

UNIVERSITY OF PARDUBICE
FACULTY OF TRANSPORT ENGINEERING

ELECTORAL RULES OF THE ACADEMIC SENATE
OF THE FACULTY OF TRANSPORT ENGINEERING

of 6 June 2017

Article 1

Basic provision

(1) The Electoral Rules of the Academic Senate of the Faculty of Transport Engineering ("Electoral Rules") are issued in accordance with Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended ("Act") and is an internal regulation of the Faculty of Transport Engineering ("Faculty").

Article 2

Composition and membership in the Academic Senate of the Faculty

(1) The Academic Senate of the Faculty ("Senate") is its self-governing representative academic body, whose members ("senators") are elected from among the members of the academic community of the Faculty ("academic community"). The Senate has two chambers. Senators representing the academic staff form the Chamber of Academic Staff, and senators representing students form the Chamber of Students.

(2) Fifteen senators are elected to the Senate from among the members of the academic community, ten of which are academic staff members and five are students.

(3) The term of office of individual senators shall not exceed three years. The term of office of the Senate is three years. The first day of the term of office of the Senate is the day following the expiration of the term of office of the resigning Senate.

(4) Membership in the Senate may not be substituted. The incompatibility of functions with membership in the Senate is provided for in Section 26, Subsection 2 of the Act.

(5) Membership in the Senate expires:

- a) on the day of termination of membership in the academic community,
- b) on the day of taking office incompatible with the function of a senator,
- c) upon death,
- d) on the day of delivery of the written resignation of the senator from his/her post in the Senate to the Board of the Senate.

(6) If the membership of a senator expires before the expiration of his/her term of office, the Board of the Senate shall approach an alternate to perform the function of a senator for the remaining term of the Senate, in the order of election results in the relevant chamber.

(7) If the alternate refuses to perform the function of a senator in writing, another alternate in the order shall be contacted to perform the function of a senator. If there is no other candidate on the list of alternates, the Senate shall announce by-elections to the relevant chamber. By-elections need not be held if the position of senator becomes vacant within a period of nine months before the expiration of the Senate's term, unless the Senate decides otherwise.

(8) Any alternate may resign as an alternate by a written statement delivered to the Board of the Senate, effective on the day of delivery.

(9) If a student elected to the Senate is directly admitted to another, follow-up study programme or doctoral study programme during his/her term of office, in accordance with Article 23, Paragraph 7 of the Statutes of the University of Pardubice, the provisions of Article 17, Paragraph 3 of the Statutes of the University of Pardubice shall apply *mutatis mutandis* to the membership in the Senate.

(10) If a student is an alternate and during the term of the Senate is immediately admitted to another, follow-up study programme or doctoral study programme, the same rules shall apply to his/her function as an alternate as for membership in the Senate referred to in Article 2, Paragraph 9.

Article 3 Senate elections

(1) Senate elections are direct with secret ballot. Elections to the new senate are organised by the Board of the Senate and chaired by an Electoral Committee of at least three members appointed by the Senate, which elects its chairperson. The elections shall be announced by the Board of the Senate no later than one month before the end of the Senate term, specifying the week of the elections.

(2) Elections shall be held for a minimum of two working days. The specific date of the elections and the place of the elections shall be set by the Board of the Senate at least 15 days before the elections.

(3) Academic staff elects senators to the Chamber of Academic Staff and students elect senators to the Chamber of Students. Members of the Electoral Committee may not run for the Senate.

(4) Each member of the academic community has the right to stand as a candidate and elect members of the Senate to only one of the chambers of the Senate. If an academic staff member is also a student, he or she may run or vote for only one of the chambers of the Senate that he or she chooses.

(5) At least 10 days before the election, the Electoral Committee shall ensure the elaboration of the electoral list of students entitled to vote in the Chamber of Students and the electoral list of academic staff entitled to vote in the Chamber of Academic Staff. Proposals for candidates for the Senate may be submitted by any member or group of members of the academic community, separately to the Chamber of Academic Staff and separately to the Chamber of Students. Only members of the academic community can stand as candidates. The proposed candidate must give written consent to his/her candidacy. Written proposals signed by the proposer and the candidate are submitted to the members of the Electoral Committee not later than 10 days before the first day of the election.

(6) The Electoral Committee shall draw up a list of candidates to be published at least 7 days before the first day of the elections. In the list of candidates, the nominated candidates are registered in alphabetical order, separately candidates for the Chamber of Academic Staff and separately candidates for the Chamber of Students. Persons whose function is incompatible with the function of a senator and members of the Electoral Committee may not be entered in the list of candidates. The list of candidates must contain at least the number of candidates corresponding to the composition of the Senate in each chamber referred to in Article 2, Paragraph 2. If the number of candidates for one of the chambers is less than the composition of the Chamber referred to in Article 2, Paragraph 2, the

Board of the Senate shall immediately announce a new election to the chamber.

(7) The Electoral Committee shall ensure the printing of ballot papers. The ballot paper, indicating how the election is to be held, must be drawn up in such a way that the vote can be taken unambiguously.

(8) The candidate list, the date and the place of election must be published by the Electoral Committee on the official notice board placed at the Faculty within the set deadlines.

(9) At the place of the election, it must be possible to adjust the ballot paper, ensuring secret ballot. Each authorised member of the academic community votes in person, representation is not possible. The voter shall prove his/her identity to the members of the Electoral Committee with a student or employee card and then receives a ballot for election to the Chamber of Academic Staff or to the Chamber of Students, which he/she shall adjust according to the instructions on the ballot.

(10) The election results shall be provided by the Electoral Committee. The Committee will evaluate the results not later than 5 working days after the last day of the election. Those candidates are elected senators who have obtained the highest number of votes in a secret ballot in the respective chamber so that the composition of the Senate in individual chambers corresponds to the provisions in Article 2, Paragraph 2. In the event of a tie at any position in the respective chamber, the lot shall be drawn to decide on the order of the candidates. The lot will be drawn by the chairperson of the Electoral Committee in the presence of an absolute majority of members. The fact that the candidates have been elected shall be announced by an authorised member of the Electoral Committee at the first session of the elected Senate.

(11) Based on the decision of the Board of the Senate, the elections shall be repeated if the provisions of these Electoral Rules have been violated in a manner that could have affected the result of the election of the elected senators. If there is an error in determining the order of the alternates and if it cannot be corrected, the alternates below the place of the error, including this place, have not been elected. The date for re-election shall be set in its decision by the Board of the Senate within 21 calendar days from the date of the decision.

(12) A proposal for a review of the preparation, course and result of elections or for the invalidity of the election of a candidate or for the determination of the order of alternates in the relevant chamber may be submitted by any member of the academic community. The justified proposal must be submitted in writing to any of the members of the Electoral Committee not later than 5 calendar days after the publication of the election results on the official notice board. The Board of the Senate will assess the validity of the election within 21 calendar days from the date of receipt of the proposal.

Article 4

Final provisions

(1) Articles 1, 2, 3 and 8 of the Electoral Rules and Rules of Procedure of the Academic Senate of the Faculty of Transport Engineering of 2 December 2008 are repealed.

(2) This draft of the Electoral Rules was discussed and approved by the Academic Senate of the Faculty of Transport Engineering pursuant to Section 27, Subsection 1, Clause b) of the Act on 12 April 2017.

(3) These Electoral Rules were discussed and approved by the Academic Senate of the University of Pardubice pursuant to Section 9, Subsection 1, Clause b), Subclause 2 of the Act on 6 June 2017.

(4) These Rules shall come into force on the day of approval by the Academic Senate of the University of Pardubice.

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doc. Ing. Libor Švadlenka, Ph.D.
Dean