



PROCEDURE REGULATIONS of the Academic Senate FM OU

Approved by the Academic Senate, Faculty of Medicine, University of Ostrava, 3/27/2023

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Valid from: Date of approval by the Academic Senate, University of Ostrava

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Pursuant to Section 27 Subsection 1 Act No. 111/1998 Coll. the Academic Senate of the University of Ostrava approved the Procedure Regulations of the Academic Senate of the Faculty of Medicine of the University of Ostrava on 23rd June 2023 under ref. No. OU-113229/11-2023.



Part One

GENERAL PROVISIONS

Article 1 Introductory provisions

1. The procedure regulations of the Academic Senate of the Faculty of Medicine of the University of Ostrava (hereinafter "Procedure Regulations") provide for the rules of meeting, proceedings and decision-making of the Academic Senate of the Faculty of Medicine of the University of Ostrava (hereinafter "AS FM UO") at the Faculty of Medicine of the University of Ostrava (hereinafter "FM UO") pursuant to Act No. 111/1998 Coll., on universities and amendment and supplementation of other laws (Universities Act), as amended (hereinafter "Act") and the FM UO Statute (hereinafter "Statute").
2. The powers and scope of activities of the AS FM UO are set out in Section 27 of the Act.
3. The AS FM UO shall enforce the observance of academic rights and academic freedoms of the members of the academic community of the FM UO and the application of democratic principles in managing the FM UO.
4. The AS FM UO shall be accountable to the Academic Community of the FM UO for its activities.

Article 2 Rights and duties of the AS FM OU and its members

1. The rights and duties of the AS FM UO are set by law, the FM UO Statute, the FM UO Electoral Regulations and the Procedure Regulations.
2. The AS FM UO is an autonomous representative academic authority of the FM UO. The AS shall contribute by its decision-making to the development of the FM UO and care for its goodwill.
3. Members of the AS FM UO have the right and the duty to participate in the meeting of the AS FM UO. If members cannot participate in such a meeting for serious reasons, they are obliged to apologize to the chairman of the AS FM UO citing the reason. In the event of a justified absence, a member of the academic senate can request distant access to the meeting from the chairperson of the AS FM UO no later than 5 calendar days before the AS FM UO meeting. In the case of a later request, the remote access is not guaranteed.

4. Members of the AS FM UO shall be entitled to submit to the AS FM UO proposals and suggestions for discussion.
5. The chairman of the AS FM UO, or member of the AS FM UO authorized by the chairman, is a member of the Dean's board.
6. The AS FM UO shall be obliged to discuss proposals submitted to it by any member of the AS FM UO or the Dean (or on his behalf Vide-dean), Rector (or on his behalf Vide-rector), and chairman of the Academic Senate of The University of Ostrava (hereinafter "AS UO") or a member of the AS UO authorized by the chairman of the AS UO.
7. The AS FM UO has to publish minutes of the meeting, within 14 days from the date of the meeting, in the public section of the FM UO website.
8. The final report from the whole term of office shall be published by the AS FM UO at the meeting of the academic community of the FM UO or by other suitable means (e.g. in the public section of the FM UO website) at the latest by the last day of the term of office.

Part Two STRUCTURE OF THE AS FM OU

Article 3 Chambers

1. The AS FM UO is divided into the chamber of academic staff and the chamber of students
2. Each chamber has a chairman who is elected and recalled pursuant to the Electoral Regulations of the AS FM UO.

Article 4 Chairman and vice-chairmen

1. The AS FM UO is headed by the chairman elected pursuant to the Electoral Regulations of the AS FM UO. The chairman of the AS FM UO is accountable for his/her activities to the AS FM UO, which can recall the chairman pursuant to the Electoral Regulations of the AS FM UO.
2. The first vice-chairman is the chairman of the chamber of academic staff. The second vice-chairman is the chairman of the chamber of students. The vice-chairmen, together with the chairman, are members of the presidium of the AS FM UO.
3. In case of unanimous agreement of the chairman and the two vice-chairmen, the AS OU presidency can take preliminary organizational steps that are necessary to preserve the activity of the senate in very exceptional situations (state of emergency,

natural disaster, etc.). The Senate will then express its approval of the proposed steps by resolution.

4. The chairman shall represent the AS FM UO externally, control the activities and proceedings of the AS FM UO, and perform other duties subject to the law, these Procedure Regulations, and other internal regulations of the UO and the FM UO. During the absence of the chairman, he/she is substituted by the vice-chairmen in the order subject to paragraph 2, or by a member of the AS FM UO authorized by the chairman (hereinafter "Chairperson").

Article 5

Minute taker of the AS FM OU

1. The chairman of the AS FM UO shall appoint a minute taker with the consent of AS FM OU. In case of the absence of the minute taker, a new minute taker is appointed from among the members of AS FM OU.
2. The minute taker can be a member of the AS FM OU, or an authorized employee of the FM OU with the approval of the AS FM OU.
3. The minute taker shall keep and archive the written agenda of the AS FM UO, and draft the minutes of the meeting of the AS FM UO, together with the appointed chairperson, whereas the chairperson shall verify the minutes.

Article 6

Committees

1. By resolution, the AS FM UO can establish committees as its advisory bodies, determine their composition, and define their tasks. The members of the committee shall appoint a chairman from their ranks.
2. Only a member of the AS FM UO can be a member of the committee. The committee can invite a specialist outside the AS OU members for more qualified decision-making.
3. These Procedure Regulations shall be reasonably applied to the proceedings of the committees, particularly provisions arranging the making of resolutions and voting.

Part Three

PROCEEDINGS OF THE AS FM OU

Article 7

Regular meeting

1. The regular meeting of the AS FM UO is held as needed, however, at least four times per year.
2. The time schedule of regular meetings shall be approved by the AS FM UO at the proposal of the Chairman of the AS FM UO. The time schedule shall be published in the public section of the FM UO website.
3. Meetings shall be convened at least 7 business days prior to the meeting date.
4. Invitations to the meeting of the AS FM UO shall be sent to its members and guests by the Chairman or vice-chairman authorized by the Chairman in writing, in electronic or paper form, or by other means in extraordinary cases.
5. If the chairman does not receive any proposal for discussion in the senate by the deadline specified in Article 9, point 2, the chairman of the AS LF OU informs the senators that the meeting will not be held.

Article 8

Extraordinary meetings

1. Extraordinary meetings of the AS FM UO shall be convened without any undue delay by the chairman at the request of:
 - a) Dean of the FM OU;
 - b) Rector;
 - c) at least one quarter of all the members of the AS FM UO.
 - d) the presidency of AS FM OU.
2. A request for convening an extraordinary meeting, including respective documents, shall be submitted to the Chairman of the AS FM UO in writing, including the proposed meeting agenda. The date of the extraordinary meeting shall be determined by the Chairman of the AS FM UO so that the meeting is held no earlier than 4 business days and no later than 10 business days from the date of submission of the request unless a longer term is set out in the proposal.
3. The date and place of the extraordinary meeting shall be announced at least 4 business days in advance to all members of the AS FM UO, the Dean or vice-dean in his/her absence, the Rector or vice-rector in his/her absence, the Chairman of the AS UO and other persons according to the nature of the discussed proposal. At the same time, the date and place of the extraordinary meeting shall be published at least 3 days in advance in the public section of the FM UO website.

Article 9

Meeting agenda

1. Proposals for the meeting agenda, including backing documents, may be submitted by a member of the AS FM UO, the Dean or on his behalf vice-dean, the Rector or on his behalf vice-rector and the AS UO through its Chairman or a member of the AS UO authorized by the Chairman (hereinafter "Proposal Submitter").
2. Proposals for the meeting agenda, including backing documents, shall be submitted in writing, electronic, or paper form at the latest 7 calendar days prior to the meeting date to the Chairman of the AS FM UO, who shall place them on the agenda and forward to the members of the AS FM UO either directly via e-mail or by publication in a non-public part of the FM OU website (on the OU portal). This term shall not apply to extraordinary meetings.
3. The Chairman of the AS FM UO, together with the vice-chairmen, shall draft the meeting agenda of the AS FM UO.
4. The AS FM UO may also discuss a proposal submitted later than is set out in paragraph 2 above. However, the AS FM UO shall discuss a submitted proposal only if a majority of the attending members of the AS FM UO shall agree with it.

Article 10

Opening and control of the meeting

1. The Chairman of the AS FM UO, or vice-chairmen in his/her absence in the order set out in Art. 4 par.2, where appropriate chairperson set out in Art. 4 par. 4, shall convene and control the meeting.
2. The chairman of the AS FM UO shall be entitled to invite a guest to the meeting, whereas such guest shall be entitled to speak at the meeting of the AS FM UO whenever the guest shall request so, however, the guest shall not be entitled to vote. or in advance by per rollam voting. In case of approval, the chairman of AS FM OU shall invite the guest to the meeting.
3. The meeting can be opened if the AS FM UO constitutes a quorum. If, during the meeting, the number of attending members drops below this limit, the meeting shall be adjourned after 10 minutes of such a situation. This provision is also valid for online meetings.
4. At the beginning of the meeting, the AS FM UO shall approve the proposed program. If the program of the meeting is not approved en bloc, voting will take place separately on individual proposed points of the program.

5. If the approved agenda is not concluded even after 3 hours, the AS FM UO can decide to adjourn the meeting. In this case, the Chairman shall initiate the vote on adjournment. The AS FM UO can also decide to adjourn the meeting in the case of serious interruption of its proceedings.
6. The meeting can be adjourned for a maximum of 14 calendar days. The date and place of the adjourned meeting shall be announced by the Chairman of AS FM UO without any undue delay and shall be published in the meeting schedule in the public part of the FM UO website.
7. Meetings of the AS FM UO shall be publicly accessible; however, the public shall not be allowed to wilfully intervene in the proceedings or interrupt the same, or vote. The number of persons shall be limited by the capacity of the room to ensure fulfillment of the security requirements, fire standards, and possible hygiene measures. In the case of the objective impossibility of the public to participate in the AS FM UO meeting in person, the AS FM UO meeting will also be available to the public online.
8. The AS LF OU will decide by voting on the request of a member of the public submitted before the start of the meeting through a member of the AS LF OU, stating the reason for appearing at the meeting.

Article 11

Discussion

1. A discussion is held for each item on the meeting agenda. The foreword shall be taken by the Chairman of the AS FM UO who shall pass the word to the submitters of the proposal or person authorized by the submitter (usually the author of the proposal).
2. The following persons may also speak during the discussion whenever they request to do so:
 - a) members of the AS FM UO;
 - b) Dean or vice-dean on his behalf;
 - c) Rector or vice-rector on his behalf;
 - d) Chairman AS UO or a member of the AS FM UO authorized by the Chairman in his/her absence;
 - e) guests invited by the Chairman of the AS FM UO;
 - f) submitter of the proposal the author of the proposal in his absence.
3. A person may enter the discussion as shall be decided by the AS FM UO, otherwise by raising of a hand. The Chairman of the AS FM UO shall give word to the submitters of proposals according to the order in the meeting agenda. The Chairman shall give word to the participants in the order of the showing of hands, except in cases of a

factual comment, where the he person making such comment, in reaction to the course of the discussion, shall receive word immediately after the conclusion of speech by the person currently speaking.

4. The submitter of the proposal may modify or supplement the proposal based on the discussion.
5. The Chairman shall decide on the conclusion of the discussion when it is evident that any further continuation thereof would not contribute to the clarification of the discussed proposal. Any member of the AS FM UO or the submitter of the proposal can object to this procedure. The AS FM UO votes shall decide whether to finish the discussion.
6. During the discussion nobody shall be interrupted, except for warning by the Chairman in the case of ruling out of a speaker. The Chairman shall be entitled to rule out a speaker under the following conditions:
 - a) the speaker does not refer to the topic, even after being advised to do so;
 - b) the speaker misuses factual references.

Any member of the AS FM UO or the proposer can object to this procedure. The closure of the discussion shall be determined by the AS FM UO voting.

7. A question put by a member of the AS FM UO to the Dean or vice-dean in his/her absence, the Rector or vice-rector in his/her absence, the Chairman of the AS UO, or a person authorized by the Chairman in his/her absence, the submitter of the proposal or the author of the proposal in his/her absence, can be answered directly or in writing within 15 calendar days if the answer requires preparation or if the AS UO decides so. The written response shall be sent to the questioner and members of the AS FM UO.

Article 12

Acceptance of a resolution

1. The AS FM UO expresses its will by resolution. Resolutions shall be obtained by voting.
2. A resolution shall be accepted if voted for by the absolute majority of the attending members of the AS FM UO unless stipulated otherwise by the Act, these Procedure Regulations, or other internal regulations of the UO or the FM UO.

Article 13

Voting

1. The AS FM UO may vote on a resolution publicly, secretly or by voting outside the meeting after publicly discussing the proposal (hereinafter “per rollam vote”).
2. Public voting is done by the raising of hands. When a member of AS FM UO participates in a public meeting following Article 2 Section 3 online, they are required to demonstrate

their vote by raising their hand or communicating via the designated communication platform.

3. Secret voting of the AS FM UO is applied in matters stipulated by the Act or other internal regulations of the FM UO. The following matters are always voted on secretly at the AS FM UO:
 - a) proposal of the nomination of the Dean;
 - b) proposal of the recalling of the Dean;
 - c) giving prior approval to the appointment or recalling of the members of the Academic Council of the FM UO;
 - d) giving prior approval to the appointment or recalling of the members of the Disciplinary Committee of the FM UO.
4. Further, secret voting on a different resolution can be performed on the proposal of any member of the AS FM UO.
5. Secret voting is carried out by placing a ballot in the ballot box, whereas voting must not be interrupted. The result of the secret vote is defined by a three-member committee, which is made up of two representatives from the academic staff chamber, where one representative of the respective the section is included, and one member from the student chamber from any arbitrary section. If a member of the AS LF OU participates in a public meeting online by Article 2 Section 3, the voting of all present members takes place electronically in such a way as to guarantee the anonymity of votes.
6. After the conclusion of voting and determination of the result, the chairperson shall announce the result by stating the number of votes in favor of the proposal, against the proposal, and the number of members of the AS FM UO who abstained from voting. If a member of the AS FM UO was present but did not participate in a vote, it shall be deemed as an abstention from voting. If a ballot is in any way devalued or not filled in (if the ballots have pre-printed words FOR – AGAINST – ABSTAIN and the member is only to mark the required choice), such a ballot shall be invalid, and it shall be deemed as abstention from voting.
7. Upon the proposal of the Chairman of the AS FM UO, the vote on a proposal can be carried out per rollam. For this method of voting the Chairman of the AS FM UO shall send to all members of the AS FM UO, to their contact email addresses, the proposed resolution, and necessary documents and shall determine the deadline for the end of voting, which shall not be less than 7 days from the sending of materials. If during the term of voting per rollam, at least one-fifth of the members of the AS FM UO shall express disagreement with the form of voting with the per rollam method, the Chairman of the AS FM UO shall include the resolution in the agenda of the nearest meeting of the AS FM UO.

8. A resolution to be voted on by per rollam shall be accepted if voting is participated in by a majority of the members of the AS FM UO and an absolute majority of the members shall vote for the resolution. If the necessary number of votes for the current resolution is reached before the end of the voting time, the resolution is accepted and can be implemented.

Article 14

Online proceedings

1. In extraordinary situations based on the decision of the Presidium of the AS FM UO, when it is not possible to hold a face-to-face meeting of the AS FM UO, online meetings with remote access shall be held.
2. This Procedure Regulations shall be appropriately applied to the course of the meeting.
3. Voting can be done verbally, in writing via an online system, or secretly to ensure the anonymity of the voters.

Article 15

Assembly of the academic community

1. The Academic Community of the FM UO is mainly convened to discuss important matters or measures within the activities of the FM UO or the UO, especially in connection with the election of members of the Academic Senate of the FM UO, with a proposal for the appointment or dismissal of the dean, or on the occasion of ceremonial acts of the faculty, university or the whole society character. The assembly of the academic community is not open to the public.
2. In exceptional circumstances, when an in-person meeting of the FM UO academic community is not feasible, it can be conducted online with authorized access.
3. The Dean and the Chairman of the AS FM UO with the reason have the right to convene an assembly of the academic community of the FM UO.
4. The chairman shall always convene the assembly of the academic community of UO upon request:
 - a) The Dean of the FM UO;
 - b) The Rector of the FM UO;
 - c) at least one-half of all members of AS FM UO.

Part Four

DOCUMENTATION AND ARCHIVING OF THE ACTIVITIES OF THE AS FM UO

Article 16

Minutes from the meeting of the AS FM UO

1. Minutes are prepared from each meeting of the AS FM UO. The minute taker may make audio or video recordings from the meeting for the needs of the minutes of the meeting.
2. The minutes of the meeting shall always contain:
 - a) date of meeting;
 - b) name list of those attending, excused in advance and absent members of the AS FM UO;
 - c) name list of guests entitled to participate in discussion;
 - d) proposed and approved agenda of the meeting of the AS FM OUs;
 - e) a brief summary of the course of the debate, including the speakers;
 - f) exact wording of proposed and approved resolutions, including the method and result,
 - g) voting about them;
 - h) name and surname of the minute taker(s) and chairperson.
3. The minute taker shall send the draft of the minutes from the meeting of the AS FM UO to all members of the AS FM UO and speakers in discussions within 7 calendar days from the meeting date. Members of the AS FM UO and speakers in discussions shall be entitled to comment and propose amendments to the minutes of the meeting within three business days from the date of sending the draft minutes of the meeting. The minute taker shall process comments and corrections if they correspond to the audio or video records made. The chairman is responsible for the final wording. The resultant minutes of the meeting verified by the Chairman of the AS FM UO shall be published within 14 days from the date of the meeting in the public section of the FM UO website.
4. The Chairman of the AS FM UO is responsible for the publishing of the verified minutes of the meeting.

Article 17

Archiving and recording of documents

1. The Chairman of the AS FM UO and vice-chairman authorized by the Chairman shall be responsible for the archiving of all documents of the AS FM UO pursuant to the provisions of the Rector that provides for the rules of archiving and shredding of documents in cooperation with the minute taker according to Article 5
2. The filing service of the UO shall be used for the recording and archiving of documents of the AS FM.

Part Five JOINTS AND FINAL CONCLUDING PROVISIONS

Article 18 Joint provisions

1. For the purposes of these Procedure Regulations, the written form of communication is considered to be a paper or electronic form, while the electronic form of communication is considered to be e-mail from the UO university address. Furthermore, an e-mail or a document sent from a non-university address is considered an electronic form if the given e-mail or document is signed, and this signature meets the requirements of a recognized or qualified electronic signature according to § 5 or 6 of Act No. 297/2016 Coll., or a document sent via data box.
2. For the purposes of a quorum and acceptance of resolutions “all members of the AS FM UO” shall mean the total number of mandates of the AS FM UO set out in the Electoral Regulations of the AS FM UO, i.e. occupied and unoccupied.

Article 19 Concluding provisions

1. The so far valid Electoral and Procedure Regulations of the AS FM UO approved by AS UO on 7th June 2021, are cancelled.
2. These Procedure Regulations of the AS FM UO were approved on 27th March 2023 pursuant to Section 27 Subsection 1 Clause b) of the Act.
3. These Procedure Regulations of the AS FM UO were approved on 19th June 2023 by the AS UO pursuant to Section 9 Subsection 1 clause b) par. 2 of the Act and become valid on this date.
4. These Procedure Regulations of the AS FM UO shall become effective on the date of validity.



Doc. MUDr. Rastislav Maďar, Ph.D., MBA, FRCPS.

Dean of the Faculty of Medicine of the University of Ostrava

Appendix No. 1 of Procedure Regulations AS FM UO: Election and recalling of the dean of the FM UO**Election and recalling of the Dean of the FM UO****Part One
GENERAL PROVISIONS****Article 1
Introductory provisions**

The AS FM UO shall approve the resolution on the proposal for the appointment of the dean at its meeting using a secret ballot (hereinafter “Election of the Dean”).

**Article 2
Election committee**

1. For the Election of the Dean, the AS FM UO shall establish a three-member committee of the AS FM UO comprising: Chairman of the AS FM UO (or vice-chairman or chairperson in the order set out in Art. 4 par. 3 Procedure Regulations), who shall be the chairman of the election committee, and one member from each chamber of the AS FM UO (hereinafter “Election Committee”). The candidate cannot be a member of the Election Committee. The Election Committee shall organize the elections, be responsible for their correct procedure, and draft an election protocol.

**Article 3
Announcement of the election of the Dean**

1. The AS FM UO shall announce the election of the dean at least 4 months before the end of the term of office of the current Dean. The announcement of elections shall contain the time schedule of the elections and the formalities of the candidate's application. The announcement of the Election of the Dean shall be published in the public section of the FM UO website at the latest 5 business days from the date of establishment of the Election Committee.
2. The first meeting with the Election of the Dean must take place at least 1 month prior to the conclusion of the term of office of the current Dean.



3. The provisions of par. 1 and 2 do not apply to a repeated or extraordinary Election of the Dean, which is held as needed. The AS FM UO shall determine the date of a repeated or extraordinary election.
4. Proposals of candidates can be submitted by any member of the Academic Community of the FM UO. Proposals of candidates shall be submitted in writing in document form, at the latest by the deadline set out in the election time schedule, to the members of the Election Committee of the AS FM UO, in the manner specified when the election was announced. The proposal must contain identification of the proposer in relation to membership in the Academic Community of the FM UO, identification and consent of the candidate, and contact details for the candidate for telephone and electronic communication.
5. The election schedule sets the deadline for the delivery of additional documents for acceptance of the candidate's proposal. Mandatory documents are always a negative lustration certificate and an affidavit in the original or an officially certified copy submitted in accordance with Act No. 451/1991 Coll., as amended (except candidates born after 1st December 1971) and an extract from the criminal record.
6. The Election Committee shall verify the completeness and correctness of the submitted proposals and draw up a list of candidates, which shall be published in the public part of the FM UO website by the date specified in the election schedule.
7. At the latest two weeks prior to the election date, the proposed candidates shall submit to the chairman of the Election Committee their CVs and election programs. These documents shall be published in the public part of the FM UO website at least ten days prior to the Election of the Dean.

Article 4

Meeting of the academic community

1. The chairman of the Election Committee shall, at least one week prior to the Election of the Dean, convene a meeting of the Academic Community of the FM UO, at which the candidates on the candidate list shall acquaint the Academic Community of the FM UO with their election programs.
2. The pre-election meeting of the Academic Community of the FM UO shall be chaired by the chairman of the Election Committee or a member of the Election Committee from the ranks of the Chamber of academic staff authorized by the chairman in his/her absence.
3. The course of the meeting is also available to members of the Academic Community of the FM UO online with identified access.
4. Only members of the Academic Community of the FM UO, the rector, and the vice-rector on his behalf can participate in the meeting of the Academic Community of FM UO.

Article 5

Voting on the resolution on the proposal of the appointment of the Dean

1. The Election of the Dean can proceed if at least 1 candidate is proposed. The Election of the Dean shall be secret and the AS FM UO shall vote as a whole upon the condition according to Article 10 Paragraph 2 of the Procedure Regulations AS FM UO. If the election cannot be performed according to the provision, a substitute election date must be announced within one week.
2. The ballot shall be a list of the names of proposed candidates. The ballot shall be valid only if a maximum of one candidate shall be marked on it in the appropriate manner. If none of the candidates is marked, the voter is considered to have abstained from voting.
3. The resolution on the proposal for the appointment of the dean shall be accepted in the first round if the candidate receives the supermajority of votes from all the members of the AS FM UO.
4. If only one candidate is proposed in the first round and this candidate does not receive the majority of votes of all members of the AS FM UO, a second round of voting shall take place on that same day. in the second round the proposed candidate does not receive the majority of votes from all the members of the AS FM UO:
 - a) the AS FM UO shall announce a repeated election within one week;
 - b) a new candidate list shall be set up for the repeated election and the election shall be conducted pursuant to Article 3 par. 4 to 6 and Article 5 par. 1 to 6. A meeting of the Academic Community of the FM UO shall be convened only if at least one new candidate is proposed.
5. If in the first round two candidates are proposed and neither receives a supermajority of votes from all the members of the AS FM UO:
 - a) a second vote shall be held on the same day into which the candidate with the higher number of votes shall proceed. The candidate shall be elected if an absolute majority of all the members of the AS FM UO vote for the candidate. If even in the second round the candidate does not receive an absolute majority of votes from all the members of the AS FM UO, the AS FM UO shall announce new elections within one week. A new candidate list shall be set up for the repeated election and the election shall be conducted pursuant to Article 3 par. 4 to 6 and Article 5 par. 1 to 6. A meeting of the Academic Community of the FM UO shall be convened only if at least one new candidate is proposed.
 - b) in the case of an equal number of votes for both candidates, the AS FM UO shall, within one week, announce a repeated election; a new candidate list shall be prepared for the repeated election and the election shall be conducted pursuant to

Article 3 par. 4 to 6 and Article 5 par. 1 to 6. A meeting of the Academic Community of FM UO shall be convened only if at least one new candidate is proposed.

6. If three or more candidates are proposed in the first round and none of them receives an absolute majority from all the members of the AS FM UO:
 - a) a second vote shall be held on the same day into which the candidate with the highest number of votes shall proceed. If more than one candidate receives an equal number of votes in the first place, all such candidates shall proceed to the second round of elections.
 - b) a candidate shall be elected in the second round if he/she receives an absolute majority from all the members of the AS FM UO. If even in the second round the candidate does not receive an absolute majority from all the members of the AS FM UO, the AS FM UO shall announce new elections within two weeks. A new candidate list shall be prepared for the repeated election and the election shall be conducted pursuant to Article 3 par. 4 to 6 and Article 5 par. 1 to 6. A meeting of the Academic Community of the FM UO shall be convened only if at least one new candidate is proposed.
7. The meeting of the AS LF OU for a repeat election must be held no earlier than 14 days and no later than 30 days after the previous unsuccessful election
8. During the election of the dean, any of the proposed candidates can withdraw from their candidacy, always before the start of the relevant election round.
9. If the proposal for the appointment of a dean has been accepted, it is forwarded by the chairman of the AS FM UO to the rector.

Article 6

Repeated election and extraordinary election

1. If no candidate is elected in the second round the AS FM UO shall announce, within two weeks, a new repeated election. For this new repeated election of the dean, those candidates who participated in the previous unsuccessful rounds of elections cannot be included in the list of candidates.
2. The AS FM UO shall announce an extraordinary Election of the Dean if the dean is recalled or resigns from office prior to the expiration of the due term of office.
3. The AS FM UO shall announce the schedule for the extraordinary election of the dean no later than 1 month after the dean's dismissal from office, after the dean's notification of resignation from office, or after the dean announces resignation on a predetermined date. Voting in a special election is carried out according to this appendix.

Part two

PROPOSAL FOR THE RECALLING OF THE DEAN

Article 7

Proposal of the recalling of the Dean of the FM UO

1. Any member of the AS FM UO can submit a proposal for the recalling of the dean. The proposal for the recalling of the Dean must be submitted in writing, paper, or electronic form together with reasons for the recalling.
2. The Chairman of the AS FM UO, together with both vice-chairmen, shall assess the correctness of the proposal for recalling the Dean. The proposal is formally correct if it complies with the requirements set out in par. 1 of this Article. If the proposal is unacceptable, it shall not be discussed further.
3. At the subsequent, typically extraordinary meeting of the AS FM UO, the proposal for recalling the Dean shall be discussed. The Dean shall be guaranteed a period of at least 15 calendar days to prepare for the meeting. In the discussion, the Dean shall make a statement on the reasons set out in the proposal and shall be entitled to ask questions of persons who submitted the proposal about such reasons.
4. Immediately after the conclusion of the discussion the proposal for recalling of the Dean shall be voted on. Voting shall be secret and the AS FM UO shall vote as a whole.
5. The vote shall require the participation of at least 3/5 of all members of the AS FM UO and representation of both chambers. If the vote cannot be performed according to this provision, a substitute date of the extraordinary meeting of the AS FM UO must be announced within 5 business days, and the proposal for recalling the Dean shall be voted on then. If the AS FM UO does not constitute a quorum even in the substitute meeting, the proposal shall be considered rejected.
6. The proposal for recalling the Dean shall be accepted if three-fifths of all members of the AS FM UO vote for it.
7. The Chairman of the AS FM UO shall hand over to the Rector the proposal for recalling the Dean, including due reasons and the result of the vote.