

Electoral Code and Rules of Procedure of the Student Senate of the College of Business and Hotel Management

Article 1

Electoral Code

- I. General Information
- II. Election of members of the Student Senate (hereinafter referred to as the "senate")
of the College of Business and Hotel Management (hereinafter referred to as the
"VŠOH")
- III. Dismissal of members of the Senate

I. General Information

- a) The Senate consists of members who are elected in direct elections by VŠOH students. It consists of maximum 6 members, each of whom received at least 5% of the total number of voters.
- b) The term of office of a member of the senate (senator) is at least one academic year (hereinafter referred to as "AY") lasting from 1 September to 31 August and the longest period of study at VŠOH.
- c) Each of the school's students always has one vote, which he or she can give to one of the candidates for the position of senator.
- d) Only a student of the College of Business and Hospitality Management, who has not been sanctioned in disciplinary proceedings can become a member of the senate.

II. Election of members of the Student Senate of the College of Business and Hotel Management

- a) Students are informed via IS MOGGIS always at least 14 days in advance about the possibility to run for the senate of the College of Business and Hotel Management.
- b) Elections can also be made electronically.
- c) Elections last at least 14 days.
- d) The election results are announced within 14 days of the end of the election.

III. Termination of the Mandate

The mandate of a member of the senate expires in the case of:

- a) proper completion of studies (graduate),
- b) dropping out of studies, termination of studies, expulsion from studies,
- c) resignation,
- d) at the end of the parliamentary term.

Article 2

Rules of Procedure

- I. Senate functions (in points)
- II. Senate meetings
- III. Senate structure

I. Functions of the Senate and duties of senators

- a) Assistance to the study department and the rectory in the organization of school activities: admission procedure, open days, introductions to the study, matriculation, VŠOH graduation.
- b) Communication with students regarding the administration of the study (answers to questions or redirection to a competent person).
- c) Communication with students through social networks and promotion of VŠOH events.
- d) Formulation of proposals to improve the functioning of the study, practical applications and other activities at VŠOH.
- e) Patronage of the Student Conference.

II. Senate Meetings

- a) Senate meetings are held at least once a semester.
- b) In the event that an extraordinary meeting is proposed by a senator, the senator is obliged to state the reason for the meeting and to acquaint the other members of the senate with the proposal. A discussion on the issue raised by a member of the senate will take place if it is approved by an absolute majority of senators.
- c) The senate has the right to invite a representative of the study department or the rector's office, if necessary, also other school employees or students.
- d) Members of the senate are obliged to create a record of each meeting of the senate and send it no later than two weeks from the date of the meeting of the rectorate.
- e) Members of the senate are obliged to attend every meeting of the senate that will take place, unless they have serious reasons for their absence (e.g. illness).
- f) Senate meetings should always be scheduled at least two weeks in advance, with extraordinary meetings being announced only two days in advance.

III. Senate Structure

- a) The Senate consists of the president of the senate and other senators, where the president of the senate acts on behalf of the senate and on behalf of the members of the senate with the study department, the rectorate and the school management.
- b) The president of the senate submits information and informs the school authorities about the activities of the senate.
- c) The president of the senate convenes meetings of the senate, is responsible for the minutes of the senate meetings and further informs the VŠOH bodies about the activities of the senators.

- d) The president of the senate is elected for at least one academic year lasting from 1 September to 31 August and for the maximum period of study at VŠOH.
- e) The election of the president of the senate takes place at the first meeting of senators during their term of office.
- f) The position of the president of the senate is elected by all members, including candidates for the president of the senate. The election takes place by anonymous voting, where the condition for election is to obtain an absolute majority of votes. If none of the candidates obtains an absolute majority of the votes, further rounds of voting shall take place until the president of the senate is elected.
- g) The president of the senate may be removed in the same manner and under the same conditions as a member of the senate is removed.

Article 3

Final Provisions

The election and rules of procedure of the student senate of the College of Business and Hotel Management were approved in Brno on April 30, 2017.

It takes effect on this date.

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