

First Amendment of the Code of Electoral Procedure for the Academic  
Senate of the Protestant Theological Faculty  
adopted on 11 January 2022<sup>1</sup>

**CODE OF ELECTORAL PROCEDURE FOR THE ACADEMIC SENATE  
of the Protestant Theological Faculty of Charles University  
adopted on 9 May 2018**

*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 (hereinafter referred to as the “Act”), the Academic Senate of the Protestant Theological Faculty of Charles University has adopted this Code of Electoral Procedure for the Academic Senate of the Protestant Theological Faculty of Charles University as its internal regulation:*

Article 1

1. The Academic Senate of the Protestant Theological Faculty of Charles University (hereinafter referred to as “Senate”, “Faculty”, and “University”) is elected by direct and secret ballot by the members of the academic community of the Faculty.<sup>2</sup>
2. The Senate comprises six representatives of the academic staff of the University assigned to the Faculty and 6 representatives of students enrolled in the Faculty. The academic staff and students elect their senate representatives separately.<sup>3</sup>

Article 2

**Announcement of Regular Elections**

1. The Academic Senate announces a regular election no later than three months before the expiry of the term of office of its members.<sup>4</sup> An election is held no later than on 15<sup>th</sup> day before the expiry of the term of office of the Senate members.
2. Elections are held electronically by means of an electronic voting application using a computer network (hereinafter referred to as the “electronic election”). An announcement of an election includes information on the technical details of the organization, course, and security of the election. When announcing an election, the Senate may decide that the election will be held by means of physical ballot papers and ballot boxes (hereinafter referred to as a “paper-based election”).
3. A resolution on the announcement of an election is published in the publicly accessible part of the Faculty website.

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<sup>1</sup> 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.

<sup>2</sup> S. 26 (1) of the Act.

<sup>3</sup> Art. 11 (4) of the Constitution of the Faculty.

<sup>4</sup> Art. 11 (5) of the Constitution of the Faculty.

Article 3  
**Election Committee**

1. For the purposes of organizing an election, the Senate appoints at least a three-member election committee which elects one member as its chair. The membership of the committee must include at least 1 student and 1 member of the academic staff.
2. Candidates to the Senate may not be members of the committee.
3. The first meeting of the election committee is convened by the President of the Senate or, in the case specified in Article 11, by the Dean.
4. The election committee organizes the election and ensures that it is conducted in a due manner. It ensures that the academic community is informed of the date and rules of the election in an appropriate and timely manner, it collects the nominations of candidates, prepares the list of candidates, ensures the conduct of the voting, and counts the votes.
5. By means of the Dean's Office at the Faculty, the election committee ensures the technical conditions for the conduct of the elections, in particular entering the lists of voters and lists of candidates according to the election curiae into the voting application and sending information on the holding of the election and its format, including the link to the voting application and instructions for its use, to the registered email addresses of all eligible voters. If an election is not held electronically, the election committee ensures the provision of ballot boxes and their sealing, a space for marking ballot papers to allow a secret ballot, and the printing of ballot papers where the information on ballot papers must be stated in such a way as to prevent the confusing of individual candidates.

Article 4  
**Candidates**

1. All members of the academic community of the Faculty have the right to stand for election.
2. Any member of the academic community of the Faculty may nominate candidates. Nominations of candidates are submitted in writing to the members of the election committee. The nomination must include:
  - a) The candidate's name and surname;
  - b) The candidate's unit (in the case of the academic staff) or programme and year of study (in the case of students).
3. Candidate nominations may be submitted no later than 10 days before the first day of an election.
4. The election committee requires the written consent of a nominated candidate. If it does not receive such consent no later than seven days before the first day of the election, the election committee will reject the nomination of the candidate.
5. The election committee publishes the list of nominated candidates no later than seven days before the first day of the election in the publicly accessible part of Faculty website.
6. Candidates who are included on lists of candidates are given space for their pre-election presentation in the publicly accessible part of the Faculty website. If necessary, the Board of the Senate may determine the scope and form of these presentations.

Article 5

## **Lists of Voters**

The Dean's Office at the Faculty prepares a list of the students who are members of the academic community of the Faculty according to their assignment into the individual programmes of study and a list of the academic staff who are members of the academic community of the Faculty, and hands over these lists to the chair of the election committee no later than seven days before the first day of the election. The election committee ensures that a student who is enrolled in more than one programme of study is included in the list only once.

### Article 6

#### **Pre-Election Assembly**

Before the commencement of an election, the election committee organizes a pre-election assembly for members of the academic community where nominated candidates may present themselves and their platform. As a rule, the voting starts immediately after the end of the pre-election assembly.

### Article 7

#### **Date and Course of Elections**

1. An election is held on at least two and at most three consecutive days at a time where regular teaching takes place and for at least three hours on every such day.
2. The voting application must ensure the secrecy of the ballot and must include a list of all candidates in that part of the Senate for which the relevant voter is eligible to vote. At the same time, the voting application must enable anonymised saving of the vote and must prevent the casting of multiple votes by one voter.
3. In the case of a paper-based election, the polling stations or other premises designated and identified for voting purposes must be equipped with a sealed ballot box for voting by the academic staff of the Faculty, and with a sealed ballot box for voting by the students of the Faculty, with a sufficient number of ballot papers, pens, and a voting booth that enables a secret ballot. At least two members of the election committee must be present at all times in every polling station or other premises designated for voting.
4. A voter logs into the voting application via the Charles University Central Authentication Service. In a paper-based election, a voter proves his identity to the members of the election committee and the election committee hands him the appropriate ballot paper.
5. The voting application allows a voter to mark selected candidates unambiguously and guarantees that a voter is not allowed to vote for more candidates than it is possible to elect in the given part of the Senate. In a paper-based election, the voter circles the sequence numbers of candidates on the ballot paper in the voting booth. The voter may circle a maximum of six candidates. He then inserts the completed ballot paper in the ballot box. A ballot paper is invalid if no sequence numbers of candidates are circled, if the sequence numbers or names of candidates are crossed, if additional candidates have been added on to the ballot paper or if more than six candidates are circled, or if the ballot paper has been modified in any other way.

### Article 8

#### **Election Results**

1. Immediately after the end of voting, the election committee counts the votes and prepares a report of the course and results of the election which the committee members then sign. The election result is published within 48 hours after the end of the election in the publicly accessible part of the Faculty website.
2. The six members from the academic staff and six members from the students who received the highest number of valid votes cast become members of the Senate.

3. Lots are drawn to decide the order of candidates who received an equal number of votes in an election. Lots are drawn by the chair of the election committee.
4. Candidates who did not receive a mandate become substitutes. Their order is given by the number of votes obtained, or possibly by drawing lots pursuant to paragraph 3.
5. A student candidate who is enrolled in a programme of study whose students are not represented in the Senate according to the election results and who received the highest number of votes among the students enrolled in this programme of study in the order pursuant to paragraph 4 will be invited to meetings of the Senate and may attend these meetings with an advisory vote.

#### Article 9

### **Complaints about the Course of Elections and Re-Do Elections**

1. Any member of the academic community may file a complaint regarding the course of an election in writing to the election committee by stating the reasons of the complaint no later than within five days of the day on which the election results were announced. The election committee decides on the legitimacy of such complaint no later than within six days of receipt thereof.
2. If a lapse has occurred in the course of an election which might have interfered with the election results, the election will be held again. The election committee announces a re-do election without delay, and the re-do election is held no later than within 30 days from its announcement.

#### Article 10

### **Expiry of a Senate Member's Mandate**

1. A member of the Senate loses his mandate:<sup>5</sup>
  - a) As a result of the expiry of his term of office,
  - b) By resigning his mandate in writing and delivered to the President of the Senate,
  - c) As a result of the termination of his membership in the academic community,
  - d) As a result of his removal from office,
  - e) By appointment to a position which is not compatible with membership in the Senate pursuant to Article 11 (7) of the Constitution of the Faculty,<sup>6</sup>
  - f) As a result of the expiry of his mandate due to the inactivity of the Senate pursuant to Article 11 of this Code.
2. A member of the Senate may be removed from office if he fails to attend 4 consecutive meetings of the Senate without excuse. Any member of the Senate may submit a motion to remove a member of the Senate from office. The Senate decides on the removal of a member of the Senate from office in the manner which is set out in the Code of Procedure of the Senate.
3. A substitute fills the vacant seat in the Senate. If there is no substitute for a vacant seat in the Senate, the Senate announces a by-election. A by-election does not need to be held if the seat becomes vacant in the last six months of the term of office of the Senate and if the Senate adopts such resolution. The provisions on elections apply to a by-election with the necessary modifications. The term of office of the new member of the Senate commences after the period for filing a complaint regarding the election results lapses without any action being taken or if no decision on a re-do election on the basis of a complaint is made within the period pursuant to Art. 9 (1) of this Code. The term of office of the new member of the Senate expires together with the term of office of other members of the Senate.

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<sup>5</sup> Art. 11 (6) of the Statute of the Protestant Theological Faculty of Charles University

<sup>6</sup> S. 26 (2) of the Act.

#### Article 11

### **Expiry of a Mandate as a Result of Inactivity of the Senate**

1. The term of office of all members of the Academic Senate expires if the Academic Senate fails to act pursuant to the applicable provisions of the Act for a period of six months. The Dean announces a new election no later than within 30 days.<sup>7</sup>
2. If a new election is announced pursuant to paragraph 1, the Dean will appoint the election committee. The term of office of members of the Senate elected in such election commences after the period for filing a complaint regarding the election results lapses without any action being taken or if no decision on a re-do election on the basis of a complaint is made within the period pursuant to Art. 9 (1) of this Code.

#### Article 12

### **Final Provisions**

1. Articles 1 to 12 of the Code of Procedure and Electoral Procedure for the Academic Senate of the Protestant Theological Faculty adopted on 11 October 2007 are repealed.
2. This Code was approved by the Academic Senate of the Protestant Theological Faculty on 9 May 2018.
3. This Code comes into force on the day of approval by the Academic Senate of Charles University.<sup>6,8</sup>
4. This Code comes into effect on the day following the date when it came into force.

Jan Kranát, PhD.

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Doc. Jiří Mrázek, ThD.

Dean of the Protestant Theological Faculty of Charles  
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President of the Academic Senate of Charles University

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<sup>7</sup> S. 26 (4) of the Act.

<sup>8</sup> The Academic Senate of Charles University approved this Code on 11 May 2018.