



RESOLUTION

**OF THE SENATE
OF VILNIUS UNIVERSITY**

**ON THE APPROVAL
OF THE DESCRIPTION OF THE PROCEDURE
FOR THE ELECTION OF MEMBERS TO THE COUNCILS
OF CORE ACADEMIC UNITS OF VILNIUS UNIVERSITY**

No. S-2014-11-2 of 16 December 2014

Vilnius

In accordance with Articles 32(1)(12) and 33(1)(32) of the Statute of Vilnius University and taking into account Article 28(5) of the Statute of Vilnius University, the Senate of Vilnius University

hereby d e c i d e s:

1. To approve the Description of the Procedure for the Election of Members to the Councils of Core Academic Units of Vilnius University (hereinafter the 'Description') (attached).

2. For the purpose of the election of members to the Councils of core academic units, until the approval of new regulations of a core academic unit, which shall comply with the requirements set out in the Statute of Vilnius University:

2.1. to stipulate that the time limits specified in Items 12 and 14 of the Description shall not apply, and the nomination period of candidates to the Council of a core academic unit shall not be less than 15 calendar days;

2.2. to stipulate that the Council of a core academic unit shall be elected on the basis of the minimum representation quotas referred to in Article 28(3) of the Statute of Vilnius University; on the basis of such quotas, the outgoing Council of a core academic unit shall determine the specific numbers of professors and chief researchers (in either science or arts), associate professors, senior researchers (in either science or arts), and student delegates to be elected to the Council; the total number of members of the new Council shall remain the same as that of the outgoing Council;

2.3. to recommend that the election of the Council of a core academic unit be carried out by the Electoral Commission of the core academic unit with the same composition as for the election of the Council of Vilnius University.

3. To repeal the Procedure for the Election of Faculty Councils approved at the meeting of the Commission of the Senate of Vilnius University on 14 May 2009 (Minutes No. SK-2009-6).

Chairperson of the Senate Prof. Dainora Pociūtė-Abukevičienė

APPROVED
by Resolution No. S-2014-11-2
of 16 December 2014
of the Senate of Vilnius University

THE DESCRIPTION OF THE PROCEDURE FOR THE ELECTION OF MEMBERS TO THE COUNCILS OF CORE ACADEMIC UNITS OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Election of Members to the Councils of Core Academic Units of Vilnius University (hereinafter the 'Description') shall lay down the general requirements for the election of members to the Councils of core academic units (hereinafter the 'Units') of Vilnius University (hereinafter the 'University'), except for the procedure for the election or appointment of the University's student representatives to the Councils of Units. The procedure for the election or appointment of student representatives to the Councils of Units shall be determined by the Vilnius University Students' Representation. The regulations set out in the Description may be elaborated in the regulations of Units, provided they do not conflict with the existing provisions of the regulations set out in the Description.

2. The election of members to the Council of a Unit shall be based on the principles of impartiality, objectivity, legitimacy, publicity, academic freedom, and transparency.

3. Members of the Council of a Unit may be elected by members of the teaching staff and researchers (in either science or arts) of that Unit (hereinafter the 'electors of the Unit') who meet the requirements set out in Article 12(4) of the Statute of Vilnius University.

4. The Councils of Units shall be established for a period of four years. The Senate may extend the term of the Council of a Unit by up to one year due to the University's internal reorganisation or other material reasons.

CHAPTER II COMPOSITION OF THE COUNCIL

5. The Council of a Unit shall be composed of at least 10 and no more than 30 members. The specific number of members of the Council of a Unit shall be set out in the regulations of that Unit.

6. The only *ex officio* member of the Council of a Unit shall be the Head of the Unit. The Head of the Unit shall not be elected for the position of the Chairperson of the Council.

7. At least one-fifth of members of the Council of a Unit shall consist of professors and/or chief researchers (in either science or arts) of that Unit, at least one-fifth of the members shall be associate professors and/or senior researchers (in either science or arts), and at least one-fifth shall be composed of student representatives. The regulations of each Unit may provide that other staff members of the Unit (members of the academic and non-academic community and representatives of the Unit's social partners) may also be elected as members of the Council of the Unit. The regulations of each Unit shall determine the specific numbers of representatives of the groups listed

in this Item. The regulations of each Unit may also lay down additional provisions which do not contradict the regulations set out in the Description, concerning the representation of the Unit's branches in the Council of the Unit.

8. A member of the Electoral Commission of a Unit shall not be eligible for election as a member of the Council.

CHAPTER III

ORGANISATION OF THE ELECTION TO THE COUNCIL OF THE UNIT

9. The election to the Council of a Unit shall be organised and conducted by the Electoral Commission of that core academic unit (hereinafter the 'Electoral Commission of the Unit').

10. The Central Electoral Commission, upon proposal from the Head of the Unit, shall approve the composition of the Electoral Commission of that Unit and appoint its Chairperson. The Electoral Commission of the Unit shall be composed of three members, including one student representative.

11. The Electoral Commission of a Unit shall:

- 11.1. set and announce the date for the election of the Council of the Unit;
- 11.2. set and announce the deadlines for the nomination of candidates to the Council of the Unit;
- 11.3. draw up and publish lists of the candidates to the Council of the Unit;
- 11.4. draw up and publish a list of the electors of the Unit;
- 11.5. prepare ballot papers;
- 11.6. count the votes of the electors of the Unit (including the votes cast during the early voting) and draw up the statements on the counting of votes;
- 11.7. identify and announce the persons elected to the Council of the Unit;
- 11.8. conduct the second round of voting and by-elections;
- 11.9. perform the other functions established in the Description.

CHAPTER IV

NOMINATION AND REGISTRATION OF CANDIDATES TO THE COUNCIL OF THE UNIT

12. At least two months before the end of the term of office of the Council of a Unit, the Electoral Commission of that Unit shall publish on the website of the Unit the date of the election of the Council of the Unit, the deadline for the nomination of candidates, and the list of the electors of the Unit.

13. The announcement of the election date shall also mark the official launch of the nomination of candidates to the Council of a Unit.

14. The nomination period of candidates to the Council of a Unit shall not be less than 30 calendar days and more than 45 calendar days. After the deadline for the nomination of candidates to the Council of a Unit, candidates shall not be registered and included in the lists of candidates provided for in the Description.

15. Every elector of a Unit shall have the right to nominate candidates or stand for election to the Council of the Unit. For this purpose, an elector of the Unit or a group of electors of the Unit shall submit a written proposal to the Electoral Commission of the Unit. Each candidate who meets

the requirements set out in the Description and the Regulations of the Unit shall be registered by the Electoral Commission of the Unit and placed on one of the lists of candidates:

- 15.1. professors and/or chief researchers (in either science or arts) working at the Unit;
- 15.2. associate professors and/or senior researchers (in either science or arts) working at the Unit;
- 15.3. other members of the academic community of the Unit;
- 15.4. other members of the staff of the Unit (non-academic community);
- 15.5. representatives of the social partners of the Unit.

16. In cases where the Regulations of a Unit do not provide that members of the staff of the Unit and/or representatives of the social partners of the Unit referred to in Items 15.3 and/or 15.4 and/or 15.5 may be elected as members to the Council of the Unit, the number of the lists of candidates to the Council of the Unit shall be reduced accordingly.

17. A candidate to the Council of a Unit may withdraw their candidacy by notifying the Electoral Commission of the Unit thereof in writing at least one working day before the commencement of early voting. In such a case, the publicly available information on candidates to the Council of the Unit shall be immediately updated.

CHAPTER V

VOTING, COUNTING OF VOTES, AND DETERMINATION OF ELECTION RESULTS

18. The election of members to the Council of a Unit shall be conducted within one working day on a date determined by the Electoral Commission of the Unit. The material conditions necessary for the election of members to the Council of the Unit shall be provided by the Head of the Unit.

19. The election of members to the Council of a Unit shall be considered valid if at least two-thirds of the electors of the Unit have taken part therein.

20. The Electoral Commission of a Unit shall ensure the conditions for early voting. In such a case, at least one working day before the first day of the election of members to the Council of the Unit, any member of the Electoral Commission of the Unit shall be provided with a ballot paper completed by the person who has cast their vote in advance in a sealed envelope. The envelopes containing ballot papers shall be opened by the Electoral Commission of the Unit when they count the votes received during the election and the early votes shall be added to the total number of votes.

21. The election of members to the Council of a Unit shall be conducted by secret ballot conducted on ballot papers prepared by the Electoral Commission of the Unit for each of the lists referred to in Item 15 of the Description. Each elector of the Unit shall have the number of votes equal to the number of members standing for the election to the Council of the Unit. The number of votes available for each list referred to in Item 15 of the Description shall be equal to the number of representatives of the respective group in the Council of the Unit as set out in the Regulations of the Unit.

22. The voting room of a Unit shall be equipped with a ballot box. The electors of the Unit shall drop the filled-in ballot papers into the ballot box.

23. After counting the votes, the Electoral Commission of a Unit shall draw up a statement on the counting of votes, indicating the number of electors of the Unit who participated in the election, whether the election is considered valid, the number of valid ballot papers, and the number of votes received by each of the candidates.

24. The candidates receiving votes from at least half of all participating electors shall be considered winners for each of the lists referred to in Item 15.

25. In the event of a failure to elect members to the Council of the Unit, the second round of voting shall be organised no later than within seven calendar days. Early voting shall not be conducted in the second round. The second round of voting shall be announced on the website of a Unit no later than four days before it takes place. The second round of voting shall be conducted for those candidates from the lists referred to in Item 15 of the Description who were not elected during the first vote. The number of votes held by each elector of the Unit available for each list referred to in Item 15 of the Description shall be equal to the number of representatives of the respective group in the Council of the Unit who were not elected during the first vote. During the second round of voting, the candidates receiving the most votes from at least one-fourth of all participating electors shall be considered winners for each of the lists referred to in Item 15.

26. At the end of the voting, the Electoral Commission of a Unit shall immediately count the votes and verify the voting results by signing a statement on the counting of votes. No later than the day after the end of the voting, the Head of the Unit shall publish on the website of the Unit the list of the elected members to the Council of the Unit. The results of the election to the Council of the Unit, no later than three days after their announcement according to the procedure established in this Item, may be appealed by stakeholders to the Central Electoral Commission, which, no later than within ten working days, shall examine the complaint and decide to either uphold the voting results or declare the election as completely or partially void. In the event the election is declared completely or partially void, the Unit shall organise the repeated election of the whole Council or individual members thereof. The decisions of the Central Electoral Commission on submitted complaints shall be final.

27. The new Council of a Unit may commence its activities if at least two-thirds of its members have been elected, but the formation of the Council of the Unit shall continue until the election (appointment) of all of its members. In such cases, a by-election shall be organised by applying, *mutatis mutandis*, the regulations on the organisation of elections set out in the Description.

CHAPTER VI

TERMINATION OF THE MANDATES OF MEMBERS OF THE COUNCIL OF THE UNIT AND PROCEDURES FOR THE REVOCATION THEREOF

28. The mandate of a member of the Council of a Unit shall be terminated:

28.1. upon the expiry of the term of office of the Council of the Unit;

28.2. upon the termination of the employment relationship with the University;

28.3. upon the resignation of a member of the Council of the Unit;

28.4. upon the expiry or termination of the term of office of a member of the Council of the Unit who holds the position of the Head of the Unit;

28.5. upon the termination of the mandate of a member of the Council of the Unit.

29. A member of the Council of a Unit may resign by submitting a written statement to the Central Election Commission and notifying the other members of the Council of the Unit thereof.

30. The mandate of a member of the Council of a Unit may be terminated by a decision of the electors of the Unit. The procedure for the termination of the mandate of a member of the Council of the Unit may be initiated by the Chairperson of the Council of the Unit, the Head of the Unit, the Rector of the University, or any elector of the Unit, provided that such a proposal by an

elector of the Council of the Unit is supported by at least one-tenth of all electors of the Unit who shall confirm such support by their signatures. A decision on the termination of the mandate of a member of the Council of the Unit shall be taken by secret ballot, *mutatis mutandis*, in accordance with the procedures for the election of members to the Council of the Unit as laid down in the Description, provided that it has been approved by at least half of all electors of the Unit.

31. In the event of the resignation or termination on other grounds of the mandate of a member of the Council of a Unit, the election of a member of the Council for the duration of the term of office of the Council of the Unit shall be held, *mutatis mutandis*, in accordance with the requirements laid down in the Description. This requirement shall not apply if the term of office of the Council of the Unit expires in less than six months, and the minimum requirement for the number of members of the Council of the Unit as set out in Item 29 of the Description is not violated.

CHAPTER VII

FINAL PROVISIONS

32. In exceptional cases where, for material reasons, the election to the Council of a Unit has not been held or organised, the Senate may extend the mandates of members of the Council of the Unit for a period of up to one year.

33. The mandates of the outgoing Council of a Unit shall expire when the new Council of that Unit convenes for its first meeting, which shall be held no later than 20 working days from the announcement of the results of the election of the Council of the Unit in accordance with the procedure laid down in Item 26 of the Description. During the first meeting of the new Council of the Unit, a Chairperson of the Council of the Unit shall be elected.
