

**CHARLES UNIVERSITY
FACULTY OF MEDICINE IN HRADEC KRALOVE**

**CODE OF ELECTORAL PROCEDURE FOR THE ACADEMIC SENATE
OF THE FACULTY OF MEDICINE IN HRADEC KRALOVE**

Under section 27 (1) (b) and section 33 (2) (b) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act) as amended (“the Higher Education Act”),

*the Academic Senate of the Faculty of Medicine in Hradec Kralove
has adopted this Code of Electoral Procedure for the Academic Senate of the Faculty of
Medicine in Hradec Kralove as the internal regulation:*

**Part I
Fundamental Provisions**

**Article 1
Introductory Provisions**

1. The Academic Senate of the Faculty of Medicine in Hradec Kralove (“the Senate”) is a self-governing representative body of the Faculty of Medicine in Hradec Kralove (“the Faculty”) within the meaning of section 25 (1) (a) of the Higher Education Act.
2. The status of the Senate and its composition is governed primarily by the Higher Education Act and the Constitution of the Faculty of Medicine in Hradec Kralove.
3. The number of terms of office of a member of the Senate is not limited.
4. The term of office of Senate members is three years for the members of the academic staff and two years for students.

**Article 2
General Provisions on Elections to the Senate**

1. Elections to the Senate are governed by this Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove.
2. The elections are direct by secret ballot.
3. For election purposes, the members of the Senate are divided into two parts. One part consists

of the members of academic staff (“the academic part”) and the other part consists of students (“the student part”).

4. The members of the academic staff of the Faculty are academics of the University who are allocated to the Faculty and, as employees of the Faculty depending on the agreed type of work, perform both pedagogical activities and creative activities. Each member of the academic staff of the Faculty is entitled to vote in the elections and be elected to the academic part of the Senate. Impediments to membership in the Senate are provided in Article 19.
5. Every student of the Faculty is entitled to vote in the elections and be elected to the student part of the Senate.

Article 3 Calling Elections

1. Elections to the relevant part of the Senate take place no later than two months before the expiration of the term of office of the members of the relevant part of the Senate. The elections are called by the Senate resolution. Should the Senate fail to do so, the elections are called by the Dean.
2. If elections to the academic and the student part of the Senate are due in the same year, such elections may be shifted in time by up to a month between the academic and the student part election due to operating or study reasons.
3. The resolution to call elections stipulates the dates of individual rounds and the locations where they will be held.
4. The resolutions to call elections are published without undue delay in the publicly accessible section of the Faculty website.

Article 4 Election Commission

1. Elections are prepared, organised, and complaints are handled by the relevant election commissions (“the election commission”), the election commission for the elections to the academic part of the Senate (Article 7), and the election commission for the election to the student part of the Senate (Article 13).
2. The initial meeting of the election commission is organised by the Board of the Senate. The further course of the elections is organised by the election commission.
3. At its initial meeting, the election commission elects the chairperson, deputy-chairperson, and one spokesperson. The spokesperson is in charge of informing the academic community of the Faculty of the course and the results of the elections.
4. The secretary to the Senate usually acts as the secretary to the election commission and ensures the administrative activities of the election commission.

Article 5 Course of Elections

1. The specific date and location or locations where the elections will be held are stipulated by

the Senate so that it spans one or more days when instruction is offered at the Faculty. Elections are held on working days, usually from 8:00 to 15:00, in several buildings of the Faculty. The polling stations must be clearly designated.

2. The data under paragraph 1 are published in the publicly accessible section of the Faculty website.
3. If the elections span over more days, after the first day of elections the ballot boxes are sealed and stored in a safe place. The seals are removed from the ballot boxes before the elections continue on the next day of elections. Sealing, transporting, storing, and removing the seal is carried out in the presence of at least three members of the election commission.
4. During the election, voters prove their identity to the members of the election commission present (using the academic identity card, student identity card, or other identity card). Participation is confirmed by the voter's signature in the list of voters.
5. Each voter may cast only one vote.

Part II

Elections to the Academic Part of the Senate

Article 6

General Provisions

1. A total of 24 representatives of the academic community from among the members of the academic staff are elected to the academic part of the Senate.
2. Elections to the academic part of the Senate consist of two rounds.
3. Elections may take place simultaneously in several buildings of the Faculty. For such arrangement of elections it is necessary to create a list of voters entitled to vote in the particular polling station. The name of the voter entitled to vote appears on the lists only once. A voter may request that the election commission change the polling station for him, however, he must do so no later than by 12pm on the day preceding the first day of the elections.

Article 7

Election Commission for Elections to the Academic Part of the Senate

1. The election commission for the elections to the academic part of the Senate consists of representatives of the academic part of the academic community of the Faculty. The Board of the Senate informs the heads of workplaces (institutes, clinics, and departments) about elections being called and invites the heads of the workplaces to delegate representatives of the workplaces as members of the election commission. The Board of the Senate is notified of the names of the representatives by the heads of the workplaces within one week of receiving the information from the Board of the Senate about calling elections.
2. All representatives delegated by the heads of workplaces become members of the election commission. The election commission consists of no fewer than 20 members. If the election commission has fewer than 20 members, the Board of the Senate invites the heads of

workplaces to delegate additional representatives of workplaces.

3. Membership in the election commission is incompatible with candidature for a member of the academic part of the Senate in the second round of the elections.

Article 8

Lists, Candidates, Lists of Candidates

1. No later than ten days before the holding of the first round of elections, the election commission receives a list of names of all members of academic staff from the Dean's Office of the Faculty, and uses it to create a list of candidates for the first round of elections ("the list of candidates") and a list of voters entitled to vote ("list of voters").
2. The list of members of the academic staff also includes the students of doctoral programme of study who are at the same time members of the academic staff of the Faculty and who request within the set time limit to be included in the list of voters and the list of candidates to the academic part of the Senate. By doing so they waive their right to vote and to be elected in the elections to the student part of the Senate held in the same academic year as the elections to the academic part of the Senate.
3. If employment of an academic arises after the time limit under paragraph 1, the lists of voters will be supplemented with a separate sheet which will be available in the polling stations. The list of candidates will be supplemented only if the given worker consents to it.
4. The list of candidates includes all members of the academic part of the academic community unless they request, in writing or electronically, to be struck off the list to the chairperson of the election commission by the closing date of the list of academic workers under paragraph 1. The list of candidates always provides the ordinal number, name of the candidate, and his workplace.
5. The election commission delivers, no later than five days before the holding of the first round of elections, the list of candidates for the first round of elections to every workplace and at the same time delivers to every member of the academic part of the academic community the ballot paper for the first round of the elections.

Article 9

First Round of Elections to the Academic Part of the Senate

1. The vote is cast by the voter who writes no more than 24 persons from the list of candidates on the ballot paper. The voter writes on the ballot paper the ordinal number of the candidate and the name of the candidate in legible form. The voter then casts the ballot paper in the ballot box.
2. The result of the first round of elections to the academic part is a list of candidates to the Senate in descending order by the number of votes obtained.

Article 10

List of Candidates for the Second Round of Elections to the Academic Part of the Senate

1. The election commission creates for the second round of elections a list of candidates

consisting of all candidates who obtained an equal or higher number of votes as the candidate in the 48th position of the list. The election commission asks these candidates to give, within the time limit set by the election commission, their written consent with the candidature in the second round and to confirm that they can fulfil all the obligations of the Senate member if elected.

2. If there is no difference in the number of votes obtained between the person in 48th position and the next person or persons, all such persons are included in the list of candidates for the second round of elections.
3. If a person included in the list of candidates refuses to stand as a candidate in the second round of elections, the person is struck off the list of candidates and the subsequent candidate or candidates by the number of votes obtained proceeds to his position.

Article 11

Second Round of Elections to the Academic Part of the Senate

1. The second round of elections is held within 14 days of completion of the first round of elections.
2. The election commission sends to every workplace of the Faculty the list of candidates for the second round of elections to the academic part of the Senate. At the same time, every member of the academic staff of the Faculty obtains a ballot paper for the second round of elections.
3. The voter casts his vote in the way described in Article 9 (1).
4. The members of academic staff who in the second round ranked in the 1st to 24th positions by the number of votes obtained become the members of the academic part of the Senate. If the candidates in the last position qualifying for membership in the Senate obtained an equal number of votes, the decision is made by drawing lots. The drawing of lots is carried out by the election commission.
5. If candidates are elected to the academic part of the Senate while having an existing mandate in the student part of the Senate, their existing mandate terminates as a result of their new mandate.

Part III

Elections to the Student Part of the Senate

Article 12

General Provisions

1. A total of 12 representatives of academic community of the Faculty from among students are elected to the student part of the Senate in five election groups. The election groups are:
 - a) Students in General Medicine programme of study;
 - b) Students in Dentistry programme of study;
 - c) Students in General Medicine and Dentistry programmes of study offered in the English language;

- d) Students in the bachelor's programme of study;
- e) Students in the doctoral programmes of study.
2. The following numbers of members and substitutes are elected to the student part of the Senate:
 - in the election group a) 6 members of the Senate and 6 substitutes,
 - in the election group b) 2 members of the Senate and 2 substitutes,
 - in the election group c) 2 members of the Senate and 2 substitutes,
 - in the election group d) 1 member of the Senate and 2 substitutes,
 - in the election group e) 1 members of the Senate and 2 substitutes.
3. Voters of each election group elect candidates only from their group.
4. The elections to the student part of the Senate consist of one round.
5. Elections carried out in individual election groups, but also within one programme of study under paragraph 1, do not have to be held on the same day, however, they must be held within no more than a span of one week.

Article 13

Election Commission for Elections to the Student Part of the Senate

1. The election commission consists of representatives of students of the academic community of the Faculty.
2. The members of the election commission are nominated by students through the Board of the Senate.
3. The election commission is approved by the Senate so that each election group is represented by at least one student. The election commission consists of at least ten members. Membership in the election commission is incompatible with candidature for a member of the student part of the Senate.
4. The election commission receives the lists of students in individual election groups from the Dean's Office of the Faculty. These lists represent the lists of voters entitled to vote in the student part of the academic community of the Faculty. The doctoral students who are at the same time members of the academic staff of the Faculty may, within a set time limit, request to be included in the list of voters and list of candidates to the academic part of the Senate. By doing so they waive the right to vote and be elected in the elections to the student part of the Senate held in the same academic year as the elections to the academic part of the Senate.

Article 14

Candidates

1. The election commission invites, within the time limit set by the Senate, the members of the student part of the academic community of the Faculty in individual election groups to submit their nominees to the election commission.
2. The nominations are submitted in writing and must contain the following:
 - a) name of the nominee,
 - b) election group within the meaning of Article 12 (1);

- c) year of study of the nominee;
 - d) the nominee's consent to the candidature.
3. The nominations may be submitted by a member of the student part of the academic community of the Faculty no later than five days before the first day of elections to the secretary of the Senate.

Article 15 Lists of Candidates

1. The election commission creates, based on the submitted nominations, the lists of candidates for individual election groups. The lists of all candidates by election groups are published in the publicly accessible section of the Faculty website.
2. The lists of candidates must contain at least 12 candidates per election group under Article 12 (1) (a) and four candidates per election group under Article 12 (1) (b), (c), (d), (e). If a list of candidates does not contain the prescribed number of candidates, the election commission decides how to proceed.

Article 16 Course of Elections to the Student Part of the Senate

1. Elections may take several days and they are held in several buildings of the Faculty.
2. Every voter entitled to vote receives a ballot paper for his election group from the election commission.
3. The voter votes by marking names from among the list of candidates on the ballot paper; the voter marks no more candidates than the limit for the given election group and casts the ballot paper in the ballot box.
4. The candidates who ranked in the elections up to a position set out in Article 12 (3) by the number of votes obtained in descending order become the members of the student part of the Senate. In the case of an equal number of votes, the decision is made by drawing lots. The drawing of lots is carried out by the election commission.
5. If candidates are elected to the student part of the Senate while having an existing mandate in the academic part of the Senate, their existing mandate terminates as a result of their new mandate.

Part IV Common Provisions

Article 17 Election Results

1. After the end of voting, the election commission ascertains the results of the elections.
2. The relevant election commission excludes invalid ballot papers, counts the votes cast in the

- presence of at least three members of the election commission, and creates the list of candidates to the Senate in descending order by the number of votes obtained.
3. The following are deemed invalid ballot papers for the academic part of the Senate:
 - a) a ballot paper on which no candidates were clearly written;
 - b) a ballot paper on which different names of 24 candidates or fewer were not marked.
 4. The following are deemed invalid ballot papers for the student part of the Senate:
 - a) a ballot paper on which no candidates were marked;
 - b) a ballot paper with a higher number of candidates marked than stipulated for the given election group;
 - c) a ballot paper containing at least one name of person not listed on the list of candidates for the given election group.
 5. The election results are ascertained and published in the publicly accessible section of the Faculty website by the relevant election commission no later than on the day following the last day of elections; in the case of drawing lots under Article 11 (4) and Article 16 (4) the election commission also publishes the result of drawing lots.
 6. The relevant election commission prepares the report of the vote. The report is signed by the chairperson, deputy chairperson, and the spokesperson of the election commission.
 7. The report of the vote which the election commission hands over to the Dean of the Faculty and the President of the Senate contains the following:
 - a) data on the number of voters entitled to vote;
 - b) data on the turnout of members of the academic staff in the first and second round of elections/data on the turnout of students in the elections;
 - c) the list of candidates to the academic part of the Senate created on the basis of the first round of elections including the number of votes obtained;
 - d) the number and names of persons who refused to stand as candidates in the second round of elections to the academic part of the Senate;
 - e) the succession of all candidates from among the academics / the succession of all candidates from among the students in all election groups; this document will be used to supplement the number of the Senate members by substitutes, if required; the process of supplementing the number of the Senate members is governed by Articles 21 and 22;
 - f) the number of invalid ballot papers;
 - g) the final list of elected members of the Senate from among the academics / the final list of elected members of the Senate from among the students;
 - h) the names of the members of the election commission.
 8. The election commission ensures that the data listed in paragraph 7 (a), (b), (e), (f), (g), (h) are published in the publicly accessible section of the Faculty website. The results of elections to the academic part of the Senate may be published jointly with the results of elections to the student part of the Senate.
 9. A voter may file a complaint against the preparation, course, and results of the elections with the election commission no later than within eight days of the date of publication of the election results. The complaint must be in writing and must include reasons for the complaint. The election commission assesses the validity of the election within 21 days of the date on which it received the complaint.

Article 18
Re-done Elections

1. Elections are re-done when there was a mistake that may have affected the persons who were elected members of the Senate.
2. A decision on re-doing elections is made by the election commission.
3. The provisions on elections apply to re-done elections with the necessary modifications.

Article 19
Impediment to Membership in the Senate

The performance of the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty, and director of a higher education institute constitute impediments to membership in the Senate; by acceptance of the office, membership in the Senate terminates.

Article 20
Termination of Membership in the Senate

1. Membership in the Senate terminates:
 - a) upon the expiration of the term of office, or
 - b) prior to the expiration of the term of office:
 1. along with the termination of membership in the academic or student part of the academic community by which the given person was elected, unless the University or Faculty internal regulations provide otherwise;
 2. on the day on which a written statement in which the member resigns his membership of the Senate is delivered to the President of the Senate;
 3. in the event that a member is deprived of the mandate by vote of the Senate due to absence in at least three subsequent meetings of the Senate for which the member failed to apologise in advance.
2. If the membership in the Senate is terminated under paragraph 1 (b), the rest of the term of office in the Senate is served by a substitute.
3. The term of office of all members of the Senate terminates if the Senate fails to act for a period of six months under section 27 of the Higher Education Act.

Article 21
Substitutes

1. Candidates who have not been elected will be substitute members for the term of office in question, in the academic part of the Senate in a succession according to the number of votes they obtained and in the student part of the Senate in a succession according to the number of votes they obtained up to the number specified in Article 12 (3).
2. If in the course of the term of office a mandate of a member of the Senate terminates, the Board

of the Senate calls a substitute to become a member in the succession in which he ranked in the elections. If the mandate of a member of the student part of the Senate terminates, a substitute is called to become a member from the same election group as that of the member whose mandate terminated. In the case of an equal number of votes, the succession is determined by drawing lots. The drawing of lots is carried out by the election commission.

3. No more than a third of persons in the academic part of the Senate may be substituted in the manner under paragraph 2, otherwise it is necessary to call new elections.
4. A substitute may refuse the call if he does so without delay.
5. All substitute members may resign their position by a written statement delivered to the chairperson of the Senate.
6. By refusing the call under paragraph 4 or by resigning the position of substitute under paragraph 5, the substitute is excluded from the list containing the final succession of candidates from among the academics / students from all election groups which forms the basis for supplementing the members of the Senate from among the substitutes under Article 17 (7) (e).

Article 22 By-elections

1. In the event that either there is no substitute member to a vacancy in the Senate or all substitute members have refused the call, by-elections are called by the Board within 30 days.
2. By-elections do not need to be held if the vacancy occurs within the last nine months of the term of office, and if the Senate so resolves.
3. The newly elected member of the Senate performs the office until the end of the term of office of the Senate member whose mandate terminated.
4. Provisions on elections apply to by-elections with the necessary modifications.
5. Candidates who are not elected in by-elections do not become substitutes.

Part V Repealing and Final Provisions

Article 23 Repealing Provision

The Code of Electoral Procedure and the Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove in Part I: the Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove approved by the Academic Senate of Charles University on 10 October 2008 is hereby repealed.

Article 24 Final Provisions

1. This Code was approved by the Academic Senate of the Faculty of Medicine in Hradec Kralove on 29 May 2017.
2. This Code was approved by the Academic Senate of Charles University on 2 June 2017.
3. This Code comes into force on the date of approval by the Academic Senate of Charles University and becomes effective on the first day of the calendar month following the date of coming into force.

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