

The first consolidated Code of Electoral Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University  
As approved at the meeting of the Academic Senate of the Faculty of Physical Education and Sport of Charles University 23 November 2021.

# **CODE OF ELECTORAL PROCEDURE FOR THE ACADEMIC SENATE OF THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY\***

*Under sections 27 (1) (b) and 33 (2) (b) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, the Academic Senate of the Faculty of Physical Education and Sport of Charles University has adopted the following Code of Electoral Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University as its internal regulation.*

## Article 1

### Introductory Provision

This Code of Electoral Procedure for the Academic Senate of the Faculty of Physical Education and Sport (“the Senate” and “the Faculty”) provides for the election of Senate members and substitutes and the termination of their membership.

## Article 2

### Calling Elections

1. Elections to the Senate are called by the Senate Board; the elections must be called in the course of the second calendar month before the month in which the elections are to be held, and the elections must be held no later than 40 days before the expiration of the term of office of the Senate members. Should the Senate Board fail to do so, the elections are called by the Dean.
2. The specific dates and location or locations of elections are stipulated by the Senate so that they span no fewer than two and no more than four consecutive days when classes are taught at the Faculty, and must enable voting in each stipulated location every day for no fewer than four hours.
3. The resolution to call elections is published without undue delay in the publicly accessible section of the Faculty website.

## Article 3

### Lists

The Dean’s Office of the Faculty prepares and hands over to the Senate President no later than 15 days before the first day of elections:

- a) A list of students who are members of the academic community of the Faculty;
- b) A list of members of academic staff of the Faculty.

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\* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

Article 4  
Electoral Commission

1. Simultaneously with the resolution under Article 2 (2), the Senate establishes an electoral commission and chair of the commission from among the members of academic community of the Faculty. The chair must be a member of the academic staff (an academic) assigned to the Faculty.
2. The electoral commission consists of the chair and five to nine members of which no fewer than three must be students.
3. Membership in the electoral commission is incompatible with being a candidate for membership in the Senate of the Faculty. In such case the membership in the commission terminates and another member of the academic community must be appointed to fill the vacancy so that the number of members of the commission under paragraph 2 is maintained.

Article 5  
Candidates

1. An academic or a student who is a member of the academic community of the Faculty may be proposed as a candidate for Senate membership.
2. For the purposes of the elections the candidates for the curia of academics are divided into electoral divisions:
  - a) biomedicine,
  - b) social sciences,
  - c) sport.

The assignment of candidates from among academics to electoral divisions reflects the assignment to divisions under the Rules for the Internal Governance of the Faculty of Physical Education and Sport of CU.

3. For the purposes of the elections, candidates for the students' curia are divided into the following electoral groups:
  - a) Health service branches and programmes (Specialization in Health Service; Physiotherapy, Applied Physiotherapy; Orthotics – Prosthetics);
  - b) Teacher education programmes and branches (Physical Education and Sport Oriented at Education; Military Physical Education, Physical Education and Sport Oriented at Education; Teacher Education of Physical Education for Upper Secondary Schools; Teacher Education of Physical Education and Military Physical Education for Upper Secondary Schools; Physical Education and Sport – Physical Education and Sport Oriented at Education; Physical Education and Sport – Physical Education and Sport; Physical Education and Sport – Military Physical Education; Physical Education and Sport – Public Protection Oriented at Education)
  - c) Coach programmes of study (Coach; Fitness Coach; Applied Sport Science)
  - d) Management programmes of study (Physical Education and Sport Management)
  - e) Other programmes of study (Applied Physical Education and Sport for Persons with Special Needs)
  - f) Doctoral programmes of study (Kinanthropology; Biomechanics)

Candidates from among students are assigned to electoral groups depending on the programme of study in which they are registered. A student assigned to more than one electoral group must choose only one group in which he will run as a candidate in accordance with the election conditions announced by the electoral commission. If a programme of study not listed in points (a) to (f) is offered, the student candidates of such programme are for the purposes of elections assigned by resolution of the Senate to one of the above electoral groups (a) to (f) depending on the branch of the given programme of study.

4. Every member of the academic community of the Faculty may propose candidates.
5. Unless the Senate decides otherwise, written proposals must be submitted to the chair or designated members of the electoral commission no later than one week before the first day of the elections. It is not possible to take into account any proposals submitted after that time.
6. A proposal for a candidate must contain the name of the candidate, the name of the proponent, contact details for the candidate, and in which electoral division or group he wants to run as a candidate. The proposal in printed form must be signed by the proponent (or proponents) and the candidate. By signing the proposal the candidate gives consent to his candidacy.
7. Pre-election assemblies may be held at the Faculty. Pre-election assemblies may not be held on election dates.

#### Article 6

##### Lists of Candidates, Ballot Papers, and Preparation of Elections

1. The electoral commission publishes the lists of candidates in the publicly accessible section of the Faculty website not later than five days before the first day of the elections. A list of candidates contains a list of student candidates or a list of academic candidates including their assignment to an electoral division or group. Further data to be stated may be provided by the Senate or the Senate Board.
2. The electoral commission prepares, in cooperation with the Dean's Office, the required number of ballot papers. The ballot papers must be of identical size, and must be marked and authenticated in the same way. The data on the ballot paper must be provided in a way that prevents the possibility of mistaking one candidate for another candidate. The ballot paper must contain the names of all candidates to the relevant curia, their assignment to an electoral division or group, the maximum number of votes the voter has and the name of the curia.
3. The ballot paper must be produced to facilitate voting usually by making crosses or circling the printed names.
4. The electoral commission checks and seals the ballot boxes.

#### Article 7

##### Course of Elections

1. The polling station or other premises designated for voting purposes must be equipped to enable the marking of ballot papers while ensuring the secrecy of the ballot.
2. The voter proves his identity to the members of the electoral commission present.
3. After performing the act under paragraph 2, the voter from among students receives a ballot paper for the student curia and the voter from among the academics receives a voting paper for the curia of academics.
4. Every voter can vote only once.
5. A voter from among students marks no more than seven candidates on the ballot paper, an academic voter marks no more than 14 candidates on the ballot paper. If more candidates are marked or if they are marked in an unclear manner the ballot paper is invalid.

Article 8  
Results of Elections

1. The electoral commission ascertains the results of the elections. The results of the elections are evaluated and published no later than on the day following the last day of the elections.
2. The two candidates with the highest number of votes from each electoral section are elected if such number of candidates exists in the given electoral division. If only one academic candidate is assigned to the given electoral division, he is elected. The remaining seats are assigned to the candidates who received the highest number of votes irrespective of the electoral division.
3. One candidate with the highest number of votes from each electoral group is elected if at least one candidate exists in the given electoral group. If only one student candidate is assigned to the given electoral group, he is elected. The remaining seats are assigned to the candidates who received the highest number of votes irrespective of the electoral group.
4. If two or more of the top-ranking candidates for election receive an equal number of votes, the electoral commission will decide which of the candidates is to be elected by drawing lots.
5. The results ascertained are published in the publicly accessible section of the Faculty website.
6. A voter may file a complaint against the preparation, course, and results of the elections with the electoral commission no later than within seven days of the date of publication of the election results. The complaint must be in writing and must include the reasons for the complaint. The electoral commission examines the validity of the election within 21 days of the date on which the election results were ascertained or of the date it received the complaint. Any complaints must be examined by the electoral commission within seven days.
7. The fact that the election of a candidate is valid is officially announced by the electoral commission chair at the first Senate meeting held after expiration of the period in which it was possible to file complaints under paragraph 6 and in which the electoral commission examined any such complaints.

Article 9  
Re-do Elections

1. Elections are re-done if a lapse has occurred which could influence who was elected. If such a lapse occurred in the sequence of substitutes, the substitutes from the rank in which the lapse occurred inclusive are conclusively presumed not to be elected.
2. The decision to re-do elections is made by the electoral commission.
3. Provisions on elections apply to re-done elections with the necessary modifications.

Article 10  
Termination of Membership in the Senate

1. Membership in the Senate terminates:
  - a) upon expiration of the term of office, or
  - b) before expiration of the term of office:
    1. upon termination of membership in the relevant part of the academic community for which the member was elected;
    2. on the date of delivery to the President of the Senate of a written statement by which the member resigns the membership;
    3. if the Senate deprives a member of his mandate by a vote in a manner stipulated in the Code of Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University.

2. If membership in the Senate terminates under paragraph 1 (b) a substitute takes over the mandate for the remainder of the term of office.

#### Article 11 Substitutes

1. Candidates who were not elected become substitutes for the given term of office in the sequence determined based on the number of votes received. The assignment of an academic to electoral divisions or a student to electoral groups under Article 5 is not taken into account.
2. A substitute is called by the President of the Senate.
3. The substitute may refuse membership in the Senate in writing providing he does so without undue delay. In such a case he remains a substitute and the next substitute is called; if the last substitute refuses membership, the procedure under Article 12 is applied.
4. A member of the Senate who resigned his mandate may in the written statement of resignation at the same time declare that he intends to continue being a substitute.
5. A member of the Senate who was elected as a student, completed the study of the bachelor's programme and applied at the same Faculty for a post-bachelor programme of study, or completed a master's programme of study and applied at the Faculty for a doctoral programme of study, may state in writing that he intends to continue being a substitute. The statement must be delivered to the President of the Senate within seven days of the date of completion of study and the President submits it to the Senate Board without undue delay. If the applicant is not admitted to study within four months of the delivery of the statement to the President of the Senate, he ceases to be a substitute.
6. Everyone can give up the position of a substitute. A written statement is delivered to the President of the Senate who submits it to the Senate Board without undue delay; it becomes effective upon the delivery to the President of the Senate.

#### Article 12 By-elections

1. By-elections are called in the event that a seat in the Senate falls vacant and there is no substitute or all substitutes refused the call. By-elections are not held if a seat of a Senate member falls vacant in the last five months of the term of office.
2. The electoral divisions and groups under Article 5 do not apply to by-elections to the academic and student curia.
3. Provisions on elections apply to by-elections with the necessary modifications.
4. Candidates not elected in by-elections do not become substitutes.

#### Article 13 Transitional Provision

Elections called before the date of effect of this Code are governed by the regulations effective before the date of effect of this Code. The term of office of the Senate members elected in elections held under regulations effective before this Code is not affected by this Code.

#### Article 14 Repealing Provision

Part II of the Electoral and Procedural Code of Academic Senate of the Faculty of Physical Education and Sport of Charles University in Prague of 1 June 1999 is hereby repealed.

Article 15

Final Provisions

1. This Code was approved by the Academic Senate of the Faculty of Physical Education and Sport of Charles University on 14 June 2017.
2. This Code comes into force on the date of approval by the Academic Senate of Charles University.<sup>1</sup>
3. This Code becomes effective on the first day of the calendar month following the date of coming into force.

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<sup>1</sup> The Academic Senate of Charles University approved this internal regulation of the Faculty on .....