



# Municipal elections in Luxembourg





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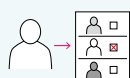
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# Introduction

Luxembourg's municipal elections are held every 6 years.  
We have collected some important information here.

## Who is this booklet for?

This booklet is for people who need texts that are easy to understand.  
And for people who help them and want to explain things simply.  
For anyone who wants to find out about these local elections quickly.  
Everyone has the right to be informed.  
This is also written in the UN Convention.  
The convention is an agreement on the rights of people with disabilities.

## The easy-to-read language

The easy-to-read rules are on the website [www.klaro.lu](http://www.klaro.lu)  
The text should be easy to read.

The words we use for example 'voter', 'councillor', 'mayor'...  
refer to women, men, all genders.  
Difficult words are explained in the **dictionary** at the end of the book.  
The dictionary is on pages 28 to 30.  
The blue logo shows that the document has been proofread.

# 1. When are the elections?

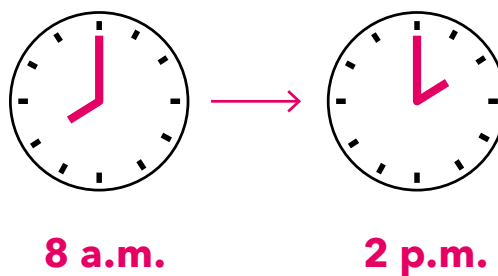
Municipal elections are **every 6 years**.

They are often on the second Sunday in October.

Sometimes municipal elections are in the same year as national or European elections.

In this case, the municipal elections take place on a Sunday in June.

The election office is open from **8 a.m. to 2 p.m.**



## 2. Why are municipal elections important?

**The citizens** vote for the people in the **municipal council**.

We also say: they elect the municipal council.

This way, the citizens can participate in the politics of their municipality.

The citizens are the inhabitants of the municipality.

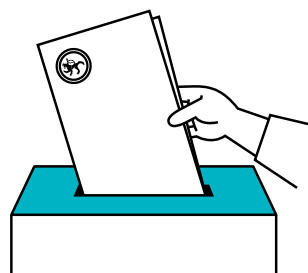
The **municipal council** makes decisions in the municipality.

These decisions are important for the inhabitants of the municipality.

For example:

- What schools are needed?
- Should a new sports hall be built?
- Where can houses be built?
- How often is household waste collected?
- How can citizens get around easily: by bike, by bus...?
- How much money is given to the associations of the municipality?
- ...

The municipal council handles the works and the money of the municipality.



### 3. Who will be elected?

The citizens vote for the municipal council.

The people who are in the municipal council are called councillors.

They represent the citizens of the municipality.

The number of councillors depends

**on the number of inhabitants** in the municipality.

Depending on the number of inhabitants, there may be 7, 9, 11, 13, 15, 17 or 19 councillors.

The city of Luxembourg always has 27 councillors.

#### **Example 1:**

A municipality with 900 inhabitants has 7 councillors.

The voter can choose 7 people.

We say: He has 7 votes to give.

#### **Example 2:**

A municipality with 9,000 inhabitants has 13 councillors.

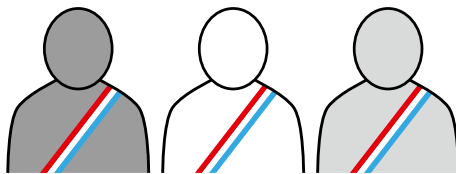
So, the voter has 13 votes to give.

In **small municipalities** with less than 3,000 inhabitants, citizens vote for **individual candidates**.

In **large municipalities** with more than 3,000 inhabitants, citizens vote for **lists of political parties or groups**.

The voter has a **certain number of votes** to give.  
This is the number of crosses he can make on the list of candidates.  
He is not allowed to give more votes than there are candidates.  
The votes are the crosses made by the voter.  
Giving a vote = making a cross.

The people on the ballot paper are **the candidates**.  
The candidates want to be part of the municipal council.  
The municipal council decides among the elected councillors:  
who will become an alderman and who will become the mayor.



## 4. What is the situation in your municipality?

### Find out more:

Who **can you vote** for?

Who is a **candidate**?

This means:

- Who can you vote for?
- What are the candidates' plans for the municipality?

### For more information, you can read, for example:

- The programmes of the candidates and political parties
- The websites of the candidates and political parties
- Information from candidates and parties on social networks
- Articles in newspapers.

### Ask the candidates what they plan for your municipality.

Many candidates organise **information meetings**.

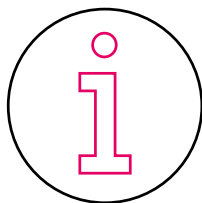
Or they offer other activities to the inhabitants.

This is a good opportunity to get to know the candidates.

Everyone can participate in these meetings or activities.

Even those who are **not** going to vote.

Everyone can ask questions and give their opinion.





## 5. Who has the right to be a candidate?

**To be a candidate** means: you want to become a member of the municipal council.

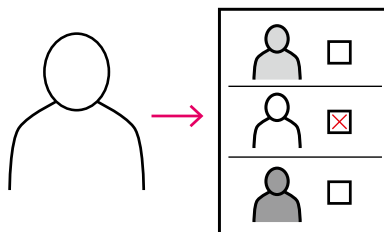
The citizens can vote for the candidates.

In Luxembourgish we also say: "sech opsetze loosse".

To be a candidate, you have to:

- Be **of legal age**: you are of legal age or an adult from the age of 18.
- Have lived in the municipality for at least **6 months**.
- Possess your **civil rights**.
- In other words: The judge did **not limit your** civil rights.  
The judge has **not** forbidden you to vote.  
You do not have a legal guardian.

**Non-Luxembourg nationals** who live in Luxembourg can also be candidates.



## 6. Who can vote?

The citizens of the municipality vote for the candidates.

The citizens are the voters.

In order to vote, the **voter must**:

- Be **of legal age**: you are of legal age or an adult from the age of 18.
- Possess your **civil rights**.

In other words: The judge did **not** limit your civil rights.

The judge has not forbidden you to vote.

You do not have a legal guardian.

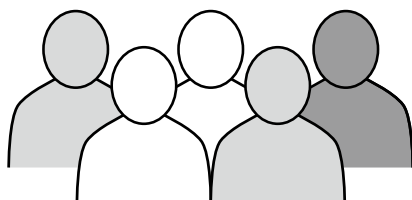
- **Live in Luxembourg.**
- Be registered on the municipality's **electoral roll**.

**Luxembourg nationals must** vote.

It is obligatory and the law says so.

From the age of 75 you **can** still vote.

But you are **no longer** obliged.



**Non-Luxembourg nationals can** also vote.

They also have the right to vote.

They must first register on the municipality's electoral roll.

They can register all year round.

But they must do so **at least 55 days before** the elections.

Non-Luxembourg nationals can decide

when they no longer wish to be on the electoral roll.

Non-Luxembourg nationals who come from a country

**outside the European Union** must have a **residence permit**.

This is a document that says that the person has the right to live in Luxembourg.

Citizens of Iceland, Norway, Switzerland

or Liechtenstein do **not** need this document.



## What does ,must' vote mean?

You have 2 possibilities:

You go to the **election office**.

You ask for the ballot paper.

You enter the voting booth.

You decide to vote or **not to** vote for candidates.

Voting means: making a cross for a candidate or a political party.

Even if you do **not** make a cross, you still have to hand in the ballot paper.

But it is important to make crosses.

This way you participate in the vote for the municipal council.

You make crosses next to the candidates you prefer.

In other words: the candidates who best represent what you think is important.

You can also vote **by post**.

You must apply to **vote by post**.

The application is possible up to 25 days before the elections.

You can then send your ballot paper by post.

If you are ill on election day,

you must **excuse your absence in writing**.

You must send your excuse in writing to the municipality.

You must give a reason.



## 7. Voting by post

It is possible to **vote by post**.

You must apply to vote by post.

The application is possible **from** 12 weeks before the elections and at the latest:

- **25 days before the elections** if the ballot paper is sent to an address in Luxembourg or
- **40 days before the election** if the ballot paper is sent to an address abroad.

You must ask for a form **from your municipality**.

You can also find the form on the internet: [www.guichet.lu](http://www.guichet.lu).

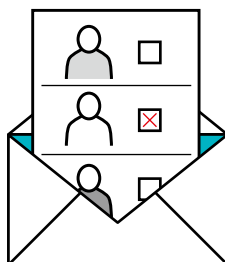
You can fill in the form on paper.

You send the form by post to the municipality.

Or you can fill in the form directly online at [www.guichet.lu](http://www.guichet.lu).

You must write an address on the form.

You must add a copy of your identity card to your application.



The municipality sends the ballot paper at the latest:

- **15 days before the election** to the address in Luxembourg you give  
or
- **30 days to the address** abroad you give.

**When do you have to send the vote by post?**

The letter must be delivered to the election office

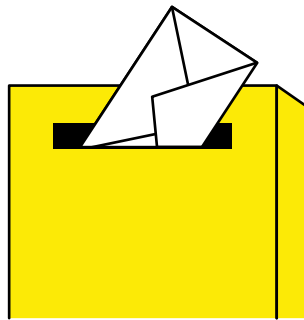
**before 2 p.m. on the day of the elections.**

Otherwise, your vote is not valid.

The vote does not count.

For this reason, you should send the letter a few days in advance.

At the latest on Tuesday or Wednesday before the Sunday of the elections.



## 8. The letter of invitation

You receive an envelope by post.

It arrives **at the latest 5 days** before the elections.

The envelope contains the following papers:

- **The invitation.**

With this letter you are asked to participate in the elections.

In the invitation you will find

- the date of the elections
- the place of the elections
- the opening hours of the election office
- the number of members to be elected to the municipal council.

- **The rules for the voter.**

The voting instructions are written in the letter.

- **An example of a ballot paper** with all the candidates.

The real ballot paper is only available at the election office.

The papers are in difficult language.

You can ask for an **explanation in easy-to-read** from your municipality.



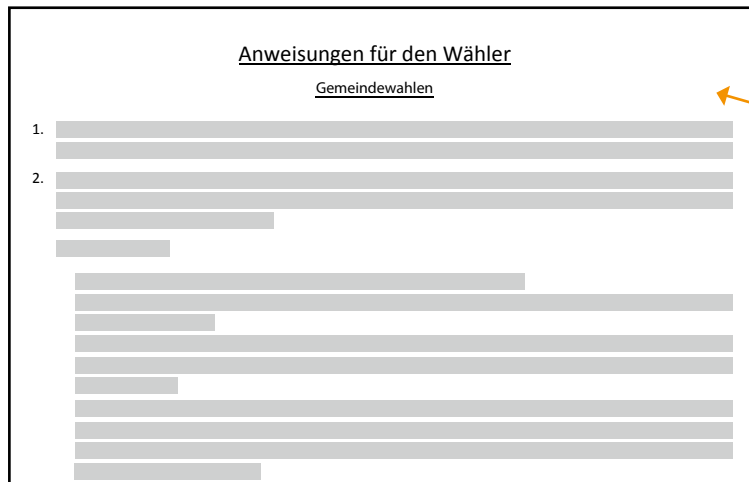
This is an example of a small municipality with less than 3,000 inhabitants.

**People who do not have to vote**  
are written here.

## Municipal elections in Luxembourg



## The rules for voters



Example: rules in a small municipality with less than 3,000 inhabitants.

In the letter, the rules are called **instructions**.

The rules are in 3 languages: Luxembourgish, German and French.

Voters must respect these rules.

Only then the ballot paper is valid.

**The ballot paper is valid if the voter respects the following rules:**

- The number of votes you may give is limited.  
The number of votes is the same as the number of people that can be elected.  
The voter may **not** make more crosses.
- The voter should only make a cross **in the boxes**.  
**Or in the circle.**
- He must not strike out anything, write anything, draw anything.  
He must not leave any trace that allows to identify the voter.  
For example: a signature.
- The ballot paper must **not** contain any other ballot paper or object.
- The voter must hand in only the ballot paper and **nothing else**.

**Other rules:**

You can only vote once.

You **cannot** vote for another person.

If you do, you risk a punishment: for example, a fine, a prison sentence.

## The ballot paper

There are 2 different kinds of ballot papers.

The ballot paper is different if you live in a small or large municipality.

Your municipality will send you an example of the correct ballot paper

- **Ballot papers with individual candidates.**

These are the ballot papers of small municipalities with a **majority voting system**.

- **Ballot papers with lists of candidates.**

These are the ballot papers of large municipalities with a **proportional voting system**.

On the day of the elections,

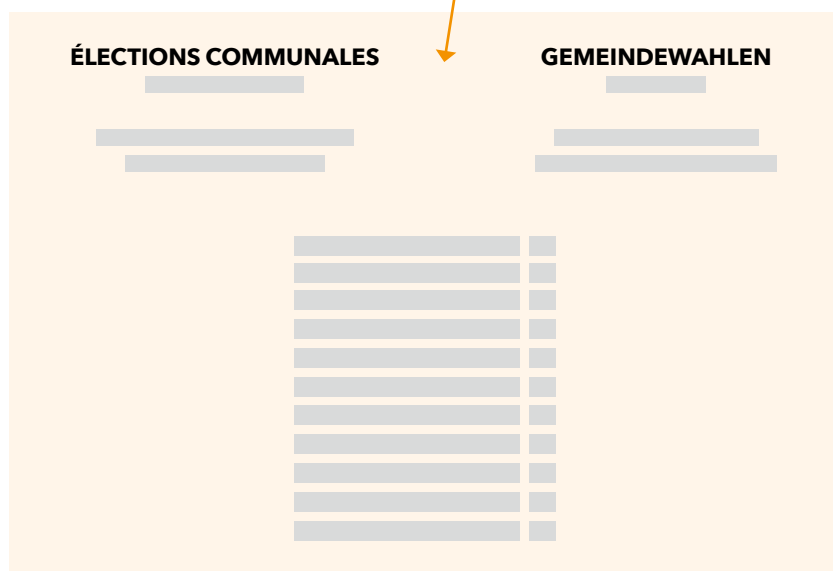
you can ask the staff of the election office for a new ballot paper.

For example: if you make a mistake on the ballot paper.

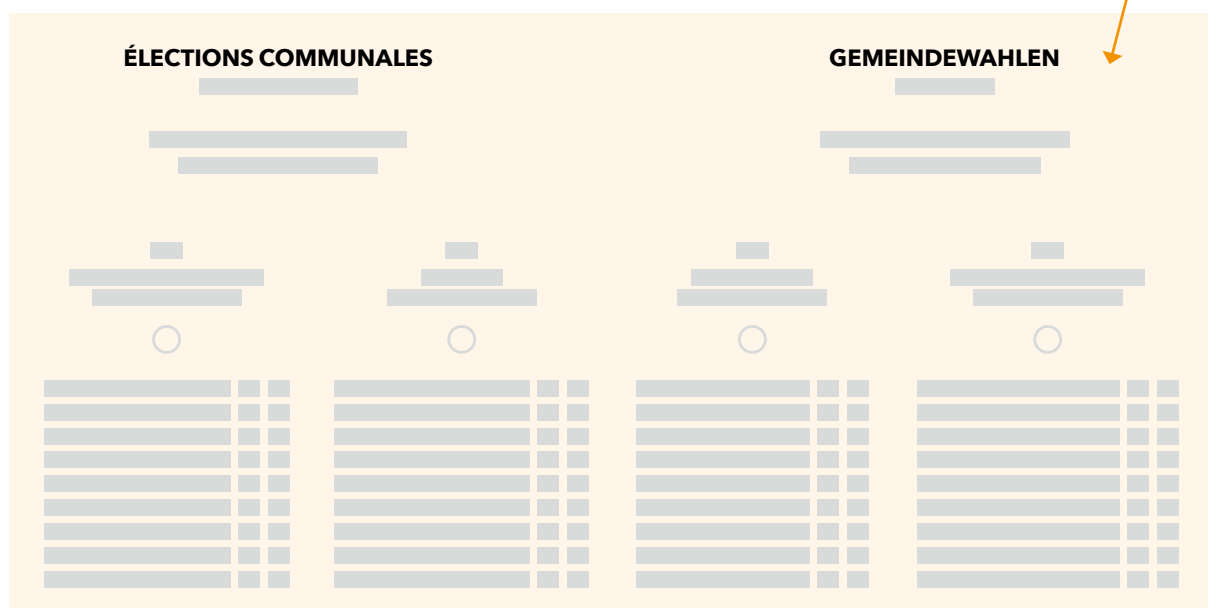
The person in charge of the election office destroys the old ballot paper right away.

Here are **2 examples** of ballot papers:

Ballot paper in a **small municipality:**  
individual candidates



Ballot paper in a **large municipality:**  
election of lists



## 9. Voting in a small municipality: with less than 3,000 inhabitants

In a small municipality you can choose **individual candidates**.  
The difficult word is: municipality with a **majority voting system**.

You can only make 1 cross for each candidate.

The cross can be a **+** or an **x**.

Please note: there are several candidates on the ballot paper.

You cannot make more crosses than the number of votes you can give.

But you can make less.

**Example:** Ballot paper with 11 candidates

The municipal council needs 9 members = 9 votes.

You can make 9 crosses.

On this ballot paper, the voter has given his 9 votes.

ÉLECTIONS COMMUNALES

GEMEINDEWAHLEN

	x
	x
	x
	x
	x
	x
	x
	x
	x

# 10. Voting in a large municipality: with more than 3,000 inhabitants

In a large municipality, elections are done **with lists**.

The difficult word is: municipality with a **proportional voting system**.

The list represents a political party or a group of people.

There are several possibilities to fill in the ballot paper.

You can choose a complete list or individual candidates.

## First possibility:

You want to give all your votes to one party.

You blacken the **circle** above the list of your choice.

In other words, you color the circle in black.

Or you draw a cross in the circle: **+** or **x**.

Each person on the list then receives **1 vote**.

Please note: You can **no longer make crosses** next to the candidates.

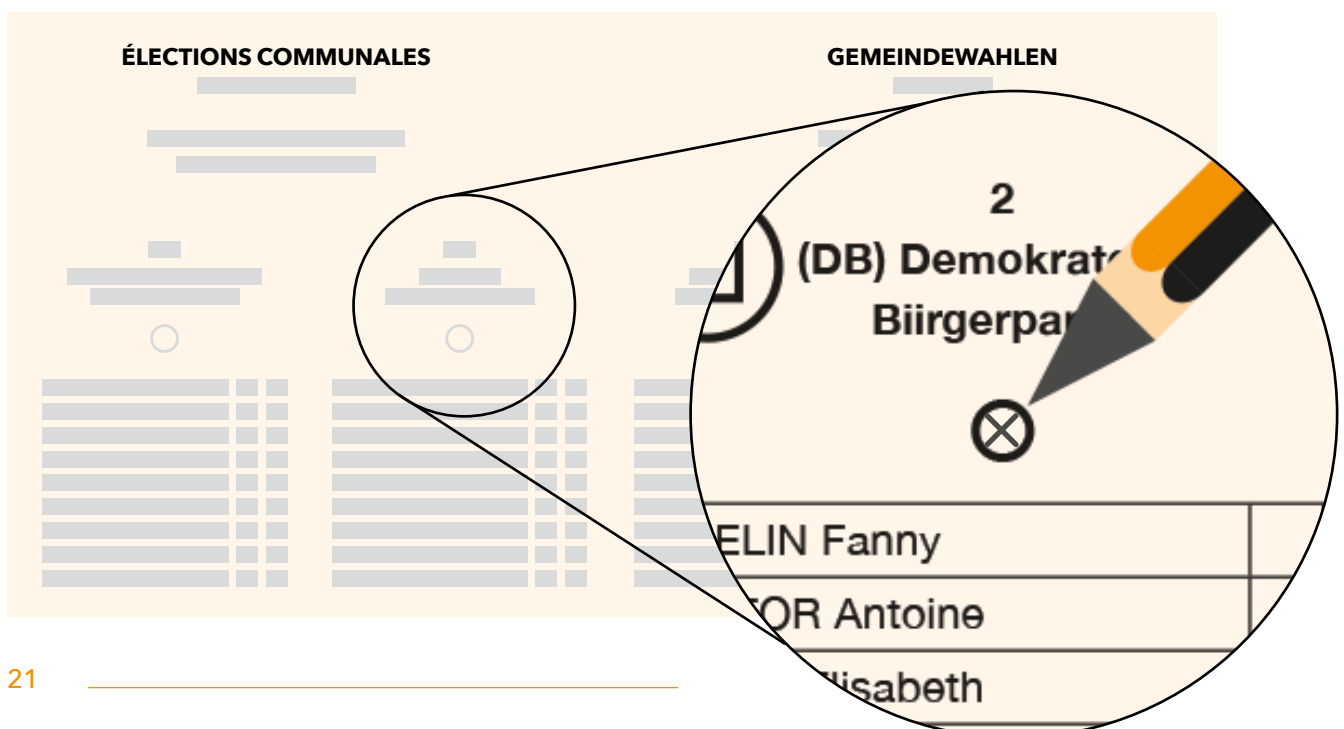
**Example:** ballot paper of a large municipality.

The municipal council needs 13 members.

You have 13 votes.

Each list presents 13 candidates.

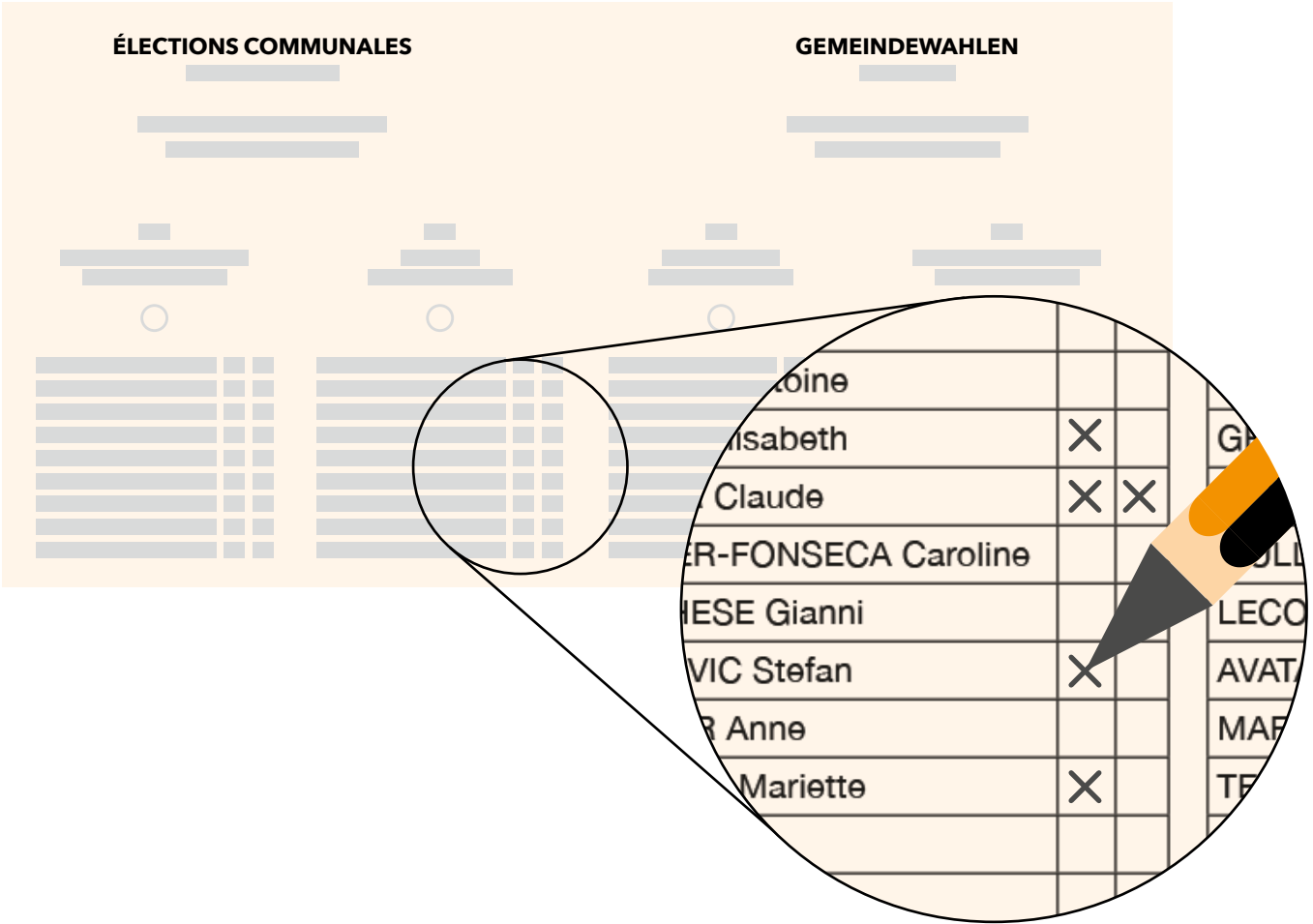
The voter blackens or marks **1 circle** above **a list**.



Sometimes a list does not have enough candidates.  
Because the political party does **not** have **enough** candidates to fill the list.  
You blacken the circle above this list.  
But you still have votes to give.  
You can then distribute your remaining votes to candidates on another list.

**Second possibility:**

You only vote for candidates.  
You make crosses for candidates on one list only.  
This is called **cumulation**.  
You can make one or two crosses per candidate.



### Third possibility:

You split the crosses you can make on several lists.

This is called **mixed allocation**.

You can make one or two crosses per candidate.

**Important:**

In total, you **cannot** make more crosses

than the number of votes you can give.

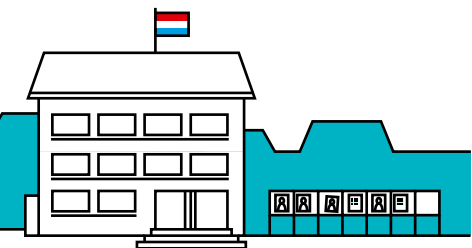
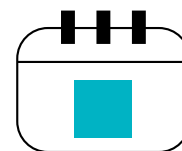
But it is possible to make fewer crosses.

**Example:** In our example, there are 13 votes.

This means: You can make 13 crosses.

[illegible]

# 11. Election Day



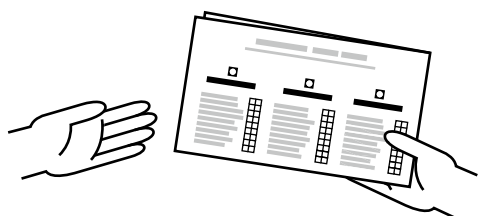
You go to the polling station  
between 8 a.m. and 2 p.m.

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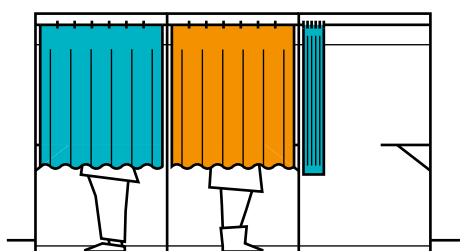
At the entrance you show:  
your identity card **or**  
your passport **or**  
your residence permit

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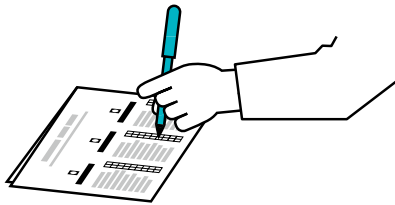
You receive the ballot paper  
with the candidates.

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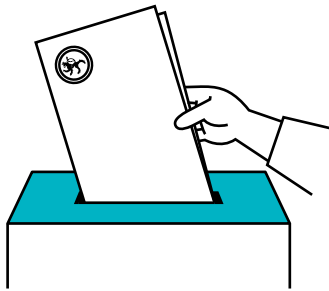


The vote is **secret**.  
That is why you go into **the voting booth**.  
You must **not show anyone**  
who you are voting for.



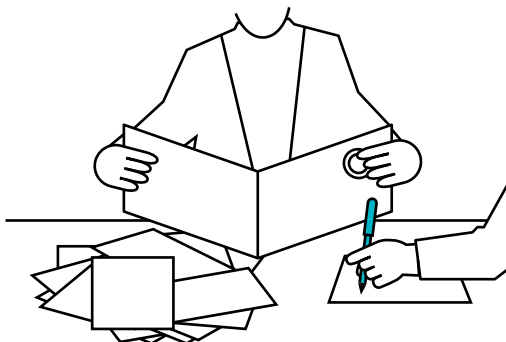


You find **a pencil** in the booth.  
You can also use your own pencil.  
You **mark** the candidates  
or the list.  
If you make a mistake, ask for  
another ballot paper from the  
person in charge of the election office.  
Do not draw anything else  
on the ballot paper.



Fold the ballot paper **as  
it was in the beginning.**  
**The stamp should be on the outside.**

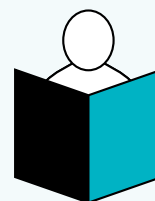
Go to the person in charge of the election office.  
They show you a **box**.  
This is the **ballot box**.  
Show the stamp on the ballot paper.  
Put the ballot paper in the ballot box.



### **Who won the elections?**

The election office closes at 2 p.m.  
The staff of the election office count the votes.  
The candidates and parties with the most votes  
win the elections.  
They will be part of the municipal council.  
The municipal council will decide who becomes  
alderman and mayor.

# 12. Dictionary



The words voter, councillor, mayor...  
refer to women, men, all genders.

**Pink words:** English

**Black words:** Luxemburgish

---

**alderman**  
**Schäffen**

The aldermen run the municipality  
together with the mayor.  
They represent the mayor.

---

**ballot paper**  
**Stëmm-Ziedel**

The papers with the names of the persons or parties  
who can be elected.

---

**candidates**  
**Kandidaten**

People who want to be elected.  
The candidates are on the ballot paper.

---

**citizen**  
**Bierger**

The inhabitants of a village, a municipality, a country.

---

**civil rights**  
**Biergerrechter**

The rights one has as a citizen of a country.  
For example:

- the right to vote
- the right to live where you want

free choice of work and profession

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**compulsory voting**  
**Walpflicht**

When you have to go and vote.  
You have to cast a ballot.  
Luxembourg nationals must go and vote.  
It is compulsory.

---

<b>democracy</b> <b>Demokratie</b>	<p>The word „democracy“ means: the people decide. Citizens elect representatives.</p> <p>These are politicians, men and women, who make decisions for our country.</p> <p>These representatives are called MPs or parliamentarians.</p> <p>The word “democracy” also means, for example:</p> <ul style="list-style-type: none"> <li>• Judges must be independent. This means: nobody has the right to tell judges what to decide.</li> <li>• No one has the right to decide everything on their own.</li> <li>• Human rights must be respected. Every person must respect this.</li> </ul>
<b>elect</b> <b>wielen</b>	<p>Vote for a person or party.</p> <p>Make a cross on the ballot paper.</p>
<b>election day</b> <b>Wal-Dag</b>	<p>It is the day that you vote.</p> <p>Municipal elections are held every 6 years between 8 a.m. and 2 p.m.</p>
<b>election office</b> <b>Walbüro</b>	<p>This is the place in the municipality where people go to vote.</p> <p>It is often a school, a gym...</p>
<b>invitation</b> <b>Convocatioun</b>	<p>This letter asks you to go and vote.</p> <p>You receive the letter at home by post.</p> <p>In this letter there are:</p> <ul style="list-style-type: none"> <li>• the invitation to vote</li> <li>• the voting rules</li> </ul> <p>an example of a ballot paper</p>
<b>mayor</b> <b>Buergermeeschter</b>	<p>Leader of the municipality and president of the municipal council.</p>

<b>municipal council</b> <b>Gemenge-Rot,</b> <b>Gemenge-Council</b>	<p>The municipal council represents the interests of the citizens.</p> <p>Its members are called: the councillors.</p> <p>They represent the interests of the citizens.</p>
<b>municipality</b> <b>Gemeng</b>	<p>The municipality organises the common life of all citizens.</p>
<b>municipal elections</b> <b>Gemengewalen</b>	<p>The citizens elect the members of the municipal council.</p> <p>The citizens are the inhabitants of the municipality.</p>
<b>municipality with a majority voting system</b> <b>Majorz-Gemeng</b>	<p>Municipalities with less than 3,000 inhabitants.</p> <p>Citizens vote for individual candidates.</p>
<b>municipality with a proportional voting system</b> <b>Proporz-Gemeng</b>	<p>Municipalities with more than 3,000 inhabitants.</p> <p>Here, there are party or formation lists.</p>
<b>party</b> <b>Partei</b>	<p>People who have the same ideas and the same political goals.</p> <p>For the elections, they come together on a common list.</p>
<b>right to vote</b> <b>Recht fir ze wíelen</b>	<p>You can vote or elect candidates.</p> <p>You have the right to vote from the age of 18.</p> <p>Non-Luxembourg nationals also have the right to vote. But they must first register on the electoral roll of the municipality.</p>
<b>vote by post</b> <b>Breif-Wal</b>	<p>You must apply to vote by post at the municipality or on <a href="http://www.guichet.lu">www.guichet.lu</a>.</p> <p>The voter receives the ballot paper by post. He votes and returns the ballot paper by post.</p>
<b>voter</b> <b>Wieler</b>	<p>Inhabitant who is registered on the electoral roll.</p> <p>The inhabitants vote for the municipal council every 6 years.</p>

# Other information

## Websites (not in easy-to-read):

[www.jepeuxvoter.lu](http://www.jepeuxvoter.lu)

[www.guichet.lu](http://www.guichet.lu)

[www.elections.public.lu](http://www.elections.public.lu)

[www.zpb.lu](http://www.zpb.lu)

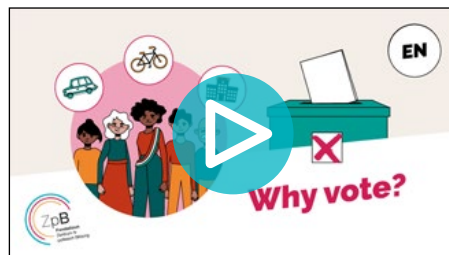
## Videos in easy-to-read:

Why vote?

How to vote?

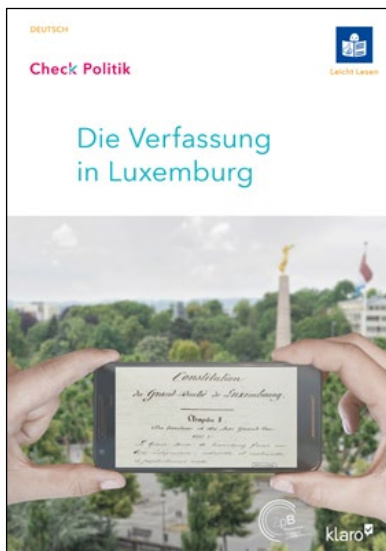
Who to vote for?

<https://shorturl.at/amwN1>



## Other booklets in easy-to-read:

<https://zpb.lu/check-politik/?lang=de>



## More information about the elections in easy-to-read on the Klaro website:

<https://klaro.lu/themen/wahlen/>

# Who wrote this booklet?

Publisher: **Klaro** and the **Zentrum fir politesch Bildung**  
The easy-to-read texts are proofread by experts of  
**APEMH's isie workshop**.

**Klaro** is the Centre for easy-to-read in Luxembourg.  
We offer training and advice on Easy to Read.  
We check and write easy to understand information.  
Contact: info@klaro.lu - www.klaro.lu



The **Zentrum fir politesch Bildung** wants to inform everyone about politics and democracy.  
Democracy means here: the people decide.  
The Zentrum wants to involve many children and adults in public life.  
It helps them to participate.  
Contact: info@zpb.lu - www.zpb.lu



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et à la Grande Région

Ministry of Home Affairs



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Ministère de l'Intérieur

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