



Faculty
of Science

INTERNAL PROVISION OF FACULTY OF SCIENCE UP

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**Rules of Elections to Academic Senate of the Faculty of
Science, UP
(IX. full version)**

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Drafted by:	Dean of the Faculty of Science
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THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE CASE OF ANY DISPUTES.

**RULES OF ELECTIONS TO
ACADEMIC SENATE
of the Faculty of Science, Palacký University
Olomouc
as of 17. 3. 1999**

***As amended by changes approved at the Academic Senate meetings on 24.11.1999,
20.11.2002, 22.9.2004, 27.2.2008, 2.2.2011, 14. 12. 2016, and 15. 11. 2019.***

Preamble:

Academic Senate of the Faculty of Science (hereinafter referred to as “AS”) consists of 21 members. 14 of those are members of academic staff and 7 are students matriculated at the Faculty of Science. Their term of office of AS members is maximum three years.

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**Article 1
Election
dates**

- (1) AS announces elections of AS members if
 - a) the number of its members has been lower than 21 for at least one year,
 - b) the number of its members decreased under 3/5,
 - c) AS needs to prevent decrease of its members under 3/5 due to termination of term of office of some members.
- (2) The Dean announces special elections if term of office of AS members terminated according to sec. 26 (3) of law no. 111/1998 coll.

**Article 2
Election preparations**

- (1) Elections of AS members are announced by AS or the Dean (hereinafter referred to as “announcer”).
- (2) Preparations of elections to AS are carried out by a committee of 10 members appointed by the announcer led by an appointed chairman. Membership in the committee is incompatible with accepting candidacy in the elections of AS.
- (3) Announcer determines polling places for members of the academia.
- (4) Announcement of the election is disclosed on

bulletin boards in all Faculty buildings. The announcement must be disclosed minimum two months prior to regular elections date and a month prior to special elections date, and it must contain information about the place and time of polling and other information necessary for undisturbed course of elections.

- (5) The election announcement includes a call to suggest candidates along with deadline for accepting such suggestions.
- (6) Candidate suggestions need to be in a written form and turned in at the Faculty registry by the deadline.
- (7) Election committee assembles two separate lists of candidates in alphabetical order based on their written agreement, one for academic and one for student candidates. The lists must be disclosed at least one month prior to the regular elections date and a week prior to special elections date. List of candidates must contain names and surnames of candidates, year of birth, length of their engagement at the Faculty and their department, and study program and year of study of students; should the student be enrolled in more than one study program, he/she chooses one for the purpose of Art.4 sec. 1 (e) thereof.
- (8) Should the lists contain less than 14 of academic and less than 7 student candidates, the committee proceeds again from par. (4). The date of elections in this case is postponed by one month. If the committee then again fails

to draft legitimate lists of candidates, the Dean brings the case forward to the AS of UP to resolve.

- (9) The committee secures printing of the ballots, separately for academic and student candidates. Candidates are listed alphabetically in the same font with a serial number. Apart from name, surname, title the ballots contain department of each academic candidate, and study program and year of study of each student candidate.
- (10) The ballots for both categories – academic and student must be unified and stamped by the stamp of the Faculty of Science UP.

Article 3 Election process

- (1) Elections take place on the date previously announced.
- (2) The polling itself takes place a previously announced places. Appointed members of the election committee are present at all times.
- (3) Each polling place must be clearly marked, must have a ballot box, the right amount of ballots, stationery, and the rules of elections which voters have the right to look into. Candidates may not campaign in or near the polling places when elections are in progress.
- (4) In the polling places there is a special place to organize the ballots so that secret polling is secured.
- (5) Chairman of the election committee is obligated to check if the polling place is equipped in accordance with the previous paragraphs, and in front of the other members of election committee seals the empty ballot box.
- (6) The respective members of the election committee receive by the day of the elections before their commencement a list of voters who shall vote in their polling place. They receive the appropriate amount of ballots.
- (7) After identity check (academic employees present an employee ID card, CZ ID card or a passport, students present a student ID card, CZ ID card or passport) and registering in the list of voters, each voter receives the appropriate list of candidates – academic staff with academic candidates, students with student candidates. After receiving the ballot, the voter enters the area designated for arranging the ballot. He/she will circle the

serial number of maximum 14 from the academic candidates, or 7 from the student candidates. Such ballot is then thrown into the ballot box.

- (8) The ballot is invalid should the voter circle more candidates than stated in the previous paragraph thereof.
- (9) After the elections appointed members of the election committee evaluate submitted ballots, they draft a record of the elections in the polling place in two executions. The record is signed by all members of the election committee. Should any of them refuse to sign the document, he/she must state the reasons.
- (10) The record of elections must include the following:
- a) Number of voters who received ballots,
 - b) number of submitted ballots,
 - c) number of valid ballots,
 - d) ascending order of candidates according to acquired votes
 - e) brief summary of remarks and complaints received by the election committee during elections and their brief commentary.
- (11) After signing two executions of the record of election results the entire election committee shall meet to evaluate the elections. The committee drafts a record of election result in two executions signed by all its members. Records of elections from each polling place are attached to the complete record of elections and the members of election committee are responsible for its accuracy.

Article 4 Constitution of AS

- (1) Based on the records of election results, the committee determines composition of new AS according to the following principles:
- a) orders candidates in decreasing order according to acquired votes, separately for academic and students candidates,
 - b) number of acquired votes is listed by the name of each candidate,
 - c) in the case of tied votes the academic candidates are ordered according to a random draw, student candidates are ordered increasingly according to the year of study (if tied votes still prevail, the order is determined by a random draw),

- d) two candidates from each field of study become members of AS from academic staff. These are the first two candidates in each study field according to letters a) through c). Other members of AS are recruited according to election results up to fourteen,
 - e) there is one student member of AS per study field¹, the student candidate with the highest number of votes within his/her study field is elected. Other student members of AS are recruited from the rest of student candidates according to number of acquired votes regardless of the study field up to number seven; student's belonging to a study field corresponds with the field of the guaranteeing department of his/her study program
 - f) all other candidates who have not been elected into AS are alternates for next election term. An alternate is called upon by the Chairman of AS to fill in a vacated senator spot, according to order in election results as per stipulations in letters d) and e).
- (2) The election committee drafts a final report on the course and results of elections which is proposed to the announcer.
 - (3) Announcer discloses election results in the same places where elections were announced.
 - (4) Announcer informs the elected AS members of the commencement and termination of their term of office.

Article 5

Repeating of elections or part of the election process

- (1) In the event of a mistake which may have had a significant effect on the results of the elections, the Election Commission shall decide on a repeated election, or only a certain stage of the electoral process, if the misconduct concerns only that stage. If the error could have had a significant effect only on the results of the election of AS members from the academic staff, or on the results of the election of AS members from among students, the elections are repeated only to the relevant group of AS members.
- (2) The Election Commission shall decide on the repeated election pursuant to sec. 1 on its own initiative or on the basis of a reasoned complaint.
- (3) Each member of the Faculty's academic

community is entitled to file a reasoned complaint under sec. 2 within 3 working days of the publication of the results of the elections. The complaint will be decided by the Election Commission within 5 working days of receiving the complaint. If the Election Commission acts on its own initiative, it shall decide on the repeated election within 8 working days of the publication of the result of the election.

- (4) The complainant may, within 3 working days of the decision of the Election Commission pursuant to sec. 3, submit a request for a review of this decision to the Legislative Commission of AS UP. This request will be decided by the Legislative Commission of AS UP within 5 working days.
- (5) Provisions of these Rules of Elections shall apply mutatis mutandis to repeated elections.
- (6) The constituent meeting of the AS shall not be convened earlier than 10 working days from the publication of the results of the elections. In the case of a review by the AS UP Legislative Commission, the constituent meeting of the Academic Senate shall not be convened before the AS UP Legislative Commission has decided on the complaint pursuant to sec. 4.

Article 6

The mandate of a student member of the AS upon graduation

- (1) If a student member of the AS ceases his / her membership in the academic community of the Faculty of Science due to termination of his / her studies, he / she will return to the AS under the terms and obligations associated with the mandate of a member of the AS UP in Article 15, paragraphs 2 and 3 of the Rules of Elections to the Academic Senate of UP Olomouc from May 25, 2017 (hereinafter referred to as the "Rules of Elections to AS UP").
- (2) The conditions stated in the Rules of Elections to AS UP and referred to in the preceding paragraph shall apply as follows:
 - a) if a member of the Academic Senate notifies the Chairman of the Academic Senate within 7 days from the due termination of his / her studies that he / she intends to study and be enrolled in another study program at the Faculty of Science, he / she will be returned his rights and obligations of AS member upon the date of enrollment in such a study; the period between the termination of studies and enrollment in another study program must not exceed 4 months, otherwise the membership in the AS expires,

¹ See article 4 of the Constitution of Faculty of Science

b) the Chairman of the AS shall

immediately call upon the alternate to temporarily perform the function of a member of the AS upon receipt of the notification; the alternate may refuse this position on the grounds that he/she wishes to remain an alternate.

Article 7

Electronic voting in elections to the AS for 11th election period

(2) The AS, or in the period after the end of the term of office of its members the election commission, is entitled to decide on electronic voting, always provided that it has a written statement of the director of the UP Computer Center (hereinafter "CVT UP") that the CVT UP is able to ensure that electronic voting takes place in accordance with this Article and that the secrecy of the vote is fully ensured. The election commission decides on electronic voting when the elections need to be repeated.

(3) The decision pursuant to paragraph 2 must be made available to the members of the academic community of the faculty as much as possible, including the use of electronic means of communication and remote access. This decision must include instructing the voter on how to vote electronically.

(4) Electronic voting is admissible only in cases where, for serious reasons given by force majeure, elections cannot be held by means of ballots on 20 and 21 May 2020, or when such causes can reasonably be expected.

(5) If electronic voting could not take place within the election date announced by the AS pursuant to Article 2, the AS or in the period after the end of the mandate of its members the election commission, shall set an alternative date. The time limit referred to in Article 2 for announcing the election period may be shortened accordingly.

(6) In electronic voting, voters perform the act of election after logging in with a unique login name and password in a web interface managed by CVT UP.

(7) List of candidates available in the web interface in the act of electronic voting must be in the same order and with the same data as stipulated by these rules for the content of the ballot paper that the

voter would otherwise receive under Article 3 (7).

(8) If a voter selects more candidates than are permitted by these Rules for elections held by ballot papers, the result of his selection shall be considered in such a way that he has not voted for any of the candidates.

(9) The output of electronic voting is a list of all candidates, each of which indicates the number of votes obtained; this output is forwarded by the CVT to the election commission.

10) The output of electronic voting shall be evaluated in the same manner as provided for in these Rules for the evaluation of elections and the establishment of an AS in the case of elections held by means of ballots.

(11) The other provisions of these Rules shall apply mutatis mutandis to electronic voting.

Articles 8 to 10 have been cancelled

Article 11 Final provisions

- (1) As of the date of approval of these Rules of elections of Academic Senate of Faculty of Science UP the provisions of the Constitution of Faculty of Science no 45/90 of 28. 11. 1990 regulating elections and procedure as amended were invalidated.
- (2) This document was approved by the AS of Palacký University on March 17, 1999.
- (3) The last amendment of this document approved by the AS of Faculty of Science on 21. 4. 2020 was approved by the AS of Palacký University on 29. 4 2020 and became effective on 30. 4. 2020.

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