

TECHNICAL UNIVERSITY IN ZVOLENO

Faculty of Wood Sciences and Technology

R-4942/2023

**PRINCIPLES OF ELECTIONS TO THE ACADEMIC
SENATE**

Faculty of Wood Sciences and Technology

Technical University in Zvolen

June 2023

***Principles of Elections to the Academic Senate
of the Faculty of Wood Sciences and Technology of TU in Zvolen***

The principles of elections to the Academic Senate of the Faculty of Wood Technology (hereinafter also referred to as "AS DF") form an integral part of the Statute of the Academic Senate of the Faculty of Wood Technology of the Technical University of Zvolen.

- (1) AS DF has 18 members, of which:
 - a) 12 members from the staff of the Academic Community of the Faculty of Wood Sciences and Technology (hereinafter also "AO DF") elected so that each department is represented by one member in the Academic Senate of the Faculty. Members of the AO DF who are assigned to organisational units other than departments shall exercise their right to vote and to be elected in the department with the smallest number of members of the Academic Community.
 - b) 6 members from the student part of the AO DF.
- (2) Every member of the AO DF has the right to elect and be elected to the AS DF, which is defined in Art.40 par.
(3) of the Statute of the Technical University of Zvolen.
- (3) Members of the staff section of the AS DF are elected in direct secret ballot by the members of the relevant staff section of the AO DF. The members of the student part of the AS DF are elected in secret elections by the members of the respective student part of the AO DF.
- (4) Elections can be held either in person or electronically. In the case of elections by electronic means, the means of information and communication technology to be chosen shall be such as to permit secret ballots.
- (5) The term of office of the members of the AS DF is a maximum of four years.
- (6) The function of a member of the AS DF is incompatible with the function of Rector, Vice-Rector, Dean, Vice-Dean and Bursar.
- (7) The Electoral Commission (hereinafter also referred to as "EC") for ensuring the elections of the AS DF is proposed and approved by the AS DF. The Election Committee shall be composed of at least three members, including the President of the AS DF, who shall be the Chairperson of the Election Committee.
- (8) The Electoral Commission is responsible for the organization and conduct of the elections, evaluates the elections and announces their results, convenes the first meeting of the AS DF, while the chairman of the VC until the election of the president of the AS DF leads this meeting.
- (9) The Electoral Commission will provide the electoral rolls and ballot papers. In the case of elections by absentee ballot, it shall prepare the voters' list and the ballot papers in paper form. In the case of an electronic election, it shall prepare an electronic voters' list and a specimen electronic ballot paper.

- (10) The Electoral Commission shall arrange for the preparation of ballot papers in the staff section at each workplace.
- (11) On the paper ballot, and in the case of an electronic election, on the electronic ballot, the members of the relevant department who may be elected to the AS DF will be listed.
- (12) The lists of voters and the model ballot paper, and in the case of electronic elections, the electronic list of voters for voting and the model electronic ballot paper, shall be published by the EC no later than 7 working days before the election so that they are accessible to every member of the AO DF (e.g. DF website, UIS, internal information circuit, etc.).
- (13) If a member of the AO DF does not wish to be elected to the AS DF, he/she shall notify the EC in writing no later than 2 days before the election. The EC shall remove him/her from the ballot on the basis of this written notification.
- (14) Elections to the new AS DF are held according to the schedule set by the EC, no later than 30 days before the end of the term of the AS DF. The schedule of the elections of the AS DF must be published by the EC at least 7 days before the elections so that it is accessible to every member of the relevant part of the AO DF.
- (15) Students elect their representatives to the AS DF in two rounds. In the first round, the members of the respective student section of the AO shall nominate candidates according to paragraph (16). In the second round, the nominated candidates who have accepted the nomination will appear on the ballot paper. Of the candidates, the senators who have received the highest number of valid votes in the respective AO section they represent shall be elected.
- (16) Students elect their representatives to the AS DF according to the individual levels of study:
 - a) first degree students - 2 representatives,
 - b) second degree students - 2 representatives,
 - c) third-level students - 2 representatives.
- (17) In case of equality of votes of several candidates for membership in the AS DF, the member of the AS DF is decided by drawing lots.
- (18) The results of the election shall be valid if a majority of the members of the relevant staff section of the AO DF participate in the election.
- (19) The results of the election shall be published within 24 hours of the election so that they are available to all members of the relevant section of the AO DF. The Electoral Commission shall draw up a record of the election of the AS DF, supported by a record of voter participation in the election, which shall be signed by all members of the EC.
- (20) Comments and complaints on the elections to the AS DF may be submitted in writing by any member of the AO DF within 2 working days of the publication of the election results to the chairman of the EC. Comments and complaints shall be decided by the incumbent AS DF within 30 working days from the receipt of the comment or complaint.
- (21) If the membership of a member of the AS DF has expired before the end of the term of office pursuant to Article 3, paragraph (6) (b) to (h) of the AS DF Statute, the relevant part of the AO DF shall elect a new member of the AS DF to fill the vacancy. The term of office of the new member shall last until the end of the term of office of the member whose membership has been terminated prematurely.

- (22) A member of the Academic Senate of the faculty shall be dismissed by the relevant part of the academic community of the faculty he or she represents. The academic community shall propose the dismissal of a member of the Academic Senate of the Faculty in the event that a member of the Academic Senate of the Faculty fails to promote the justified interests of the academic community of the Faculty. The removal of a member of the Academic Senate of the Faculty shall require a written request from at least 50 % of the members of the relevant part of the Faculty Academic Senate.
- (23) A proposal for the dismissal of a member of the Academic Senate of the Faculty shall be submitted by the Presidium of the Academic Senate of the Faculty whenever a member of the Academic Senate of the Faculty has been convicted of a deliberate criminal offence or has been sentenced to an unconditional prison sentence.
- (24) After reviewing the validity of the reasons, the AS DF Chairman shall propose the dismissal of a member of the Academic Senate of the Faculty for repeated unexcused absence from the meetings of the Academic Senate of the Faculty, or for failure to perform the duties of a member of the Academic Senate of the Faculty.
- (25) The dismissal of a member of the AS DF is decided by secret ballot. A member of the Academic Senate of the Faculty shall be dismissed if more than 50% of the members of the relevant part of the academic community of the Faculty vote for his/her dismissal. The dismissal process shall be managed by a committee appointed by the Academic Senate of the Faculty.
- (26) The principles of elections to the AS DF come into force and effect upon approval by the AS DF. These AS DF Election Principles were discussed and approved at the AS DF meeting on 22 June 2023.

Upon the entry into force and effect of this AS DF Election Policy, the AS DF Election Policy approved by the AS DF on 23 November 2022 shall cease to be valid.

prof. Ing. Ivan Klement, CSc.
Chairman of the AS DF