

*The Ministry of Education, Youth and Sports registered the following under Section 36(2) of Act No. 111/1998 Sb. on higher education and amendments and supplements to other acts (the Higher Education Act), under no. MSMT-17213/2024-2 the Electoral Rules of the Academic Senate of the University of Pardubice as of the date of signing the registration.*

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Head of the Department of Higher Education Institutions*

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**ELECTORAL RULES OF THE ACADEMIC SENATE  
OF THE UNIVERSITY OF PARDUBICE  
OF 1 NOVEMBER 2024**

**Article 1**

**Membership in the Academic Senate of the University of Pardubice**

- (1) The Academic Senate of the University of Pardubice (the “Senate”) is a self-governing representative academic body whose members (the “Senator(s)”) are elected from among the members of the academic community of the University of Pardubice (the “academic community”).
- (2) The term of office of individual Senators is three years. The term of office of the Academic Senate is three years. The first day of the election period of the Academic Senate is the day following the expiration of the election period of the resigning Senate.
- (3) The Senate has 43 Senators, of whom 28 are academics and 15 are students.
- (4) Membership in the Academic Senate is irreplaceable. The incompatibility of posts with membership in the Academic Senate is stipulated in Section 8(2) of Act No. 111/1998 Sb. on higher education institutions and amendments to other acts (the Higher Education Act), as amended (the “Act”).
- (5) Membership in the Academic Senate shall terminate:
  - a) on the expiry of the term of office,
  - b) on the day of termination of membership in the academic community of the University of Pardubice (the “University”),
  - c) on the day of termination of membership in the academic community for which the Senator was elected,
  - d) on the date of cessation of the constituency for which the Senator was elected,
  - e) on the day of taking office incompatible with the post of Senator,
  - f) on the day of delivery of the written resignation from the post of Senator to the Board of the Academic Senate,
  - g) on the date of the Senator’s death,
  - h) if the Senate fails to act in accordance with Section 9 of the Act for six months.
- (6) If the membership of a Senator expires before the expiration of their term of office, the Board of the Academic Senate may request that the Senator be replaced by a substitute for the remaining term of the Academic Senate in the order of election results in the relevant constituency.
- (7) If a substitute refuses in writing to perform the duties of a Senator, the following substitute in order shall be called to perform the duties thereof. A substitute who refuses to act as Senator shall cease to be a substitute.

- (8) The Senate shall, on the proposal of the Board of the Academic Senate, call a by-election in the relevant electoral unit if there is no candidate on the list of substitutes from among the academic staff or students. However, it may also call for such elections if it is clear that the number of academic staff or student substitutes is insufficient for the office of Senator. A by-election need not be held if a vacancy occurs within nine months before the expiry of the term of office of the Senate unless the Senate decides otherwise.
- (9) Any substitute may waive the status of substitute by written declaration delivered to the Board of the Academic Senate; it shall take effect on the date of delivery.

## **Article 2**

### **Composition of the Academic Senate**

- (1) Elections to the Academic Senate take place in the following constituencies:
  - a) Jan Perner Faculty of Transport Engineering,  
Faculty of Economics and Administration,  
Faculty of Arts and Philosophy,  
Faculty of Chemical Technology,  
Faculty of Health Studies,  
Faculty of Electrical Engineering and Informatics.
  - b) Faculty of Restoration.
  - c) Department of Physical Education and Sports, Language Centre.
- (2) The constituencies referred to in paragraph 1(a) shall elect six Senators, of whom four shall be academics and two students, from among the members of their academic community. The constituency referred to in paragraph 1(b) shall elect six senators from among its academic staff, of whom three shall be academics and three students. The constituencies referred to in paragraph 1(c) shall elect one joint academic staff senator from among the members of their academic community.
- (3) When a new constituency is established, the Senate shall call by-elections in the new constituency for the remainder of the term. A by-election need not be held if the new constituency is established within nine months before the Senate's term of office expires unless the Senate decides otherwise.

## **Article 3**

### **Academic Senate Elections**

- (1) Senate elections are direct with a secret ballot. The Senate organises Senate elections with the help of the Academic Senates of the Faculties and the Student Board of the University. The polls shall be managed by a five-member Main Electoral Commission elected by the Senate on the proposal of the Senate Board. Elections shall be announced by the Senate no later than three months before its term of office expires.
- (2) Elections shall be organised in constituencies consisting of individual faculties and one constituency consisting of the departments referred to in Article 2(1)(c). Elections in electoral units at individual faculties shall be managed by a sub-election commission elected by the Academic Senate of the Faculty on the proposal of the Board of the Academic Senate of the Faculty. Elections in the electoral unit referred to in Article 2(1)(c) shall be managed by a sub-election commission elected by the Senate Board. The sub-election commission shall be composed of at least three members. The Main Electoral Commission shall be entitled to monitor the sub-commission work through its designated members.

- (3) Elections may be held by paper ballot or electronically using a suitable electoral information system enabling remote voting with the provision of anonymous voting (the “electoral system”). The method of election in the constituency referred to in Article 2(1)(a) and (b) shall be decided by the Academic Senate of the Faculty on the proposal of the Board of the Academic Senate of the Faculty; in the case of the departments referred to in Article 2(1)(c), the method of election shall be decided by the Senate Board.
- (4) The dates of elections in each constituency shall be fixed to fall within an electoral interval of two calendar weeks (the “electoral interval”). The Senate shall fix this electoral interval on the proposal of the Board of the Senate at least eight weeks before the beginning of the election.
- (5) The specific date of the elections, so that they take place on at least two consecutive working days, the method of election and, in the case of the elections by paper ballot, the venue of the elections shall be determined at the individual Faculties by the Academic Senate of the Faculty on the proposal of the Board of the Faculty Senate and, in the electoral unit referred to in Article 2(1)(c), by the Board of the Senate at least 30 days before the beginning of the election interval.
- (6) The academic staff of the relevant constituency shall elect the academic staff Senators, and the students of the appropriate constituency shall elect the student Senators. Members of the Main Electoral Commission and sub-election commissions may not stand for election to the Senate.
- (7) Each member of the academic community has the right to stand as a candidate and to elect members of the Senate in only one electoral unit. An academic staff member may stand as a candidate or vote only in the constituency of the University unit specified as their place of work in their Employment Contract. If an academic staff member is also a student, they may stand or vote for students or academic staff in the relevant constituency. If a student is enrolled in more than one University unit, they may stand as a candidate or vote in the electoral unit of their choice. In such a case, a member of the academic community with the right to stand as a candidate and to vote in the electoral unit of their choice shall, at least 15 days before the beginning of the electoral interval, communicate their decision to the Chair of the Main Electoral Commission, who shall ensure that they are entered on the relevant electoral register.
- (8) If a member of the academic community fails to communicate in which electoral unit they wish to exercise their right to stand as a candidate and vote within the time limit referred to in paragraph 7, they shall be entered on the electoral register of the University unit which they have listed as their place of work in their employment contract. If an academic staff member has more than one employment contract, they shall be entered on the electoral register of the University unit for which the employment contract was concluded first. A student who is not also an academic staff member shall be entered on the electoral register of the University unit in which they are enrolled on the first day of the election and at the same time in which they were enrolled first.
- (9) At least 10 days before the start of the election interval, the sub-election commission shall arrange for the preparation of student and academic staff electoral rolls in the relevant electoral unit.
- (10) Only members of the academic community of the relevant constituency may stand as candidates. Any member or group of members of the academic community of the relevant electoral unit may submit nominations for candidates for the Senate, separately from among academic staff and students. The proposed candidate must consent in writing to

their candidature. The written consent of the proposed candidate, including their signature and that of the proposer, shall be included in the written proposal. Written proposals shall be submitted to the members of the sub-election commission at least 10 days before the beginning of the election interval. Pre-election meetings may be held in electoral units before the elections.

- (11) The sub-election commission will draw up a list of candidates with the proposed candidates listed alphabetically, separately for academic staff and student candidates. Persons whose office is incompatible with the office of Senator and members of election commissions may not be included in the list of candidates.
- (12) The candidate list, the date, place and method of election for the relevant constituency must be published by the sub-election commission on the University's information boards installed in the premises of the relevant electoral unit no later than seven days before the beginning of the election interval.

#### **Article 4**

##### **Senate Elections by Paper Ballot**

- (1) In the case of elections held by paper ballot, the sub-election commission shall ensure that the ballot papers are printed. The ballot paper, indicating how the election is to be conducted, shall be so drawn up that the voting can be carried out unambiguously.
- (2) Each eligible member of the academic community (the "voter(s)") shall vote in person; no proxy voting is possible. The voter shall prove their identity to the members of the sub-election committee present and then receive a ballot paper for the election from among the students or the academic staff.
- (3) It must be possible to mark the ballot paper at the place of the election to ensure a secret ballot. The members of the sub-election committee shall provide the secrecy of the voting.
- (4) A ballot paper on which no vote has been cast, or more candidates than those referred to in Article 2(2) have been marked shall be invalid.

#### **Article 5**

##### **Senate Elections by Electronic Means**

- (1) The specification of the voting system, the instructions for its use and the method of authentication of voters shall be published by the sub-election commission in the information referred to in Article 3(12). This information shall be prepared by the sub-election commission in cooperation with the university organisational unit involved in ensuring the technical operation of the electoral system and providing technical support to the election commission in operating the electoral system.
- (2) A condition for voting by electronic means is the prior authentication of the voter via their university access data (domain account). The voter enters their university access data via a predefined interface.
- (3) The lists of eligible voters, candidate lists and other essential information about the elections are handed over by the chairpersons of the sub-election commissions no later than five days before the first day of the elections in the respective electoral unit in an agreed manner and format to the University's organisational unit involved in the technical operation of the electoral system.
- (4) In the case of elections by electronic means, the voter shall make the choice directly in the electoral system, which shall warn the voter of the consequences of the choice before the

vote is sent. The electoral system shall also make it impossible to vote again.

## **Article 6 Evaluation of Election Results**

- (1) The sub-election commission shall transmit an official record of election results to the Main Electoral Commission without delay. The requirements for the content and form of the record of the conduct and result of the elections shall be laid down by the Main Electoral Commission. The results shall be published on the University's notice boards installed on the premises of the relevant electoral unit and on the University's internal website.
- (2) The overall results of the elections are ascertained by the Main Electoral Commission. The evaluation of the results shall be carried out within five working days of the end of the polls in all electoral units. The validity of the elections shall be subject to the provisions of Section 8(1) of the Act. The candidates who obtained the highest number of votes in the secret ballot in the respective constituency shall be elected Senators. In the event of a tie, the order of the candidates shall be decided by drawing lots. The record of the draw shall be part of the record of the election results drawn up by the sub-election commission. The chairman of the Main Electoral Commission shall forward the record of the election results to the President of the Senate. The election of the candidates shall be announced by an authorised member of the Main Electoral Commission at the constituent meeting of the Senate.
- (3) The substitutes for the Senate are those candidates who have received the votes of more than 10 % of the voters who took part in the elections in the given constituency. A list of student and academic substitutes shall be drawn up separately.
- (4) If the provisions hereof have been violated in a manner that may have affected the outcome of the election of the elected Senators, the Main Electoral Commission shall decide that the elections be repeated. The Main Electoral Commission may also choose to repeat the elections if technical difficulties of a scale that could have significantly affected the outcome of the polls have occurred during the elections held by electronic means. The Main Electoral Commission shall set the date for the rerun in its reasoned decision. The Chair of the Main Electoral Commission shall immediately inform the President of the Senate thereof.
- (5) Any member of the academic community registered on the electoral list for the election may submit a motion to review the preparation, conduct and results of the election, invalidate the election of a candidate, or determine the order of substitutes. The motion with reasons must be submitted in writing to the Main Electoral Commission no later than five days after the publication of the election results on the University notice board. The Main Electoral Commission shall consider the validity of the election within 14 days of receipt of the motion.

## **Article 7 Final Provisions**

- (1) The Electoral Rules of the Academic Senate of the University of Pardubice approved by the Senate on 22 June 2021 and registered by the Ministry of Education, Youth and Sports on 8 September 2021 under no. MSMT-24238/2021-1, as amended by subsequent registered amendments, are hereby repealed.

- (2) These Electoral Rules were discussed and approved under section 9(1)(b)(3) of the Act by the Senate on 8 October 2024.
- (3) According to Section 36(4) of the Act, these Electoral Rules come into force on the date of their registration by the Ministry of Education, Youth and Sports.
- (4) These Electoral Rules shall enter into force on the first day of the month following their registration by the Ministry of Education, Youth and Sports.

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Rector