

**CHARLES UNIVERSITY  
CATHOLIC THEOLOGICAL FACULTY**

**Election Rules of the Academic  
Senate of the  
Catholic Theological Faculty**

*Academic Senate of the Catholic Theological  
Faculty*

*pursuant to Sections 27(1)(b) and 33(2)(b) of Act No. 111/1998 Coll,  
on Higher Education and on Amendments and Supplements to Other Acts (the  
Higher Education Act), as amended,  
resolved as follows*

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

**The document was translated by artificial intelligence. The Czech version is binding  
for interpretation.**

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.<sup>1</sup>
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 date on which the results of the re-elections held pursuant to Article 6(8) become valid.
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

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

the Senate whose seat has become vacant, shall commence on the fourth day following the publication of the election results on the public section of the Faculty's website. In the event that a legitimate complaint has been lodged against the preparation, conduct and outcome of the by-election, it shall not take effect until the day after 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(8) shall be organised by the Dean of the Faculty; the provisions of these Regulations shall apply *mutatis mutandis*.
9. A member of the academic community of the faculty who is both an academic staff member and a student may vote and be elected in only one part of the academic community of the faculty. If he/she is elected in one part, he/she shall not be entitled to vote in the other part of the academic community. If he/she is not a candidate, he/she shall notify the Dean of the Faculty within 14 days before the first day of the election in which part he/she exercises his/her right to vote, otherwise he/she may vote only in the student part of the academic community.

## 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, well in advance, an electoral commission consisting of at least three members, at least one of whom shall be a member of the Senate. If a member of the Electoral Board accepts to stand for election, his membership of the Electoral Board shall cease. Membership shall further terminate upon resignation or with the termination of membership in the academic community of the Faculty. Another member shall be elected immediately to fill the vacancy. Students and academic staff must be represented by at least one member. The committee shall elect a chairperson from among its members.
3. The date of the election and the form of voting shall be determined by the Senate so that it shall be at least two and no more than three consecutive days on which classes are held.
4. The Electoral Commission shall publish the resolution on the announcement of the election without undue delay in the public section of the Faculty's website or in another appropriate manner.
5. Ten days before the first day of the election, the dean's office of the faculty shall draw up and submit to the chairman of the election commission a list of members of the academic community of the faculty, divided into a list of academic staff and a list of students and adjusted so that a member of the academic community who is both an academic staff member and a student is included on the relevant list determined in accordance with the procedure laid down in Article 1(9).
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, candidate lists, election preparation

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. Any member or group of members of the academic community of the faculty may nominate a candidate.
3. The proposal shall be submitted in writing at least 14 days before the first day of the election to the chairman of the Electoral Commission. If the proposal is in paper form, it shall be submitted to the faculty's mailroom; if the proposal is in electronic form, it shall be sent by e-mail to the address designated by the Electoral Commission or to the faculty's data box.
4. The proposal must include the name of the candidate, the faculty department to which the candidate is assigned or the degree program in which the candidate is enrolled, the part of the academic community of the faculty for which the candidate is proposed, and the consent of the nominee to accept the nomination. The proposal shall be accompanied by the name, surname, unique university number (UKČO) and signature of the proposer.
5. A proposal which does not comply with the requirements of paragraphs 3 and 4 shall be invalid.
6. No later than twelve days before the first day of the election, the Electoral Commission shall examine the eligibility and particulars of the proposals and draw up the lists of candidates. This act shall be deemed to be the moment of registration of the candidates. The Electoral Commission shall publish the lists of candidates without undue delay in the public section of the Faculty's website.
7. 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 in the election by presenting themselves individually or jointly 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 public section of the Faculty's website and on the Faculty's notice board, which is designated for this purpose. The conditions shall be set by the Electoral Commission.

Article 4a  
Voting

1. Voting in the election shall be by paper ballot, in which the voter casts a paper ballot (hereinafter referred to as "paper ballot"), or by electronic ballot via a computer network in a manner allowing remote access, in which the voter casts an electronic ballot (hereinafter referred to as "electronic ballot").
2. A voter may vote only once.
3. The voter indicates on the ballot paper which candidates he or she is voting for. He/she may mark no more than the number of candidates to be elected in the part of the academic community to which he/she belongs.

Article 5  
Voting by paper ballot

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 area for voting (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. 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.
5. The voter places the modified ballot paper in the opening of the sealed ballot box.
6. 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 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 5a  
Electronic voting

1. When voting electronically, the voter votes via a web interface after logging in with a unique login name and password to the university's computer information system (CAS) (hereinafter referred to as the "election application").
2. The election application shall allow the voter to modify and cast an electronic ballot; it shall not allow the modification of an electronic ballot in violation of Article 4a(3).
3. The electoral application provides a record of voters who have voted. The election application allows for the review of votes cast without allowing the voter to be linked to their vote.
4. During electronic voting, computers connected to the computer network are designated on the faculty premises for voters to use for voting.
5. The details of the technical arrangements for electronic voting shall be determined by the Senate and shall be published together with the resolution announcing the election.

Article 6  
Election results

1. A meeting of the Electoral Commission shall be held immediately after the close of voting. The ballots cast are counted separately for each part of the Faculty's academic community.
2. A voter's vote in a paper ballot shall be invalid if it is cast on a form other than the one issued, if there are more ballots in the envelope, if more candidates are marked than are to be elected in that part of the campus, or if the ballot is otherwise unintelligible. Any alterations to the ballot paper other than the marking of the candidates for whom the voter is voting shall be disregarded.

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. A voter may lodge a complaint against the preparation, conduct and results of the election with the Electoral Commission within three working days of the announcement of the election results. The complaint shall be lodged with the chairman of the Electoral Commission. If it is submitted in paper form, it shall be delivered to the Faculty's mailroom; if it is submitted in electronic form, it shall be delivered by e-mail to the address designated by the Electoral Commission or to the Faculty's data box. The complaint must be substantiated. The Electoral Commission shall consider the complaint within five days of its receipt and shall immediately inform the complainant and the President of the Senate of the outcome of its consideration.
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. The order of alternates receiving the same number of votes in the election shall be 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 and form part of the minutes referred to in Article 6(6).
2. 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, by letter or electronically, indicating the Unique University Number (UIN). In such a case, the alternate shall remain an alternate and the next alternate shall be called as a member of the Senate; if the last alternate in the sequence refuses to be called, the procedure shall be as set out in Article 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  
Top-up options

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.
4. A by-election shall also be held if not all the seats of the Senate have been filled in the election.

Article 9  
Final provisions

1. Part One of the Election and Rules of Procedure of the Academic Senate of the Catholic Theological Faculty 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 Academic Senate of the  
Catholic Theological Faculty

ThLic. Prokop Brož, Th.D.  
Dean of the Catholic Theological Faculty

PhDr. Tomáš Nigrin, Ph.D.  
Chairman of the Academic Senate of the Charles University

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

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Amendments to the Electoral Regulations of the Academic Senate of the Catholic Theological Faculty were approved by the Academic Senate of the Catholic Theological Faculty of Charles University on 15 September 2021.

The amendment to the Electoral Regulations of the Academic Senate of the Catholic Theological Faculty comes into force on the date of approval by the Academic Senate of the University and takes effect on the first calendar day of the immediately following month.

The Academic Senate of the University approved this internal regulation on 1 October 2021.