

*The Ministry of Education, Youth and Sports, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), registered the Electoral Rules of the Academic Senate of the Academy of Performing Arts in Prague on ~~19 May 2017~~ under file number MSMT-~~12-359/2017~~.*

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*Mgr. Karolína Gondková*  
*Director of the Department of Higher Education Institutions*

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## **Electoral Rules of the Academic Senate of the Academy of Performing Arts in Prague**

*The Academic Senate of the Academy of Performing Arts in Prague, pursuant to Section 9(1c) and Section 17(1b), point 3, of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, has adopted these*

*Electoral Rules of the Academic Senate of the Academy of Performing Arts in Prague:*

### **Article 1 General Provisions**

1. Elections to the Academic Senate of the Academy of Performing Arts in Prague (hereinafter the "AS AMU"), the establishment of its bodies and its activities are governed by Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter the "Act"), by Article 4 of the AMU Statutes, by the provisions of these Electoral Rules and by the provisions of the Procedural Rules of the AS AMU.
2. The Academic Community of the Academy of Performing Arts in Prague (hereinafter "AMU") consists of academic staff and AMU students. The academic community of a faculty consists of academic staff hired on the basis of a selection process and students registered for studies in a programme of study offered by the relevant faculty.
3. AMU academic staff are those professors, associate professors, adjunct professors, assistant professors, lecturers, assistant lecturers and scientific, research and development staff, who are employees of the higher education institution performing pedagogical as well as creative activity in an employment relationship according to an agreed type of work. AMU academic staff members were hired as employees on the basis of a selection process conducted pursuant to the Rules and Regulations of the Selection Process for Filling AMU Academic Staff Positions.
4. The position of AMU students is stipulated by Section 61 of the Act. Students are listed in a uniform register of students.
5. The AS AMU shall have two chambers, a pedagogical chamber and a student chamber. Members of the pedagogical chamber shall be elected from among the ranks of AMU academic staff. Members of the student chamber shall be elected from among the ranks of AMU students. The pedagogical chamber shall have 9 members; the student chamber shall have 6 members. For each faculty, 3 members shall be elected to the pedagogical chamber and 2 members shall be elected to the student chamber.
6. If a student is also an academic staff member, then he or she shall be able to vote and to be elected only to the pedagogical chamber.

## **Article 2**

### **Elections to the AS AMU**

1. An election to the AS AMU shall be announced by the Rector no later than 60 days prior to the end of the current AS AMU's term of office. The announcement of an election shall be published immediately in the public part of the AMU website and in the public parts of the individual faculty websites.
2. The election shall be organised and directed by an electoral committee appointed by the Rector following deliberation on its composition in the academic senates of the individual faculties. This committee shall be responsible for ensuring that the election is duly conducted and that equal and direct electoral rights are safeguarded by means of a secret ballot. In cooperation with the chairs of the individual faculty-level academic senates, this committee shall further ensure that the AMU Academic Community is informed in a timely manner of the date of the election and of the manner in which candidates will be selected. The electoral committee shall have a quorum if more than half of its members are present or otherwise participating (e.g. via videoconferencing). Decisions shall be adopted if a simple majority of participating members vote in favour. Voting in the electoral committee shall be by acclamation.
3. The chair of the electoral committee shall be appointed by the Rector. Membership in the electoral committee shall be incompatible with candidacy for membership in the AS AMU.
4. Candidate nominations for membership in the AS AMU for a particular faculty can be made by any member of the faculty's academic community or by any member of a non-faculty pedagogical unit with a school-wide purview, and any member of the faculty's academic community or any member of a non-faculty pedagogical unit with a school-wide purview may become a candidate for such office. Candidacies to the AS AMU academic staff chamber and to the AS AMU student chamber shall not be interchangeable, however.
5. A list of voters for the election to the AS AMU shall be compiled three working days prior to the first day of the election as a list of academic staff members and students generated from the relevant AMU registers, and the electoral committee shall take possession of this list. A special list of voters from non-faculty pedagogical units with a school-wide purview shall be divided by the electoral committee into three groups of equal size, and each of these groups shall be allocated to one of the three faculties. If a student voter is registered with multiple faculties, he or she shall vote at that faculty where he or she was registered for studies earlier.
6. The electoral committee shall collect nominations, which must be submitted to it in writing in printed form and must contain the signature of the person making the nomination as well as the written consent of the nominee. Nominations which are incomplete or contain errors shall be excluded by the electoral committee. No later than seven working days prior to the election, the committee shall publish the list of candidates and announce a meeting of the academic community of the relevant faculty. At this meeting, the candidates for membership in the AS AMU shall be introduced and given an opportunity to respond to participants' questions and to listen to their comments.
7. All members of the academic community of the faculty represented by the selected candidate pursuant to paragraph 2 shall be entitled to vote for candidates for the AS AMU from individual faculties and non-faculty pedagogical units with a school-wide purview.
8. For the actual election, the electoral committee shall stipulate at least two working days during the course of the semester, and on each day a period of at least three hours when the voting room (or its electronic equivalent in the case of electronic voting) will be open. Prior to the commencement of voting, the electoral committee shall inspect and seal the boxes intended for cast ballots, or inspect the security of long-distance communication for elections in which electronic voting is used, as the case may be. Each voter may vote only once, personally, upon demonstrating his or her identity to the electoral committee directly or by means of designated access to long-distance communication. It is not possible to vote by proxy.

9. In the event that electronic voting is not used in the election, the voting box must be sealed and deposited in the premises of the Dean's Office of the relevant faculty between the first and second day of the election. During the election, there must be at least one member of the electoral committee present in the voting room. This member shall issue pre-printed ballots to voters according to the list of members of the AMU Academic Community. In the voting room, it must be possible to mark ballots in such a way so that the secret ballot is ensured.

10. The names of all candidates for the relevant faculty must be printed on the ballot. Furthermore, the ballot must bear the number of academic staff and students who are being elected to the AS AMU (i.e. the number of open seats for each chamber) from among the candidates nominated for the individual faculties. The ballot must also contain information on the manner in which it should be filled in, i.e. by circling or checking a checkbox, or in a different manner.

11. During the counting of votes after the election has ended, at least three members of the electoral committee must be present. A ballot shall be considered invalid if more candidates are selected than there are seats in the senate for the relevant faculty, if the name of another candidate has been added, or if candidates have not been selected unambiguously.

12. The electoral committee shall determine the results of the election. The evaluation of results shall take place no later than on the day following the last day of the election. During the course of the election, the electoral committee shall elaborate a protocol signed by the chair and by one other member of the committee. The protocol shall be archived with the AS AMU's basic records.

13. Those candidates who receive the greatest number of votes shall be elected to the AS AMU. The term of office of a member of the AS AMU shall commence with the announcement of the election results.

14. If, in the case of an equal number of votes, a greater number of candidates are elected in the election than there are seats to be filled, then the candidates who received the same number of votes shall draw lots in order to determine the winner(s).

15. The other candidates, i.e. those who received a lesser number of votes, shall become alternates; in the event of a vacancy in the AS AMU, they shall be summoned without delay to become members of the AS AMU in order according to the number of votes each alternate received.

16. The chair of the electoral committee shall send the elected members of the AS AMU a written certification of their election. The results of the election shall be published no later than 2 working days following the election on the information boards in the Rectorate and the faculties, in the public part of the AMU website, and in the public parts of the individual faculty websites. The AS AMU Chair shall summon an alternate for a vacant AS AMU seat in writing by means of a letter. The alternate shall become a member of the AS AMU on the day of the first session of the AS AMU after being summoned by the AS AMU Chair, and his or her term of office shall end on the day on which the term of office of the member whom the alternate has replaced would have ended.

17. The Rector may decide on conducting the election by means of electronic voting. In such a case, the electoral committee shall also ensure that the AMU academic community is informed of the manner in which candidates will be selected no later than 7 calendar days prior to the election. Article 2(1-17) shall apply proportionately (in view of the specific form of electronic voting) with the exception of paragraph 9, which must apply.

18. Should lapses occur which could grossly influenced the results of the election, then the electoral committee may recommend to the Rector that the election be repeated. With respect to the procedure for organising a repeat election, the procedure stipulated in Article 2(4-18), shall apply proportionately. A statement questioning the results of the election may be submitted in printed form to the attention of the chair of the electoral committee no later than 14 calendar days after the election results have been announced.

19. If the protocol of the electoral committee for one of the faculties does not contain another alternate for a vacant seat in the AS AMU, whether in the pedagogical chamber or in the student chamber, then the Rector, at the initiative of the AS AMU Chair per paragraph 1, shall announce without delay a supplementary special election at the faculty to be organised and directed by a special electoral committee appointed by the Rector following deliberation on its composition in the academic senate of the relevant faculty. With respect to this supplementary election at the faculty, Article 2 (Elections to the AS AMU), paragraphs 2-18, shall apply proportionately. In cooperation with the chair of the academic senate of the relevant faculty, the special electoral committee shall ensure that the faculty's academic community is informed in a timely manner.

20. Membership in the AS AMU shall terminate:

- a) upon expiration of the term of office;
- b) upon the loss of a mandate pursuant to Article 4(4 and 11) of the AS AMU Procedural Rules;
- c) upon delivery of a written declaration by a member to the AS AMU Chair in which he or she resigns from the AS AMU;
- d) upon termination of the employment relationship with AMU;
- e) upon transfer to a different AMU faculty, from the one for which the AS AMU member was elected;
- f) upon the interruption or termination of studies;
- g) if for any reason a member of the AS AMU should fail to participate in four consecutive sessions of the AS AMU.

21. Should an AS AMU member commit an act which is at odds with generally recognised ethical principles, a process can be initiated to terminate his or her membership in the AS AMU on the basis of a motion which contains:

- a) a concurrent resolution of the academic senates of at least two faculties, of which one must be the faculty for which he or she was elected a member of the AS AMU; or
- b) a concurrent resolution by more than half of all AS AMU members and the academic senate of the faculty for which he or she was elected a member of the AS AMU.

A discussion on the termination of membership must be held during a session of the AS AMU. The member whose mandate is to be terminated must be invited to the session of the AS AMU and must be given an opportunity to address the motion to terminate his or her membership. Membership shall be terminated if at least two-thirds of all AS AMU members (i.e. at least 10 members) vote in favour.

22. The AS AMU may shorten its term of office by resolution, if at least two-thirds of all members of the AS AMU vote in favour in a secret ballot. In this case, the Rector shall immediately announce a new election to the AS AMU.

### **Article 3 Bodies of the AS AMU**

1. The AS AMU shall elect a Chair from among the members of the pedagogical chamber. The Chair's term of office shall be three years. The chair of the electoral committee appointed by the Rector pursuant to Article 2(3) shall convene and preside over a session of the AS AMU to elect the AS AMU Chair.

2. Any member of the AS AMU may nominate a candidate for the position of AS AMU Chair. The candidate shall state whether he or she consents to the nomination. The same shall apply in the case of an election of Vice-Chairs.

3. The election of the AS AMU Chair shall be conducted by secret ballot. Electing and recalling the Chair shall require a simple majority of votes of all AS AMU members.

4. Should no nominee for AS AMU Chair receive a simple majority of votes of all AS AMU members in the first round, then the two candidates with the greatest number of votes shall advance to a second round. In the second round, a candidate shall require only a simple

majority of votes of the AS AMU members present. If an AS AMU Chair is not elected even in the second round, a third round shall ensue in which the two candidates from the second round shall draw lots.

5. The Chair shall represent the AS AMU externally vis-à-vis the Deans of the individual faculties, the Rector, the faculty-level academic senates, the representative bodies of higher education institutions, and the public. He or she shall convene AS AMU sessions, preside over their deliberations and attend to the implementation of adopted resolutions.

6. By agreement with the Rector, the AS AMU Chair shall determine the manner in which the AS AMU's administrative, archival and filing services shall be provided.

7. The AS AMU shall select from among its members two Vice-Chairs, one from among the members of the pedagogical chamber and one from among the members of the student chamber. Their terms of office shall be three years. Electing and recalling Vice-Chairs shall require a simple majority of the AS AMU members present.

8. A motion to recall an AS AMU Chair must be submitted by at least one-third of all of its members (at least 5 members). For a vote to recall an AS AMU Chair, at least two-thirds of all AS AMU members (i.e. 10 members) must be present; a simple majority of all AS AMU members (i.e. 8 members) must vote in favour in order to recall. A motion to recall an AS AMU Vice-Chair must be submitted by at least one-third of all of its members (at least 5 members). For a vote to recall an AS AMU Vice-Chair, at least a simple majority of all AS AMU members (i.e. at least 8 members) must be present, and a simple majority of all AS AMU members present (i.e. at least 5 members) must vote in favour in order to recall. A motion to recall an AS AMU Vice-Chair may also only be submitted by the AS AMU Chair. A vote to recall an AS AMU Chair or Vice-Chair shall always be by secret ballot.

9. The selection of a new AS AMU Chair shall be organised and directed by the AS AMU Vice-Chair for the pedagogical chamber.

#### **Article 4 Final Provisions**

1. These Electoral Rules were approved pursuant to Section 9(1b) of Act No. 111/1998 Coll., on higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, on 2 February 2021.

2. These Electoral Rules shall become valid pursuant to Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports, and shall become effective on 22 February 2021.

MgA. Petr Prokop m.p.  
AS AMU Chair

doc. Jan Hančil, m.p.  
Rector