

FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE



**ELECTION RULES OF THE ACADEMIC SENATE
OF THE FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

Prague
2017

Upon the proposal of the Dean of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, pursuant to Section 27, paragraph 1, letter b), and Section 33, paragraph 2, letter b), Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 12 April 2017, the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague approved the draft of the Election Rules of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Martin Pelikán, Ph.D.
Dean
of the Faculty of Economics and Management,
CULS Prague

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Mgr. Ing. Pavel Michálek, Ph.D.
Chairman of the Academic Senate
of the Faculty of Economics and Management, CULS Prague

Pursuant to Section 9, paragraph 1, letter b), item 2, Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 25 May 2017, the Academic Senate of the Czech University of Life Sciences Prague (hereinafter "AS CULS") approved the Election Rules of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Zdeněk Votruba, Ph.D.
Chairman of the Academic Senate
of the Czech University of Life Sciences Prague

ELECTION RULES OF THE ACADEMIC SENATE OF THE FACULTY OF ECONOMICS AND MANAGEMENT OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Pursuant to Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter the "Act on HEI"), the Election Rules of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter the "ER") are a part of the internal regulations of the Faculty of Economics and Management of the Czech University of Life Sciences Prague and shall reference this Act on HEI in individual provisions.

Article 1 Composition of the Academic Senate of the Faculty

- (1) The Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter "AS FEM"):
 - a) is a self-governing academic representative body of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter "FEM"),
 - b) has one chamber,
 - c) has fifteen members from amongst the FEM academic community, six of whom are students.
- (2) Members of AS FEM are elected from amongst the FEM academic community.
- (3) The FEM academic community (hereinafter "AC FEM") consists of academic employees working at FEM (pursuant to Section 70, Act on HEI) and students enrolled for study at FEM (students of bachelor, master's and doctoral study programmes, including combined studies).
- (4) The function of a member of AS FEM is honourable and irreplaceable.
- (5) Members of AS FEM are responsible to AC FEM for their activities.

Article 2 Length of Term of Office

- (1) The term of office of AS FEM is three years and always begins on 1 December in the year in which elections to AS FEM are held (hereinafter also the "election period"), with the exception of elections announced pursuant to Section 26, paragraph 3, Act on HEI.
- (2) Members of AS FEM and their potential alternates only carry out membership in AS FEM (mandate) during the course of the election period for which they were elected. If the membership of any member of AS FEM is terminated before the expiration of the election period, an alternate shall only carry out this position for the remainder of the relevant election period.
- (3) If a position is vacated in AS FEM, it will be filled with the elected alternates; if there are no alternates, by-elections shall then be organized (see Article 4, paragraphs 16 and 17, ER).

Article 3 Elections to the Academic Senates

- (1) AC FEM elects its representative to AS FEM and AS CULS.
- (2) Elections to AS FEM and AS CULS usually take place in the same announced election period.
- (3) The time schedule of elections is approved by AS FEM.
- (4) Elections are announced by AS FEM via the Election Committee on the AS FEM signboard and in electronic form (or by the FEM Dean – see Article 9, paragraphs 1 and 3, ER).
- (5) Elections to AS FEM and AS CULS are held in the last three months before the end of the election period of members of AS FEM and AS CULS, so long as this period was not shortened.
- (6) Elections to AS CULS are regulated by the AS CULS Election Rules. Elections to AS FEM are regulated by the AS FEM Election Rules (see Article 4, ER).
- (7) The Election Committee established pursuant to Article 4, paragraph 3, ER, functions as a partial Election Committee for elections to AS CULS pursuant to the AS CULS Election Rules with all of the rights and obligations arising from this internal regulation. If the AS CULS Election Rules do not specify otherwise, then Article 4, ER, shall be used in a corresponding manner for the method of the Election of FEM representatives in AS CULS

Article 4

Method of Electing Members of AS FEM

- (1) Elections are usually announced five weeks before they are held via a notification in paper form on the AS FEM signboard, and in electronic form available to all members of AC FEM. In the event of repeated elections, it is possible to announce elections in a shortened period of two weeks.
- (2) Elections to AS FEM are held in two electoral districts:
 - a) in the FEM academic employees electoral district,
 - b) in the FEM enrolled students electoral district.
- (3) For the needs of the organization and management of elections to the Academic Senate, a seven-member Election Committee appointed by the AS FEM Chairman is established after approval by AS FEM. The Election Committee consists of four members of AC FEM from amongst FEM academic employees and three members of AC FEM from amongst FEM students. The Chairman of the Election Committee must be a member of AS FEM.
- (4) Nominations of candidates may be submitted by members of AC FEM. Affiliation to AC FEM shall be demonstrated via an employee ID or ITIC card for academic employees, and an ISIC card or a study report for students. Nominations of candidates to AS FEM are submitted to the Election Committee on the date and at a place set out in advance in writing. The nomination must contain the name and surname of the candidate, and to which senate the candidate is being nominated (i.e. AS FEM, AS CULS or both senates). Furthermore, for employees, the name of the worksite at FEM, and for students the field of study, the year and the current phone and email contact. The proposer shall place his or her nomination in a sealed polling box.
- (5) The Election Committee compiles lists of candidates pursuant to the electoral district.
- (6) The nominated candidates express consent or lack of consent with the candidacy via their signatures. The Election Committee shall publish the lists of candidates to AS FEM and AS CULS at least ten days before the elections at the places specified in Article 4, paragraph 1, ER.

- (7) If one and the same person is a member of the FEM CULS Academic Community as a student and is also an academic employee at FEM CULS, such a person must decide whether they shall utilize the right to vote and be elected as a student, or as an academic employee.
- (8) Elections to AS FEM are direct, equal and with a secret vote. They are held in the announced two business days during one week. The place and time of the elections is determined by the Election Committee.
- (9) FEM academic employees elect members of AS FEM from amongst employees; students elect their representatives in the same period from their electoral district.
- (10) The Election Committee organizes elections and is responsible for the due course thereof. At least two members of the Election Committee must be present at the location where the voting is taking place. On the date of the elections, authorized members of the Election Committee shall provide ballots with the names of the candidates. In the list of voters, they shall mark the voting member of the Academic Community, issue a ballot to the member and inform the member about the prescribed method of marking the ballot. After marking the ballot, the members allow the voters to cast the ballot box into the sealed voter box. On ballots must be specified the names of all of the candidates in alphabetical order and brief information for voters on how to mark the ballot. Ballots are issued to eligible voters by the members of the Election Committee immediately prior to the election, unless AS FEM stipulates otherwise
- (11) Affiliation to AC FEM is demonstrated via an employee ID or ITIC card for employees, and an ISIC card or a study report for students. Entitlement to vote is checked in the voter list.
- (12) At most, each member of AC FEM may vote for as many candidates, as there are members in the relevant electoral district to be elected as representatives in AS FEM, and they can only give one vote to one candidate.
- (13) The Election Committee shall evaluate and publish the results of the elections at the latest on the first business day after the last day of the elections.
- (14) The relevant number of candidates who obtained the highest number of valid votes within a given district is elected to AS FEM from each electoral district. Candidates elected to following places become AS FEM alternates for the relevant election period. In the event of equal votes, the Election Committee shall determine the order of the candidates via a draw.
- (15) Members of the Election Committee are responsible for ensuring that the elections are carried out in accordance with the ER. Objections to the regularity of elections may be lodged within 7 calendar days of the announcement of the election results, in writing via a letter delivered to the Chairman of the Election Committee. Objections may only be submitted by members of AC FEM. The Election Committee shall assess the validity of the objections within 7 calendar days from the end of the period for submitting objections.
- (16) By-elections are announced by AS FEM in the event that the number of its members representing certain electoral district in AS FEM is lower than the amount determined by the ER, and if it is no longer possible to fill them with alternates.
- (17) The provisions pursuant to Article 4, ER, shall be reasonably used for by-elections, and the part of the Academic Community relevant to the given electoral district shall take part in the elections.

Article 5

Membership in AS FEM

- (1) Membership in AS FEM shall be established on the date of the beginning of the AS FEM election period, and for an alternate on the day following the day of the termination of membership of the elected senator, and for a member of AS FEM elected in by-elections on the day following the day when they received the notice on being elected from the relevant Election Committee.
- (2) Membership in AS FEM shall be terminated:
 - a) upon the expiration of the AS FEM election period,
 - b) upon the non-attendance of a member of the senate at three consecutive meetings. In the event of three successive unexcused absences, membership shall automatically be terminated. In other cases of three consecutive absences, AS FEM shall vote on membership upon the Chairman's proposal. The AS FEM Chairman shall inform a member of AS FEM about the proposed termination of membership at least one week before the vote. The proposal shall be approved if the absolute majority of all members of AS FEM voted for it,
 - c) via the delivery of a handwritten resignation of a member of AS FEM to the Chairman of AS FEM,
 - d) via the termination of membership in the part of the Academic Community for which the member of AS FEM was elected,
 - e) at the moment of incompatibility of functions pursuant to Section 26, paragraph 2, Act on HEI.
 - f) via the handing over of the signature sheets with a proposal to dismiss a member to the AS FEM Chairman; this proposal must be signed by an absolute majority of all members of the AC FEM of the respective electoral district,
 - g) via the dismissal of a member (see Article 8, ER),
 - h) upon the death of a member.
- (3) Membership in AS FEM shall not be terminated for a student who was accepted to another directly-related study programme at FEM during his or her term of office. However, if the student is not registered in the directly-related study programme within five months from the end of the previous studies (hereinafter the "transitional period"), his or her membership in AS FEM shall be terminated and an alternate shall take his or her position. During the transitional period, such a member may take part in AS FEM meetings; however, the senate shall vote without the member in a reduced number of members (in such a case the number of all AS FEM senators pursuant to the AS FEM Election Rules, and pursuant to the AS FEM Elections Rules, shall be decreased in the corresponding manner by the number of senators from amongst students in the transitional period).
- (4) Similarly, alternates from amongst students who were accepted to another directly-related study programme at FEM during their terms of office of the current AS FEM shall remain alternates. However, if they are not registered in the directly-related study programme within five months from the end of the previous studies, they shall be deleted from the list of alternates.
- (5) Membership in the Academic Senate of the faculty is incompatible with the office of the Rector, Vice-Rector, Quaestor, Dean, Vice-Dean, Secretary of the Faculty, and Director of a Higher Education Institute.

Article 6

Rights of Members

- (1) Members of AS FEM shall be entitled to:
- a) take part in AS FEM meetings,
 - b) elect and be elected to all AS FEM bodies,
 - c) have available documents for an AS FEM meeting sufficiently in advance so that they can be duly be prepared for the meeting,
 - d) refuse to attend a meeting if they do not receive documents for discussion on time,
 - e) propose items for the agenda of the meeting, and potential supplements and amendments thereto,
 - f) ask questions of other members of AS FEM or guests at meetings,
 - g) make proposals relating to the discussed topic,
 - h) vote and make statements regarding issues discussed in AS FEM,
 - i) request from the management of the faculty the information necessary for performance of their office.

Article 7 Obligations of Members

- (1) Members of AS FEM shall be obliged:
- a) to represent FEM, AC FEM and AS FEM through their conduct,
 - b) after being elected to AS FEM, to become familiar with the Act on HEI, the AS FEM Elections Rules and the AS FEM Rules of Procedure, and to adhere to them for the entire duration of their term of office,
 - c) take part in AS FEM meetings,
 - d) excuse themselves in advance to the Chairman of AS FEM if they cannot take part in a meeting,
 - e) represent voters in AS FEM and inform them about AS FEM meetings, unless the senate determines otherwise,
 - f) follow the decision of AS FEM and promote such decisions in the academic community of the faculty and the university and, in the event of membership in AS CULS, then there as well,
 - g) to become familiar with the approved wording of the minutes from AS FEM meetings.

Article 8 Dismissal of Members

- (1) Members of AS FEM may be dismissed if they fail to fulfil their obligations in a serious manner, violated the moral or ethical principles of the academic community in a way in a serious manner or are damaging the interests of CULS or FEM in a serious manner.
- (2) A written motion to dismiss a member of AS FEM may be submitted by any member of AS FEM to the AS FEM Chairman.
- (3) AS FEM shall discuss the motion and shall become familiar with the opinion of the member proposed for dismissal. After a debate, AS FEM shall publically vote on denying the motion. In order to deny the motion, the absolute majority of all members of AS FEM must vote against the dismissal.

- (4) If the motion is not denied, AS FEM shall vote immediately to dismiss the member of AS FEM. The vote shall be secret, direct and equal. Adopting the motion shall require at least three-fifths of the votes of all members of AS FEM.
- (5) AS FEM shall familiarize the FEM Academic Community with the dismissal of a member of AS FEM via the AS FEM signboard.

Article 9 Dissolution of AS FEM

- (1) AS FEM shall be dissolved:
 - a) if three-fifths of all members of AS FEM adopt such a resolution,
 - b) if more than half of all members of AS FEM jointly resign,
 - c) if AS FEM does not act for a period of six months (see Section 26, paragraph 3, Act on HEI).
- (2) A motion to dismiss AS FEM pursuant to Article 9, paragraph 1, letters a) and b), ER, shall be delivered by the AS FEM Chairman to the FEM Dean.
- (3) In all cases of the dissolution of AS FEM, the Dean shall appoint an Election Committee and declare elections to AS FEM at the latest within 30 days.

Article 10 Closing Provisions

- (1) The powers of AS FEM, method of electing a candidate to the position of Dean, adopting motions to dismiss the Dean, convening AS FEM, the rules of meetings and the method of AS FEM voting, the procedure of nominating a FEM representative to the Higher Education Institutions Council, the procedure and method of electing the AS FEM Chairman, the position and powers of the AS FEM Chairman and bodies of AS FEM are all determined by the Rules of Procedure of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague as an internal regulation of FEM CULS.
- (2) These Election Rules of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague shall become valid and effective on the date they are approved by the Academic Senate of the Czech University of Life Sciences Prague.