

ACADEMIC SENATE ELECTION AND STANDING ORDERS

**ACADEMIC SENATE ELECTION AND
STANDING ORDERS**

**OF THE FACULTY OF MILITARY
TECHNOLOGY**

OF THE UNIVERSITY OF DEFENCE

ACADEMIC SENATE ELECTION AND STANDING ORDERS

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ACADEMIC SENATE ELECTION AND STANDING ORDERS

The Academic Senate of the Faculty of Military Technology at the University of Defence has adopted following internal regulations:

PART I

GENERAL PROVISION

Article 1

Scope of Powers

- (1) This Academic Senate Election and Standing Orders of the Faculty of Military Technology at the University of Defence (hereinafter referred as to the Orders) is in compliance with Section 33, Clause 2, Letter b) of the Act No. 111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of other Acts (Higher Education Act) (hereinafter referred as to the Act) issued in Article 9, Clause 1, Letter b) of the Faculty of Military Technology Statutes (hereinafter referred as to the Statutes) at the University of Defence.
- (2) The Orders regulate the elections of the Academic Senate members of the Faculty of Military Technology at the University of Defence (hereinafter referred as to the Academic Senate), rights and duties of the Academic Senate member (hereinafter referred as to the Senator), and the Academic Senate standing orders and election of the candidate for the Dean.

THE ACADEMIC SENATE ELECTION REGULATIONS

Article 2

Senator's Role and Terms of Office

- (1) The Academic Senate is an autonomous academic authority of the faculty and its members are elected candidates from the academic community. Only the academic community members of the faculty have the right to vote and be elected.
- (2) The Senator's terms of office begins on the constitutive session day of the Academic Senate and shall be three years.
- (3) The Academic Senate may adopt a resolution on shortening of the terms of office of all senators.
- (4) The terms of office of all senators is terminated if the Academic Senate does not act. The expression "act" represents the situation when the Academic Senate does not adopt any resolutions to a proposed motion during six months, in compliance with Section 27 of the Act, while this term begins to run from the date of proposing a motion to the board of the Academic Senate.

Article 3

Election Call

- (1) The Academic Senate is voted by the academic community of the faculty. The Academic Senate election is direct by secret ballot. The members of the academic staff vote for the

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senators from their division. The students vote the senators from their students' division. In the divisions it is voted in the election wards.

- (2) The Academic Senate consists of 20 senators, 13 of whom are voted from the division of the members of the academic staff and 7 of whom from the division of students.
- (3) The Academic Senate election is called by the Academic Senate's resolution 60 days at the latest before the termination of the terms of office and it organizes the election by means of coordination election committee and election committees established for the particular division. The election date is appointed so it is held including the terms according to Article 6, before the termination of the Academic Senate terms of office.
- (4) The resolution on Election Call for the Academic Senate must primarily include:
 - a) the determination of election wards for particular divisions and their respective number of mandates of the Senator,
 - b) the structure of committees established in compliance with Article 4,
 - c) the procedure and the terms for proposing motions on the candidates for the Senator,
 - d) the election date and the dates for the prospective election repetition.
- (5) In case, that the Academic Senate does not call the election 60 days at the latest before the termination of the Academic Senate terms of office or in the case that the Academic Senate does not act during six months in compliance with Article 2, Clause 4, the Dean of the faculty calls and organizes the election within 30 days, and the Dean also takes charge of respective competence of the Academic Senate as defined in Articles 3, 4 and 11, in the period between the termination of the Academic Senate terms of office and the constitutive session of a new Academic Senate.

Article 4

Election Committee for the Academic Senate

- (1) The Academic Senate appoints the coordination election committee from the members of the academic community of the faculty, and also appoints the election committees in the divisions.
- (2) The coordination election committee for the election of the Academic Senate coordinates the activities of the election committees in the respective divisions and announces the election results.
- (3) The election committees are responsible for the preparation and administration of the election, collection of nominees' proposals; they also guarantee accurate procedure of the election and the Orders adherence. The election committees process the election results and deliver them to the coordination election committee on a polling day.

Article 5

Election Organization for the Academic Senate

- (1) The election committee sets the list of electorate according to the documents presented by the particular departments of the faculty and releases it three weeks at the latest before the polling day for the Academic Senate, so that each division makes this list of its

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respective electorate available to all its voters. The claims for the elimination of possible discrepancies can be presented to the respective election committee on the fourth day at the latest before the polling day. The election committee may call the coordination election committee in as an adviser to the solution of these claims.

- (2) Two weeks at the latest before the polling day, the members of the academic community propose a motion on nominations for the Senator to the election committee at the respective division. The proposed motions must be applied in writing and must contain a certification of acceptance by the nominee. A member of the election committee or the coordination election committee must not be nominated.
- (3) The election committee releases the list of all nominees for the Academic Senate in each division one week at the latest before the polling day.
- (4) In case of more nominees than given mandates for the division and if the election results do not explicitly determine the order of mandates engagement, the election in such division will be repeated on the given dates set in the Election Call.
- (5) In case of an unexpected situation during the election for the Academic Senate, which is not included in this internal regulations, will be solved based on the Academic Senate resolution.

Article 6

Election Legitimacy

- (1) The coordination election committee prepares and announces the election results on the first working day after the polling day. The report must include the election results in each division including the list of the elected senators and the alternate senators in order.
- (2) The announced results would take effect as from the fourth day after releasing these results if there is no complaint about these results.
- (3) Each member of the academic community of the faculty has the right to send a letter of complaint against the election legality in his/her respective division to the chairman of the coordination committee three days at the latest after announcing the results. Lodging such a complaint causes the election legitimacy in this division to be declared void.
- (4) Within five days, the coordination election committee will decide if the complaint is justified. In case of illegality or internal regulations violation, which might have influenced the election legitimacy or the election results, the coordination election committee will declare the election results void in the respective constituency and will call for the repeat election. In this case the statements in Article 5 are not valid.
- (5) The report with the valid election results is signed by all members of the coordination election committee and the chairman of the committee delivers it to the Dean of the faculty.

Article 7

Mandate of the Senator and the Alternate Senator

- (1) The Senator's mandate and the Alternate Senator's mandate start to run from the moment of being elected.

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- (2) The elected candidates for the Senator win the mandate in order of obtaining votes until all mandates assigned to the division are engaged. Other candidates obtaining valid votes in the same division win the Alternate Senator's mandate in order of obtaining votes. In case of the elected Alternate Senators with the same number of votes, the election committee determines their order by a lot.
- (3) The elected candidate will take the office on the first day of the Academic Senate session, where he/she has to be present and takes the oath according to the provided statute. His/her signature certifies the oath.
- (4) The Senator's mandate shall terminate on the basis of:
 - a) Refusal to take the oath,
 - b) The Senator's declaration of resignation at the Academic Senate session or his/her immediate delivery of written statement on resignation to the President of the Academic Senate,
 - c) Termination of the terms of office,
 - d) Termination of membership in the academic community of the faculty,
 - e) Cessation of the faculty,
 - f) The day, when the Senator takes the office of a Rector, a Vice-Rector, a Dean or a Vice-Dean,
 - g) Recall (Article 9),
 - h) By resolution of the Academic Senate (Article 8, Section 6).
- (5) The Alternate Senator's mandate is valid during the whole terms of office of the Academic Senate, unless it is terminated. By the immediate termination of the Senator's mandate, the mandate is taken over by the Alternate Senator, who is the first in order according to Section 2, with the exception of the mandate according to Section 4, Letter c) or e), and if the Alternate Senator accepts the mandate.

Article 8

Senator's Rights and Duties

- (1) The Senator is responsible for the performance of his/her office to the members of his/her respectful academic community.
- (2) The Senator has the right to propose motions, suggestions and comments concerning matters arising under the Academic Senate and other academic bodies of the faculty and requires their consideration.
- (3) The Senator has the right to vote in all matters considered by the Academic Senate with the exception stated in Article 18, Section 3.
- (4) The Senator is required to be present at the Academic Senate sessions and its other body sessions where the Senator has been delegated, and is required to take an active role in contributing and fulfilling the Senator's mission and tasks.
- (5) If the Senator cannot be present at the session, he/she is obliged to apologize in advance to the President of the Academic Senate or to another member of the board. If the

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Senator cannot do so because of a serious reason, he/she is obliged to apologize within five days to the President of the Academic Senate.

- (6) In case of the Senator's triple or double consecutive absence without an official excuse at the Academic Senate session, the board of the Senate may propose the draft resolution to the Academic Senate on termination of the absent Senator's mandate. The closed ballot makes the resolution on the proposal.

Article 9

Senator's Recall

- (1) The proposal for recalling a Senator may be applied in writing and sent to the President of the Academic Senate by any member of the academic community of the division, where the Senator was elected. The proposal is authorized if it is signed at least by a quarter of all academic community members of the respective division.
- (2) In case of the proposal for recalling a Senator according to Section 1, the Academic Senate calls the appellate procedure and appoints the appellate committee. The appellate committee releases the list of voters who are authorized to participate at the appellate procedure three days at the latest before the date of this procedure and is responsible for its administration. The claims of the elimination of possible discrepancies can be presented to the appellate committee one day at the latest before the date of the appellate procedure.
- (3) The appellate procedure is closed. It is held on the fourth day earliest and on the 30th calendar day at the latest after the proposal delivery.
- (4) The proposal for the Senator's recall is accepted, if at least 30% of the authorized voters of the respective division take part in the appellate procedure and the absolute majority of participants vote for recall.
- (5) In case of the division termination, where a Senator has been elected, the proposal for the Senator's recall may be applied by any of the five members of the academic community of the faculty. The Academic Senate will decide about this proposal by means of closed ballot. The proposal is accepted if at least three fifths of all senators votes for recall.

Article 10

By-election

- (1) In case of the Senator's mandate vacancy during the terms of office, the vacancy will be filled by the Alternate Senator in the first place. If there is no Alternate Senator, the Academic Senate calls by-election. By-election will be held one hundred calendar days at the latest from the day of the Senator's mandate termination, in the division where the mandate vacancy arose.
- (2) The terms of office of the Alternate Senator replacing the Senator's mandate and the Senator elected in by-election lasts till the end of the terms of office of the Senator whose mandate terminated.
- (3) By-election complies with the status of the Orders as follows:

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- a) The terms of releasing the list of voters and proposal of motions for nominees may be shortened based on the Academic Senate decision,
 - b) The chairman of the coordination election committee will deliver the report on the by-election results to the President of the Academic Senate.
- (4) By-election cannot be held on the last three months before the Academic Senate terms of office termination.

PART III

THE ACADEMIC SENATE STANDING ORDERS

Article 11

The Academic Senate Scope of Powers

- (1) The Academic Senate
- a) Makes decisions on the establishment, amalgamation, fusion, allocation or termination of faculty departments based on the motion of the Dean,
 - b) Approves the internal regulations of the faculty and delegates it on approval to the Academic Senate of the University of Defence (UoD) based on the motion of the Dean,
 - c) Approves the motion of the Dean on appointment and recall of the members of the Academic Council and the members of the Disciplinary Board of the faculty,
 - d) Resolves upon the proposal on the Dean's appointment by closed ballot, respectively proposes the Dean's recall,
 - e) Approves the long-term interest of the educational, scientific, research, development or another creative activity of the faculty projected in accordance with the long-term interest of the UoD based on the motion of the Dean and after consideration of this motion by the Academic Council of the faculty,
 - f) Confirms the admission requirements for study programmes provided by the faculty,
 - g) Approves the faculty's funds allocation presented by the Dean and controls their exploitation,
 - h) Approves the annual report on the activities and the annual report on management of the faculty presented by the Dean,
 - i) Comments on any proposals on study programmes concerning the faculty,
 - j) Comments on the Dean's proposal for the appointment or recall of the vice-deans,
 - k) Comments on the Rector's proposal on his own initiative for the Dean's recall in compliance with Section 28, Clause 3 of the Act,
 - l) Comments on other affairs within the Academic Senate competence based on constitution of the internal regulations of the faculty.
- (2) Other terms of reference, tasks and competence of the Academic Senate may imply from the constitution of the faculty's internal regulations.

ACADEMIC SENATE ELECTION AND STANDING ORDERS

Article 12

The Academic Senate Constitutive Session

- (1) The constitutive session of the Academic Senate is called by the Dean upon the proposal of the chairman of the coordination election committee.
- (2) The constitutive session of the Academic Senate must be held on the first day at the earliest and 30 calendar days at the latest after the termination of the previous Academic Senate terms of office.
- (3) The constitutive session of the Academic Senate is opened and conducted by the chairman of the coordination election committee or accredited representative of the coordination election committee till the appointment of the Academic Senate President.
- (4) The President of the Academic Senate is elected by secret ballot by mostly from the council of professors or associate professors. In case of the election of the President of the Academic Senate from several candidates, the election is held according to Article 18, Section 7 to 9.
- (5) The elected President of the Academic Senate takes the oath of the Senator in the presence of the Dean. The senators take the oath of the Senator in the presence of the Academic Senate Assembly care of the President of the Academic Senate.
- (6) The Academic Senate elects other members of the board in the following composition: the Vice-President, the Secretary and two members of the board. The students are represented by one deputy in the board.

Article 13

The Academic Senate Structure and Body

- (1) The President of the Academic Senate conducts the activities and sessions of the Academic Senate and represents the faculty outside according to the provision of the statute, internal regulations of the faculty and particular resolutions of the Academic Senate.
- (2) The board of the Academic Senate solves the matters within the Academic Senate scope of power in the period between the sessions of the Academic Senate. It is responsible for the preparation of the agenda for each Academic Senate session, organizational and material assurance of the session and activities of the Academic Senate as well as the task completion set by the Academic Senate resolution.
- (3) The Vice-President stands proxy for the President or due to the inability of the President of the Academic Senate to act. The Vice-President shall perform all presidential rights and duties of the Academic Senate President.
- (4) The Academic Senate Secretary collects background material for sessions, keeps an accurate written record and prepares report of the proceedings of all sessions of the Academic Senate, controls the attendance of the senators and records the reasons of their absence, keeps the documentation of the Academic Senate and shall perform other duties incident to the office.

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- (5) The Academic Senate, based on its resolution, establishes its working and advisory bodies, permanent or temporary committees whose members may be besides the senators other members of the academic community of the faculty and with the approval of the Dean also other members of the faculty. The President of the committee of the Academic Senate is the Senator.
- (6) Negotiating the Academic Senate President or the member of the Academic Senate board recall is possible on motion in writing of at least five Senators.

Article 14

The Academic Senate Session Regulation

- (1) The Academic Senate sessions are open to public. Public may be excluded by reason of the privacy protection. Public capacity is limited by the restricted seats and the President has the right to limit public's participation. No public person present at the Academic Senate session has the right to intervene or disturb the session of the Academic Senate.
- (2) The Academic Senate sets the agenda and the hearing procedure of particular items of the agenda. Each Senator has the right to propose changes or amendments to the agenda.
- (3) The Senators, the Rector or his accredited Vice-Rector, the Dean or his accredited Vice-Dean and invited guests, all have the right to address the session.
- (4) Each member of the academic community of the faculty has the right to address the Academic Senate board the proposal on hearing of an emergency matter by means of letter or e-mail registered on the UoD server. The proposal has to include the Academic Senate draft resolution. The Academic Senate board puts this proposal on hearing on the agenda to meet the time limit according to Section 5. In case of danger in delay of the matter, the member of the academic community of the faculty may ask the Academic Senate to consider the matter in writing including the draft resolution during its session. The Academic Senate shall consider the proposal and determine if the matter will be discussed on the current session.
- (5) The documents on matters, considered to be decided or approved by the Academic Senate according to Article 11, must be presented to the board of the Academic Senate ten days at the latest and by means of the board to the Senators one week at the latest before the Academic Senate session. The board of the Academic Senate may shorten the time limits in reasonable cases, except the matters according to Article 11, Section 1, Letters a) to f).
- (6) The record on the Academic Senate session is provided and includes the agenda, the proposed motions and the report of the ballot results. The record includes the full text of proposed motions in writing, approved resolutions and other document, which were the subject matter.
- (7) The record on the Academic Senate session is signed by the person who was presiding over the session.
- (8) The results from the Academic Senate session are recorded on the notice-board of the Academic Senate and by means of electronic information system of UoD.
- (9) The documentation of the Academic Senate is transferred to the new elected board of the Academic Senate by the President and the Secretary.

ACADEMIC SENATE ELECTION AND STANDING ORDERS

Article 15

The Academic Senate Session

- (1) The Academic Senate holds the sessions as needed, but at least twice per semester. The dates of the regular sessions, in the calendar year, are set by the board of the Academic Senate.
- (2) A special session of the Academic Senate is called by the President based on the board resolution or at the written request of:
 - a) at least one fifth of all Senators,
 - b) the Rector, the Vice-Rector, the Dean or the Vice-Dean,
 - c) at least one tenth of the academic community members in the division,
 - d) the Academic Senate of the UoD.
- (3) The request on the special session of the Academic Senate must be in writing and send to the President of the Academic Senate. The President of the Academic Senate calls the special session in order it is hold one week at the latest after the written request presentation.
- (4) The chairperson opens the Academic Senate session at the appointed time, if absolute majority of all Senators is present, or within 15 minutes of the appointed time, if the absolute majority of all Senators is already present. After futile expiration of time, the chairperson declares the session defeated and newly calls the Academic Senate session which must be held by one week.
- (5) In case of the inquorate Academic Senate during the session (Article 16, Section 1), the session shall lapse and the business on the agenda shall be included in the agenda for the proceeding session.

Article 16

The Academic Senate Quorum

- (1) The Academic Senate quorum represents the absolute majority of all senators.
- (2) The quorum of the absolute majority of all senators is needed to the adoption of the proposal, if not set down or determined by the Orders.
- (3) For the acceptance of proposal on the candidate for the Dean, on the election of the Academic Senate President and the matters according to Article 11, Section 1, Letter a) and b) the quorum of the absolute majority of all senators is required.
- (4) For the acceptance of proposal of the Dean's recall, the Academic Senate President's recall and the Senator's mandate termination according to Article 8, Section 6 or Article 9, Section 5 and shortening of all senators' terms of office, the quorum of at least three fifths of all senators is required.
- (5) The Academic Senate decides upon each resolution draft to the matter by voting. In case of more matters to be decided upon, the Academic Senate votes in reverse order, than they were put before the Senate. The chairperson of the session reports the voting results.

ACADEMIC SENATE ELECTION AND STANDING ORDERS

- (6) The voting may be closed (by means of ballot papers) or open based on the Academic Senate decision. In matters of the Dean, the President of the Academic Senate election or their recall, the Senator's recall or the Senator's mandate termination according to Article 8, Section 6 or Article 9, Section 5, only closed voting is acceptable. In case of no election committee, before the closed voting the senators appoint from among them two senators into the position of scrutineers.

PART IV

CANDIDATE FOR THE DEAN ELECTION REGULATIONS

Article 17

Candidate for the Dean Election Organization

- (1) The Academic Senate adopts the resolution on the motion for the Dean. The Senate's motion is put before the Rector by the President of the Academic Senate.
- (2) The candidate for the Dean's vacancy shall be a professor or an associated professor, the member of the academic community of the faculty, including his/her competence, experience and moral behaviour, which should meet the requirements related to this vacancy.
- (3) The election of the candidate for the Dean's vacancy is announced by the Academic Senate resolution at least two months before the termination of the current Dean's terms of office. The election date is set by the Academic Senate one month prior to the termination of the current Dean's terms of office.
- (4) The resolution and call for election of the candidate for the Dean's vacancy is published by the Academic Senate on the official board of the UoD, on the notice-board of the Academic Senate and by means of electronic information system of the UoD.
- (5) The resolution on the election of the Dean's vacancy must particularly include:
 - a) election committee structure including its chairman,
 - b) the election day,
 - c) the date and the procedure of proposing the motions on candidates.
- (6) The Academic Senate establishes the election committee for the vacancy of the Dean, while the candidates for the vacancy of the Dean cannot be the members of this election committee. The election committee collects the motions, informs each candidate and request his/her stand.
- (7) The motion on the candidates for the Dean's vacancy may be submitted by each member of the academic community of the faculty. The motion is submitted in duplicate to the chairman of the election committee. The chairman of the election committee approves the acceptance of the motion on the second copy of the motion and publishes it immediately. The candidate for the Dean can be only a person, who certifies his/her nomination. By accepting the nomination, the applicant will become the candidate.
- (8) The candidate has the right to present his/her election statement (agenda). The election committee determines the same time for each candidate's presentation and informs them

ACADEMIC SENATE ELECTION AND STANDING ORDERS

ahead. The election committee determines the order of candidates by lot. The senators with the approval of the Academic Senate as well the academic public of the faculty may ask questions.

Article 18

Candidate for the Dean Election Procedure

- (1) The election of the candidate for the Dean proceeds at the Academic Senate session and the election committee chairman runs the election.
- (2) In case of an unexpected situation during the election of the candidate for the Dean, which is not included in the internal regulations, the Academic Senate has the authority to solve it.
- (3) The Senator, who is the candidate for the Dean's vacancy, is relieved of duty of a Senator for the election rounds, where he/she is elected and can participate neither in asking questions nor voting.
- (4) The Senator votes by casting a ballot paper to the ballot box with the surname of the elected candidate on it. In case the Senator wishes to abstain from voting, he/she casts an empty ballot paper.
- (5) The proposal for a nomination of the Dean is accepted, if the candidate is voted by an absolute majority of all senators.
- (6) In case of only one nominee whose nomination is not approved, but at least two fifths of all senators pronounce for the nominee, the by-election is held on the same day. In case that the nomination is not approved even in by-election, the Academic Senate immediately calls the new election according to Article and determines the date of the election so it is held two days after the failed election.
- (7) In case of more nominees for the Dean's vacancy, the election is held in election rounds with the break. Before each election round, the Senators with the approval of the Academic Senate as well as the academic public may ask the nominees the questions.
- (8) In case of no elected nominee, the nominees with no votes are discarded for the next round and if even there are no such nominees, the nominee with the least votes is discarded. In case of more nominees with the least votes, the by-election elimination round is held, which is repeated till the resolution on elimination. The elimination round is over if there are two nominees left.
- (9) If none of these two nominees do not gain the quorum of the absolute majority of all senators, the by-election is held on the same day. In case that the by-election does not determine the winner, the election for the Dean's vacancy is repeated five days at the latest involving all nominees who accepted their nomination. Even if the election repetition fails and none of the nominees is elected, the Academic Senate immediately calls the new election according to Article 17 and determines its date so it is held two weeks at the latest from the last repeated election.

Article 19

The Dean's Recall

ACADEMIC SENATE ELECTION AND STANDING ORDERS

- (1) The Academic Senate may propose the motion on the Dean's recall, if it finds out that his/her competence and moral behaviour do not meet the requirements obligatory of the Dean's office. The board of the Academic Senate or at least one fifth of all senators may propose the Academic Senate in writing to conduct the recall of the Dean. The President of the Academic Senate immediately announces this matter to the Dean and call for the special session of the Academic Senate.
- (2) The Academic Senate resolves upon the motion on the Dean's recall by closed ballot. The senator may votes by the ballot paper for expressed by the word "recall" or against expressed by the word "do not recall" into the ballot box. If the Senator wants to abstain from voting, he votes with the empty ballot paper.
- (3) If at least three fifths of all senators vote for recall, the Academic Senate will accept the motion on the Dean's recall. The Academic Senate authorizes the motion on the Dean's recall and the President of the Academic Senate transfers it to the Rector.

PART V

FINAL PROVISIONS

Article 20

Validity and Effect

- (1) These Election and Standing Orders were adopted by the Academic Senate of the Faculty of Military Technology of the University of Defence on May 20th, 2008 in compliance with Section 27, Clause 1, Letter b), of the Act.
- (2) This Election and Standing Orders shall become effective on September 1st, 2008 based on their adoption by the Academic Senate of the University of Defence in compliance with Section 9, Clause 1, Letter b), of the Act. The new Orders negate the previous Election and Standing Orders of the Academic Senate of the Faculty of Military Technology of the UoD adopted on May 11th, 2006 by the Academic Senate of the Faculty of Military Technology of the University of Defence.

Col. Prof. Eng. Zdeněk VINTR, Ph.D.
the Dean of the FMT

Associate Professor
Eng. Zbyněk RŮŽIČKA, Ph.D.
the President of the Academic Senate of the
FMT

The Election and Standing Orders were adopted by the Academic Senate of the University of Defence on June 18th, 2008.

ACADEMIC SENATE ELECTION AND STANDING ORDERS

Col. Prof. DM. Jiří KASSA, Ph.D.
the President of the Academic Senate of
the University of Defence