

CODE OF ELECTORAL PROCEDURE FOR THE ACADEMIC SENATE
FACULTY OF EDUCATION
OF CHARLES UNIVERSITY

Under sections 27 (1) (b) and 33 (2) (b) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (hereinafter referred to as the „Higher Education Act“), as amended, the Academic Senate of the Faculty of Education of Charles University has adopted the following Code of Electoral Procedure for the Academic Senate the Faculty of Education of Charles University (hereinafter referred to as the "Code of Electoral Procedure") as its internal regulation:

PART I.
Elections to the Academic Senate of the Faculty of Education

Article 1

Introductory provisions

1. The Academic Senate of the Faculty of Education (hereinafter referred to as the "Senate") consists of 12 members from academic staff and 12 members from students.
2. Academic staff¹ are assigned to one of three academic staff curia as per Appendix 1 of this Code of Electoral Procedure, with 4 members of the Senate elected in each academic staff curia. Students² form one student curia.
3. Senate elections are held each year in one of the Academic staff and student curia. In the student curia, half of the senate members are elected each year from the student body.

Article 2

Announcement of elections

1. The Senate announces the elections and sets a reasonable deadline before the end of the term of office of the current members of the Senate. The Senate indicates in the announcement of the elections in which curia the elections are to be held.
2. The Senate, when announcing the elections, sets a reasonable deadline before the elections for the submission of nominations. The deadline is not to be less than 30 days.
3. The Senate determines the place and time of the elections so that the elections are held on at least two and no more than four days on which classes are held and voting is available for at least four hours each day at the designated location. The Senate, in announcing the elections, may designate other places where voting may be held only on certain days and at certain times.

Article 3

Candidates

¹ An academic staff member assigned to the Faculty according to Article 17 of the Constitution of the Faculty of Education of Charles University (hereinafter referred to as the "Constitution").

² A student enrolled to study at the Faculty according to Article 17 of the Constitution.

1. A member of the academic community of the Faculty of Education (hereinafter referred to as the "Faculty") may be a nominated candidate for the Senate.
2. Candidates can be nominated for the student curia or one of the three academic staff curia.
3. A candidate may be nominated by at least five other members of the curia for which he is nominated.
4. The proposal must be made in writing and include:
 - a) the name of the candidate,
 - b) in the case of an academic staff member, his/her place of work,
 - c) in the case of a student, the year and programme of study,
 - d) signatures of the nominating parties,
 - e) the candidate's written and signed consent to the candidacy.
5. A member of the Senate whose term of office does not expire in the academic year in which the election is held may be a candidate if he or she sends to the President of the Senate, promptly after giving consent, a proposed resignation from the Senate effective at the beginning of the term of office of the members of the Senate to be elected in that election. The President informs the Election committee thereof. That member of the Senate may not become an alternate pursuant to Article 9(6).
6. The proposal is forwarded to the Election committee via the Registry's office.
7. A candidate may withdraw his/her consent to be nominated in writing. On the date of receipt of such withdrawal by the Election committee, that member of the academic community is no longer be considered a candidate in the election. If that member of the academic community has renounced membership of the Senate under paragraph 5, he or she may withdraw that renunciation. That member of the academic community may be re-nominated within the time limit laid down in Article 2(2).

Article 4

Election committee

1. The Senate establishes an election committee of at least three members, consisting of students of the Faculty and academic staff who are members of the academic community. A member of the Senate appointed by the Senate serves as chair of the election committee.
2. Membership of the Election committee is incompatible with being a candidate for the Senate.
3. The Election committee terminates its activities on the eighth day after the publication of the election result report. The Election committee continues its activities in cases of repeat elections as referred to in Article 8, where the Election committee terminates its activities on the tenth day following the publication of the report on the result of the repeat elections. The Election committee may not terminate its activities before all complaints received against the conduct of the elections have been decided.

Article 5

Election preparation

1. At the end of the period referred to in Article 2(2), the Election committee considers the proposals received. If the nomination is incomplete or unclear, the Election committee invites the nominating party to complete the nomination or to remove any ambiguities and sets a reasonable deadline for doing so.

2. The Election committee excludes inadmissible nominations for candidates who are not members of the academic community of the Faculty or who are members of the Election committee.
3. The Election committee then draws up lists of candidates from the nominations received. Each curia has its own list of candidates.
4. The Election committee arranges for the printing of the ballot papers.

Article 6

Election process

1. Elections are held on the dates set by the Senate.
2. The voter, after showing their IDs to the election committee, will receive one ballot paper according to the curia to which he or she is assigned.
3. In the polling stations, it must be possible to adjust the ballot papers to allow secret ballots.
4. Each voter can only vote in one curia. If they belong to more than one curia, they inform the members of the Election committee present in which curia they will vote. If voters also candidates, they vote in the curia in which they are candidates. The same procedure is to be followed if the voter is both a student and an academic.
5. If a voter marks more candidates on the ballot paper than the number of seats allocated to a given curia, or if the marking cannot be identified with certainty, the vote is not valid.

Article 7

Election results

1. When the voting is closed, the Election committee will count the votes. It allocates the seats in the order of the number of votes cast for the candidates. In the event of a tie, the Election committee decides the order by drawing lots.
2. A candidate who has not obtained a mandate but who has received such a number of votes which is at least one tenth of the number of valid votes in the curia in question becomes an alternate. The order of the alternates is determined by the number of votes they have received.
3. The Election committee draws up a report on the result of the election and it includes:
 - a) the date of the protocol,
 - b) the date of the elections,
 - c) number of eligible voters by curia,
 - d) the number of voters who took part in the election, by curia,
 - e) the number of votes cast in each curia,
 - f) the number of valid and invalid ballot papers in each curia,
 - g) the number of votes each candidate received,
 - h) the order of the candidates, indicating where the order was decided by lot,
 - i) list of elected candidates by curia,
 - j) the list of alternates and their order in the individual curia,
 - k) list of members of the Election committee,

- l) complaints about the conduct of the elections received by the Election committee during the election, indicating who filed the complaint, or similar facts that the Election committee has discovered in the course of its work,
 - m) the signature of the chairperson of the election committee and at least one other member.
4. The protocol on the result of the election is signed by the Senate President and immediately published in the publicly accessible part of the Faculty's website.

Article 8

Repeat election

1. If the Election committee, in the course of its work or due to a complaint, concludes that there has been misconduct, a breach of electoral procedure or a breach of internal regulations which may have affected who was elected, it states this conclusion in the report on the result of the election and determines in which jurisdiction the election is to be repeated.
2. A member of the academic community file a complaint within one week of the publication of the election results. The Electoral committee decides on the complaint without delay and include its content, together with the election committee's decision, in an addendum to the election record.
3. The date of the repeat elections is determined by the President of the Senate.
4. The provisions on elections apply mutatis mutandis to repeat elections.

Article 9

Termination of membership of the Senate

1. Membership of the Senate is terminated by:
 - a) the ending of the term of office of a member of the Senate,
 - b) by delivery of a written resignation of membership of the Senate to the President of the Board or on the date specified in the resignation,
 - c) the termination of membership of the curia for which the member of the Senate was elected,
 - d) the day following the adoption of the resolution dissolving the Senate,
 - e) the date of the vote of no confidence in a member of the Senate,
 - f) on the day following the adoption of the Senate's decision on the removal from office.
2. The President of the Senate announces a vote of no confidence in a member of the Senate elected as academic staff if a petition is requested by one-third of the members of the curia for which he or she was elected. The President of the Senate announces a vote of no confidence in a member of the Senate elected from the students if at least one-tenth of the students so request by petition. If the petition is against the President of the Senate, the Vice-President of the Senate announces a vote of no confidence, and the petition is delivered to him or her.
3. The provisions on elections apply mutatis mutandis to a vote of no confidence in a member of the Senate. The member of the Senate against whom the motion is directed may not be a member of the counting committee.
4. A vote of no-confidence in a member of the Senate is approved if at least 30% of the members of the relevant curia participated in the vote of no-confidence and a majority of the votes cast were in favour of the vote of no-confidence.

5. A member of the Senate may be deprived of his or her mandate by a resolution of the Senate if he or she has failed to attend three consecutive meetings of the Senate without excuse or has failed to attend a meeting of the Senate for a period of six months. A member of the Senate who is to be suspended from office is invited in writing to discuss the item.
6. A member of the Senate becomes the first alternate member of his or her curia when called upon to do so, if he or she so requests at the same time as resigning his or her membership of the Senate.

Article 10

Supplementation of the Senate

1. If the Senate's member's membership is terminated, the President of the Senate invited an alternate from the relevant curia to take his place. If the first alternate declines, the President invites other alternates in order of preference. An alternate who declines stops being an alternate.
2. A member of the Senate who has been elected as a student and has duly completed a bachelor's degree programme and has enrolled in the faculty's continuing master's degree programme or has duly completed a master's degree programme and has enrolled in the faculty's doctoral degree programme may declare in writing that he or she intends to remain an alternate. The declaration must be received by the President of the Senate within 7 days of the date of graduation. In such a case, the first alternate in the queue will be invited to take the place in the Senate after the applicant has enrolled in the programme, or the next alternate in the queue will be invited after the decision not to admit the applicant to the programme has become final, but no later than four months after the date of receipt of the declaration; if the applicant is not admitted to the programme within that period, he or she stops being an alternate.
3. If no alternate agrees to serve or there is no alternate, the Senate announces supplementary elections. The Senate may not announce supplementary elections if the remaining term of office of the members of the Senate is less than four months. The provisions on elections apply mutatis mutandis to supplementary elections.

Article 11

Term of office

1. The term of office of members of the Senate elected from the academic staff is three years. The term of office of members of the Senate elected from students is two years.
2. A member of the Senate takes office on 1 April following the announcement of the elections and his or her term of office ends on 31 March of the year in question pursuant to paragraph 1.
3. An alternate or a member of the Senate elected in supplementary elections take office as a member of the Senate until the end of the term of office of the member of the Senate in whose place he or she was invited or elected.
4. If the Senate adopts a resolution to dissolve, the Election committee determines the length of the term of office of the newly elected members of the Senate elected by lot from among the academic staff. The term of office of the newly elected members of the

Senate elected in the first drawn curia of the academic staff lasts until the end of the earliest term of office of the members of the Senate which has resolved to dissolve. The term of office of the newly elected members of the Senate in the second drawn curia of the academic staff is one year longer than that of the members of the Senate elected in the first drawn curia. The term of office of the newly elected members of the Senate in the third drawn curia of the academic staff is two years longer than that of the members of the Senate elected in the first drawn curia. The term of office of the first six members of the Senate elected in the student curia, according to the number of votes received, is the same as that of the members of the Senate elected in the second drawn curia of the academic staff. The term of office of the other members of the Senate elected in the student curia is the same as that of the members of the Senate elected in the first drawn curia of the academic staff.

5. A member of the academic community serves as an alternate until the next Senate election is announced in his/her curia.

PART II. **Transitional and final provisions**

Article 12 **Transitional provisions**

1. This Code of Electoral Procedure does not apply to elections governed by this Code of Electoral Procedure which was called before the coming into force of this Code of Electoral Procedure.
2. The terms of office of the existing members of the Senate are not to be affected and end in such a way as to maintain the system referred to in Article 1.

Article 13 **Final provisions**

1. In the Code of Electoral Procedure for the Academic Senate of the Faculty of Education and Code of Procedure for the Academic Senate of the Faculty of Education of Charles University approved by the Academic Senate of Charles University on 6 February 2015, Articles 2, 3, 10, 11, 12, 13, 14, 15, 16, 17 and Appendix 1 are rescinded.
2. This Code of Electoral Procedure for the Academic Senate of the Faculty of Education comes into force on the date of approval by the Academic Senate of Charles University.³
3. This Code of Electoral Procedure for the Academic Senate of the Faculty of Education comes into force on 1 October 2017.

The Academic Senate of the Faculty approved this Code of Electoral Procedure on 30 May 2017.

The Academic Senate of Charles University approved this Code Electoral Procedure on 2 June 2017.

³ § Section 9(1)(b) of the Higher Education Act.

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ANNEX NO 1

Overview of Academic Staff Curricula of the Faculty of Education, Charles University

Article 1

- 1) Academic staff assigned to these departments vote and stand for election to the Faculty Academic Senate according to their affiliation with one of the three curiae.
- 2) Curia I consists of academic staff from the following faculty departments:
 - a) Department of English Language and Literature,
 - b) Department of Czech Literature,
 - c) Department of Czech Language,
 - d) Department of French Language and Literature,
 - e) Department of German Studies,
 - f) Department of Russian Studies and Linguodidactics,
 - g) Department of Physical Education.
- 3) Curia II consists of academic staff from the following faculty departments:
 - a) Department of History and Didactics of History,
 - b) Department of Civics and Philosophy,
 - c) Department of Psychology,
 - d) Department of Education,
 - e) Department of Pre-Primary and Primary Education,
 - f) Department of Special Education,
 - g) Institute of Educational Research and Development,
 - h) Institute of Professional Development of Education Workers.
- 4) Curia III consists of academic staff from the following faculty departments:
 - a) Department of Andragogy and Education Management,
 - b) Department of Biology and Environmental Studies,
 - c) Department of Music Education,
 - d) Department of Chemistry and Didactics of Chemistry,
 - e) Department of Information Technology and Technical Education,
 - f) Department of Mathematics and Didactics of Mathematics,
 - g) Department of Art Education.
- 5) Academic staff of other faculty departments not listed in paragraphs 2 and 3 are part of Curia III.