

As of the date of signing the registration, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Code of Elections of the Academic Senate of the Czech University of Life Sciences Prague under no. MSMT-23127/2025-2.

*Mgr. Vojtěch Tomášek
Director of the Department of Higher Education
Institutions*

Mgr.
Vojtěch
Tomášek

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Vojtěch Tomášek
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**CODE OF ELECTIONS
OF THE ACADEMIC SENATE
OF THE CZECH UNIVERSITY OF LIFE
SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]**

Validity of these Regulations as of the date of registration by the Ministry of Education, Youth and Sports	23 September 2025
Effect of these Regulations	01 October 2025

Code of Elections of the Academic Senate of the Czech University of Life Sciences Prague

Article 1

Introductory Provisions

- (1) The Code of Elections of the Academic Senate of the Czech University of Life Sciences Prague (hereinafter the “Code of Elections”) constitute internal regulations of the Czech University of Life Sciences Prague (hereinafter the “CZU”) under Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to other Acts (Act on Higher Educational Institutions), as amended (hereinafter the “Act”), stipulating terms and conditions for the election of members of the Academic Senate of CZU (hereinafter “AS CZU”), the formation and termination of membership in AS CZU.
- (2) All references in this Statute to a person in the masculine (e.g. a “student”, “Dean,” etc.) shall include persons of any gender.

Article 2

Composition of the Academic Senate of the Czech University of Life Sciences Prague

- (1) The Academic Senate of the Czech University of Life Sciences Prague (hereinafter “AS CZU”) is composed of elected representatives of the Academic Community of the Czech University of Life Sciences Prague (hereinafter “CZU”).
- (2) AS CZU has one Chamber.
- (3) AS CZU has 33 members.
- (4) Each CZU faculty is represented in AS CZU by three members of the academic staff of the relevant faculty and two student representatives from the relevant faculty.
- (5) At AS CZU, the Institute of Education and Communication (hereinafter IEC) is represented by one representative from the IEC academic staff and one representative from the IEC students. At AS CZU, the Department of Physical Education (hereinafter “DPE”) is represented by one representative from the DPE academic staff.

Article 3

Length of Term of Office

- (1) The term of office of AS CZU is three years and always begins on 1 December of the year during which the election to AS CZU takes place (hereinafter the “election period”), with the exception of elections announced pursuant to Section 8, paragraph 3 of the last sentence of the Act.
- (2) Members of AS CZU and their potential substitutes perform their membership in AS CZU (mandates) only during the term of office for which they were elected. If the membership of an AS CZU member is terminated before the end of the election period, a substitute shall perform this office only during the remaining part of the election period.
- (3) If a position in AS CZU is vacant, it shall be filled by a representative of the constituency who ranked second in the election in this constituency (the substitute), and if there is no such substitute, a by-election shall be carried out.

Article 4

Election Method

- (1) Members of AS CZU are elected from the members of the CZU Academic Community. AS CZU announces the election for the upcoming election period at its meeting at least 3 months before the end of the current AS CZU election period.
- (2) Elections to AS CZU take place in fifteen constituencies consisting of academic employees of individual faculties, IEC and DPE, as well as of students of individual faculties and IEC. In the constituencies of academic employees of faculties, three representatives are elected from each constituency; in the IEC and DPE constituencies, one representative is elected from academic employees. In the constituencies of faculty students, two representatives are elected from amongst students; in the IEC constituency one representative is elected from students.
- (3) A candidate from the members of the academic community of the relevant constituency may be nominated by any member of the academic community of this constituency. To have the candidate included in the list of candidates, having the consent of the nominated candidate confirmed by his or her handwritten or guaranteed or qualified electronic signature is necessary.
- (4) If the same person is a student at two or more units of CZU or is an academic employee at two or more units of CZU, such a person must make a decision whether he or she shall exercise the right to vote and be elected as a student, or as an academic employee in the constituency of only one unit of which he or she is a student or employee. If the same person is a member of the CZU Academic Community as a student and is also an academic employee, such a person must make a decision whether he or she shall exercise the right to vote and be elected as a student or as an academic employee.
- (5) During an election, the voter shall designate on the ballot the names of candidates he or she is voting for to AS CZU. The voter shall designate at most as many candidates as there are AS CZU members in his or her constituency. If more candidates are designated, the ballot shall be invalid.
- (6) The respective number of candidates from each constituency shall be elected pursuant to paragraph 2 who acquired the highest number of votes within the given constituency. The other candidates shall become substitutes for AS CZU for the relevant election period within the given constituency in the order in which they ranked according to the number of votes. If the number of votes is equal for more candidates, a draw shall be used.
- (7) The election to AS CZU is managed by the main Election Committee elected by AS CZU before the announcement of the election to AS CZU, unless the above Committee has been elected as a permanent committee. The main Election Committee manages the work of sectional election committees, guarantees the course of election to AS CZU in accordance with this Code of Elections and determines the time period for election to AS CZU in all constituencies; this time period must be determined in the length of 7 to 14 days and must be terminated before the end of the current election period to AS CZU.
- (8) Members of sectional election committees are elected by the academic senates of faculties. At IEC and DPE, the members are elected by the sectional election committee of AS CZU.
- (9) If an election or by-election to AS CZU is not finished for a certain constituency, or if the election to AS CZU is repeatedly (at least twice) assessed invalid by the main Election Committee, AS CZU acts in the narrowed number of the currently elected members of AS CZU. In such a case the main Election Committee shall perform the service of the sectional election committee for his or her constituency for the third and next rounds of the election of representatives of this constituency.
- (10) The candidacy to the academic senate of a faculty and to AS CZU, as well as subsequent membership in the academic senate of a faculty and AS CZU, are compatible.
- (11) The ballot is always secret.
- (12) The sectional election committee shall submit to the main Election Committee a time schedule of election to AS CZU at the latest one month before the date of election to AS CZU. The main Election

Committee shall raise their potential objection to the submitted time schedule within at least three business days.

(13) The sectional election committee shall evaluate the election results at the latest on the date following the last day of the election in the constituency for which the election committee has been elected. The Chairman of the sectional election committee or a member of the sectional election committee authorized by him or her shall immediately transfer the ascertained election results in the relevant constituency to the main Election Committee and shall secure their publishing. The sample of the protocol on the course and results of the election is prepared by the main Election Committee.

(14) A voter can lodge a complaint against the preparation, course and results of the election to the main Election Committee at the latest within eight days after the date when the election results in the relevant constituency were published. The complaint must be in writing and must include reasons for why it has been lodged. The main Election Committee shall assess the validity of the election within 21 days from the date it received the notification on the election results pursuant to paragraph 13.

Article 5

Membership in AS CZU

(1) Membership in AS CZU begins on the first day of the election period for AS CZU, and if an AS CZU member was elected in a by-election, it shall begin on the date following the day when the notification on being elected from the relevant election committee was delivered to him or her.

(2) Membership in AS CZU is terminated on the date when:

- a) the election period for AS CZU expires;
- b) the AS CZU Board made a decision on the termination of membership in AS CZU upon the proposal of a representative of the relevant constituency to the AS CZU Board if the member failed to attend three consecutive meetings of AS CZU;
- c) the written resignation of a AS CZU member is delivered to the hands of an AS CZU Board member;
- d) when the membership of the AS CZU member is terminated in the unit of the CZU Academic Community for which he or she was elected as an AS CZU member;
- e) commencement of appointment pursuant to Section 8, paragraph 2 of the Act;
- f) the AS CZU member dies.

(3) The membership of a student who was admitted to another follow-up study programme at the same faculty for which he or she was elected to AS CZU shall not be terminated, and his or her membership in AS CZU shall not expire. Until such a student is enrolled in the follow-up study programme, his or her voting rights in AS CZU are suspended. However, if such a student is not registered with the follow-up study programme within five months after the end of his or her previous study, his or her membership in AS CZU shall be terminated on the date when he or she completed his or her previous study and a substitute takes over his or her place.

(4) Membership in AS CZU is incompatible with the positions of Rector, Vice-Rector, Bursar, Chancellor, Dean, Vice-Dean, Faculty Secretary, IEC Director, IEC Deputy Director, IEC Secretary. Membership in AS CZU is always compatible with the position of department director. Potential disputes on the incompatibility of an AS CZU member's mandate are decided on by AS CZU in a secret ballot. The sectional election committee shall immediately transfer any disputes on the compatibility of the mandate of an AS CZU member to the main Election Committee so that such dispute can be decided on within 7 business days from the date when the main Election Committee was informed about the dispute by the simple majority of valid affirmative votes of the present AS CZU members

Article 6
Rights of AS CZU Members

An AS CZU member has a right:

- a) attend meetings, vote and make statement to the matters discussed by AS CZU;
- b) propose items of the meeting agenda;
- c) ask question of other AS CZU members or guests invited to the meeting, make motions and express comments concerning the discussed topic;
- d) vote and be elected to all AS CZU bodies.

Article 7
Obligations of AS CZU Members

An AS CZU member shall be obliged to:

- a) attend AS CZU meetings;
- b) apologise to the President of the AS CZU in the event of an absence;
- c) adhere to the decisions of AS CZU.

Article 8
Final Provisions

(1) The method of election of a candidate to the position of Rector, adopting motions to dismiss the Rector, the position and competences of the President of the AS CZU, AS CZU bodies, method of electing the President of the AS CZU, convening AS CZU, rules for acting and voting at AS CZU and delegating representatives to the Board of Universities is determined by the Rules of Procedures of the Academic Senate of the Czech University of Life Sciences in Prague as a CZU internal regulation.

(2) The Code of Elections and Rules of Procedure of the Academic Senate of the Czech University of Life Sciences in Prague registered by the Ministry of Education, Youth and Sports on 13 January 2017 under File No. MSMT-1474/2017, as amended, is cancelled.

(3) This AS CZU Code of Elections was approved pursuant to Section 9, paragraph 1 letter b) of the Act on 3 September 2025.

(4) This Code of Elections becomes valid pursuant to Section 36, paragraph 4 of the Act on the date when registered by the Ministry of Education, Youth and Sports.

(5) This Code of Elections becomes effective on the first day of the calendar month subsequent to the date on which it became valid.

prof. Ing. Petr Sklenička, CSc., *in his own hand*

Rector