

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.

ELECTION RULES AND RULES OF PROCEDURE OF THE ACADEMIC SENATE

Article 1

Introductory provisions

- (1) The Academic Senate of ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. University (the “Senate”) is the representative body of ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. (the “University”) pursuant to Article 3 of the University Statute (the “Statute”).
- (2) The Senate has 9 members elected from among the academic society, including four members from the student body. Members of the Senate are elected by the academic society. The Senate has two chambers, one chamber is elected from among the academic personnel and the other chamber is elected from among the student body.
- (3) The term of both chambers of the Senate is two years.
- (4) The newly elected Senate uses a majority vote to elect its Chairman and Vice-Chairman. The Chairman is elected from among the academic personnel and the Vice-Chairman from among the student members of the senate.

Article 2

Organisation of elections

- (1) Elections to the Senate are to be announced by the Board of the Senate no later than two months before the end of the term of the Senate. In the event the Senate fails to do so, elections will be announced by the Rector.
- (2) Elections are organised by the Board of the Senate, who:
 - a) specify the place and date of the elections,
 - b) appoint a three-member Electoral Commission to secure organisation of the elections, supervise and announce the election results,
 - c) shall publish an announcement of the elections at least three weeks before they are to take place. The announcement shall contain the date of the election, composition of the Electoral Commission and other organisational guidelines.

Article 3 Candidates

- (1) Nominations may be submitted by any member or group of members of the academic society.
- (2) Nominations shall be submitted in writing to the members of the Electoral Commission. A candidate cannot be nominated without his written consent, which will be requested by the Commission.
- (3) Any member of the academic society can be a candidate. However, the Rector and Vice-Rector cannot be nominated for the elections.
- (4) The names of the candidates from the academic personnel and the students must be published at least two business days before the date of the election.

Article 4 Course and results of the election

- (1) Senate elections take place by secret ballot.
- (2) Each member of the academic society must vote in person, voting on behalf of somebody else is not permitted.
- (3) The result of the election is decided by the order of the candidates according to the number of votes received. In case of an equal number of votes a lottery shall be used.
- (4) The election results shall be published on the official notice board of the University.
- (5) Candidates who were not elected shall become alternates for the selected term of the Senate in the order based on the number of votes received.

Article 5 Termination of membership in the Senate

- (1) Membership in the Senate is terminated by:
 - a) simple expiry of the two-year term of the Senate,
 - b) termination of membership in the academic society of the University,
 - c) written notice of resignation addressed to the Chairman of the Senate,
 - d) appointment as Rector or Vice-Rector,
 - e) planned absence from the University, in case of employees more than 6 months, in case of students more than 3 months,
 - f) dismissal based on resolution of the Senate, which was approved by a two-thirds majority of all members of the Senate.

- (2) The position freed by termination of membership in accordance with Article 5, paragraph 1, letter b) to f) shall be filled with the next alternate based on the order in the last election, unless there is a situation under Article 5, paragraph 3.
- (3) In the event of resignation of more than half of the originally elected members of the Senate during one term, the Senate is dissolved and new elections are held. Organisation of the elections in such case is the responsibility of the remaining members of the senate as a whole.

Article 6

Rules of Procedure of the Senate

- (1) The Senate has a quorum if at least five of its members are present, including the Chairman or Vice-Chairman.
- (2) The Senate shall decide by secret ballot:
 - a) the election of the Chairman and Vice-Chairman,
 - b) the proposal to dismiss the Chairman or Vice-Chairman,
 - c) in the event that secret ballot is requested by one of its members,
 - d) when deciding on the removal of a member of the Senate in accordance with Article 5 paragraph 1 letter f).
- (3) In all other cases, decisions shall be passed using the open vote.
- (4) Senate decisions shall be approved, if supported by a simple majority of all present members of the senate. The consent of a two-thirds majority of members of the Senate is required for decisions pursuant to Article 6 paragraph 2 letter b) and d).
- (5) In the event of a tie vote, conciliation procedure shall be used and the given proposal shall be discussed again at the next meeting. If the conciliation procedure does not lead to a resolution, and the vote is again tied, the Chairman has the deciding vote.
- (6) The Chairman and Vice-Chairman shall prepare the meetings of the Senate.
- (7) The Chairman of the Senate is responsible for the following:
 - a) preparation of written materials,
 - b) writing resolutions and publishing them,
 - c) registration of written proposals from members of the academic society of the University.For the purposes of administration entrusted to him, the Chairman may appoint an assistant.
- (8) Meetings of the Senate are convened by the Chairman:
 - a) on the date agreed on the last meeting of the Senate,
 - b) on the proposal of the Rector or Vice-Rector of the University,
 - c) on the proposal of at least three members of the Senate,
 - d) on a written proposal of at least twenty members of the academic society

- of the University,
e) in the event the Chairman believes an extraordinary session to be necessary.
- (9) The Senate shall meet three times a year, unless there is a situation under Article 6 paragraph 8 letter b) to e).
 - (10) Meetings of the Senate are presided by the Chairman, or by the Vice-Chairman in case of his/her absence.
 - (11) Participation at meetings is obligatory for the members of the Senate. Absence must be excused in advance in the form of a notice to the Chairman. In the event that more than three members excuse themselves, the Chairman may postpone the meeting.
 - (12) The Rector and Vice-Rectors of the University have the right to attend the meeting as an advisory capacity.
 - (13) Meetings of the Senate are open to members of the academic society, upon approval of the Senate also to other individuals. However, guests do not have the right to intervene in the course of the meeting without the permission of the Chairman.
 - (14) The Senate shall have the right to invite to its meetings any member of the academic society or employee of the University.
 - (15) Minutes of the meeting are written down by a Senate member appointed by the Chairman. It shall contain the attendance list and full text of any resolution. Each member of the Senate has the right, in case of disagreement with the decision of the Senate, to add a note stating their opinion. Minutes are archived with the Chairman of the Senate and at the Rector's office.
 - (16) Resolutions and other acts are confirmed by the Chairman's signature, or by the Vice-Chairman's signature in case of his absence.
 - (17) Proposals for consideration in the Senate can be submitted in writing by all members of the academic society to any member of the Senate. Such proposals shall be forwarded to the Chairman who will submit them for discussion at the next meeting of the Senate.

Article 7

Validity of Rules of Election and Rules of Procedure of the Academic Senate

1. The Rules of Election Rules and Rules of Procedure of the Academic Senate of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s., registered with the Ministry of Education, Youth and Sports on 26 March 2013 under ref. no. MSMT-11008/2013-30, is hereby repealed.

2. These Rules of Election and Rules of Procedure of the Academic Senate shall take effect under Section 36 par. 2 and par. 4 and Section 41 par. 2 of Act no. 111/1998 Coll., on Universities and amending other acts (the Higher Education Act),

upon registration with the Ministry.

3. These Rules of Election and Rules of Procedure of the Academic Senate take effect on 16 September 2013.