



**RULES OF PROCEDURE  
OF THE ACADEMIC SENATE  
OF THE UNIVERSITY OF HRADEC  
KRÁLOVÉ**

*Under section 36 (2) of Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to some other acts ("the Higher Education Institutions Act"), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Senate of the University of Hradec Králové on 10 November 2020 under ref. No. MSMT-42176/2020-1.*

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*Mgr. Karolína Gondková*  
*Director, Higher Education Department*

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## **RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

The Academic Senate of the University of Hradec Králové has adopted the following Rules of Procedure of the Academic Senate of the University of Hradec Králové under section 9 (1) (b) item 1 and section 17 (1) (c) of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (the Higher Education Institutions Act), as amended.

### **PART ONE**

#### **BASIC PROVISIONS**

##### **Article 1**

##### **Basic Provisions**

(1) The Academic Senate of the University of Hradec Králové (hereinafter the UHK AS) is a self-governing academic body under sections 7 and 8 of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (the Higher Education Institutions Act), as amended (hereinafter the Act) and is composed of elected representatives of the academic community of the University of Hradec Králové under the Constitution of the University of Hradec Králové (hereinafter the UHK Constitution). The UHK AS is responsible for its activities to the academic community of the University of Hradec Králové.

(2) UHK AS Rules of Procedure (hereinafter the Rules) are an internal regulation of the University of Hradec Králové (hereinafter the UHK) under section 17 (1) (c) of the Act and the UHK Constitution.

(3) The Rules regulate the rights and duties of the UHK AS members, the UHK AS powers, organizational structure, set-up of the UHK AS bodies, rules of order of the UHK AS and its bodies, and the way of election of a candidate for the UHK Rector (hereinafter the Rector).

## **PART TWO UHK AS RIGHTS AND DUTIES, POWERS**

### **Article 2**

#### **Rights and Duties of the UHK AS Member**

- (1) Membership in the UHK AS is honorary, voluntary, and unsubstitutable.
- (2) Each member of the UHK AS defends the interests of the UHK only, and not the interests of his/her workplace or his/her own interests.
- (3) The UHK AS member is responsible to the UHK academic community for the performance of his/her office.
- (4) At performance of his/her office, the UHK AS member acts on his/her own conscience.
- (5) The UHK AS member is obliged to attend the UHK AS meetings, take an active part in them and fulfil his/her tasks responsibly.
- (6) The UHK AS member has the right to submit, at the UHK AS meetings, his/her proposals, initiatives and comments to matters debated within the UHK AS powers.
- (7) Each UHK AS member has the right to vote on all matters debated by the UHK AS. He/she may waive this right by an oral declaration before voting at the UHK AS meeting.

### **Article 3**

#### **UHK AS Powers**

- (1) The UHK AS powers are defined in sections 9, 23 (3) and 34 (2) of the Act and in the UHK Constitution. The UHK AS:
  - a) Decides, upon the Rector's proposal, on the establishment, merger, amalgamation, splitting or dissolution of the UHK constituent part, faculty or

higher education institute;

b) Decides, on the basis of approving opinion of bodies or individuals specified by the UHK Constitution, on the establishment or cancellation of common workplaces and the UHK constituent parts;

c) Approves, upon the UHK AS member's proposal, the rules of procedure; the UHK AS asks the Rector for opinion on such proposal;

c) Approves, upon the proposal of the academic senate of the UHK faculty, the internal regulation of the UHK faculty; the UHK AS asks the Rector for opinion on such proposal;

e) Approves, upon the Rector's proposal, other internal regulations of the UHK and its constituent parts;

f) Approves the budget and the UHK medium-term plan submitted by the Rector and controls the use of financial means;

g) Approves the annual report on activity and annual report on the UHK financial management submitted by the Rector;

h) Approves the report on the internal evaluation of the quality of the UHK educational, creative and related activities submitted by the Chair of the UHK Internal Evaluation Board, and amendments to the report;

i) Approves the conditions for admission to studies in study programmes not implemented at the UHK Faculties;

j) Approves the UHK strategic plan of educational and creative activity and the annual implementation of the UHK strategic plan submitted by the Rector;

k) Gives to the Rector a prior approval to appoint and discharge members of the UHK Research Board, members of the UHK Internal Evaluation Board and members of the UHK Disciplinary Board;

l) Comments on the drafts of study programme not implemented at the faculties;

m) Comments on the Rector's intention to appoint or discharge the UHK Vice-Rectors;

n) Comments on legal acts requiring the consent of the UHK Board of Trustees under section 15(1) (a-d) of the Act;

o) comments on the incentives and opinions of the UHK Board of Trustees under section 15 (3) of the Act;

p) Cancels, upon the Rector's proposal, an internal regulation or any other act of a body of a constituent part of the UHK, or suspends its effect if such internal regulation, decision or act are in contradiction with special regulations or the UHK internal regulations;

q) Makes resolution on the Rector's appointment and/or proposes his/her removal from the office.

## **PART THREE**

### **ORGANIZATIONAL STRUCTURE**

#### **Article 4**

##### **UHK AS Structure and Bodies**

(1) The UHK AS has two chambers. One chamber is composed of academicians (the Academic Chamber), the other one of students (the Student Chamber).

(2) The Academic Chamber represents in the UHK AS the interests and will of the UHK academic community composed of academicians and represents the UHK AS externally.

(3) The Student Chamber represent in the UHK AS the interests and will of the UHK academic community composed of students and represents the UHK AS externally.

(4) Each faculty and each higher education institute are represented by three academicians and three students.

(5) The elections in the UHK AS are regulated by the UHK Election Code.

(6) The UHK AS has the following bodies:

a) The UHK AS Board (hereinafter the Board);

b) The UHK AS Chair (hereinafter the Chair);

c) the UHK AS Committee (hereinafter the Committee).

(7) The UHK AS bodies are responsible for performance of their office to the UHK AS.

(8) The UHK AS paperwork is done, upon agreement with the UHK AS Chair, by a UHK employee (hereinafter the Secretary) accredited by the Rector.

(9) The Secretary performs organizational and administrative acts related to the UHK AS activity. In such activities, the Secretary is managed by the UHK AS Chair.

## **Article 5**

### **UHK AS Board**

(1) The UHK AS Board is composed of the UHK AS Chair, one UHK AS Vice-Chair for the Academic Chamber and one UHK AS Vice-Chair for the Student Chamber. The Chair and the Vice-Chairs are elected at the UHK AS constitutive sitting; if a position becomes vacant during the UHK AS term of office, they are is elected at a regular meeting of the UHK AS.

(2) The elections of the Board are regulated by the UHK Election Code.

(3) The Chair:

a) Prepares and chairs the UHK AS meetings;

b) Signs the UHK AS meeting minutes, internal regulations approved by the UHK AS, and other documents and instruments issued by the UHK AS;

c) Represents the UHK AS externally in accordance with the UHK AS resolution;

d) Coordinates the work of Committees;

e) Coordinates the UHK AS cooperation with other bodies of the UHK and its constituent parts;

f) Represents the UHK AS at the Rector's Board meetings;

g) Submits reports on the UHK AS activity to the UHK academic community at least once in a year.

(4) The Vice-Chair elected for the Academic Chamber:

a) Represents the UHK AS chair in his/her absence;

b) Prepares and chairs the Academic Chamber meeting;

c) Presents the Academic Chamber resolutions at the UHK AS meetings to the other UHK AS bodies, represents the Academic Chamber at the Rector's Board meetings;

d) Represents the UHK AS Academic Chamber externally in accordance with its resolutions.

(5) The Vice-Chair elected for the Student Chamber:

- a) Prepares and chairs the Student Chamber meetings;
- b) Presents the Student Chamber resolutions at the UHK AS meetings to the other UHK AS bodies;
- c) Co-signs the minutes of the UHK AS meetings;
- d) Represents the UHK AS Student Chamber externally in accordance with its resolutions;
- e) Represents the Student Chamber at the Rector's Board meetings.

## **Article 6**

### **Committees**

(1) The UHK AS forms standing or ad hoc Committees for the purposes of its activities. The individual Committees are chaired by the UHK AS members on the basis of secret ballots. The Committee chairs are responsible for the activity of the Committees chaired by them. Members of the UHK academic community and the UHK employees can be the Committee members. The Committee activity ends no later than at the end of the UHK AS term of office.

(2) The UHK AS forms two standing committees, the Economic Committee and the Legislative Committee, within maximum 30 days from the UHK AS constitution.

## **PART FOUR**

### **UHK AS RULES OF PROCEDURE**

## **Article 7**

### **Constitutive Sitting of the UHK AS**

(1) The first constitutive sitting of a newly elected UHK AS is convened by the Chair of the outgoing UHK AS within maximum thirty calendar days from the declaration of the UHK AS election results. If he/she fails to convene the UHK AS meeting within the given period of time, the meeting is convened by the Rector within fifteen days from the lapse of the above-given period of time.

(2) At its constitutive sitting, the newly elected UHK AS elects the Board according to Article 9 and 5 of the UHK AS Election Code.

(3) The constitutive meeting of the newly elected UHK AS is chaired by its member who is an academician and whose surname is the last in alphabetical order of the UHK AS member list; such member chairs the meeting until a new UHK AS chairman is elected.

## **Article 8**

### **Convening of the UHK AS Meeting**

(1) The UHK AS chair convenes both the regular and extraordinary UHK AS meetings either in written or electronic form. The regular UHK AS meeting is held at least twice in a semester on regular dates approved by the UHK AS. An extraordinary UHK AS meeting is convened by the UHK AS chair if the Act stipulates so, or if at least one half of all elected UHK AS members, the Rector, any of the UHK AS chambers ask so.

(2) If the Rector asks to convene the UHK AS meeting, the UHK AS Chair convenes the meeting under section 8 (4) of the Act without any undue delay, i.e. within seven working days; if other UHK AS members ask to convene the meeting, the period of time is ten working days unless they ask for a different period of time.

(3) If the UHK AS Chair does not convene the UHK AS meeting under paragraphs 1 and 2 above, the meeting is convened by the UHK AS Board.

(4) The invitation for the UHK AS meeting and the meeting agenda, place and date is sent by the UHK AS Board to all the UHK AS members and to the Rector at least 7 days in advance, either via electronic mail or by means of a written invitation. At the same time, the invitation is published in an electronic form at the UHK website and in a documentary form on the UHK Notice Board. In extraordinary cases, the UHK AS meeting can be convened otherwise than specified in Paragraph 1 but all the UHK AS members must get the notification of the meeting and must be able to attend it.

(5) The UHK AS is obliged to attend all meetings. If the UHK AS member cannot attend the UHK AS meeting for serious reasons, he/she is obliged to notify the UHK AS Chair of it without any undue delay as soon as he/she learns of the reason for absence and is obliged to tell the reason to the Chair.



## Article 9

### Preparation of the UHK AS Meeting

(1) Materials to be debated at the UHK AS meeting can be submitted by:

- a) The UHK AS members;
- b) The UHK AS Committee;
- c) The Rector, Vice-Rector, or Bursar;
- d) The Deans, academic senates of faculties, directors of the higher education institutes;
- e) Trade unions active at the UHK.

(2) If a member of the UHK academic community wants the UHK AS to act in some matter, he/she asks his/her representative in the UHK AS; employees ask their trade union.

(3) If there is a matter that should be decided by the UHK AS at the meeting, supporting documents are submitted in an electronic or documentary form by the proposer to the UHK AS Chair or Vice-Chairs usually ten working days in advance. Materials submitted in this period of time must be debated at any of the next two meetings of the UHK AS, unless the UHK AS decides otherwise by the absolute majority of all its elected members.

(4) If necessary, the UHK AS Board gives the materials immediately to the chairs and members of the relevant UHK AS Committees for debate and preparation for the UHK AS meeting.

(5) The UHK AS Board provides for all written supporting documents for the UHK AS meeting in a way ensuring that the UHK AS members get those 3 working days before the UHK AS meeting at the latest.

In case of proposals under Article 3 (1) (a-j) and supporting documents for decision-making under Article 3 (1) (q), the UHK AS Board sends the proposals and supporting documents to the members at least 7 calendar days before the UHK AS meeting. The proposers in cases mentioned in the previous sentence are, in accordance with section 9 (3) of the Act, obliged to make their proposals available to all members of the UHK academic community in a way allowing remote access, i.e. at the UHK AS website, at least 7 calendar days before their debating.

## **Article 10**

### **UHK AS Meeting**

(1) The UHK AS meeting is open to the public. The UHK AS meeting is usually chaired by its Chair. The UHK AS meeting or its part may be chaired by the Vice-Chair.

(2) The UHK AS has a quorum if the absolute majority of all members of each UHK AS Chamber are present, unless the Act or these Rules specify otherwise.

(3) If the UHK AS does not have a quorum within the given period of time, an alternate meeting is held within fourteen calendar days from the convened meeting, at the same time and at the same place.

(4) The UHK AS meeting is attended by:

a) The UHK AS members;

b) The chairs of academic senates of faculties, or vice-chairs accredited by the chairs;

c) Rector, Vice-Rectors, Bursar, Deans, and directors of higher education institutes;

d) The Chair of the UHK Internal Evaluation Board, or a member of the UHK Internal Evaluation Board accredited by the Chair of the UHK Internal Evaluation Board;

e) The Chair of the UHK Board of Trustees or, on his behalf, another member of the UHK Board of Trustees accredited by the Chair;

f) Representatives of the UHK academic community appointed to the Council of Higher Education Institutions;

g) Other permanent participants according to the UHK AS decision;

h) Invited persons.

(5) At the beginning of the UHK AS meeting held after adoption of a decision or resolution, the UHK AS checks the fulfilment of adopted resolutions and decisions or their continuous fulfilment.

(6) Under section 8 (4) of the Act, the Rector or, on his behalf, a Vice-Rector, Dean, the Chair of the UHK Board of Trustees or his/her duly accredited representative from the Board of Trustees, as well as a member of the UHK Internal Evaluation Board accredited by the Chair of the UHK Internal Evaluation Board to act on

his/her behalf, has the right to speak at the meeting any time he or she so requests. Attendants of the UHK AS meeting under paragraph 4 (a-f) have the same right under these Rules of Procedure. Persons invited under paragraph 4 (h) have the right to speak in matters for debate of which they were invited. Other attendants of the meetings have the right to speak at the meeting if the absolute majority of the present UHK AS members agree with it.

(7) The attendants of the UHK AS meeting under paragraph 4 (c) and (e) are entitled to attend the UHK AS meeting in an advisory capacity and may request to speak at any time. Their request must be met.

(8) Other persons may be invited to attend the UHK AS meeting, especially to give information or explain some point of the agenda, by:

a) The UHK AS Chair or Vice-Chair;

b) The proposer of the submitted proposal, with the knowledge of the UHK AS Board.

## **Article 11**

### **Voting**

(1) Voting is public, except for cases specified in the Act or decided at the UHK AS meeting. A secret voting proposal is decided in public. The person authorized to count the votes (scrutineer) is appointed by the UHK AS Chair.

(2) Proposals are voted in the order in which they were submitted. If a counter-proposal is submitted, the vote is taken first on the counter-proposal and then on the original proposal. The order of voting is as follows: in favour of the proposal, against the proposal, abstained.

(3) The UHK AS votes as a whole. The UHK AS decision and the UHK AS meeting resolution is adopted if the absolute majority of all present members of each UHK AS votes in favour of it, unless the Act or these Rules specify otherwise. If the vote is taken on a matter on which one of the chambers does not want to comment, the given chamber may waive its right to vote by a decision made by the absolute majority of its present members. Approval of the absolute majority of the present members of the other UHK AS chamber is then sufficient to adopt the resolution.

(4) The absolute majority of all elected UHK AS members is required to adopt a decision or resolution under section 9 (1) of the Act. The absolute majority of all present UHK AS members is required to express its view under section 9 (2) of the

Act.

(5) A proposal for the nomination of the Rector is passed in accordance with section 9 (4) of the Act if it receives the absolute majority of the votes of all the UHK AS members, and a proposal for the removal of the Rector is passed if it receives at least three fifths of the votes of all the UHK AS members.

(6) In urgent and justified cases, the UHK AS Chair may ask the UHK AS members to vote on a proposal out of the UHK AS meeting (hereinafter the Correspondence Voting). The Correspondence Voting is not allowed in proposals specified in section 9 of the Act, requiring the secret ballot. The Correspondence Voting is performed electronically under the following conditions:

a) The UHK AS Chair sends a draft resolution on the given matter and all relevant supporting documents to all the UHK AS members and specifies the deadline for response; the deadline must be at least 5 working days from the proposal sending;

b) The individual UHK AS members send the following answer within the specified period of time to the UHK AS Chair and two scrutineers appointed by the Chair: “I vote in favour of”, “I vote against”, “I abstain from voting” (the delivery must be confirmed);

c) The resolution is approved if the absolute majority of all elected UHK AS members approve it;

d) The scrutineers make minutes of the Correspondence Voting; the minutes are signed by the scrutineers and the UHK AS Chair;

e) The UHK AS Chair is obliged to announce the result of the Correspondence Voting at the next UHK AS meeting.

(7) The UHK AS Chair or the UHK AS Vice-Chair (in case he/she chairs the UHK AS meeting) may interrupt the meeting for maximum twenty minutes for a conciliation procedure.

(8) The second round of voting is allowed if more options are decided by voting and none of them gets the number of votes sufficient for adoption. The top two options (or more if they get equal number of votes) go through to the second round.

(9) If a matter is not decided at the UHK AS meeting, it may be submitted for new debate at any of the following UHK AS meetings.

(10) If no decision was made in matters specified in section 9 of the Act, the UHK AS establishes a conciliation committee consisting of at least two members of the UHK AS Board and one representative of each conflicting party. The conciliation

committee proposals are decided by the UHK AS by voting.

(11) If the UHK AS does not come, despite the conciliation committee negotiations, to a decision in cases specified by the Act, the UHK AS terminates its activity and calls a new election within 1 month. In this case, the new UHK AS takes the office on the day of valid election.

## **Article 12**

### **Minutes of the UHK AS Meeting**

(1) Minutes of the UHK AS meeting are ensured by the Chair or by a Vice-Chair accredited by the Chair. After the UHK AS meeting is opened, the Chair proposes and authorizes for this purpose one of the UHK AS members, the Secretary, or an invited person to be the minute clerk(s).

(2) The UHK AS meeting minutes contain the place and time of the UHK AS meeting, a list of attending UHK AS members and all other attendants including eventual specification of the part of the meeting they attended, a list of absent UHK AS members showing the members excused, the meeting agenda, description of the meeting course, records of the attendants' speeches and opinions, resolutions and voting results including the way of voting, time and place of the next UHK AS meeting. (3) The UHK AS meeting minutes have the following annexes: list of attendants of the UHK AS meeting with signatures and times of earlier leaving or later coming to the meeting, if any, documents approved at the meeting and other documents relating the meeting in accordance with the UHK AS resolution.

(4) Each UHK AS member of the UHK AS Chamber has the right to put down to the minutes in their own words their opinion to a matter debated at the UHK AS meeting. For this purpose, he/she/they can give the opinion in writing to the UHK AS Secretary within maximum three days from the date of the meeting.

(5) The adopted resolutions and decisions on which votes were taken at the meeting are put down in the minutes in literal wording together with the number of votes "in favour of", "against", and/or "abstained".

(6) The minutes clerk sends the minutes in an electronic form within five working days to the UHK AS Board and to the proposers of proposals or materials to be debated that were submitted to the UHK AS and put on the UHK AS meeting agenda. The proposers may send their comments, if any, to the UHK AS Chair within three working days from the receipt.

(7) The minutes are signed by the UHK AS Chair or Vice-Chair if he/she chaired the

UHK AS meeting, the UHK AS Vice-Chair for the Student Chamber, and the minutes clerk(s). The UHK AS meeting minutes are published in an electronic form on the UHK website and in a documentary form on the UHK Notice Board within maximum fourteen working days from the UHK AS meeting.

(8) The UHK AS Secretary archives the minutes in the UHK AS archives.

## **Article 12a**

### **Special Provisions on the UHK AS Meeting Using Distance Communication Means**

(1) If there is danger in delay, or if important circumstances justify so, the UHK AS Chair may convene both the regular and extraordinary UHK AS meeting using the distance communication means.

(2) The invitation for the UHK AS meeting held via the distant communication means, and the meeting agenda and date are sent by the UHK AS Board to all the UHK AS members and to the Rector at least 7 days in advance via electronic mail. At the same time, the invitation is published in an electronic form on the UHK website.

(3) If there is a matter that should be decided by the UHK AS at the meeting, supporting documents are submitted in an electronic form by the proposer to the UHK AS Chair or Vice-Chairs usually 7 working days in advance. Materials submitted within this deadline must be debated at the convened UHK AS meeting held via the distance communication means.

(4) If the UHK AS does not have quorum on the specified day and time, the UHK AS meeting is held via the distance communication means within seven days from the convened meeting, at the same time, or within another deadline determined by the UHK AS Chair on the Rector's proposal.

(5) An audio-visual record of the UHK AS meeting is made in order to keep the UHK AS meeting public. An audio-visual record is not made if the nature of the debated matter or any legal regulation prevents it. The audio-visual record is archived for one year.

(6) If the UHK AS is to vote by secret ballots at the meeting held via the distance communication means, technical means ensuring the voting secrecy are used. More detailed conditions of both the public and secret voting is determined by the UHK AS Chair.

(7) Articles 8 to 12 are used unless Article 12a specifies otherwise.

## **PART FIVE**

### **ELECTION CODE FOR ELECTION OF A CANDIDATE FOR RECTOR**

#### **Article 13**

##### **Calling for Election of a Candidate for Rector**

(1) The UHK AS calls for an election of a candidate for Rector (hereinafter the Candidate) six months at the latest before the end of the existing Rector's term of office. The election of the Candidate shall be finished four months at the latest before the end of the existing Rector's term of office.

(2) The election is prepared and managed by at least four-member election committee appointed for this purpose by the UHK AS. The committee consists of the members of both the UHK AS Academic Chamber and Student Chamber. It is chaired by a member of the UHK AS Academic Chamber. The members of the election committee are appointed and removed by the UHK AS. The election committee chair is appointed out of the committee members by the UHK AS on a proposal of the election committee. The election committee adopts decisions by the absolute majority of votes of all its members.

(3) The Candidate may be proposed by a group of at least ten members of the UHK academic community signed on a written proposal submitted to the chair of the election committee. The Candidate's nomination is conditioned by his/her written consent with the nomination and by his/her personal integrity. The Candidate proposal must include the proposed Candidate's name and surname, titles, position and workplace and his/her consent with the candidacy. The proposed Candidate proves his personal integrity by a statement of criminal records that may not be older than 90 days.

(4) The election committee makes a candidate list from the submitted proposed Candidates who meet the requirements specified in paragraph 3 above; the list shows the names of the proposed Candidates in alphabetical order. The election committee passes the list to the UHK AS Chair within the specified period of time.

(5) Every proposed Candidate submits his/her election programme to the election committee within maximum one month after the Candidate election is called. The programme is published in places publicly accessible in all UHK premises and on the UHK AS website.

(6) The UHK AS convenes a public meeting of the UHK academic community where

all proposed Candidates shown on the Candidate list acquaint the UHK academic community with their election programmes and answer questions of the present members of the UHK academic community. The meeting is managed by the election committee and shall be organized in a way ensuring equal conditions to all proposed Candidates for their presentations.

## **Article 14**

### **Election of a Candidate for Rector**

(1) The UHK AS as a whole elects a Candidate from the proposed Candidates at its meeting by secret ballots.

(2) A Candidate is elected by means of prepared ballot papers showing the names of proposed Candidates in alphabetical order with assigned order numbers. The voter circles the order number of just one Candidate elected by the voter. Differently modified ballot paper is void.

(3) A Candidate is elected in the UHK AS in maximum three rounds. All rounds take place at the same meeting. Any Candidate may withdraw from his/her candidacy before any of the individual election round.

(4) A Candidate is elected if one of the proposed Candidates gets the absolute majority of votes of all the UHK AS members in any of the rounds.

(5) If none of the proposed Candidates gets the absolute majority of votes of all the UHK AS members in the first round of the UHK AS voting, the top two Candidates go through to the second round of election at the UHK AS. If the proposed Candidates on the second or other place get equal number of votes, all of them go through to the second round.

(6) If none of the proposed Candidates is elected in the second round, the third round of election takes place one week after the second round. The top one Candidate goes through to the third round. If there are more Candidates with the same highest number of votes, all of them go through. If none of the proposed Candidates is elected in the third round, the UHK AS calls new election.

(7) If only one proposed Candidate runs in the first round and is not elected, such proposed Candidate goes through to the second round that takes place one week after the first round. If the proposed Candidate is neither elected in the second round, the UHK AS calls new election.

(8) The election committee makes a written report on the Candidate election,



showing the results in the individual rounds, the number of issued, valid and void ballots. The report includes the attendance list of the UHK AS members. The election committee chair passes the report signed by all members of the election committee to the UHK AS Chair. Both the used and unused ballot papers are archived in the UHK AS archives by the chair of the election committee.

(9) The election committee acquaints the elected Candidate and the other proposed Candidates with the result of the Candidate election.

(10) The UHK AS adopts a resolution on the result of the Candidate election and acquaints the UHK academic community with it.

(11) A proposal to remove the Rector may be filed by one of the UHK AS Chambers within the meaning of section 9 (1) (h) of the Act. Consent of at least three fifths of all the UHK AS members is required to pass the resolution on the motion to remove the Rector.

## **PART SIX**

### **FINAL AND TRANSITORY PROVISIONS**

#### **Article 15**

(1) The Rules of Election and Procedure of the Academic Senate of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 10 August 2017 under No. 21982/2007, as amended, are hereby repealed.

(2) These Rules of Procedure were approved by the UHK AS on 7 October 2020 under section 9 (1) (b) point 1 of the Act.

(3) These Rules of Procedure come into force on the date of its registration by the Ministry of Education, Youth and Sports under section 36 (4) of the Act.

(4) These Rules Procedure come into effect on the first day of the calendar month following the day of coming into force.

Prof. Ing. Kamil Kuča, Ph.D., m.p.  
m.p.

Rector

doc. Ing. Hana Tomášková, Ph.D.,

UHK AS Chair