



**OSTRAVSKÁ UNIVERZITA**  
PŘÍRODOVĚDECKÁ FAKULTA

---

# Electoral Regulations of the Academic Senate of the Faculty of Science of the University of Ostrava

---

Approved by the Academic Senate of the Faculty of Science: 23 October 2017

Approved by the Academic Senate of the University of Ostrava: 20 November 2017

Valid from: 20 November 2017

Effective from: 20 November 2017



## Article 1

### Introductory Provisions

1. The Electoral Regulations of the Academic Senate of the Faculty of Science of the University of Ostrava (hereunder “the Electoral Regulations“) govern – at the Faculty of Science of the University of Ostrava (hereunder “the Faculty of Science“) in accordance with Act no. 111/1998 Sb on higher education and on amendments and additions to other acts (the Higher Education Act), as subsequently amended (hereunder “the Higher Education Act“), and the Statute of the Faculty of Science – the procedure of the election of members of the Academic Senate of the Faculty of Science (hereunder “the Academic Senate of the Faculty of Science“), procedure of the election of alternate members, appointment of the Chairperson, and establishment of other bodies of the Academic Senate of the Faculty of Science.
2. The Academic Senate of the Faculty of Science is a representative academic self-government body of the Faculty of Science. Powers of the Academic Senate of the Faculty of Science result from the Higher Education Act and the Statute of the Faculty of Science.

## Article 2

### Composition of the Academic Senate of the Faculty of Science

1. The Academic Senate of the Faculty of Science has 21 members, of which 14 members are members of academic staff and 7 members are students.
2. Membership of the Academic Senate of the Faculty of Science is non-delegable and mutually exclusive with the offices of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, Director of University Institute, and Department Head.
3. The Academic Senate of the Faculty of Science has two chambers: Chamber of Academic Staff and Chamber of Students.
4. Each department of the Faculty of Science is represented by at least one member of the Chamber of Academic Staff.

## Article 3

### Electoral Curiae

1. For the purposes of the elections to the Academic Senate of the Faculty of Science, members of the Academic Community of the Faculty of Science are divided into two curiae: Curia of Academic Staff and Curia of Students.
2. A member of the Curia of Academic Staff can only be an academic employee of the Faculty of Science. A member of the Curia of Students can only be a student enrolled (registered) at the Faculty of Science. If one person is a student and at the same time an academic employee, for the purposes of these Electoral Regulations he/she is considered a member

of the Curia of Academic Staff. If such a person wanted to be belonging to the Curia of Students, he/she identifies this in writing and via the Chairperson of the Election Committee within a period determined in the Election Timetable.

3. Members of the Curia of Academic Staff are only entitled to propose and elect members to the Chamber of Academic Staff. Members of the Curia of Students are only entitled to propose and elect members to the Chamber of Students.

## Article 4 Term of Office

1. The proper term of office of the Academic Senate of the Faculty of Science lasts 36 months. The term of office of the Academic Senate starts on the date immediately following the date of termination of the term of office of the retiring Academic Senate of the Faculty of Science, but no earlier than after the announcement of the Academic Senate of the Faculty of Science election results.
2. Full term of office of a member of the Academic Senate of the Faculty of Science is three years and it starts with the start of the term of office of the Academic Senate of the Faculty of Science. The term of office of a member of the Academic Senate of the Faculty of Science is terminated:
  - a) on the date on which the member ceases to be a member of a relevant academic curia of the Academic Community of the Faculty of Science;
  - b) on the date on which the member's membership of the Academic Senate of the Faculty of Science becomes incompatible with his/her other functions, in accordance with Article 9, paragraph 3 of the Statute of the Faculty of Science, and Article 2, paragraph 2 of these Electoral Regulations;
  - c) on the date following the date of which a written notification of the member's resignation is delivered to the Chairperson of the Academic Senate of the Faculty of Science;
  - d) on the date following a member's absence from the third successive session of the Academic Senate of the Faculty of Science;
  - e) on the date of termination of regular term of office of the Academic Senate of the Faculty of Science;
  - f) on the date on which the term of office of all members of the Academic Senate of the Faculty of Science expires, in accordance with the Section 26, Subsection 3 of the Higher Education Act.
3. If the membership of the Academic Senate of the Faculty of Science ceases to exist in accordance with the paragraph 2a) – 2d), an alternate member starts to exercise the functions of this office for the remainder of the given term of office.

## Article 5 Election Committee

1. For the purposes of the elections, the Academic Senate of Faculty of Science establishes, for given term of office, a permanent election committee from among the members of the Academic Community of the Faculty of Science. If not established by the Academic Senate of the Faculty of Science, the election committee is appointed by the Dean. The election committee has 5 members of whom at least 1 member is a member of the Curia of Students.

The election committee elects a Chairperson from among its members. The first session of the commission after its establishment is convened by the Chairperson of the Academic Senate of the Faculty of Science.

2. Membership of the election committee is mutually exclusive with the candidacy to the Academic Senate of the Faculty of Science within the given elections. The membership of the election committee is terminated on the date on which the proposal for candidacy to the Academic Senate of the Faculty of Science is accepted and the required number of election committee members is completed by the Academic Senate of the Faculty of Science or, if the Academic Senate of the Faculty of Science fails to complete it, by the Dean.

## Article 6 Election Timetable

1. Elections are normally held a month before the termination of the term of office of the retiring Academic Senate of the Faculty of Science. The first sentence does not apply to extraordinary elections, re-elections and by-elections, which take place as needed. The date for holding extraordinary elections, re-elections and by-elections is specified in the Election Timetable by the Academic Senate of the Faculty of Science or, if the Academic Senate of the Faculty of Science fails to do so, by the Dean.
2. The Election Timetable is determined by the Academic Senate of the Faculty of Science on the basis of a proposal from the Chairperson of the Election Committee via a resolution made at a session of the Academic Senate of the Faculty of Science at least two months prior to the termination of the term of office of the Academic Senate of the Faculty of Science. The timetable of extraordinary elections, re-elections and by-elections is determined by the Academic Senate of the Faculty of Science as needed. If the Academic Senate of the Faculty of Science fails to do so, the Election Timetable is determined by the Dean.
3. Election Timetable including the announcement of the calling of elections is published in the Portal of the University of Ostrava within three days of the timetable's establishing. It is the responsibility of the Chairperson of the Election Committee to publish all the above-mentioned information; in the case of the Election Timetable determined by the Dean, as described in paragraph 2 above, it is the responsibility of the Dean.

## Article 7 Electoral Lists

1. Electoral lists of eligible voters for the Curia of Academic Staff and the Curia of Students are published in the Portal of the University of Ostrava within the time limits specified in the Election Timetable. The publication of the lists is the responsibility of the Chairperson of the Election Committee.
2. Members of the Academic Community of the Faculty of Science may submit justified objections to the accuracy of published electoral lists to the Chairperson of the Election Committee by the date defined in the Election Timetable. The objections are made in writing and submitted via the Registrar's Office of the University of Ostrava or directly to the

Chairperson of the Election Committee. The Election Committee must address the objections within 5 working days. Objections submitted after the deadline are not addressed. If the time limit expires without result, the electoral lists are considered to be in accordance with the legislation, these Electoral Regulations, and other internal regulations of the University of Ostrava and the Faculty of Science. A record of how objections were addressed becomes an appendix to the election records.

## Article 8 Nominations of Election Candidates

1. Candidates may be nominated by any member of the Academic Community of the Faculty of Science in accordance with Article 3, paragraph 3 of these Electoral Regulations.
2. Nominations are submitted to the Chairperson of Election Committee on a form that is an appendix to the Election Timetable, via the Registrar's Office or in person.
3. The nomination must include a written consent of the nominated candidate with the candidature and a brief presentation of views the candidate plans to take in the Academic Senate of the Faculty of Science, and objectives he/she plans to pursue in the development of the Faculty of Science and the University of Ostrava.
4. The nomination must include the name and surname of both the nominated candidate and the person who nominates him/her, their degrees, electronic mail, identified membership of the Curia, and, in the case of a candidate for the Chamber of Academic Staff, the identification of the department, and, in the case of a candidate for the Chamber of Students, the study programme and signature.
5. Both the nominated candidate and the person who nominates him/her must be members of the Academic Community on the cut-off date of the nomination submitting established in the Election Timetable.

## Article 9 List of Candidates

1. The List of Candidates is compiled by the Election Committee separately for each Curia on the basis of nominations received by the deadline established in the Election Timetable. The Election Committee verifies whether the nominees satisfy the requirements given by these Electoral Regulations.
2. The Chairperson of the Election Committee publishes the List of Candidates in the Portal of the University of Ostrava no later than 5 days before the date of the opening of a voting procedure.

## Article 10 Voting Procedure

1. The elections are direct and held by means of secret ballot in electronic form via the Portal of the University of Ostrava. If electronic form cannot be used, the procedure under Article 10, paragraph 6 is applied.

2. Voting by means of secret ballot is guaranteed by appropriate measures supervised by the Election Committee.
3. An application is open for voting in the Portal of the University of Ostrava for 5 working days.
4. A member of the Curia of Academic Staff may vote for a maximum of 14 candidates included in the List of Candidates for the Chamber of Academic Staff.
5. A member of the Curia of Students may vote for a maximum of 7 candidates included in the List of Candidates for the Chamber of Students.
6. If it proves impossible to vote electronically, the election shall be held in a form specified by the Election Committee in the Election Timetable.

## Article 11

### Election Principle

1. An elected member for the Chamber of Academic Staff of the Academic Science of the Faculty of Science is a candidate to have obtained the highest number of votes among the candidates of a given department of the Faculty of Science. Each department of the Faculty of Science is represented by a minimum of one member. Other elected members for the Chamber of Academic Staff of the Academic Senate of the Faculty of Science are the candidates in accordance with the highest number of votes obtained regardless of the membership of a department. Where the votes are equally divided, the issue shall be decided by drawing lots performed by the Chairperson of the Election Committee with the participation of the members of the Election Committee. Membership of an academic employee of a specific department of the Faculty of Science is verified on the basis of an up-to-date list of academic employees, who are candidates, as of the last day of elections.
2. Elected members for the Chamber of Students of the Academic Senate of the Faculty of Science are the first 7 candidates in the order according to the highest number of obtained votes. Where the votes are equally divided, the issue shall be decided by drawing lots performed by the Chairperson of the Election Committee with the participation of the members of the Election Committee.

## Article 12

### Alternate Members

1. Candidates, separately for the Curia of Academic Staff and the Curia of Students, who did not win a mandate and were not elected to the Academic Senate of the Faculty of Science but obtained a number of votes that exceeds half of the votes cast for the last elected candidate in the order become alternate members for the given term of office of the Academic Senate of the Faculty of Science. Their order is given by the number of obtained votes. A List of Alternate Members becomes a part of the election records.
2. An alternate member may, in a written form, refuse membership of the Academic Senate of the Faculty of Science and hand it over to the Chairperson of the Election Committee, by which he/she ceases to be an alternate member.

3. If a vacancy occurs in the Academic Senate of the Faculty of Science resulting from the termination of term of office of its member, an alternate member from the List of Alternate Members starts to fill the position of a member of the Academic Senate of the Faculty of Science, while the provisions included in these Electoral Regulations are taken into account.
4. An alternate member only performs his/her duties as a member of the Academic Senate of the Faculty of Science for the remainder of the relevant term of office.

## Article 13 Election Results

1. Election results are provided by the Election Committee.
2. The assessment of election results is carried out no later than the first working day following the last day of elections.
3. The Election Committee publishes without delay the election results in the Portal of the University of Ostrava.

## Article 14 Complaints

1. Complaints of the infringement of law or of these Electoral Regulations may be submitted in writing by any member of Academic Community of the Faculty of Science to the Chairperson of Election Committee via the Registrar's Office.
2. A complaint must be submitted no later than 5 working days after the publication of the election results and must contain reasons.
3. Election Committee decides whether the complaint is legitimate within 5 working days after the complaint was submitted. The settlement of the complaint becomes an appendix to the election records.
4. If the time limit for complaint submitting in accordance with paragraph 2 expires without result, elections are considered to have been held in accordance with the law, these Electoral Regulations, other internal regulations of the University of Ostrava and the Faculty of Science, and the Election Timetable.

## Article 15 Extraordinary Elections

1. The Dean calls for extraordinary elections to the Academic Senate of the Faculty of Science if the Academic Senate of the Faculty of Science has been dissolved in accordance with Article 4, paragraph 2f).
2. Extraordinary elections are called no later than 30 days from the dissolution of the Academic Senate of the Faculty of Science.



## Article 16

### Re-elections

1. Elections are repeated if there has been a serious infringement of the law or of these Electoral Regulations and this infringement may have influenced the election results in terms of elected members and alternate members of the Academic Senate of the Faculty of Science.
2. Re-elections are adequately governed by the provisions of these Electoral Regulations.
3. Re-elections are only held in that Curia in which the event referred to in paragraph 1 occurred.

## Article 17

### By-elections

1. By-elections are held if the term of office of a member of the Academic Senate of the Faculty of Science has terminated and there is no alternate member.
2. By-elections are held in that Curia in which the event referred to in Paragraph 1 occurred.
3. By-elections are adequately governed by the provisions of these Electoral Regulations.
4. Candidates unelected in by-elections become alternate members in accordance with Article 12.

## Article 18

### Inaugural Session of the Newly Elected Academic Senate of the Faculty of Science

1. The inaugural session of the newly elected Academic Senate of the Faculty of Science is normally held within 3 weeks of the start of the term of office. The inaugural session is convened by the Chairperson of the Election Committee who conducts it until the Chairperson of the Academic Senate of the Faculty of Science is elected.
2. The process of meeting of the Academic Senate of the Faculty of Science at the inaugural session is adequately governed by the Procedural Regulations of the Academic Senate of the Faculty of Science.

## Article 19

### Election and Dismissal of the Academic Senate Chairperson and Chairpersons of the Chambers

1. The Academic Senate of the Faculty of Science elects a Chairperson from among its members, by a majority of its members. If no candidate for the post of Chairperson of the Academic Senate of the Faculty of Science obtains the majority of the votes in the first round, 2 most successful candidates advance to the second round. If more candidates



obtain an equal number of votes in the first place within the first round, all candidates of the first place advance to the second round; if more candidates obtain an equal number of votes in the second place within the first round, all candidates of the second place advance to the second round as well. If in the second round no candidate obtains the majority of votes of all members of the Academic Senate of the Faculty of Science, a new election of the Chairperson of the Academic Senate of the Faculty of Science is held. Each member of the Academic Senate of the Faculty of Science may only run for the Chairperson of the Academic Senate of the Faculty of Science in two consecutive elections of the Chairperson of the Academic Senate of the Faculty of Science.

2. The Chairperson of the Academic Senate of the Faculty of Science may, at any time during his/her term of office, be dismissed or resign from his/her position of Chairperson. A justified proposal for the dismissal may be submitted by any member of the Academic Senate of the Faculty of Science. The Academic Senate of the Faculty of Science decides on the dismissal by a majority of its members.
3. The post of Chairperson of the Academic Senate of the Faculty of Science is mutually exclusive with that of Chairperson of the Chamber of Academic Staff or Chairperson of the Chamber of Students.
4. Each of the Chambers of the Academic Senate of the Faculty of Science elects a Chairperson from among its members. The election of the Chairperson of a Chamber adequately copies the election of the Chairperson of the Academic Senate of the Faculty of Science. The elections are governed by the Procedural Regulations of the Academic Senate of the Faculty of Science.
5. The Chairperson of each of the Chambers of the Academic Senate of the Faculty of Science may, at any time during his/her term of office, be dismissed or resign from his/her position of Chairperson. A justified proposal for the dismissal may be submitted by any member of the relevant Chamber. The relevant Chamber of the Academic Senate of the Faculty of Science decides on the dismissal by a majority of its members.
6. The election of the Chairperson of the Academic Senate of the Faculty of Science, Chairpersons of the Chambers of the Academic Senate of the Faculty of Science and their dismissal take place by secret ballot.
7. A member of the Academic Senate of the Faculty of Science may be appointed to the position of Recorder. The activities of the Recorder are stipulated in the Procedural Regulations of the Academic Senate of the Faculty of Science.

## Article 20 Common Provisions

1. For the purposes of these Electoral Regulations, all members of the Academic Senate of the Faculty of Science are understood as the total number of the members (both occupied and vacant) of the Academic Senate of the Faculty of Science referred to in Article 2, paragraph 1 of these Electoral Regulations.

## Article 21 Concluding Provisions

1. The Electoral Regulations and the Procedural Regulations of the Academic Senate of the Faculty of Science of 22 April 2013 are revoked.
2. These Electoral Regulations were approved by the Academic Senate of the Faculty of Science of the University of Ostrava on 23 October 2017.
3. In accordance with the Section 9, Subsection 1b), Point 2 of the Higher Education Act, these Electoral Regulations of the Academic Senate of the Faculty of Science were approved by the Academic Senate of the University of Ostrava on 20 November 2017.
4. These Electoral Regulations of the Academic Senate of the Faculty of Science become valid and effective on the date on which they are approved by the Academic Senate of the University of Ostrava.

doc. RNDr. Jan Hradecký, Ph.D., in his own hand

Dean of the Faculty of Science of the University of Ostrava