentioned on the first announcement.
- ¹⁵ This form (table) has to be prepared twice for each list at least, with one list per page, so that each assessor gets one
Please prepare some more forms in case you had to redo the counting.
After the counting, each assessor has to sign his counting
- ¹⁶ Number and name of the list
- ¹⁷ Here, for all darkened circle, the assessors count the list votes (by vertical strikes, grouped by 5 f.ex.).
- ¹⁸ Sum of all the votes counted in « 17 » (list suffrages= LS)
- ¹⁹ For all individual suffrage (at most two per bulletin) the assessors count the individual votes per candidate (by vertical strikes, grouped by 5 f.ex.).
- ²⁰ Sum of all the votes counted in « 19 » (nominal Suffrages = NS)
- ²¹ Total of suffrages by candidate: Individual suffrages plus the one by list. (TC=LS+NS)
- ²² Total of suffrages for a list (number that is needed to allocate the seats) (GTS)
- ²³ **This form is only to be used by the main electoral office**
- ²⁴ Always rounded DOWN.
- ²⁵ All sheets of the protocol have to be signed by the electoral office.

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- ²⁶ If needed, use free paper (but you need to number and sign the sheets).
- ²⁷ This page has to be repeated for each list.
- ²⁸ This is only completed when the ballot box was handed out to the chairman of the main electoral office and by himself.
- ²⁹ This form is **only** to be used to be sent to ITM to inform them that you had an insufficient number of candidates, so that you did not need to proceed to elections.
- ³⁰ Cross or delete.
- ³¹ Please indicate the names, first names, sex, personal id number (matricule), nationality, and, if needed the trade union of each candidature.
- ³² By adding or deleting lines, you may decrease or increase the place to announce the candidates.
- ³³ The document has to be signed **immediately** by the head of the establishment or his deputy. The order fixed by the mandatory, when submitting his list, is valid as his signature. If the document holds more than one page, each page has to be signed!
A copy of this list and the order of the candidates has to go with this report to the ITM.
- ³⁴ This form is to inform staff members that there is no need to have elections, as the number of candidates is not exceeding the number of delegates needed.
- ³⁵ Please see also point ³⁶ below and fill in form P-18 immediately.
- ³⁶ This form is needed to inform your staff and the unions which have introduced a list of candidates about the results of the electoral procedure. The announcement of the results **MUST** be published at least during the three days foreseen in the Grand-Ducal regulation, even, in case of non-elections, you have to publish it and sent a copy to the unions already some days earlier.
- ³⁷ Only the office of safety delegate can be given to a non elected staff member.

The documents that have to go as a copy to ITM might be sent **either** by post (normal letter) or fax or (the way we prefer) by email:

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 : drs@itm.etat.lu

<http://elections.itm.lu>