



Fakulta rybnářství
a ochrany vod
Faculty of Fisheries
and Protection
of Waters

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice
Czech Republic

translation only - the original with the signature is only Czech

The Academic Senate of the University of South Bohemia in České Budějovice approved according to § 9 par. 1, point b) Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), 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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JUDr. Rudolf Hrubý
Chairman of the Academic Senate of the USB

.....
Prof. PhDr. Bohumil Jiroušek, Dr.
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 FFPW USB") are an internal regulation of the faculty according to § 33 par. 2 letter b) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended (hereinafter the "Act on Higher Education Institutions")
- (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 FFPW USB by secret ballot in paper or electronic form.
- (3) The AS 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 Higher Education Institutions 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 FFPW USB are regulated by the Act on Higher Education Institutions, the Statutes of the USB and the FFPW USB. The course of negotiations of the AS 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 AS FFPW USB is made up of elected representatives of the academic community of the FFPW USB.
- (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, Director of the university institute and Director of the FFPW USB institute.
- (4) In the event that a student elected to the AS FFPW USB, who successfully finishes his / her 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, the FFPW USB, resp. in its part for which the AS FFPW USB member was elected, except in cases pursuant to Article 2, par. 4,
 - 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 according to obtained number of votes

and while maintaining the proportions of the representation of academic staff and students.

- (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, unless otherwise stipulated in these Electoral Regulations of the AS FFPW USB. In the decision there is stated among others as well as the schedule of elections and polling places.
- (2) Elections may be held in a paper form or by means of an electronic election application.
- (3) The schedule of elections is designed so that I) elections are conducted in at least three 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 must be taught in one of the election days and IV) elections held in the paper form are conducted at least one day in Vodňany and two days in České Budějovice.
- (4) Elections can also be divided into electoral districts, by the place of the part of the FFPW USB. The Dean's decision on announcement of elections to the AS FFPW USB must ensure in this case the rules in order to avoid the possibility of a repeat election and determine Partial Election Committee except for the Main Election Committee. Ballot papers and lists of candidates in the electronic electoral application (see below) are the same for all electoral districts.
- (5) The announcement of elections to the AS FFPW USB is published on the official board on the FFPW USB website and by means of an information e-mail containing information on the election schedule and polling places. The email is sent by the Dean of the faculty or his authorized representative to all members of the FFPW USB academic community.

Article 5

Election Committee for election to the AS FFPW USB

- (1) For the needs of organization and management of elections to the AS FFPW USB, the Dean of the FFPW USB establishes, on the basis of the Dean's Measure on Announcement of Elections to the AS FFPW USB AS, the Main Election Committee and also the Partial Election Committee in case of division of elections into electoral districts. Both FFPW USB Committees must be gender balanced. The Chairman, vice-Chairman, and ordinary members of the Main (or Partial) Election Committee are

nominated by the current Academic Senate from the staff and students of the FFPW USB and appointed by the Dean of the FFPW USB.

- (2) The Main Election Committee has at least five members. Members of the Main Election Committee are from different parts of the faculty. The head of the Main Election Committee is a Chairman, who methodically manages the other members of the Election Committee. The Partial Election Committee has at least 3 members. Appointees may be a member of the Partial as well as Main Election Committee.
- (3) The Main Election Committee organizes elections and it is responsible for its proper conduct. In the case of election in paper form, at least two members of the Main or Partial Election Committee must always be present at the place where the voting takes place.
- (4) The membership in the Main or Partial Election Committee is incompatible with the candidacy to the AS FFPW USB.
- (5) Membership in the Main or Partial Election Committee entitles to extraordinary remuneration.

Article 6

Lists of voters to the AS FFPW USB

- (1) The lists of voters are ensured by the Main 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 Main or Partial 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 candidate with the candidacy, the Main 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 / she may be a candidate only in one of them according to his / her decision.
- (4) Candidates can run a campaign for their election, up to the day before the first day of the elections. The manner of conducting the campaign must not be in conflict with the USB Code of Ethics, general legal regulations and good morals.

Article 8

The course of elections to the AS FFPW USB with voting in a paper form

- (1) The Main 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.
- (2) Data on the ballot paper must be provided so that the candidates to the AS FFPW USB have been clearly identified.
- (3) 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. The voter proves his identity to present members of the Election Committee by presenting the ID card or passport.
- (4) 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 / she 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 / she chooses, into which chamber of the AS FFPW USB he / she wants to vote and accordingly receives the ballot.
- (5) The voter goes to the place intended for the adjustment of the ballot. He / she adjusts the ballot there and then drops it into a sealed ballot box in front of the sight of present members of the Main or Partial 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.
- (6) Voters vote conscientiously and based on freedom of opinion.
- (7) The Main and Partial Election Committee retains the sealed ballot box in a locked area after every day of elections until the end of the elections.
- (8) The ballot paper, which has been adjusted differently than by prescribed indication, is invalid.

Article 9

The course of elections to the AS FFPW USB with voting in electronic form

- (1) In the case of the elections to the AS FFPW USB, voting may take place in electronic form. About this form of voting can be decided by
 - a) the AS FFPW USB in relation to regular or by-elections,
 - b) the Dean in relation to repeated elections,
 - c) the Dean in all cases where the term of office of the current AS FFPW USB has already ended.
- (2) Students of the FFPW USB may elect only members to the Chamber of students of the AS FFPW USB. The academic staff may elect only members to the Chamber of academics of the FFPW USB.
- (3) If an academic staff member is also a student of the FFPW USB, he / she must decide whether to vote as a student of the FFPW USB or as an employee of the FFPW USB. If he / she does not inform the Chairman of the Main Election Committee about his / her decision

no later than seven working days before the first day of the elections, he / she will be automatically taken as a student.

(4) The Centre of Information Technology of the University of South Bohemia (hereinafter referred to as "CIT") is entrusted with the technical provision of voting in electronic form.

(5) Electoral lists in electronic form shall be prepared by the CIT on the basis of an invitation from the Chairman of the Main Election Committee for elections to the AS FFPW USB in accordance with the above mentioned rules one week before the beginning of the elections. The Main Election Committee shall ensure their check and transmit their final version to the CIT at least three working days before the start of electronic voting.

(6) The Main Election Committee shall submit to the CIT a list of candidates for the Chamber of Academics of the AS FFPW USB and a list of candidates for the Chamber of Students of the AS FFPW USB at least three working days before the start of electronic voting.

(7) Electronic voting takes place in a web interface via an election application (hereinafter referred to as the "voting system"). The voter proves his / her identity by logging in to the voting system via the University Authentication Service (IDM). More detailed instructions are contained in the voting system in the form of help.

(8) During voting in electronic form, any questions of voters are sent in electronic form to the Chairman of the Main Election Committee, whose e-mail address will in such a case be stated in the Announcement of Elections.

(9) After voting, the voter is immediately informed of the counting of his vote both directly in the voting system and by e-mail generated by the voting system, which is sent to his personal e-mail box. The voting system will be set up so that the voting is secret, and each member of the academic community can vote only once.

(10) Within one working day after the end of the electronic elections, the CIT employee shall send the results of the elections in electronic form to the Chairman of the Main Election Committee for elections to the AS FFPW USB. He / she shall draw up the minutes and send them to the other members of the Committee for approval again in electronic form.

Article 10

Results of elections to the AS FROV JU

- (1) Counting of votes for elections held in paper form 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 Committee verify that the seal on the box is intact. In the case of elections with electronic voting, the counting of votes is ensured in the voting system.
- (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 in the case of elections in paper form the results of elections and submitted ballots are forwarded by the Chairman of the Main Election Committee or the authorized member of the Main 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 websites of the FFPW USB, no later than the day following the end of the last day of voting.
- (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 Main 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 dealing with complaint take place without the participation of the complainer. The Committee votes in secret about the result of the complaint. A simple majority of votes decides. In case of the equality of votes, the voting is repeated. If there is a tie in the case of repeated voting, the Chairman of the Main Election Committee shall decide on the result. 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 Committee may declare the election as invalid (see Article 12).
- (7) The fact, that candidates for the AS FFPW USB were validly elected, is announced by the Chairman of the Main Election Committee or the authorized member of the Main 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 Main Election Committee hands over a written certificate of appointment to the elected members of the AS FFPW USB.

Article 11

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) A member of the academic community of the FFPW USB will lose the position of the alternate at the end of the term of office of the AS FFPW USB in which he / she stood as a candidate.
- (4) In the event of termination or expiry of mandate of the AS FFPW USB member during the term of office, the alternate member takes his / her 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. The alternate is appointed as a member of the Senate so that at the next meeting of the AS FFPW USB following the termination of

membership of the person, he / she replaces, the alternate can already hold his / her position.

- (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 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 par. 4 of this Article of the Electoral Regulations of the AS FFPW USB.

Article 12

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 preparation, process, or results of elections.
- (2) Elections are repeated if there is a mistake, 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 13

By-elections to the AS FFPW USB

- (1) By-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 have resigned in accordance with Article 11, par. 2.
- (2) By-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, par. 1 of the Act on Higher Education Institutions.
- (3) The appropriate regulations governing elections to the AS FFPW USB in the Articles 4 to 12 of these Electoral Regulations of the AS FFPW USB are valid for the by-elections.
- (4) The mandate of members of the AS FFPW USB elected in the by-elections shall expire with the tenure of the AS FFPW USB to which they were elected.

PART THREE FINAL PROVISIONS

Article 14

- (1) On the date of the entry into force of these Electoral Regulations of the AS FFPW USB is cancelled the Electoral Regulations of the Faculty of Fisheries and Protection of

Waters, the University of South Bohemia in České Budějovice registered by the Rector's Office on 8th June 2017, ref. No. 01/0357/17.

- (2) These Electoral Regulations of the AS FFPW USB were approved by the Dean's collegium of the FFPW USB on 11th January 2021 and pursuant to § 27 par. 1 point. b) of the Act on Higher Education Institutions the Regulations were approved by the AS FFPW USB on 29th January 2021 and the Academic Senate of the USB on
- (3) These Electoral Regulations of the AS FFPW USB will become effective on the day of registration by the Rector's office of the USB.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of the FFPW USB

MVDr. Eliška Zusková, Ph.D.
Chairwoman of the AS FFPW USB