

ELECTION RULES OF THE ACADEMIC SENATE FACULTY OF PHARMACY OF MASARYK UNIVERSITY

(As amended with effect from 8 November 2023)

Part One Introductory Provisions

Article 1

Basic Provisions

- (1) The Electoral Regulations of the Academic Senate of the Faculty of Pharmacy of Masaryk University (hereinafter also referred to as "Regulations") are internal regulations of the Faculty of Pharmacy of Masaryk University (hereinafter also referred to as "Faculty" or "FaF MU") pursuant to 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 (hereinafter also referred to as "Act").
- (2) These Regulations govern the following in accordance with the law and the Statutes of the MU Faculty of Arts:
 - a) the activities of the Election and Mandate Committee of the Academic Senate of the Faculty of Arts (hereinafter referred to as "AS FaF MU"),
 - b) the method and course of elections to the AS FaF MU.
- (3) The election of faculty representatives to the Academic Senate of Masaryk University is governed by internal regulations of Masaryk University.

Part Two

Activities of the Electoral and Mandate Committee AS FaF MU

Article 2

Electoral and Mandate Commission

- (1) Elections are organised and managed by the AS FaF MU Election and Mandate Committee (hereinafter referred to as the "Committee").
- (2) The AS FaF MU elects the committee in a secret ballot from among all members of the FaF MU academic community as soon as possible after its constitutive meeting. The mandate of the previous committee ends with the election of a new committee.
- (3) All members of the AS FaF MU may nominate committee members. Proposals of committee members are to be submitted to the AS FAF MU Chairperson at least 4 days before the meeting. The Chairperson shall verify the consent of the nominees to the nomination.
- (4) The three candidates from among the academic staff with the highest number of votes and the two students with the highest number of votes become members of the committee. The members of the committee shall elect a chairperson from among their number.
- (5) 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.

- (6) The Commission may act per rollam if its Chair so proposes. In such a case, the approval of a majority of all members shall be required for the adoption of a resolution.
- (7) In particular:
 - a) verifies the accuracy of the electoral list of members of the relevant constituency and publishes it in the E-elections application in the MU Information System (hereinafter referred to as the "Application");
 - b) determines the start and end of the election;
 - c) sets deadlines for the submission of applications and registration of candidates;
 - d) discusses the proposals and publish the list of candidates;
 - e) ensures that the electronic option is displayed in the Application;
 - f) ascertains the results of the vote, confirms the result of the electronic election;
 - g) determines the elected members of the AS FaF MU and alternates of the AS FaF MU;
- (8) The results of the election shall be announced by the Chair of the Election Committee on the official faculty notice board.
- (9) Membership of the Commission may be waived. The resignation of membership in the committee shall be delivered to the Chair of the committee, who shall inform the Chair of the AS FaF MU without undue delay.
- (10) If the Chairperson of the committee resigns from the committee, they are obliged to deliver the resignation to the Chairperson of the AS FaF MU.
- (11) Membership in the committee also ceases on the date on which a member of the committee ceases to be a member of the part of the academic community of the faculty for which he or she was elected. Membership in the committee is incompatible with candidacy for the AS FaF MU. If a member of the committee intends to submit a candidacy, they must resign their membership in the committee before the deadline for the start of the collection of candidacies. If the number of committee members drops to less than three, the committee must be replenished immediately. In such a case, in the event of a risk of delay, the Chair of the AS FaF MU may also appoint members with the consent of both Vice-Chairs of the AS FaF MU.

Part Three

Method and Course of Elections to the AS FaF MU

Article 3

Method of Election

- (1) Elections to the AS FaF MU are direct with a secret ballot.
- (2) Elections are held in such a way that students enrolled at FaF MU elect representatives to the student chamber of the AS FaF MU from among FaF MU students (student constituency). Academic staff of the faculty elect representatives to the chamber of academic staff from among the academic staff of FaF MU (academic staff constituency).
- (3) If a member of the FaF MU academic community is both a student and an academic staff member, their affiliation to a constituency depends on the decision they make in the Application when voting.

Article 4

Announcement of Elections

- (1) Elections are announced by the Chair of the AS FaF MU usually eight weeks before the end of the term of the current AS FaF MU. If they fail to do so, or if the term of

the AS FaF MU ends pursuant to section 26 (3) of the Act, the Dean announces the election.

- (2) The decision of the AS FaF MU Chairperson on the announcement of the election is published on the official notice board. This decision is also sent by the AS FaF MU Chairperson by e-mail within the IS MU to all members of the FaF MU academic community.

Article 5

Candidates

- (1) Any member of the FaF MU academic community may stand as a candidate for the relevant constituency.
- (2) If a member of the FaF MU academic community is both a student and an academic staff member, they may run in only one constituency.
- (3) The notice of candidature, including the constituency to which the candidature relates, must be sent in writing no later than the deadline set in the timetable. The candidate may attach their election programme, which will be made available on the Application. The Chairperson or a designated member of the Commission shall acknowledge receipt of the nomination.

Article 6

Election

- (1) The election takes place electronically in the Application, unless the AS FaF MU decides otherwise.
- (2) A voter may vote for no more than as many candidates as there are empty seats in the AS FaF MU in the relevant chamber.
- (3) The results are not published until after the voting period has closed. Until then, the results are not available to the announcer.

Article 7

Determining the Result of the Election

- (1) Candidates who received the highest number of valid votes are elected members of the AS FaF MU until the number of mandates is filled. In the event of an equality of votes that would cause the number of Senate members to exceed the number of members, a by-election will be held among the candidates affected by the equality of votes. This by-election shall not be subject to the 5% participation requirement.

Article 8

Termination of Membership

- (1) Membership in the AS FaF MU expires during the election period:
 - a) on the date of resignation of membership,
 - b) on the date of taking up the position incompatible with membership in the AS FaF MU,
 - c) on the date of termination of membership of the constituency's academic community. When a member of the Senate transfers between a master's degree programme and a doctoral degree programme, the mandate ceases.
- (2) Members of the AS FaF MU shall notify the Chair of the AS FaF MU, or in the case of the Chair of the AS FaF MU, one of the Vice-Chairs of the AS FaF MU, in writing of the termination of membership for the reasons specified in paragraph 1.
- (3) The mandate shall expire at the end of the term of office.
- (4) Membership in the AS FaF MU does not expire in the case of a student who, during his/her term of office, duly completes his/her studies in a bachelor's or master's degree programme and is admitted to another bachelor's or master's degree programme implemented by the faculty. If a student member of the AS FaF MU notifies the President of the AS FaF MU no later than 7 days after the proper

completion of studies in a bachelor's or master's degree programme that he/she intends to study and be enrolled in another bachelor's or master's degree programme at the AS FaF MU, the exercise of the rights and duties associated with the mandate of a member of the AS FaF MU will be restored to him/her on the day following the date of enrolment in studies. The period between the completion of studies and the enrolment in studies may not exceed 4 months; otherwise the mandate of a member of the AS FaF MU shall expire. The mandate also expires upon the expiry of the deadline set for enrolment in studies. On the date of termination of a FaF MU AS member's studies, a substitute is called from among the students of a bachelor's or master's degree programme to temporarily perform the function of a FaF MU AS member. If there is no such substitute, by-elections are held after the four-month period has expired, unless the rights and obligations associated with the mandate of the AS FaF MU member have been restored.

(5)

Article 9

AS FaF MU Alternates and By-Elections

- (1) Candidates for the AS FaF MU who did not obtain a mandate in the relevant regular election and received at least three valid votes, become alternates to the AS FaF MU. The order of alternates is determined by the number of valid votes received in the election from highest to lowest. A candidate holding an office incompatible with the membership in the AS FaF MU at the time of the election becomes an alternate on the date of termination of their office in the order corresponding to the number of votes received.
- (2) In the event that the mandate of a FaF MU AS member becomes vacant during their term of office, the Chair of the committee will offer the vacated mandate to the first alternate in the order of candidacy for the FaF MU AS. In the case of the student chamber, a suitable alternate is selected from the students of the bachelor's or master's or doctoral programme so that the ratio of members in the student chamber remains five to two.
- (3) In the event that a seat should be offered to a substitute with the same number of valid votes cast as one or more other substitutes, a by-election between these substitutes will decide the order of the substitutes. This by-election is not subject to the 5% participation requirement.
- (4) The offered mandate may be:
 - a) accepted by the alternate,
 - b) refused by the alternate.
- (5) In the case under paragraph 4 (a), the alternate becomes a member of the AS FaF MU on the date of notification of acceptance of the mandate to the Chair of the committee. The duration of the mandate of the alternate, a new member of the AS FaF MU, corresponds to the remaining duration of the vacated mandate. An alternate appointed in accordance with Article 8, paragraph 4, performs the function only for the period specified in Article 8, paragraph 4, if after this period the exercise of rights and obligations associated with membership in AS FaF MU has been returned to its original holder.
- (6) In the case referred to in paragraph 4 (b), the Chairperson of the Commission shall offer the vacant seat to the next alternate in order of preference without delay after receipt of the refusal of the previous alternate.
- (7) The status of alternate 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) by ceasing to be a member of that part of the academic community of the Faculty for which they were elected. A member of the Senate shall cease to hold office upon transfer between a Master's degree programme and a Doctoral degree programme.

- (8) If there is no substitute pursuant to paragraph 2, or if all substitutes have declined the offered mandate, a by-election of a new member of the AS FaF 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.

Article 10

Validity of Elections

- (1) For an election to be valid, at least 5% of the members of the relevant part of the FaF MU academic community must be present.
- (2) In the event of lower participation of members of the academic community, 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 the election to be valid.

Article 11

Minutes of the Conduct and Result of the Elections

- (1) The committee will prepare a record of the course and result of the election, which will be submitted to the Chair of the AS FaF MU. The Commission will make and confirm the statement from the Application.
- (2) If the election was conducted by ballot, the minutes shall be accompanied by the lists of voters and the ballots cast in a sealed envelope signed by the Chair of the commission.
- (3) The record of the conduct and result of the election shall include:
 - a) the number of members of the academic community eligible to vote in each constituency,
 - b) the number of members of the faculty's academic community who have exercised their right to vote in the relevant constituency,
 - c) the order of the candidates, indicating the number of valid votes cast for each candidate,
 - d) Application listing.
- (4) The minutes of the conduct and result of the election shall be signed by all members of the Commission.

Article 12

Complaints and Re-election

- (1) A voter may lodge a complaint with the Commission against violations of the law, the FaF MU Statutes or these Regulations in the preparation of elections, the organisation of elections and their results.
- (2) The complaint must be made in writing no later than five days after the close of voting and must state the reasons. The Commission shall consider and decide on the complaint about the election within five working days of the end of the deadline for complaints referred to in paragraph 2.
- (3) An appeal against a decision on a complaint is submitted to the AS FaF MU in writing, addressed to the Chair of the AS FaF MU. This appeal does not have suspensive effect.
- (4) An election or a part of an election shall be repeated if there has been a serious breach of the principles and rules of the election which may have affected the results of the election.

- (5) The committee decides on the repetition of the election on the basis of a complaint; in the event of an appeal against the decision on the complaint, the AS FaF MU decides on the repetition of the election.
- (6) The provisions on elections shall apply mutatis mutandis to re-elections.

Part Four Final Provisions

Article 13

Final Provisions

- (1) These Regulations were approved by the AS FaF MU on 26 September 2023.
- (2) These Regulations were approved by the AS MU on 6 November 2023.
- (3) These Regulations come into force on the date of approval by the MU AS.
- (4) These Regulations shall come into force on 8 November 2023.
- (5) Upon the entry into force of these Regulations, the current Election Regulations of the AS FaF MU approved by the AS MU on 21 February 2022 and effective from 22 February 2022 are repealed.

In Brno, 8 November 2023

*prof. PharmDr. Mgr. David Vetchý, Ph.D.
Dean of the Faculty of
Pharmacy MU
signed electronically*