



ELECTION REGULATIONS of the Academic Senate FM UO

Approved by the AS FM UO: 22nd May 2023

Approved by the AS UO: 19th June 2023

Valid from: Date of approval by the AS UO

Effective from: Date of approval by the AS UO

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 19th June 2023 under ref. No. OU-113233/11-2023.

Article 1

Introductory provisions

1. The Election Regulations of the Academic Senate of the Faculty of Medicine of the University of Ostrava (hereinafter "Election Regulations") is the internal regulation of the Faculty of Medicine of the University of Ostrava (hereinafter "FM UO"), which is issued based on Section 33 Art. 2 par. b) in relation to Section 26 and Section 27 Act No. 111/1998 Coll., on universities and amendment and supplementation of other laws (Universities Act), as amended (hereinafter "Act"), and further Article 6 paragraph 8 and Article 20 paragraph 2 letter b) Statute of the LF OU.
2. These Election Regulations determine the number of members of the Academic Senate of the Faculty of Medicine of the University of Ostrava (hereinafter "AS FM UO"), the method of election of senators and election of their substitutes and method of establishing the presidium, or other bodies of the AS FM UO.
3. The AS FM UO is an autonomous representative academic body of the FM UO.

Article 2

Structure of the AS FM UO

1. The AS FM UO has 18 members. It is formed by the chamber of academic staff, which has 12 members, and the chamber of students, which has 6 members. The chamber of academic staff comprises two sections (the section of theoretical and non-medicinal fields, and the section of pre-clinical and clinical fields). The classification of academic workers into the respective sections is defined by the Organization Regulation, which is issued in the form of the Dean's provision. In the event of a change in the classification of the workplace to another section in the Organizational Rules during the election period, the membership of the elected member is not affected and the new classification is only considered in the next regular or special elections. The chamber of students comprises two sections (the section of medicinal fields and the section of non-medicinal fields).
2. Only the academic staff of the FM UO can be members of the chamber of academic staff. Only students enrolled at the FM UO can be members of the chamber of students.
3. Pursuant to Section 26 Art. 1 of the Act the members of the academic community of the FM UO elect members of the AS FM UO from their ranks. The academic community of the FM UO is formed by academic staff and students.
4. The powers and scope of activities of the AS FM UO are set out in Section 27 of the Act.
5. The AS FM UO heeds the academic freedoms of the members of the academic community of the FM UO and the enforcement of democratic principles in the management of the FM UO.

6. The AS FM UO is accountable for its activities to the academic community of the FM UO.

Article 3 Elections

1. Elections to the AS FM UO are direct with secret voting in an electronic form. Regular elections to the AS FM UO are announced by the Dean of the FM UO at the latest 30 calendar days prior to the end of the previous AS FM UO term of office. The date of extraordinary, and repeated elections is set by the Dean as needed. The date of the supplementary elections is set by the AS FM UO.
2. The Dean sets the schedule of regular elections upon the proposal of the AS FM UO. For the purposes of the organization of elections, the Dean of the FM UO establishes an election committee upon the proposal of the current AS FM UO; the election committee is made up of members of the academic community of the FM UO. The election committee shall comprise at least four members represented in parity by academic staff and students of the FM UO. The election committee shall elect a chairman from its ranks. Membership of the election committee is incompatible with candidature to the AS FM UO in regular, extraordinary, or repeated elections. In this case, membership of the election committee becomes void on the date of acceptance of candidature to the AS FM UO and the Dean shall supplement the election committee with the required number of new members. The election committee shall organize the proceedings of the elections and draft an election protocol. The activity of the election committee terminates after the election of the chairman of the AS FM UO.
3. The election schedule, including the election announcement, shall be published on the OU Portal within 3 working days after its determination. The chairman or authorized member of the election commission is responsible for publication, or in the case of a schedule set by the dean according to paragraph 1, the dean

Article 4 Proposals for candidates and list of candidates

1. Only the member of the respective section can propose a candidate for membership in a particular section of the AS FM UO. If the same person is a student and also an academic worker, this worker shall be deemed a member of the chamber of academic staff of the respective section for the purposes of these Election Regulations. If one and the same person is a student or academic worker in both sections, for the purposes of this article, he must choose one of the sections for which he will apply. In case the same proposal is submitted to both sections, both proposals are invalid.
2. The proposal of a candidate to the respective section of the chamber of academic staff must contain the following: name and surname of candidate, name of his/her workplace, respective section, his/her written consent towards the candidature, and a written representation that the candidate is not aware of any obstacles to his/her

election, or that such obstacles shall pass prior to the date of elections, certified by his/her signature.

The proposal of a candidate to the respective section of the chamber of students must contain the following: name and surname of the candidate, his/her study program and respective section, his/her written consent towards the candidature, and a written representation that the candidate is not aware of any obstacles to his/her election, or that such obstacles shall pass prior to the date of elections, certified by his/her signature.

Further, each proposal of a candidate must contain contact data of the candidate (e-mail), his/her phone number, name, and surname of the proposer(s), his/her workplace or study program, respective section, and his/her signature.

3. At the date of submission of the proposal for candidates, the candidate and proposer must be members of the academic community.
4. Proposals of candidates in respective sections are submitted in writing as documents on forms that are available on the UO portal or as part of the announcement of elections, in sealed envelopes to any member of the election committee, who shall confirm acceptance by his/her signature on the delivery form and on the envelope received. The recipient of the proposal and the time of delivery will be indicated on the envelope. The undamaged envelopes containing proposals for candidates shall be handed over by members of the election committee to the chairman of the election committee.
5. The election committee shall check the proposals for candidates and verify, as at the date of elections, the valid membership of the respective candidate and proposer: at the HR department of the FM UO in the case of an academic worker, and at the Study Department of the FM UO in the case of a student. The election committee shall then draft the list of candidates and publish the same on the UO portal in the public section of the FM UO website at the latest 5 business days prior to the commencement of voting. If any section does not have enough proposals for candidates, within 2 working days the election committee shall call on the academic or student community of the respective section to submit proposals for candidates and shall update the published list of candidates, no later than the deadline set in the election schedule.
6. Two lists of candidates, one for each section, shall be prepared for elections to the chamber of academic staff. Two lists of candidates, one for each section, shall be prepared for election to the chamber of students.

Article 5

Proceedings of voting and publishing of election results

1. Elections are direct, with secret voting in electronic form through the UO Portal application.

2. The application in the Portal is open for voting for at least 4 working days. If there is a holiday or a day off between working days, the votes cast during this time are valid.
3. An academic worker, regardless of affiliation to a given section, has the right to mark a maximum of 6 candidates on the candidate list in each section.
4. A student, regardless of affiliation to a given section, has the right to mark a maximum of 3 candidates on the list of candidates in each section.
5. In the event of an extraordinary situation causing the impossibility of electronic elections in the manner specified in paragraphs 1 to 4 of this article, voting will be extended by a number of working days equal to the number of working days during which the extraordinary situation lasted. Schedule dates that have not expired by the date of the election are extended by the period according to the previous sentence.
6. After the elections, the election committee at the latest after three business days shall announce the election result and publish the election protocol on the UO portal. Proposals for candidates and the original election protocol are the documents that the AS FM UO must archive.
7. At the latest within 5 business days from the publishing of the election results the chairman of the election committee shall inform the newly-elected members of the AS FM UO of their election and also of the date of the first meeting of the AS FM UO.

Article 6

Election key and substitutes

1. Candidates shall be ordered according to the number of votes received in the respective section separately for the chamber of academic staff and chamber of students.
2. The academic staff and students who received the highest number of votes in their sections and at the same time received at least 10% of the total number of votes shall be elected to the AS FM UO.
3. As part of regular elections, the first 6 candidates from each section of the chamber of academic staff and 3 candidates from each section of the student chamber become members of the AS LF OU in the order of the highest number of votes in the given section. In case of the same number of votes for the candidates in the given section, the candidate's membership in AS LF OU will be decided by lot. The chairman of the election commission conducts the public lottery in front of the election commission.
4. Unelected candidates in the order according to received votes in each section of the chamber of academic staff shall become substitutes for the respective section for the respective term of office of the AS FM UO, while the condition of obtaining at least 10% of the votes applies.
5. Unelected candidates in the order according to received votes in each section of the chamber of students shall become substitutes for the respective section for the

respective term of office of the AS FM UO, while the condition of obtaining at least 10% of the votes applies.

6. If the respective section does not have substitutes, supplementary elections for the given section shall be announced by AS FM UO if necessary. The list of substitutes shall be part of the election protocol. A substitute may reject membership in the AS FM UO, in writing delivered to the hands of the chairman of the AS FM UO, whereby such person ceases to be a substitute. The substitute shall perform the position of member of the AS FM UO only for the remainder of the original term of office.
7. Under Art. 12 par.7 the substitute shall perform the position only for the term of suspension of membership of the respective student. If the respective student's membership is not renewed, the position shall be performed under Art.12 paragraph 8.

Article 7 Complaints

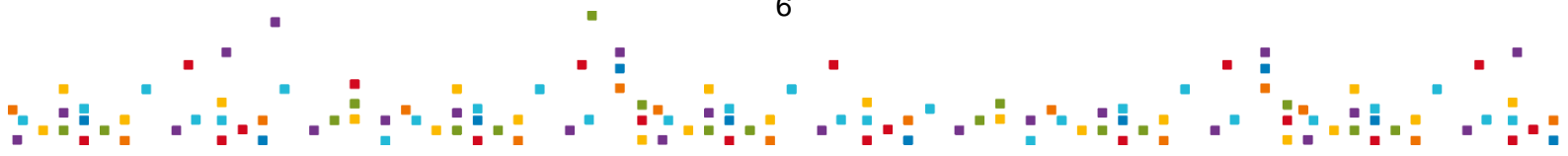
1. A complaint about breach of the Act or these Election Regulations during elections may be filed by any member of the academic community of the FM UO, in writing, in a paper form to the chairman of the election committee.
2. A complaint must be filed at the latest within 5 business days from the date of publishing of the election results and must include reasons.
3. The election committee shall decide on the legitimacy of the complaint within 5 business days from delivery of the complaint. Settlement of the complaint shall become an annex to the election protocol.
4. The lapse of the term for filing complaints shall mean that the elections proceeded in compliance with legal regulations, these Election Regulations and other internal regulations of the UO and FM UO, and the election schedule.

Article 8 Extraordinary elections

1. Extraordinary elections to the AS FM UO shall be announced by the Dean if the AS FM UO is discharged pursuant to Art 12 par. 5 clause f)
2. Extraordinary elections shall be announced within 30 calendar days from the date of discharge of the AS FM UO.

Article 9 Repeated elections

1. Elections shall be repeated in the case of serious breach of the Act or these Election Regulations during the elections and such breach could affect the election result in terms of the elected members and substitutes of the AS FM UO.



2. The date of repeated elections, including their time schedule shall be set by the Dean based on the proposal of the Chairman of the Election Committee.
3. The provisions of these Election Regulations shall be applied appropriately to the repeated elections.

Article 10

Supplementary elections

1. Supplementary elections shall be held if the term of office of a member of the AS FM UO has ended and there is not any substitute member or if a sufficient number of AS LF OU members were not elected in the regular elections in the given section.
2. The supplementary elections shall be held only for the section where the case stated in par. 1 shall arise.
3. The date of supplementary elections, including the schedule, is set by the AS LF OU. For the purposes of holding supplementary elections, the AS LF OU establishes an election committee from among members of the academic community of the LF OU.
4. The candidates who receive the highest number of votes in supplementary elections shall become members of the AS FM UO, while the condition of obtaining at least 10% of the votes applies. In the case of an equal count of votes, the result shall be determined by a draw. The chairman of the election commission shall draw lots in front of the majority of the members of the election commission.
5. Other candidates in the supplementary elections shall become substitutes in the order and according to received votes pursuant to Art. 6 par. 4.

Article 11

First meeting of the newly-elected AS FM UO

1. The first meeting of the newly-elected AS FM UO shall be held typically within 15 calendar days from the beginning of the election period. The meeting is convened by the chairman of the election committee who shall also preside over the meeting until the election of the chairman of the AS FM UO.
2. As at the election of the chairman of the AS FM UO the activities of the election committee and its chairman shall cease.

Article 12

Membership and organization of the AS FM UO

1. The regular term of office of the AS FM UO shall be 3 years. It shall commence on the day following the last day of the term of office of the previous AS FM UO, however, at the earliest after the announcement of the election results.
2. Membership in the AS FM UO is non-substitutable.



3. The regular term of office of a member of the AS FM UO is three years and shall commence at the beginning of the term of office of the AS FM UO. The AS FM UO can shorten its term of office as needed by the resolution of the AS FM UO. The membership of all members of the AS FM UO shall cease with the conclusion of the term of office.
4. Pursuant to Section 26 Art. 1 par. 2 of the Act any member of the academic community of the FM UO can become a member of the AS FM UO. Pursuant to Section 26 Art. 2 of the Act membership of the AS FM UO is incompatible with the position of rector, vice-rector, bursar, dean, vice-dean, faculty secretary, and director of a university institute.
5. The term of office of a member of the AS FM UO shall cease:
 - a) on the date of regular expiration of the term of office of the AS FM UO;
 - b) on the date of expiration of membership in the respective chamber of the AS FM OU with the exception of the procedure according to paragraph 7;
 - c) on the date immediately following the date of delivery of a written representation of the member of the AS FM UO to the chairman of the AS FM UO on resignation from the position;
 - d) on the date of occurrence of incompatibility of membership of the AS FM UO pursuant to Art. 12 par. 3 of these Election Procedures and Art. 6 par. 6 of the FM UO Statute;
 - e) on the date immediately following the day of unexcused absence from the second consecutive meeting of the AS FM UO;
 - f) on the date of discharge of the AS FM UO, which shall occur:
 - i) if the AS FM UO does not act during a period of 6 months according to Section 27;
 - ii) if the majority of all the members of the AS FM UO resign.
6. After the extinction of membership of any member of the AS FM UO during the term of office, his/her position is taken by a substitute for the respective section to which he was originally elected, the remainder of the original term of office with the exception of the procedure according to par. 7. The chairman of AS LF OU shall inform the substitute in the relevant section in writing no later than 3 working days after the date of termination of the previous member's membership and at the same time shall invite him/her to express whether he/she agrees with the membership. IN the event that the substitute does not deliver written consent to membership within 7 calendar days from the delivery of the invitation, this is considered a refusal of membership in AS LF OU, and the next substitute in the order is approached. If such a substitute does not exist, the AS FM UO shall announce supplementary elections for the respective section, with an exception specified in paragraph 7.

7. If a student who is elected to the AS FM UO is accepted to another linked study program provided by the FM UO during his/her term of office, his/her membership of the AS FM UO shall not cease on a condition that the student enrolls in the linked study program within 4 calendar months following the month in which he/she duly concluded studies. Between the end of the studies in the previous study program and the date of enrollment in the immediately following study program in the same section, a substitute from the given section performs the function. Supplementary elections are not announced in this case.
8. The procedure according to paragraph 7 above shall be applied only if the student, no later than within 14 calendar days from due conclusion of studies, notifies in writing the chairman of the AS FM UO about his/her will to continue studies. If the student notifies his/her will to continue in the studies but fails to enroll within the respective term, his/her membership in the AS FM UO shall cease as at the date of due conclusion of studies, and a substitute member shall perform the office for the remainder of the respective term of office.

Article 13

Election and recalling of the chairman of the AS FM UO and chairmen of the chambers

1. The presidium of the AS FM UO shall comprise a chairman and two vice-chairmen.
2. The AS FM UO shall elect the chairman at its meeting from its ranks by secret vote. The AS FM UO shall constitute a quorum if the absolute majority of all members are present. The chairman of the AS FM UO shall be elected if a majority of the attending members of the AS FM UO vote in favor. Any member of the AS FM UO can submit a proposal for chairman. The proposed candidate must agree with his/her candidature.
3. Each chamber shall separately elect the chamber chairman from its ranks, whereas such chamber chairman shall automatically become the vice-chairman of the AS FM UO and a member of the presidium of the AS FM UO. The respective chamber shall constitute a quorum if the absolute majority of all members of the respective chamber are present. The chairman of the chamber shall be elected if a majority of the attending members of a respective chamber of the AS FM UO vote in favor. Any member of the respective chamber can submit a proposal for chairman. The proposed candidate must agree with his/her candidature.
4. The chairman of the AS FM UO can be recalled from his/her position at any time during the term of office if the AS FM UO decides so in a secret vote. Any member of the AS FM UO can submit a written reasoned proposal for the recalling of the chairman of the AS FM UO. The chairman shall be recalled if the majority of all the members of the AS FM UO vote in favor. In this vote both the chambers of the AS FM UO must be represented. The chairman of the AS FM UO can resign from the position.
5. The recalling of the vice-chairmen of the AS FM UO at any time during the term of office for the respective chambers shall be decided by the members of the respective

chambers in a secret vote. Any member of the respective chamber can submit a written reasoned proposal for the recalling of the vice chairman of the respective chamber. The vice-chairman shall be recalled if the majority of all the members of the respective chamber of the AS FM UO vote in favor. The vice-chairmen of the AS FM UO can resign from the position.

6. The position of chairman of the AS FM OU is incompatible with the position of chairman of the chamber of academic staff and the position of chairman of the chamber of students.

Article 14

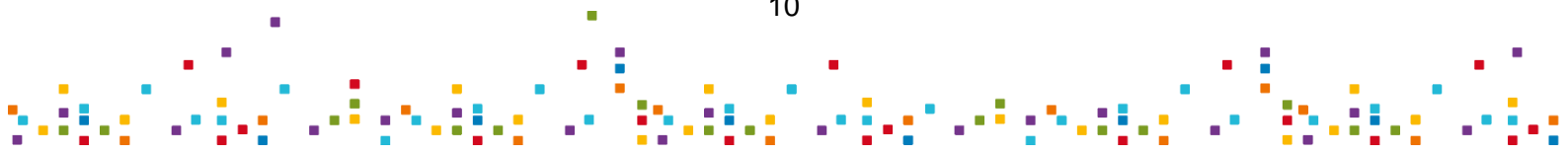
Joint provisions

1. For the purposes of these Election Regulations “all members of the AS FM UO” shall mean the total number of members of the AS FM UO set out in Art. 2 par. 1 of these Regulations, i.e. occupied and unoccupied.
2. For the purposes of these Election Regulations, the written form of communication is considered to be a paper or electronic form, while the electronic form of communication is considered an e-mail sent from the UO university address to the UO university e-mail address. For the purposes of these Election Regulations, the written form of communication is considered to be a paper or electronic form, while the electronic form of communication is considered an e-mail sent from the UO university address to the UO university e-mail address.
3. The day the electronic communication is sent is considered the day of delivery.
4. The AS FM UO can establish committees as needed from its ranks for the entire term of office or ad hoc.

Article 15

Concluding provisions

1. The currently valid Election and Procedure Regulations of the Academic Senate of the Faculty of Medicine of the University of Ostrava approved by the AS UO on 25th October 2021, are hereby canceled.
2. These Election Regulations of the AS FM UO were approved by the Academic Senate of the Faculty of Medicine of the University of Ostrava on 22nd May 2023 pursuant to Section 27 Subsection 1 clause b) of the Act.
3. These Election Regulations of the AS FM UO were approved by the Academic Senate of the Faculty of Medicine of the University of Ostrava on 18th December 2017 pursuant to Section 9 Subsection 1 clause b) of the Act and become valid on this date.
4. These Election Regulations of the AS FM UO become effective on the date of announcement of the first elections to the AS FM UO following after the validity of these



Election and Procedure Regulations of the AS FM UO, whereas it applies that these elections are subject to same.

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Dean of the Faculty of Medicine of UO