

The Ministry of Education, Youth and Sports registered under Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), on 19 May 2017, under file number MSMT-12 359/2017 Electoral Rules of the Academic Senate of the Academy of Performing Arts in Prague.

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Director of the Department of Higher Education Institutions

**Electoral Rules
of the Academic Senate of the Academy of Performing Arts in Prague**
dated 19 May 2017

The Academic Senate of the Academy of Performing Arts in Prague, under Section 9(1b) and Section 17(1b), point 3, of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, has resolved to adopt these Electoral Rules of the Academic Senate of the Academy of Performing Arts in Prague:

**Article 1
General Provisions**

1. Elections to the Academic Senate of the Academy of Performing Arts in Prague (hereinafter the "AS AMU"), the establishment of its bodies and its activities are governed by Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter the "Act"), Art. 4 of the AMU Statutes, the provisions of these Electoral Rules and the provisions of the AS AMU Procedural Rules.
2. The Academic Community of the Academy of Performing Arts in Prague (hereinafter "AMU") consists of academic staff and AMU students. The academic community of a faculty consists of academic staff hired as employees on the basis of a selection process in the relevant faculty and students registered for studies in an academic programme realised at the relevant faculty.
3. AMU academic staff are those professors, associate professors, adjunct professors, assistant professors, assistants, lecturers and scientific, research and development staff, who are employees of the higher education institution performing pedagogical as well as creative activity in an employment relationship according to an agreed type of work. AMU academic staff were hired as employees on the basis of a selection process conducted pursuant to the Rules and Regulations of the Selection Process for Filling AMU Academic Staff Positions.
4. The position of AMU students is stipulated by Section 61 of the Act. Students are listed in a uniform register of students.
5. The AS AMU has two chambers, a pedagogical chamber and a student chamber. Members of the pedagogical chamber are elected from among the ranks of AMU academic staff. Members of the student chamber are elected from among the ranks of AMU students. The pedagogical chamber has 9 members; the student chamber has 6 members. For each faculty, 3 members are elected to the pedagogical chamber and 2 members are elected to the

student chamber.

6. If a student is also an academic staff member, he or she can vote and be elected only to the pedagogical chamber.

Article 2 Elections to the AS AMU

1. An election to the AS AMU shall be announced by the Rector no later than 60 days prior to the end of the current AS AMU's term of office. The announcement of an election shall be published immediately in the public part of the AMU website and in the public parts of the individual faculty websites.

2. The election shall be organised and directed by the electoral committee appointed by the Rector after deliberation of its composition in the academic senates of the individual faculties. In cooperation with the chairs of the individual faculty-level academic senates, this committee shall ensure that the AMU Academic Community is informed in a timely manner of the date of the election and of the manner in which candidates will be selected.

3. The chair of the electoral committee shall be nominated by the Rector. Membership in the electoral committee is incompatible with candidacy for membership in the AS AMU.

4. Candidate nominations for membership in the AS AMU for a particular faculty can be made by any member of the faculty's academic community or by any member of a non-faculty pedagogical facility with a school-wide purview, and any member of the faculty's academic community or any member of a non-faculty pedagogical facility with a school-wide purview may become a candidate for such office. Candidacies to the AS AMU pedagogical chamber and to the AS AMU student chamber are non-interchangeable, however.

5. A list of voters for an AS AMU election shall be compiled three working days prior to the first day of the election as a list of academic staff members and students generated from the relevant AMU registers, and the electoral committee shall take possession of this list. A special list of voters from non-faculty pedagogical facilities with a school-wide purview shall be divided by the electoral committee into three groups of equal size and each of these groups shall be allocated to one of the three faculties. If a student is registered with multiple faculties, he or she shall vote at that faculty where he or she was registered for studies earlier.

6. The electoral committee shall collect nominations, which must be submitted to it in writing in printed form and must contain the signature of the person making the nomination as well as the written consent of the nominee. The committee shall publish the list of candidates no later than seven working days prior to the election and announce a meeting of the academic community of the relevant faculty where candidates for membership in the AS AMU shall be introduced and given the opportunity to respond to participants' questions and listen to their comments.

7. All members of each faculty's academic community shall be entitled to vote for candidates for membership in the AS AMU from individual faculties and non-faculty pedagogical facilities with a school-wide purview who represent the respective faculty per paragraph 2.

8. For the actual election, the electoral committee shall set at least two working days during the course of the semester, and on each day a period of at least three hours when the polling place will be open. During these periods, there must be at least one member of the electoral

committee present in the polling place. This member shall issue pre-printed ballots to voters according to the list of members of the AMU Academic Community. Prior to the commencement of voting, the electoral committee shall check and seal the boxes intended for cast ballots. In the polling place, it must be possible to mark ballots in such a way so that the confidentiality of voting is ensured. Voters shall demonstrate their identity to members of the electoral committee. Each voter may vote only once.

9. The names of all candidates from the relevant faculty must be printed on the ballot. Furthermore, the ballot must bear the numbers of the academic staff and students who are being elected to the AS AMU from among the candidates for the individual faculties, as well as the manner in which they should be filled in, i.e. by circling or checking.

10. Between the first and second day of the election, the voting box must be sealed and deposited in the premises of the Dean's Office of the relevant faculty. During the counting of votes after the election has ended, at least three members of the electoral committee must be present. A ballot is considered invalid if more candidates are selected than there are seats in the AS AMU for the relevant faculty, if the name of another candidate has been added, or if candidates have not been selected unambiguously.

11. The electoral committee shall determine the results of the election. The evaluation of results shall take place no later than on the day following the last day of the election. During the course of the election, the electoral committee shall draft a protocol signed by the chair and by one other member of the committee. The protocol shall be archived with the basic records of the AS AMU.

12. Those candidates who receive the greatest number of votes shall be elected to the AS AMU.

13. If, in the case of an equal number of votes, a greater number of candidates are elected than there are seats, the election among them shall be repeated within 5 working days. The candidate who receives the greatest number of votes is elected. Voter turnout is not taken into consideration.

14. If the second round does not yield a result either, the winner among candidates who obtained the same number of votes shall be determined by means of a draw.

15. The other candidates, i.e. those who received a lesser number of votes, shall become alternates; in the event of a vacancy in the AS AMU, they shall be co-opted to the AS AMU in the order of the number of votes they received.

16. The chair of the electoral committee shall send the elected members of the AS AMU a written certification of their election. The results of the election shall be published no later than 2 working days after the election on the information boards in the Rectorate and the faculties, in the public part of the AMU website, and in the public parts of the individual faculty websites. The AS AMU Chair shall summon a co-opted alternate for a vacant AS AMU seat in writing by means of a letter. The alternate shall become a member of the AS AMU on the day of the first session of the AS AMU after being summoned by the AS AMU Chair, and his or her term of office shall end on the day on which the term of office of the member whom the alternate has replaced would have ended.

17. If there are mistakes which could have influenced the course of the election, then the election shall be repeated. With respect to the procedure for organising a repeat election, the procedure stipulated in Article 2(4-15), shall apply proportionately. A complaint questioning the

results of the election may be submitted in printed form in person to the chair of the electoral committee no later than 14 calendar days after the election results are announced.

18. If the protocol of the electoral committee for one of the faculties does not contain another alternate for a vacant seat on the AS AMU, whether in the pedagogical chamber or the student chamber, the Rector, on the initiative of the AS AMU Chair per paragraph 1, shall announce a supplementary election at the faculty to be organised and directed by an electoral committee appointed by the Rector after deliberating its composition in the academic senate of the relevant faculty. With respect to this supplementary election, Article 2 (Elections to the AS AMU), paragraphs 3 through 15, shall apply proportionately. In cooperation with the chair of the academic senate of the relevant faculty, the electoral committee shall ensure that the faculty's academic community is informed in a timely manner.

19. Membership in the AS AMU shall terminate:

- a) upon expiration of the term of office;
- b) upon the loss of a mandate pursuant to Article 4(4 and 11) of the AS AMU Procedural Rules;
- c) upon delivery of a written declaration by a member to the AS AMU Chair in which he or she resigns from the AS AMU;
- d) upon termination of the employment relationship with AMU;
- e) upon transfer to a different AMU faculty than the one for which the AS AMU member was elected;
- f) upon suspension or termination of studies.

The mandate of an AS AMU member shall also terminate if for any reason he or she does not participate in four consecutive sessions of the AS AMU.

20. If an AS AMU member commits an act which is at odds with generally recognised ethical principles, a process can be initiated to terminate his or her membership in the AS AMU on the basis of a motion which contains:

- a) concurrent resolutions of the academic senates of at least two faculties, of which one must be the faculty for which he or she was elected a member of the AS AMU, or
- b) a concurrent resolution by more than half of all AS AMU members and the academic senate of the faculty for which he or she was elected a member of the AS AMU.

A discussion on the termination of membership must be held in a session of the AS AMU. The member whose mandate is to be terminated must be invited to a session of the AS AMU and must be given the opportunity to address the motion to terminate his or her mandate. Membership shall be terminated if at least two-thirds of all AS AMU members (i.e. at least 10 members) vote in favour.

21. The AS AMU may shorten its term of office by resolution, if at least two-thirds of all members of the AS AMU vote in favour in a secret ballot. In this case, the Rector shall immediately announce a new election to the AS AMU.

Article 3 Bodies of the AS AMU

1. The AS AMU shall elect a Chair from among the members of the pedagogical chamber. The Chair's term of office shall be three years. The chair of the electoral committee appointed by the Rector pursuant to Article 2(3) shall convene and direct a session of the AS AMU to elect the AS AMU Chair.

2. Any member of the AS AMU may nominate a candidate for the position of AS AMU Chair. The candidate shall state whether he or she consents to the nomination. The same applies in

the case of the election of Vice-Chairs.

3. The election of the AS AMU Chair shall be conducted by secret ballot. Electing and recalling the Chair shall require a simple majority of the votes of all AS AMU members.

4. Should no nominee for AS AMU Chair receive a simple majority of votes of all AS AMU members in the first round, then the two candidates with the greatest number of votes shall advance to a second round. In the second round, a candidate shall require only a simple majority of votes of the AS AMU members present. If an AS AMU Chair is not elected even in the second round, a third round shall ensue in which the AS AMU Chair shall be decided by means of a draw from among the two candidates from the second round.

5. The Chair shall represent the AS AMU externally vis-à-vis the Deans of the individual faculties, the Rector, the faculty-level academic senates, the representative bodies of higher education institutions, and the public. He or she shall convene AS AMU meetings, direct their deliberations and attend to the execution of adopted resolutions.

6. By agreement with the Rector, the AS AMU Chair shall determine the manner in which the AS AMU's administrative, archival and file services are provided.

7. The AS AMU shall select from among its members two Vice-Chairs, one from among the members of the pedagogical chamber and one from among the members of the student chamber. Their terms of office shall be three years. Electing and recalling Vice-Chairs shall require a simple majority of the AS AMU's present members.

8. A motion to recall an AS AMU Chair must be submitted by at least one-third of all of its members (at least 5 members). For a vote to recall an AS AMU Chair, at least two-thirds of all AS AMU members (i.e. 10 members) must be present; a simple majority of all AS AMU members (i.e. 8 members) must vote in favour to recall. A motion to recall an AS AMU Vice-Chair must be submitted by at least one-third of all of its members (at least 5 members). For a vote to recall an AS AMU Vice-Chair, at least two-thirds of all AS AMU members (i.e. 8 members) must be present; a simple majority of all present AS AMU members (i.e. 5 members) must vote in favour to recall. A motion to recall an AS AMU Vice-Chair may also only be submitted by the AS AMU Chair. A vote to recall an AS AMU Chair or Vice-Chair shall always be by secret ballot.

9. The selection of a new AS AMU Chair shall be organised and directed by the AS AMU Vice-Chair for the pedagogical chamber.

Article 4 Final Provisions

1. These Electoral Rules were approved under Section 9(1b) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, on 20 March 2017.

2. These Electoral Rules shall become valid under Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

Prof. Karel Makonj, m.p.
AS AMU Chair

doc. Jan Hančil, m.p.
Rector