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**Directive S2021-03**

4 October 2021

## **The Election Procedure for the Board of the Institute of Organic Chemistry and Biochemistry of the CAS**

The roles, tasks, and composition of the boards of the institutes of the Czech Academy of Sciences are governed by Section 18 of Act No. 341/2005 Coll., on Public Research Institutions (hereafter the Act) and Articles 11–15 of the Appendix to the Statutes of the Czech Academy of Sciences in force as of January 1, 2007. For the election of the Board of the Institute of Organic Chemistry and Biochemistry of the CAS (hereafter IOCB), the IOCB Board (hereafter the Board) has approved the following electoral procedure pursuant to Section 18, Subsection (2d) of the Act:

### **Article 1**

The Board comprises nine members, six of whom are internal and three are external.

### **Article 2**

Internal members of the Board are elected in categories based on their group's research area. Each research area has one electoral category, candidates for which must be researchers in the given area. For the purposes of elections, there are three electoral categories 1–3 (roughly corresponding to the areas of biological sciences, synthetic chemistry, and physical chemistry). No later than the date of the Assembly, the Board shall decide on the inclusion of individual research, research-service, and targeted research groups of IOCB in the respective electoral category (see Article 5). Two representatives are elected to the Board from each category. No fewer than three candidates must be nominated for each category. All IOCB researchers can nominate candidates for all electoral categories.

### **Article 3**

Internal members of the Board are elected in categories based on their group's research area. For the purposes of elections, there are three electoral categories 4–6 (roughly corresponding to the areas of biological sciences, synthetic chemistry, and physical chemistry). One representative is elected to the Board from each category. No fewer than two candidates must be nominated for each category. All IOCB researchers can nominate candidates for all electoral categories.

#### **Article 4**

Board member elections are direct, equal, and secret. Board members are elected by IOCB researchers (see Article 22, Section (4) of the Appendix to the Statutes of the Czech Academy of Sciences). Researchers are university-educated employees (minimum 0.5 FTE) engaged in research and development activities or the management of such activities, i.e. those, based on attestations, in categories V3–V6. Emeritus scientists are also included among researchers (V7).

#### **Article 5**

The date of the Assembly at which the date of a Board member election is made public will be announced by the chairperson of the Board no fewer than 10 calendar days in advance of said election. The election (i.e. the first and second rounds, see below) will then take place 4–6 weeks after the meeting of the Assembly. At the meeting, presided over by the chairperson of the Board, the researchers will also be acquainted with the electoral procedure, and an electoral committee will be appointed. Also at the meeting, the researchers will be invited to submit nominations for internal and external candidates for Board membership and must provide the candidates' contact information (email address or mobile number) to the chairperson of the Board by sending it (in writing or by email) to the IOCB secretariat within 15 days of the meeting of the Assembly. The chairperson of the Board will also invite representatives of other institutions engaged in research or development or other members of the scientific community to submit external Board member nominations. For the resolution of this meeting to be valid, the presence of an absolute majority of researchers is required.

#### **Article 6**

No later than 10 days before the date of the election, nominated candidates must inform the chairperson of the Board that they agree with the candidature and that, should they be elected, they will provide verification of compliance with the conditions for the performance of this function as per Section 18, Subsection (8) and Section 17, Subsections (4) and (5) of the Act. Candidates are also expected to inform the researchers, via the chairperson of the Board, of their concept of work on the IOCB Board as well as their priorities and ideas about the function and direction of IOCB.

#### **Article 7**

If a category does not have the minimum number of candidates required, the chairperson of the Board will announce a new date no later than 7 days before the original date. Nominations for the electoral candidates for the individual categories will remain valid. The nomination of additional candidates is possible and is governed by the respective provisions of Articles 2, 3, 5, and 6. The steps in this Article are followed repeatedly until the necessary number of candidates has been nominated.

## **Article 8**

No later than 7 days before the election, the chairperson of the Board will present the researchers with a list of the candidates for Board membership, including a brief description and/or their election program (see Article 6).

## **Article 9**

The Board member election is organized by a three-member election commission, which will be appointed at a meeting of the Assembly. Neither the chairperson of the Board nor any person nominated for the Board can be appointed to the election commission. The results of the election will be published by the election commission within 24 hours of the end of voting.

## **Article 10**

Elections must be held in accordance with the following rules:

- a) For an election to be valid, an absolute majority (more than 50%) of IOCB researchers must be present.
- b) There will be a separate list of candidates for each electoral category.
- c) Every researcher elects Board members in all categories.
- d) On the ballot, the voter shall leave the names of the candidates voted for unmarked and shall instead cross out the names of the candidates for whom he or she is not voting. The ballot for the election of internal members of the Board (baskets 1–3) is valid if no more than two names have been left uncrossed on the candidate list in each basket. The ballot for the election of the external members of the Board (baskets 4–6) is valid if no more than one name has been left uncrossed on the candidate list in each basket.
- e) A candidate in each of the categories shall become a Board member if he or she has received an absolute majority (more than 50%) of valid votes in the first round. If an absolute majority of votes has been received by more candidates than the number of seats available in a given category, the candidate receiving the most votes is appointed to the Board.
- f) If not all Board members are elected in the first round, the election is repeated only in the baskets with seats still available. This second round shall be announced by the chairperson of the Board within two working days of completion of the first round of the election.
- g) Only  $(n+1)$  candidates with the highest number of votes in the first round, where  $n$  is the number of vacant seats in the given category, advance to the second round. In the event of a tie between the candidates receiving the highest number of votes, all the candidates with the same number of votes advance to the second round.
- h) In the second round of the election, the ballot is valid if no more than  $n$  names have been left unmarked on the candidate list in each basket, where  $n$  is the number of vacant seats in the given category. The candidates with an absolute majority of valid votes are appointed to the Board. If an absolute majority of votes in the second round has been received by more candidates than the number of seats available in the category concerned, the candidate receiving the most votes is appointed to the Board.

- i) If necessary, elections may be held electronically using an appropriate technology to ensure secrecy.

### **Article 11**

Should the Board members not be elected in the second round either, the chairperson of the Board will announce a new election, which will be governed by the following rules:

- a) The elections will only be held for the vacant seats of the Board. The mandate of the Board members elected in the previous election is valid.
- b) The date of the election shall be announced by the chairperson of the Board within 2 working days of completion of the previous election. The new election is usually held within 7 days of completion of the previous election.
- c) For the new election, the categories for internal candidates are merged, and it is also possible to nominate candidates that did not participate in the previous election. It is thus possible to nominate candidates from all IOCB research, research-service, and targeted research groups within a single category for internal candidates regardless of their inclusion in a particular research area in the previous election.
- d) Internal members are elected from one candidate list (category), and external members from another. The number of candidates on each list must exceed the number of vacant seats by at least one.
- e) Nomination of the candidates is governed by the respective provisions of Articles 5–10, unless stipulated otherwise in Article 11.
- f) The ballot is valid if the number of names that have been left unmarked on each of the candidate lists does not exceed the number of elective seats. The candidates with an absolute majority of valid votes are appointed to the Board.
- g) If all the Board members have not been elected in this new election, the election is repeated according to Article 11.

### **Article 12**

The election commission shall take and sign the minutes and outcome of Board member elections, with one copy archived at IOCB, and one immediately sent to the Academic Council of the CAS.

### **Article 13**

The outgoing chairperson of the Board shall convene the first meeting of the Board no later than 14 working days of the beginning of the mandate of the newly elected Board. At this meeting, initially chaired either by the outgoing chairperson of the Board or the IOCB director, the new Board members shall use a secret ballot to elect from among themselves the chairperson and the deputy chairperson of the Board and, following consultation with the IOCB director, appoint the secretary

of the Board from among Board nonmembers. Once elected, the newly appointed chairperson of the Board takes over the agenda of the Board and chairs the remainder of the meeting.



Zdeněk Hostomský  
Institute Director

**Appendix:** Electoral categories for the IOCB Board 2022–2026 elections

**Electoral category 1.** Physical chemistry (PHYS) – internal

**Electoral category 2.** Synthetic chemistry (CHEM) – internal

**Electoral category 3.** Biology (BIO) – internal

**Electoral category 4.** Physical chemistry (PHYS) – external

**Electoral category 5.** Synthetic chemistry (CHEM) – external

**Electoral category 6.** Biology (BIO) – external