

RULES OF ELECTION AND PROCEDURE OF THE ACADEMIC SENATE

Article 1 – Preamble

1. Academic Senate is a self-governing representative academic body according to the Act No. 111/ 1998 Coll., on higher education and on the amendment of some other laws (Higher Education Act), as amended.
2. With reference to Article 16 of the Statutes of ARCHIP, these Rules of Election and Procedure provide for certain details of the position, authority and conduct of the Academic Senate (hereinafter only the Senate) of ARCHIP. The provisions contained herein take precedence only if the Statutes do not stipulate otherwise, or if the Statutes do not govern the said matter.

Article 2 – Election of Members to the Academic Senate

1. The Senate is elected from the midst of members of the academic community of ARCHIP, comprising the enrolled students of ARCHIP and those faculty members of ARCHIP who currently practice teaching, research, development, innovation, artistic or other creative activities at ARCHIP – professors, senior lecturers, assistant lecturers and tutors taking part in instruction and research.
2. The body of the Senate has 7 members of whom 3 members must be students; its tenure is two years.
3. Membership in the Senate is voluntary and cannot be assigned to another person. The Statutes, in Article 16(2), provide which persons, including academic office holders, may not be elected members or Chairpersons of the Senate.
4. The Senate elections are promulgated by the Rector, no later than thirty days prior to the expiration of the tenure of the current Senate. The elections are organised and managed by a three-member election committee appointed by the Rector following a consultation of the committee's appointment in the Senate. The membership in the election committee is mutually exclusive with running for the Senate. A candidate for the Senate can be suggested by any member of the academic community of ARCHIP.
5. A candidate must express his/her consent with the candidature; the election committee has the duty to publish the list of candidates for the Senate one week prior to the election date.
6. Those candidates who collected the most votes in the rankings of the candidates from the midst of students and faculty become Senate members. The runners-up – students and faculty – are appointed substitute members of the Senate.
7. The Chairperson of the Senate is elected from faculty members, by all the Senate members. The Chairperson election is by secret ballot and a relative majority of all votes cast. If no candidate for the office of the Chairperson of the Senate collects the relative majority, two highest-ranking candidates meet in the second round of election and the Chairperson is elected by a simple majority of votes.

Article 3 – Process of Election

1. Prior to casting his/her vote, each voter must identify himself/herself to the present members of the election

committee who will record the identity in the ready voter lists and issue a ballot.

2. The Senate elections are direct and secret. Ballots are cast into ballot boxes which are sealed by the chairperson of the election committee. The ballot box seal is broken by the hand of the chairperson of the election committee after the voting is completed.

3. The chairperson of the election committee publicly announces the result of the election of the Senate and its Chairperson, issuing a verdict of the validity of the elections, and making a written protocol of the elections, which he/she undersigns.

4. The chairperson of the election committee will deem the Senate elections or the election of the Chairperson of the Senate as invalid, provided:

- a) fewer than twenty percent of members of the academic community, or fewer than three elected members of the Senate, respectively, take part;
- b) the seal on a ballot box was damaged.

5. In the event of the elections having to be repeated for reasons stated in point 4/a above, the election is valid only if a minimum of three registered electors take part in the election.

6. A substitute may assume the position of a Senate member whose membership in the Senate has been terminated, the substitute being the candidate for membership of the Senate who was the closest runner-up in the last elections. The substitute will act the part for the duration of the remaining tenure of the member he/she is substituting for. If there is no substitute available, the Senate Chairperson will ask the Rector to call a by-election.

Article 4 – Tenure of the Academic Senate

1. The tenure of the Senate is two years.

2. Membership in the Senate is terminated in any of the following ways:

- a) on the expiration of the tenure;
- b) on the day of the serving of a written notice of resignation from the Senate to the hands of the Senate Chairperson;
- c) by recall from the assembly of the academic community, which must be passed by a majority;
- d) jointly with the termination of membership in the academic community;
- e) upon the dissolution of the Senate.

3. The same procedures as for the election apply also to the recall of a Senate member or Chairperson.

Article 5 – Procedure of the Academic Senate

1. The Senate meets at least once in a semester. The meeting of the Senate is called by its Chairperson acting on his/her own initiative, or on request of at least one third of the Senate members, or on request of the Rector, in a way which makes it possible for the Senate to meet no later than 14 days from the request.

2. During his/her absence or for the duration of time when he/she is incapable of discharging the office, the Chairperson of the Senate is acted for by a delegated member of the Senate, unless the Senate decides otherwise by a majority of votes.

3. The Senate constitutes a quorum if more than a half of its members are present, when resolutions for which more than a half of those members present voted for are adopted.
4. The Senate's authority and powers are exercised in matters set out in Article 16 of the Statutes of ARCHIP, in the scope and under the conditions laid down therein.
5. The Senate is called by way of a notice on the official notice board of ARCHIP, and the location and time of the meeting is published, together with the proposed agenda of the meeting; the notice must be given at least two weeks prior to the Senate meeting in question.
6. The Senate meetings are principally public and open to all members of the academic community. The Rector and other academic office holders may ask to be heard at any time and to raise their views or suggestions.
7. The Chairperson has the duty to arrange for written minutes of every meeting; the minutes must capture the progress of the meeting and note all resolutions adopted and failed; the minutes must be delivered immediately, but no later than in 7 days, to the Rector who arranges for the publication of the minutes on the official notice board of ARCHIP.

Article 6– Final and Interim Provisions

1. Pending the inauguration of the Senate and the election of its members and Chairperson, the Statutory Body of ARCHIP exercises the authority and powers of the Senate and its Chairperson, in accordance with these Rules of Election and Procedure.
2. Changes, amendments, deletions (of parts) hereof may be made by the Senate only under the terms and conditions laid down in the Statutes of ARCHIP.
3. According to Section 39(9) of The Higher Education Act, these Rules of Election and Procedure of the Academic Senate of ARCHIP comes into force on the day of the registration with the Ministry of Education, Youth and Sports of the Czech Republic.

Statutory Body of ARCHIP

Ing. arch. Regina Loukotová, Ph.D., m.p.

Ing. Jiří Janeček, m.p.

PaedDr. Jiří Šimice, m.p.