

**CHARLES UNIVERSITY  
HUSSITE THEOLOGICAL FACULTY**

**THE CODE OF ELECTORAL PROCEDURE  
FOR THE ACADEMIC SENATE  
OF HUSSITE THEOLOGICAL FACULTY  
OF CHARLES UNIVERSITY**

*Under section 27 (1)(b) and section 33 (1)(c) of Act no. 111/1998 Coll.,  
on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act),  
and under article 5 clause 11 (b) of the Constitution of the Hussite Theological Faculty of Charles  
University, as amended, the Academic Senate of the Hussite Theological Faculty of Charles University  
decided by resolution on the following Code of Electoral Procedure for the Academic Senate of the  
Hussite Theological Faculty of Charles University as its internal regulation.*

**Article 1**

**Introductory Provisions**

1. Members of the Academic Senate of the Hussite Theological Faculty of Charles University (hereinafter referred to as the "Senate" and the "Faculty") are elected by the members of the academic community of the Faculty from among their ranks separately for each part of the academic community of the Faculty, i.e. separately by the academic staff of the Faculty (hereinafter referred to as "members of the academic staff") and separately by the students enrolled at the Faculty (hereinafter referred to as "students").
2. The Senate has 10 members, out of which 5 are elected from among the members of the academic staff and 5 are elected from among the students. The members of the academic staff make up the chamber of academics, the student members make up the student chamber.
3. The term of office of all the members of the Senate elected in regular elections is two years and starts on 1 June. The length of the term of office of the members of the Senate elected in by-elections is stipulated in article 14 clause 2 hereof. The term of office of the members of the Senate elected in extraordinary elections is stipulated in article 15 clause 3 hereof. The length of the term of office of the members of the Senate elected in re-elections is stipulated in article 10 clause 3 hereof. The term of office of the members of the Senate elected in by-elections, extraordinary elections and re-elections commences on the day following the expiry of the period under article 9 clause 6 or article 10 clause 1 hereof.

**Article 2**  
**Ordinary Elections**

1. Ordinary elections to the Senate are held each year in the month of April.
2. In even calendar years, two-fifths of the members of both chambers of the Senate are elected, and in odd calendar years, three-fifths are elected.

**Article 3**  
**Announcing Ordinary Elections**

1. The Senate announces ordinary elections by the end of February. Should the Senate fail to do so within the time limit and the last sentence of section 26(3) of the Higher Education Act does not apply, the Dean announces ordinary elections by a Dean's measure.
2. Ordinary elections are held at the Faculty and the date and venue are set for at least 2 subsequent days, on which classes are held at the Faculty, so that voting is possible at the designated place for at least four hours each day.
3. The resolution to announce ordinary elections is published in the publicly accessible part of the Faculty website. The information under paragraph 2 must be published in the publicly accessible part of the Faculty website at least 30 days before the first day of the ordinary elections.

**Article 4**  
**Election Committee**

1. When elections are announced by the Senate, the Senate elects the election committee. If the Dean announces the elections, the Dean appoints the election committee members.
2. The election committee consists of at least three members, usually members of the Senate. The committee must include at least 1 member of the academic staff member and at least 1 student
3. No member of the election committee may stand as a candidate in the elections.

**Article 5**  
**Lists**

At least 15 days before the first day of the elections, the Dean's Office will prepare and submit to the President of the Senate

- a) a list of the students,
- b) a list of the members of academic staff.

**Article 6**  
**Candidates**

1. Any member of the relevant segment of the academic community of the Faculty may nominate candidates for each chamber of the Senate.

2. Unless otherwise determined by the Senate, written nominations must be submitted to the designated members of the election committee at least one week before the first day of the election. Proposals submitted at a later point may not be taken into account.
3. The nominee must express their acceptance of the nomination in writing. If the consent of the candidate is not expressed directly on the nomination document, the election committee will request the candidate's statement.
4. Pre-election assemblies or other forms of presentation of the candidates may be held at the Faculty. Pre-election assemblies may not be held on the election days.

#### **Article 7**

##### **Lists of Candidates, Ballot Papers and Other Preparations for Elections**

1. The election committee publishes the lists of candidates at least two days before the first day of the elections. The list of candidates shall include a list of the names of student candidates, indicating the programme of study and the year of enrolment, and a list of the names of academic staff candidates. Further details may be determined when the elections are announced.
2. The election committee shall arrange for the printing of ballot papers through the Dean's Office. The information on the ballot paper must be given in such a way that the individual candidates may not be confused. The ballot papers must be made in such a way that the voting can be done simply, usually by crossing or circling the pre-printed names.
3. The election committee shall inspect and seal the ballot box.

#### **Article 8**

##### **Course of Elections**

1. At least 2 members of the election committee must be present in the polling room or other designated voting area at all times and marking ballot papers must be allowed in a such a way that a secret ballot be ensured.
2. Voters prove their identity to the members of the election committee present.
3. After they prove their identity, student voters will receive a ballot paper for the election of students and the academic staff voters will receive a ballot paper for the election of academic staff members.
4. Each voter marks no more candidates on the ballot paper than the number of members of the Senate to be elected in the respective curia. Otherwise, the vote is invalid. Members of the election committee shall instruct the voters concerning the number of candidates to be elected in the relevant curia, and regarding other elements required for a valid vote.
5. The voters are not allowed to take the ballot papers outside the polling room. Immediately after receiving the ballot paper, they mark and insert the ballot paper in the ballot box.
6. Each voter may vote only once.

**Article 9**  
**Election Results**

1. The results of the elections are determined by the election committee. The results shall be evaluated immediately after the voting is concluded on the last day of the elections. After the ballot box is opened, all the ballot papers are taken out and the total number and validity of the ballot papers is checked first.
2. The election committee puts together the lists of student candidates and the academic staff candidates in descending order according to the number of valid votes received. In the event of a tie, the election committee decides the order by drawing lots. The required number of candidates shall be elected to each chamber of the Senate in the order according to the first and second sentences hereof.
3. The election committee prepares a record of the course and result of the election which shall be signed by all members of the committee. The record will include the dates of the elections, the total number of valid and invalid ballot papers cast and the order of all candidates according to the number of votes obtained.
4. The results of the elections shall be announced to the academic community in the publicly accessible section of the Faculty website and on the Senate notice board.
5. The lists of voters, the ballot papers and the record of the course and result of the elections shall be archived with the Secretary of the Faculty.
6. A voter may lodge a complaint against the preparation, course and results of the election with the election committee within 8 days after the date of the publication of the election results. The complaint must be made in writing and include the reasons. The election committee shall consider the complaint within 21 days of the date of the elections and assess the validity thereof.

**Article 10**  
**Re-done Elections**

1. If the election committee, when considering a complaint under article 9 clause 6 or within the same period of time during the exercise of its functions, concludes that a lapse has occurred which may have affected who was elected, the election shall be re-done. If a lapse has occurred in the order of substitutes under article 13, the substitutes starting from the place where the lapse has happened shall not be elected.
2. The election committee shall immediately notify the President of the Senate of their decision to redo the elections.
3. The term of office of the members of the Senate elected in the re-done elections terminates at the same time as the term of office of the members of the Senate, who would have held the seats in question. If extraordinary elections must be re-done, article 15 clause 3 will be applied to determine the term of office of the elected members of the Senate.
4. The provisions concerning ordinary elections apply to re-done elections with the necessary modifications.

**Article 11**  
**Obstacle to Membership in the Senate**

The execution of an office, which is incompatible with the membership in the Senate under the Higher Education Act or the Constitution of the Hussite Theological Faculty of Charles University (hereinafter referred to as the "Faculty Constitution") is an obstacle to being a member of the Senate.

**Article 12**  
**Termination of Membership in the Senate**

1. Membership in the Senate terminates
  - a) upon the expiry of the term of office, or
  - b) prior to the expiry of the term of office:
    1. upon the termination of membership in the relevant part of the academic community, to the chamber of which the member was elected, unless the internal regulations of the Faculty provide otherwise,
    2. by the acceptance of a position, which is incompatible with membership in the Senate under the Higher Education Act or the Constitution of the Faculty,
    3. on the day of delivery of a written notice, by which a member resigns their membership in the Senate, to the President of the Senate,
    4. if the Senate deprives a member of their mandate,
    5. by dissolution of the Senate by the Dean due to inactivity under section 26(3) of the Higher Education Act.
2. If a membership in the Senate terminates under clause 1 paragraph b (1) to (4), a substitute shall join the Senate for the remainder of the term of office<sup>1</sup> from among those substitutes in the relevant chamber who were elected in the elections, in which the member of the Senate, who is being replaced, was elected.

**Article 13**  
**Substitutes**

1. Candidates, who were not elected, become substitutes in a descending order according to the number of votes obtained. In the event of a tie, the election committee shall decide the order by drawing lots. A candidate, who receives less than 10% of the votes of voters in the relevant segment of the academic community, who voted, does not become a substitute.
2. Provisions of article 11 apply by analogy.
3. A substitute is called by the President of the Senate. The substitute shall take office at the following ordinary or extraordinary meeting of the Senate.
4. The substitute may decline the office in writing if they do so immediately. In such a case, they remain a substitute and the next substitute is called as a member of the Senate; if the last substitute refuses to be called, article 14 hereof shall apply.
5. A member of the Senate who has resigned their membership may declare in their written resignation that they intend to remain a substitute.

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<sup>1</sup> Article 13 hereof.

6. A member of the Senate who has been elected as a student and has duly completed a bachelor's programme of study and has enrolled in a post-bachelor programme of study at the Faculty, or has duly completed a master's programme of study and has enrolled in a doctoral programme of study at the Faculty, may declare in writing that they intend to remain a substitute. The declaration must be received by the President of the Senate within 7 days after the graduation and the substitute becomes the first substitute. In such a case, the first substitute will be called to the Senate only after the enrolment of that candidate, otherwise the next substitute will be called to the Senate after the decision on non-admission of the candidate to study becomes legally effective but no later than 4 months after the date of delivery of the declaration. If the applicant is not admitted to study within this period, they cease to be a substitute.
7. The provisions of clause 6 apply with the necessary modifications concerning the position of a substitute from among the students.
8. The position of a substitute may be resigned by anyone. A written declaration to that effect shall be delivered to the President of the Senate.

#### **Article 14 By-elections**

1. By-elections take place if there is no substitute to fill a vacancy in the Senate or all of the substitutes have declined the call. A by-election is not necessary if the vacancy occurs within the last 6 months of the term of office of the member of the Senate, who held the position and if the Senate so decides.
2. The term of office of a member of the Senate elected in the by-election expires at the end of the term of office of the member of the Senate who held the position previously.
3. The provisions governing the elections apply to by-elections with the necessary modifications.
4. Candidates, who were not elected in a by-election, become substitutes for the relevant term of office.

#### **Article 15 Extraordinary Elections**

1. If a situation arises pursuant to the last sentence of section 26(3) of the Higher Education Act, the Dean shall announce an extraordinary Senate election by a Dean's measure.
2. All members of the Senate are elected in extraordinary elections.
3. If an extraordinary election is held in an even calendar year, the term of office of the first 3 members elected into each chamber in the order referred to in article 9 clause 2 ends on 31 May of the next even calendar year; the term of office of the remaining elected members of the Senate ends on 31 May of the next odd calendar year. If an extraordinary election is held in an odd calendar year, the term of office of the first two members elected in each chamber in the order referred to in article 9 clause 2 ends on 31 May of the next odd calendar year, and the term of office of the remaining elected members of the Senate ends on 31 May of the next even calendar year.
4. The provisions on ordinary elections apply to the organisation and course of extraordinary elections with the necessary modifications. The Dean shall exercise the powers of the Senate and its bodies in organising extraordinary elections.

**Article 16**  
**Transitional Provisions**

1. Elections announced before the date of effect hereof shall be governed by the existing regulations. The term of office of the members of the Senate elected in the elections held under the existing regulations is not prejudiced hereby.
2. The terms of office of the President, the Vice-President and other members of the main election committee appointed under the existing regulations are not prejudiced hereby.

**Article 17**  
**Repealing Provision**

Section I of the Code of Electoral Procedure and Code of Procedure for the Academic Senate of the Hussite Theological Faculty dated 13 November 1999 is hereby repealed.

**Article 18**  
**Final Provisions**

1. This Code was approved by the Senate on 15 June 2020.
2. This Code was approved by the Church Council of the Czechoslovak Hussite Church under section 33(4) of Act no. 111/1998 Coll., Higher Education Act.
3. This Code was approved by the Academic Senate of the University on 25 September 2020.
4. This Code comes into force upon approval by the Academic Senate of the University and becomes effective on the first day of the calendar month following the date, on which it came into force.

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