

**LF – B1-4/2017**

**FACULTY OF MEDICINE AND DENTISTRY,  
PALACKÝ UNIVERSITY OLOMOUC**

**INTERNAL REGULATION**

**RULES OF ELECTION  
OF THE ACADEMIC SENATE  
OF THE FACULTY OF MEDICINE AND DENTISTRY  
PALACKÝ UNIVERSITY OLOMOUC**

Processed by: Prof. MUDr. Milan Kolář, Ph.D., Dean of the Faculty of  
Medicine and Dentistry, Palacký University Olomouc  
MUDr. Jan Strojil, Ph.D., Chairperson of the Academic Senate  
of the Faculty of Medicine and Dentistry

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Distribution list: Dean, Vice-Deans, Faculty Secretary  
Head of the Student Affairs Office of the Faculty  
Heads of Departments and units of the Faculty

**Rules of Election**  
**of the Academic Senate of the Faculty of Medicine and Dentistry,**  
**Palacký University Olomouc**

*Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc approved in accordance with § 27 paragraph 1 letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Modification of Other Acts, as amended, at the session on May 2, 2017, this internal regulation of the Faculty of Medicine and Dentistry, Palacký University Olomouc, which was approved by the Academic Senate of the Palacký University Olomouc on May 24, 2017.*

*This internal regulation regulates the method of elections to the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc (hereinafter referred to as the "Faculty").*

**Article 1**  
**Definitions of Terms**

For the purposes of this regulation, a senator is a member of the Academic Senate of the Faculty (hereinafter referred to as the "Senate").

**Article 2**  
**Announcement of Elections**

- 1) Elections to the Senate shall be announced by resolution of the Senate no later than two months before the end of the term of office. If the Senate does not do so, the Dean of the Faculty of Medicine and Dentistry, Palacký University Olomouc (hereinafter referred to as the "Dean") will announce the elections.
- 2) The date, specific place(s) and composition of the main election committee is set by the announcer so that the elections take place on at least two and at most four immediately consecutive working days (hereafter referred to as "election days") during which classes are held at the Faculty, and also in such a way that it is possible to vote (cast votes) in the elections at each of the designated places and on each election day for at least six hours without interruption.
- 3) The resolution on the announcement of elections (including the dates, specific place(s) and composition of the election committee) is published by the announcer on the Official

Notice Board of the Faculty and on the Faculty website no later than 21 days before the first election day.

- 4) Simultaneously with the announcement of the elections, the announcer invites all members of the academic community of the Faculty to nominate candidates for the Senate from among the members of the academic community of the Faculty to the main election committee within the deadline according to paragraph 3.
- 5) If the Senate does not act for six months, the term of office of all senate members ends and the Dean announces new elections to the Senate, within 30 days at the latest.

### **Article 3**

#### **Preparation of Elections**

The preparation of the elections and their organization is ensured by the chairperson of the outgoing Senate or the Dean of the Faculty in accordance with Article 2, paragraph 1.

### **Article 4**

#### **Election Committee**

- 1) For the purposes of the elections, the announcer establishes the main election committee, or election subcommittees. An election subcommittee (hereinafter referred to as the "election committee") is established for each election site.
- 2) The announcer appoints the chairperson and members of the main election committee, or the chairpersons of the election subcommittees. With the approval of the announcer, chairpersons of the election subcommittees appoint other members of their election subcommittees and their deputy. Members of election committees are called election commissioners.
- 3) Before accepting the position, the election commissioner undertakes in writing that he or she will not accept candidacy in the given election. The position of the election commissioner ceases upon relinquishing the position, removal or termination of the election commissioner's membership in the academic community of the Faculty. A new election commissioner is immediately appointed to the vacancy in the election committee.
- 4) The main election committee is authorized to monitor the activities of the election subcommittees; such monitoring is carried out through its authorized members.

### **Article 5**

#### **Voter Lists**

Authorized employees of the Dean's Office of the Faculty shall draw up voter lists and hand them over to the chairperson of the main election committee no later than 15 days before the first election day:

- a) list of students who are members of the academic community of the Faculty,
- b) list of academic staff working at the Faculty (including academic staff in the doctoral study programme).

### **Article 6**

#### **Candidates**

- 1) Any member of the academic community of the Faculty can nominate any member of the academic community of the Faculty, including him- or herself, as a candidate for senator (hereinafter referred to as the "candidate").
- 2) Election rallies can be held at the Faculty for election purposes, for the last time on the day before the start of the elections.
- 3) Members or groups of members of the academic community of the Faculty who propose a candidate shall send such a written proposal to the chairperson of the main election committee.
- 4) The chairperson of the main election committee shall ensure the written consent of the candidates to run for senator.
- 5) If the list of candidates contains less than the required number of candidates (24 academic staff and 12 students), the chairperson of the election committee will invite the academic community of the Faculty to propose other candidates for the position of a senator by announcing so on the Official Notice Board of the Faculty and on the Faculty website.

## **Article 7**

### **Candidate Lists, Ballots and other Actions to Prepare Elections**

- 1) The list of candidates contains an alphabetically ordered list of names of candidates representing the academic staff and students. For each candidate, only his or her surname, first name, academic title, year of birth and his or her place of work or year and study programme are listed. Academic staff enrolled in a study programme at the Faculty are included in the list of academic staff candidates.
- 2) The chairperson of the main election committee shall publish the lists of candidates at least one week before the first election day on the Official Notice Board of the Faculty and on the Faculty website.
- 3) The printing of ballots will be arranged by the chairperson of the main election committee through authorized employees of the Dean's Office of the Faculty. The data on the ballot are listed in such a way that individual candidates cannot be confused. The ballot for the election of senators representing the academic staff contains the names of candidates nominated from among academic staff in alphabetical order, the ballot for the election of senators representing students lists the names of candidates nominated from among students in alphabetical order. The ballot shall further state only:
  - a) the surname, first name and academic title of the candidate,
  - b) the candidate's year of birth,
  - c) place of work or year and study programme of the candidate.
- 4) Ballots are printed in the same font and size, on paper of the same colour, quality and dimensions.

## **Article 8**

### **Election Process**

- 1) Elections are held on the days specified in the resolution announcing them (Article 2).
- 2) The act of electing candidates takes place in designated polling stations of individual election sites.

- 3) The polling station is properly and visibly marked, it is equipped with a ballot box, a sufficient number of ballots, stationery and these Rules of Election (hereinafter referred to as the "Rules"), which must be loaned to voters for perusal at their request.
- 4) In the polling stations, special spaces are designated for editing ballots, separated in such a way as to ensure secret voting; no one is allowed to be present in these premises at the same time as the voter at the time of the election act.
- 5) Before the start of the election, the chairperson of the election committee is obliged to check whether the polling station is equipped according to paragraphs 3 and 4, and to seal the checked and empty ballot box in front of the other members of the election committee.
- 6) The chairpersons of election committees shall receive lists of voters who are entitled to vote at the designated election sites from the main election committee no later than before the start of the elections on the first election day. The chairpersons of the election committees shall also receive the corresponding number of ballots.
- 7) Before carrying out the election act, the election committee verifies the voter's identity (for academic staff according to the identity card or employee card, for students according to the student card or identity card) and the fact whether the voter is registered in the voter list. If the voter's identity corresponds to the data listed in the voters' list, the election committee will issue him or her a ballot, instruct him or her on the method and other requirements of voting and allow him or her to enter a special area intended for marking ballots. Voters representing the academic staff (including those enrolled in a doctoral study programme at the Faculty) will receive a ballot with a list of candidates representing academic staff, student voters will receive a ballot with a list of candidates representing students. The voter is entitled to vote only in the area specified in paragraph 4. Candidates are chosen by academic staff by circling the ordinal number, or name and surname, of a maximum of 24 candidates, students by circling the ordinal number, or name and surname, of a maximum of 12 candidates.
- 8) The voter puts the ballot marked according to paragraph 7 into the ballot box under the supervision of the election committee; this ends the voter's act of voting and the voter is no longer entitled to vote again in this election.
- 9) The ballot is invalid if the voter marks more candidates than specified in paragraph 7 or marks them differently than specified in paragraph 7.

## **Article 9**

### **Election Results**

- 1) After the elections, the chairpersons of the election committees or their representatives close the polling stations. After the elections, the election committees will prepare a record of the voting results at the election site in duplicate; this record shall be signed by all members of the election committee. If any of the members of the election committee refuses to sign the record, the reasons for doing so will be stated in the record.
- 2) The record according to paragraph 1 shall state:
  - a) the number of voters to whom ballots were issued,
  - b) the number of submitted ballots,
  - c) the number of valid ballots,

- d) the order of candidates according to the number of votes obtained from valid ballots listed in descending order, in case of equality of votes, the election committee shall decide on the order by drawing lots,
  - e) brief content of notices and complaints submitted to the election committee,
  - f) resolutions adopted by the election committee and their brief justification.
- 3) The chairpersons of the election committees are responsible for the correctness of the record according to paragraph 1.
  - 4) After signing both copies of the record according to paragraph 1, the chairperson of the election committee shall hand over one copy to the chairperson of the main election committee on the next day at the latest; the second copy shall be added by the chairperson of the election committee to the agenda of the chairperson of the Senate.
  - 5) The main election committee shall publish the preliminary results of the elections, against which any member of the academic community of the Faculty can submit objections in writing to the main election committee within three days. The main election committee shall decide without undue delay on the legitimacy of objections to the validity of the elections and shall announce the valid election results or, if necessary, decide to call for new elections.

#### **Article 10 Repeated Elections**

- 1) Elections are repeated if an error has occurred that could have affected the results of the election as far as the elected candidates are concerned.
- 2) The main election committee decides on the repeat of elections.
- 3) The provisions on elections shall be used for the preparation, conduct, conclusion and announcement of the results of repeated elections.

#### **Article 11 Allocation of Mandates**

- 1) On the basis of records drawn up in accordance with Article 9, paragraph 1, processed by the relevant election committees, the main election committee shall determine the composition of the new Senate within three days of receiving these records; the main election committee proceeds according to the following key:
  - a) finds out whether there is a need to repeat the elections for the reasons mentioned in Article 10,
  - b) if there is no reason to proceed according to Article 10, the first 24 candidates from among academic staff and the first 12 candidates from among students are elected senators,
  - c) all other candidates who were not elected senators become substitute senators (hereinafter referred to as "substitutes") for the duration of the term of office of the newly elected Senate, in the order of the number of votes obtained.
- 2) The main election committee shall prepare a final report on the progress and results of the elections and submit it to the Senate.

### **Article 11**

#### **Commencement of the Mandate of the Senator**

The senator's mandate commences by his or her election.

### **Article 13**

#### **Substitutes**

The senator's substitute is summoned to perform the function of a senator by the chairperson of the Senate.

### **Article 14**

#### **Term of Office of the Senate**

The term of office of the Senate is three years. It begins on the day following the end of the term of office of the previous Senate, but not before all members of the new Senate are validly elected. The first session of the Senate is held no later than 14 days after the beginning of its term of office. If a student elected to the academic senate of the Faculty is admitted to an immediately following study programme during his or her term of office, his or her membership does not cease to exist.

### **Article 15**

#### **Termination of the Senator's Mandate by Resignation from the Mandate**

During the term of office of the Senate, senators may resign from their mandate. The senator delivers the resignation in writing to the chairperson of the Senate. A senator's resignation is effective on the date of delivery of the resigning senator's written statement of his or her resignation to the chairperson of the Senate.

### **Article 16**

#### **Termination of a Senator's mandate by Deprivation of Mandate**

- 1) If a senator does not attend a session of the Senate three times without apologizing to its chairperson, the chairperson proposes to deprive him or her of his or her mandate.
- 2) The senator who is to be deprived of his or her mandate must be duly invited in writing to the Senate session at which a decision is to be taken on the deprivation of a senator's mandate.
- 3) The resolution on the deprivation of the mandate is passed by the Senate with the votes of at least three fifths of all senators.

### **Article 17**

#### **Other Methods of Termination of a Senator's Mandate**

The mandate of the senator shall cease to exist:

- a) upon expiry of the term of office of the Senate,
- b) on the date of termination of membership in the academic community of the Faculty,
- c) on the date of acceptance of an academic position that is incompatible with membership of the Senate,

d) in case of death of a senator.

#### **Article 18**

##### **Senate By-elections**

- 1) By-elections to the Senate are announced if there is no substitute for the vacant mandate.
- 2) By-elections to the Senate do not need to be announced if the mandate was vacated in the last nine months of the term of office and if the Senate resolved on this at the same time.
- 3) The provisions on elections apply to the preparation, conduct, conclusion and announcement of the results of by-elections to the Senate.

#### **Article 19**

##### **Final and Cancellation Provisions**

- 1) These rules were approved by the Senate on May 02, 2017 and by the Academic Senate of Palacký University Olomouc on May 24, 2017 with amendments to which the Senate agreed on May 30, 2017.
- 2) These rules become effective on the day of publication.
- 3) The Rules of Election of the Academic Senate of the Faculty of May 20, 2009 are repealed on the date these rules come into effect.

In Olomouc on April 10, 2017

Prof. MUDr. Milan Kolář, Ph.D., m. p.

Dean of the Faculty of Medicine and Dentistry of Palacký University Olomouc

MUDr. Jan Strojil, Ph.D., m. p.

Chairperson of the Academic Senate of the Faculty of Medicine and Dentistry

In case of any discrepancies or inconsistencies between the Czech and English versions of the text, the Czech version shall prevail.