



The Academic Senate of the University of South Bohemia in České Budějovice approved according to § 27 par. 1, point b) Act no. 111/1998 Coll., as amended, on and the Office of the Rector of the University of South Bohemia in České Budějovice registered under ref. no..... the Electoral Regulations of the Academic Senate of the Faculty of Fisheries and Protection of Waters, the University of South Bohemia in České Budějovice on

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PhDr. Iva Žlábková, Ph.D.
Chairwoman of the Academic Senate of the USB

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doc. Tomáš Machula, Ph.D., Th.D.
Rector of the USB

ELECTORAL REGULATIONS OF THE ACADEMIC SENATE OF THE FACULTY OF FISHERIES AND PROTECTION OF WATERS, THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

PART ONE GENERAL PROVISIONS

Article 1 Basic provisions

- (1) The Electoral Regulations of the Academic Senate of the Faculty of Fisheries and Protection of Waters, the University of South Bohemia in České Budějovice (hereinafter the "Electoral Regulations of the AS of the FFPW USB") are an internal regulation of the faculty according to § 33 par. 2b) of the Act No. 111/1998 Coll., on universities and changes and amendments to other acts, as amended (hereinafter the "Act on universities").
- (2) The Electoral Regulations adjust the composition of the Academic Senate of the Faculty of Fisheries and Protection of Waters, the University of South Bohemia in České Budějovice (hereinafter "AS FFPW USB"), the duration of the tenure of members of the AS of the FFPW USB and conditions for the election of its members to the AS of the FFPW USB.
- (3) The Academic Senate of the FFPW USB is an autonomous representative body of the Faculty of Fisheries and Protection of Waters, the University of South Bohemia in České Budějovice (hereinafter "FFPW USB") pursuant to the Act on universities and in accordance with the Statute of the FFPW USB and internal regulations of the University of South Bohemia in České Budějovice (hereinafter "USB").
- (4) The activities of the AS of the FFPW USB are regulated by the Act on universities, the Statutes of the USB and the FFPW USB. The course of negotiations of the AS of the FFPW USB, including the election of the Dean of the FFPW USB, is adjusted by the Rules of Procedure of the Academic Senate of the FFPW USB.

Article 2

Composition of the AS FFPW USB

- (1) The Academic Senate of the FFPW USB is made up of elected representatives of the academic community.
- (2) The AS FFPW USB has twelve members, of whom eight representatives of academic staff (hereinafter "Chamber of academics") and four student representatives (hereinafter "Chamber of students").
- (3) Membership in the AS FFPW USB is honorary, voluntary and irreplaceable. The function of the AS FFPW USB member is incompatible with the post of the Rector, Vice-Rector, Bursar of the USB, Dean, Vice-Dean, faculty's Registrar and directors of institutes of the FFPW USB.
- (4) In the event that a student elected to the AS FFPW USB, who successfully finishes studies at the faculty, is then admitted to another immediately following study program at the FFPW USB during his tenure at the AS FFPW USB, remains after the re-enrolment to study a member of the AS FFPW USB and the mandate does not expire. However, he/she must immediately enrol to study in the following semester in due course. Until the re-enrolment of such students, or in the event of non-fulfilment of conditions for re-enrolment, the function of such member of the AS FFPW USB is managed by an elected alternate member according to the order in the list.

Article 3

Tenure of the AS FFPW USB

- (1) The tenure of the AS FFPW USB is three years, if there is no termination of the membership in the AS FFPW USB or dissolution of the entire AS FFPW USB earlier. The academics of the FFPW USB can be repeatedly elected to the Senate.
- (2) Membership in the AS FFPW USB expires:
 - a) expiration of the tenure,
 - b) date of receipt of a written declaration to the Chairman of the AS FFPW USB, in which a member of the AS FFPW USB resigns the membership in the AS FFPW USB,
 - c) together with the termination of the membership in the academic community,
 - d) dissolution of the AS FFPW USB,
 - e) if the AS FFPW USB gets rid of its member's mandate by voting because of the absence at least at three consecutive meetings of the AS FFPW USB and inactivity in the AS FFPW USB for the period longer than one year.
- (3) If for any reason the membership of any member of the AS FFPW USB expires, the place is taken over by the alternate member.
- (4) If the AS FFPW USB is dissolved, the Dean of the FFPW USB announces new elections within 30 days from the date of the dissolution of the AS FFPW USB.

PART TWO

ELECTIONS TO THE AS FFPW USB

Article 4

Announcement of elections to the AS FFPW USB

- (1) Elections to the AS FFPW USB are announced by the Dean of the faculty by his decision, not later than thirty days before the end of the tenure of the current AS FFPW USB. In the decision there is stated among others as well as the schedule of elections and polling places.
- (2) The schedule of elections is designed so that i) elections are conducted in at least two consecutive days, in which the tuition is held and at the same time ii) to be able to vote at least four hours every day, iii) at least some students of the combined forms of study in bachelor's and / or master's degree of studies must be taught in one of the election days and iv) elections are conducted at least one day in Vodňany and one day in České Budějovice.
- (3) Elections can also be divided into electoral districts, by the place of the part of the FFPW USB. The Dean's decision on elections to the FFPW USB must ensure in this case the rules in order to avoid the possibility of a repeat election and determine partial election committees except for the main election committee. Ballots are the same for all electoral districts.
- (4) The announcement of elections to the AS FFPW USB is published on the official notice board on the website of the FFPW USB.

Article 5

Election committee for election to the AS FFPW USB

- (1) The election committee is established for the purposes of the organization and management of elections to the AS FFPW USB. It is appointed by the Dean of the FFPW USB from the workers of the FFPW USB.
- (2) The election committee has at least five members. Members of the election committee are from different parts of the faculty. The head of the election committee is a chairman, who methodically manages the other members of the election committee. A partial election committee is established in case of division of elections in electoral districts. This committee has at least 3 members. Appointees may be a member of the partial as well as main election committee.
- (3) The election committee organizes elections and it is responsible for its proper conduct. At least two members of the election committee must be present at all times at the place where the voting takes place.
- (4) The membership in the election committee is incompatible with the candidacy to the AS FFPW USB.
- (5) The employee who is a member of the election committee is entitled to a special bonus.

Article 6

Lists of voters to the AS FFPW USB

- (1) The lists of voters are ensured by the election committee. Each member of the academic community of the FFPW USB has the right to vote.
- (2) Each member of the academic community of the FFPW USB can only vote once in the election to the AS FFPW USB.

Article 7

Candidates to the AS FFPW USB

- (1) Candidates to the AS FFPW USB may be proposed by any member of the academic community of the FFPW USB, and that is in writing on the prescribed form which shall be forwarded to members by the election committee no later than seven working days before the first day of the election. It is not possible to nominate yourself.
- (2) Upon written confirmation of approval of the proposed with the candidacy, the election committee will publish the list of candidates to the AS FFPW USB divided by chambers on the official board on the website of the FFPW USB, no later than three working days before the first day of elections to the AS FFPW USB.
- (3) If the proposed candidate can stand in both chambers for the AS FFPW USB, he may be a candidate only in one of them according to his decision.
- (4) The election committee is responsible for the successful process of elections. It ensures printing of two types of ballots by the Dean's office of the FFPW USB. On one of them there is a list of candidates to the chamber of academics of the AS FFPW USB, on the other one there is a list of candidates to the chamber of students of the AS FFPW USB. On the ballot there are also a total number of elected representatives to both chambers of the AS FFPW USB and the method of adjusting the ballot paper.
- (5) Data on the ballot paper must be provided so that the candidates to the AS FFPW USB have been clearly identified.
- (6) Candidates can run for their own election campaign, up to the day preceding the first day of the election. The method of campaigning should not be in conflict with the Code of Ethics of the USB, general law and morality.

Article 8

Process of elections to the AS FFPW USB

- (1) The adjustment of ballot papers must be allowed in the polling place or other space designated for voting so that the secret ballot is ensured.
- (2) The voter proves his identity to present members of the election committee by the ID card or passport.
- (3) Upon verification of identity and identification in lists of voters, the voter gets the ballot according to what chamber of the AS FFPW USB he is going to vote. Students of the FFPW USB elect only members of the chamber of students of the AS FFPW USB. Academics elect only members of the chamber of academics of the AS FFPW USB. If the academic worker is also a student of the FFPW USB, then he chooses, into which chamber of the AS FFPW USB he wants to vote and accordingly he also receives the ballot.
- (4) The voter goes to the place intended for the adjustment of the ballot. He adjusts the ballot here and then drops it into a sealed ballot box in front of the sight of present members of the election committee. In case of elections to the chamber of academics, the ballot is adjusted by marking up to eight candidates. In case of elections to the chamber of students, the ballot is adjusted by marking maximum of four candidates.
- (5) Voters vote conscientiously and based on freedom of opinion.
- (6) The election committee retains the sealed ballot box in a locked area after every day of elections until the end of the elections.

- (7) The ballot paper, which has been adjusted differently than by prescribed indication, is invalid.

Article 9

Results of elections to the AS FROV JU

- (1) Counting of votes must take place in the presence of an absolute majority of members of the (main) election committee. Before opening the ballot box, the present members of the (main) election commission verify that the seal on the box is intact.
- (2) Eight of the proposed academic staff and four of the proposed students, who obtain the highest number of votes, are always elected. If there is an equality of votes on the places decisive for the election of a candidate to the AS FFPW USB, the draw will determine who has been elected. The draw is performed by the (main) election committee.
- (3) The protocol on the process of elections and the results of elections and submitted ballots are forwarded by the chairman of the (main) election committee or the authorized member of the election committee without delay to the chairman of the newly elected AS FFPW USB on its inaugural meeting.
- (4) The election results are published immediately after their discovery on the official board and on the website of the FFPW USB.
- (5) A voter may file a complaint with the (main) election committee against the preparation, process and results of the election, no later than three days after the publication of the election results. The complaint must be in writing and must mention the reasons for the complaint. The (main) election committee will consider the complaint within ten days of its receipt. The complainer must be present when the election committee deals with the complaint if he does not surrender this right by verifiable manner. In case of barriers to participate that would prevent compliance with mentioned deadlines, the negotiations take place without the participation of the complainer. The committee votes about the result of the complaint. A simple majority of votes decides. In case of the equality of votes, the voting is repeated. The chairman of the election committee decides on the outcome in case of the equality of votes. The text of the complaint and the decision on the complaint with the grounds must be published on the official board on the website of the FFPW USB. The decision of the election committee is final.
- (6) In case of a serious breach of the process of elections, the (main) election commission may declare the election as invalid (see Article 13).
- (7) The fact, that candidates for the AS FFPW USB were validly elected, is announced by the chairman of the election committee or the authorized member of the election committee at the first inaugural meeting of the newly elected AS FFPW USB. The meeting is convened in fifteen days at the earliest and not later than thirty days after the publication of election results. The chairman of the election committee hands over a written certificate of appointment to the elected members of the AS FFPW USB.

Article 10

Alternate members of the AS FFPW USB

- (1) Candidates to the AS FFPW USB, who were not elected, are included in the list of alternate members in their chamber, in order of number of votes. Candidates with the

same number of votes have the same ranking. The list of alternates is placed in the documentation of the AS FFPW USB.

- (2) Anyone can give up the position of the alternate, and that is in writing to the chairman of the AS FFPW USB.
- (3) The mandate of the alternate member expires with the end of tenure of the AS FFPW USB, to which he was elected as the alternate.
- (4) In the event of termination or expiry of mandate of the AS FFPW USB member during the tenure of the Academic Senate, the alternate member takes its place for the respective chamber and that is according to the order in the list. In case of equal ranking with more alternates, the draw decides on the alternate. The draw is conducted by the chairman of the AS FFPW USB.
- (5) Alternates for the student chamber of the AS FFPW USB, who held the membership in that body only for a part of the tenure of the AS FFPW USB according to the Article 2 par. 4) of the Electoral Regulations of the AS FFPW USB, return to the original place of the alternate according to the election results after the return of the replaced member of the AS FFPW USB. It will be decided about their possible further functioning as a member of the AS FFPW in accordance with the Article 10, par. 4 of the Electoral Regulations of the AS FFPW USB.

Article 11

Re-elections to the AS FFPW USB

- (1) Re-elections are announced by the Dean of the FFPW USB based on the results of the investigation of the (main) election committee about the complaint to the process of elections.
- (2) Elections are repeated if there is an error of the Regulations, which could affect the election results and the elections are thus declared void.
- (3) The (main) election committee must agree on the announcement that the elections to the AS FFPW USB are void. The elections are declared void, if at least three fifths of the members of the (main) election committee agree that the elections are invalid.
- (4) It is possible to vote about the invalidity of the elections no later than fourteen days after the end of elections.

Article 12

Complementary elections to the AS FFPW USB

- (1) Complementary elections are held in the event that for the vacant position of a member of the AS FFPW USB is not an alternate member or all alternates refused membership in the AS FFPW USB.
- (2) Complementary elections are not declared if the position in the AS FFPW USB was vacated in the last three months of tenure of the AS FFPW USB and if there is no violation of § 26 of the Act on universities.
- (3) The appropriate regulations governing elections to the AS FFPW USB in the Articles 3 to 13 are valid for the complementary elections.
- (4) The mandate of members of the AS FFPW USB elected in the complementary election shall expire with the tenure of the AS FFPW USB to which they were elected.

PART THREE
FINAL PROVISIONS

Article 13

- (1) The date of registration of these Electoral Regulations of the AS FFPW USB by the Rector's Office is the date of cancellation of the Electoral Regulations and Rules of Procedure of the Faculty of Fisheries and Protection of Waters, the University of South Bohemia in České Budějovice registered by the Rector's Office on 7th October 2009, ref. No. 01/06/09/1.
- (2) These Electoral Regulations of the FFPW USB were approved by the Dean's collegium of the faculty on 21st February 2017 and pursuant to § 27 par. 1 point. b) of the Act on universities by the Academic Senate of the FFPW USB on 2nd May 2017 and the Academic Senate of the USB on 16th May 2017.
- (3) This document will become effective on the day of registration by the Rector's office of the USB.

Prof. Dip.-Ing. Otomar Linhart, DSc.
Dean of the faculty

RNDr. Bořek Drozd, PhD.
Chairman of the AS FFPW USB