

ELECTION RULES OF THE ACADEMIC SENATE
FACULTY OF EDUCATION
OF CHARLES UNIVERSITY

The Academic Senate of the Faculty of Education, pursuant to Section 27 (1) (b) and Section 33 (2) (b) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as the "Act on Higher Education"), has resolved on the following Election Rules of the Academic Senate of the Faculty of Education (hereinafter referred to as the "Election Rules") as its internal regulations:

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 among academic staff and 12 members from among students.
2. Academic staff¹ are assigned to one of three Academic Staff Curiosities as per Appendix 1 of these Election Regulations, with 4 members of the Senate elected in each Academic Staff Curia. Students² shall 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 shall call elections to be held within a reasonable period of time before the end of the term of office of the current members of the Senate. The Senate shall indicate in the announcement of the elections in which curiosities the elections are to be held.
2. The Senate, when calling the election, shall also fix a reasonable period before the election for the submission of nominations. The period shall not be less than 30 days.
3. The Senate shall determine the place and time of the election so that the election shall be held on at least two and no more than four days on which classes are held and voting shall be available for at least four hours each day at the designated location. The Senate, in calling the election, may designate other places where voting may be held only on certain days and at certain times.

Article 3

Candidates

1. A member of the academic community of the Faculty of Education (hereinafter referred to as the "Faculty") may run for the Senate.

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

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

2. Candidates can run 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 quorum on which he or she may stand.
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) signature of the appellants,
 - e) the candidate's agreement to be nominated.
5. A member of the Senate whose term of office does not expire in the academic year in which the election is held may run for re-election only 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 shall inform the Electoral Commission thereof. That member of the Senate may not become an alternate pursuant to Article 9(6).
6. The proposal is forwarded to the Electoral Commission via the Registry.
7. A candidate may withdraw his/her consent to be nominated in writing. On the date of receipt of such withdrawal by the Elections Committee, that member of the academic community shall 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 Commission

1. The Senate shall establish 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 shall serve as chair of the election committee.
2. Membership of the Electoral Commission is incompatible with standing for election.
3. The Electoral Commission shall cease its activities on the eighth day after the publication of the election result report. The Electoral Commission shall continue its activities in cases of a rerun election as referred to in Article 8, where the Electoral Commission shall cease its activities on the tenth day following the publication of the report on the result of the rerun election. The Electoral Commission may not terminate its activities before all objections 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 Electoral Commission shall consider the proposals received. If the proposal is incomplete or unclear, the Electoral Commission shall invite the proposers to complete the proposal or to remove any ambiguities and shall set them a reasonable time limit for doing so.
2. The Election Committee shall exclude inadmissible proposals for candidates who are not members of the academic community of the Faculty or who are members of the Election Committee.

3. The Electoral Commission will then draw up lists of candidates from the proposals received. Each curia has its own list of candidates.
4. The Electoral Commission will arrange for the printing of the ballot papers.

Article 6

Election process

1. Elections shall be held on the dates set by the Senate.
2. The voter, after proving his or her identity to the electoral commission, will receive one ballot paper according to the curia to which he or she is assigned.
3. In the voting area, it shall be possible to adjust the ballot papers to allow secret ballots.
4. Each voter can only vote in one curia. If he belongs to more than one curia, he shall tell the members of the Electoral Commission present in which curia he will vote. If the voter is also a candidate, he shall vote in the curia in which he is a candidate. The same procedure shall 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 invalid.

Article 7

Election results

1. When the voting is closed, the Electoral Commission will count the votes. It shall allocate the seats in the order of the number of votes cast for the candidates. In the event of a tie, the Electoral Commission shall decide the order by drawing lots.
2. A candidate who has not obtained a mandate but who has received a number of votes which is at least one tenth of the number of valid votes in the curia in question shall become an alternate. The order of the alternates shall be determined by the number of votes they have received.
3. The Election Commission shall draw up a report on the result of the election, which shall include:
 - 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 curiae,
 - f) the number of valid and invalid ballot papers in each curiae,
 - 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 curiae,
 - j) the list of alternates and their order in the individual curiae,
 - k) list of members of the election commission,
 - l) objections to the conduct of the election received by the Electoral Commission during the election, indicating who made the objection, or similar facts that the Electoral Commission has discovered in the course of its work,
 - m) the signature of the chairman of the electoral commission 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 Electoral Commission, in the course of its work or on the basis of an objection, 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 shall state this conclusion in the report on the result of the election and shall determine in which jurisdiction the election is to be repeated.
2. A member of the academic community may lodge objections within one week of the publication of the election results. The Electoral Board shall decide on the objection without delay and include its content, together with the Electoral Board's decision on the objection, in an addendum to the election record.
3. The date of the re-elections shall be determined by the President of the Senate.
4. The provisions on elections shall apply mutatis mutandis to re-elections.

Article 9

Termination of membership of the Senate

1. Membership of the Senate shall cease:
 - a) the expiry of the term of office of a member of the Senate,
 - b) by delivery of a written resignation of membership of the Board 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 Chamber,
 - 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 shall call 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 shall call a vote of no confidence in a member of the Senate elected from among 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 shall call a vote of no confidence and the petition shall be delivered to him.
3. The provisions on elections shall 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 shall be passed 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 Board who is to be suspended from office shall be specially invited in writing to discuss the item.

6. A member of the Senate shall become the first alternate member of his or her curium 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

Vacancy in the Senate

1. If a member of the Senate ceases to be a member of the Senate, the President of the Senate shall call a substitute from the relevant curia to take his place. If the first alternate declines to be called, the President shall call the other alternates in order of preference. An alternate who declines to be called shall cease to be 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 Chair of the Senate within 7 days of the date of graduation. In such a case, the first alternate in the queue will be called to the Senate after the applicant has enrolled in the programme, or the next alternate in the queue will be called to the Senate 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 will cease to be an alternate.
3. If no alternate agrees to serve or there is no alternate, the Senate shall call a by-election. The Senate need not call a by-election if the remaining term of office of the members of the Senate is less than four months. The provisions on elections shall apply mutatis mutandis to by-elections.

Article 11

Term of office

1. The term of office of members of the Senate elected from among the academic staff is three years. The term of office of members of the Senate elected from among students shall be two years.
2. A member of the Senate shall take office on 1 April following the announcement of the election and his or her term of office shall end on 31 March of the year in question pursuant to paragraph 1.
3. A substitute or a member of the Senate elected in a by-election shall 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 called or elected.
4. If the Senate adopts a resolution to dissolve, the Electoral Commission shall determine 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 lottery of the Academic Staff Senate shall last 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 Academic Staff Curia shall be 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 Academic Staff Curia shall be 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, shall be the same as that of the members of the Senate elected in the second loitered Academic Staff Curia. The term of office of the other members of the Senate elected in the Student Curia shall be the same as that of the members of the Senate elected in the first lottery of the Academic Staff Curia.

5. A member of the academic community shall serve 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. These Electoral Regulations shall not apply to an election governed by these Electoral Regulations which was called before the coming into force of these Electoral Regulations.
2. The terms of office of the existing members of the Senate shall not be affected and shall expire in such a way as to maintain the system referred to in Article 1.

Article 13

Final provisions

1. In the Electoral and Rules of Procedure of 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 deleted.
2. These Senate Election Regulations shall enter into force on the date of approval by the Academic Senate of Charles University.³
3. These Senate Election Rules shall enter into force on 1 October 2017.

The Academic Senate of the Faculty approved these election regulations on 30 May 2017.

The Academic Senate of Charles University approved these Regulations on 2 June 2017.

doc. RNDr. Antonín Jančařík, Ph.D.
Chairman of the Academic Senate
Faculty of Education
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Prof. PaedDr. Michal Nedělka, Dr.
Dean
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³ § Section 9(1)(b) of the Higher Education Act.

PhDr. Tomáš Nigrin, Ph.D.
Chairman of the Academic Senate of Charles University

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.
- 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.