

*The Ministry of Education, Youth and Sports registered the Election Rules of the Academic Senate of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-3776/2025-2 on the day when the registration was signed.*

*Mgr. Vojtěch Tomášek  
Head of the Higher Education Department*

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## **ELECTION RULES OF THE ACADEMIC SENATE of Tomas Bata University in Zlín**

*The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Election Rules of the Academic Senate of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Item 3 and § 17 Paragraph 1 Letter b) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “Act”):*

### **PART ONE BASIC PROVISIONS**

#### **Article 1 Basic provisions**

(1) The Election Rules of the Academic Senate of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) govern the member election procedure and procedure for removal of members of the TBU Academic Senate (hereinafter referred to as “TBU AS”) from office.

(2) The number of members of the TBU AS is 38, among them 25 representatives of the academic staff elected in constituencies in accordance with Paragraph 3 Letter a) and b), and 13 student representatives elected in constituencies in accordance with Paragraph 3 Letter c) and d).

(3) For the purposes of election to the TBU AS, the two following constituencies shall be established:

- a) The constituency of academic staff at each of the TBU Faculties. Members of the academic staff affiliated with the relevant TBU Faculty are included in this constituency. Four academics shall be elected in the constituency of each of the TBU Faculties.
- b) The constituency of academic staff affiliated with other component parts of TBU in accordance with Article 23 Paragraph 3 of the TBU Statute (hereinafter referred to as the “Statute”). One academic shall be elected in the said constituency.
- c) The constituency of students enrolled on Bachelor’s/Master’s programmes carried out at any of the TBU Faculties. This constituency includes students enrolled on Bachelor’s/Master’s programmes carried out at the relevant TBU Faculty. Students enrolled on Bachelor’s/Master’s programmes carried out at more than one TBU Faculty shall be assigned to the constituency of that TBU Faculty where they were enrolled first. Two students shall be elected in the constituency of each of the TBU Faculties.
- d) The constituency of PhD students enrolled on doctoral programmes carried out at any of the TBU Faculties and directly at TBU. This constituency includes students enrolled on all doctoral programmes carried out at TBU. One student shall be elected in this constituency.

(4) The term of office of a member of the TBU AS is three years. It begins on the day following the day when the previous term of office of the TBU AS ended and ends upon the expiry of the term of office of the current TBU AS or in compliance with § 8 Paragraph 3 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “Act”).

(5) The mandate of an elected candidate for a member of the TBU AS is established on the day when the election is closed, in compliance with Article 6 Paragraph 6. The mandate of an elected candidate for a member of the TBU AS shall expire on the day

- a) when, even after a repeated invitation from the Chairperson of the TBU Election Committee or from the Chairperson of the TBU AS, the candidate failed to appear to take the oath of a member of the TBU AS without an excuse.
- b) as set out in Paragraph 7.

(6) The term of office of a member of the TBU AS is no more than three years. The elected candidate for a member of the TBU AS shall assume the office of a member of the TBU AS by taking the oath of a member of the TBU AS (Appendix 2 to the Statute).

(7) The term of office of a member of the TBU AS shall end on the date of expiry of the term of office of the TBU AS of which he/she is a member or in compliance with § 8 Paragraph 3 of the Act. The membership of the TBU AS may be terminated during the term of office as of the following date:

- a) On the day of the member's resignation, announced in writing by the member to the Chairperson of the TBU AS.
- b) On the day of termination of the affiliation with the relevant constituency where the member was elected.
- c) On the day when the valid result of the voting on the removal of a member from office is announced in accordance with Article 9.
- d) On the day when the member is appointed to hold a position the performance of which is, in accordance with § 8 Paragraph 2 of the Act, incompatible with membership of the TBU AS.
- e) On the day of the TBU AS member's death.

An alternate shall take up the vacant post of the member of the TBU AS; if there is no alternate member, by-elections shall be held in accordance with Article 8 Paragraph 1.

## **PART TWO ELECTIONS**

### **Article 2**

#### **Announcement and organization of elections**

(1) The election of members of the TBU AS shall be announced by the TBU AS no later than two months before the expiry of the term of office of the TBU AS. At the same time, the TBU AS shall give instructions related to the organization of the election. If the TBU AS fails to act, the election shall be announced and instructions and dates shall be issued by the Rector. Elections can take place electronically or in person. A combination of electronic and in-person elections is not permitted.

(2) Detailed and unified organizational instructions related to the preparation and to the course of elections as well as to the organization of elections for all constituencies shall be issued by the TBU AS sufficiently in advance, i.e. no later than 3 weeks before the first day of the elections. Equipment/facilities for the elections shall be provided by the TBU Rectorate. If the TBU AS fails to act, the detailed organizational instructions shall be issued by the Rector.

(3) Elections shall be managed by the TBU Election Committee appointed by the TBU AS for which, at the invitation of the Chairperson of the TBU AS, the Academic Senate of each of the TBU Faculties shall nominate one representative. The Chairperson of the TBU Election Committee shall be appointed by the TBU AS from among the members of the TBU Election Committee. The TBU Election Committee is entitled to monitor the activities of Constituency Election Committees; after receiving a complaint, the Committee shall carry out an inspection to the necessary extent without delay.

(4) In accordance with Article 1 Paragraph 3 Letter a) and c), elections in the constituencies of the TBU Faculties shall be managed and organized by Constituency Election Committees appointed by the Academic Senates of the TBU Faculties. Elections in constituencies as defined in Article 1 Paragraph 3 Letter b) and d) shall be managed and organized by the Constituency Election Committee appointed by the TBU AS.

(5) Candidates for election to the TBU AS (hereinafter referred to as "candidates") cannot be members of the Election Committees in accordance with Paragraph 3 and 4. The membership of a member of the TBU Election Committee shall expire by:

- a) candidacy in the elections to the TBU AS,
- b) a written resignation from office of a member of the TBU Election Committee delivered to the Chairperson of the TBU AS,
- c) by the termination of affiliation with the TBU Faculty whose Academic Senate nominated him/her to the TBU Election Committee.

Another TBU Election Committee member from the same TBU Faculty must be immediately nominated and appointed to fill the vacant position. The mandate of the TBU Election Committee shall end with the appointment of a new TBU Election Committee.

(6) Each member of the academic community (hereinafter referred to as "voter") may vote and stand as a candidate only once, in one and the same constituency within TBU in accordance with Article 1 Paragraph 1 Letter a) to d). Elections shall be held independently in each constituency.

(7) Voters may choose another constituency at their own discretion in the following cases:

- a) An academic who is, at the same time, a student may choose the student constituency in accordance with Article 1, Paragraph 3, Letter c) or Letter d) instead of the academic staff constituency depending on the degree programme the academic/student is enrolled on.

- b) A Bachelor's/Master's student included in a constituency in accordance with Article 1 Paragraph 3 Letter c) who is enrolled on degree programmes carried out at more than one TBU Faculty, may choose a student constituency at any of those TBU Faculties where he/she is enrolled.
- c) A PhD student may choose a student constituency in accordance with Article 1 Paragraph 3 Letter. c) at the same TBU Faculty where he/she is enrolled on a doctoral programme.

(8) Voters must notify the Chairperson of the TBU Election Committee in writing of their intent to change the constituency, in paper or in electronic form, no later than 20 days before the first day of the election, otherwise their intention to change the constituency will not be taken into consideration. The TBU Election Committee shall assess the legitimacy of the change of constituency in accordance with Paragraph 7, and shall grant the request for a change of constituency or reject it with a justification. The list of voters who have announced their decision to choose another constituency within the given deadline, together with the designation of the constituency chosen by them, shall be immediately handed over by the Chairperson of the TBU Election Committee to the Deans of the relevant TBU Faculties or to the Rector for the preparation of the list of voters in accordance with Article 3 Paragraph 2.

### **Article 3**

#### **Electoral roll**

(1) The Dean of the relevant TBU Faculty is responsible for drawing up of the electoral roll (list of voters) and for the accuracy of the electoral roll in constituencies in accordance with Article 1 Paragraph 3 Letter a) and c); as for constituencies as specified in Article 1 Paragraph 3 Letter b) and d), this responsibility shall be assumed by the Rector.

(2) The electoral roll in constituencies shall be published 12 working days before the first day of the election in the non-public part of the TBU AS website so that each voter can check whether he/she has been included in the relevant constituency.

(3) A voter is entitled to lodge an objection against non-inclusion in the relevant constituency. The voter shall lodge the objection in writing to the person in charge as set in Paragraph 1 no later than 4 working days before the first day of the election. If the voter has not lodged an objection, then any complaint which he/she has filed on the same grounds against the preparation, course and results of the elections shall not be taken into account (Article 6 Paragraph 4).

(4) The electoral roll in constituencies of a TBU Faculty in accordance with Article 3 Paragraph 3 Letter. a) and c) shall be handed over by the Dean to the Chairperson of the relevant Constituency Election Committee 3 working days before the first day of the election. This list includes academics and students who are members of the said constituencies of a TBU Faculty as of the date when the list is handed over.

(5) The electoral roll in constituencies in accordance with Article 1 Paragraph 3 Letter b) and d) shall be handed over by the Rector to the relevant Constituency Election Committee 3 working days before the first day of the election. This list includes academics and students who are affiliated with the said constituencies as of the date when the list is handed over.

### **Article 4**

#### **Lists of candidates**

(1) Nominations of candidates for each constituency may be submitted only after the announcement of the electoral roll in the same constituency in accordance with Article 3 Paragraph 2.

(2) The compilation of the list of candidates shall be organized by the relevant Constituency Election Committee in accordance with the detailed organizational instructions (Article 2 Paragraph 2) in such a manner as to:

- a) ensure that all voters have been informed in a timely and complete manner of the procedure used for compiling of the lists of candidates,
- b) ensure that each voter included in the electoral roll of a constituency can nominate candidates representing the same constituency,
- c) ensure that all nominees who have agreed with their candidacy have been included in the list of candidates.

(3) The list of candidates must be published no later than 4 working days before the first day of the election.

(4) The presentation of candidates may take place at a pre-election meeting organized by the relevant Constituency Election Committee. The pre-election meeting cannot be held during the election days. During the election days, election campaigns and advertising aimed to support the candidates are not allowed.

### **Article 5**

#### **Voting and counting of votes**

- (1) The individual candidates shall be listed in alphabetical order, indicating the surname, first name and the academic degree, also the year of study in students. Each voter may cast his/her vote for such number of candidates which is not higher than the number of academic representatives of the relevant constituency who

shall be elected as members of the TBU AS. The valid voting method is stipulated in detailed organizational instructions issued in accordance with Article 2 Paragraph 2.

(2) Once the voting has ended, the Constituency Election Committee shall, provided that an absolute majority of the members are present,:

- a) count the number of valid votes obtained by each of the candidates,
- b) draw up the order of candidates in each constituency according to the number of votes obtained and, in the event of a tie, determine the order of these candidates by lot,
- c) prepare the official election record containing in particular: Indicated constituency, date and place of the election, number of eligible voters, number of participating voters, number of cast votes, number of valid votes, list of candidates listed in the order according to Letter b) indicating the number of votes obtained, and including names and signatures of the Chairperson and of the present members of the Constituency Election Committee.

## **Article 6**

### **Election results**

(1) The Constituency Election Committee shall forward the official election record (Article 5 Paragraph 2 Letter c)) to the TBU Election Committee no later than 5 days after the day when the voting in the relevant constituency ended.

(2) Candidates shall be elected as members of the TBU AS in accordance with the order laid down in accordance with Article 5 Paragraph 2 Letter b); the number of elected candidates must be equal to the number of representatives to be elected for the relevant constituency. Other candidates who have obtained at least one third of the total number of valid votes which the last elected candidate has received are alternate members. The alternate members shall be included in the list of alternates in the order referred to in Article 5 Paragraph 2 Letter b), where the number of votes obtained is indicated.

(3) The Constituency Election Committee shall ensure that the election results be posted by on the TBU website no later than the first working day following after the last day of the election.

(4) A voter may file a complaint against the preparation, course and results of elections within his/her constituency, to be delivered to the attention of the Chairperson of the TBU Election Committee, and that no later than five days of the date of publication of the election results. The complaint must be filed in writing, it must contain the date, name, address for service and signature of the complainant, and must state the reasons for the complaint.

(5) The Chairperson of the TBU Election Committee is obliged to convene a meeting of the TBU Election Committee, which shall deal with the complaint within 5 working days of receipt of the complaint. The Chairperson of the TBU Election Committee shall invite the complainant and, as persons who have an advisory vote, the Chairperson of the relevant Constituency Election Committee, the Chairperson of the TBU AS and the Chairperson of the Legislation Committee of the TBU AS to the meeting. At its meeting, the TBU Election Committee shall deal with the complaint and decide whether or not to reject the complaint. If the TBU Election Committee does not reject the complaint, it shall, at the same time, decide whether there was an error that could have affected the outcome of the election. In such a case, the TBU Election Committee shall immediately notify the Rector of this fact, who shall announce repeated elections (Article 7) in the relevant constituency. If an error has been made only in determining the order of the alternates, the TBU Election Committee, whose opinion is final, shall check and, if necessary, correct the list of alternates.

(6) The day of the closure of the election in a particular constituency is:

- a) the day following the day when the deadline for filing a complaint in accordance with Paragraph 4 expired with no effect, and in the event that a complaint has been filed in accordance with Paragraph 4,
- b) the day when the Election Committee decided on the complaint filed and did not propose to the Rector that the elections be repeated.

(7) The TBU Election Committee shall convene the inaugural meeting of the TBU AS (hereinafter referred to as the “inaugural meeting”) on a date enabling the meeting to be held no later than 30 days after the beginning of the term of office of the newly elected TBU AS. If the TBU Election Committee fails to do so, the inaugural meeting shall be convened by the Rector.

## **Article 7**

### **Repeated elections**

(1) An election shall be repeated in a constituency if, according to the decision of the TBU Election Committee, there has been an error that could have affected the results of the election.

(2) A repetition of the election in a constituency is not a reason for invalidity of the election to the TBU AS as a whole.

(3) For repeated elections, the provisions of Articles 2 to 6 shall appropriately apply.

**Article 8**  
**By-elections for the TBU AS**

(1) By-elections for the TBU AS shall be announced by the TBU AS without delay after the termination of the membership of a member of the TBU AS who cannot be replaced by an alternate member. It is not necessary to hold by-elections if a member of the TBU AS ceases to hold the office within a period of six months before the expiry of the TBU AS term of office, unless the TBU AS decides otherwise.

(2) If an TBU AS member who can be replaced by an alternate member ceases to hold the office, the Chairperson of the TBU AS shall invite the person at the top of the list of alternates to take the oath of office as a member of the TBU AS. The alternate member must meet the requirements for electability to the TBU AS at the time he/she assumes the office as a member of the TBU AS. Any obstacles to the membership of the TBU AS which had arisen and ceased to exist before that date shall not be taken into consideration. If an alternate refuses to become a member of the TBU AS or fails to appear to take the oath of office without an excuse given to the Chairperson of the TBU AS, the alternate member shall be removed from the list of alternates and the Chairperson of the TBU AS shall repeat the entire procedure as described above. The alternate member shall be a member of the TBU AS only for the remaining period of the relevant term of office (Article 1 Paragraph 4).

(3) A member of the TBU AS who has been elected as a student representative, has duly completed a Bachelor's programme and has applied to study a follow-up Master's programme carried out at the same TBU component part, or who has duly completed a Master's programme and has applied to study a doctoral programme carried out at the same TBU component part may, within seven days of the date of the due completion of his/her studies, notify the Chairperson of the TBU AS in writing about his/her intent to become an alternate member. In such a case, he/she will be included as an alternate member in the list of alternates in the order depending on the number of votes received (Article 6, Paragraph 2) for a maximum period of 4 months and invited to join the TBU AS after enrolment to study. If the candidate has not enrolled on a degree programme within this period, he/she ceases to be an alternate member.

(4) A member of the AS of a TBU Faculty who has been elected as a student representative, has duly completed a Bachelor's programme and has applied to study a follow-up Master's programme carried out at the same TBU Faculty, or who has duly completed a Master's programme and has applied to study a doctoral programme carried out at the same TBU Faculty, may, within seven days of the date of the due completion of his/her studies, notify the Chairperson of the Academic Senate of the relevant TBU Faculty in writing about his/her intent to become an alternate member. In such a case, he/she will be included as an alternate member in the list of alternates in the order depending on the number of votes received for a maximum period of 4 months and invited to join the Academic Senate of the relevant Faculty after enrolment to study. If the candidate has not enrolled on a degree programme within this period, he/she ceases to be an alternate member.

**Article 9**  
**Removal of a member of the AS from office**

If a member of the TBU AS fails to attend three consecutive meetings of the TBU AS without a proper excuse given to the Chairperson of the TBU AS, the TBU AS may propose his/her removal from office as a member of the TBU AS. The submitted removal from office is accepted if, in a secret ballot, no less than three fifths of all members of the TBU AS vote in favour of the proposal. The Chairperson of the AS TBU shall inform the relevant component part of TBU of the result of the voting, and further proceed in compliance with Article 8 Paragraph 2.

**PART THREE**  
**FINAL PROVISIONS**

**Article 10**  
**Final provisions**

(1) The Election Rules and Rules of Procedure of the Academic Senate of Tomas Bata University in Zlín registered by the Ministry of Education, Youth and Sports on 14 December 2016 under Ref. No. MSMT-38034/2016, as amended, are abrogated.

(2) These Rules were approved by the TBU AS on 4 February 2025.

(3) In compliance with § 36 Paragraph 4 of the Act, these Rules come into force on the day when they are registered by the Ministry of Education, Youth and Sports.

(4) These Rules come into effect on the day when they are registered by the Ministry of Education, Youth and Sports.

Assoc. Prof. Ing. Martin Sysel, Ph.D., m.p.  
Chairperson of the TBU AS

Prof. Mgr. Milan Adámek, Ph.D., m.p.  
Rector of TBU