



FULL TEXT OF ELECTION RULES OF ACADEMIC SENATE

Faculty of Information Technology
Brno University of Technology

Election rules of AS FIT

Header

Full text on:	2019-05-14
Includes:	Amendment n.1
Approval by	Election rules of AS FIT approved on 2017-04-18 Amendment n.1 approved on 2019-04-02
Valid from:	day of approval by AS VUT (see below)
Effective from:	the date of validity
Responsibility:	the dean of FIT
Number of pages:	6
Number of appendixes:	1

Approval by AS BUT

The Academic senate of BUT has approved these rules on 2017-06-30.

The Academic senate of BUT has approved the Amendment n.1 for these rules on 2019-05-14.

PART ONE

BASIC PROVISIONS

Article 1

Introductory provisions

1. The election rules of the Academic senate of Faculty of Information Technology, Brno University of Technology (henceforth "FIT") specify the number of members of the Academic senate of the Faculty of Information Technology, Brno university of Technology (henceforth "AS FIT"), its composition, the way of electing its members, its organizational structure, and the way to set up its bodies.
2. The basic provisions establishing the working of AS FIT are contained in Act n. 111/1998 Coll., on higher education and change of other acts (the higher education act), henceforth "the law" and the FIT Statute.
3. The procedure of AS FIT session and its bodies are set in the Rules of procedure of the AS FIT.

Article 2

Term of office

1. The term of office of AS FIT lasts three years. It starts on the day of the initial session and ends:
 - a) on the day of the initial session of the newly elected AS FIT,
 - b) when the terms of office of all members of AS FIT end pursuant to § 26 par. 3 of the law or
 - c) when the membership of more than half of the members ends pursuant to par. 3 and the places of these members cannot be filled by replacements.
2. The term of office of the AS FIT member begins on the day of the initial session of the AS FIT to which the member was elected or, in case of the replacement or a member elected in the supplementary elections, the term of office starts on the day of the AS FIT session on which the member took his office. The term of office ends with the term of AS FIT into which the member was elected.
3. The membership can cease during the AS FIT term when:
 - a) the member gives up his/her membership by informing the AS FIT chairperson. When the member informs the chairperson on the AS FIT session, the membership ends immediately after submitting the information. In other cases, the membership ends on the day following the day the information was delivered to the chairperson of AS FIT,
 - b) the member is named into a position that cannot be combined with the membership in AS FIT or
 - c) the day on which the member ceases to be the member of the electoral district from which the member was elected.
4. Paragraph 3 c) does not apply to the member of AS FIT who does not apply to the students in bachelor or master study programs who, due to successfully finishing his/her study in one or more study programs. If such student submits the electronic application to other study program accredited on FIT (henceforth "another study program") at the latest on the day that the latest of the previous studies ends. The membership in AS FIT can be terminated for such person:
 - a) on the day when the decision of non-acceptance to another study program has come into force,

- b) on the day following the day for enrollment to another study program,
 - c) if the member became the student of another study program, on the day when the term of the AS FIT member expires.
5. The exception from paragraph 4 can be applied to the same AS FIT member repeatedly.

PART TWO ORGANIZATIONAL STRUCTURE

Article 3 Structure and bodies

1. AS FIT has structure and it's composed of Chamber of Academic Staff and Student Chamber.
2. AS FIT has 13 members, 8 members of the Chamber of Academic Staff, 5 members of the Student Chamber (4 students from bachelor and master study programs and 1 student from doctoral study program).
3. The Student Chamber represents the interests and will of the students in the academic community of FIT in AS FIT and outside.
4. Bodies of AS FIT are:
 - a) the chairperson of AS FIT (henceforth "chairperson"),
 - b) the chairperson of the Chamber of Academic Staff, who is simultaneously the vice-chairperson of AS FIT,
 - c) the chairperson of the Student Chamber, who is simultaneously the vice-chairperson of AS FIT,
 - d) committees of AS FIT.
5. Othe bodies of AS FIT are responsible to AS FIT for their work.

Article 4 Members and substitutes

1. AS FIT is composed of the elected members.
2. If the membership ends pursuant to article 2 par. 3, the place can be filled by a substitute elected from the same election district.
3. The substitutes are called by the chairperson. The called substituted can refuse in writing.
4. Before calling the substitute, his/her position as a substitute might end:
 - a) the substitute gives it up by informing the chairperson in writing,
 - b) by being named to the function that cannot be combined with the AS FIT membership or
 - c) if the substitute seizes to be the member of the electoral district from which he/she was nominated.

Article 5
Chairperson and vice-chairpersons

1. The chairperson and both vice-chairpersons are elected on the AS FIT initial session or during the ordinary session if these posts become free during the term of AS FIT. If the election takes place on the ordinary session, the election must be part of its schedule and must be approved during the previous session.
2. The way the elections are handled is specified in Election rules for electing chairperson and vice-chairpersons of AS FIT in appendix n.1 of these rules.
3. The chairperson mostly:
 - a) prepares and chairs a session of AS FIT,
 - b) signs the notes from the session, proposed internal guidelines and rules approved by AS FIT and other documents and papers released by AS FIT,
 - c) represents AS FIT on the outside and presents its resolutions,
 - d) coordinates the work of the AS FIT committees and has the right to be present during their meetings,
 - e) coordinates the cooperation between AS FIT and other bodies of FIT.
4. The chairperson of the Chamber of Academic Staff:
 - a) is the first vice-chairperson and stands in for the chairperson in case of his/her absence,
 - b) prepares and chairs the chamber session,
 - c) has the right to be present during the meetings of the AS FIT committees,
 - d) presents the resolutions of the chamber during the sessions of AS FIT and outside to the other bodies of AS FIT.
5. The chairperson of the Student Chamber:
 - a) is the second vice-chairman,
 - b) prepares and chairs the chamber session,
 - c) has the right to be present during the meetings of the AS FIT committees,
 - d) presents the resolutions of the chamber during the sessions of AS FIT and outside to the other bodies of AS FIT,
 - e) co-signs the notes from the AS FIT sessions,
 - f) represents the chamber of students on the outside and presents its resolutions.

Article 6
Committees of AS FIT

1. The committees are the advisory bodies of AS FIT.
2. AS FIT has two permanent committees – economic committee and the legislative committee:
 - a) the economic committee discusses proposals pursuant to § 27 par. 1 a), c), d) of the law and proposals that influence the distribution of financial resources and faculty management,
 - b) the legislative committee discusses mostly proposals pursuant to § 27 par. 1 b), d), e) of the law and proposals of the internal guidelines approved by AS FIT.
3. AS FIT can, when needed, establish more committees, either permanent or temporary while specifying:
 - a) aims and objectives of the committee,
 - b) how long it should work.
4. The committee members are named from the members of AS FIT.
5. The sessions of the committees is ruled by article 12 of the Rules of procedure of AS FIT.

PART THREE

ELECTIONS OF MEMBERS OF ACADEMIC SENATE

Article 7

Declaration of elections

1. The elections for members of the AS FIT are declared by AS FIT 30 days before its term expires at the latest. If the AS FIT does not do so, the dean shall declare the election. If the dean has been removed from office, the substitute appointed by the rector shall declare the elections. The elections have to take place at the latest 30 days after the end of the term of AS FIT.
2. Supplementary elections are declared in the election district of AS FIT by AS FIT during the closest session after the membership of the member ended and the member cannot be replaced by the substitute from the election district. This election must be carried out at the latest 30 days after this session.
3. The elections can be held during working days during the period of teaching or the examination period. The period outside of this range does not count into the 30 days period to proceed with the elections pursuant to par. 1 and 2.

Article 8

Election districts

1. The FIT academic community is split into three election districts:
 - a) district of academics,
 - b) district of bachelor and master students,
 - c) district of doctoral students.
2. The members of AS FIT elected from the election district pursuant to par. 1 a) form the Chamber of Academic Staff. The members of AS FIT elected from the election districts pursuant to par. 1 b) and c) form the Student Chamber of AS FIT.
3. Every member of the FIT academic community can vote in one election district. Every member of the academic community can be a candidate and run in the election district in which he/she can vote.
4. A student of bachelor or master study program, who at the same time studies in the doctoral study program, is included in the district pursuant to par. 1 b) if he/she does not ask the election committee to be included in the election district pursuant to par. 1 c). The request must be made in the prescribed way on time.
5. A student, that is also academic at the same time, is considered as a voter in the appropriate election district pursuant to par. 1 b) or c). To change this, he/she must request to be moved into the election district pursuant to the par. 1 a). The request is submitted in the prescribed way to the election committee.

Article 9

Election committee

1. The elections are controlled by the election committee. It is comprised of two academics and two students. One of the members is its chairperson.
2. The members of the committee are named by the person that declared the election, pursuant to article 7 par. 1.

Article 10
Organizational instructions

1. The election committee shall release comprehensive organizational instructions for preparation and how the elections are run at the latest 14 days before the elections are to take place to fully inform all voters.

Article 11
List of voters

1. The election committee shall draft a list of voters in the election districts 7 days before the elections from the information provided by the personnel and study department of the dean's office.
2. The election committee considers the requests for inclusion in the election districts pursuant to article 8 par. 4 and 5. If the request is valid, the committee shall make the changes in the list of voters.

Article 12
List of candidates

1. Every member of FIT academic community can be a candidate.
2. Every member of FIT academic community can propose a candidate.
3. The proposal of the candidate must be in the written form and must include the approval from the candidate to participate in the elections.
4. Election committee drafts the list of candidates for each election district so that:
 - a) all voters were fully and timely informed about how the candidate lists were created,
 - b) all proposed candidates were included on the candidate list. The included candidates must agree with the participation in the election and meet other requirements specified by these rules.
5. The list of candidates must be made public on the public part of the FIT web site 7 days before the election at the latest.

Article 13
Elections

1. Elections are direct, with secret voting. Every voter votes in person and alone, voting by proxy is not allowed.
2. Voting occurs using the ballots with the candidates listed in alphabetical order. Name, surname, and title must be included. For the academics, the department must be included, for students, their year of study and study program.
3. Every voter has the number of votes equal to the number of candidates for the election district.
4. The voting takes place either in person or electronically or using the FIT information system. The organizational instructions provided by the election committee shall specify the way the ballot shall be filled and how the election shall take place.
5. After the voting ends, the election committee shall, for every election district:
 - a) count the number of released, submitted and valid ballots (votes),
 - b) sums up the votes for individual candidates,
 - c) drafts the list of candidates in order of the number of obtained votes, candidates without votes are further ignored,

- d) if the number of votes is equal, the order of the candidates is determined by drawing lots,
 - e) based on the order, the elected members and substitutes are determined,
 - f) the election protocol is created, containing: date and place of the elections, number of voters, number of valid voters, list of candidates with the number of votes with newly elected members and substitutes marked, names and signatures of chairperson and member of the election committee.
6. Candidates become substitutes in the election district when they receive at least half of the votes than the last elected candidate. The substitutes are ordered based on the number of received votes.

Article 14 Election results

1. The election committee hands the election protocol to the person that declared the election.
2. The election committee handles the publication of the results of the election on the public part of the FIT web site.
3. The election committee issues the certificate of election to the newly elected members of AS FIT and calls the initial session of AS FIT so that it takes place within 14 days from the date of the election. If the committee does not do so, the dean shall call the initial session.
4. V If not enough candidates were elected in any election district during the elections or supplementary elections and the newly elected AS FIT would not be able to act due to the insufficient number of members in the chambers, the election committee keeps working and declares the supplementary elections for the chamber that is not filled in no later than 30 day pursuant to article 7 par. 3.

PART FOUR CLOSING PROVISIONS

Article 15 Appendices

1. This internal guideline has these appendices:
 - a) Election rules for electing the chairperson and vice-chairpersons of AS FIT.

Article 16 Transient and closing provisions

1. These rules were approved by AS FIT pursuant to § 27 par. 1 b) of the law on 2017-04-18.
2. These rules were approved by AS BUT pursuant to § 9 par. 1 b) of the law on 2017-06-30.
3. These rules apply for the elections started before it comes into force.
4. These rules are valid and come into force on the date of approval by the Academic senate of Brno University of Technology.

prof. Dr. Ing. Pavel Zemčik
dean FIT BUT

prof. Ing. Lukáš Sekanina, Ph.D.
chairperson of AS FIT BUT

ELECTION RULES FOR ELECTING THE CHAIRPERSON AND VICE-CHAIRPERSONS OF AS FIT

Article 1

Introductory provisions

1. The election of chairperson and vice-chairpersons (chairs of the chambers) of AS FIT is carried out using a secret ballot. The election might have more rounds. All rounds of one election have to take place on one AS FIT session.
2. The chair and vice-chairperson election is led by:
 - a) the election committee of FIT (article 9 of these rules) on the initial session of AS FIT or
 - b) the election committee, established on a proper session, comprised of the members of AS FIT.

Article 2

Election of chairperson

1. Every member of AS FIT can be elected chairperson.
2. Every member of AS FIT present on the initial session or on the session during which the election takes place has the right to participate in the election.
3. The first-round ballot contains the names of all possible candidates in alphabetical order. The way of modifying the ballot during the vote is also described on it.
4. The chairperson is elected in the first round if:
 - a) he/she receives the valid votes from more than half of all members of AS FIT and
 - b) he/she accepts the duty.
5. If the chairperson is not elected during the first round, the election continues in the second round. The candidate list is drafted such:
 - a) the order of the candidates based on the number of received votes is drafted,
 - b) all candidates that do not agree with being chairperson are removed and from this list, two candidates with the most obtained votes are written on the candidate list for the second round. If there is an equal number of votes between multiple candidates, all such candidates participate in the second round.
6. The second-round election is performed by writing the name from the provided candidate list onto the ballot.
7. The candidate is elected if he/she receives more than half of the votes from all members of AS FIT. If the chairperson is not elected in the second round, the election continues with the third round. The candidate list is drafted from candidates that obtained the most and the second greatest number of votes. If more candidates obtained the same number of votes in the first and second place, all such candidates can participate in the third round.
8. The third-round election is performed by writing the name from the provided candidate list onto the ballot.

9. The chairperson is elected in the third round if he/she receives the biggest number of valid votes. If the number of votes is the same, the drawing of lots decides the winner.
10. The candidate can withdraw from the election before voting in the second and third round.

Article 3

Election of the chairperson of the Chamber of Academic Staff

1. Every member of the Chamber of Academic Staff, except for the chairman of AS FIT, can be elected as the chairperson of the Chamber of Academic Staff (henceforth "chair of COA").
2. Every member of the Chamber of Academic Staff that is present on the initial session of AS FIT or on the session with election, has the right to propose the candidates and elect the chair of COA.
3. The candidate list for the first round is drafted from the proposed candidates that agree to be nominated. The candidates are listed in alphabetical order. The voting is performed using the ballot. The voter writes the name of the candidate on the ballot.
4. The candidate is elected as a chair of COA in the first round when he/she receives more than half of the valid votes. If the chair of COA is not elected during the first round, the election continues with the second round. The candidate list is drafted from the candidates that received the most and the second greatest number of votes.
5. The chair of COA is elected in the second round if he/she receives the most valid votes. If the number of received votes is equal between both candidates, the drawing of lots decides the winner.
6. The candidate can withdraw before voting in the second round and before the drawing of lots.

Article 4

Election of the chairperson of the Student Chamber

1. Every member of the Student Chamber has the right to be elected as its chairperson (henceforth "chair of COS").
2. Every member of the Student Chamber that is present on the initial session of AS FIT or on the session on which the election takes place, has the right to elect the chair of COS.
3. The election is ruled by the adapted article 3 par. 3 through 6.