

*Code of Electoral Procedure for the Academic Senate
of the Faculty of Arts of Charles University*

**Code of Electoral Procedure for the Academic Senate
of the Faculty of Arts of Charles University
dated 2 June 2017**

In accordance with Section 27(1b) and Section 33(2b) of Act no. 111/1998 Sb., on institutions of higher education, and changes to other acts, as amended (the “Higher Education Act”) and Article 7(2) of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted this Code of Electoral Procedure for the Academic Senate of the Faculty of Arts of Charles University as its internal regulation:

**Article 1
Introductory provisions**

This procedure regulates the elections for the Academic Senate of the Faculty of Arts of Charles University (the “Faculty” and the “University”).

**Article 2
Voters**

1. The Academic Senate of the Faculty (the “Senate”) is elected¹ by the members of the academic community of the Faculty in direct elections by secret ballot.²
2. The academic community consists of:³
 - a. the academic staff working at the Faculty,⁴
 - b. students enrolled in the Faculty.⁵
3. The academic staff at the Faculty elect their own representatives in the Senate (the “curia of academic staff”) and the students enrolled in the Faculty elect their own representatives in the Senate (the “curia of students”). In the curia of academic staff, 16 members of the Senate are elected, and in the curia of students, 15 members of the Senate are elected.
4. Authorized voters vote in person. Representation or substitution is not permitted.

¹ Section 4d, Section 62(1h) of Act no. 111/1998 Sb., on Institutions of Higher Education and on changes to other acts (the Higher Education Act), as amended

² Section 23(2), Section 24(1a), Section 25(1a), Section 26 of the Higher Education Act

³ Section 25(3) of the Higher Education Act, Article 3(1 to 7) of the Constitution of the Faculty

⁴ Pursuant to Section 70(1) of the Higher Education Act, these are employees; thus it does not apply to people working at the Faculty based on contracts for work other than employment, pursuant to Section 70(3) of the Higher Education Act

⁵ Section 51, Section 61 of the Higher Education Act; pursuant to Section 60(3) of the Higher Education Act, this does not apply to participants of lifelong learning programmes.

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5. The members of the academic community of the Faculty authorized to vote and to be elected to both curia, i.e. those who are currently members of the academic staff at the Faculty and students enrolled in Faculty, may select in advance the curia in which they will exercise these rights. A written declaration of their selection is submitted to the chair of the election committee. If they fail to do so no later than five days before the first day of the elections, they will vote and may be elected in the curia of the academic staff.

Article 3

Announcement of elections and the election committee

1. The Senate announces the elections at its meeting at least three months before the end of the term of office of the members of the Senate and at least one month before the elections are held. If the Senate fails to do so, the Dean of the Faculty will announce the elections. The elections are held at least six weeks before the end of the term of office of the members of the Senate.
2. The elections are held electronically using the electronic voting application in the computer network (the “electronic elections”). The announcement of the elections includes information about the technical details of the organization, process, and security of the elections. When announcing the elections, the Senate may decide to hold the elections using paper ballots and ballot boxes (“paper ballot elections”) or a combination of electronic and paper ballot elections.
3. The specific term for the elections is set by the Senate in such a manner that there are at least two and at most four consecutive days of teaching at the Faculty so that every day it is possible to vote for at least twelve hours. In the event of paper ballot elections, the Senate also establishes the polling station or stations for holding the elections so that each day it is possible to vote at each of the polling stations for at least six hours. The elections may only be held in buildings where students of the Faculty take classes.
4. Elections are prepared and administered by at least a seven-member election committee. The Senate appoints and recalls the chair, vice-chair, and members of the committee from among the academic community of the Faculty, as a rule, at the meeting of the Senate where the elections were announced. In the event of paper ballot elections, the Senate sets the total number of members of the committee with respect to the number of polling stations so that at least two members of the election committee are present at one time at each polling station. The members of the election committee may not be candidates in the elections to the Senate, and candidates may not become members of the election committee. If a member of the election committee decides to be a candidate in the elections, membership in the election committee is terminated. Membership in the election committee is also terminated if the position is forfeited together with termination

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of membership in the academic community of the Faculty. If the number of members of the committee falls below the minimum number specified in this paragraph, another member must be immediately appointed to the open position. The election committee draws up minutes of its meetings.

5. A resolution on the announcement of the elections is published without delay in the public section of the Faculty's web pages.

**Article 4
Electoral lists**

Lists of members of the academic community of the Faculty authorized to vote in the curia of academic staff and the curia of students (the "electoral lists") are prepared by the Dean's office of the Faculty and are submitted to the chair of the election committee and the President of the Senate no later than five days before the first day of the elections. The chair of the election committee determines, pursuant to Article 2(5) of this Code of Electoral Procedure, in which curia the members of the academic community who are a part of the academic staff as well as students enrolled in the Faculty can vote and be elected.

**Article 5
Candidates, lists of candidates, and other acts relating to the preparation of elections**

1. Each member of the academic community of the Faculty is entitled to be a candidate for the Senate and nominate candidates to the Senate.⁶
2. Nominations for candidates are submitted in writing to the election committee through the Faculty's mail room no later than one week before the first day of the elections. The nominations must contain the following:
 - a. First name, surname, date of birth, title, and contact information of the nominee; in the case of academic staff, the name of the basic unit of the Faculty; in the case of a student, the study programme of the nominee and year of study,
 - b. Nominee's written and signed consent to the candidacy,
 - c. First name, surname, contact information, and signature of the nominating party, if different than the candidate.
3. After verifying the legitimacy and particulars of the nominations, the election committee draws up an alphabetical list of candidates for each curia. For incomplete or unclear nominations, supplementation is requested from the candidate or the nominating party. If

⁶ Article 4(1a) of the Constitution of the Faculty

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not done so by the candidate or nominating party by a reasonable deadline set by the election committee, the nominated candidate will not be added to the list of candidates.

4. The election committee publishes the list of candidates, the term, and in the case of paper ballot elections, also the polling place in the public section of the Faculty's web pages no later than five days before the first day of the elections. Information about the nominated candidates, pursuant to paragraph 2a, is included on the lists of candidates, in addition to a candidate's contact information.
5. Candidates on the lists of candidates will be provided space for their pre-election presentation in the public section of the Faculty's web pages. The extent and form of these presentations can be established by the Board of the Senate if needed.
6. The election committee arranges through the Dean's office of the Faculty the technical conditions for elections, especially assigning the electoral lists and lists of candidates according to the electoral curia to the election application and distributing information on holding the elections and the manner thereof, including links to the election application and the instructions for its use, to all authorized voters by way of the registered e-mail addresses. If the elections are not held only electronically, the committee arranges for the ballot boxes and their seals, voting screens, and the printing of ballots. The data on the ballots must be presented in such a way that the candidates are not confused.

Article 6

Election process and outcome of the elections

1. On the day of the elections, election campaigning is not permitted. The election committee is authorized to supervise and enforce this provision.
2. The election application must ensure voting secrecy and must contain a list of all candidates of the curia in which a voter is authorized to vote. The election application must also allow for the anonymous casting of votes and prevent one voter from voting more than once.
3. In the case of paper ballot elections, the polling stations or otherwise designated or marked spaces for voting must be equipped with a separate ballot box for each election curia, a sufficient amount of ballots, writing utensils, and a space for writing on the ballots that allows for voting privacy. At least two members of the election committee must be present at all times at each polling station or otherwise designated space for voting.

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4. Voters log in to the election application through the Central Authentication Service of the University. In the case of paper ballot elections, voters show their IDs to the members of the election committee and sign for the ballot of the respective curia on the electoral list.
5. The election application allows voters to clearly mark the selected candidates and ensures that voters cannot vote for more candidates than is possible in a specific curia. In the case of paper ballot elections, voters circle the numbers of the candidates on the ballot in the space designated for voting with ballots. Only the maximum number of candidates allowed for members of the Senate in a specific curia can be circled. A ballot is not valid if no numbers of the candidates are circled, if the numbers or names of the candidates are crossed out, if another candidate is written in, if more candidates are circled than the number of members of the Senate in a specific curia, or if the ballot is altered in any other manner.
6. Immediately after the voting period has ended, the election committee counts the votes and draws up a protocol of the process and outcome of the voting which the members of the committee sign and which is published within 24 hours in the public section of the Faculty's web pages.
7. The candidates who acquire the highest number of valid votes in the elections for the specific curia are elected, and the order is determined by the number of acquired votes. Candidates who do not acquire a mandate, but have obtained enough votes to exceed one third of the number of votes cast for a candidate elected as the last in the order or ties the number of votes become alternates. Their order is determined by the number of acquired votes.
8. Lots are drawn for the order of candidates who obtain the same number of votes in the elections. The chair of the election committee is in charge of the drawing.
9. A voter may file a complaint to the election committee relating to the preparation, process, or outcome of the elections no later than eight days after the day of publication of the election results. The complaint must be in writing and must contain the reasons for the complaint. The election committee evaluates the complaint and validity of the election within 14 days of the day it receives the complaint. The election committee may decide to invalidate and repeat the elections in the event of any gross misconduct that could have an effect on the results of the elections relating to an elected member. Otherwise, the provision on elections apply to elections that are repeated.
10. The chair of the election committee or a deputized member of the election committee announces the valid election of a candidate to the position of member of the Senate at the first meeting of the Senate following the successful election. Written confirmation will be provided to the elected member.

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Article 7

Membership and supplementation of the Senate

1. Holding an office that is incompatible with membership in the Senate, pursuant to the Higher Education Act⁷ or the Constitution of the Faculty⁸, is an impediment to the establishment of membership in the Senate and a reason for termination of membership in the Senate.
2. If membership in the Senate is terminated, pursuant to Article 7(5) of the Constitution of the Faculty, an alternate is placed in the position for the remainder of the term of office in accordance with Article 6(7) of this Code of Electoral Procedure. An alternate is invited to the Senate by the President of the Senate; the provisions of Article 6(10) of this Code of Electoral Procedure apply *mutatis mutandis*. An alternate is entitled to reject in writing membership in the Senate; in such a case, the next alternate on the list is invited.
3. A member of the Senate who is elected as a student, has graduated from a Bachelor's study programme, and applies to the Faculty for a continuing Master's study programme or has graduated from a Master's study programme and applies to the Faculty for a PhD study programme may declare in writing that the member intends to remain an alternate in the Senate. The declaration must be delivered to the President of the Senate within seven days of terminating studies, and the President immediately submits it to the Board of the Senate. In such a case, the person becomes the first alternate and will be the first alternate to be invited to the Senate after enrolling in the study programme, or the person will be invited to the Senate after the decision on rejection of another alternate on the list comes into effect, however, no later than four months after the day of delivery of the declaration; if the applicant is not accepted to studies by this deadline, the person is no longer an alternate. This applies similarly to the status of a student alternate.⁹
4. If the number of members of the Senate decreases during an election period by more than one sixth, and this cannot be supplemented in accordance with paragraph 2, the Senate announces supplementary elections. For supplementary elections, the provisions of this Code of Electoral Procedure apply *mutatis mutandis*. Supplementary elections are not held during the last six months of the term of office of members of the Senate.¹⁰

Article 8

Transitional provisions

⁷ Section 26(2 and 1) of the Higher Education Act

⁸ Article 7(3) of the Constitution of the Faculty

⁹ Section 26(3) of the Higher Education Act, Article 17(3) of the Constitution of the University, Article 12(6 and 7) and Article 14(2) of the Code of Electoral Procedure of the University

¹⁰ Article 7(4) of the Constitution of the Faculty

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1. In the case of study programmes accredited in accordance with the Higher Education Act in a version valid prior to 1 September 2016, which are categorized into fields of study, the field of study is also specified together with the study programme.
2. The term of office of members of the Senate elected in elections held in accordance with previous regulations is not affected by this Code of Electoral Procedure. The provisions on membership and supplementation of the Senate also apply to members of the Senate and alternates resulting from the elections held in accordance with the previous regulations.

**Article 9
Final provisions**

1. Part I of the Code of Electoral Procedure and Code of Procedure of the Senate of the Faculty adopted by the Academic Senate of the University on 22 May 2009, as amended, is rescinded.
2. This regulation was approved by the Senate of the Faculty on 10 May 2017.
3. This regulation comes into force on the day of its approval by the Academic Senate of the University.¹¹
4. This regulation comes into effect on the first day of the calendar month following the day it came into force.

Mgr. Jan Chromý, Ph.D.
President of the Academic Senate of the Faculty

doc. Mirjam Friedová, Ph.D.
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PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of the University

¹¹ Section 9(1b, point 2) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.