

Academic Senate of Mendel University in Brno approved the Election Regulation of the Faculty Academic Senate on 19 June 2023.



**English translation of the
Election Regulation of the Faculty Academic Senate**

Preamble

Pursuant to § 27 paragraph 1 letter b) of Act No. 111/1998 Coll. on Higher Education Institutions and on the Amendment and Supplements to Some Other Acts (the Higher Education Act), as amended, (hereinafter "the Act") the Academic Senate of the Faculty of Business and Economics of Mendel University in Brno (hereinafter "senate") approved this Election Regulation of the Faculty Academic Senate (hereinafter "election regulation") as the internal regulation of the Faculty of Business and Economics (hereinafter "the Faculty") defined in § 33 paragraph 2 letter b) of the Act.

Article 1 Introductory Provisions

- (1) The election principles of the senate members are specified in particular by § 26 of the Act, the Statute of the Faculty and this election regulation.
- (2) Whenever this election regulation requires publication, it is carried out in a way allowing remote access, usually via the University Information System (hereinafter "UIS") in its authorised part or on internet pages of the Faculty.
- (3) If this election regulation stipulates duties to the senate chairperson, these duties shall be transferred to the Dean by expiration of the current senate term of office, unless otherwise specified.

Article 2 Rules and Course of Election

- (1) The senate chairperson calls the election of the senate members at least 60 days before the current senate term of office ends. Failing to do so, the Dean calls the election without any delay.
- (2) The call of the election contains the precise specification of the term of office of the senate members to be elected and the framework time schedule of the course of election.
- (3) The term of office of all senate members is identical, its length is set up by the Statute of the Faculty. The lists of substitutes also expire by the expiration of the term of office of the senate members.
- (4) The election of senate members consists of a proposal round and an election round. There is no minimal voter turnout required for the validity of any round or the entire election.
- (5) The senate members are elected by a secret submission of proposals respectively by direct and secret balloting (hereinafter "voting"). No member of the Faculty Academic Community is allowed to be represented in voting by anybody else, each member may only vote in person.
- (6) The interim voting results may not be processed and have to remain secret until the end of the voting in the appropriate round.
- (7) The election assemblies may take place at the Faculty, but they may not be held on the days of any individual voting rounds. Scheduled teaching events may not be used for the election campaign. In the case of presence voting, the room where the voting is currently taking place cannot be used for election campaign either.

Article 3 Election Committee

- (1) To organize and administer the election, an Election Committee (hereinafter "committee") of at least three members of the Faculty Academic Community is established; the committee mandate ends when the election results come into validity. The committee chairperson and the other committee members are elected in a senate meeting so that each electoral district is represented by at least one member and simultaneously at least one committee member is a member of the current senate.
- (2) If the Dean calls the election of senate members, he/she simultaneously appoints the committee, its chairperson and publishes its arrangement. In this case, a member of the current senate need not to be among the committee members.

- (3) Membership in the committee ceases by resignation from the committee, losing membership in the Faculty Academic Community or dismissal by the senate, or by the Dean respectively only if the senate term of office already expired. If the number of committee members drops below three, the committee has to be immediately augmented. In such a case, if there is a risk of delay, the senate chairperson may appoint the new committee member(s) in the necessary extent.
- (4) The committee decides by the simple majority of its members, in the case of a tie, the vote of committee chairperson is decisive. The committee chairperson convenes and chairs the committee meetings. If he/she is not appointed, he/she is deputized by the oldest committee member. If the chairperson is absent from a convened committee meeting, he/she is deputized by the oldest present committee member.
- (5) The committee governs the course of election, whereby in particular:
 - a) it specifies the rules for the election course in compliance with this election regulation, pays attention to equal treatment in particular;
 - b) it publishes the detailed time schedule of election at least seven calendar days before the beginning of the proposal round, specifies the form of voting in each round including the technical details of their implementation at the same time;
 - c) it publishes the electoral lists at least seven calendar days before the beginning of the proposal round, the electoral lists remain public until the announcement of valid election results;
 - d) in case of presence voting, it arranges the proper protection of the ballot boxes, their permanent supervision by at least two members of the Faculty Academic Community or their secured storage, proper handing out of ballots according to the electoral lists and proper course of casting the ballots as well;
 - e) in case of electronic voting, it arranges suitable application guaranteeing compliance with the voting rules including appropriate access to all members of the Faculty Academic Community according to the electoral lists;
 - f) it properly evaluates the results and makes them public without any unneeded delay after the end of each round;
 - g) it compiles the lists of candidates for each electoral district, procures candidate's consent to enlisting on the corresponding list of candidates;
 - h) it evaluates the final election results and delivers them to the senate chairperson for publication;
 - i) it keeps informed about its activities the body that established it;
 - j) it judges complaints in compliance with article 7.
- (6) After the election termination, the committee shall hand over the complete election documentation to the senate chairperson.
- (7) The committee can invite other members of the Faculty Academic Community to ensure the proper course of an election.
- (8) The Faculty Secretary shall provide the proper conditions for all committee activities.

Article 4

Electoral Districts and Lists

- (1) Two electoral districts are established at the Faculty for the purpose of election – one for the Faculty academic staff and the other for students enrolled in study programmes provided by the Faculty (hereinafter “the Faculty students”).
- (2) At the committee request, the Dean shall procure the electoral list of the Faculty academic staff and the electoral list of the Faculty students (in both cases including the UIS identification numbers) valid on the day of the request and hand them over to the committee.
- (3) The electoral lists are made public to the Faculty Academic Community in the authorised part of UIS. The members of the Faculty Academic Community can submit to the Dean the written

complaints regarding the correctness of published data no later than three working days after their publication. The Dean shall decide on complaints without unneeded delay and procures the relevant correction(s) in cooperation with the committee.

- (4) The electoral lists are valid for the entire election but no longer than 60 calendar days after the day they were compiled to. The date of compilation is indicated on the electoral list.
- (5) Each member of the Faculty Academic Community can vote and be elected only in the electoral district whose electoral list he/she is entered.
- (6) A member of the Faculty academic staff who is simultaneously a Faculty student belongs to the electoral district for the Faculty academic staff. The Dean in cooperation with the committee changes the enlisting of such a member of the Faculty Academic Community in the electoral list of the Faculty students upon his/her written statement delivered to the Dean no later than three working days after the electoral lists publication and after verifying the relevant facts.

Article 5 Proposal Round and Candidate Lists Compilation

- (1) Each member of the Faculty Academic Community may submit one proposal ticket during the proposal round and propose on it as many candidates at maximum as is the number of senate members to be elected in the corresponding electoral district of whose electoral list he/she is entered in.
- (2) After the end of the proposal round the committee evaluates the results and no later than the next working day publishes the numbers of proposals for each member of the Faculty Academic Community separately for the electoral district of the Faculty academic staff and the electoral district of the Faculty students. At the same time, it also publishes basic characteristics of the proposal round.
- (3) Next the committee compiles the lists of candidates in alphabetical order containing the surname, name and titles of the candidates. Only a member of the corresponding electoral district may be entered in the appropriate list of candidates, and only after obtaining the written consent to the candidacy.
- (4) The list of candidates for an electoral district is compiled from the candidates with the highest number of obtained proposals in the corresponding electoral district, so that the number of entered candidates is double to the number of senate members to be elected in the given electoral district. If several candidates received the same number of proposals as the last enlisted candidate, all such candidates are enlisted.
- (5) The committee shall publish the lists of candidates no later than three days before the start of the voting round. At the same term and at the same place the committee publishes brief CVs and the election programs of those candidates who provided them to the committee.

Article 6 Election Round and Election Results

- (1) Each member of the Faculty Academic Community may deliver one ballot during the election round and cast a vote on it for as many candidates at maximum as is the number of senate members to be elected in the corresponding electoral district of whose electoral list he/she is entered in.
- (2) After the end of the voting round the committee evaluates the results and no later than the next working day publishes the numbers of votes obtained by each candidate separately for the electoral district of the Faculty academic staff and the electoral district of the Faculty students. At the same time, it also publishes the basic characteristics of the voting round.
- (3) As senate members are elected:
 - a) the ten candidates with the highest number of obtained votes from the list of candidates for the electoral district of the Faculty academic staff and
 - b) the five candidates with the highest number of obtained votes from the list of candidates for the electoral district of the Faculty students, provided that the number of such candidates from the ranks of doctoral study programmes students does not exceed two.

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- (4) At the same time, the committee compiles the lists of substitutes for both electoral districts separately. All unelected candidates with at least three votes become substitutes in the corresponding electoral district. Their order is given by the number of obtained votes.
- (5) If there is a tie among multiple candidates in the number of votes decisive to be elected as a senate member or for the order of substitutes, the committee shall determine their order by lot.
- (6) No later than three working days after the end of the voting round, the committee shall publish the minutes on the course and results of the election containing at least the results of the proposal round, the results of the voting round, the lists of elected senate members in individual electoral districts and the properly ordered lists of substitutes in the individual electoral districts. Furthermore, the minutes shall contain any filed complaint against the election and its judgement by the committee.
- (7) After expiration of the period for filing complaints in vain or after judging all complaints by the committee, the election results become valid, thereby the election is terminated.

Article 7 Complaints

- (1) A member of the Faculty Academic Community may file a complaint with the committee against a violation of the Act, the Statute of the Faculty and this election regulation during the preparation, course, administration and evaluation of the election.
- (2) The complaint shall be submitted in written form to the e-mail addresses of committee members within five calendar days from the publication of the minutes on the election course and results. The complaint has to state its reason(s) and identify the evidence(s).
- (3) The committee judges the complaint within five working days from the date of its receipt. Depending on the seriousness of the violation of election rules and the seriousness of the consequences of this violation, the committee may decide on correcting the mistake(s) in elections evaluation, repeating a part of the election or repeating the entire election from the beginning. The complaint reason(s) and substantiated decision of the committee shall be amended to the published minutes on the election course and results. The committee decision on the complaint is final.

Article 8 By-election

- (1) A by-election is called if there is no proper substitute for the vacant seat of a senate member in the corresponding electoral district or if not all senate members for the corresponding electoral district were elected in the ordinary election. The by-election is governed by this election regulation adequately.
- (2) If the seat becomes vacant within the last six months of the term of office of senate members, the senate may decide not to call the by-election in this case.

Article 9 Senate Membership

- (1) The senate chairperson is responsible for the proper administration of the list of the senate members and the list of substitutes. Changes in the senate membership shall be recorded in the minutes of senate meetings. The senate chairperson informs the senate members about any change in senate membership without unneeded delay.
- (2) The senate membership ceases during the term of office on the day of:
 - a) termination of membership in the electoral district for which the senator was elected;
 - b) taking office incompatible with the senate membership according to the Act or internal regulations;
 - c) resignation of senate membership by a written statement delivered to the senate chairperson.

- (3) A senate member announces the ceasing of his/her senate membership for a reason specified in paragraph 2 letter a) and letter b) in writing to the senate chairperson without unneeded delay.
- (4) The senate membership does not cease in the case of the Faculty student who during the term of office ends his/her study in a study programme provided by the Faculty and is admitted to another directly follow-up study programme provided by the Faculty.
- (5) In the time period from the end of the study to the enrolment in a directly follow-up study programme, the senate membership is suspended. The period may not exceed four months, otherwise the senate membership ceases after four months from the end of study. A senate member has to inform the senate chairperson about the end of his/her study without unneeded delay.
- (6) If the number of senate members elected in an electoral district drops below the number determined by the Statute of the Faculty, the substitute with the lowest ordinal number in the corresponding list of substitutes becomes a senate member. The senate chairperson informs him/her about this fact without unneeded delay. The term of office of this new senate member ceases on the day that it is determined in the election call of whose results he/she became a substitute.

Article 10 Final Provisions

- (1) This election regulation cancels the Election Regulation of Academic Senate of the Faculty of Business and Economics of Mendel University in Brno, dated on 27 April 2020, ref. no. 21019/2020-191.
- (2) This election regulation comes into validity on the day of its approval by the Academic Senate of Mendel University in Brno.
- (3) This election regulation comes into effect on 1 September 2023.

Brno 6 May 2023

doc. Ing. Svatopluk Kapounek, Ph.D., m. p.
dean

Approved by the Academic Senate of the Faculty of Business and Economics on 15 May 2023.

doc. Ing. Oldřich Trenz, Ph.D., m. p.
chairperson of the Academic Senate of the Faculty of Business and Economics

Approved by the Academic Senate of Mendel University in Brno on 19 June 2023.

doc. Ing. Petr Čermák, Ph.D., m. p.
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