



# **Electoral Code Of the Academic Senate of the Philosophical Faculty of the University of Hradec Králové**

## **Article 1**

### **Introductory Provisions**

- 1) The Academic Senate of the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as “AS PF UHK”) is an autonomous representative academic official body of the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as “PF UHK”). It consists of elected representatives of the academic community of PF UHK.
- 2) The AS PF UHK Electoral Code (hereinafter referred to as the “Code”) is, pursuant to the Section 33 (2) b) of the Act No. 111/1998 Coll. on higher education institutions and on amendments and supplements to some other acts (Higher Education Act), as amended (hereinafter referred to as the “Act”) an internal regulation of the PF UHK.
- 3) The provisions of this Code are based primarily on the Act and the Statute of the PF UHK.
- 4) The term of office of individual members of the Academic Senate of the PF UHK is three years.

## **Article 2**

### **Announcement and Organisation of Elections, Nomination of Candidates**

- 1) The elections to both AS PF UHK chambers are direct and are held by a secret ballot.
- 2) Regular elections to the AS PF UHK refer to the elections to both whole AS PF UHK chambers or to one whole AS PF UHK chamber. In case two AS PF UHK chambers terminate or one chamber terminates its activity on the basis of the term of office expiry of its members, the AS PF UHK shall announce and organise new elections so that they are completed not later than 28 days prior to the end of the activity of the respective AS PF UHK chamber. The elections must be announced no later than 21 days before they are held.
- 3) The elections are prepared and managed by at least three-member Election Commission. The members of the Election Commission and its Chair shall be established by the AS PF UHK no later than 5 working days after the election announcement, so that only academic staff and students of the PF UHK who are not candidates for the AS PF UHK elections are its members. The sessions of the Election Commission are public and the Election Commission shall inform the PF UHK academic community of the date and place of the election results, by announcement on the official notice board of the PF



- UHK. The Election Commission decides by a vote, for the adoption of the resolution, the absolute majority of all its members is necessary. The Election Commission has a quorum if there is an absolute majority of the members of the Commission present. The sessions of the Election Commission are managed by its Chair. If the Chair of the Election Commission is not present at the session of the Commission, the other members of the Election Commission shall appoint their deputy.
- 4) Elections to the AS PF UHK are held separately for the academic and student chambers. 6 members are elected to the Academic Chamber and 5 members are elected to the Student Chamber. Candidates for each of the AS PF UHK Chambers may be nominated by any member of the academic community of the PF UHK, listed on the list of voters of the Chamber, no later than 14 days before the elections are held. Nominations of candidates shall be submitted in writing to the Chair of the Election Commission or to any other person involved in the preparation and organisation of the elections acting under the authority of the Chair. The candidate nominated shall agree in writing with the nomination. The candidate for each AS PF UHK chamber may only be the voter listed on the list of voters of the given Chamber. The PF academic community shall be acquainted with the lists of voters of each AS PF UHK Chamber. The list of voters of the Academic Chamber consists of the names of academic staff of the PF UHK as of date of the election announcement. The list of voters of the Student Chamber consists of the names of students enrolled at the PF UHK, i.e. of those students who have not interrupted their study as of date of the election announcement.
  - 5) The Election Commission shall make a ballot paper for the elections to the respective Chamber of the AS. If the elections to the academic and student chambers are held at the same time, ballot papers for the elections to each chamber shall be of different colour. The ballot paper shall contain the name, surname, academic title and age of all candidates, the student's ballot paper shall also indicate the study program at the PF UHK for each candidate. The candidates are listed in alphabetical order on the basis of the initial letter of the last name on the ballot. A sample ballot paper for each of the chambers is given in Annex 1 to this Code
  - 6) The PF UHK academic community shall be provided with a draft ballot paper for each Chamber and a candidate list for elections to the relevant Chamber of the AS PF UHK no later than 12 days before the elections are held, by its publishing on the official notice board of the PF UHK. All candidates have the opportunity to present themselves and their opinions within the time limit set at the PF UHK academic community Assembly, which is convened for that purpose by the AS PF UHK a week at the earliest and two days at the latest before the elections are held. The AS PF UHK shall inform the members of the academic community of the PF UHK of the date and place of the assembly one week in advance at the latest by publishing a notice on the official notice board of the PF UHK. The assembly shall not be convened on a Saturday, Sunday, public holiday or after 4:00 PM.
  - 7) The elections to the respective Chamber of the AS PF UHK may be held only if the number of candidates is higher by 50% than the number of mandates, i.e. at least 8 candidates to the Academic Chamber and at least 9 candidates to the Student Chamber. If this minimum number is not met by the date by which nominations for candidates are accepted, the AS PF UHK shall immediately announce new elections for the respective



Chamber.

### **Article 3**

#### **Election System Principles**

- 1) The elections to the AS PF UHK are held for each of the Chambers according to the principle of proportional representation by a personalised election by a equal, direct and secret ballot.
- 2) Each voter has one transferable vote. A transferable vote is a vote,
  - a) with which the voter shall indicate for each elected candidate the numerical order in which he prefers them to be elected on the ballot;
  - b) which shall be transferred to the candidate who was indicated with a lower preference by the voter if the candidate with a higher preference did not reach the number of votes required to be elected or was elected with a higher number of votes than required to be elected.

### **Article 4**

#### **Adjustment and Assessment of Ballot Papers**

- 1) A voting area is established for adjusting the ballot papers, which is technically designed to allow voters to vote by secret ballot.
- 2) At least two members of the Election Commission shall personally supervise the voting for the whole duration of the voting.
- 3) Upon the voter's arrival at the voting area, the members of the Election Commission present shall verify their identity, instruct them about the voting method, hand them the ballot paper and record the voter's participation in the elections with the voter's signature in the list of voters. Participation of voters in the elections to each chamber is recorded in a single list of voters throughout the whole election.
- 4) On the ballot paper, the voter shall indicate the numerical order of preference given to the candidate in the designated place next to the candidate's name. The voter shall indicate number 1 for the candidate to whom the voter awards the highest preference, shall indicate number 2 for the candidate to whom the voter awards the second highest preference and shall continue until the voter shall award all the preferences which the voter intends to award.
- 5) The ballot paper shall contain at least the first, second and third preferences; another preference may or may not be awarded by the voter. A ballot paper on which order of preference does not begin with number 1, a ballot paper on which more than one candidate is given the same preference, a ballot paper on which preferences given do not form a continuous set of numbers, and a ballot paper on which at least the first, second and third preference is not indicated, is invalid.
- 6) The voter shall drop the adjusted ballot paper into the ballot box.



## Article 5

### Determining Results of Votes

- 1) Results of votes are determined for each chamber separately.
- 2) After the end of the voting, the Election Commission shall determine the number of all valid ballot papers submitted in the elections to the Chamber given and determine the quota for that Chamber. The election quota is the minimum number of votes that the candidate must reach for the mandate. The election quota ( $q$ ) is determined by the relation

$$q = \frac{V}{M + 1} + 1,$$

where  $V$  is the number of valid ballot papers, and  $M$  is the number of mandates allocated in the given chamber. If the result is a decimal number, the election quota is rounded down to the nearest whole number.

### First Vote Count

- 3) In the first vote count, the Election Commission shall assess all valid ballot papers (hereinafter referred to as “ballot paper”) and award one vote to each candidate whose name is indicated with the first preference in a ballot paper.
- 4) If a candidate receives a number of votes equal to the election quota in the first vote count, the candidate is elected, and the ballot papers indicated with this candidate’s first preference are not assessed in the next determining results of votes.
- 5) If a candidate receives more votes than the election quota in the first vote count, the candidate is elected. Votes exceeding the election quota are considered to be surplus votes. Candidates who have not been elected yet and whom second preference was awarded on those ballot papers, shall be given additional votes equal to the number of second preferences obtained, multiplied by the recount ratio. The Election Commission shall determine the recount ratio ( $k_1$ ) by the relation

$$k_1 = \frac{\text{Number of surplus votes of the elected candidate}}{\text{number of votes awarded to the elected candidate}} \text{ total}$$

Additional votes are stated with 2 decimal places.



- 6) If two or more candidates receive more votes than the election quota in the first vote count, all these candidates are elected. The Election Commission shall allocate surplus votes to candidates whom second preference was awarded, according to the procedure in paragraph 5 of this article. If any of the candidates whom second preference was awarded has already been elected, surplus votes shall be allocated to the candidate with the next highest preference.
- 7) If two or more candidates receive more votes than the election quota in the first vote count, all these candidates are elected. The Election Commission shall allocate surplus votes to candidates whom second preference was awarded, according to the procedure in paragraph 5 of this article. If any of the candidates whom second preference was awarded has already been elected, surplus votes shall be allocated to the candidate with the next highest preference.

### Other Vote Counts

- 8) If a candidate receives more votes than the election quota due to receiving additional votes from the candidates already elected, their votes consist of (1) first preferences votes he has gained and (2) the share of surplus votes from the candidate already elected or from individual shares from more elected candidates (additional votes). The Election Commission shall assign their surplus votes to all other candidates who are indicated on all ballot papers on the basis of which the candidate  
was awarded first preference or additional votes, and whose names are marked with the next highest preference, so that the recount ratio for the allocation of first preferences  $k_2$  is determined as follows

$$k_3 = \frac{\text{the number of surplus votes of the candidate in the given vote count}}{\text{the total number of votes of the candidate in the given vote count}}$$

and the recount ratio for

allocating each gained share in surplus votes  $k_3$  is determined as follows

$$k_3 = \frac{\text{the number of surplus votes of the candidate in the given vote count}}{\text{the total number of votes of the candidate in the given vote count}} \times \text{the recount ratio on the basis of which the share was allocated to the candidate.}$$

- 9) Allocation of mandates takes place until the required number of candidates is elected in the following sequence: the surplus votes of the elected candidates are allocated in the form of additional votes to the candidates not yet elected. If no candidate can be elected in this way, candidates with the smallest number of votes are excluded from the word count until the next candidate is elected. If the last mandate is to be allocated and only two non-elected candidates remain in the word count, the mandate is allocated to the one of them, who has received more votes, even if the election quota has not been reached.
- 10) If no further preference is indicated on the ballot paper to which the votes could be



transferred in the process of allocating surplus votes, this ballot paper shall be excluded from the next assessment.

### **Equality of Votes**

- 11) If two or more candidates have the same number of votes after the first vote count and this number is higher than the election quota, the Election Commission shall determine the candidate whose surplus votes will be allocated to the non-elected candidates by lot.
- 12) If all candidates received a lower number of votes than the election quota in the first vote count and two or more candidates received the lowest number of votes, the Election Commission shall determine the candidate who will be excluded from the vote count by lot.
- 13) If two candidates reach the same number of votes in any vote count other than the first vote count, the Election Commission shall declare the candidate to be elected or non-excluded from the vote count
  - a) who reached a higher number of votes in the immediately preceding vote count, or
  - b) shall determine this candidate by lot in case those candidates reached the same number of votes in the immediately preceding vote count.

## **Article 6**

### **Other Provisions on Election Assessment**

The AS PF UHK may instruct the Election Commission to determine the results of votes by means of a software application. The AS PF UHK can instruct the Election Commission to inform the AS PF UHK of the software solution before the elections are held.

## **Article 7**

### **Announcement of Election Results**

- 1) Once the results of votes have been determined, the Election Commission shall prepare a protocol on election results (hereinafter referred to as the “Protocol”), which contains the data on the number of voters who participated in the elections (numbers and percentages) for the elections to the relevant Chamber of the AS PF UHK and for the relevant part of the academic community of the PF UHK, an overview of all submitted, valid and invalid ballot papers, of votes submitted and valid for all candidates, of the course of individual vote counts, the ranking of the candidates placed at the elected and the other places and information on the regular election process. The Election Commission shall publish the Protocol on the PF UHK official notice board no later than the day following the election day and shall forward it to the board of the AS PF



UHK.

- 2) The AS PF UHK shall approve the Protocol no later than 4 working days after the publication of the Protocol. Each member of the academic community of the PF UHK has the right to submit a complaint in writing about the progress or results of the election (send or hand over) to the board of the AS PF UHK within 3 working days after the publication of the Protocol. The complaint must include the evidence on which it is based, date, name and signature of the complainant. At its session, the AS PF UHK shall allow the complainants to present in oral form their complaints submitted in written form. The AS PF UHK shall adopt a resolution for each complaint.
- 3) In case of serious and reasoned complaints about the progress or the results of the elections, which the AS PF UHK finds to be justified, the AS PF UHK shall decide by voting to examine the election results or on invalidity of the elections. Should the elections become invalid, the AS PF UHK shall immediately announce new elections.
- 4) The AS PF UHK shall publish the information on the result of the Protocol approval on the public notice board of the PF UHK on the working day following the day on which the protocol was approved at the latest.
- 5) If the AS PF UHK approves the Protocol, the mandate of the outgoing members of the respective AS PF UHK Chamber to which the elections were held shall expire on the day determined upon election announcement, and the mandate of the newly elected members of the respective AS PF UHK Chamber shall begin.

## Article 8

### **Termination of Membership in AS PF UHK, Dismissal and Enlargement of AS PF UHK**

- 1) A member of the AS PF UHK ceases to be the one who:
  - a) Ceased to be a member of the PF UHK academic community, with the exception of a member of the AS PF UHK Student Chamber, who was admitted to the immediately follow-up study program at the UHK FF during their term of office; between the end of the study and the enrolment in the follow-up study program may be maximum of 4 months; within this period the student shall not exercise their mandate and is excused from attending the sessions of the AS PF UHK,
  - b) Will not take part in two consecutive sessions of the AS PF UHK without excuse,
  - c) Will not attend the AS PF UHK sessions for at least six months in the academic year,
  - d) Requests to be released from the AS PF UHK post,
  - e) Holds a post incompatible with the post of a member of the AS PF UHK,
  - f) Has been finally convicted upon a final judgement of a criminal offence,
  - g) Has been dismissed,
  - h) By resignation of the relevant Chamber pursuant to paragraph 3,
  - i) Whose mandate will cease on the basis of dissolution of the AS PF UHK or dissolution of the respective AS PF UHK chamber of which they are a member.
- 2) A member of the AS PF UHK may be dismissed from the post by the part of the





academic community by which the member was elected at the proposal of the AS PF UHK or at a written proposal with the signatures of at least 1/20 members of the relevant part of the academic community. A vote on the dismissal of a member of the AS PF UHK is announced and organised by the AS PF UHK at its session in which, in order to prepare and manage the vote on the dismissal of a member, the AS PF UHK shall appoint a committee of minimum of three members including its chair so that no member of the committee is a member the AS PF UHK and members of the committee were members both of the PF UHK academic community consisting of the academic staff and of the part of the academic community of the PF UHK made up of students. A member of the AS PF UHK shall be dismissed by an absolute majority of the valid votes of the members of the relevant part of the academic community who participated in the voting, with a minimum of 30% participation. Lists of members of both parts of the academic community are based on current dates as of the date of submission of the proposal for dismissal of a member of the AS PF UHK.

- 3) The resignation of the AS PF UHK as a whole or the relevant Chamber as a whole shall be discussed by the Senate at its session. The resignation of the AS PF UHK as a whole requires that the absolute majority of all members of the Academic Chamber and the absolute majority of all members of the Student Chamber, i.e. at least 4 senators for the Academic Chamber and at least 3 senators for the Student Chamber, agree with the resignation. The resignation of the relevant AS PF UHK Chamber requires that the absolute majority of all members of the respective ASF PF UHK Chamber agree with the resignation. In case this happens, the AS PF UHK or the respective Chamber, is automatically dissolved. The same applies if one third of the members of the AS PF UHK or the members of the Chamber concerned is dismissed.
- 4) If one third of the AS PF UHK is dismissed or the AS PF UHK resigns, the AS PF UHK is automatically dissolved. If one third of the AS PF UHK chamber is dismissed or the AS PF UHK chamber resigns, the respective chamber is automatically dissolved.
- 5) In case of dissolution of the AS PF UHK or of one the AS PF UHK chamber, the function of the AS PF UHK or the respective AS PF UHK Chamber is taken over by its existing Board, which is only authorised to take urgent measures.
- 6) In case of a vacancy in the relevant chamber of the AS PF UHK (see paragraph 1a, b, c, d, e, f of this article), the vacancy is filled with the candidate who has obtained at least five preferences according to the election results. In case of equality of the candidates' ranking, the lot decides. If no such candidate exists or all non-elected candidates reject the post in the AS PF UHK, additional elections are held.
- 7) Additional elections to the respective Chamber shall be held in the same way as the election of a member of the AS PF UHK; the list of candidates shall contain at least three candidates.
- 8) In accordance with the procedure set out in paragraph 6 of this Article, a maximum of 3 new members may become members of the Academic Chamber and no more than 3 new members of the Student Chamber. If the vacancies were filled this way, the AS PF UHK Chamber in which the vacancy occurred is dissolved as a result of another vacancy, and the Bureau of the AS PF UHK shall announce new elections to the





respective chamber of the AS PF UHK.

## **Article 9**

### **Elections Announced by Dean**

- 1) In the event that the AS PF UHK does not take actions for 6 months according to the Section 27 of the Act, the Dean of the PF UHK shall dissolve the AS PF UHK and immediately announce the election of the new AS PF UHK, held no later than 21 days after the election announcement. The Dean of the PF UHK shall also establish the Election Commission of at least three members in order to prepare and manage the election of the new AS PF UHK, consisting of academic staff and students of the academic community of the PF UHK; its chair is a member of academic staff of the PF UHK. The Dean shall publish the election announcement and composition of the Election Commission for the election of the new AS PF UHK on the official notice board of the PF UHK.
- 2) The Election Commission for the election of the new AS PF UHK acts in accordance with Articles 2 to 7 of this Code; possible complaints about the course and the results of the elections shall be solved and the results of the elections shall be approved by the Dean of the PF UHK, or a decision-making committee established by the Dean.

## ***Final Provisions***

### **Article 10**

- 1) This AS PF UHK Electoral Code was approved by the PF Academic Senate on 4 October 2017.
- 2) This AS PF UHK Electoral Code was approved by the UHK Academic Senate on 25 October 2017.
- 3) This Electoral Code shall become valid and effective on the date of approval by the UHK Academic Senate.
- 4) With the entry into force of this Electoral Code of the AS PF UHK and the Rules of Procedure of the AS PF UHK, the present Rules of Procedure and Electoral Code of the AS PF UHK shall cease to be valid and effective.

Mgr. et Mgr. Pavlína Springerová, Ph.D., m.p.  
Dean at the Philosophical Faculty UHK



**Annex No. 1:**

- Sample ballot paper for the elections to the Academic Chamber of the AS PF UHK
- Sample ballot paper for the elections to the Student Chamber of the AS PF UHK



**Annex 1/2**

## ***SAMPLE-BALLOT PAPER***

For the Elections to the Academic Senate of the PF  
UHK  
28-30 June 2011

### **ACADEMIC CHAMBER**

#### Voting Guidelines

- Please indicate the order of candidates, in which you prefer to elect them, with numbers. For the candidate you prefer the most, indicate number 1, for the candidate you consider the second best, indicate number 2, etc.
- For your vote to be valid, you need to indicate the preference for at least three names. A vote is invalid on which the preferences indicated do not start with number 1 and where the votes do not form a continuous set of numbers (that is, if you omit some number when giving preferences).
- Once all preferences have been indicated, fold this ballot paper in and drop into the ballot box for the Academic Chamber.

<input type="checkbox"/> <b>doc. PhDr. Pavel Amos, CSc.</b> 47 years old, Department of Sociology	<input type="checkbox"/>
<input type="checkbox"/> <b>prof. PhDr. Jana Bartáčková, CSc.</b> 51 years old, Department of Political Science	<input type="checkbox"/>
<input type="checkbox"/> <b>Mgr. Karel Ignota, Ph.D.</b> 28 years old, Institute of History	
<input type="checkbox"/> <b>Mgr. Zdena Orálková</b> 25 years old, Institute of Social Work	<input type="checkbox"/>
<input type="checkbox"/> <b>PhDr. Jana Poulová, M.A., Ph.D.</b> 34 years old, Institute of Social Work	<input type="checkbox"/>
<input type="checkbox"/> <b>Mgr. Josef Příhoda, M.A.</b> 31 years old, Department of Philosophy	<input type="checkbox"/>
<input type="checkbox"/> <b>doc. PhDr. Jan Rubáček, Ph.D.</b> 38 years old, Department of Sociology	<input type="checkbox"/>
<input type="checkbox"/> <b>doc. PhDr. Filip Vaňhal</b> 50 years old, Department of Political Science	<input type="checkbox"/>
<input type="checkbox"/> <b>PhDr. Petra Waisová, Ph.D.</b> 29 years old, Department of Political Science	<input type="checkbox"/>
<input type="checkbox"/> <b>Mgr. Petruše Weissová</b> 28 years old, Institute of History	<input type="checkbox"/>
<input type="checkbox"/> <b>prof. PhDr. Miroslav Zaorálek, DrSc.</b> 62 years old, Department of Sociology	<input type="checkbox"/>
<input type="checkbox"/> <b>doc. PhDr. Libuše Zazobalová, CSc.</b> 41 years old, Institute of History	<input type="checkbox"/>
	<input type="checkbox"/>



## ***SAMPLE-BALLOT PAPER***

For the Elections to the Academic Senate of the PF  
UHK  
28-30 June 2011

### **STUDENT CHAMBER**

#### Voting Guidelines

- Please indicate the order of candidates, in which you prefer to elect them, with numbers. For the candidate you prefer the most, indicate number 1, for the candidate you consider the second best, indicate number 2, etc.
- For your vote to be valid, you need to indicate the preference for at least three names. A vote is invalid on which the preferences indicated do not start with number 1 and where the votes do not form a continuous set of numbers (that is, if you omit some number when giving preferences).
- Once all preferences have been indicated, fold this ballot paper in and drop into the ballot box for the Student Chamber.

<input type="checkbox"/> <b>Pavel Amos</b> 19 years old, Political Science study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Jana Bartáčková</b> 20 years old, Sociology study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Karel Ignota</b> 22 years old, Archival Science-History study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Zdena Orálková</b> 21 years old, History study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Josef Příhoda</b> 19 years old, Archeology study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Jan Rubáček</b> 24 years old, Political Science - African Studies study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Filip Vaňhal</b> 23 years old, Archeology study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Petra Waisová</b> 20 years old, Archival Science study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Petruše Weissová</b> 22 years old, Philosophy study program	<input type="checkbox"/>
<input type="checkbox"/> <b>Miroslav Zaorálek</b> 21 years old, History study program	<input type="checkbox"/>