

## **RULES OF ELECTION AND PROCEDURE OF THE ACADEMIC SENATE**

### **Article 1 – Preamble**

1. Student Senate is a self-governing representative academic platform.
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 Student 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 of the Student Senate**

1. The Senate is elected from the midst of members of the academic community of ARCHIP, comprising the enrolled students of ARCHIP.
2. The Senate has 5 members. The 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 are ineligible for election as elected members of the Senate.
4. The Senate elections are called by the Rector in the first year, and by the Chair of the Senate whose tenure is ending in the years thereafter, no later than thirty days prior to the expiration of the tenure of the current Senate. The elections are organised and managed by a Senate representative (election officer) appointed by the Senate Chair. A candidate for the Senate may be nominated by any member of the academic community of ARCHIP; any student of ARCHIP may stand in an election. The Senate elects, from the midst of its members, a chair and at least two other members of the election committee who supervise the due and proper course of Senate elections. When elections are called by the Rector, the Rector nominates the election committee.
5. A candidate must express his/her consent with the candidature; the election officer has the duty to publish the list of candidates for the Senate one calendar week prior to the election date. The election committee ensures that the ballot papers are printed in sufficient quantity. The names of the candidates and the relevant study year of the candidate are listed on the ballots.
6. Those candidates who collected the most votes in the rankings of the candidates become Senate members.
7. The Chair of the Senate is elected by all the Senate members. The Chair election is by secret ballot and a relative majority of all votes cast. If no candidate for the office of the Chair of the Senate collects the relative majority, two highest-ranking candidates meet in the second round of election and the Chair is elected by a simple majority of votes.

### **Article 3 – Election process**

1. Prior to casting his/her vote, each voter must identify himself/herself to the election officer who will record the identity in the ready voter lists and issue a ballot. The voter will mark five candidates in the Senate elections on the ballot. If it is not possible to determine clearly which candidates have been selected, the ballot is invalid. The election committee will decide on the validity or invalidity of the ballot.
2. The Senate elections are direct and secret. Ballots are cast into ballot boxes which are sealed. The ballot box seal is broken by the hand of the election officer after the voting is completed.
3. The chair of the election committee publicly announces the result of the election of the Senate and its Chair, issuing a verdict of the validity of the elections, and making a written protocol of the elections, which the election officer undersigns. The election results are published through the ARCHIP information system.
4. The chair of the election committee will deem the Senate elections or the election of the Chair 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.
5. In the event of the elections have to be repeated for reasons stated in point 4(a) above, the election is valid only if a minimum of 10% of the student community, or three registered electors, take part in the election.
6. If a membership in the Senate ceases to exist, the Chair will call a by-election.

### **Article 4 – Tenure of the Student 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 Chair;
  - 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.

### **Article 5 – Procedure of the Student Senate**

1. The Senate meets usually once in a semester. The meeting of the Senate is called by its Chair 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 Chair of the Senate is acted for by a delegated member of the Senate, unless the Senate decides otherwise by a majority of votes. The Chair of the Senate attends all meetings of the Senate.
3. 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.
4. The Senate is called by way of a notice on the official notice board of ARCHIP (IS), and the location and time of the meeting is published, together with the proposed agenda of all three meetings as per Art. 2(a), together with a draft agenda of the first meeting, at least two weeks prior to the Senate meeting in question.
5. Minutes are made of all Senate meetings. The minutes are submitted to the Vice-rector for Study Matters of ARCHIP within 7 days. Withing 30 days, the Vice-rector will return a report detailing how the Senate's proposals and comments would be addressed or resolved.

#### **Article 6 – Final and interim provisions**

1. Pending the inauguration of the Senate and the election of its members and Chair, the Statutory Body of ARCHIP exercises the authority and powers of the Senate and its Chair, 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 Student Senate of ARCHIP comes into force on the day of the registration with the Ministry of Education, Youth and Sports of the Czech Republic.

#### **Closing provisions**

1. The Rules of Election and Procedure of the Academic Senate are cancelled.

Approved by the Academic Board of ARCHIP on 22. 10 2015  
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