



*Pursuant to Section 9, Para 1 (b), Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, the Academic Senate of the Czech Technical University in Prague approved on ..... the Electoral Code of the Academic Senate of the Faculty of Architecture of the Czech Technical University in Prague.*

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*Doc. Ing. Jan Janoušek, Ph.D., m.p.  
Chair of the CTU Academic Senate*

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## ELECTORAL CODE

### OF THE ACADEMIC SENATE OF THE FACULTY OF ARCHITECTURE

### OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

#### Article 1

##### General provisions

Elections to the Academic Senate of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter only as "AS FA") are direct and held by a secret ballot and are governed by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended, (hereinafter only as the "Act") the Statute of FA CTU and this Electoral Code.

#### Article 2

##### Electoral sections, announcement of elections

- (1) AS FA has 15 members: 10 from the academic community of FA consisting of academic workers of FA and 5 from the academic community of FA consisting of students of FA. For the purposes of elections to AS FA, the FA members who are at the same time academic workers of FA and students of FA are considered to be members of that part of the academic community of FA where they were first members. Upon their request the Election Commission may decide to change their membership.

- (2) The rector, the vice-rector, the bursar, the dean, the vice-dean, the secretary of a faculty or the director of a university institute cannot become members of AS FA.
- (3) Elections to AS FA shall be announced by AS FA no later than 30 days before the end of the AS FA' term of office. In case AS FA does not announce new elections within 30 days before the end of its term of office, the dean will announce new elections within 30 days at the latest.
- (4) Prior to the announcement of the elections, AS FA appoints an Election Commission that is in charge of the elections. The Election Commission consists of three academic workers of FA and three students of FA.
- (5) The Election Commission elects a chair and a vice-chair.
- (6) The Election Commission shall publish a timetable for the elections at least 14 days before the start of the elections, or at least 7 days before the start of the elections in case of by-elections.
- (7) Elections must take place during the period of instruction.

### Article 3

#### Course and evaluation of elections

- (1) Any member of the FA academic community can nominate a candidate.
- (2) Proposals for candidates shall be submitted to the Election Commission on the date specified in the timetable for the elections. The candidate's consent, confirmed by a handwritten signature, and their personal characteristics drawn up by the candidate are a precondition for being included on the ballot.
- (3) The number of candidates must exceed the number of elected senators, both in the number of academic staff of FA and in the number of students of FA. If the number of candidates does not exceed the number of elected senators, the Election Commission shall extend the deadline for submitting ballots (by a maximum of 7 days). If, after the 7-day extension, the number of candidates still does not exceed the number of elected senators, AS FA will announce new elections.
- (4) Before the elections the Election Commission convenes an election meeting, where candidates have the right to present themselves to the academic community of FA.
- (5) The Election Commission is obliged to publish the names of the nominated candidates and their characteristics prior to the beginning of the election meeting.
- (6) During the elections at least two members of the Election Commissions must be present in the polling station.
- (7) Voters will mark on the ballot paper the names of the candidates to AS FA that they vote for. The voter will mark a maximum of candidates from the academic community of FA and a maximum of candidates from among students of FA to equal the number of elected members of AS FA to represent the respective section of the FA academic community. The number of elected members of AS FA is given on the ballot paper. If more candidates are marked, the ballot paper is void.
- (8) In order to determine the ranking of the candidates, the Election Commission will calculate for each candidate a converted number of votes as the sum of the number of votes received from FA students multiplied by the number of ballot papers cast by the academic workers of FA and the number of votes received from academic workers of FA multiplied by the number of valid ballot papers cast by students of FA.

- (9) The relevant number of candidates who have obtained the largest number of votes and at least 10 unconverted votes become members of AS FA. Candidates on other positions who have obtained at least 10 unconverted votes become alternates for the given term of office. In case of equal number of converted votes, the order is decided by lots; the lots are drawn by the Election Commission.
- (10) The election of AS FA in the first round of elections is valid provided the total participation was at least 30% of the members of the academic community of FA. In case the participation of the members of the academic community of FA is lower, a second round of elections will take place. If the required participation of at least 30% of the academic community of FA is not met, a third round of elections will take place. The results of the third round of elections are valid for any participation of the members of the academic community of FA.
- (11) The Election Commission will evaluate the results of the elections and announce them within 3 working days after the end of the elections.
- (12) The chair of the Election Commission convenes a meeting of the new AS FA within 7 days after the elections.
- (13) In case the number of candidates elected in regular elections is lower than the number of seats in AS FA or in case alternates must be appointed to reach full membership of AS FA during the term of office, AS FA will announce by-elections. In this case the provisions of the FA Electoral Code for regular elections shall apply *mutatis mutandis*.

#### Article 4

##### Term of office, expiration of membership in AS FA, appointment of alternates

- (1) The AS FA's term of office is three years. The AS FA's term of office may be shortened by a resolution passed by an absolute majority of the AS FA members with the participation of at least 3/4 of all members. In case AS FA fails to act for 6 months, the term of office of all members of the Academic Senate ends pursuant to Section 26, Para 3 of the Act. In this case the dean shall announce new elections within 30 days.
- (2) Membership in AS FA expires before the end of the term of office:
  - a) By loss of membership in the part of the FA academic community for which a member of AS FA was elected, with the exception of cases in accordance with Article 18, Para 11 of the FA Statute,
  - b) By waiving of membership in AS FA,
  - c) By accepting a post pursuant to Section 26, Para 2 of the Act,
  - d) By not renewing the membership pursuant to Article 18, Para 11 of the FA Statute.
- (3) A vacancy in AS FA shall be filled up by an alternate from the respective section of the FA academic community with a mandate until the end of the AS FA's term of office pursuant to Article 3, Para 9, in the order of the converted number of votes obtained in the elections. If there is no alternate for the respective section of the FA academic community, by-elections will be announced by AS FA. In this case the provisions of the FA Electoral Code for regular elections shall apply *mutatis mutandis*. The term of office of the member elected in by-elections expires at the end of the AS FA's term of office.

#### Article 5

##### Final provisions

- 1) This Code was approved at an AS FA session on 22 November 2017.
- 2) This Code comes into force on the day it is approved by the Academic Senate of the Czech Technical University in Prague.
- 3) This Code comes into effect on 1 February 2018.

Ing. arch. Jan Sedlák, m. p.  
Chair of the FA CTU Academic Senate

prof. Ing. arch. Ladislav Lábus, Hon. FAIA, m.p.  
Dean of FA CTU