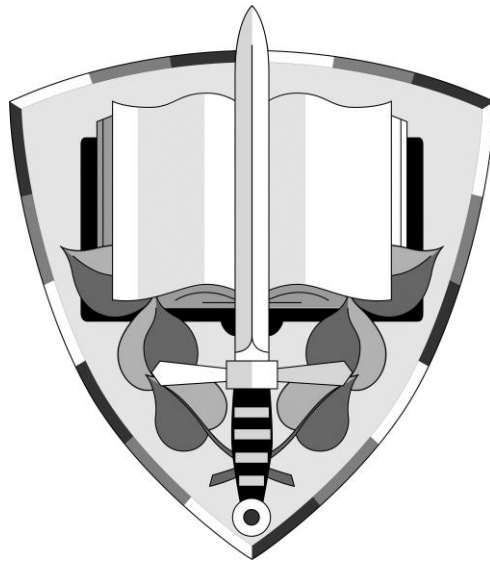


**University of Defence in Brno**  
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REGISTERED INTERNAL REGULATION



**ELECTION REGULATIONS  
OF THE ACADEMIC SENATE  
OF THE UNIVERSITY OF DEFENCE IN BRNO**

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Brno 2017

**Article 1**  
**Introductory Provisions**

- (1) The Election Regulations of the Academic Senate of the University of Defence in Brno (hereinafter referred to as the “Regulations”) are internal regulations of the University of Defence in Brno (hereinafter referred to as the “University”) pursuant to Act 111/1998 Coll., § 17 (1)(b), on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), as subsequently amended, and pursuant to Article 6 of the Statutes of the University of Defence in Brno.
- (2) The Regulations specify the number of members of the Academic Senate of the University of Defence in Brno (hereinafter referred to as the “Academic Senate of the University”), the manner of their election, the reasons for and the date of termination of membership in the Academic Senate of the University and the incompatibility of membership in the Academic Senate of the University with the performance of duties in other positions.

**Article 2**  
**Fundamental Provisions**

- (1) The Academic Senate of the University is composed of students and academic staff elected in designated electoral constituencies.
- (2) The Academic Senate of the University has 29 members, 10 of whom are students of the University and 19 are academic staff of the University.
- (3) The term of office of the Academic Senate of the University shall be three years; the term of office shall commence on the date on which the results of the elections are published in accordance with these Regulations, but not earlier than the day after the expiry of the term of office of the previous Academic Senate of the University.
- (4) The Academic Senate of the University may decide on shortening its term of office.

**Article 3**  
**Electoral Constituencies**

- (1) For the purpose of elections, members of the academic community shall be divided into eleven electoral constituencies.
- (2) The first electoral constituency consists of academic staff who are members of the academic community of the Faculty of Military Leadership (hereinafter referred to as “Electoral Constituency No. 1”). Five members of the Academic Senate of the University are elected for Electoral Constituency No. 1.
- (3) The second electoral constituency consists of students who are members of the academic community of the Faculty of Military Leadership (hereinafter referred to as “Electoral Constituency No. 2”). Three members of the Academic Senate of the University are elected for Electoral Constituency No. 2.
- (4) The third electoral constituency consists of academic staff who are members of the academic community of the Faculty of Military Technology (hereinafter referred to as “Electoral Constituency No. 3”). Five members of the Academic Senate of the University are elected for Electoral Constituency No. 3.
- (5) The fourth electoral constituency consists of students who are members of the academic community of the Faculty of Military Technology (hereinafter referred to as “Electoral

Constituency No. 4”). Three members of the Academic Senate of the University are elected for Electoral Constituency No. 4.

- (6) The fifth electoral constituency consists of academic staff who are members of the academic community of the Faculty of Military Health Sciences (hereinafter referred to as “Electoral Constituency No. 5”). Five members of the Academic Senate of the University are elected for Electoral Constituency No. 5.
- (7) The sixth electoral constituency consists of students who are members of the academic community of the Faculty of Military Health Sciences (hereinafter referred to as “Electoral Constituency No. 6”). Three members of the Academic Senate of the University are elected for Electoral Constituency No. 6.
- (8) The seventh electoral constituency consists of academic staff who are members of the academic community of the CBRN Defence Institute (hereinafter referred to as “Electoral Constituency No. 7”). One member of the Academic Senate of the University is elected for Electoral Constituency No. 7.
- (9) The eighth electoral constituency consists of academic staff who are members of the academic community of the Centre for Security and Military Strategic Studies (hereinafter referred to as “Electoral Constituency No. 8”). One member of the Academic Senate of the University is elected for Electoral Constituency No. 8.
- (10) The ninth electoral constituency consists of academic staff who are members of the academic community of the Physical Training and Sports Centre (hereinafter referred to as “Electoral Constituency No. 9”). One member of the Academic Senate of the University is elected for Electoral Constituency No. 9.
- (11) The tenth electoral constituency consists of academic staff who are members of the academic community of the Language Centre and academic staff who are not members of any of the above-listed academic communities (hereinafter referred to as “Electoral Constituency No. 10”). One member of the Academic Senate of the University is elected for Electoral Constituency No. 10.
- (12) The eleventh electoral constituency consists of students not affiliated with any of the above-listed academic communities (hereinafter referred to as “Electoral Constituency No. 11”). One member of the Academic Senate of the University is elected for Electoral Constituency No. 11.
- (13) The term of office of individual members of the Academic Senate of the University shall be the same as the term of office of the Academic Senate of the University.

#### **Article 4** **Announcement of Elections**

- (1) Elections shall be announced by the Academic Senate of the University not later than 60 days before the expiry of the term of office of the Academic Senate of the University. If the Academic Senate fails to do so, the election shall be announced by the Rector.
- (2) The period during which elections are to be held in all constituencies shall be determined by the Academic Senate of the University at the same time as the announcement of the elections, and the period for holding the elections shall:
  - a) not be longer than five working days and not shorter than ten working days,
  - b) be determined so that the election, even if repeated, will be held before the end of the term of office of the Academic Senate of the University.

- (3) If the period within which the election is to be held is not determined by the Academic Senate of the University, or if the period is not specified by the Academic Senate of the University in accordance with par. (2), the period shall be decided by the Rector.
- (4) The specific date and place of the elections in electoral constituencies No. 1, 2, 3, 4, 5 and 6 shall be determined by the relevant academic senate of the faculty so that the period lasts at least two and no more than four consecutive days on which classes are held at the faculty, so that voting could take up at least two hours at each designated place on each day, and the elections are held within the period determined in accordance with par. (2), or as the case may be, par. (3). For elections held in the remaining constituencies, the Academic Senate of the University shall take the step as mentioned above.

## **Article 5**

### **Election Commission**

- (1) A permanent Election Coordinating Commission shall be established whose chairperson, vice-chairperson and three other members shall be appointed by the Academic Senate of the University from the members of the academic community of the University for a term of four years. No one may be appointed more than twice in succession. Each of the members of the Election Coordinating Commission must exercise the voting right in a different constituency.
- (2) Immediately after the announcement of the election, the following four election sub-commissions shall be established and their activities shall be temporary and end on the date when the result of the election is published:
  - a) the election sub-commissions for electoral constituencies No. 1 and electoral constituencies No. 2,
  - b) the election sub-commissions for electoral constituencies No. 3 and electoral constituencies No. 4,
  - c) the election sub-commissions for electoral constituencies No. 5 and electoral constituencies No. 6,
  - d) the election sub-commissions for electoral constituencies No. 7, electoral constituencies No. 8, electoral constituencies No. 9, electoral constituencies No. 10 and electoral constituencies No. 11.
- (3) The chairperson and other members and, where appropriate, substitutes for members of the election sub-commission at a faculty shall be appointed and removed by the academic senate of the faculty, and their number shall be determined with regard to the number of places where voting is held, so that at least two members of the election sub-commission are present at each place at all times. The election sub-commissions for the other constituencies shall be appointed by the Academic Senate of the University.
- (4) In the event that a member of the Election Coordinating Commission or a member of an election sub-commission accepts to stand for election, their membership in the Election Commission shall cease. Membership shall further terminate upon resignation or termination of the voting right in the constituency for which the member was appointed, and another member shall be appointed immediately to fill the vacancy.
- (5) The Election Coordinating Commission is entitled to inspect the activities of the election sub-commissions. The Commission shall carry out the inspection without delay at the initiative of the voter to the extent as necessary. The inspection shall be carried out through its authorised members.

- (6) The Chairperson of the Election Coordinating Commission, or its member authorized by the Chairperson, shall convene a constituent meeting of the Academic Senate of the University, with the prior approval of the Rector, which he or she shall chair until the election of the Chairperson of the Academic Senate of the University.

### **Article 6** **Lists**

- (1) No later than 21 days before the first day of the election, the Dean's Office of a Faculty shall draw up and forward to the chairperson of the relevant election sub-commission:
  - a) a list of students who are members of the academic community of the faculty,
  - b) a list of academic staff who are assigned to the faculty.
- (2) No later than 21 days before the first day of the election, the Rector's Office shall draw up and forward to the chairperson of the relevant election sub-commission:
  - a) a list of academic staff who are members of the academic community of electoral constituency No. 7,
  - b) a list of academic staff who are members of the academic community of electoral constituency No. 8,
  - c) a list of academic staff who are members of the academic community of electoral constituency No. 9,
  - d) a list of academic staff who are members of the academic community of electoral constituency No. 10,
  - e) a list of academic staff who are members of the academic community of electoral constituency No. 11.
- (3) The election sub-commissions shall make the lists of members of the academic community in their constituencies available through the University's electronic information system to voters belonging to those constituencies so that those voters may consult the relevant lists at least 10 days before the first day of voting in the constituency. A voter shall be entitled to submit objections to the contents of the list to the relevant election sub-commission at least three working days before the opening of voting in the election; objections submitted later shall not be taken into account.

### **Article 7** **Candidates**

- (1) An academic staff individual or a student who is a member of the academic community of the relevant constituency may be nominated as a candidate.
- (2) Any member of the academic community of the relevant constituency may nominate candidates. It is not permissible to nominate oneself.
- (3) Unless the Academic Senate of the University stipulates otherwise for a particular election, nominations of candidates must be submitted in writing to the authorised members of the relevant election sub-commission at least one week before the first day of the election. Submissions that are delivered later are not taken into account.
- (4) The nominee must agree to accept the nomination in paper or electronic form; the candidate's statement shall be requested by the election sub-commission.

- (5) Pre-election meetings may be held in all constituencies, but it is forbidden to hold them on election days.

### **Article 8**

#### **Candidate Lists, Ballots and other Preparatory Steps for Holding Elections**

- (1) The election sub-commission shall publish, via the University's electronic information system, the lists of candidates with their names for each constituency at least six days before the first day of the election.
- (2) The election sub-commission shall arrange the printing of ballots through the dean's office of the faculty or the rector's office. The information on the ballot must be given in such way that the individual candidates cannot be mistakenly interchanged. The ballot must be produced in such a way that voting can be carried out simply, usually by crossing or circling the serial numbers at the pre-printed names.
- (3) Before the election, the election sub-commission shall check and seal the ballot boxes.

### **Article 9**

#### **Election Process**

- (1) The designated voting area shall be adapted so as to enable each voter to adjust the ballots, and thus ensure secret voting.
- (2) The voter shall prove their identity to the present members of the election sub-commission.
- (3) Having performed the act as specified in par. (2), the voter shall be issued with a ballot for the election of candidates for the relevant constituency.
- (4) Each voter may vote only once in a constituency.
- (5) The voter shall mark on the ballot no more than the number of candidates as stipulated for the relevant constituency; if more than one candidate is marked, or if the marking cannot be identified with certainty, the vote will be null and void.

### **Article 10**

#### **Election Results and their Publication**

- (1) The results of the election shall be produced by the election sub-commission and evaluated no later than the immediate working day following the last day of the election.
- (2) The candidates who obtain the highest number of votes in the respective constituency shall always be elected, i.e. up to the amount equal to the number of elected members for that constituency. Should the amount of votes in a voting room be equal, the winner will be decided by drawing lots to be performed by the election sub-commission.
- (3) The results shall be recorded by the election sub-commission in the Report on the Election Process and Results which shall be forwarded without delay by the chairperson of the election sub-commission, or its member authorised by the chairperson, to the Election Coordinating Commission. The format of the Report on the Election Process and Results shall be established by the Election Coordinating Commission.
- (4) The Election Coordinating Commission shall immediately make the complete election results accessible through the University's electronic information system to the entire academic community of the University so that any member of the academic community of the University may consult them for a period of at least five working days; before making

the results accessible, the Election Coordinating Commission shall inform the members of the academic community of the University of the manner and time of making the results available.

- (5) A voter may lodge a complaint against the preparation, conduct and results of the election to the Election Coordinating Commission within five working days following the date on which the results were made available to members of the academic community of the University. The complaint must be in writing and state the reasons for it. The Election Coordinating Commission shall consider the validity of the election within ten working days following the date on which it received the complaint.
- (6) The Election Coordinating Commission shall publish the list of the names of all validly elected candidates in the public section of the University's website immediately after all complaints have been resolved.

### **Article 11** **Repeating the Election**

- (1) The election shall be repeated:
  - a) in case of misconduct which may have affected the person who was elected, or if such misconduct has been admitted on the grounds of a complaint lodged pursuant to Article 10, par. 5). Where the misconduct has occurred with respect to the sequential order of substitutes, the substitutes listed after and including the point where the misconduct occurred shall not be elected.
  - b) if no voter took part in the election; or
  - c) if the required number of members of the Academic Senate of the University has not been elected.
- (2) A rerun of an election for the reasons referred to in par. (1) (a) may not take place if the results of the election have been published on the public section of the University's website.
- (3) The decision on repeating an election shall be made by the Election Coordinating Commission. Should any of the reasons for repeating the election concern only one constituency, the Election Coordinating Commission may decide that the election will be repeated only in that constituency.
- (4) The provisions on elections shall apply accordingly to repeated elections.

### **Article 12** **Obstacle to Becoming a Member of the Academic Senate of the University**

The performance of duties in a position which is incompatible with membership of the Academic Senate of the University pursuant to the Higher Education Act or the Statutes of the University is an obstacle to membership of the Academic Senate of the University.

### **Article 13** **Affiliation to more than one Constituency, Simultaneous Elections**

- (1) Employees who are classified as academic staff in more than one constituency may vote for the Academic Senate of the University for each constituency to which they are affiliated. Students enrolled in more than one faculty, or in a faculty and the University, may vote for the Academic Senate of the University for each constituency to which they

are affiliated. Individuals who are both academic staff and students may vote for the Academic Senate of the University as both academic staff and students.

- (2) Employees who are classified as academic staff in more than one constituency may be elected to the Academic Senate of the University for each constituency to which they are affiliated. Students enrolled in more than one faculty, or in a faculty and the University, may be elected to the Academic Senate of the University for each constituency to which they are affiliated. Individuals who are both academic staff and students may be elected to the Academic Senate of the University as both academic staff and students.
- (3) If, after the election results have been made available, it is apparent that the same person may be elected in more than one constituency, the Election Coordinating Commission shall, no later than the next working day after the election results have been made available, call upon that person to choose the constituency for which they will become a member of the Academic Senate of the University. In a constituency not selected by that person, a substitute shall become a member of the Academic Senate of the University; however, the elected person shall not become a substitute in a constituency not selected by them. The choice of a constituency shall be made by a person in writing addressed to the Election Coordinating Commission. If that person has not made a selection by the time the results of the election are published, a substitute shall take their place in the Academic Senate of the University in the constituencies where that same person may be elected.

#### **Article 14**

##### **Termination of Membership in the Academic Senate of the University**

- (1) Membership in the Academic Senate of the University shall terminate, in particular:
  - a) after the expiry of the term of office of the University Academic Senate,
  - b) before the expiry of the term of office:
    1. on the date of membership termination of the relevant part of the academic community for which they were elected,
    2. on the date when a written statement by which the member renounces membership in the Academic Senate of the University is delivered to the Chairperson of the University Academic Senate,
    3. on the date of commencement of performing duties in a position which forms an obstacle to membership of the Academic Senate of the University,
    4. on the day on which the Academic Senate of the University removes a member from membership in the Academic Senate of the University by vote, if stipulated by the Election Regulations of the Academic Senate of the University of Defence in Brno.
- (2) If membership of the Academic Senate of the University is terminated in line with par. (1)(b), the vacant position in the Academic Senate of the University shall be filled by a substitute for the remainder of the term of office.

#### **Article 15**

##### **Substitutes**

- (1) Candidates who have not been elected are categorized as substitutes for the respective term of office of the Academic Senate of the University in the order reflecting the number of obtained votes.



- (2) In the event of an equal number of votes, the provisions of Article 10 (2), second sentence, and Article 12 shall apply *mutatis mutandis*.
- (3) A substitute shall be appointed by the Election Coordinating Commission at the call of the Chairperson of the University Academic Senate.
- (4) The substitute may refuse the appointment in writing, if so, without delay. In such a case, they still remain a substitute and another one as indicated by the order of precedence shall be appointed a member of the Academic Senate of the University. Should the last substitute in the order refuse the appointment, the procedure shall be as set out in Article 16.
- (5) A member of the Academic Senate of the University who has resigned from membership in the Academic Senate of the University may at the same time declare in their written statement of resignation the intention to remain a substitute.
- (6) A member of the Academic Senate of the University who has been elected as a student and has completed a bachelor's degree programme and enrolled in a follow-up master's degree programme at the same faculty, or has completed a master's degree programme and enrolled in a doctoral degree programme at the same faculty, may declare in writing their intention to remain a substitute. The declaration must be delivered to the Chairperson of the Academic Senate of the University within seven days following the date of graduation. In such a case, the first substitute will be called to the Academic Senate of the University after the enrolment of that candidate, or the next substitute in the order of precedence will be called, but not earlier than the ruling on not admitting an applicant to study has come into force and effect, however no later than four months following 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) Paragraph (6) shall adequately apply where the status of a student substitute is concerned.
- (8) Anyone may waive their status of a substitute. The written declaration shall be delivered to the Chairperson of the Academic Senate of the University and it shall take effect on the date of delivery.

### **Article 16** **By-election**

- (1) A by-election shall be held in the event that there is no substitute for a vacancy in the Academic Senate of the University or all substitutes have waived their status. A by-election need not be held if the vacancy has arisen within the last three months of the term of office and the number of members of the Academic Senate of the University has not fallen below two-thirds.
- (2) The provisions on elections shall apply *mutatis mutandis* to by-elections.
- (3) Candidates not elected in a by-election shall become substitutes.

### **Article 17** **Special Provisions**

If the Rector announces elections to the Academic Senate of the University in accordance with the Higher Education Act<sup>1</sup>, the Rector shall also perform the duties of the Academic Senate

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<sup>1</sup> § 8 (3) last clause of the Higher Education Act.

of the University as stipulated in Article 4 (4) and Article 5 (1) and the last sentence of Article 5 (3).

**Article 18**  
**Transitional Provisions**

- (1) Elections announced before the effective date of these Regulations shall be governed by the hitherto existing regulations.
- (2) The term of office of members of the Academic Senate of the University elected in elections held in accordance with hitherto existing regulations shall not be affected by these Regulations.
- (3) A by-election to fill a vacancy in the office of a member of the Academic Senate of the University who has been elected under the hitherto existing regulations shall be governed by these regulations.

**Article 19**  
**Final Provisions**

- (1) The Election Regulations and Rules of Procedure of the Academic Senate of the University of Defence as of August 27, 2004, as amended, are hereby annulled.
- (2) These Regulations were approved by the Academic Senate of the University on June 13, 2017.
- (3) These Regulations shall come into force and effect on the date of registration by the Ministry of Defence<sup>2</sup>.

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Prof. MUDr. Jiří KASSA, CSc.  
Chairperson  
of the University Academic Senate

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BG Prof. Ing. Bohuslav PŘIKRYL, Ph.D.  
Rector

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<sup>2</sup> § 95 (8)(a) of the Higher Education Act.

*Pursuant to § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and Amending Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports approved the registration of the Election Regulations of the Academic Senate of the University of Defence in Brno on August 31, 2017 under Ref. No. MSMT-21548/2017-2.*

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*Mgr. Karolína GONDKOVÁ*  
*Director*  
*of the Higher Education Department*

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*The Ministry of Defence registered the Election Regulations of the Academic Senate of the University of Defence in Brno on September 6, 2017 under Ref. No. MO 179759/2017-7542 pursuant to § 36 (2) and § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and Amending Other Acts (Higher Education Act).*

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*Ing. Petr VANČURA*  
*State Secretary at the Ministry of Defence*