

ELECTION CODE OF THE ACADEMIC SENATE

of the Faculty of Science, University of Hradec Králové

Article 1

Basic Provisions

- 1) The Academic Senate of the Faculty of Science, University of Hradec Králové (hereinafter the AS PřF) has adopted the following AS PřF Election Code as per section 27 (1) (b) and section 33 (2) (b) of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts, as amended (hereinafter the Act).
- 2) As per section 33 (2) (b), the AS PřF Election Code is an internal regulation of the Faculty of Science, University of Hradec Králové (hereinafter the PřF).
- 3) The AS PřF Election Code regulates the acquisition and termination of membership in the AS PřF, elections for the AS PřF, filling of vacancies in the AS PřF, by-elections for the AS PřF, and elections of the AS PřF representatives in the Council of Higher Education Institutions.

Article 2

Elections of AS PřF members

- 1) Elections for both AS PřF chambers are equal, direct, and secret.
- 2) Elections are called and organized by the outgoing AS PřF; they should be finished maximum 28 days before the AS PřF activity termination. Elections must be called at least 28 days before they take place. If the AS PřF fails to do so, the elections are called by the PřF Dean.
- 3) The elections are prepared and managed by at least three-member election committee. The election committee is appointed by the AS PřF; only those members of the PřF academic community who do not run for the AS PřF membership may be its members.
- 4) Only a member of the PřF academic community (hereinafter the Candidate) may run for the AS PřF membership. The Candidate may be proposed by any workplace and any member of the academic community, or he/she himself may put his/her name down for the AS PřF membership candidacy.

- 5) Written Candidate proposals containing the Candidate's written consent and signed by the Candidate must be handed over to the election committee at least 14 days before the first day of the election. Proposals submitted later will not be taken into consideration.
- 6) The election committee makes two Candidate lists for the elections for the AS PřF, one for each AS PřF chamber. The number of Candidates on each Candidate list must be at least half as high as the number of members in the individual AS PřF chambers. If this number is not met by the deadline for the Candidate applications submission, the AS PřF must, without any undue delay, call new elections for the respective chamber. Such elections are organized in a way specified in this Article.
- 7) The election committee publishes the Candidate lists, location of polling places and election schedule seven days before the election at the latest.
- 8) The election committee may organize an election rally where the Candidates are introduced. The election rally may not be held on the election days.
- 9) The list of voters for the employee chamber consists of the PřF academicians who are PřF academicians on the day of the election calling. The list of voters for the student chamber consists of students who have been enrolled for study at the PřF on the day of the election calling.
- 10) Elections are held at polling places for at least two working days in which teaching takes place at the PřF. Polling places must be in the PřF premises.
- 11) Voting takes place by means of pre-prepared voting ballots showing the individual Candidates in alphabetical order; their names, surnames and academic titles are shown on the list. In addition to it, a degree programme and year of study is shown in students. Each voter has the right to mark on the list in the prescribed manner no more than the number of Candidates corresponding to the number of the AS PřF members elected for the respective chamber.
- 12) After the election is terminated, the election committee
 - a) Counts the votes and makes the rank of the Candidates according to the number of votes received; in the event of a tied vote, the committee draws lots to determine the ranking of such Candidates;
 - b) Draws an election report showing the date and place of the election, the number of people eligible to vote, the number of issued, cast and valid voting ballots;

- c) Draws a list of Candidates according to their ranking specified in point a) above, showing the number of votes received, names and signatures of the election committee chair and members.
- 13) The number of Candidates elected according to their ranking determined according Article 2 (12) (a) and corresponding to the number of representatives elected for the respective chamber become the AS PřF members. Other Candidates who received at least 10% of valid votes received by the last Candidate elected for the AS PřF member become substitutes.
- 14) A member of the PřF academic community may complain about the preparation, course and results of the election to the election committee within maximum five days from the election result publishing. The election committee gives the complaint immediately to the AS PřF that decides on what action to take.

Article 3

Termination of AS PřF Membership, Removal of AS PřF Members, and Vacancies Filling

- 1) The AS PřF member's term of office terminates on the day of termination of the term of office of the AS PřF whose member he/she is, or as per section 26 (3) of the Act.
- 2) During the term of office, membership in the AS PřF ceases to exist:
 - a) By the member's resignation sent in writing to the AS PřF chair;
 - b) By cessation of membership in that part of the PřF academic community for which he/she was elected;
 - c) By appointment to a position incompatible with membership in the AS PřF as per section 26 (2) of the Act.
- 3) The AS PřF member who has been elected as a student and completed the Bachelor's degree programme and applied for a post-Bachelor study programme (i.e. Master's programme) at the PřF, or who completed the Master's degree programme and applied for a doctoral degree programme at the PřF, notifies the AS PřF chair of it in writing within seven days from the day of proper completion of the study. In such case, membership in the AS PřF does not cease to exist but is suspended only. If such AS PřF member is not admitted and enrolled for the subsequent study within four months from the day of proper completion of his/her study, his/her membership in the AS ceases to

exist. The student does not carry out his/her mandate and is excused from taking part in the AS PřF meetings.

- 4) Membership in the AS PřF due to long-term failure to perform duties may be ceased to the AS PřF member who does not take part repeatedly in three consecutive AS PřF meeting without an excuse to the AS PřF chair.
- 5) The AS PřF may submit a proposal to remove the AS PřF member due to long-term failure to perform his/her duties. At least two thirds of all AS PřF members must consent with the proposal submission.
- 6) The AS PřF member may be removed from his/her office by the PřF academic community on a proposal from the AS PřF, or on a written proposal signed by at least one fifth of the members of that part of the PřF academic community for which the member has been elected. Voting on removal is secret; it is organized in a similar way as the elections for the AS PřF membership. To remove the AS PřF member, the absolute majority of valid votes of the members of that part of the PřF academic community for which the actually removed member has been elected and who have taken part in the voting is required and at least 30% of members of the respective part of the PřF academic community must take part in the voting.
- 7) If the AS PřF or one of its chambers gives resignation to the academic community, or if more than one third of the AS PřF members or one third of members of one of the AS PřF chambers is removed, the AS PřF or the respective chamber is dissolved. The AS PřF or one of its chambers resigns by a resolution that is published. At the same time, new elections of the AS PřF or its respective chamber members are called within 15 days from the publication of the resolution to dissolve the AS PřF or its respective chamber.
- 8) After the AS PřF is dissolved, its function is taken over by the existing AS PřF Board that may take urgent actions only by the time a new AS PřF is elected.
- 9) If there is a vacancy in one of the AS PřF chambers, it is filled by the first substitute for the respective chamber in the ranking list of the last regular election or by-elections. If there are more substitutes with equal number of votes, lots are drawn. If all substitutes refuse to be the AS PřF members or if there are no substitutes, by-election is held.
- 10) The by-elections for the respective AS PřF chamber are held in the same way as regular elections according to Article 2.

- 11) If the AS PřF chair or any of the Vice-Chairs cease to perform their office for any reason, a new AS PřF chair or one of the Vice-Chairs are elected according to Article 4 at the next AS PřF meeting.

Article 4

Constitutive Sitting of the AS PřF

- 1) The first constitutive sitting of a newly elected AS PřF is convened by the chairman of the outgoing AS PřF within maximum 30 calendar days from the declaration of the AS PřF election results. If he/she fails to convene the AS PřF meeting within the given period of time, the meeting is convened by the Dean within 15 days from the lapse of the above-given period of time.
- 2) The constitutive meeting of the newly elected AS PřF is chaired by its member who is an academician and whose surname is the first in the alphabetical order of the AS PřF member list; such member chairs the meeting until a new AS PřF chairman is elected.
- 3) At its constitutive sitting, the AS PřF elects the Board.
- 4) The AS PřF chair must be a member of the Academic Chamber.
- 5) The candidate who receives the absolute majority of votes in each Senate chamber wins the first round of the AS PřF chair election. If none of the candidates receives the required number of votes, two candidates who received the highest number of votes in the first round advance to the second round. To determine the ranking of the individual candidates for advancement to the second round, votes from the first election round received by the individual candidate in both chambers are counted. If more than two candidates receive equal number of votes, the advancement to the second round is decided by drawing lots.
- 6) In the second round, the AS PřF votes as a whole and the candidate who receives higher number of votes wins. If the candidates receive equal number of votes in the second round, the winner is decided by drawing lots.
- 7) Each of the chambers elects separately the AS PřF Vice-Chair out of its members according to Article 5. The Senate Vice-Chair candidate must be a member of the chamber for which he runs and may be proposed by any member of such chamber.
- 8) The election of both the AS PřF Chair and Vice-Chairs is secret.

Article 5

Final Provisions

- 1) This AS PřF Election Code was approved by the AS PřF on 21 June 2017.
- 2) This AS PřF Election Code was approved by the Academic Senate of the University of Hradec Králové on 25 October 2017.
- 3) This AS PřF Election Code becomes valid and effective on the day of approval by the Academic Senate of the University of Hradec Králové in accordance with section 9 (1) (b) of the Act.
- 4) By the approval of this AS PřF Election Code, the AS PřF Election Code approved by the AS PřF on 2 November 2011 is cancelled.

doc. RNDr. PaedDr. Pavel Trojovský, Ph.D.
Dean, PřF UHK



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