

RULES OF ELECTION OF THE ACADEMIC SENATE

Faculty of Chemical Technology

University of Pardubice

16 May 2017

Article 1

Membership in the Academic Senate

- (1) The Academic Senate of the Faculty of Chemical Technology (referred to as the “Senate”) is a self-governing representative academic body whose members (referred to as the “Senators”) are elected from among the members of the academic community of the Faculty of Chemical Technology (referred to as the “Academic Community”).
- (2) The term of office of the Senators shall be three years. The election term of the Senate shall be three years. The first day of the election term of the Senate shall be the day following the last day of the election term of the previous Senate.
- (3) Membership in the Senate shall be irreplaceable. The incompatibility of functions with membership in the Senate is stipulated in Section 26, Sub-section 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendment to Other Acts, as last amended (referred to as the “Act”).
- (4) In the event that a student elected to the Senate is admitted for study in a follow-up study programme during the term of office, the student’s membership in the Senate shall not be terminated. The conditions under which the student’s membership in the Senate shall not be terminated are stipulated in Article 23, Clause 7 of the Statutes of the University of Pardubice.
- (5) Membership in the Senate shall be terminated:
 - a) On the date of termination of membership in the Academic Community of the Faculty of Chemical Technology (referred to as the “Faculty”);
 - b) On the date of taking up office incompatible with the function of the Senator;
 - c) By death;
 - d) On the date of delivery of a written resignation from the function of the Senator to the Board of the Senate;
 - e) Pursuant to Section 27, the term of office of all Senators shall be terminated provided that the Senate fails to act for a period of six months. The Dean shall announce new elections within 30 days.
- (6) In the event that the membership of any of the Senators is terminated before the term of office, the office shall be taken, at the request of the Board of the Senate, by a replacement for the remaining part of the election term according to the order of candidates in the election to the respective chamber of the Senate.
- (7) In the event that the replacement refuses to take up the office in written, the next replacement in the order shall be called upon. In the event that there are no candidates left on the list of replacements, the Senate shall announce supplementary elections to the respective chamber of the Senate. The supplementary elections need not be held provided that the position of the Senator becomes unoccupied within nine months before the end of the term of office of the Senate, unless the Senate decides otherwise.
- (8) Each replacement shall be entitled to give up the position of the replacement by means of a written declaration delivered to the Board of the Senate; the date of effect shall be the date of delivery.

Article 2

Structure of the Senate

- (1) The total number of Senators is fifteen, of whom ten are academics elected by the academic employees of the Faculty into the Academic Chamber and five are students of the Faculty elected by the students enrolled for study at the Faculty.
- (2) The academic Senators shall form the Academic Chamber, while the student Senators shall form the Student Chamber.

Article 3

Elections to the Senate

- (1) The elections to the Senate shall be direct with secret vote.
- (2) The elections to the Senate shall be organized by the incumbent Board of the Senate and shall be announced no later than one month before the end of the three-year term of office of the incumbent Senate. The announcement of the elections shall mean the approval and publication of the schedule of the elections to the Senate. The incumbent Senate shall also determine the date and place of the elections. The elections shall take place on two consecutive working days.
- (3) The elections of the new Senate shall be managed and organized by a five-member Electoral Commission. The Chair and the members of the Electoral Commission shall be elected by the incumbent Senate.
- (4) The elections to the Senate shall be held on a one-round basis. The Electoral Commission shall collect the proposals for the candidates for the Senate. The proposals for the candidates can be submitted by any member of the Academic Community. Each application shall be submitted in written and signed by the proposer. The Electoral Commission shall make a list of candidates. The list of candidates shall include only those candidates who have confirmed their nomination in written. The Electoral Commission shall make a list of candidates for the election of the Senators from among the academic employees to the Academic Chamber and a list of candidates for the election of the Senators from among the students to the Student Chamber.
- (5) The list of candidates may not include those members of the Academic Community whose function is incompatible with the function of the Senator and members of the Electoral Commission.
- (6) The number of candidates on the list of candidates must be equal or higher than the number of Senators in either Chamber of the Senate as specified in Article 2, Clause 1 herein. In the event that this condition is not met, the Senate shall immediately announce new elections to the Senate.
- (7) The academic employees shall elect Senators to the Academic Chamber, while the students shall elect Senators to the Student Chamber.
- (8) Each member of the Academic Community shall have the right to stand as candidate and to elect members of the Senate only to one Chamber; the academic employees to the Academic Chamber and the students to the Student Chamber. In the event that a member of the Academic Community is a student and at the same time an academic employee, such member shall be obliged to inform the Electoral Commission in writing in which Chamber he/she stands as candidate and in which Chamber he/she has decided to exercise the right to vote. No later than 15 calendar days prior to the election date, such member of the Academic Community shall be obliged to inform the Chair of the Electoral Commission who shall then include the member's name in the list of candidates.
- (9) No later than 10 calendar days prior to the election, the Electoral Commission shall provide a voter list of students entitled to vote to the Student Chamber and a voter list of academic employees entitled to vote to the Academic Chamber.
- (10) The Electoral Commission shall publish the list of candidates as well as the election date and place no later than 7 calendar days before the first day of the elections on the official notice board of the Senate and on the website of the university.
- (11) In the list of candidates, the candidates shall be arranged in alphabetical order. The candidates to

- the Academic Chamber and the candidates to the Student Chamber shall be listed separately.
- (12) In order to ensure proper conduct of the elections, the Electoral Commission shall provide printed ballot papers for both Chambers of the Senate. The ballot papers including the voting method must be provided in a way to ensure an unambiguous election. At the venue of the elections, measures must be taken to allow marking of the ballot papers. Prior to receiving the ballot paper, each member of the Academic Community shall prove their identity to the Electoral Commission by presenting an employee or student ID. After that they shall receive the ballot paper for the election to the Student Chamber or the Academic Chamber. Each member of the Academic Community shall vote in person and shall have one vote.
 - (13) A legal vote shall be a cast ballot paper with a clear marking of no more than the maximum number of candidates corresponding to the structure of the two Chambers as specified in Article 2, Clause 1.
 - (14) The candidates from among the academic employees and students who have received the highest number of votes shall be elected to the Senate to match the structure of both Chambers specified in Article 2, Clause 1. In the event of an equality of votes in either Chamber, the order of candidates shall be decided by drawing lots in the presence of all members of the Electoral Commission.
 - (15) Unelected academic employees to the Academic Chamber and unelected students to the Student Chamber shall become replacements in the order of the number of votes received. In the event of an equality of votes in either Chamber of the Senate, the order shall be decided by drawing lots in the presence of all members of the Electoral Commission.
 - (16) The Electoral Commission shall publish the results of the elections within three days of the completion of the elections. Each member of the Academic Community shall have the right to submit a written objection against the preparation, conduct and results of the elections within five days of the publication of the election results to the Chair of the incumbent Senate. The Board of the incumbent Senate shall examine whether the provisions of these rules of election have been violated in such a way as to affect the results of the elections, and shall confirm the validity of the elections to the Senate or announce repeated elections before the end of the term of office of the incumbent Senate. The announcement of repeated elections shall mean the approval and publication of the schedule of repeated elections to the Senate by the Senate.
 - (17) The founding meeting of the newly elected Senate shall be convened by the Chair of the incumbent Senate within 10 calendar days of the first day of the term of the new Senate. At the founding meeting, the Senate shall elect the Board of the Senate according to the Rules of Procedure of the Academic Senate of the Faculty of Chemical Technology.

Article 4

Final provisions

- (1) The Rules of Election and Procedure of the Academic Senate of the Faculty of Chemical Technology approved by the Academic Senate of the University of Pardubice on 5 December 2006 shall be revoked.
- (2) These Rules of Election of the Academic Senate of the Faculty of Chemical Technology were negotiated and approved in compliance with Section 27, Sub-section 1, Clause b) of the Act by the Senate on 18 April 2017.
- (3) These Rules of Election of the Academic Senate of the Faculty of Chemical Technology were approved in compliance with Section 9, Sub-section 1, Clause b), Item 2 of the Act by the Academic Senate of the University of Pardubice on 16 May 2017.
- (4) These Rules of Election of the Academic Senate of the Faculty of Chemical Technology shall come into force and effect on the day of approval by the Academic Senate of the University of Pardubice.

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m.p. Dean