

ELECTION RULES OF THE ACADEMIC SENATE OF THE FACULTY OF SCIENCE, MASARYK UNIVERSITY

(as amended from 1.4.2026)

Article 1

Introductory Provisions

- (1) These Election Rules of the Academic Senate of the Faculty of Science of Masaryk University (hereinafter referred to as the "Rules") regulate, in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), the elections to the Academic Senate of the Faculty of Science of Masaryk University (hereinafter referred to as the "Senate"), which is established at the Faculty of Science of Masaryk University (hereinafter referred to as the "Faculty") in accordance with the Act as a self-governing representative academic body.
- (2) For the purposes of these Rules, the term Chair of the Senate shall also mean the Chair of the Senate whose term of office has already ended, but a new Chair or Vice-Chair of the Senate has not yet been elected.
- (3) For the purposes of these Regulations, the term "in writing" means submission by e-mail via the Masaryk University Information System to the e-mail address volebni.komise@sci.muni.cz.
- (4) For the purposes of these Regulations, the term "publication" shall mean a notification in the application of the Masaryk University Information System E-elections (hereinafter referred to as the "Application").

Article 2

Constituencies

- (1) For the purposes of elections to the Senate, the academic community of the Faculty is divided into one constituency of students and five constituencies of academic staff: the constituency of mathematics, the constituency of physics, the constituency of Chemistry, the constituency of Biology and the constituency of Earth Sciences.
- (2) Each member of the academic community of the Faculty shall belong to one constituency of the academic community of the Faculty for the purpose of exercising rights under these Regulations in the same elections. The assignment of academic staff of individual departments to constituencies is specified in Annex No. 1 to these Rules.
- (3) If a member of the academic community of the Faculty

- a) a student and an academic staff member at the same time, or
- b) an academic worker at several departments of the Faculty, belonging to different constituencies according to Annex No. 1 to these Rules,

then his/her affiliation to the constituency depends on his/her decision, which he/she makes either when submitting his/her candidacy (Article 9 of these Rules) or in the Application when voting (Article 11 of these Rules).

(4) Rights under these Rules shall mean:

- a) active suffrage (right to vote);
- b) passive suffrage (the right to stand as a candidate);
- c) the right to be a member of the Senate (depending on the election results);
- d) the right to be a substitute in the Senate (depending on the election results).

Article 3

Electoral key

- (1) Three members of the Senate shall be elected in each constituency of academic staff.
- (2) Twelve members of the Senate are elected in the student constituency.
- (3) Candidates who are placed in individual constituencies according to the election results behind the elected members of the Senate shall become substitutes in the given constituencies in the order according to the number of votes received.

Article 4

Term of office

- (1) The term of office of the Senate shall be 36 calendar months and shall be specified in the announcement of the election for the given term of office.
- (2) Substitutes called to membership and members elected in by-elections and repeated elections shall serve as members of the Senate only until the end of the relevant term of office of the Senate.
- (3) The term of office of the Senate may be shortened by a resolution of the Senate. The consent of three-fifths of all members of the Senate is required for the adoption of this resolution.

Article 5

Organisation of elections

- (1) Elections, including the submission of candidacies and secret ballots, shall be held electronically via the Application.
- (2) Appropriate measures shall be taken to ensure the secrecy of elections during elections.

Article 6

Election Commission

- (1) Elections shall be administered by the Election and Mandate Commission of the Senate (hereinafter referred to as the "Election Commission").
- (2) Members of the Election Commission, including its chairman, shall be appointed and dismissed by the Senate. Members of the Election Committee, including the Chairperson of this Committee, must be members of the academic community of the Faculty, but they do not have to be members of the Senate.
- (3) There are seven members of the Election Commission, with each constituency of academic staff being represented by one and the student constituency by two members.
- (4) Membership in the Election Commission is incompatible with candidacy for the Senate. If a member of the Election Commission intends to run for the Senate, he or she must resign from the Election Commission before the date of the start of the submission of candidacies. Membership in the Election Commission shall also cease upon resignation, dismissal, or together with the termination of membership in the relevant constituency.
- (5) If no candidates are nominated for members of the Election Commission from the relevant constituency or if the proposed candidates are not elected by the Senate, their position in the Election Commission shall remain vacant. However, the number of members of the Election Commission may not be less than five. In the event of falling below this limit and in the event of a risk of delay, the Chair of the Senate shall appoint other members of the Election Commission, regardless of their affiliation to the constituency. This appointment will be discussed by the Senate at the next meeting.

Article 7

Announcement of elections and timetable for tasks and deadlines for elections

- (1) Elections shall be announced and the schedule shall be determined by the Chair of the Senate no later than 8 weeks before the end of the term of office of the Senate (the months of July and August shall not be included in this period). If he fails to do so, the Dean of the Faculty shall announce the election within three weeks of the expiry of this period. The announcer shall then immediately inform the Chairman of the Election Commission, who shall immediately publish the announcement and schedule of the elections in the Application and shall inform the members of the academic community of the constituencies in which the elections are announced by e-mail via the Application. The announcement of the elections contains a schedule of tasks and deadlines for the elections and the definition of the term of office for which the elections are called. There must be no overlap of two terms of office and at the same time the term of office of the Senate must not begin later than 12 weeks after the end of the election (the months of July and August are not included in this period).
- (2) The period for submitting candidacies lasts at least three weeks.

- (3) Election programmes and declarations of candidates must be published by the Election Commission for at least one week prior to the election and for the entire duration of the election.
- (4) A secret ballot using the Application lasts at least one week. Voting must begin within 8 weeks of the announcement of the election and cannot begin earlier than 12 weeks before the end of the term of office of the current Senate (the months of July and August are not included in these deadlines).
- (5) If the Senate fails to act for a period of six months in accordance with Section 27 of the Act or if the term of office of the Senate is shortened pursuant to Article 4, paragraph 3 of these Rules, the Dean of the Faculty announces new elections within four weeks at the latest. The schedule of such elections must respect all relevant deadlines specified in par. 1 to 4 of this article.

Article 8

Electoral lists

- (1) Electoral list means a non-public list of names of members of the relevant constituency generated by the Election Commission from the Application.
- (2) The Election Commission shall verify the correctness of the lists of members of individual constituencies.
- (3) A member of the academic community of the Faculty may raise a question or objection to his/her inclusion in a specific constituency in writing (pursuant to Article 1, paragraph 3) to the address of the Election Committee, which shall settle the question or objection without delay.

Article 9

Candidates

- (1) Only a member of the relevant constituency may stand as a candidate. In the case of members of the academic community of the Faculty referred to in Article 2, paragraph 3 of these Rules of Procedure is part of the submission of candidacy to determine one constituency in which they are candidates and voters.
- (2) The candidacy shall be submitted via the Application by the end of the deadline set by the schedule. A mandatory part of the candidacy is the election programme and the candidate's declaration in which he declares whether or not he is a member of an academic community other than the Faculty, whether or not he is a member of the statutory bodies of legal entities, whether or not he develops his own business activities and whether or not he has an employment relationship with an employer other than Masaryk University. The election commission confirms the candidate's acceptance and validity of the candidacy. In the event of an error in the candidacy, the Election Commission will call on the candidate to correct it, and this invitation does not have a suspensive effect on the deadline for submitting the candidacy.

- (3) A member of the Election Commission who does not renounce his/her membership in the Election Commission by the date of the commencement of the submission of candidacies at the latest may not submit a candidacy.
- (4) A list of all valid candidates in random order, including the mandatory parts of the candidacy announcement, shall be published by the Election Commission (pursuant to Article 1, subsection 4) within the deadline set by the schedule.
- (5) The list of all candidates, as well as the mandatory parts of the candidacy and other information pursuant to the preceding paragraph, may not be changed in any way after the deadline for publication given by the timetable.

Article 10

Election campaigns

- (1) Pre-election meetings may be held at the Faculty with all candidates or in support of individual candidates.
- (2) In this context, the faculty shall ensure that equal conditions for the conduct of the election campaign are maintained.
- (3) Immediately after the candidates have been published in the Application, the Election Committee shall establish a discussion forum with the candidates, within the IS MU and separately for each constituency.

Article 11

Voting procedure

- (1) The application is open for voting according to the announced election schedule.
- (2) A voter may cast a vote in the Application for up to as many candidates as there are seats to be filled in the relevant constituency.
- (3) A voter may change his/her choice until the end of the voting period.
- (4) The interim results of the elections shall not be published.
- (5) The Election Commission shall inform the members of the relevant constituency about the ongoing voting by e-mail sent via the Application.

Article 12

Determination and announcement of election results

- (1) The Election Commission shall determine the preliminary results of the elections in the relevant constituency by means of the Application no later than on the next working day following the last day of the election.
- (2) The results of the voting are available in the Application after the end of the voting.

- (3) The Election Commission shall publish in the manner specified in Article 1, paragraph 4 and on the Faculty website the final results of the elections immediately after the expiry of the deadline for filing complaints or after their settlement has expired in vain. The Chairman of the Election Commission shall immediately submit to the Chair of the Senate a record of the election result, certified by the signatures of all members of the Election Commission. The minutes contain in particular statistical data on the elections and a complete list of candidates by constituency in the order of the number of votes obtained. In the event of a serious breach of the principles and rules of the elections that could have had an impact on the results of the elections in the given constituency, the Election Commission may, in cooperation with the Chair of the Senate (pursuant to Article 14 (2) of these Rules), decide to repeat the election or part thereof.
- (4) The candidates with the highest number of votes in their constituency shall be elected.
- (5) Unelected candidates shall become substitutes in the order of the number of votes received.
- (6) If there is an equality of votes, the Election Commission shall determine the order by lot.
- (7) The minimum voter turnout necessary for the validity of an election shall not be determined in any constituency.
- (8) At the constituent session of the new Senate, the outgoing Chair shall hand over the minutes of the Election Commission to the new Chair of the Senate. These minutes of the Election Commission are archived as an annex to the minutes of the constituent session of the Senate.

Article 13

Complaints

- (1) A voter may file a complaint to the Election Commission against a violation of the Act, the Faculty Statute or these Rules in the preparation of elections, the course of an election campaign, the organisation of elections and against the election results. A member of the Election Commission, regardless of his or her constituency, may also file a motion to initiate an investigation if, as a result of his or her activities within the Election Commission, he or she suspects a violation of the principles and rules of the election, which could affect the validity, course or results of the elections. Such a complaint is regarded as a complaint.
- (2) Submissions pursuant to subsection (1) are not subject to Masaryk University's internal regulations on the protection of rights.
- (3) A complaint must be submitted in writing (pursuant to Article 1, subsection 3) no later than five working days after the end of the vote and must state the reasons.
- (4) The Election Commission shall decide on the complaint within five working days of the expiry of the deadline for filing the complaint and shall notify the complainant of the result. The Election Commission shall invite the complainant and the Chair of the Senate, who shall have the right to participate in this meeting of the Election Commission with an advisory vote, to consider the complaint.

- (5) The wording of the complaint and the manner of its settlement shall be attached to the minutes of the election.
- (6) An appeal against a decision on a complaint is not admissible.

Article 14

Decision-making of the Commission during elections and review of elections

- (1) When investigating a complaint, the Election Commission shall issue a decision determining:
 - (a) whether there has actually been a breach of election rules or principles;
 - b) whether the breach was serious;
 - (c) the operative part;
 - d) where applicable, a recommendation and a deadline for remediation, if remediation is possible.
- (2) If the Election Commission finds a serious violation of the rules or principles of the elections that could have had an impact on the election result, it shall declare the mandates in the constituency concerned invalid in its decision. In such a case, the elections or part thereof in this constituency shall be cancelled and repeated.
- (3) The Election Commission shall decide on decisions pursuant to subsections 1 and 2 by voting, no later than until the announcement of the final results of the elections pursuant to Article 12, paragraph 3 of these Rules. In the event of an equal number of votes, the vote of the Chairman of the Election Commission shall be decisive. The Chair of the Senate has the right to participate in the meetings of the Election Commission with an advisory vote.
- (4) The provisions on elections shall apply mutatis mutandis to repeated elections.

Article 15

By-elections

- (1) By-elections for a given constituency shall be held in the event that a vacancy has been held for a member of the Senate and at the same time one of the following conditions applies:
 - a) there is no substitute for the vacant position of a member of the Senate,
 - b) all substitutes have refused the mandate,
 - c) a member of the Senate has already been replaced once in the given constituency of academic staff,
 - d) a member of the Senate has already been replaced five times in the student constituency.
- (2) By-elections shall be held even if not all members of the Senate have been elected in the regular elections in the given constituency.

- (3) By-elections shall not be held if a seat of a member of the Senate has become vacant in the last six months of the Senate's term of office.
- (4) The provisions on elections shall apply mutatis mutandis to by-elections.

Article 16

Termination of membership

- (1) Membership in the Senate shall cease during the term of office:
 - a) on the date of termination of membership in the academic community of the relevant constituency,
 - b) on the date of taking up office incompatible with membership in the Senate,
 - c) on the day of election as a member of the Senate or a substitute in a by-election in another constituency,
 - d) on the day of resignation of membership.
- (2) A member of the Senate shall immediately notify the Election Commission in writing of the termination of his/her membership for the reasons specified in subsection 1 (pursuant to subsection 1, subsection 3).

Article 17

Maintenance of membership upon commencement of follow-up studies

- (1) Membership in the Senate in the case of a student who completes all his/her studies at the Faculty during his/her term of office, but is admitted to another, immediately follow-up degree programme implemented at the Faculty, shall be terminated provided that the condition set out in paragraph 2 of this Article.
- (2) A member of the Senate shall notify the Election Commission in writing of the possibility of retaining his/her membership for the reason specified in subsection 1 no later than 7 days after the proper completion of his/her studies (pursuant to subsection 1, subsection 3).
- (3) A student's suspended membership pursuant to subsection 1 is renewed on the day following the day of enrolment in the study. The period between the completion of studies and enrolment in studies may not exceed four months, otherwise the mandate of a member of the Senate expires; the mandate also expires upon the expiry of the deadline set for enrolment in studies in vain.
- (4) A substitute shall not be called up for the period of suspension of membership in the Senate pursuant to subsection 1.

Article 18

Appointment of substitute

- (1) If the membership of a member of the Senate ceases to exist during the term of office, the first substitute from the same constituency who does not refuse the office

shall become a new member of the Senate. This provision will be applied no more than once in each academic staff constituency, and no more than five times in the student constituency.

- (2) A substitute shall be called by the Election Commission without delay.
- (3) Membership in the Senate shall be established by a substitute on the day following his/her written (pursuant to section 1, subsection 3) acceptance of the call for membership.
- (4) A substitute may refuse the mandate in writing (pursuant to Article 1, paragraph 3). The status of a substitute for a member of the relevant constituency expires.
- (5) The provisions of Article 16 shall apply mutatis mutandis to the termination of the function of a substitute. Article 17, paragraphs 1 and 3 of these Rules shall apply mutatis mutandis to the suspension of the function of a substitute. The condition of notification pursuant to Article 17, paragraph 2 of these Rules shall not apply to a substitute.

Article 19

Documentation of Elections and Senate Membership

- (1) The Senate shall archive election documentation relating to all constituencies (announcements, candidacies, list of candidates, record of the result determined from the Application).
- (2) The Chair of the Senate, in cooperation with the Election Commission, shall keep a list of members of the Senate.

Article 20

Final provisions

- (1) The masculinum used in this standard is generic.
- (2) The Election Rules of the Academic Senate of the Faculty of Science of Masaryk University in the version effective from 1 April 2024 are hereby repealed.
- (3) These Rules of Procedure were approved by the Senate on 23.2.2026.
- (4) These Rules have been approved by the Academic Senate of Masaryk University and enter into force on 30.3.2026.
- (5) These Rules shall enter into force on 1 April 2026.

prof. RNDr. Luděk Bláha, Ph.D.
Dean of the Faculty

prof. Mgr. Vít Kudrle, Ph.D.
Chair of the Senate

Appendix No. 1

Assignment of Departments of the Faculty of Science of Masaryk University to Constituencies

Article 1 Definition of Faculty constituencies

(1) The assignment of departments to constituencies is as follows:

Mathematics constituency

a) Department of Mathematics and Statistics.

Physics constituency

- a) Department of Condensed Matter Physics;
- b) Department of Plasma Physics and Technology;
- c) Department of Theoretical Physics and Astrophysics.

Chemistry constituency

- a) Department of Chemistry;
- b) Department of Biochemistry;
- c) RECETOX;
- d) National Centre for Biomolecular Research.

Biology constituency

- a) Department of Anthropology;
- b) Department of Botany and Zoology;
- c) Department of Experimental Biology.

Earth Science Constituency

- a) Department of Geography;
- b) Department of Geological Sciences.