

**Directive S2024-06**

27 September 2024

## **Rules for Elections at the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences**

The Board of the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences (hereafter "IOCB Board"), on the basis of:

- a) §15, §18 paragraph 2, letter d) and §20 paragraph 1, letter a) of Act No. 341/2005 Coll., on Public Research Institutions, as amended (hereafter "the Act");
- b) §5 paragraph 2, letter d) and paragraph 5, §7 paragraphs 2 and 5, and §11 paragraphs 2 and 5 of Act No. 283/1992 Coll., on the Academy of Sciences of the Czech Republic, as amended (hereafter "the CAS Act");
- c) Art. 11 paragraph 1, letter (b), Art. 13 paragraph 1, letter (e), Art. 24 paragraph 2, and Art. 39 paragraph 1 of the Statutes of the Czech Academy of Sciences (hereafter "CAS Statutes");
- d) Art. 11, letter d) and Art. 25 paragraph 2, letters a), b), and c) of the Addendum to the CAS Statutes;

herby issues these Rules for Elections at the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences (hereafter "the Institute"):

### **TITLE I**

#### **General Provisions**

#### **Article 1**

##### **Assembly of Researchers**

- (1) The Assembly of Researchers at the Institute comprises researchers as specified in Art. 22 paragraph 4 of the Addendum to the CAS Statutes (hereafter "Researchers"). Researchers are university educated employees with a minimum 50% FTE who are engaged in research and development or who manage such activities as part of their work duties and who are assigned to qualification grades V3–V6 on the basis of evaluation. The term "Researchers" also encompasses emeritus employees (grade V7).
- (2) The Assembly of Researchers elects and dismisses internal and external members of the IOCB Board and representatives of the Institute in the Academy Assembly of the CAS (hereafter "Academy Assembly") and nominates candidates for the position of President of the CAS (hereafter "the President"), members of the Academy Council of the CAS (hereafter "Academy Council"), and members of the Science Council of the CAS (hereafter "Science Council").

#### **Article 2**

##### **Common Rules for Elections and Voting**

- (1) Elections held during meetings of the Assembly of Researchers in accordance with these election rules are by direct universal suffrage and secret ballot.
- (2) The right to vote during a meeting of the Assembly of Researchers in accordance with these election rules is granted to any person who is a Researcher of the Institute on the day of the election as specified in paragraph 1 of Art. 1.
- (3) Researchers exercise their right to vote in person or by correspondence (see paragraph 6).
- (4) Each Researcher has one vote when voting in an election.
- (5) The director of the Institute (hereafter “the Director”) will ensure the material and organizational conditions for holding meetings of the Assembly of Researchers and the proper conduct of elections.
- (6) In justified cases, the Assembly of Researchers may meet remotely using teleconference or videoconference technology, or by means of a combination of remote communication technology and in-person participation. Permissible is any technological device that allows Researchers to be identified and enables verification that decisions and votes are indeed being made by members of the Assembly of Researchers.

## **TITLE II**

### **Election and Dismissal of IOCB Board Members**

#### **Article 3**

##### **IOCB Board Composition and Term of Office**

- (1) The IOCB Board comprises nine members, six of whom are internal and three of whom are external. Appointment to the IOCB Board is by election only. External members must be experts from other judicial persons or organizational units of the state specializing in research, or users of research results.
- (2) The term of office of a member of the IOCB Board is five years. The five-year term of office pertains to an individual member of the IOCB Board and not to the IOCB Board as a congregate body, thus the terms of office of individual members of the IOCB Board may differ. An individual may be elected to the IOCB Board repeatedly without any limit on the number of terms served.

#### **Article 4**

##### **Electoral Baskets**

- (1) Internal members of the IOCB Board are elected in baskets according to the specialization of the research groups. There is one electoral basket for each scientific specialization, and employees may only run as candidates in the basket for their scientific specialization. For the purposes of an election, three electoral baskets are created, in general corresponding to the fields of biological sciences, synthetic chemistry, and physical chemistry. The IOCB Board will assign individual IOCB research groups, research-service groups, and targeted research groups to their respective electoral baskets no later than the date of the meeting of the Assembly of Researchers (see Art. 5). Two representatives from each basket are elected to the IOCB Board. A minimum of three candidates must be nominated to each basket. All IOCB Researchers may nominate candidates to all the electoral baskets.
- (2) Candidates for external members of the IOCB Board comprise a separate electoral basket. A minimum of four candidates must be nominated for the election of external members of the IOCB Board.

## **Article 5**

### **Convening a Meeting of the Assembly of Researchers and Nominating Candidates**

- (1) The date of the meeting of the Assembly of Researchers during which the date of an election of members to the IOCB Board is to be published will be announced by the Director or an authorized manager of the Institute or by the chairperson of the IOCB Board (hereafter “the convener”) no later than ten calendar days prior to the meeting. The election (i.e. the first and second rounds, see below) will then take place at intervals of four to six weeks after the meeting of the Assembly of Researchers. At the meeting of the Assembly of Researchers, which is chaired by the chairperson of the IOCB Board, the Researchers will be acquainted with these election rules, and an election committee will be established. At the same time, the Researchers will be invited to submit nominations for internal and external candidates to the IOCB Board in writing or electronically to the chairperson of the IOCB Board via the Director’s secretariat no later than fifteen days after the meeting of the Assembly of Researchers. Nominations must include the candidate’s contact details (email address or phone number). The Director, an authorized manager of the Institute, or the chairperson of the IOCB Board may also invite representatives of other institutions specializing in research or development or other members of the scientific community to submit nominations for external members. Such nominations must include the candidate’s professional CV.
- (2) Passage of resolutions in the Assembly of Researchers requires participation of an absolute majority of Researchers.
- (3) Proposed candidates must inform the chairperson of the IOCB Board no later than ten days before the date of the election that they agree to stand as candidates and that if elected they will provide proof of having met the conditions required for performance of the office of a member of the IOCB Board as specified in §18 Art. 8 and §17 Art. 4 and 5 of the Act.
- (4) If any of the electoral baskets fails to meet the minimum required number of candidates, the chairperson of the IOCB Board will announce a new date no later than seven days before the original election date. Candidate nominations to individual baskets will remain valid. Nomination of other candidates is possible and is governed by the relevant provisions of Art. 2, 4, and 5. According to this article, the procedure is repeated until the necessary number of candidates has been nominated.
- (5) No later than seven days before the date of the election, the convener will present the Researchers with a list of candidates for members of the IOCB Board together with their CVs pursuant to paragraph 1. Through the chairperson, the candidates are expected to inform the Researchers about their vision for working on the IOCB Board as well as their priorities and ideas about the functioning of IOCB and its direction.
- (6) The election of members to the IOCB Board is overseen by a three-member election committee, established at the meeting of the Assembly of Researchers. Neither the chairperson of the IOCB Board nor a person nominated for election to the IOCB Board may sit on the election committee. The election committee will prepare and sign a record of the election proceedings and results, with one copy kept at the Institute and another immediately sent to the vice president of the CAS. The election results will be published by the election committee no later than twenty-four hours after voting has ended.

## **Article 6**

### **Election Proceedings**

Elections will take place according to the following rules:

- (1) Valid elections require participation of an absolute majority of all IOCB Researchers.
- (2) Elections are conducted with a separate list of candidates for each of the electoral baskets.
- (3) Each Researcher votes for members of the IOCB Board in all baskets.
- (4) Votes are cast by leaving the names of the candidates whom the voter wishes to vote for uncrossed out on the ballot; i.e. the voter crosses out the names of those candidates they do not wish to vote for. For the election of internal members of the IOCB Board (baskets 1–3), a valid ballot must have no more than two names in each basket uncrossed out on the lists of candidates. For the election of external members of the IOCB Board, a valid ballot must have no more than three names uncrossed out.
- (5) The candidate in each of the baskets who receives an absolute majority of valid votes in the first round becomes a member of the IOCB Board. In the event that more candidates than the number of vacant seats in the basket receive an absolute majority of votes, the candidate with the highest number of votes becomes a member of the IOCB Board.
- (6) If not all members of the IOCB Board are elected in the first round, the election is repeated only for those baskets in which there are still vacant seats. This second round will be announced by the chairperson of the IOCB Board within two working days after the end of the first round of the election.
- (7) Only the candidates in each basket ( $n+1$ ) who received the highest number of votes in the first round, where  $n$  is the number of vacant seats in a given basket, advance to the second round of the election. In the event of a tie between candidates with the highest number of votes, all the candidates with the same number of votes advance to the second round.
- (8) In the second round of the election, a valid ballot must have uncrossed out on the lists of candidates in the individual baskets no more than  $n$  names, where  $n$  is the number of vacant seats in the basket. Candidates who have received an absolute majority of valid votes become members of the IOCB Board. In the event that more candidates receive an absolute majority of votes in the second round than there are vacant seats in the given basket, the candidate with the highest number of votes received will become a member of the IOCB Board.

## **Article 7**

### **IOCB Board Special Elections**

In the event that members of the IOCB Board are not elected in the second round, the chairperson of the IOCB Board will call new elections, to be governed by the following rules:

- (1) An election will be held for vacant IOCB Board seats only. The mandate of members elected in the previous election remains valid.
- (2) The date of the election will be announced by the chairperson of the IOCB Board within two working days of the end of the previous election. The new election is typically held within seven working days of the end of the previous election.
- (3) For a new election, baskets for internal candidates are combined, and candidates who did not participate in the previous election can also be nominated. Therefore, candidates (Researchers V3–V7) from all research groups, research-service groups, targeted research

groups, and IOCB core facilities can be nominated to a single basket for internal candidates regardless of their assignment to individual scientific specializations in the previous election.

- (4) Internal members are elected from one list, and external members from another list. On each of the lists, the number of candidates must be at least one greater than the number of vacant seats.
- (5) Candidate nominations will be governed by the relevant provisions of Art. 5–10, unless specified otherwise in Art. 11.
- (6) A valid ballot is one on which the number of names uncrossed out on each of the lists of candidates does not exceed the number of electable seats. Candidates who receive an absolute majority of valid votes become members of the IOCB Board.
- (7) In the event that not all members of the IOCB Board are elected in this new election, the election will be repeated in accordance with Art. 7.

### **Article 8**

#### **Convening the First Meeting of the IOCB Board**

- (1) The outgoing chairperson of the IOCB Board will convene the first meeting of the new IOCB Board no later than fourteen working days after the start of the mandate of the newly elected IOCB Board. At this meeting, which is initially chaired by either the outgoing chairperson or the Director, the members of the new IOCB Board elect a chairperson and vice chairperson from among themselves by secret ballot and, following consultation with the Director, appoint a nonmember secretary. Once elected, the new chairperson of the IOCB Board takes over the IOCB Board agenda and chairs the rest of the meeting.

### **Article 9**

#### **Dismissal of a Member of the IOCB Board**

- (1) A motion to dismiss a member of the IOCB Board may be filed by the Academy Council, the Director, the chairperson of the IOCB Board, or at least one third of Researchers. The motion must be submitted to the Director or the chairman of the IOCB Board and must clearly state the reason for which it is being filed.
- (2) A member of the IOCB Board may be dismissed for the reasons specified in Art. 65 of the CAS Statutes or for repeated failure to fulfil their duties as a member of the IOCB Board.
- (3) If a motion for dismissal is filed per paragraph 1, the Director or the chairperson of the IOCB Board will convene a meeting of the Assembly of Researchers no later than two weeks from the date of filing of the motion.
- (4) The Assembly of Researchers is quorate if an absolute majority of Researchers are present out of the total number of the Researchers at the Institute on the day of voting. A motion to dismiss a member of the IOCB Board is accepted if an absolute majority of Researchers present at the meeting of the Assembly of Researchers vote in favour of the motion.
- (5) In the event that the IOCB Board does not convene a quorate meeting for a period of six months despite the IOCB Board being constituted for the entire period, the term of office of all the members of the IOCB Board will expire six months after the last quorate meeting. If the elected members of the IOCB Board are not elected within two months of the end of the term of office of all the members of the IOCB Board according to the first sentence, these members of the IOCB Board will be appointed by the Academy Council for an interim period until the elected members of the IOCB Board are duly elected.

### **TITLE III**

#### **Article 10**

##### **Election of Representatives of the Institute in the Academy Assembly, Convening Meetings of the Assembly of Researchers, Nomination of Candidates and Election Proceedings**

- (1) The number of representatives of the Institute in the Academy Assembly is specified in Art. 11 paragraph 1, letter b) of the CAS Statutes. One representative is elected for every fifty university-educated employees within IOCB research groups.
- (2) Pursuant to the CAS Statutes, a candidate for elected representative of the Institute in the Academy Assembly can be an IOCB employee who is classified as a Researcher per qualification grades 3a (postdoctoral fellow), 3b (associate researcher), 4 (researcher), or 5 (senior researcher). It is not possible to elect the Director or members of the Academy Council who, by virtue of their function as an elected representative of the Institute, are also members of the Academy Assembly.
- (3) The right to vote is granted to all university-educated employees of IOCB research groups with an FTE of at least 50% at IOCB Prague who are classified as Researchers per qualification grades 3a (postdoctoral fellow), 3b (associate researcher), 4 (researcher), or 5 (senior researcher).
- (4) Elections are by direct universal suffrage and secret ballot. Elections are overseen by a three-member election committee, which is appointed by the Assembly of Researchers. Members of the election committee are not permitted to stand as candidates. The election committee accepts nominations for Representatives of the Institute in the Academy Assembly, publishes the names of candidates, oversees election proceedings, and ensures the fairness of all elections. After the end of an election, the election committee will draw up a protocol verifying the proper conduct of the election and will publicly announce the results.
- (5) IOCB employees may submit to the election committee nominations for elected representatives of the Institute in the Academy Assembly within the allotted period, which must last at least two working days and must end no later than two working days before the election date.
- (6) Candidates must confirm in writing their consent to candidacy no later than two working days before the election date.
- (7) The list of candidates must be published no later than one working day before the election.
- (8) The election is a single-round election, decided by a simple majority of valid votes cast. Candidates with the same number of votes in the last electable positions are decided by a draw conducted in the presence of the election committee and a representative of the Science Council.
- (9) For the election to be valid, participation of an absolute majority of eligible voters is required.
- (10) Voters receive a ballot with the names of all the candidates. Votes are cast by leaving the names of the candidates whom the voter wishes to vote for uncrossed out on the ballot; i.e. the voter crosses out the names of those candidates they do not wish to vote for.

#### **Article 11**

##### **Dismissal of a Representative of the Institute in the Academy Assembly**

- (1) A motion to dismiss a representative of the Institute in the Academy Assembly may be filed by the Director, the chairperson of the IOCB Board, the chairperson of the Supervisory Board, or at least one third of Researchers. The motion must be submitted to the Director and must clearly state the reason for which it is being filed.
- (2) A representative of the Institute in the Academy Assembly may be dismissed for the reasons specified in Art. 65 of the CAS Statutes.
- (3) Dismissal of a representative of the Institute in the Academy Assembly shall be carried out according to the provisions of paragraphs 3 and 4 of Art. 9.

#### **TITLE IV**

Nominations of candidates for the position of chairperson, members of the Academy Council, and members of the Science Council

#### **Article 12**

The Assembly of Researchers is entitled to submit to the Academy Assembly nominations for the position of chairperson, members of the Academy Council, and members of the Science Council.

#### **Article 13**

##### **Convening a Meeting of the Assembly of Researchers and Nominating Candidates**

- (1) A meeting of the Assembly of Researchers to nominate candidates for the positions of chairperson or members of the Academy Council or the Science Council will be announced by the Director no later than thirty days before the meeting is to be convened. The date of the meeting will be set well in advance of the meeting of the Academy Assembly at which the chairperson, members of the Academy Council, and members of the Science Council are to be elected.
- (2) Submission of candidate nominations for the positions specified in paragraph 1 and presentation of these nominations to the Researchers shall be carried out according to the provisions of Art. 10.
- (3) Joining a candidate nomination submitted by another CAS institute is in itself a nomination for a position specified in paragraph 1.

#### **Article 14**

##### **Election Proceedings**

- (1) The meeting of the Assembly of Researchers is chaired by the Director. The election proceedings are overseen by an election committee of at least three members. Neither the Director nor any person nominated as a candidate for the position of chairperson or member of the Academy Council or the Science Council may sit on the election committee.
- (2) The Assembly of Researchers is quorate if an absolute majority of Researchers are present out of the total number of Researchers at the Institute on the day of the election.
- (3) On behalf of the Institute, the Assembly of Researchers will submit to the Academy Assembly those candidates for the positions of chairperson or member of the Academy Council or the Science Council who received an absolute majority of votes from the Researchers present at the meeting of the Assembly of Researchers.
- (4) If in the first round of the elections no candidate receives an absolute majority of valid votes from the Researchers present at the meeting, a second or subsequent round of elections will

be held; the two candidates for whom the highest number of valid votes were cast in the previous round will proceed to the second or subsequent round of the election. If a candidate is not elected by an absolute majority of votes in the third round, the election will be terminated, and the Assembly of Researchers will propose further action.

#### **Article 15**

#### **Force**

These election rules were approved by the IOCB Board on 7 May 2024 and entered into force on the date of approval.

Directive S2021-03 The Election Procedure for the Board of the Institute of Organic Chemistry and Biochemistry of the CAS expires as of the date of entry into force of these election rules.



Prof. RNDr. Jan Konvalinka, PhD.  
Institute Director