

On 13 January 2017, 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 Electoral Regulations of the Academic Senate of the Czech University of Life Sciences Prague under no. MSMT-1474/2017.

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Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**ELECTORAL REGULATIONS
OF THE ACADEMIC SENATE
OF THE CZECH UNIVERSITY OF LIFE
SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 13 JANUARY 2017**

UNOFFICIAL TRANSLATION

This internal regulation was published on 6 February 2017 on the public part of the CULS website.

**Electoral Regulations of the Academic Senate of the Czech
University of Life Sciences Prague**
dated 13 January 2017

Article 1

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

Article 2

Length of Term of Office

- (1) The term of office of AS CULS is three years and always begins on 1 December of the year during which the election to AS CULS takes place (hereinafter the “election period”), with the exception of elections announced pursuant to Section 8, paragraph 3 of the last sentence of 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”).
- (2) Members of AS CULS and their potential substitutes perform their membership in AS CULS (mandates) only during the term of office for which they were elected. If the membership of an AS CULS 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 CULS 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 3
Election Method

- (1) Members of AS CULS are elected from the members of the CULS Academic Community. AS CULS announces the election for the upcoming election period at its meeting at least 3 months before the end of the current AS CULS election period.
- (2) Elections to AS CULS 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. If the same person is a student at two or more units of CULS, 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.
- (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 signature is necessary.
- (4) If the same person is a member of the CULS 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 CULS. The votes shall designate at most as many candidates as there are AS CULS 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 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 CULS is managed by the main Election Committee elected by AS CULS before the announcement of the election to AS CULS, if this Committee is not already elected as a permanent committee. The main Election Committee manages the work of partial election committees, guarantees the course of election to AS CULS in accordance with these Electoral Regulations and determines the time period for election to AS CULS 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 CULS.
- (8) Members of partial election committees are elected by the academic senates of faculties. At IEC and DPE, the members are elected by the partial election committee of AS CULS.

(9) If an election or by-election to AS CULS is not finished for a certain constituency, or if the election to AS CULS is repeatedly (at least twice) assessed invalid by the main Election Committee, AS CULS acts in the narrowed number of the currently elected members of AS CULS. In such a case the main Election Committee shall perform the service of the partial election committee for his 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 CULS, as well as subsequent membership in the academic senate of a faculty and AS CULS, are compatible.

(11) The ballot is always secret.

(12) The partial election committee shall submit to the main Election Committee a time schedule of election to AS CULS at the latest one month before the date of election to AS CULS. The main Election Committee shall raise their potential objection to the submitted time schedule within at least 3 business days.

(13) The partial 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 partial election committee or a member of the partial 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 4 **Membership in AS CULS**

(1) Membership in AS CULS begins on the first day of the election period for AS CULS, and if an AS CULS 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 CULS is terminated on the date when:

- a) the election period for AS CULS expires;
- b) the AS CULS Board made a decision on the termination of membership in AS CULS upon the proposal of a representative of the relevant constituency to the AS CULS Board if the member failed to attend three consecutive meeting of AS CULS;
- c) the written resignation of a AS CULS member is delivered to the hands of an AS CULS Board member;
- d) when the membership of the AS CULS member is terminated in the unit of the CULS Academic Community for which he or she was elected as an AS CULS member;
- e) the AS CULS member dies.

(3) The membership of a student who was admitted to another immediately related study programme at the same faculty for which he or she was elected to AS CULS shall not be terminated, and his or her membership in AS CULS shall not expire. However, if such a student is not registered with the related study programme within five months after the end of his or her previous study, his or her membership in AS CULS 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 CULS is incompatible with the positions of Rector, Vice-Rector, Bursar, Chancellor, Dean, Vice-Dean, Faculty Secretary, IEC Director, IEC Secretary or other positions with direct participation in the management of CULS, a faculty or the IEC. Membership in AS CULS is always compatible with the position of department director. Potential disputes on the incompatibility of an AS CULS member's mandate are decided on by AS CULS in a secret ballot. The partial election committee shall immediately transfer any disputes on the compatibility of the mandate of an AS CULS 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 CULS members.

Article 5 Rights of AS CULS Members

An AS CULS member shall be entitled to:

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

Article 6 Obligations of AS CULS Members

An AS CULS member shall be obliged to:

- a) attend AS CULS meetings;
- b) apologize to the Chairman in the event of an absence;
- c) adhere to the decisions of AS CULS.

Article 7
Closing Provisions

- (1) The method of election of a candidate to the position of Rector, adopting motions to dismiss the Rector, suspension and competences of AS CULS bodies, method of electing the AS CULS Chairman, convening AS CULS, rules for acting and voting at AS CULS and delegating representatives to the Board of Universities is determined by the Rules of Procedure of the Academic Senate of the Czech University of Life Sciences in Prague as a CULS internal regulation.
- (2) The Electoral Regulations 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 8 October 2014 under File No. MSMT-36676/2014, as amended, is cancelled.
- (3) These AS CULS Electoral Regulations were approved pursuant to Section 9, paragraph 1 letter b) of the Act on 14 December 2016.
- (4) These Electoral Regulations become valid pursuant to Section 36, paragraph 4 of the Act on the date it is registered by the Ministry of Education, Youth and Sports.
- (5) These Electoral Regulations become effective on the day they are published in the public section of the CULS website.

Prof. Ing. Jiří Balík, CSc., dr. h. c., *in his own hand*

Rector

