

The Ministry of Education, Youth and Sports registered in accordance with Section 36, Subsection 2 of Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), on 9 June 2017 under Ref. No. MSMT-12551/2017 Electoral Rules of the Academic Senate of the University of Pardubice.

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Mgr. Karolína Gondková
Head of the Higher Education Department

**ELECTORAL RULES OF THE ACADEMIC SENATE
OF THE UNIVERSITY OF PARDUBICE
OF JUNE 9, 2017**

Article 1

Membership in the Academic Senate of the University of Pardubice

(1) The Academic Senate of the University of Pardubice (the “Senate”) is a self-governing representative academic body whose members (the “senator”) are elected from among the members of the academic community of the University of Pardubice (hereinafter the “academic community”).

(2) The term of office of individual senators is three years. The term of office of the Academic Senate is three years. The first day of the election period of the Academic Senate is the day following the expiration of the election period of the resigning Senate.

(3) Membership in the Academic Senate is irreplaceable. The incompatibility of posts with membership in the Academic Senate is stipulated in Section 8, Subsection 2 of Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended (the “Act”).

(4) Membership in the Academic Senate shall terminate:

- a) on the day of termination of membership in the academic community of the University of Pardubice (the "University"),
- b) on the day of termination of membership in the academic community for which the senator was elected,
- c) on the date of cessation of the constituency for which the senator was elected,
- d) on the day of taking office incompatible with the post of senator,
- e) upon death,
- f) on the day of delivery of the written resignation from the post of senator to the Board of the Academic Senate.

(5) If the membership of a senator expires before the expiration of his/her term of office, at the request of the Board of the Academic Senate, the senator may be replaced by a substitute for the remaining term of the Academic Senate, in the order of election results in the relevant constituency and chamber.

(6) If a substitute refuses to hold the office of senator in writing, he/she shall remain a substitute and next substitute in order is called to hold the office of senator. If there is no candidate on the list of substitutes who does not refuse to hold the office of senator, the Academic Senate shall

announce a by-election to the relevant chamber in the relevant constituency. The by-election need not be held if the position of senator becomes vacant within a period of nine months before the expiration of the election period of the Academic Senate, unless the Academic Senate decides otherwise.

(7) Any substitute may resign as a substitute by a written declaration delivered to the Board of the Academic Senate; it shall take effect on the day of delivery.

Article 2

Composition of the Academic Senate

(1) Elections to the Academic Senate take place in the following constituencies:

- a) Faculty of Transport Engineering,
Faculty of Economics and Administration,
Faculty of Arts and Philosophy,
Faculty of Chemical Technology,
Faculty of Health Studies,
Faculty of Electrical Engineering and Informatics.
- b) Faculty of Restoration.
- c) Department of Physical Education and Sports, Language Centre.

(2) The constituencies referred to in Paragraph 1, Clause a) elect six senators from among the members of their academic community, of which four are academics and two are students. The constituency referred to in Paragraph 1, Clause b) elects two senators from among the members of its academic community, one of them from among the academic staff and one from among the students. The constituencies referred to in Paragraph 1, Clause c) elects from among the members of their academic community one joint senator from among the academic staff.

(3) The Senate has two chambers. Senators from the ranks of academic staff form the Chamber of Academic Staff, senators from the ranks of students form the Chamber of Students.

(4) When establishing a new faculty constituency or a new constituency, the Senate shall announce a by-election in the new constituency for the remaining election period. By-elections need not be held if a new constituency is established within a period of nine months before the expiry of the Senate's term unless the Senate decides otherwise.

Article 3

Academic Senate Elections

(1) Academic Senate Elections are direct with secret ballot. Elections to the new senate are organized by the Academic Senate with the help of the academic senates of the faculties and the Student Board of the University. The elections are governed by a five-member main election committee elected by the Academic Senate. Elections shall be announced by the Senate not later than three months before the expiry of its term of office.

(2) Elections are organized in constituencies, which form individual faculties, and one constituency consists of workplaces referred to in Article 2, Paragraph 1, Clause c). Elections in constituencies at individual faculties are managed by partial election committees appointed by the board of the academic senate of the faculty. Elections in the constituency referred to in Article 2, Paragraph 1, Clause c) are managed by a partial election committee appointed by the Board of the Academic Senate. The Main Election Committee is entitled to supervise the activities of the partial election committees through its authorized members.

(3) Elections shall be held on working days for a period of two calendar weeks, determined by

the Board of the Academic Senate, and shall be announced at least 6 weeks before their taking place. The specific date of the elections, so that it is at least two days, and the place of the elections at the individual faculties shall be determined by the academic senate of the faculty and in the constituency referred to in Article 2, Paragraph 1, Clause c) by the Board of the Academic Senate at least 30 days before their holding.

(4) The academic staff of the relevant constituency shall elect senators to the Chamber of Academic Staff and the students of the relevant constituency shall elect the senators to the Chamber of Students. Members of the Main Election Committee and partial election committees may not run for the Academic Senate.

(5) Each member of the academic community has the right to run and elect members of the Senate to only one of the chambers of the Senate in one constituency. An academic staff member may run or be elected to the Chamber of Academic Staff in the constituency of that part of the University listed as the place of performance of work in his employment contract. If an academic staff member is also a student, he or she may run for or vote for the Chamber of Students or for the Chamber of Academic Staff he or she chooses in the relevant constituency. If a student is enrolled in studies at more than one part of the University, he/she can run or vote for the Chamber of Students in the constituency of his/her choice. A member of the academic community with the right to vote in an election unit is obliged to communicate his/her decision to the chair of the Main Election Committee at least 15 days before the election, who will ensure his/her entry in the relevant electoral list.

(6) At least 10 days before the elections, partial election committees shall ensure the processing of electoral lists of students entitled to vote in the chamber of students and electoral lists of academic staff entitled to vote in the chamber of academic staff in the relevant constituency. Proposals for candidates for the Senate may be submitted by any member or group of members of the academic community of the relevant constituency, separately to the Chamber of Academic Staff and separately to the Chamber of Students. Only members of the academic community of the relevant constituency may run. The proposed candidate must give his/her written consent to his/her candidacy; the opinion of the candidate will be requested by the partial election committee. Written proposals, signed by the proposer, are submitted to the members of the partial election committee not later than 10 days before the first day of the election. Pre-election assemblies may be held in constituencies before elections.

(7) The partial election committees shall draw up a list of candidates to be published at least 7 days before the first day of the election. In the list of candidates, the proposed candidates are listed in alphabetical order, namely candidates for the Chamber of Academic Staff and separately candidates for the Chamber of Students. Persons whose posts are incompatible with the post of senator and members of election committees shall not be entered in the list of candidates.

(8) The partial election committees shall ensure the printing of ballot papers. The ballot paper, stating the voting method, shall be drawn up in such a way that the vote can be taken unambiguously.

(9) The list of candidates, the date and place of election for the relevant constituency shall be published by the partial election committees on the information boards of the University, installed on the premises of the relevant constituency, within the specified deadlines.

(10) At the polling place, it must be possible to adjust the ballot paper, ensuring secret ballot. Each authorized member of the academic community votes in person, representation is not possible. The voter proves his/her identity to the present members of the partial election committee and subsequently receives a ballot for election to the Chamber of Students or to the Chamber of Academic Staff.

(11) The partial election committee shall transmit the protocol-processed election results to the Main Election Committee without undue delay. Requirements for the content and form of the protocol on the course and result of elections are set by the Main Election Committee. The obtained results are published on the information boards of the university, installed in the premises of the constituency.

(12) The overall election results are ascertained by the Main Election Committee. The results shall be assessed not later than 5 working days after the last day of the election. The provisions of Section 8, Subsection 1 of the Act apply to the validity of elections. Those candidates who have obtained the highest number of votes in a secret ballot in the relevant constituency and the relevant chamber shall be elected senators. In the event of a tie in any of the elective seats, the lot shall decide on the order of the candidates. The fact that the candidates have been elected shall be announced by an authorized member of the Main Election Committee at the first session of the Senate.

(13) Substitutes for the respective chambers of the Senate shall be those candidates who have obtained more than 10 percent of the votes of voters who went to the polls in the given constituency.

(14) Based on the decision of the Main Election Committee, the election shall be repeated if the provisions of these Electoral Rules were violated in a way that could have affected the result of the election of elected senators. If there is an error in determining the order of the substitutes, the substitutes shall have not been elected from the place where the error occurred. The date for re-election shall be decided by the Main Election Committee.

(15) A proposal to review the preparation, course and results of elections or to invalidate the election of a candidate or to determine the order of substitutes in the relevant chamber of the constituency may be submitted by any member of the academic community registered in the list of candidates for its election. The reasoned proposal shall be submitted in writing to the Main Election Committee not later than 5 calendar days after the publication of the election results on the information board of the University. The Main Election Committee shall assess the validity of the election within 21 days from the date of receipt of the proposal.

Article 4 Final Provisions

(1) The Electoral Rules and Rules of Procedure of the Academic Senate of the University of Pardubice approved by the Academic Senate on 8 February and 27 March 2001 and registered by the Ministry of Education, Youth and Sports on 19 April 2001 under Ref. No. 16 132 / 2001-30, are hereby repealed.

(2) These Electoral Rules were discussed and approved according to Section 9, Subsection 1, Clause b), Subclause 3 of the Act by the Academic Senate on 25 April 2017.

(3) These Electoral Rules shall come into force and effect pursuant to Section 36, Subsection 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Miroslav Ludwig, CSc.
Rector