

Election Rules of the Academic Senate of the Third Faculty of Medicine of Charles University

Academic Senate of the Third Faculty of Medicine of Charles University
pursuant to Section 27(1)(b) and Section 33(2)(b) of Act No. 111/1998 Coll., on Higher Education
Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions),
has resolved on the following Election Regulations of the Academic Senate of the Third Faculty of
Medicine of Charles University,
as its internal regulation:

Part I.

Article 1

Basic provisions

The election of members of the Academic Senate of the Third Faculty of Medicine of Charles University (hereinafter referred to as the "Senate") and the election of a candidate for the position of Dean are regulated by the Higher Education Act, the Statutes of Charles University (hereinafter referred to as the "University Statutes") and the Statutes of the Third Faculty of Medicine (hereinafter referred to as the "Faculty Statutes"). Further details are regulated by the following Election Rules of the Academic Senate of the Third Faculty of Medicine (hereinafter referred to as the "Election Rules of the Senate").

Part II

Election Rules of the Academic Senate

Article 2

Electoral groups

1) The members of the Senate shall be divided into 8 electoral groups (4 academic staff electoral groups and 4 student electoral groups).

2) The academic staff electoral groups are

- a) the academic staff group of the theoretical institutes,
- b) the group of academic staff of internally oriented clinical departments,
- (c) a group of academic staff of surgically oriented clinical departments,
- (d) a group of academic staff from other departments,

The division of departments shall be determined by a measure of the Dean, on which the Senate shall give its opinion.

3) The student electoral groups shall be

- a) a group of students studying an undergraduate degree programme,
- b) a group of students studying a Master's degree programme in the Czech language,
- c) a group of students studying a Master's degree programme in English,
- d) a group of students studying a doctoral programme.

Article 3

Announcement of elections

Elections shall be called by the Senate in such a way that they take place no later than the 25th day before the end of the term of office of its members. Elections must be announced at least 45 days before that date. The announcement of the elections shall be published on the official notice board, together with the names of the members of the Election Committee and the name of the member of the Dean's Office who is the registrar of the Election Committee.

Article 4

Election Committee

- 1) Together with the announcement of the elections, the Senate shall appoint a twelve-member Election Committee, which shall prepare the elections and supervise their conduct. It shall consist of 6 academic staff and 6 students. In addition, the Senate shall elect 3 alternates from among the academic staff and 3 alternates from among the students.
- 2) The Election Committee shall elect a chairperson from among its members. The Election Committee shall have a recorder, who shall be a staff member assigned by the Dean to the Dean's Office. The Election Committee must meet at least 3 working days before the day of the election and, in the case of multiple days, before the first day of the election. Minutes of this meeting must be taken, recording the election of the Chairperson and listing the names of the candidates, with the Election Committee having verified that they meet the legal requirements, in particular that they are members of the academic community of the Faculty.
- 3) The Election Committee shall decide by ballot. In the event of a tie, the vote shall be repeated after debate. If there is still a tie in the re-vote, the lot shall decide.
- 4) Alternates shall take part in the work of the Election Committee if a member is unable to attend for any reason.
- 5) A member of the Committee may not be a candidate for the Senate. In the event that a member of the Election Committee accepts candidacy in the Senate elections, his membership of the Election Committee shall cease and he shall be replaced by an alternate so as to maintain the required composition of the Committee. The Senate shall elect another alternate in place of that alternate.
- 6) The alternates shall stand in alphabetical order of their surname. The chairperson of the Election Committee shall inform the alternate of the need to step in.
- 7) Parity of academic staff and students shall be maintained in the Election Committee during the opening of the ballot boxes and the counting of votes.

Article 5

Nomination of candidates

- 1) Only a member of the academic community of the Faculty, namely an academic staff member enrolled at the Faculty or a student of the Faculty, may be a candidate for a member of the Senate.
- 2) Membership of the Senate is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty and Director of a university institute.

3) As of the date of the announcement of the election, any voter may nominate candidates for membership in the Senate. The nomination of a candidate for a member of the Senate shall always be submitted in writing, indicating, in the case of an academic staff member, his/her name and his/her place of work and, in the case of a student, his/her name, his/her programme of study and year. Each proposal shall also include the name of the proposer and the electoral group (Article 2) to which the candidate is proposed. Candidates may be nominated up to 5 working days before the election. Proposals may be sent by e-mail or in a sealed envelope to the Election Committee's registrar. Those interested in standing for the Senate elections may also nominate themselves.

4) The Election Committee is obliged to ask all proposed candidates whether they agree with their candidacy. The nominee must accept the nomination in paper or electronic form. In the event that a candidate has been nominated for more than one electoral group (Article 2) and meets the criteria for inclusion in more than one electoral group, the candidate must inform the Committee which of the groups he/she is standing for. A candidate may not stand for more than one electoral group.

5) No later than two days before the election, the Election Committee shall draw up two lists of candidates who have agreed to stand for election, one of which shall contain the names of the academic staff candidates and the other of which shall contain the names of the student candidates. It shall list the candidates in alphabetical order of their surnames, divide them into electoral groups according to Article 2(2) or (3), and mark each electoral group with serial numbers.

6) If any of the nomination papers referred to in paragraph 5 contains fewer than 16 names or fewer than two names in any of the electoral groups referred to in Article 2, the procedure in paragraphs 3 to 5 shall be repeated. A new election timetable shall be set by the Senate.

7) Pre-election meetings may be held at the Faculty. Pre-election meetings may not be held on election days.

Article 6

Senate elections

1) The place and time of the elections shall be published simultaneously with the announcement of the elections (Article 3, paragraph 1) or the setting of a new election schedule (Article 5, paragraph 6) on the official faculty notice board. Elections may take more than one day. Every member of the academic community of the Faculty shall be an elector.

2) The Election Committee shall provide polling stations, ballot boxes, a list of voters, nomination papers and ballot papers. The conditions for secret ballot shall be ensured. Candidate lists shall be prominently displayed in the polling station.

3) Voters shall be divided into 2 groups of voters, which are the academic staff group and the student group. In case a voter belongs to both groups of voters, he/she shall choose the group in which he/she will vote. A voter may only vote in one electoral group.

4) There are two types of ballot - the academic staff ballot and the student ballot. The types of ballots shall be clearly distinguished by colour.

5) Two ballot boxes shall be used for the purpose of the election, each for the election of one group of voters. The ballot boxes shall be clearly distinguished by colour in the same way as the ballot papers. The ballot boxes shall be sealed for the duration of the election.

6) The Election Committee shall ascertain whether the voter is entitled to vote and shall indicate in the register that he has exercised his right to vote. The voter shall be obliged to present to the Election Committee, on request, the document showing his/her eligibility to vote and, where appropriate, his/her identity card.

7) The voter must vote in person and may not be represented.

8) A voter who votes in a group of academic staff shall be given an academic staff ballot paper by the Election Committee and shall write on it a maximum of 16 names and serial numbers of academic staff candidates. The ballot paper, so edited, shall then be placed in the ballot box for the academic staff group.

9) A voter who votes in the student group shall receive a student ballot paper from the Election Committee and write on it a maximum of 16 names and serial numbers of student candidates. He/she shall then place the ballot paper so edited in the ballot box for the group of student voters.

10) Immediately after the end of the election, the chairman of the Election Committee shall open the ballot boxes in the presence of at least 3 other members of the Election Committee and the Election Committee shall count the votes cast for each candidate. At least 4 members of the Election Committee must be present at all times from the opening of the ballot boxes until the end of the counting, while maintaining parity. The chairperson of the election committee shall draw up a report on the result of the election, which shall be forwarded within 2 days to the Dean, who shall immediately publish the results of the election on the Faculty's website.

11) The protocol on the result of the election shall take the form of a list, where the candidates in each electoral group (Article 2) are ranked in descending order of the number of votes they received in the election, it shall also contain information on the number of eligible voters and the number of voters who participated in the election, as well as the signatures of the members of the Election Committee.

12) The 2 candidates with the highest number of votes received from each of the academic staff electoral groups (Article 2(2)) and the 2 candidates with the highest number of votes received from each of the student electoral groups (Article 2(3)) shall be elected members of the Senate first.

13) The remaining 8 academic staff shall be elected across the academic staff electoral groups in order of the highest number of votes received. The remaining 8 students are elected across the student electoral groups in order of the highest number of votes received.

14) In the event of a tie vote, the lot shall decide.

15) Normally within 14 days of the end of the election, but not before the end of the term of the old Senate, the Chair of the Election Committee shall convene the first meeting of the newly elected Faculty Senate.

16) The fact that a candidate has been validly elected shall be announced by the chairperson of the Election Committee or a member of the Election Committee designated by the chairperson at the first meeting of the Senate. A written certificate shall be presented to the elected member of the Senate.

Article 7

Substitutes

- 1) All candidates who have received at least one vote in the elections and have not been elected to the Senate shall become alternates.
- 2) If a member of the Senate ceases to be a member of the Senate during his or her term of office, the President of the Senate shall call a substitute to take his or her place. An academic staff member shall be replaced by an academic staff member and a student shall be replaced by a student member.
- 3) The order of alternates is determined by the number of votes they received in the election. In the event of a tie, the lot shall decide. Should at least 2 representatives from each electoral group not be represented in the Senate, the first alternate from that electoral group shall be called. If no such alternate can be called, the first alternate shall be called according to the overall ranking.
- 4) The alternate shall serve as a member of the Academic Senate for the remainder of the term of the member he or she replaces.

Article 8

By-elections

In the event that a member of the Senate ceases to be a member of the Senate during his or her term of office and if a replacement cannot be called in accordance with Article 7, the Senate shall call a by-election. The provisions of these Electoral Rules shall apply mutatis mutandis to by-elections.

Article 9

Handling of complaints about the conduct and validity of elections

A voter may lodge a complaint against the preparation, conduct and results of an election with the Election Committee within eight days of the date of publication of the election results. The complaint must be in writing and state the reasons. The Election Committee shall assess the validity of the election within 10 days of receiving the complaint.

Article 10

Re-running of elections

- (1) An election shall be repeated if there has been a gross irregularity, which may have affected who was elected. Where such a mistake has been made in the order of the alternates, the candidates from and including the place where the mistake was made shall not become alternates.

- (2) The Election Committee shall decide on the re-run of the election.
- (3) The provisions on elections shall apply mutatis mutandis to a rerun election.

Article 11

Conducting elections electronically

- 1) On the basis of a resolution of the Senate, elections may be held partially or completely by electronic means. The conditions laid down in the Higher Education Act must be met. A document on the technical details of the organisation, conduct and security of such elections shall be published at the same time. The Academic Senate of the Third Faculty of Medicine of Charles University will deal with any objections from members of the academic community.
- 2) In the case of elections held electronically, the provisions of Article 6(2), (4) to (6) and (8) to (10) and the part of Article 6(1) concerning the venue of the elections shall not apply.

Part III

Final provisions.

Article 12

Repeal provisions.

Articles 1-6 of the Election Rules and Rules of Procedure of the Academic Senate of the Third Faculty of Medicine, approved on June 2, 2017 by the Academic Senate of the Charles University, as amended and supplemented, are hereby repealed.

Article 13

Final provisions

1. These Rules were approved by the Academic Senate of the Faculty on 10 May 2022.
2. These Rules shall enter into force on the date of approval by the Academic Senate of the Faculty of Medicine.
3. These Regulations shall come into force on the first day of the calendar month following the day on which they come into force.

[Translated with DeepL](#)