

CHARLES UNIVERSITY
FACULTY OF SOCIAL SCIENCES
ELECTION RULES OF THE ACADEMIC SENATE
OF THE FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY

In accordance with § 27 para 1 letter b) and § 33 para 2 letter b) of Act No. 111/1998 Coll., on Universities and on Amendments and Supplements to Other Acts (Act on Universities), the Academic Senate of the Faculty of Social Sciences has resolved on the following Election Rules of the Academic Senate of the Faculty of Social Sciences as an internal regulation of the Faculty of Social Sciences:

Part I

Election of Members of the Academic Senate of the Faculty of Social Sciences

Article 1

Call for Elections

1. The Academic Senate of the Faculty of Social Sciences (hereinafter referred to as "the Senate" and "the Faculty") calls for elections to the senate so that the ordinary election takes place no later than on the fiftieth day before the end of the term of office of its members. The deadline for the receipt of nominations for candidates is set by the senate of the Faculty.
2. By resolution of the senate, the election may be conducted partially or fully electronically by means of a computer network. The conditions under the Act on Universities must be met. A document on the technical details of the organisation, conduct and safeguarding of such elections will be posted at the same time. Any objections from members of the academic community of the Faculty (hereinafter referred to as "the academic community") will be dealt with by the senate. The document on the technical details of electronic elections will specify, in particular, how voters will be authenticated as members of the academic community. It will either be provided through the Central Authentication System of Charles University or through official faculty email addresses.
3. Elections are held on at least two days when classes are in session at the Faculty, with voting taking place in no less time than between 10 a.m. and 6 p.m.
4. The resolution calling the election will state the manner, date and specific place or places where the elections are to be held and the beginning of the term of office of the elected members of the senate. The resolution calling the election will be posted without delay in the public section of the Faculty's website, and such posting will be ensured by the senate board. In the event that the elections are to be held electronically in accordance with para 2, this fact will also be posted in the public section of the Faculty's website together with a document on the technical details of the electronic elections.

Article 2

Election Committee

1. The senate will appoint the election committee to administer the elections, which will elect a chairperson from among its members at its first meeting. Only a member of the academic

community of the Faculty who is eligible to become a senator may become a member of the election committee (Article 6 para 5 of the Statutes of the Faculty).

2. Proposals for members of the election committee may be submitted by any member of the senate; care needs to be taken to ensure that the election committee includes representatives of all institutes of the Faculty.

3. If a member of the election committee accepts to stand for election, his/her membership of the election committee will cease. Membership will also cease upon resignation or upon termination of membership of the academic community. Membership will also cease upon appointment to a position incompatible with the office of senator (Article 6 para 5 of the Statutes of the Faculty). Another member must be appointed immediately to fill the vacancy.

4. Each member of the election committee will be voted on separately.

5. The work of the election committee is to:

- a) inform the academic community of the Faculty about the rules of the respective elections,
- b) collect proposals for candidates and compile the final list of candidates,
- c) supervise the regularity of the elections and the election campaign,
- d) count the votes and determine the order according to the number of votes received,
- e) resolve any complaints about the conduct of the elections.

6. If the elections are not held electronically in accordance with Article 1 para 2, the election committee will be divided into district committees (Article 5). Care needs to be taken to ensure that each district committee includes representatives from as many institutes as possible.

Article 3

Lists

1. No later than 10 days before the first day of the election, the Dean's Office will draw up the lists and the Secretary of the Faculty will forward the lists to the chair of the election committee. This includes:

- a) a list of students who are members of the academic community of the Faculty,
- b) a list of academic staff members who are employed at the Faculty.

2. The day before the election and subsequently at the beginning of each election day, the Faculty Secretary will inform the chair of the election committee of any changes in the lists of eligible voters and the chair of the election committee will ensure that these changes are taken into account in the election.

Article 4

Nominating Candidates and Compiling a List of Candidates

1. Any member of the academic community may nominate candidates for election.

2. Persons are eligible to stand for election if they meet the condition of membership in the academic community; the incompatibility of functions with membership in the senate is laid down in Article 6 para 5 of the Statutes of the Faculty.

3. Proposals for candidates are submitted to the election committee in writing, either via the Faculty's post room, the Faculty's data box, or by e-mail to the election committee's mailbox. In case the nomination is submitted by e-mail, it needs to contain the consent of the candidate expressed by electronic signature or the signed declaration of consent must be scanned. The nomination will also include:

- a) the name and personal number (UKČO) of both the candidate and the proposer,
- b) the name of the institute where the academic staff member is employed or where the student is enrolled in a degree programme and which s/he claims for the purposes of Article 7 para 1 and Article 8 para 2,
- c) the chamber for which the candidate is standing,
- d) the candidate's written consent to stand for the election.

4. Incomplete and incorrect proposals will be discarded by the election committee. However, a proposal where the candidate does not provide the information referred to in para 3 letter b) will not be deemed incomplete. In such a case, the candidate will not be considered a candidate of any institute within the meaning of Article 7 para 1. A model proposal for a candidate is contained in Appendix no. 1 to these Rules.

5. A candidate may renounce his or her candidacy and may do so in the same manner as a candidate's list is submitted under para 3. This may be done 24 hours before the first election day at the latest. The election committee will post this fact without any delay and arrange for the ballot papers to be adjusted. Declarations of renunciation of candidature may not be withdrawn.

6. The election committee will draw up lists of candidates for the elections for each chamber separately.

7. The candidate list will contain:

- a) the name of the candidate,
- b) the institute referred to in para 3 letter b), if indicated.

8. Candidate lists must be posted by the election committee no later than 7 days before the first day of the election in the public section of the Faculty's website. Within the same time limit, the Faculty will post in the public section of its website brief CVs and election programmes of the candidates, who will provide them to the election committee.

Article 5

Electoral Districts and Polling Stations

1. In the event that the election is not held electronically, the election committee will divide the academic community into electoral districts due to the dislocation of Faculty's workplaces. Voters will be notified well in advance of the electoral district and the location of the polling station concerned. The number and location of polling stations will be approved by the senate on the proposal of the election committee according to the number and extent of the electoral districts.

2. The polling place will be clearly marked, equipped with sealed ballot boxes, clearly marked for the appropriate part of the academic community, and a separate area that allows for secret and unobstructed marking of ballots.

3. The Dean's Office is involved in the technical arrangements for the elections. In the event that the elections are not held electronically, individual institutes also participate in their technical support. The chief secretaries are the main persons responsible for the technical arrangements for the Dean's Office and the institutes.

Article 6 Conduct of Elections

1. All members of the academic community have the right to vote.
2. The members of the senate are elected by direct and secret ballot.
3. The term of office of the members of the senate is 2 years.
4. Each member of the academic community elects candidates for both the Academic Staff Chamber and the Student Chamber. A voter may tick a maximum of five candidates in each chamber (5 in the Academic Staff Chamber and 5 in the Student Chamber) on the ballot paper to whom s/he gives his/her vote. If more candidates have been ticked, the ballot paper is invalid.

Article 7 Election Results

1. Each of the Faculty's institutes must be represented in both chambers by at least one candidate, if any candidate represents it. The candidate of the institute with the highest number of votes will become the representative of the institute. The remaining seats will be filled by the candidates with the highest number of votes. In the event of a tie, the lot drawn by the election committee will decide.
2. The results of the election will be posted by the election committee in the public section of the Faculty's website within 7 days of the end of the election.
3. The written record of the conduct of the election signed by the members of the election committee contains the date of the election, the total number of valid ballots cast or the number of invalid ballots and the order of all candidates who took part in the election according to the number of votes obtained, the list of candidates who were elected in accordance with these Rules and the list of substitutes referred to in Article 8 para 1 of these Rules.
4. Any member of the academic community may submit a complaint about the conduct of the election to the election committee in writing within seven days of the announcement of the election results. The committee will decide on the validity of the complaint no later than 14 days from the date of receipt of the complaint.
5. Membership of the senate will cease:
 - a) on expiry of the term of office,
 - b) at the time of the emergence of an incompatible office (Article 6 para 3 of the Statutes of the Faculty),
 - c) on termination of membership in the academic community,
 - d) on resignation (Article 10),
 - e) on removal from office (Article 11).

Article 8

Substitutes

1. Candidates who have not obtained a mandate but have received more than half the number of votes obtained for the duly elected candidate with the lowest number of votes become substitutes. Their order is determined by the number of votes cast for them. In the event of a tie, the lot drawn by the election committee will decide.
2. If a vacancy occurs in the senate as a result of the termination of the membership of its member, a substitute from the list of substitutes will join the senate, subject to the provisions of Article 7 para 1.
3. Anyone may waive his or her status as a substitute. The written declaration will be delivered to the chair of the senate.
4. A member of the senate who has resigned may at the same time declare in a written declaration of resignation that s/he intends to remain a substitute.
5. 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 a post-bachelor's degree programme at the same faculty, or has duly completed a post-bachelor's degree programme and has enrolled in a doctoral degree programme at the same faculty, may declare in writing that s/he intends to remain a substitute. The declaration must be delivered to the chair of the Academic Senate of the Faculty within 7 days of the date of completion of the studies, who will immediately submit it to the senate board. In such a case, the substitute will be called to the senate after his/her enrolment in the study, or the next substitute in order will be called to the senate after the decision on the non-admission to study of the previous substitute candidate/study applicant becomes final, but no later than four months after the date of delivery of the declaration; if the candidate is not admitted to the study within this period, s/he ceases to be a substitute.
6. The provisions of para 5 apply mutatis mutandis to the status of a substitute from the ranks of students.

Article 8a Repeat Elections

1. If the election committee, when considering a complaint under Article 7 para 4 or within seven days of the announcement of the election results, concludes in the performance of its duties that an irregularity has occurred which may have seriously affected the results of the election, the election will be repeated.
2. The date of the repeat election is set by the election committee. The time limit referred to in Article 1 will be reduced to 20 days and the time limit referred to in Article 4 para 8 may not be reduced.
3. In the event of the repeat election, candidates from the previous election date become candidates again, unless they renounce their candidacy by declaration in accordance with Article 4 para 5.

Article 9 By-election

A by-election will be held when all 20 seats have not been filled at the time of the election, or there is no substitute for the vacant seat of member of Faculty's senate, or all substitutes have declined the call to the senate. The provisions of the elections apply to adequate extent to by-elections.

Article 10
Renunciation of Mandate

1. A member of the senate may renounce his or her mandate:

- a) by a verbal statement made at a meeting of the senate,
- b) by a statement sent electronically to the chair of the senate.

2. A member of the senate resigns his or her mandate at the time s/he makes a declaration at a meeting of the senate in accordance with para 1 letter a) or on the date of delivery of the declaration in accordance with para 1 letter b) to the chair of the senate.

Article 11
Dismissal as a Member of the Senate

A member of the senate may be dismissed if s/he fails to attend three consecutive meetings of the senate. At its next meeting, the senate may decide on his or her dismissal. The member of the senate to be dismissed will be duly invited to the meeting of the senate at which the vote on dismissal is to be taken. S/he may explain the reasons for his or her absence from previous meetings, also in writing. A decision to dismiss a member of the senate requires the consent of two-thirds of all the members of the senate.

Article 12
Temporary Provisions

Elections called before the date of entry into force of these Rules are governed by the existing regulations. The term of office of members of the senate elected in elections held under the previous rules are not affected by the Rules herein.

Article 13
Final Provisions

1. These internal regulations were approved by the Academic Senate of the Faculty of Social Sciences on 1 June 2021 and come into force on the date of approval by the Academic Senate of Charles University.¹

2. These internal regulations take effect on the first day of the calendar month following the day on which they come into force.

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PhDr. Magda Pečená, Ph.D.
Chair of AS FSV UK

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doc. PhDr. Alice Němcová Tejkalová, Ph.D.
The Dean of FSV UK

¹ § 9 para 1 letter b) of Act No. 111/1998 Coll., on Universities, as amended. The Academic Senate of Charles University approved these internal regulations on 25 June 2021.

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prof. PhDr. František Zahálka, Ph.D.
Chair of AS UK

Appendix no. 1 to the Election Rules of the Academic Senate of the Faculty of Social Sciences of Charles University

Sample nomination of a candidate

Nomination of a candidate to AS FSV UK for the following term of office XXXX-XXXX

To the hands of the election committee of AS FSV UK

Details of the proposer and the candidate:

First name, last name and UKČO of the proposer: _____

First name, last name and UKČO of the candidate: _____

The institute the candidate is running for:* _____

The chamber the candidate is running for: Student Chamber / Academic Staff Chamber**

Written consent of the candidate to candidacy:

I agree with candidacy to AS FSV UK.

In Prague on _____

(candidate's signature)

* In accordance with the Election Rules of AS FSV UK, Article 4 para 3 letter b).

** Delete as appropriate