	ORGANISATIONAL AND OPERATIONAL PROCEDURES ANNEX 1	Version number: 00 Effective from: 23 September 2022 File number: JISZ-SZ/25/2022
RULES OF ELECTIONS IN THE SENATE		

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General rules and principles of elections


1. §

- (1) The persons with a right to vote and those eligible for election, the number of Senate members and the composition of the Senate shall be laid down in the OOP.
- (2) The persons entitled to vote shall have to right to nominate a candidate and to vote.
- (3) The elections take place by direct vote.
- (4) Each person with a right to vote shall have one vote, but may nominate more than one candidate.
- (5) The right to vote and to nominate a candidate may be exercised only in person, proxies are not permitted.
- (6) Voting take place by secret ballot.
- (7) Ordinary elections should be held every four years.
- (8) The elections shall be ordered by the Rector at a time to ensure that the election of new members takes place no later than the expiry of the term of office of the current members. The order shall contain the name of the person responsible for coordinating the election procedure, the members of the election committee, the timetable for the election, the responsibilities associated with the elections and the technical details of the procedure, in particular the preparation and closure of the electoral register.
- (9) The elections may be conducted on paper or by electronic means, provided that the conditions necessary to assess the secrecy and regularity of the elections (e.g. verification of eligibility to vote, deadline for casting a ballot) are met.

Election Committee

2. §

- (1) The election committee is responsible for ensuring the regularity of the elections and the fairness of the election procedure.
- (2) The election committee is appointed by the Rector and consists of a chairperson and two members who do not stand for election.
- (3) The election committee is responsible in particular for:
 - a) scheduling, organising and conducting the election procedure, including adopting a decision on whether the elections are to be conducted on paper or by electronic means, within the framework defined by the Rector,
 - b) preparing, certifying and securing the forms used during elections,
 - c) requesting an electoral register - indicating at least the name of the voter, his/her mother's maiden name, job title and organisational unit), which is provided by HR,
 - d) compiling the electoral information,
 - e) checking the validity of nominations, establishing the identity of candidates in the minutes,


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- f) certifying the minutes before closing the ballot box prior to the vote and after opening the ballot box after the vote, and in the case of electronic voting, checking the electronic system,
 - g) verifying identity during the voting,
 - h) checking the validity of the votes, counting the votes,
 - i) recording the results of the elections in the minutes,
 - j) complying with data protection rules relating to the elections,
 - k) receiving and giving an opinion on legal remedy requests at first instance, and referring them to the person/body entitled to decide on them.
- (4) The election committee shall make the election information, all its decisions (not including intermediate decisions), the list of employees with a right to vote and eligible for the election, the election schedule available to the citizens of the University.

Constituencies of employees working in the academic area

3. §

- (1) Lecturer, scientific researcher and teacher employees may vote and may be elected in the following constituencies:
- (2) The election will be held in the following 13 constituencies:
 - a) Eleven (11) constituencies, one for each of the eleven (11) institutes of the University, it being understood that the Head of the Institute is not included in the constituency as there is a separate constituency for the Heads of the Institute.
 - b) One (1) constituency shall be reserved for the staff of the research centres and competence centres operating at the University, it being understood that the heads of the research centres and competence centres are included in the staff.
 - c) One (1) constituency is reserved for the Heads of Institute.
- (3) Senate members are elected in the constituencies as follows:
 - a) The eleven (11) Institutes shall elect one Senate member each, i.e. eleven (11) Senate members in total.
 - b) The research centres and centres of competence shall elect one (1) Senate member in total.
 - c) The Heads of the Institute shall elect a total of three (3) Senate members.
- (4) Each employee may be nominated and elected in only one (1) constituency as defined in paragraph(2). In the case of multiple jobs, the main job, i.e. the one in which the employee is employed for more hours. If this cannot be established, then in the job of the employee's choice.

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Constituencies of employees working in the non-academic area

4. §

- (1) Employees who are not employed as lecturers, researchers or teachers (hereinafter referred to as "non-academic employees") may elect and may be elected in the following constituencies.
- (2) The election of Senate members shall be held in the following two (2) constituencies:
 - a) One constituency is reserved for all persons employed in the non-academic area, it being understood that executive employees are not included in this category.
 - b) One constituency is reserved for non-academic executive employees.
- (3) Senate members are elected in the constituencies as follows:
 - a) Two (2) members of the Senate shall be elected by the entire staff of non-executive employees working in non-academic jobs.
 - b) The non-academic executive employees shall elect one (1) member of the Senate.

Rules with regard to the nomination of candidates and the validity of elections in the constituencies


5. §

- (1) To become a candidate in the constituency of the Heads of Institute and in the constituency of non-academic executive employees, a supporting signature of more than forty (40) percent of the number of persons voting in the constituency is required. In these constituencies, the election is valid if more than seventy-five (75) per cent of the number of voters cast a valid vote.
- (2) To become a candidate in the eleven (11) institutional constituencies and in the constituency of the research and competence centres, a supporting signature of more than thirty (30) per cent of the number of persons voting in the constituency is required. In these constituencies, the election is valid if more than fifty (50) per cent of the number of voters cast a valid vote.
- (3) To become a candidate in the constituency of non-academic non-executive employees, a supporting signature of more than fifteen (15) percent of the number of persons voting in the constituency is required. In this constituency, the election is valid if more than thirty-three (33) per cent of the number of voters cast a valid vote.

Phases of the election process

6. §

- (1) Phases of the election:
 - a) a pre-nomination phase of three (3) working days,
 - b) a candidate nomination phase of five to ten (5-10) working days, depending on the decision of the Election Committee,

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- c) an election phase of one to two (1-2) working days, depending on the decision of the Election Committee,
 - d) a legal remedy phase of three (3) working days.
- (2) If the pre-nomination or candidate nomination phase is unsuccessful due to an insufficient number of candidates as required by these rules, the Election Committee may extend the given phase twice, up to a maximum of three (3) working days each time.

Pre-nomination phase


7. §

- (1) Any eligible person can stand as a candidate in the elections.
- (2) A person intending to become a candidate shall inform the Election Committee of his/her intention to become a candidate by the deadline set in the election procedure, which falls within the period of the pre-nomination phase.
- (3) The Election Committee checks the eligibility of the persons wishing to become candidates, then draws up a list of pre-nominees for each constituency, thus closing the pre-nomination phase.
- (4) For the pre-nomination phase to be successful, there must be at least one candidate in each constituency in excess of the number of the seats available.
- (5) If the pre-nomination phase is unsuccessful, the Election Committee shall extend the pre-nomination phase pursuant to Section 6(2). If the pre-nomination phase is still unsuccessful, the election procedure shall be deemed inconclusive and a new election procedure shall be announced.
- (6) The check is carried out on the basis of the updated register provided by HR (as of the last day of the pre-nomination phase).
- (7) The list of candidates will be made available to the citizens of the University by the Election Committee.

Candidate nomination phase

8. §

- (1) To become a candidate, the person featured on the list of pre-candidates must obtain a number of supporting signatures that corresponds to the nomination threshold set for the constituency in question.
- (2) Precandidates must collect the supporting signatures on the electronic or paper-based nomination form and present them to the election committee by the deadline set in the election procedure, which falls within the period of the nomination phase.
- (3) The electoral committee checks the supporting signatures on the nomination forms received, and on this basis compiles the list of candidates by constituency, thus closing the nomination phase.


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- (4) For the successful completion of the candidate nomination phase, there must be at least one candidate in each constituency in excess of the number of seats available.
- (5) If the candidate nomination phase is unsuccessful, the election committee shall extend the candidate selection phase pursuant to Section 6(2). If the nomination phase is still inconclusive, the election procedure shall be considered inconclusive and a new election procedure shall be announced.
- (6) The list of candidates will be made available to the citizens of the University by the Election Committee.

Election phase

9. §

- (1) The elections shall take place on the day or days specified in the election procedure, which fall(s) within the period of the election phase.
- (2) The elections are held by constituency.
- (3) On the ballot paper or in the electronic system, the names of all the candidates shall appear in alphabetical order, using the same font style and the same font size. The data content of the ballot paper is approved by the election committee.
- (4) In the case of paper-based voting, voters may vote at the polling station if they are on the printed electoral register, have proved their identity and have confirmed the receipt of the ballot paper by signing in their hand. In the case of electronic voting, eligibility to vote is ensured by the adjustment parameters defined by the election committee.
- (5) The election is a single-round, preference-based election.
- (6) Voters shall vote for the candidates standing in their constituency.
- (7) During the elections, voters may cast their votes for three (3) candidates, in order of preference: they may indicate their first, second and third preferences.
- (8) A seat in the Senate seat is won by the persons who collected the most votes. First preferences are worth three (3) votes, second preferences are worth two (2) votes and third preferences are worth one (1) vote.
- (9) If there is a tie, the candidate with more first preferences wins the seat. If their number is also equal, the candidate with more second preferences wins the seat. In the event of a complete equality of preferences, the decision is taken by drawing lots, which is carried out by the Election Committee.
- (10) The candidate who receives the most votes but has not won a mandate is an alternate member of the constituency. The number of alternates is one (1) per constituency, with no second or additional alternates.
- (11) After the elections have been held, the election committee establishes the validity of the elections by constituency.
- (12) The elections shall be valid if the number of voters required for the constituency (as specified in Section 5) has participated.


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- (13) Invalid elections shall be repeated in the constituency after at least two (2) working days, but within seven (7) working days.
- (14) In a run-off elections, the general rules apply to those who appear. If, however, repeated run-off elections are held after the run-off elections, they shall be valid regardless of the number of participants.
- (15) The elections in the Senate are valid if the elections are valid in all constituencies.

Legal remedy phase

10. §

- (1) Eligible voters and candidates who participated in the given election procedure by exercising their electoral right and/or who stood in the pre-nomination and/or nomination and/or election phase, as well as the election committee in case of irregularity of the election procedure, may appeal against the given decision or action and/or failure to act (hereinafter together referred to as "decision") within the legal remedy phase on the grounds of violation of law and/or violation of university regulations and/or of the rules issued by the election committee with respect to the elections, except for the following:
- a) scheduling, organising and conducting the election procedure, including the decision on conducting the election on paper or electronically,
 - b) preparing, certifying and securing the forms used during elections,
 - c) electoral information document,
 - d) verifying identity during the voting,
 - e) data protection rules related to the election.
- (2) A decision on legal remedy requests shall be taken by the Rector.
- (3) The Rector may adopt one of the following resolutions in the matter of the legal remedy request:
- a) rejects the request,
 - b) instructs the election committee to take a decision in case of an omission, but does not declare part or all of the election procedure invalid on the grounds of a breach of the rules,
 - c) upholds the request, annuls the given decision or measure, declares the given procedural act invalid and declares a part or the whole of the election procedure invalid on the grounds of an infringement and instructs the election committee to conduct the part or the whole of the election procedure concerned anew.
- (4) When taking a decision on a legal remedy request, the provisions of the Act on General Administrative Procedures shall be duly applied to applications for justification, to the form, content of the decision, to its correction upon request or ex officio, to its supplementation, modification or revocation. The decision at second instance shall become definitive upon its communication.
- (5) No legal remedy shall be available against the Rector's decision.

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- (6) If the Rector declares a part or the whole of the election procedure invalid on the grounds of irregularity, the whole or part of the election procedure shall be repeated in accordance with the general rules.

Extraordinary elections

11. §

- (1) If someone's membership of the Senate ceases and there is no alternate to replace the former Senate member, extraordinary elections shall be called to increase the number of Senators to the number specified in the OOP.
- (2) In the case of by-elections, the rules for ordinary elections shall apply, except that a person who is already a member of the Senate shall not be eligible for nomination and election.

Documentation

12. §

- (1) The election committee shall handle the documents of the election procedure, in particular the announcement of the election procedure, the electoral information, model documents, minutes, comments received, and legal remedy request documents.
- (2) The election committee shall draw up minutes of the election for each election phase, which shall be issued in one (1) original copy and signed by the members of the election committee.
- (3) The Election Committee shall submit the signed minutes to the Secretary of the Senate within fifteen (15) days following the election period. The minutes cannot be scrapped, they must be filed in the registry of Legal, Administrative and Regulatory Services, along with all the minutes relating to the elections in question, and then placed in the university's central Registry in accordance with the Document Management Regulations.
- (4) Other electoral documents shall be destroyed on the working day following the thirtieth (30th) day after the election period. This shall be taken care of by the Legal, Administrative and Regulatory Services.

Final provisions

13. §

- (1) The present Rules were adopted by the Board of Trustees at its meeting of 22 September 2022 under resolution number 34/2022 (22 September) and shall enter into force on 23 September 2022. At the same time the rules adopted by the Board of Trustees under Resolution 19/2020 (26 May) at its meeting of 26 May 2020 shall be repealed.
- (2) The present Rules shall constitute Annex 1 of the Organisational and Operational Procedures.