



University of Hradec Králové

**ELECTION CODE
OF THE ACADEMIC SENATE
OF THE UNIVERSITY
OF HRADEC KRÁLOVÉ**

Under Section 36 (2) of Act No.111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Institutions Act,) the Ministry of Education, Youth and Sports registered under No. MSMT-1397/2022-1 the Election Code of the Academic Senate of the University of Hradec Králové on 18 January 2022.

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Mgr. Karolína Gondková
Director, Higher Education Department

ELECTION CODE OF THE ACADEMIC SENATE OF THE UNIVERSITY OF HRADEC KRÁLOVÉ OF 18 JANUARY 2022

Pursuant to Sections 9(1)(b)(3) and 17(1)(b) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Institutions Act), as amended, the Academic Senate of the University of Hradec Králové has resolved on the following Election Code of the Academic Senate of the University of Hradec Králové:

Article 1

Basic Provisions

1. The Academic Senate of the University of Hradec Králové (hereinafter referred to as the AS UHK) is a self-governing academic body pursuant to Sections 7 and 8 of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Institutions Act), as amended (hereinafter referred to as the Act), and is composed of elected representatives of the academic community of the University of Hradec Králové pursuant to the Constitution of the University of Hradec Králové (hereinafter referred to as the UHK Constitution). The AS UHK is responsible for its activities to the academic community of the University of Hradec Králové.
2. The Election Code of the AS UHK (hereinafter referred to as the Election Code) is an internal regulation of the University of Hradec Králové (hereinafter referred to as the UHK) pursuant to Section 17 (1) (b) of the Act and the UHK Constitution.
3. The Election Code governs the acquisition and termination of membership in the AS UHK, elections to the AS UHK, the addition of the AS UHK substitutes, by-elections to the AS UHK, and the election of the UHK representatives to the Council of Higher Education Institutions.

Article 2

Establishment and Termination of Membership in the AS UHK

1. The term of office of the AS UHK is three years and begins on the day of the AS UHK constituent meeting.
2. The mandate of a member of the AS UHK is based on elections. The term of office of a member of the AS UHK may not exceed three years.
3. The office of a member of the AS UHK shall commence on the date of the constituent meeting of the AS UHK to which he/she was elected, or, in the case of an substitute or a member elected in the by-election to the AS UHK, on the date of the meeting of the AS UHK at which he/she was called by the UHK Election Committee to take office.
4. The term of office of a member of the AS UHK ends on the date of termination of the term of office of the AS UHK of which he/she is a member, or according to section 8 of the Act.
5. The vacant seat of the AS UHK member is filled by a substitute. If there is no substitute, a by-election to the AS UHK shall be held in accordance with Article 10.
6. A member of the AS UHK who has been elected as a student, has duly completed a Bachelor's study programme and has enrolled to study in a follow-up Master's study programme at the same faculty, or who has duly completed a Master's study programme and has enrolled to study in a doctoral study programme at the same faculty, shall notify the AS UHK Chair in writing of this fact within seven days from the date of the proper completion of studies. In this case, membership in the AS UHK does not expire. If such member of the AS UHK is not admitted and enrolled in a follow-up study within 4 months from the date of the regular completion of studies, the membership in the AS UHK shall cease.
7. During the term of office, the membership in the AS UHK expires by:
 - a) Resignation of a member in writing communicated to the Chair of the AS UHK;
 - b) Termination of membership in the part of the academic community by which he/she was elected, unless this is the case referred to in paragraph 6;
 - c) Cessation of the part of the academic community that elected him/her;
 - d) Long-term non-performance of the office referred to in paragraph 8;
 - e) Appointment to a position, the performance of which is incompatible with membership in the AS UHK pursuant to Section 8(2) of the Act;
 - f) Death.
8. The termination of membership in the AS UHK due to long-term non-performance of the office is stated by the Chair of the AS UHK at a meeting of

the AS UHK. Membership in the AS UHK may be terminated:

- a) To a member of the AS UHK who repeatedly fails to attend 3 consecutive meetings of the AS UHK without apologizing to the Chair of the AS UHK, or if his/her apology for non-attendance is not accepted;
 - b) On the proposal of the AS UHK to dismiss a member of the AS UHK due to long-term non-performance of the office. At least three-fifths of all members of the AS UHK must agree to the motion.
9. According to Section 8(2) of the Act, membership in the AS UHK is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean and Secretary of the faculty.

Article 3

Elections to the AS UHK

1. Members of the Academic Chamber are elected by the academic staff of the UHK pursuant to Section 70(1) of the Act, and members of the Student Chamber are elected by the students of the UHK pursuant to Section 61 of the Act.
2. The AS UHK is elected by the academic community of the AS UHK so that each faculty is represented by three academicians and three students.

Article 4

Announcement and Organisation of Elections

1. Elections of the members of the AS UHK shall be announced by the outgoing AS UHK so that the first day of the election falls no later than on the 30th day before the expiry of the term of office of the outgoing AS UHK. If the AS UHK fails to do so, the Rector shall call the election.
2. For the purpose of elections to the AS UHK, two electoral districts are established in the academic community of each faculty, one of which consists of academicians and the other of students.
3. Elections are held in the electoral districts independently. Voters belonging to the electoral district of academicians vote from the list of academic staff candidates, voters belonging to the electoral district of students vote from the list of student candidates. If a voter is a member of more than one electoral district, he/she shall be entitled to vote in each electoral district to which he/she belongs.
4. The elections are managed by the UHK Election Committee, to which the AS UHK appoints one representative from each faculty. The Chairperson of the Election Committee is appointed by the AS UHK.
5. In faculty electoral districts, elections are managed and organized by district

- election committees appointed by the AS UHK.
6. A candidate for a member of the AS UHK (hereinafter referred to as the Candidate) may only be a member of the UHK academic community who is an academician pursuant to Section 70(1) of the Act or a student pursuant to Section 61 of the Act. Only a member of the UHK academic community may nominate a candidate for membership in the AS UHK. A Candidate who belongs to more than one electoral district shall choose one electoral district in which he/she can be nominated as a member of the AS UHK.
 7. A candidate for a member of the AS UHK cannot be a member of the election committees under paragraphs 4 and 5.
 8. The written proposal for a Candidate which includes a written consent signed by the Candidate must be submitted to the district election committee electronically via e-mail sent from the e-mail address provided to its user by the UHK, no later than 14 day before the first day of the election. Proposals submitted later cannot be taken into account.
 9. Instructions for the organization of the elections shall be issued and published by the AS UHK when the elections are announced. Detailed organizational instructions for the preparation and conduct of the elections shall be issued and published by the Election Committee of the AS UHK no later than on the 30th day before the first day of the elections.

Article 5

List of Voters

1. An updated list of voters in the electoral districts of the faculty shall be made no later than on the 30th day preceding the first day of the announced election date.
2. The voters' list shall be made available to voters, members of the district election committees and faculty secretaries for a period of days 7 after its compilation for the purpose of checking the facts stated therein, in particular the voter's affiliation to individual electoral districts.
3. The voters' list is only made available to the voter to the extent of the data relating to him or her. If the voter has doubts about the accuracy of the information provided, he/she is entitled to submit an objection to the competent district electoral committee and request correction no later than on the last day of the period referred to in paragraph 2. If the objection is found to be justified by the district election committee, the district election committee shall ensure that the objection is rectified; otherwise, it shall reject the objection. The district election committee shall inform the objector of the result within 7 days of the objection being lodged.
4. The district election committee may, on its own initiative or at the suggestion of the Secretary of the faculty, arrange for the correction of data concerning a

voter if they find that the data concerning the voter in the voters' list are incorrect. They shall inform the voters of this procedure without undue delay.

Article 6

Candidate Lists, Ballot Papers and other Election Preparations

1. The establishment of the list of Candidates shall be organised by the relevant district election committee in accordance with the organisational guidelines (Article 4(9)) so that:
 - a) All voters are informed in a timely and complete manner about the process of drawing up the lists of Candidates;
 - b) A member of the relevant academic community could nominate Candidates for an individual electoral district;
 - c) All those nominated who agree to stand have been placed on the list;
 - d) A Candidate belonging to more than one electoral district has been included on the list of Candidates in only one electoral district; if a Candidate agrees to stand as a Candidate in more than one electoral district, all such nominations shall be invalid. To this end, the district election committees shall exchange information on the nominations submitted.
2. The list of Candidates must be published at least 7 days before the date of the election.
3. The relevant district election committee may organise a pre-election meeting to introduce the Candidates. Pre-election meetings may not be held on election days.

Article 7

Elections, Voting and Counting

1. The elections are direct, secret and the voting is conducted through an electronic information system over a period of 7 days, with the first and last voting days falling on a working day.
2. Voting takes place via the electronic information system so that the voter casts his/her vote for a maximum number of candidates corresponding to the number of members of the AS UHK elected for the relevant electoral district from the list of Candidates, on which the individual Candidates are listed in alphabetical order with the indication of their name, surname and title; in the case of students, also with the indication of the year and study programme, and only in the electoral districts of which he/she is a member. In the event

that a voter fails to cast his/her vote for at least one Candidate in the electoral district of which he/she is a member, such vote shall be invalid. The entries in the list of Candidates must be arranged in such a way that the Candidates cannot be confused. The method of voting by means of the electronic information system shall be laid down in the organisational instructions referred to in Article 4(9). The UHK Election Committee shall monitor the voting for the whole period of voting and shall check its regularity.

3. After the close of voting, the district election committee shall:
 - a) Count the valid votes cast for each Candidate and the invalid votes;
 - b) Rank the Candidates according to the number of votes obtained and, in the event of a tie, shall determine the order of these Candidates by drawing lots;
 - c) Prepare an election report containing in particular: the designation of the electoral district, the date of the election, the number of eligible voters, the number of votes cast and the number of valid and invalid votes, the list of Candidates ranked according to (a) and (b), indicating the number of votes obtained, the names and signatures of the chairperson and members of the district election committee;
 - d) Store and hand over documents resulting from its activities in accordance with the filing and shredding regulations to the UHK filing room.

Art. 7a

Substitute Voting Procedure

1. If for technical reasons it is not possible for the voting to take place properly within the time limit referred to in Article 4(1), if during the period between the announcement of the election and the announcement of the results of the election there is a serious threat to the orderliness of the election for technical reasons, or if the regularity of the election is seriously threatened during the election for any other reason on the basis of the evaluation of the UHK Election Committee pursuant to Article 7(2), the outgoing AS UHK may, on the proposal of the UHK Election Committee, decide that the voting shall take place on an alternative date in the standard manner pursuant to Article 7 or in an alternative manner pursuant to paragraphs 2 and 3 of this Article. In such a case, voting on the alternative date shall take place without undue delay, but no later than within 10 days after the originally announced last day of the election; the time limit referred to in Article 4(1) need not be observed in such a case.
2. Alternative voting takes place at polling stations over a period of three working days. Polling stations shall be open for a minimum of two hours in the morning and two hours in the afternoon. One of the polling days shall be a day on which it is possible for members of the academic community who are studying other

- than full-time to participate.
3. Substitute voting is done by means of prepared ballot papers on which the individual Candidates are listed in alphabetical order showing their first name, surname, and title; for students, the year and programme of study is shown as well. The information on the ballot paper must be arranged in such a way that the individual Candidates cannot be confused. Each voter may cast his/her vote for a maximum number of Candidates equal to the number of members of the AS UHK elected per the electoral district, and only in the election committees of which he/she is a member. The method of valid modification of the ballot paper by the voter shall be laid down in an organisational instruction referred to in Article 4(9).
 4. After the alternative poll is closed, the district election committee shall:
 - a) Count the number of ballot papers issued, cast, valid and invalid;
 - b) Count the valid votes cast for each Candidate;
 - c) Rank the Candidates according to the number of votes obtained and, in the event of a tie, shall determine the order of these Candidates by drawing lots;
 - d) Prepare an election report containing in particular: the designation of the electoral district, the date and place of the election, the number of eligible voters, the number of ballot papers issued, the number of ballot papers cast and the number of valid ballot papers, the list of Candidates ranked according to (b) and (c) with the number of votes obtained, the names and signatures of the chairperson and members of the district election committee;
 - e) Store and hand over documents resulting from its activities in accordance with the filing and shredding regulations to the UHK filing room.

Article 8

Election Results

1. The district election committee shall forward the report on the election referred to in Article 7(3)(c) or 7a(4)(d) to the UHK Election Committee no later than 5 days after the close of voting in the relevant electoral district.
2. Candidates are elected as members of the AS UHK in the order determined in accordance with Article 7(3)(b) or 7a(4)(c), in the number of representatives elected for the respective district. The other Candidates who obtained at least 10% of the number of valid votes cast for the last Candidate elected as a member of the AS UHK shall be substitutes. The substitutes shall be entered on the list of substitutes in the order of the number of votes obtained, as referred to in Article 7(3)(b) or 7a(4)(c).
3. The results of the elections shall be published by the district election committee on the UHK official board no later than two working days after the

last day of the elections. The UHK Election Committee shall submit a summary report on the process and results of the elections to the AS UHK at the next meeting of the AS UHK. This meeting shall approve the report of the UHK Election Committee. Upon confirmation of the election result by the outgoing AS UHK, the outgoing AS UHK shall cease its activities on the day when the new AS UHK takes office and shall cede its powers to it.

4. A member of the UHK academic community may lodge a complaint against the preparation, conduct and results of the election with the UHK Election Committee within five days of the date of publication of the election results. The complaint must be in writing, contain the date, name and signature of the person lodging it, and must state the reasons. The UHK Election Committee is obliged to forward immediately the complaint to the AS UHK that decides on further action.
5. The UHK Election Committee shall issue a certificate of election to the elected members of the AS UHK no later than 10 days from the date on which the last report on the election pursuant to paragraph 1 confirming the validity of the election in the respective electoral district has been submitted. The constituent session of the AS UHK may also be convened by the Rector.
6. Elected members of the AS UHK take office by taking the oath of office of a member of the AS UHK (Annex 1).

Article 9

Election of the AS UHK Chair and Vice-Chairs

1. At the first meeting, the AS UHK elects the Board which consists of the AS UHK Chair and two Vice-Chairs. The elections are secret and are managed by an election committee consisting of 3 members of the AS UHK. If the Chair or any of the Vice-Chairs are to be elected outside the constituent meeting, the inclusion of such an election on the agenda must be approved by the AS UHK at the meeting preceding the one at which the election takes place.
2. The Chair of the AS UHK is elected from the members of the Academic Chamber. The election of the Chair requires an absolute majority of votes of all the AS UHK members. In the event that none of the candidates for the position of the Chair of the AS UHK obtains the required absolute majority of votes of all the AS UHK members, a second round of elections shall be held, to which the two candidates from the first round with the highest number of votes obtained shall advance. In the second round, the candidate who obtains an absolute majority of votes of all members of the AS UHK is elected the AS UHK Chair. In the event that none of the candidates obtains the absolute majority of votes of all the AS UHK members in the second round of elections, a third round will be held after the AS UHK has consulted both candidates. If, even in the third round of elections, none of the candidates obtains an absolute

majority of the votes of all the AS UHK members, the candidate who obtains a simple majority of the votes shall be elected. In the event of a tie, lots will be drawn.

3. The Vice-Chair for the Academic Chamber shall be elected by the members of the Academic Chamber from among its members. The Vice-Chair for the Student Chamber shall be elected by the members of the Student Chamber from among their members. The election of the Vice-Chair for the Academic Chamber shall be governed by the provisions of paragraph 2. The election of the Vice-Chair for the Student Chamber shall be governed by the provisions of paragraph 2 *mutatis mutandis*.

Article 10

Substitutes and By-Elections

1. Substitutes on the list referred to in Article 8(2) shall be issued a certificate by the UHK Election Committee stating that they have been elected as substitutes.
2. The substitute is called to perform the vacant mandate by the Chair of the AS UHK. The substitute becomes a member of the AS UHK by taking the oath of membership of the AS UHK at the beginning of the next AS UHK meeting.
3. Any substitute may waive his/her substitute status. A written declaration to this effect shall be delivered to the AS UHK Chair. It shall take effect on the date of delivery.
4. By-elections to the AS UHK shall be announced by the AS UHK no later than 30 days after the termination of the membership of a member of the AS UHK whose place cannot be filled by a substitute. A by-election need not be held if the membership of a member of the AS UHK is terminated within six months before the expiry of the term of office of the AS UHK, unless the AS UHK decides otherwise.
5. Articles 4 to 8 shall apply to the organisation and conduct of by-elections, except that they shall be held only for the relevant chamber of the relevant faculty. By-elections must be held no later than 120 days after the event that triggered them. The term of office of the members of the AS UHK elected in the by-election shall end with the term of office of the AS UHK.
6. If a new faculty of the UHK or a new higher education institute of the UHK is established, elections to the AS UHK are held at such faculty or higher education institute within two months of its establishment. In such elections, the number of members elected to the AS UHK is equal to the number of members of the other faculties or higher education institutes of the UHK. Articles 4 to 8 shall apply to the organisation and conduct of by-elections. The term of office of the members of the AS UHK elected for a new faculty or higher education institute shall end with the term of office of the current AS UHK.
7. In the event that a new faculty of the UHK or a new institute of the UHK is

established and in the existing AS UHK, some members of the Academic Chamber of the AS UHK or the Student Chamber of the AS UHK no longer represent the original faculty or the original institute for which they were elected to the existing AS UHK, i.e. in the event they have transferred as staff or students to the newly established faculty or institute, then the existing AS UHK shall call new elections to the AS UHK to be held within 2 months of the establishment of the new faculty or institute.

Article 11

Representatives of the UHK Academic Community in the Council of Higher Education Institutions

1. The representative of the academic community of the UHK in the Council of Higher Education Institutions presents the views of the AS UHK and the academic community of the UHK in this body. He/she is obliged to inform regularly the AS UHK and the academic community of the UHK at the meetings of the AS UHK about the meetings and conclusions of this body representing the higher education institutions.
2. The UHK representatives in the Council of Higher Education Institutions are elected by the AS UHK from among the nominated members of the academic community of the UHK for the entire term of office of the Council of Higher Education Institutions. To the Council of Higher Education Institutions:
 - a) The AS UHK elects two representatives of the UHK, one of whom is nominated for election as member of the Board of the Council of Higher Education Institutions;
 - b) The AS UHK elects one representative of each faculty on the proposal of the Academic Senate of the respective faculty;
 - c) The AS UHK elects two student representatives to the Student Chamber of the Council of Higher Education Institutions – a member and his/her substitute.
3. A candidate for a representative of the UHK in the Council of Higher Education Institutions may be proposed by a group of at least five members of the UHK academic community who sign the proposal and the candidate must agree in writing to his/her candidacy.
4. A representative of the UHK in the Council of Higher Education Institutions may be removed by the AS UHK only on the grounds of a serious breach of duties committed as a member of the Council of Higher Education Institutions, as an academician or as a student of the UHK. A representative of the AS UHK may voluntarily resign from his/her membership in the Council of Higher Education Institutions.
5. The election of candidates to represent the UHK in the Council of Higher Education Institutions is secret. The election of a candidate for the academic

part of the academic community of the UHK requires an absolute majority of votes of the AS UHK members present. The candidate and the substitute for the student part of the academic community of the UHK are elected by the Student Chamber of the AS UHK; their election requires an absolute majority of the votes of the members of the Student Chamber of the AS UHK present. The UHK candidate representative for a Chair or Vice-Chair of the Council of Higher Education Institutions is elected by the AS UHK from among the elected candidates to the Council of Higher Education Institutions.

Article 12

Final and Transitional Provisions

1. The provisions of the existing Election Code of the AS UHK of 10 August 2017 shall apply to the already elected members and substitutes to the AS UHK till the end of the term of office of the members of the Academic Senate elected before the effective date of this Code.
2. This Election Code was approved pursuant to Section 9(1)(b)(3) of the Act on 29 September 2021.
3. This Election Code comes into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
4. This Election Code enters into force on the date of registration in accordance with paragraph 3.

Prof. Ing. Kamil Kuča, Ph.D.
Rector

Annex 1 to the Election Code of the AS UHK

Oath of the as Uhk Member

“I promise on my honour to exercise my mandate to the best of my knowledge and conscience in accordance with the law of the Czech Republic and in the interest of the University of Hradec Králové, its academic community and employees.”