

UNIVERSITY OF OSTRAVA  
FACULTY OF MEDICINE

ELECTION REGULATIONS  
of the Academic Senate FM UO

Approved by the Academic Senate, Faculty of Medicine, University of Ostrava: 6<sup>th</sup> December 2017

Approved by the Academic Senate, University of Ostrava: 18<sup>th</sup> December 2017

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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 18<sup>th</sup> December 2017 under ref. No. OU-91357/11-2017.

## **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 20 part. 2 clause b) and Art. 6 par. 8 of the FM UO Statute.

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). Each section is represented by 6 members from the ranks of the academic staff. 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. The chamber of students comprises two sections (the section of medicinal fields and the section of non-medicinal fields). Each section is represented by 3 members from the ranks of students, except for situations defined in the last sentence No. 4 of par. 5.

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 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. Regular elections to the AS FM UO are announced by the Dean of the FM UO at the latest 30 days prior to the end of the previous AS FM UO term of office. The date of extraordinary, supplementing and repeated elections is set by the Dean as needed. Announcement of elections, including schedule, is made by publication on the UO portal. The Dean is responsible for this publishing.

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 newly-elected AS FM UO. 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.

## **Article 4**

### **Proposals for candidates and list of candidates**

1. Only the member of the respective section can propose a candidate for membership of 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.

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 candidate, his/her study programme 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), name and surname of the proposer(s), his/her workplace or study programme, respective section and his/her signature.

3. As 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 which are available on the UO portal or part of the announcement of elections, in sealed envelopes to any member of the election committee, who shall confirm acceptance by his/her signature. The undamaged

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 at the latest 5 business days prior to the commencement of voting. If any section does not have enough proposals for candidates, the election committee shall call on the academic or student community of the respective section to submit proposals for candidates within 2 business days. If the candidates are not supplemented in the given period, the respective section shall be supplemented after elections with the elected senators from the respective chamber according to the highest number of votes regardless of the section.

6. Two lists of candidates, one for each section, shall be prepared for elections to the chamber of academic staff. An academic worker, regardless of pertinence to the respective section, shall be entitled to mark a maximum of six candidates on the list of candidates for each section. Two lists of candidates, one for each section, shall be prepared for elections to the chamber of students. A student, regardless of pertinence to the respective section, shall be entitled to mark a maximum of three candidates on the list of candidates for each section. In the case of marking of a higher number of candidates on the list of candidates or if the marking on the list is unidentifiable, such a vote shall be void.

## **Article 5**

### **Proceedings of voting and publishing of election results**

1. Elections to the AS FM UO are direct with secret voting and are run separately. The election room or other space intended for voting must enable marking of ballots in such a way so as to guarantee secret voting.

2. Voters must prove their identity – student ID card in the case of students, employee ID card in the case of academic staff, or a personal ID card.

3. Each voter can vote only once.

4. After the elections the election committee shall count the votes and at the latest after three business days it shall announce the election result. Proposals for candidates, ballots, election protocols are documents which the AS FM UO must archive. Members of the academic community can review these documents only in the presence of two members of the election committee and with the approval of the majority of members of the election committee. Any review of the said documents shall be recorded in a written protocol.

5. At the latest within 5 business days from 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 shall be elected to the AS FM UO.
3. The first 6 candidates from each section of the chamber of academic staff and first 3 candidates from each section of the chamber of students shall become members of the AS FM UO. In the case of the same number of votes for candidates in a given section a draw shall decide on the membership of the candidate in the AS FM UO. The public draw shall be performed by the chairmen of the election committee. If any section does not have enough elected senators, such a section shall be supplemented by elected senators from the respective chamber regardless of the section according to the number of votes.
4. The first three 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.

The first two 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.

If the respective section does not have substitutes, the Dean shall announce supplementary elections to this section 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.

Pursuant to 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 pursuant to 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 as a document 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 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 by 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 no substitute.

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 their time schedule shall be set by the Dean based on the proposal by the chairman of the AS FM UO.

4. The candidates who receive the highest number of votes in supplementary elections shall become members of the AS FM UO. In the case of an equal count of votes the result shall be determined by a draw.

5. Other candidates in the supplementary elections shall become substitutes in the order of 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 days from the beginning of the term of office. 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 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 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 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 section of the academic community of the FM UO 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. In the case of 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 for the remainder of the original term of office with the exception of the procedure according to par. 7. If such a substitute does not exist, the Dean shall announce supplementary elections for the respective section, if the term of office of the AS FM UO is still longer than six months.

7. If a student who is elected to the AS FM UO is accepted to another linked study programme provided by the FM UO during his/her term of office, his/her membership of the AS FM UO shall not cease on condition that the student enrolls in the linked study programme within 5 calendar months following the month in which he/she duly concluded studies.

8. The procedure according to paragraph 7 above shall be applied only if the student, within 14 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 but fails to enrol 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 favour. 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 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 chamber of the AS FM UO I vote in favour. 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 favour. 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 favour. 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 chamber of academic staff and 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. 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 16<sup>th</sup> September 2013, is hereby cancelled.

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 6<sup>th</sup> December 2017 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 18<sup>th</sup> 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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