

Election Rules of the Academic Senate of the Catholic Theological Faculty of Charles University

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The Academic Senate of the Faculty of Catholic Theology, pursuant to Section 27(1)(b) and Section 33(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, has resolved as follows

Election Regulations of the Academic Senate of the Catholic Theological Faculty as its internal regulation.

Article 1 Introductory Provisions

1. The members of the Academic Senate of the Catholic Theological Faculty (hereinafter referred to as the "Senate" and "Faculty") are elected from among themselves by the members of the academic community of the Faculty in each part of the academic community of the Faculty separately, so that academic staff elect members from among the academic staff and students elect members from among the students. The Senate has twelve members, eight elected from among the academic staff and four elected from among the students.
2. The performance of a function that is incompatible with membership in the Senate under the Higher Education Act or the Statutes of the Catholic Theological Faculty is an obstacle to membership in the Senate.¹
3. The term of office of the members of the Board shall be two years and shall commence on the first day of the twenty-fifth calendar month following the beginning of the term of office of the previous members of the Board. In the event that a valid complaint has been lodged against the preparation, conduct and result of the elections to the Senate (hereinafter referred to as 'the elections') pursuant to Article 6(7), the term of office of the members of the Senate shall begin on the first day of the calendar month following the validity of the results of the re-elections held pursuant to Article 6(8).
4. The provisions of paragraph 3 shall apply mutatis mutandis to new elections held pursuant to Article 6, paragraph 8 of the Statutes of the Catholic Theological Faculty.
5. The membership of a member of the Senate who, pursuant to Article 6, paragraph 7 of the Statutes of the Catholic Theological Faculty and Article 8 of these Regulations, has been elected in a by-election for the remainder of the term of office of the member of the Senate whose seat has become vacant, shall be created by the fourth 1 Section 26, paragraph 2 of the Higher Education Act; Article 6, paragraph 3 of the Statutes of the Catholic Theological Faculty. the day following the publication of the election results in the public section of the Faculty's website. In the event that a

¹ § Section 26(2) of the Higher Education Act; Article 6(3) of the Statute of the Catholic Theological Faculty.

justified complaint has been lodged against the preparation, conduct and result of the by-election, it shall only commence on the day following the date on which the results of the re-run by-election become valid.

6. The election is direct, with a secret ballot.
7. New elections held pursuant to Article 6, paragraph 8 of the Statutes of the Catholic Theological Faculty shall be organised by the Dean of the Faculty; the provisions of these Regulations shall apply mutatis mutandis.
8. Re-elections held pursuant to Article 6, paragraph 9 of the Statutes of the Catholic Theological Faculty shall be organised by the Dean of the Faculty; the provisions of these Regulations shall apply mutatis mutandis.

Article 2 Announcement and organisation of elections

1. No later than six weeks before the expiry of the term of office of the members of the Senate, the Senate shall call elections. Elections shall be held not later than two weeks before the end of the term of office of the members of the Senate.
2. The Senate organises the elections. To that end, it shall elect an electoral commission from among its members, which shall have at least three members, well in advance. If a member of the Electoral Board accepts to stand for election, his membership of the Electoral Board shall cease. Membership shall also cease upon resignation or upon termination of membership of the academic community of the Faculty. Another member shall be elected immediately to fill the vacancy. If a sufficient number of members of the Senate cannot be elected to the Election Committee, another member of the academic community of the Faculty may be elected on the proposal of any member of the Senate. Students and academic staff shall be represented by at least one member. The committee shall elect a chairperson from among its members.
3. The Senate shall set the dates and places of the elections so that they shall be on at least two and no more than three consecutive days on which classes are held at the faculty and so that voting may be held for at least three hours at each designated place on each day.
4. The resolution announcing the election shall be published without delay in the public section of the Faculty's website.
5. No later than two weeks before the first day of the election, the dean's office of the faculty shall draw up and submit to the chair of the election commission a list of the members of the academic community of the faculty, divided into a list of academic staff and a list of students and edited in such a way that it can be used to examine the eligibility of a candidate's proposal to the Senate pursuant to Article 3(4).
6. One day before the first day of the election, the Dean of the Faculty shall verify the current validity of the list referred to in paragraph 5 and shall inform the chair of the Election Committee of the results of this verification. The latter shall modify the list so that it can be used as the electoral roll in accordance with Article 5(3).

Article 3 Candidates, lists of candidates, preparation for elections

1. Only a member of the academic community of the faculty, i.e. an academic staff member who is an employee of the University employed at the faculty or a student enrolled at the faculty, may be nominated as a candidate for the Senate (hereinafter referred to as "candidate").

2. A member of the Faculty's academic community who is both an academic staff member working at the Faculty and a student enrolled at the Faculty may be a candidate in only one part of the Faculty's academic community.
3. Any member or group of members of the academic community of the Faculty may nominate a candidate. The nomination shall be submitted to the Chair of the Committee in writing, in list form, at least two weeks before the first day of the election; the moment of submission of the nomination shall be considered as registration of the candidate. Each proposer shall state the name of the candidate, the faculty department to which the candidate is assigned or the programme and section of study in which the candidate is enrolled, the part of the faculty academic community for which the candidate is proposed, and the candidate's telephone number or e-mail address; each proposer shall give the same information about himself or herself. The written proposal shall be accompanied by the proposed candidate's handwritten consent to the proposal. Proposals which do not comply with these requirements shall be considered invalid.
4. After reviewing the eligibility and the appropriateness of the proposals, the Election Committee will draw up the lists of candidates and publish them in the public section of the Faculty's website two weeks before the first day of the election.
5. Any of the nominated candidates may withdraw their candidacy no later than one day before the first day of the election.

Article 4 Election Campaign

1. Registered candidates may campaign for two weeks before the first day of the election, either individually or jointly presenting themselves to the academic community. The election campaign must be conducted in a fair and factual manner.
2. Registered candidates may present their election materials in the amount of one A4 page in the public section of the Faculty's website and on the Faculty's notice board designated for this purpose for a specified period of time.
3. Electioneering is not allowed during election time. A list of names of registered candidates, including their photographs if applicable, may be displayed in or near the polling station.

Article 5 Conduct of elections

1. At least two members of the electoral commission or at least one member of the electoral commission together with a person authorised by the commission must be present at all times in the polling station or otherwise designated voting area (hereinafter referred to as the "polling station"). They shall supervise the proper conduct of the election. The person in charge may not be a candidate.
2. The polling station must be able to adjust the ballot papers to ensure a secret ballot.
3. The voter shall prove his/her identity to the members of the Electoral Commission present. After this act, the voter is issued with a ballot paper, the receipt of which is confirmed by the voter's signature in the electoral register. From that moment until the election is held, the voter may not leave the polling station.
4. A member of the academic community of the faculty who is both an academic staff member working at the faculty and a student enrolled at the faculty is entitled to vote from only one part of the academic community of the faculty. The signature on the relevant electoral register as referred to in paragraph 3 shall be deemed to be a

written declaration of whether he/she exercises his/her right to vote as an academic staff member or as a student.

5. The voter shall mark the candidates to be elected in the space provided for the adjustment of the ballot papers in the prescribed manner. He may mark no more than the number of candidates to be elected in the chamber to which the voter belongs.
6. The voter places the modified ballot paper in the opening of the sealed ballot box.
7. After the end of the first day, the ballot box is sealed in the presence of at least two members of the Electoral Commission or at least one member of the Electoral Commission together with the person authorised by the Commission. The ballot box shall be stored securely. On the second day, the seal shall be removed in the presence of at least two members of the electoral commission or at least one member of the electoral commission together with the person in charge of the commission, and the integrity of the seal shall be checked beforehand.

Article 6 Election results

1. A meeting of the Electoral Commission shall be held immediately after the hour set for the close of voting. After the ballot boxes have been unsealed, the ballots cast are counted separately for each part of the Faculty's academic community and then divided into valid and invalid ballots.
2. A ballot paper shall be invalid if additional candidates are added to it, or if more candidates are marked than are to be elected in a given chamber, or if no candidate is marked, or if it is otherwise unintelligible.
3. The Election Committee shall count the votes on valid ballots and rank the votes received for each part of the Faculty's academic community separately.
4. Candidates who have received the highest number of valid votes in a given part of the Faculty's academic community in the elections become members of the Senate; their order is determined by the number of votes received.
5. The order of candidates who receive the same number of votes in the election is decided by lot. The drawing of lots shall be carried out by the Electoral Commission and a written record of the drawing of lots shall be made, which shall form part of the minutes referred to in paragraph 6.
6. The Electoral Commission shall draw up a record of the voting process and results, which shall be signed by the members of the Commission. The results of the election shall be published in the public section of the Faculty's website and communicated in writing to the elected candidates and the Dean.
7. Within three working days of the announcement of the election results, the voter may deliver a complaint to the chair of the Electoral Commission. He/she shall do so in writing, in documentary form, stating the reasons. The Electoral Commission shall decide on the validity of the complaint within five days of its receipt.
8. If there was any irregularity during the election which may have affected who was elected, the election shall be repeated. The dean shall announce the re-elections immediately and they shall be held within thirty days of the announcement.

Article 7 Substitutes

1. Candidates who are not elected shall be alternates for the relevant term in the order of the number of votes received. This shall not apply if the candidate received the

votes of less than 10% of those voters from that part of the Faculty's academic community who turned out to vote.

2. Articles 6(5) and 1(2) shall apply mutatis mutandis.
3. The alternate shall be summoned by the President of the Senate by deed or electronically. The alternate may refuse to be called within seven days and shall do so by instrument. In such a case, the alternate shall remain an alternate and the next alternate shall be called as a member of the Chamber; if the last alternate in the order refuses to be called, the procedure shall be as set out in Rule 8.
5. A member of the Senate who has been elected as a student and has duly completed a bachelor's degree programme and has enrolled in the faculty's continuing master's degree programme, or has duly completed a master's degree programme and has enrolled in the faculty's doctoral degree programme, may declare in writing that he or she intends to remain as the first alternate. The declaration must be delivered to the Chair or Vice-Chair of the Senate within seven days of the date of completion of the degree programme. In such a case, the first alternate will be called to serve as a member of the Senate once he or she has enrolled in the faculty, but no later than four months after the date of receipt of the declaration. If the first alternate is not admitted to study within the time limit, he/she shall cease to be an alternate. The next alternate in order shall be called to fill the vacancy.

Article 8 By-elections

1. A by-election for the remainder of the term of office of a member of the Senate whose seat has become vacant shall be held if there is no replacement for the vacancy or if all the replacements have declined the call. If the vacancy occurred during the last three months of the term of office, the Senate shall decide whether to hold a by-election.
2. The provisions on elections shall apply mutatis mutandis to by-elections.
3. Candidates not elected in a by-election shall not become substitutes.

Article 9 Final Provisions

1. Part One of the Election and Rules of Procedure of the Academic Senate of the Catholic Faculty of Theology of Charles University in Prague of 23 June 2010, as amended on 3 September 2014, is hereby repealed.
2. These Regulations were approved by the Academic Senate of the Faculty on 31 May 2017 and come into force on the date of approval by the Academic Senate of the University.
3. These Rules shall come into force on the first day of the calendar month following the day on which they come into force.

David Vopřada, Dr.

Chairman of the AS KTF UK

ThLic. Prokop Brož, Th.D.

Dean of the Faculty of Arts, Charles University

PhDr. Tomáš Nigrin, Ph.D.

Chairman of the AS UK

The Academic Senate of Charles University approved this internal regulation on 23 June 2017.