

Code of Electoral Procedure for the Academic Senate of the Faculty of the Medicine in Pilsen of Charles University

The Academic Senate of the Faculty of Medicine in Pilsen, pursuant to Section 27 (1) (b) and Section 33 (2) (b) of Act No. 111/1998 Coll, on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the 'Higher Education Act'), has resolved as follows the Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Code of Electoral Procedure" and the "Faculty"), as its internal regulations:

Article 1

Introductory Provisions

1. These Code of Electoral Procedure set out the principles for the election and termination of the mandate of the members of the Academic Senate of the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Senate").
2. The members of the Senate shall be elected from among themselves by the members of the academic community of the Faculty (hereinafter referred to as "the academic community") in direct, equal and secret elections. Elections to the Senate shall be held in accordance with the provisions of the Higher Education Act, the Statutes of the Faculty and these Code of Electoral Procedure.
3. The academic community consists of:
 - a) academic staff of the Faculty (hereinafter referred to as "academic staff"),¹
 - b) students enrolled at the faculty (hereinafter referred to as "students").
4. All members of the academic community have the right to vote. Academic staff shall elect candidates from among the academic staff and may be elected as members of the Senate from among the academic staff. Students shall elect candidates from among the students and may be elected as members of the Senate from among the students. Students who are also academic staff shall elect student candidates and may be elected as student members of the Senate unless they request in writing to the Electoral Commission to be reassigned; if they do so, they shall elect academic staff candidates and may be elected as academic staff members of the Senate.
5. The Senate is composed of 16 members elected from among the academic staff and 9 members elected from among the students.
6. The term of office of all members of the Senate elected in ordinary elections (hereinafter referred to as "elections") shall be three years. One third of the members of the Senate elected from among the students shall be replaced each year. The term of office of the members of the Senate shall begin on 1 January of the year immediately following the regular election.

¹ Article 29, paragraph 1 of the Statute of the Faculty of Medicine in Pilsen of Charles University in Pilsen.

Part I

Common provisions for the ordinary election of members of the Senate

Article 2

Announcement of ordinary elections

1. Ordinary elections shall be held in the month of November. The Senate shall call regular elections not later than 60 days before the end of the regular term of office of the members of the Senate concerned. If the Senate fails to do so, the Dean of the Senate shall immediately call the election.
2. On the basis of a resolution of the Senate, elections may be conducted partially or completely electronically (hereinafter referred to as "electronic elections"). Any complaints from members of the academic community concerning electronic elections shall be sent in accordance with the procedure set out in Article 8(4).
3. Elections are held on weekdays. The Senate shall determine the specific date of the elections so that, in the case of voting by placing printed paper ballots in a sealed box (hereinafter referred to as "paper elections"), the voting shall take place on at least two and no more than four consecutive days on which classes are held at the Faculty, so that voting may take place at each designated place for at least four hours each day. Electronic elections shall be held continuously for a minimum of 48 hours. In the case of a paper ballot election, the Senate shall determine the place or places at which voting in the election shall take place (hereinafter referred to as "polling place") and the number of.
4. The resolution on the announcement of the election shall be published without delay in the public section of the Faculty's website. The information referred to in paragraph 3 shall be published on the public part of the Faculty's website at least 30 days before the first day of the election.

Article 3

Election Commission

1. The Election Commission shall always have at least 3 members and shall be appointed for a specific election date. The President, the other members and at least 3 alternates as members of the Election Committee shall be appointed by the Senate from among the members of the academic community at the meeting of the Senate at which the election is called. In the case of a list election, the Senate shall also determine the number of members of the Electoral Commission, taking into account the number of polling stations, so that at least 2 members of the Electoral Commission are present at all times in each polling station.
2. The Electoral Commission prepares the election, ensures the voting process, counts the votes, monitors whether all conditions for the validity of the election are met and resolves any complaints about the election process. The Electoral Commission shall keep minutes of its proceedings.
3. In the event that a member or alternate member of the Electoral Commission accepts to stand for election, his/her membership of the Electoral Commission or status as an alternate

member shall cease. Membership and alternate status shall further terminate upon resignation, removal by the Senate, or with the termination of membership in the academic community. The President of the Senate shall immediately call an alternate to fill the vacancy on the Elections Committee.

Article 4

Preparation of list elections

1. The Election Committee shall arrange for the printing of ballots through the Dean's Office of the Faculty. The information on the ballot paper must be given in such a way that the candidates cannot be confused. The ballot paper must be made in such a way that the voting can be carried out simply, usually by crossing or circling the pre-printed names.
2. The Election Commission shall inspect and seal the ballot boxes. At the end of each election day, the Electoral Commission shall seal the ballot boxes or the polling station as a whole.

Article 5

Preparing for electronic elections

The Electoral Commission is responsible for the correct setup of the electronic election application (hereinafter referred to as the "Application"). A third person who is not a member of the Electoral Commission may modify or set up the Application only on the basis of a written authorisation and under the supervision of the Electoral Commission. The preceding sentence shall not apply to the supplier of the application.

Article 6

Conduct of list elections

1. The polling station must be able to adjust the ballot papers to ensure a secret ballot.
2. The voter proves his/her identity to the members of the Election Commission present with a valid identity card and signs the voter's list to receive the relevant ballot paper.
3. Each voter may vote only once. Where more than one polling station is designated in accordance with Article 2(3), a part of the electoral roll shall be allocated to each polling station or the risk of duplicate voting shall be avoided by other means, such as by maintaining the electoral roll electronically.

Article 7

Conduct of electronic elections

1. The application is set up to allow voters to vote within a pre-announced time window of no less than 48 hours. After this time window, the application will automatically close the voting and will not allow any more votes to be received. Each voter can only vote once.

2. The voter's identity is verified through the university's Central Authentication Service (CAS), which the voter uses to log into the application. Once logged in, the application redirects the voter to a list of available voting.

Article 8 **Results of regular elections**

1. The results of the election shall be ascertained by the Electoral Commission. The results shall be evaluated no later than the day following the last day of the election.
2. The Election Commission shall count the votes and draw up a report on the conduct and results of the election.
3. The results are published in the public section of the faculty's website.
4. A voter may lodge a complaint against the preparation, conduct and results of the election with the president of the Electoral Commission within 5 days of the date of publication of the election results. The complaint must be in writing and must be duly substantiated. The Electoral Commission shall examine the complaint and any invalidity of the election within 14 days of the date on which it received the notification. The Electoral Commission may decide to annul and repeat an election under Article 9 if there has been gross misconduct which may have affected the results of the election in respect of the elected members of the Senate.
5. The fact that a candidate has been validly elected shall be announced by the President of the Electoral Commission or a member of the Electoral Commission authorised by him at the first meeting of the Senate held after 1 January of the year immediately following the ordinary elections. The elected member of the Senate shall be presented with a written certificate.

Article 9 **Repeat of ordinary elections**

1. The election shall be repeated if there has been any irregularity which may have affected who was elected. If such a mistake has been made in the order of the alternates, the alternates from and including the place where the mistake was made shall not be elected.
2. A rerun of an election for the reason referred to in paragraph 1 may not take place if a written certificate has already been delivered to the member of the Senate.
3. The Electoral Commission decides on the repetition of the election.
4. The term of office of a member of the Senate elected at such elections shall commence:
 - a) on the sixth day after the publication of the result of the election, provided that no complaints have been made about the conduct or results of the ordinary election; or
 - b) the date on which the time limit for the consideration of any complaints against the conduct or results of a regular election under Article 8(4) has expired; or
 - c) the date referred to in Article 1(6) of this Regulationwhichever of the above occurs later. The end of the term of office of a member of the Senate shall not be affected by a rerun election.

5. The Electoral Commission may decide that only a re-vote shall take place if the misconduct referred to in paragraph 1 occurred only at the voting stage and if the election preparation stage was not affected by the defect. In such a case, the time limit referred to in Article 2(4) shall be reduced to 7 days before the first day of the re-run. If the defect occurs more than once, the election as a whole shall be repeated, observing all the time limits laid down in this Regulation.
6. The provisions of the ordinary elections shall apply *mutatis mutandis* to a rerun election.

Article 10

Barrier to membership of the Senate

Membership in the Senate is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty and Director of a university institute².

Article 11

Termination of membership of the Senate

1. Membership of the Senate shall cease
 - a) the expiry of the term of office; or
 - b) before the expiry of the term of office:
 - i. simultaneously with the termination of membership in the academic community,
 - ii. the date of delivery to the President of the Senate of a written declaration by which the member resigns from the Senate, or such later date as may be specified in that declaration,
 - iii. if the Senate votes a member out of office for unexcused absence from at least three consecutive meetings of the Senate,
 - iv. by dissolving the Senate.
2. If membership of the Senate ceases pursuant to paragraph 1(b)(i)-(iii) of this Article, a substitute shall take the place of the vacant member of the Senate for the remainder of the term of office.
3. The term of office of all members of the Senate shall expire if the Senate fails to act in accordance with the provisions of Section 27 of the Higher Education Act for a period of six months. The Dean shall announce new elections within 30 days at the latest.³

Article 12

Alternates

1. Candidates who are not elected shall be alternates for the relevant term of office in the order of the number of votes received in the election.
2. The President of the Senate shall call the alternate. Article 8(5) shall apply *mutatis mutandis*.

² Article 26(2) of the Higher Education Act.

³ Article 26(3) of the Higher Education Act.

3. The substitute may refuse the call in writing in paper or electronic form if he does so without delay. In such a case, the first alternate shall remain the first alternate and the next alternate shall be called as a member of the Senate; if the last alternate to refuse to be called is the last in line, the procedure set out in Article 21.
4. A member of the Senate who has resigned his or her seat may also declare in a written declaration of resignation that he or she intends to remain an alternate..
5. A member of the Senate who has been elected as a student and has duly completed a master's degree programme and has enrolled in a doctoral degree programme conducted at the Faculty or in a doctoral degree programme for which the Faculty has a joint disciplinary council with another Faculty 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 line will be called to the Senate after the candidate has enrolled in the course of study, or the next alternate in line will be called to the Senate after the decision not to admit the candidate to the course of study has become final, but no later than four months after the date of receipt of the declaration; if the candidate is not admitted to the course of study within that period, he or she will cease to be an alternate. The applicant is obliged to inform the President of the Senate without delay of his or her enrolment in the follow-up study programme.
6. The provisions of section 5 shall apply mutatis mutandis with regard to the status of the student substitute.
7. Anyone may waive his/her alternate status. The written declaration shall be delivered in paper or electronic form to the President of the Senate; it shall take effect on the date of delivery to the President of the Senate.

Part II

Provisions for the ordinary election of members of the Senate elected from among academic staff

Article 13 Electoral lists

1. No later than 15 days before the first day of the election, the Dean's Office shall prepare and submit to the President of the Senate and the President of the Electoral Commission established pursuant to Article 3, paragraph 1, a list of academic staff.
2. After the expiry of the deadline referred to in Article 14(4), the Electoral Commission shall consider the proposals received. The Electoral Commission shall exclude from the list of candidates those who are not members of the academic community at the time of the deadline, those who hold positions incompatible with membership of the Senate, and those who have not consented to candidature or who have subsequently withdrawn in writing.
3. The Electoral Commission shall publish the list of candidates at least 5 days before the first day of the election. The list of candidates shall include the names of the candidates elected from among the academic staff. Other details may be determined by the Senate.

Article 14
Candidates

1. Candidates for members of the Senate elected from among the academic staff may be nominated by individual members or groups of members of the academic community from among the academic staff.
2. An academic staff member who is a member of the academic community may be nominated as a candidate.
3. The proposal for a candidate must include:
 - a) the name of the proposed,
 - b) workplace,
 - c) signature(s) of the applicant(s),
 - d) the consent of the proposed candidate to stand.
4. Proposals shall be submitted in writing in paper or electronic form to the President of the Electoral Commission from the date of the announcement of the election no later than one week before the first day of the election, unless the Senate or the Presidium of the Senate determines otherwise. Proposals submitted later may not be taken into account.

Article 15
Conduct of ordinary elections

1. In the case of a list election, the voter shall mark on the ballot paper no more than 16 candidates elected from among the academic staff; if more than one candidate is marked or if the marking cannot be recognised with certainty, the vote shall be invalid.
2. In the case of electronic elections, the voter marks up to 16 candidates elected from among the academic staff in the application; the application does not allow changing the vote.

Article 16
Results of regular elections

The 16 candidates elected to the Senate are those elected from among the academic staff who received the highest number of votes. In the event of a tie in the last elective position to be filled, a lottery will determine who is elected. The lot shall be drawn without delay by the Electoral Commission.

Part III
Provisions for the regular election of student members of the Senate

Article 17
Electoral lists

1. No later than 15 days before the first day of the election, the Dean's Office shall draw up and submit to the President of the Senate and the President of the Election Committee established pursuant to Article 3, paragraph 1, a list of students.
2. After the expiry of the deadline referred to in Article 18(4), the Electoral Committee shall discuss the proposals received. The Electoral Board shall exclude from the list of candidates those who are not members of the academic community at the time of the deadline, those who hold positions incompatible with membership of the Senate and those who have not consented to stand for election or who have subsequently withdrawn in writing.
3. The Electoral Commission shall publish the list of candidates at least 5 days before the first day of the election. The list of candidates shall include the names of the candidates elected from among the students. Other details may be determined by the Senate.

Article 18
Candidates

1. Candidates for student members of the Senate may be nominated by individual members or groups of student members of the academic community.
2. A student who is a member of the academic community may be nominated as a candidate.
3. The proposal for a candidate must include:
 - e) the name of the proposed,
 - f) year of study and programme of study,
 - g) signature(s) of the applicant(s),
 - h) the proposed candidate's consent to stand.
4. Proposals shall be submitted in writing in paper or electronic form to the President of the Electoral Commission from the date of the announcement of the ordinary elections no later than one week before the first day of the elections, unless the Senate or the Bureau of the Senate, as the case may be, determines otherwise. Proposals submitted later may not be taken into account.

Article 19
Conduct of ordinary elections

1. In the case of a list election, the voter shall mark on the ballot paper no more than 3 candidates elected from among the students; if more than one candidate is marked or if the marking cannot be identified with certainty, the vote shall be invalid.

2. In the case of electronic elections, the voter marks up to 3 candidates elected from among the students in the application; the application does not allow changing the vote.

Article 20

Results of regular elections

The 3 candidates elected to the Senate are those elected from among the students who received the highest number of votes. In the event of a tie in the last elective position, the lottery will determine who is elected. The drawing of lots shall be carried out without delay by the Electoral Commission.

Part IV

Provisions for elections other than ordinary elections of members of the Senate

Article 21

By-elections

1. A by-election shall be held in the event that there is no substitute for a vacancy in the Senate, or all substitutes have declined the call. The Senate shall call a by-election for the vacancy at its next meeting; failing which the Dean shall call an election immediately after that meeting. A by-election may be called in advance, provided that it is clear that there is no replacement for the Senate member vacancy created by the procedure in Article 11(1)(b)(ii) or that all the replacements have declared in writing in paper or electronic form that they decline the call. A by-election need not be held if the vacancy occurred within the last nine months of the term of office and if the Senate so decides; in this case, the Dean shall not call a by-election.
2. For by-elections, the provisions on ordinary elections shall apply *mutatis mutandis*.
3. The term of office of a member of the Senate elected at a by-election shall begin on the day on which the time limit for the consideration of any complaints against the conduct and results of the by-election pursuant to Article 8(4) has expired, or on the sixth day after the publication of the results of the by-election if no complaints have been made against the conduct or results of the election, and shall end with the end of the term of office of the member of the Senate who held the vacancy.
4. The fact that a candidate has been validly elected in a by-election shall be announced by the President of the Electoral Commission or a member of the Electoral Commission authorised by him at the first meeting of the Senate held during the term of office determined in accordance with the preceding paragraph. The elected member of the Senate shall be presented with a written certificate.

Article 22

Special election

1. Special elections shall be held if the situation referred to in Article 11(3) arises.

2. For extraordinary elections, the provisions on ordinary elections shall apply *mutatis mutandis*.
3. The term of office of the members of the Senate elected from among the academic staff elected at a special election shall commence on the date on which the time limit for the consideration of any complaints against the conduct and result of the election under Article 8(4) has expired, or on the sixth day following the publication of the result of the special election if no complaints have been made against the conduct or result of the special election, and shall end on 31 December following the expiry of two years from the beginning of their term of office.
4. The term of office of the members of the Senate elected from among the students elected in the extraordinary elections shall begin on the day on which the time limit for the consideration of any complaints against the conduct and result of the elections pursuant to Article 8(4) has expired, or on the sixth day after the publication of the result of the extraordinary elections, if no complaints have been lodged against the conduct or results of the extraordinary elections. The term of office of the student members of the Senate with the first to third highest number of votes received in those elections shall expire on 31 December following the expiry of two years from the beginning of their term of office, and that of the student members of the Senate with the fourth to sixth highest number of votes received in those elections on 31 December following the expiry of two years from the beginning of their term of office. the December following the expiry of one year after the beginning of their term of office and, in the case of student members of the Senate with the seventh to ninth highest number of votes received in those elections, 31 December of the same year in which those elections were held.

Article 23

Repetition of elections other than regular elections

1. An election other than a regular election shall be repeated where there has been malpractice which may have affected who was elected. Where such a mistake has been made as regards the order of alternates, the alternates from and including the place where the mistake was made shall not be elected.
2. The provisions on the repetition of regular elections shall apply *mutatis mutandis* to the repetition of elections other than regular elections.
3. The term of office of a member of the Senate elected at such elections shall begin on the date on which the time limit for the consideration of any complaints against the conduct and results of those elections under Article 8(4) has expired, or on the sixth day after those elections if no complaints have been made against the conduct or results of those elections. The expiry of the term of office of a member of the Senate shall not be affected by the repetition of these elections.

Part V
Transitional and final provisions

Article 23
Transitional provisions

1. These Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University shall apply to all elections held after the date of entry into force of these Regulations, even if the date and place of such elections have already been announced in accordance with the previous regulations.
2. Members of the Senate elected in elections held under the existing regulations shall be deemed to be members of the Senate elected under these Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University. Their term of office shall not be affected by these Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University.
3. The Senate shall, within 30 days of the entry into force of these Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University, announce an election for a new Senate member elected from among the students. The term of office of this student member of the Senate shall expire at the same time as the term of office of the members of the Senate elected in the elections held on 31 October and 1 November 2022.
4. In the Senate elections held in accordance with Article 2, paragraph 1 of these Code of Electoral Procedure for Election Regulations of the Academic Senate of the Faculty of Medicine in Pilsen of Charles University in November 2025, nine candidates will be elected as members of the Senate from among the students. The three candidates with the first to third highest number of votes received in this election shall be elected for the term 2026-2028, ending on 31 December 2028; the three candidates with the fourth to sixth highest number of votes received in this election shall be elected for the term 2026-2027, ending on 31 December 2028. The three candidates with the seventh to ninth highest number of votes received in this election shall be elected for the 2026 term of office, ending on 31 December 2026

Article 24
Final Provisions

1. The Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen approved by the Academic Senate of the Charles University on 2 June 2017 is hereby repealed.
2. These Regulations were approved by the Academic Senate of the Faculty on 12 December 2024.

3. These Regulations shall come into force on the date of approval by the Academic Senate of the Charles University⁴.
4. These Rules shall come into force on the day following the day on which they come into force.⁵

.....
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President of the Academic Senate
of the Faculty

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JUDr. Ing. Josef Staša, CSc.
President of the Academic Senate of Charles University

⁴ Section 9(1)(b)(2) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 24 January 2025.

⁵ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.