

## **RULES OF ELECTION OF THE ACADEMIC SENATE OF THE FIRST FACULTY OF MEDICINE OF CHARLES UNIVERSITY**

*In compliance with Article 27, Subsection 1, Inset (b), and Article 33, Subsection 1, Inset (f), of Act No. 111/1998 Coll., the Act on Schools of Higher Education and on Changes and Amendments of Other Acts (thereinafter “Higher Education Act”) in its valid wording, and with Article 35 of the Constitution of the First Faculty of Medicine of Charles University, the Academic Senate of the First Faculty of Medicine of Charles University decided upon these Rules of Election of the Academic Senate of the First Faculty of Medicine of Charles University as its internal rule.*

### Article 1

These Rules of Election of the Academic Senate of the First Faculty of Medicine of Charles University (thereinafter “Faculty”) provide the details of election of the Academic Senate of the First Faculty of Medicine of Charles University (thereinafter “Senate”) as well as other details of membership in the Senate.<sup>1</sup>

### Article 2

#### **Divisions of the academic community**

- (1) For the purpose of the election, the academic community of the Faculty (thereinafter “academic community”) is divided into two divisions, particularly so into the academic staff<sup>2</sup> of the Faculty and the students enrolled at the Faculty (thereinafter “students”).
- (2) If a member of the academic community meets the requirements for membership in both divisions of the academic community according to Subsection 1 at a time, he/she is free to decide in which part of the academic community he/she shall be included for the purpose of the election. Unless he/she does so by three weeks before the election, it is assumed that
  - (a) he/she shall be included among the academic staff if he/she is a student in the combined form of the doctoral studies;
  - (b) he/she shall be included among students in all other cases.

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<sup>1</sup> Section 26 Subsection 1 of the Higher Education Act

<sup>2</sup> Article 7 of the Constitution of the First Faculty of Medicine of Charles University

- (3) The Bursar of the Faculty continuously keeps and updates the electoral register. These registers include the record of the data according to Subsection 1.

### Article 3

#### **Organization of the election**

- (1) As a rule, the election is held in November in the last year of the term in office of the current Senate. The date of the election is approved on by the Senate and announced in the public access part of the Faculty's website, at the latest 8 weeks before the first day of the election.
- (2) The election consists in one polling round and takes place on two successive days.
- (3) On calling the election, the Senate may decide on partial or total performance of the election in electronic form through a computer network. A document about the technical details of organization, course and securing the election (thereinafter "conditions of electronic form of election") shall be published at the same time as the election is called. Objections from members of the academic community against election in electronic form shall be submitted not later than within 8 days following the announcement of the election. The Senate shall take its stand on the objections not later than within 30 days following their delivery.
- (4) The election is organized by the current Senate in co-operation with the Bursar of the Faculty. For this aim, the Senate shall elect the electoral commission of five members from its midst in reasonable advance. A member of this Commission cannot be registered as a candidate for the Senate membership. If the Senate fails to elect the sufficient number of Senate members to the electoral commission, another member of the academic community may be elected instead, if recommended by a member of the current Senate. Both students and academic staff must be represented at least by two members each. The Commission is able to adopt a resolution if more than a half of its members are present, and it decides by the plain majority of its members present. The Commission shall elect a chairperson from their midst by a majority of votes of all members.

### Article 4

#### **Registration of candidates and composition of the list of candidates**

- (1) Registered as a candidate is every member of academic staff and every student who submits a written application for registration, substantiated by a petition with signatures of at least thirty members of the academic community.
- (2) The petition for registration must include the name, surname, faculty organization unit (or programme and year of studies) and signature of the candidate. The application for registration shall be sent by mail to the address of the seat of the Faculty, or handed in at the registry of the Dean's Office at 32 Kateřinská, Prague 2. The deadline for

mailing/handing in the applications is not later than on the 21<sup>st</sup> day prior to the first day of the election. This date shall be announced in the public access part of the Faculty's website.

- (3) The petition must include the name, surname, workplace (or programme and year of studies) and signature of all the supporting members of the academic community.
- (4) The requisites for registration of the application shall be examined by the electoral commission not later than within four days following the deadline for mailing/handing in the applications. On the results of the examination, the commission shall compile a report, which shall be announced without delay in the public access part of the Faculty's website as well as at the premises of the Faculty, in the usual manner.
- (5) Of the applications for registration who met the requirements, the electoral commission shall compile a common list of candidates, which not later than 14 days prior to the first day of the election shall be displayed at the premises of the Faculty, in the usual manner, as well as in the public access part of the Faculty's website.
- (6) The Bursar of the shall provide a sufficient number of ballot papers, supplied in two distinctive types –for students and for academic staff – and including the full list of candidates for the election in the alphabetic order; before a candidate's surname, a serial number will be given.
- (7) If less than thirty candidates are registered, or less than ten candidates from among students, the Senate shall prolong the deadline for registration of the candidates according to Article 2 and set a new date of the election, not earlier than after four weeks following the original date of the election.

## Article 5

### **Election campaign**

- (1) Both individual members of the academic community and their groups may launch an election campaign.
- (2) The Dean may organize a meeting of the registered candidates with members of the academic community; if necessary, he/she will adjust the schedules of tuition to enable the attendance at the meeting.
- (3) The election campaign must be run ethically, in accordance with legal regulations, internal regulations of the University and internal regulations of the Faculty. The election campaign must not attack other candidates for the Senate or other members of the academic community in any way.
- (4) Between the date of announcement of the report according to Article 4 Subsection 4 and the last day of the election, the candidates registered are entitled to present their election materials up to the extent of one A4 size sheet, which shall be displayed in the public access part of the Faculty's website as well as at the premises of the Faculty, in the usual manner. The electronic form of presentation may be complemented by references to other materials which the candidate has published by himself/herself. Every candidate organizes

preparation of his/her election materials on their own. Public display at the Faculty premises is provided by the electoral commission. Public display in the public access part of the website of the Faculty the Senate is provided by the secretariat of the Senate.

- (5) No active electioneering is allowed directly at the polling station during the election days.

## Article 6

### **Election areas and polling stations**

- (1) The academic community constitutes one election area. The electoral commission must take such measures that the regular performance of the election is secured, particularly so that each voter can only vote once.
- (2) The number and location of the polling stations shall be set by the Senate, at the proposal by the electoral commission. The electoral commission must consult its proposal with the Bursar of the Faculty in advance. The polling stations must be located in different parts of the area where the premises of the Faculty are found. A polling station must be distinctly marked as such, and equipped with sealed ballot boxes, separate for both divisions of the academic community and distinctly marked as appropriate, as well as with separate spaces to prepare the ballot in seclusion.
- (3) On the election days, the polling stations shall be open for specific hours provided by the Senate at the proposal by the electoral commission.
- (4) At a polling station, two persons appointed by the Senate at the proposal by the electoral commission must be present at all times. These persons shall see to the regular course of voting at the polling stations.
- (5) In order to secure the performance of the election at all the Faculty's units<sup>3</sup>, a mobile polling station can be established, to which the provisions of Subsection 3 and Article 7 Subsection 3 shall apply as appropriate.

## Article 7

### **Course of election**

- (1) Each voter is obliged to prove his/her identity to the supervising persons and sign in the register of voters.
- (2) Thereafter, the voter shall be given a ballot paper for the respective division of voters he/she belongs to according to Article 2.
- (3) In the ballot paper, the voter shall distinctly mark not more than fifteen candidates. Marking of the respective serial numbers of the candidates chosen shall be done in the

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<sup>3</sup> Article 21 of the Constitution of the First Faculty of Medicine of Charles University

way approved by the Academic s, according to the specimen displayed at the polling station.

- (4) Having marked the ballot paper, the voter in person shall drop it into the sealed ballot box, distinctly marked as destined for the respective division of the academic community.
- (5) Following the end of the first day of the election, the slot for insertion of ballot papers into the ballot box shall be sealed and the ballot box shall be deposited safely; on the next day the seal shall be removed by, the undamaged state of the seal having been checked previously. The sealing and removal of the seal shall be done in presence of at least 3 people from among the supervising persons and/or members of the electoral commission.

## Article 8

### **Ascertaining the standing and announcing the results of the election**

- (1) Following the end of the voting, all ballot boxes shall be unsealed at a closed session of the electoral commission in the presence of three its members as a minimum. The ballot papers returned shall be counted, separately for division part of the academic community.
- (2) Invalid ballot papers are not taken into consideration. A ballot paper is invalid if more than fifteen candidates are marked, or the marking is otherwise unintelligible. In doubtful cases, the electoral commission shall vote to decide on validity of the ballot paper and on the elector's vote.
- (3) The electoral commission shall sum up the votes on the valid ballot papers and issue the list of candidates in the sequence by the votes gained, separately for either division of the academic community. If two candidates gain an identical number of votes in one of the divisions of the academic community, the electoral commission shall decide on their standing by drawing lots.
- (4) In the standings of candidates for either division of the academic community, those that gained a lower standing in the other division shall be deleted. If a candidate placed the same in both divisions of the academic community, he/she shall only be considered at that part of the academic community that he/she belongs to according to Article 2 Subsection 2.
- (5) Those to become members of the Senate are fifteen candidates who gain the highest vote in the student division and fifteen candidates who gain the highest vote in the academic staff division.
- (6) Should fewer than ten students become members of the Senate, the standings of candidates elected by students shall be adjusted so that the academic staff member elected by the lowest number of votes will become a substitute, and the procedure according to Article 4 is applied. This procedure shall be repeated until the number of the students elected reaches 10.
- (7) Should fewer than fifteen academic staff members become members of the Senate, the standings of candidates elected by the academic staff shall be adjusted so that the student elected by the lowest number of votes will become a substitute, and the procedure

according to Article 4 is applied. This procedure shall be repeated until the number of the students elected reaches 15.

- (8) The electoral commission shall compile the report of the course and result of the elections, in three identical copies, which shall be signed by all its members. Reasons for a possible denial to sign shall be included in the report.
- (9) The results of the election shall be announced without delay, in the usual manner at the Faculty's premises and in the public access part of the Faculty's website.
- (10) A substantiated complaint in writing against the preparation, course and results of the election can be lodged not later than within 5 days following the date of announcement of the results of the election. The electoral commission will without unnecessary delay, not later than within 5 days, judge on the validity of the election.
- (11) In the first session of the Academic Senate, the chairperson of the electoral commission, or a member of the electoral commission put in charge by him/her, will announce which of the candidates were validly elected, and at a time will hand them in written certificates of election.
- (12) Reports of the course and results of the election and other documents pertaining to the election shall be filed in accordance with internal as well as general legal regulations.

## Article 9

### **Substitutes**

- (1) Substitutes for the respective term in office are those candidates who – after the final standing of candidates according to Article 8 is ascertained – occupy the first five places after the last elected candidate in either group, elected separately by students and academic staff, and also all candidates who gained 10 per cent of the total number of valid ballots. The order of succession of the substitutes is established according to the number of votes gained.
- (2) A member of the Senate who was elected as a student and then, having regularly completed a study programme, applies for admission to studies in another study programme at the same Faculty can declare in writing his/her wish to stay the first substitute further. This statement must be delivered to the chairperson of the Senate within seven days following the date of completion of the studies. In such a case, the first substitute will be called to the member position not earlier than on the date of the applicant's enrolment to the studies, or the next substitute in the order of succession will be called to the member position in the Senate after the decision of not admitting the applicant to the studies takes legal effect, but not later than within four months following the date of delivery of the statement; if the applicant is not admitted to the studies within this period, he/she ceases to be a substitute.
- (3) A substitute will be called to the member position by the chairperson of the Academic Senate in the order fixed according to Subsection 1, substitutes according to Subsection 2 shall be called to the Senate in the sequence in which they become members of the academic community of the Faculty.

- (4) A substitute can refuse the appointment if he/she does so without delay. This statement shall be delivered to the chairperson of Senate.
- (5) A substitute whose appointment would interfere with the prescribed composition of the Senate<sup>4</sup> cannot be called to the position.
- (6) A substitute that refused the call under Subsection 4 or cannot be called to the position according to Subsection 5 further stay a substitute and the next substitute shall be called in the procedure according to Subsection 3.
- (7) Anyone is free to resign to the position of the substitute. This statement shall be in writing, addressed to the chairperson of the Senate and to the Academic Senate of the Faculty. It will come into effect on the day when delivered to the chairperson of the Academic Senate of the Faculty.

## Article 10

### **Repeated election**

- (1) The election shall be repeated if a deviation occurred that may have influenced who was elected. Should such a deviation occur in case of standings of the substitutes, it is held that the substitutes from the standing influenced by the deviation (inclusively) are not elected.
- (2) The election cannot be repeated on the grounds mentioned in Subsection 1 if the member of the Senate has already been notified in writing of being elected.<sup>5</sup>
- (3) On repetition of the election, the electoral commission decides.
- (4) The provisions concerning the election shall apply to the repeated election as appropriate.

## Article 11

### **By-election**

- (1) A by-election for the rest of a Senate member's term in office takes place in the case when there is no substitute to a vacant position of the member of the Academic Senate, or all substitutes refused the call or cannot be called for the reasons under Article 9 Subsection 5. The by-election does not have to take place if the position became vacant within the last 9 months of the term in office and if the Academic s of the Faculty decides so.
- (2) The provisions concerning the election will apply to the by-election as appropriate.
- (3) The candidates who have not been elected in the by-election do not become substitutes to the effect of Article 9.

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<sup>4</sup> Article 10 Subsection 4 of the Constitution of the First Faculty of Medicine of Charles University

<sup>5</sup> Article 8 Subsection 11

## Article 12

### **The term in office and its start**

- (1) The term in office of a member of the Academic Senate is not shorter than two years and not longer than three years.<sup>6</sup>
- (2) The term in office of a member of the Senate starts
  - (a) in the first session of the Senate following the election;<sup>7</sup>
  - (b) by the call of a substitute to the position;
  - (c) by the announcement of the candidates validly elected in the election according to Article 11 or Article 15.

## Article 13

### **Impediment of membership**

Performance of an office that is incompatible with membership of the Senate according to the Higher Education Act or Constitution of the First Faculty of Medicine of Charles University constitutes an impediment of membership of the Senate.

## Article 14

### **Cessation of membership**

- (1) Membership of the Senate ceases
  - (a) by expiration of the term in office; or
  - (b) before expiration of the term in office
    1. together with cessation of membership of the respective division of the academic community that the member was elected by;
    2. by the date the member's declaration of resignation is delivered to the chairperson of the Senate;
    3. by the date of adoption of such an office that is incompatible with membership of the Senate.<sup>8</sup>
- (2) The term in office of all members of the Senate ceases

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<sup>6</sup> Article 10 Subsection 4 of the Constitution of the First Faculty of Medicine of Charles University

<sup>7</sup> Article 1 of the Rules of Procedure of the Academic Senate of the First Faculty of Medicine of Charles University

<sup>8</sup> Article 13



- (a) as the term in office according to Article 12 Subsection 2 Inset (a) commences;
  - (b) if the Senate fails to elect a chairperson within 30 days following the first session of the Senate;<sup>9</sup>
  - (c) if the Senate stays inactive for six months according to Section 27 of the Higher Education Act.<sup>10</sup>
- (3) If membership of the Senate ceases in any of the ways under Subsection 1 Inset (b), a substitute shall take the position in the Senate for the rest of the period in office.

## Article 15

### **Special provisions**

- (1) If the Dean calls the Senate election under the last sentence of Section 26 Subsection 3 of the Higher Education Act (thereinafter “extraordinary election”), he/she shall also perform the other tasks of the Senate that are connected to the election.

## Article 16

### **Interim provisions**

- (1) An election called prior to the effective date of these Rules is governed by the previous regulations. The term in office of the Senate members created by an election held under the previous regulations is by these Rules not affected.
- (2) An electoral commission appointed under previous regulations shall be considered as an electoral commission according to these Rules. The term in office of the electoral commission members elected under the previous regulations is by these Rules not affected.

## Article 17

### **Repealing provisions**

Parts I and II of the Rules of Election and Procedure of the Academic Senate of the First Faculty of Medicine, of 25<sup>th</sup> May 2007 are thereby repealed.

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<sup>9</sup> Article 1 Subsection 4 of the Rules of Procedure of the Academic Senate of the First Faculty of Medicine of Charles University

<sup>10</sup> Section 26 Subsection 3 of the Higher Education Act

Article 18

**Approval and effect**

- (1) This internal regulation was approved by the Academic Senate of the Faculty on 11<sup>th</sup> February 2019.
- (2) This internal regulation becomes valid on the day when approved by the Academic Senate of the University.<sup>11</sup>
- (3) These Rules shall come into effect on the first day of the month following after the date when it became valid.

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Prof. MUDr. Přemysl Strejc, DrSc.

Chairman of the Academic Senate of the First Faculty of Medicine

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Prof. MUDr. Aleksi Šedo, DrSc.

Dean of the First Faculty of Medicine

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Prof. Ing. František Zahálka, Ph.D.

Chairman of the Academic Senate of Charles University

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<sup>11</sup> Article 9, Subsection 1, Inset (b) of the Act on Schools of Higher Education. These Regulations were approved by the Academic Senate on ..... 2019.