

Election Manual for Academic Senate of Charles University at 2nd Faculty of Medicine

This manual is governed by binding election regulations, in particular the Electoral Code of the Academic Senate of Charles University and Charles University Statute.

All basic election-related documents must be published in English.

1. Announcement of Elections

The AS of the 2nd Faculty of Medicine will announce the date of elections, the manner and the places of the election, and the partial election committee in advance (November 2019). The announcement will be made without delay on the public section of the Faculty website (provided by the PR department).

The Chairman is consequently appointed by the Academic Senate of the 2nd Faculty of Medicine (henceforth written as AS 2.LF UK), Charles University. Commission membership is incompatible with election candidacy.

The Senate will entrust a person responsible for the administrative conduct of elections, as a rule it is the Secretary of the Faculty.

2. Proposal of candidates

Any member of the academic community of the 2nd Faculty of Medicine, Charles University, can nominate a candidate for the elections to the AS of Charles University. In the appendix of this manual is the nomination proposal with the name of the proponent (may be the proposing himself/herself), the name of the proposed person, his consent with the candidature and the signature of the proposed person. Filled out this way, the proposal should be handed to one of the selected members of the partial election committee or a person authorized by the Board of the AS 2.LF UK. Members of the partial election committee then verify the validity of the nomination proposal and whether the proponent and the nominated are members of the academic community of the 2nd Faculty of Medicine, Charles University. The list of candidates will be published in the public section of the Faculty's website at least four days before the first election day.

Each candidate has the right to publish one article on the Faculty's website. The placement of this article and publication will be provided by the PR department of the Faculty. Articles will not undergo editorial or linguistic editing.

3. Election preparations

The Dean's Office will elaborate and submit the lists of authorized voters (students, AP) to the Chairman of the AS, no later than 15 days before the first day of election.

The partial election committee shall ensure printing of the ballot papers through the Dean's Office.

Election locations will be determined by the Senate when announcing the elections. The election location is supervised by two members of the partial election committee.

It must be possible to adapt the ballot papers in the election location or other designated voting area while maintaining secret voting.

Upon proof of identity, student voters are issued with a ballot paper for the election of students and voters from among the academic staff will be issued with a ballot paper for the elections of academic

employees. Each voter may vote only once. The voter shall mark a maximum of two candidates on the ballot paper; if more than one candidate is marked or if the mark cannot be recognized with certainty, the vote is invalid. The voter shall cast the ballot into the ballot box.

4. Election results

Two of the proposed academic employees and two of the students who receive the highest number of votes will be elected. If there is equality of votes in the second and third place, or in any following place decisive for the election of a candidate, the lot will determine who will be elected. The draw will be carried out by the partial election committee in the presence of the Chairman, the person responsible for the administrative course of elections and at least three more members of election committee, of which at least two must be students of the 2nd Faculty of Medicine, Charles University.

Candidates who have not been elected shall be substitutes for the relevant term of office, in the order of votes received. This does not apply to candidates that had less than 10% of votes from relevant Faculty members, or other parts who came to the elections.

The results obtained shall be transmitted to the main election committee by the Chairman of the partial election committee or another member named by the Chairman, immediately. A sample protocol on the conduct and results shall be established by the main election committee. The results obtained will be published in the public part of University's website and on the websites of concerned Faculties.

The voter may lodge a complaint against the preparation, conduct and results of the elections with the main election committee, no later than eight days after the publication of the election results. The complaint must be in the written form and it must contain the reasons. The main election committee shall assess the validity of the election within 21 days from obtaining the statement or complaint, if existing.

The fact that a candidate has been validly elected shall be declared by the Chairman of the main election committee or a member of the committee which has been authorized by the Chairman at the first meeting of the Academic Senate held after 1 February. A written certificate shall be handed over to the elected member.