

Manual - Elections to the Academic Senate of the 2nd Faculty of Medicine, the Charles University

This manual is governed by binding election regulations, i.e. primarily the Election Rules of the 2nd Faculty of Medicine, the Charles University and the Statute of the 2nd Faculty of Medicine, Charles University.

All basic documents related to the election must also be published in English.

A. Announcement of elections

The Academic Senate (hereinafter the **"AS"**) of the 2nd Faculty of Medicine, the Charles University will announce the date of the election well in advance (1st round at least 30 days and 2nd round at least 15 days before the end of the term), division of communities in the student chamber, method and places of election and the Election Commission (at least 3 students and 3 teachers). The announcement will be immediately posted on the faculty's website (to be provided by the PR department).

The Election Commission then elects a chairman from among its members. Membership in the commission is incompatible with running for office.

The Senate entrusts the person responsible for the administrative course of the election, usually the secretary of the faculty.

B. The first round of elections and its preparation

The Election Commission, together with the Dean's Office, will prepare ballots for the first round, which will take place in electronic form. The members of the Election Commission are not listed on the ballot papers. Persons according to the Statute of the 2nd Faculty of Medicine, Charles University, Article 6, paragraph 3 (Rector, Vice-Rector, Quaestor, Dean, Vice-Dean, Secretary, Director of the university institute and member of the Scientific Council of the Faculty) are listed on the ballots, however incompatibility of their functions is indicated therein. In the student chamber, students are sorted by communities on the ballots.

Within 7 days from the announcement of the election, the Election Commission will send the members of the academic community, who are entitled to vote and to be elected in both chambers, a notification of this fact. They have 7 days to choose one chamber, in which they want to vote and be elected for the given elections. Unless they respond within this period, they will be automatically included in the pedagogical chamber.

The first round of elections takes place in both chambers in electronic form. The electoral system shall start at 8 am on the first day of the first round of elections and close at 10 pm on the second day. Educators elect up to 12 candidates without restrictions, and may give a maximum of one vote to each of them. Students must choose at least 2 candidates from their community (otherwise the vote is invalid) and up to 10 other students regardless of the community.

The IT department shall deliver the results of the first round to the Election Commission the day after the end of the voting. For teachers, 24 candidates with the highest number of votes and all those who had the same number of votes as the last of them advance to the second round. For students, 4 candidates with the highest number of votes for each community (and all who have the same number of votes as the last of them) and 10 candidates with the highest number of votes regardless of the community (and all who have the same number of votes) advance to the second round. The Commission shall publish the overall results.

C. Addressing and presentation of candidates

The Election Commission shall address the candidates (see above) within 3 days from the end of the first round of elections. The Commission shall send them a notification by e-mail and, if necessary, try to contact them over the phone, using contact details obtained in cooperation with the Study and Personnel Department. Candidates are supposed to comment on their candidacy within 5 days. If any of them fails to respond, the Commission considers this as a statement of disagreement. List of candidates including their communities, who have agreed to the candidacy, will then be immediately posted on the faculty website.

The AS recommends contacting a larger number of candidates in advance with the information that their possible candidacy depends on the consent or disagreement of the candidates who are “ahead of them” in the order of results.

Each candidate has the right to publish one article on the faculty website. The placement of this article and publication will be ensured by the Editorial Board. Articles will not be edited.

D. The second round of elections and its preparation

The Election Commission will prepare lists of eligible voters and paper ballots for the second round of elections. At the student chamber, there must be a place on the ballot paper where each student writes the number of his/her community; if they do not do so, the ticket is invalid.

The polling stations are determined by the Senate when the elections are announced. A member of the Election Commission supervises the polling station throughout the election.

After proving his/her identity, the voter is marked in the list and receives one ballot. There is an urn in the room for throwing in ballots. Secret ballot must be allowed in polling stations.

Educators can give their candidates up to 12 votes.

Students must write the number of their community on the ballot paper and give a vote to at least one candidate from their community (otherwise the ticket is invalid), they can also give up to 11 votes regardless of the community. Unless at least two students candidate in the given community, the voter can cast as many votes within his or her community as there are candidates in the community, as well as up to 11 votes, regardless of the community.

At the end of the election, the election commission shall rank the candidates in each chamber according to the number of votes. The 12 candidates with the highest number of votes are elected to the pedagogical chamber. If more candidates have the same number of votes, their order is determined by the number of votes in the first round and, if this is not possible, it is decided by drawing lots. One student with the highest number of votes in a given community and 4 students with the highest number of votes regardless of the community are elected to the student chamber. In the case of equality of votes, the procedure is the same as in the pedagogical chamber. The remaining candidates become alternates.

The Election Commission shall ensure the publication of the election results on the faculty website within 3 days at the latest.

The Election Commission shall prepare a report on the course of the elections according to the Election Rules of the AS of the 2nd Faculty of Medicine, the Charles University, Article 7 within 7 days from the announcement of the election results. A possible re-election is resolved in the Election Rules of the AS of the 2nd Faculty of Medicine, the Charles University, Article 8.