

Election Rules of the Academic Senate of the Faculty of Medicine of Masaryk University

(As amended with effect from 1 February 2019)

Part One Introductory provisions

Article 1

Basic provisions

- (1) The Electoral Regulations of the Academic Senate of the Faculty of Medicine of Masaryk University (hereinafter also referred to as "the Regulations") are internal regulations of the Faculty of Medicine of Masaryk University (hereinafter also referred to as "the Faculty" or "LF MU") pursuant to Section 33 (1) and (2) (b) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended (hereinafter also referred to as "the Act").
- (2) These Regulations govern in accordance with the law and the MU Faculty of Arts Statutes:
 - a) the activities of the Election and Mandate Committee of the Academic Senate of LF MU (hereinafter referred to as "AS LF MU"),
 - b) method and course of elections to the AS LF MU
- (3) The election of faculty representatives to the Academic Senate of Masaryk University is governed by the internal regulations of Masaryk University.

Part Two

Activities of the Electoral and Mandate Committee of the AS LF MU

Article 2

Electoral and Mandate Commission

- (1) Elections are organised and managed by the AS LF MU Election and Mandate Commission (hereinafter referred to as the "Commission") in cooperation with district election commissions, if these are established.
- (2) The Commission is established on the day of its establishment according to Article 6 of the Rules of Procedure of the AS LF MU and expires on the day of the constituent meeting of the new AS LF MU.
- (3) The committee consists of at least two committee members and the chairman of the committee appointed in accordance with Article 6 of the Rules of Procedure of the AS LF MU.
- (4) The Commission shall have the capacity to deliberate in the presence of at least half of its members and its resolutions shall be adopted if a majority of the members present are in favour of them.
- (5) The Commission may act per rollam if its chairman so proposes. In such a case, the approval of a majority of all members shall be required for the adoption of a resolution.
- (6) In particular:
 - a) obtains from the student register and from the data of the personnel department, from the Masaryk University Information System (hereinafter referred to as "MU IS"), the list of members of the academic community of the Faculty with the right to vote in individual constituencies as of the last day of the month preceding the date of the announcement of the election.
 - b) determine the beginning and end of the electronic election; if the election is by ballot paper, determine and publish the polling days and the polling place;
 - c) sets deadlines for the submission of applications and registration of candidates;
 - d) ensure that the electronic election is announced in the IS MU;
 - e) controls the voting process;
 - f) ascertains the results of the vote, confirms the result of the electronic election;
 - g) determines elected members of the AS LF MU and alternate members of the AS LF MU;

- h) if the election is by ballot paper, provide the necessary number of ballot papers with all the necessary details.
- (7) The results of the election shall be announced by the chair of the Election Committee on the official faculty notice board.
 - (8) The results of the electronic election in IS MU are handed over to the AS LF MU chairman after the election is completed, who ensures their archiving. The order of all candidates as they ranked in the election is archived.
 - (9) Membership of the Commission may be waived. The resignation of membership of the Commission shall be delivered to the Chairperson of the Commission. The chairperson shall inform the chairperson of the AS LF MU without undue delay. Membership in the committee expires on the date of the next LF MU AS meeting.
 - (10) If the chairman of the committee resigns from the committee, he is obliged to deliver the resignation to the chairman of the AS LF MU. The function of the chairperson of the committee and membership in the committee ceases on the date of the AS LF MU meeting following the date of delivery of the resignation of membership in the committee.
 - (11) Membership in the committee also ceases on the date on which a member of the committee ceases to be a member of the academic community of the faculty.
 - (12) The function of the committee chairperson also expires on the date of the end of his/her mandate in the AS LF MU.
 - (13) If for any reason the number of committee members is reduced below the number of members specified in paragraph 3 during the term of office of the committee, the chairman of the committee is obliged to propose new committee members to the AS LF MU for approval at the next meeting of the AS LF MU.
 - (14) If the LF MU AS does not complete the number of members of the committee for the specified number of three months, or if it is clear from the circumstances that it will not complete the committee for three months, the dean may establish the committee.

Article 3

District Election Commission

- (1) District electoral commissions shall be established if the election is by ballot.
- (2) The District Election Committees are composed of one representative from the academic community of each department in the respective constituency. The name of the representative shall be notified in writing by the head of the department to the chair of the committee within 14 days of the announcement of the election.
- (3) No later than in the third week after the announcement of the elections, the chairman of the commission shall convene a meeting of the members of the district election commissions, who shall elect the chairmen of the district election commissions by public vote.

Part Three

Method and course of elections to the AS LF MU

Article 4

Method of election

- (1) Elections to the AS LF MU are direct with a secret ballot.
- (2) Elections are held in such a way that students enrolled at the faculty elect 11 representatives from among the students and the academic staff of the faculty elect 22 representatives from among the members of the academic community.
- (3) Elections to the Academic Staff Chamber shall always be held simultaneously for all mandates, except where by-elections are held in accordance with Article 8(8).
- (4) Elections to the student chamber shall be held whenever a vacancy occurs in the office of a member of the student chamber and the office cannot be filled by a substitute

Article 5

Announcement of elections

- (1) Elections are announced by the President of the AS LF MU usually no later than eight weeks before the end of the term of the current AS LF MU. In the event that the LF MU AS term of office expires pursuant to Section 26(3) of the Act, the dean announces the election.

- (2) The decision of the LF MU AS Chairperson on the announcement of the election is published on the official faculty board. This decision is also sent by e-mail within the IS MU to the voters of the relevant constituency.
- (3) For the purposes of the elections, the academic community of the Faculty is divided into 7 constituencies, with the following number of seats:
 - a) Constituency I - LF MU in FN Brno, 7 seats
 - b) constituency II - MU Faculty of Medicine workplaces at the St. Anne's Hospital, the Trauma Hospital and the joint clinics of MU Faculty of Medicine and the Masaryk Institute of Oncology, 6 seats
 - c) Constituency III - Departments of LF MU, 2 seats
 - d) Constituency IV - workplaces of theoretical institutes of the Faculty of Arts and other workplaces for educational, scientific, research and development activities, 7 seats
 - e) Constituency V - dental and postgraduate students, 1 seat
 - f) Constituency VI - students of general medicine and postgraduate studies, 7 seats
 - g) Constituency VII - students enrolled at the faculty in Bachelor's and Master's programmes, 3 seats

Article 6

Option

- (1) The election takes place electronically in the IS MU. If circumstances worthy of special consideration so require, voting may be by ballot paper.
- (2) A voter may vote for no more than as many candidates as there are empty seats in a given constituency in a given election.
- (3) The ballot paper is invalid,
 - a) unless it is a ballot paper issued by the commission,
 - b) if it is broken or otherwise damaged,
 - c) if it is filled in incorrectly,
 - d) if it is sent by an unauthorised user of the IS account.
- (4) The results are not published until after the election in all districts. The results are not available to the returning officer until then.

Article 7

Determining the result of the election

- (1) Candidates who received the highest number of valid votes cast in the respective constituency are elected as members of the AS LF MU until the number of seats per constituency is filled. In the event of an equality of votes which would cause the number of members of the Senate elected in the constituency concerned to exceed the number of seats to be filled, a new election shall be held among the candidates affected by the equality of votes.
- (2) A member of the AS LF MU may resign from his/her mandate at any time during its duration. The mandate expires on the date of delivery of the resignation to the hands of the LF MU AS President, in the case of the LF MU AS President on the date of delivery to the hands of one of the LF MU AS Vice-Presidents.
- (3) The mandate also expires at the moment of termination of the status of a member of the academic community of the faculty.
- (4) If a student elected to the LF MU AS is enrolled in another, immediately subsequent study programme during his/her term of office, his/her mandate does not expire unless a period of more than 120 calendar days elapses between the completed and subsequent programme. During the period of time when it is not clear whether he/she will enter the follow-up programme, the alternate shall act as a substitute. If there is no alternate, the position shall remain vacant until a decision on whether or not to admit the student has been made.

Article 8

Alternate members of the AS LF MU and by-elections

- (1) Candidates for the LF MU AS who did not obtain a mandate in the relevant regular election and received at least ten percent of the votes cast become substitute members of the LF MU AS (hereinafter referred to as "substitute member"). The order of alternate members is determined by the number of valid votes received in the election from highest to lowest.

- (2) In the event that the mandate of an LF MU AS member becomes vacant during his or her term of office, the chair of the committee shall offer the vacated mandate to the replacement member who ran for the LF MU AS in the same constituency for which the mandate was vacated.
- (3) Should a seat be offered to an alternate member with the same number of valid votes cast as one or more other alternate members, there shall be deemed to be no alternate member.
- (4) The alternate member may offer a mandate:
 - a) Accept,
 - b) refuse.
- (5) In the case referred to in paragraph 4(a), the substitute member becomes a member of the AS LF MU on the date of notification of acceptance of the mandate to the chair of the committee. The duration of the term of office of the substitute member, a new member of the LF MU AS, corresponds to the remaining duration of the vacated term of office.
- (6) In the case referred to in paragraph 4(b), the Chairperson of the Commission shall offer the vacant seat to the next member in line in the order of preference without delay after receipt of the refusal of the previous alternate member.
- (7) The status of alternate member shall cease.
 - a) by refusal of the mandate under paragraph 4(b),
 - b) at the time of the resignation of the alternate membership at the hands of the Chairperson of the Commission.
 - c) termination of the status of a member of the academic community of the faculty.
- (8) If there is no replacement for a seat in the Academic Staff Chamber pursuant to paragraph 2, or if all replacement members have declined the offered seat, a by-election of a new member of the AS LF MU shall be held at the earliest possible date in accordance with these Election Regulations. Persons elected in the by-election shall be considered alternates in the order of the number of votes received.
- (9) If there is no replacement for a seat in the student chamber according to paragraph 2, or if all replacement members have declined the offered seat, an election of a new member of the AS LF MU is held at the earliest possible date in accordance with these Election Regulations. The term of office of a newly elected member is three years and runs from the date of the LF MU AS meeting following his/her election.

Article 9

Validity of elections

- (1) For an election to be valid, at least 5% of the members of the constituency concerned must be present.
- (2) In the event of a lower turnout of members of the academic community in the relevant constituency, the election will be repeated. In this case, there is no minimum turnout required for the election to be valid.
- (3) In the case of by-elections, there is no minimum turnout required for an election to be valid.

Article 10

Minutes of the conduct and result of the elections

- (1) The Commission will prepare a record of the course and result of the election, which will be submitted to the President of the AS LF MU. The Commission will prepare and confirm a statement from the IS MU on the voting.
- (2) If the election was conducted by ballot, the lists of voters with the records of the district election commissions and the ballots cast in a sealed envelope signed by the chairman of the commission shall be attached to the minutes.
- (3) The record of the conduct and result of the election shall include:
 - a) a statement from the IS MU about the vote,
 - b) the number of ballot papers issued and the number of valid and invalid ballot papers cast, indicating the reasons for any invalidity if the election is by ballot paper,
 - c) details of the candidates, indicating the number of valid votes cast for each candidate,
 - d) a statement on the conduct and outcome of the elections.
- (4) The record of the conduct and result of the election is signed by the chairman of the commission.

Article 11

Complaints about the conduct and result of the elections

- (1) Members of the academic community have the right to submit complaints to the Election Committee about the voting process until the results are published in the IS MU. The Commission will promptly examine these complaints and express its opinion on them.
- (2) Complaints and the committee's opinions on them must be published immediately on the faculty's website or by other appropriate means.
- (3) Any eligible voter may submit a complaint against the election results and the activities of the election committee in writing to the chair of the AS LF MU within three days of the date of publication of the minutes of the election process and results.
- (4) Complaints about the election results and the activities of the election committee are decided by the President of the AS LF MU. The decision is issued within fifteen days from the date of receipt of the election complaint.
- (5) On the basis of a complaint, the President of the AS LF MU may declare the election against which the complaint is directed invalid.
- (6) If the LF MU AS President declares the LF MU AS elections invalid, he/she shall immediately announce new elections.

Part Four

Transitional, interpretative and final provisions

Article 12

Transitional provisions

- (1) The length of the term of office of the current LF MU AS members is not affected by the adoption of these Regulations.

Article 13

Interpretative provisions

- (1) The election period of the AS LF MU is the term of office of the members of the AS LF MU Academic Staff Chamber.

Article 14

Final provisions

- (2) These Regulations were approved pursuant to Section 27 (1) (b) of the Act by the AS LF MU on 20 November 2018 and by the AS MU on 7 January 2019.
- (3) These Regulations come into force on 1 February 2019 and replace and abolish the previous Election Regulations of the AS LF MU in the version effective from 1 September 2017.

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