

ACADEMIC SENATE ELECTORAL REGULATIONS

FOR THE FACULTY OF ARTS

OF THE UNIVERSITY OF WEST BOHEMIA

On August 10th, 2017, the Academic Senate of the Faculty of Arts of the University of West Bohemia approved the proposed Election Procedure of the Academic Senate of the Faculty of Arts of the University of West Bohemia, in accordance with section 27, article 1, letter b) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended.

On September 27th, 2017, the Academic Senate of the University of West Bohemia approved the Election Procedure of the Faculty of Arts of the University of West Bohemia, in accordance with section 9, article 1, letter b), point 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended.

PART ONE

GENERAL PROVISIONS

Article 1

Introductory Provisions

- (1) These Academic Senate Electoral Regulations for the Faculty of Arts (hereinafter “FA”) of the University of West Bohemia (hereinafter “UWB”), pursuant to the Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act) as amended (hereinafter “the Act”), regulate the electoral procedure of the members of the FA Academic Senate (hereinafter “FA AS”) and their status.

Article 2

Basic Provisions

- (1) Membership in the FA AS is incompatible with the posts of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary and Director of an University Part.
- (2) The term of office may not exceed two years and it shall commence on the 1st January of the year following the year of the election and shall terminate on the 31st December of the second year following the year of the election.

- (3) The FA AS has 15 members elected by the FA academic community from among their members. Third of the FA AS consists of students.
- (4) The same person can be elected repeatedly as a member of the FA AS.
- (5) The FA AS acts in matters established by the Act.

PART TWO ELECTION PROCEDURE

CHAPTER I Elections

Part 1 Regular Elections

Article 3 Electoral Parts

- (1) Electoral parts shall be established. An electoral part refers to:
 - a) academic staff part,
 - b) student part.
- (2) The election process takes place within electoral parts.
- (3) Pursuant to Section 1(a), the academic part shall be represented by ten elected members of the academic staff.
- (4) Pursuant to Section 1(b), the student part shall be represented by five elected students.

Article 4 Eligibility to Vote

- (1) Each member of the FA academic community is eligible to vote, provided that he or she is a member on the day of the elections.
- (2) Each member of the FA academic community eligible to vote has the right to be elected, provided that he or she is a member from the day of his or her nomination to the termination of the electoral process.
- (3) A person who is eligible to vote, or has the right to be elected, can vote, or be elected, only within the electoral part, of which he or she is a member.
- (4) A voter or candidate who has the right to vote or be elected in more than one electoral part is entitled to choose in which part he or she is going to vote or stand for election. If a voter does not choose by the day until which it is possible to file complaints against the compiled lists of voters pursuant to Article 8(2), or if a candidate does not choose by the end of the period for submitting the list of candidates pursuant to Article 7(2), he or she is entitled to vote, or to be elected, within the electoral part which he or she entered first.

- (5) If the voter is also a candidate, then he or she votes in the part for which he or she is running.

Article 5

Election Committee

- (1) The election process shall be managed by the Election Committee (hereinafter referred to as the "EC"), whose members are appointed and dismissed by the chairperson of the FA AS.
- (2) EC members shall be appointed by the chairperson of the FA AS no later than three days after the day of the election announcement.
- (3) The EC consists of three members of the electoral part pursuant to Article 3(1), point a) and two members of the electoral part pursuant to Article 3(1), point b).
- (4) The first EC meeting shall be convened by the chairperson of the FA AS, who shall be in charge of the Committee until the day the EC chairperson, deputy chair and record-keeper are elected; after that, it is the EC chairperson, or the authorized deputy chair, who shall run the meetings and be in charge of the committee.
- (5) Membership in the EC is incompatible with candidature to the FA AS.

Article 6

Calling Elections

- (1) Elections to the FA Academic Senate take place in November.
- (2) At a meeting, which takes place in May, the FA AS shall issue a resolution stating a calendar week (all of which must be in November) for the elections to be held (hereinafter referred to as the "general election days").
- (3) The EC shall determine the election dates for the individual electoral parts, at the latest three weeks before the first general election day, so that the election process in each electoral part, according to their needs, can be held for at least two consecutive working days (hereinafter referred to as the "specific election days").

Article 7

Candidates

- (1) Any member of the FA academic community may nominate candidates through a written proposal addressed to the EC chairperson. A candidate must express his or her written consent with the nomination.
- (2) Proposals for candidates may be submitted at the earliest one calendar week after the FA AS election days are announced and at the latest 15 days before the first general election day. The proposal must be submitted in written form and must include the name and surname (and) of the candidate, his or her personal or student identification number, and at least one contact detail. It must also include his or her job classification; for students, his or her class and study programme.
- (3) The EC shall verify whether the proposals were submitted properly and draw up lists of candidates according to individual electoral parts. Furthermore, the EC shall decide on

candidates who were not included on the list of candidates and give reasons for its decision. The names of unsuccessful candidates shall be published on the FA electronic noticeboard. The decision of the EC shall be final.

- (4) The EC shall publish the list of candidates on the FA electronic noticeboard at the latest one week before the first general election day. This announcement shall include the specific election days and information concerning the location of the polling stations.

Article 8

List of Voters

- (1) The list of eligible voters shall be administered by the Dean's Office. At the latest one month before the first general election day, the Dean's Office shall provide alphabetical lists of eligible voters according to their electoral parts on the FA electronic noticeboard.
- (2) Everyone has the right to submit a proposal for the correction of the list of eligible voters no later than two weeks before the first general election day. It is the Dean who shall make the decision on the proposal at the latest one week before the first general election day.
- (3) A person who acquired the right to vote pursuant to Article 4(1) shall be added to the list of eligible voters directly in the polling station and this person shall be allowed to vote under the condition that he or she proves to be a member of the FA academic community.

Article 9

Course of Election

- (1) The election process takes place in a polling station of the relevant electoral part and is supervised by those EC members who represent the relevant electoral part.
- (2) After entering the polling station and signing an attendance list, each voter obtains a ballot paper which states the nominated candidates in alphabetical order of their last name. The heading of every ballot paper shall bear the name of the electoral part, and the FA stamp. Ballot papers that do not meet the conditions referred to in this section are considered invalid.
- (3) If asked by an EC member, the voter is obliged to prove his or her identity.
- (4) The voter shall enter the voting booth, mark the number of the candidate with a circle and place the ballot paper into a sealed ballot box. It is not possible to vote for more candidates than the number to be elected. If the voter marks the ballot paper in a different manner than by marking the number of the candidate with a circle, or if he or she circles more numbers than the number of candidates to be elected, the ballot paper shall be invalid.
- (5) Those candidates who were elected pursuant to Article 3(3) within their parts defined in Article 3(1), point a) become members of the FA AS. In the event of a tie, the order shall be determined by lot. Candidates who were not elected will be substitute members.

- (6) Those candidates who were elected pursuant to Article 3(4) within their parts defined in Article 3(1), point b) become members of the FA AS. In the event of a tie, the order shall be determined by lot. Candidates who were not elected will be substitute members.
- (7) The right to vote is not transferable.

Article 10

Election Results

- (1) The assessment of preliminary results shall be carried out by the EC no later than one week following the last general election day. The assessment of the preliminary election results can be opposed by filing a complaint no later than one week from the day of publication thereof. The complaint shall be addressed to the EC chairperson, who shall deliver his or her decision within one week following the deadline for the submission of complaints. The decision announced by the EC shall be final.
- (2) Final election results shall be announced by the EC no later than two weeks after the deadline for the submission of complaints. A report on the final election results shall include in particular the names of the elected candidates, their placing and number of votes cast, information regarding the complaints and the final decision thereon, information regarding the validity of the election process; in case the election process is announced invalid, it is necessary to give reasons therefor.
- (3) The announcement of the election results constitutes of their publication on the FA electronic noticeboard.
- (4) The EC ceases to exist upon the announcement of the election results; this does not apply in the event of the re-election process pursuant to Article 11.

Article 11

Invalid Election Process

- (1) If the election process was invalid in one of the electoral parts, it is not a reason for the invalidity of the election process as a whole; the election process shall be repeated only in the invalid election part (hereinafter referred to as the "re-election process").
- (2) Should the re-election process take place after the commencement of the FA AS term of office, its elected members shall hold office only for the remainder of the FA AS term of office.
- (3) The re-election process shall be carried out appropriately according to the provisions laid down in Articles 3-11.
- (4) The EC shall announce the general and specific days of the re-election process usually on the day of the final results announcement in a manner such that the first general re-election day shall take place at the earliest two weeks from the announcement of the general and specific re-election days.
- (5) Proposals for candidates may be submitted at the earliest on the day following the announcement of the re-election process and at the latest one week before the first general re-election election day.

- (6) If the re-election process is not valid, it shall be repeated; the last re-election process shall be carried out at the latest at the end of the third month preceding the month during which the next election process shall take place, according to Article 6(1). If the members of the FA AS are not elected within the time limit referred to in the previous sentence, their positions shall remain vacant until the commencement of the FA AS term of office which shall be determined during the next election process.

Article 12

Membership in the Senate

- (1) The term of a Senator shall commence upon his or her election; a Senator takes up the position on the first day of the commencement of the FA AS term of office. A Senator is elected upon the announcement of the final election results. The term of a Senator elected in an extraordinary, or by-election process commences upon his or her election.
- (2) Membership in the Senate ends upon:
- a) the expiration of the term of office,
 - b) the dissolution of the FA AS,
 - c) the delivery of a notice confirming the resignation of the Senator's office,
 - d) the moment of accepting an office incompatible with membership in the FA AS,
 - e) the loss of eligibility, except for cases referred to in paragraph 4.
- (3) A Senator is not eligible if he or she is no longer a member of an electoral part, for which he or she was elected.
- (4) The term of a student of a Bachelor's study programme does not end provided that:
- a) he or she successfully completed the Bachelor's study programme and
 - b) applied for a follow-up Master's study programme at the same Faculty.
- (5) A student referred to in paragraph 4 cannot exercise his or her right to perform in office for the period from the completion of the Bachelor's study programme to the day he or she enrolls in a follow-up Master's study programme.
- (6) The term of a student referred to in paragraph 4 is terminated if:
- a) he or she was not admitted to a follow-up Master's study programme, or
 - b) did not begin the stated Master's study programme.
- (7) In cases referred to in paragraph 6, the term ends:
- a) on the day the decision on the fact that the student was not admitted to the follow-up Master's study programme comes into force, or
 - b) on the day determined as the last possible day for the enrolment in a study programme.
- (8) Similar procedure defined in paragraphs 4-7 applies to transitions from Master's to doctoral study programmes.
- (9) If the term of a Senator ends, the vacancy shall be filled by a substitute member who shall be chosen in accordance with his or her placing in the election results. The term of the substitute member shall commence at the moment of termination of the previous term and shall last only for the remainder of the term of office; the substitute member takes up the position upon its creation unless it was established before the previous

Senator took up the office. In such a case, the substitute member takes up the position on the first day of the commencement of the term of office. If there is no substitute member who could take up the position of a Senator whose term of office has been terminated, a by-election process shall take place, except for cases referred to in Article 19(2).

Article 13

Responsibilities of a Senator

- (1) A Senator shall carry out his or her duties personally and to the best of his or her knowledge and beliefs. A Senator is responsible to the FA academic community.
- (2) A disciplinary sanction in the form of a decision issued by the FA AS may be imposed on a Senator for his or her statements made during FA AS meetings, meetings of its board, or meeting of its committee. If the Senator appeals against this decision, it shall be reviewed at a FA AS plenary session. A Senator may only be sanctioned in the form of a public admonition.

Part 2

Extraordinary Elections

Article 14

General Provision on Extraordinary Elections

- (1) Extraordinary elections for the FA AS shall be held if no candidate for the Dean is elected in the second ballot of the re-done election process, or if the FA AS does not act in accordance with Section 27 of the Act for the period of six months.
- (2) Extraordinary elections shall be announced by the Dean. If there is no one who would exercise the powers of the Dean, it is the chairperson of the dissolved FA AS who shall announce the extraordinary elections.
- (3) The FA AS term of office arising from extraordinary elections ends upon the completion of the regular term of office, unless there are less than four months left until the end of the regular term. In such a case, the term of office of the AS FF lasts both for the remainder of the regular term of office and for the following regular term of office.
- (4) Extraordinary elections shall be held in accordance with the provisions applied for regular elections, unless stipulated otherwise.
- (5) Offices held during the regular election process by the FA AS chairperson and its members shall be, during the extraordinary election process, held by the chairperson and FA AS members of the dissolved Senate.

Article 15

Announcing Extraordinary Elections

- (1) It is the Dean, or the chairperson of the dissolved FA AS, who shall announce the general election days of the extraordinary election process; the first general election day shall take place not sooner than four and not later than six weeks from the termination of the second repeated election of the candidate for the Dean, or from the deadline stated in Article 14(1).
- (2) Specific dates of the extraordinary election process shall be stated by the EC pursuant to Article 6(3).

Article 16

Candidates

- (1) Candidates may be nominated at the latest two weeks before the first general extraordinary election day.
- (2) The EC shall publish the list of candidates on the FA electronic noticeboard at the latest one week before the first general extraordinary election day. This announcement shall include the specific extraordinary election days and information concerning the location of the polling stations.

Article 17
List of Voters

- (1) The list of eligible voters shall be administered by the Dean's Office. At the latest two weeks before the first general extraordinary election day, the Dean's Office shall provide alphabetical lists of eligible voters according to their electoral parts on the FA electronic noticeboard.
- (2) Everyone has the right to submit a proposal for the correction of the list of eligible voters no later than one week before the first general extraordinary election day. It is the Dean who shall make the decision on the proposal, at the latest three days before the first general extraordinary election day. The decision of the Dean shall be final.

Article 18
Results of Extraordinary Elections

- (1) The assessment of preliminary results shall be carried out by the EC no later than three days following the last general extraordinary election day. A voter may file a complaint against the assessment of the preliminary election results no later than two days from the date of publication thereof. The complaint shall be addressed to the EC chairperson, who shall deliver his or her decision within three days following the deadline for the submission of complaints. The decision announced by the EC shall be final.
- (2) Final extraordinary election results shall be announced by the EC no later than five days after the deadline for the submission of complaints.

Part 3
By-Election Process

Article 19
General Provisions on By-Elections

- (1) By-elections are held if there is no substitute member who can take up the position of a Senator, whose term terminated.
- (2) By-elections are not held if the term of a Senator is terminated in the last four months of the FA AS term of office. In such a case, the position shall remain vacant.
- (3) It is the chairperson of the FA AS who shall announce the by-election process.
- (4) By-elections shall be held in accordance with the provisions applied for regular elections, unless stipulated otherwise.

Article 20
By-Election Committee

- (1) The by-election committee shall be composed of at least three members, of which at least one third are members of the electoral part, in which the election is held.

- (2) The members of the by-election committee shall be appointed by the chairperson of the FA AS.

Article 21 **Calling By-Elections**

- (1) The chairperson of the FA AS shall announce the general by-election days, which shall take place no sooner than four and not later than six weeks from the day the reason for the organization of the by-election process arose.
- (2) Specific dates of the by-election shall be stated by the EC pursuant to Article 6(3).

Article 22 **Candidates**

- (1) Candidates may be proposed at the latest two weeks before the first general by-election day.
- (2) The EC shall publish the list of candidates on the FA electronic noticeboard at the latest one week before the first general by-election day. This announcement shall include the specific by-election dates and information concerning the location of the polling stations.

Article 23 **List of Voters**

- (1) The list of eligible voters shall be administered by the Dean's Office. At the latest two weeks before the first general by-election day, the Dean's Office shall provide alphabetical lists of eligible voters according to their electoral parts on the FA electronic noticeboard.
- (2) Everyone has the right to submit a proposal for the correction of the list of eligible voters no later than one week before the first general by-election day. It is the Dean who shall make the decision on the proposal, at the latest three days before the first general by-election day. The decision of the Dean shall be final.

Article 24 **By-Elections Results**

- (1) The assessment of preliminary results shall be carried out by the EC no later than three days following the last general by-election day. A voter may file a complaint against the assessment of the preliminary election results no later than two days from the date of publication thereof. The complaint shall be addressed to the EC chairperson, who shall deliver his or her decision within three days following the deadline for the submission of complaints. The decision announced by the EC shall be final.
- (2) Final by-election results shall be published by the EC no later than five days after the deadline for the submission of complaints.

PART THREE

JOINT, TRANSITIONAL AND FINAL PROVISIONS

Article 25

Joint Provisions

- (1) The provisions of these Regulations shall always be construed pursuant to their meaning and purpose and with regard to the status and function of the FA AS within the system of FA and UWB academic institutions.
- (2) If a particular situation is not subject to the provisions of these Regulations, the provision which is by nature closest thereto with regard to the meaning, purpose, status and function of the FA AS within the system of FA and UWB academic institutions shall be applied.
- (3) In the interpretation of these Regulations, the UWB Academic Senate Electoral Regulations shall apply adequately.

Article 26

Final Provisions

- (1) The Academic Senate Electoral and Procedural Regulations for the Faculty of Arts of the University of West Bohemia from 27th June 2007, as amended, are abrogated.
- (2) These Regulations come into force on the day of their ratification by the UWB Academic Senate.
- (3) These Regulations come into effect on the day of their ratification by the UWB Academic Senate.

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PhDr. Linda PIKNEROVÁ, Ph.D.

Chairperson of the Academic Senate of the
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