

ELECTORAL REGULATIONS

SECTION 1 General Provisions

§ 1

The Electoral Regulations shall specify the principles and procedure of electing:

- 1) the University Election Commission;
- 2) the College of Electors;
- 3) the Rector,
- 4) the Senate.

§ 2

The right to vote is enjoyed by:

- 1) academic teachers;
- 2) non-academic staff members;
- 3) students;
- 4) doctoral candidates.

§ 3

1. The right to be elected is enjoyed by:
 - 1) academic teachers employed by the University, which is their primary place of employment;
 - 2) non-academic staff members employed by the University on a full-time basis;
 - 3) students;
 - 4) doctoral candidates.
2. The provisions of (1)(1) shall not apply to candidates for the Rector.

§ 4

The elections for the University Election Commission, the College Of Electors and the bodies of the University shall be held consecutively, as separate elections, with the stipulation that they shall be held by the following dates at the latest:

- 1) University Elections Commission – by January 31;
- 2) the College of Electors – by March 31;
- 3) the Rector – by May 31;
- 4) the Senate – by June 30 of the year of the expiration of its term.

§ 5

1. It is only allowed to vote in person in the elections.
2. It is only allowed to vote once in the same election.
3. If a voter enjoys the right to vote for the reason of belonging to various University communities, they shall stipulate one group only that will confer upon them the right to vote.
4. In the event referred to in (3), the voter shall submit a declaration to the Rector no later than by December 31 of the year preceding the year of the election.
5. It is obligatory to participate in election meetings.

§ 6

1. The forenames and surnames of the candidates are listed alphabetically on the voting cards.

2. The voter shall vote by placing “X” on the voting card, next to the surname of the candidate of their choice.
3. In the event that the number of mandates to be cast in a given employee group or voting constituency is at least two, the voter shall place “X” next to the surnames of candidates that they wish to vote for, which number shall not be higher than the number of mandates to be cast.
4. In the event that at least two candidates receive the number of votes allowing them to receive the mandate, the candidate who received a higher number of votes shall be deemed to have won.
5. In the event that at least two candidates receive an equal number of votes allowing them to receive the mandate, another election shall be held.
6. In the event that only one candidate was nominated for the election, the voter shall vote for this candidate by placing “X” in the YES box. Placing “X” in the NO box shall mean that the vote was cast against the candidate being elected.
7. Placing “X” next to a bigger number of candidates than the number of mandates shall render the vote invalid.
8. Failing to place “X” next to any surname of a candidate shall render the vote invalid.
9. Adding a surname to or placing any other marks or comments on the voting card shall render the vote invalid.

SECTION 2
Election to the University Election Commission

§ 7

1. The University Election Commission shall be composed of:
 - 1) 2 representatives of academic teachers employed as professors or University professors;
 - 2) 4 representatives of other academic teachers;
 - 3) 4 representatives of non-academic staff members;
 - 4) 2 representatives of students;
 - 5) 1 representative of doctoral candidates.
2. The following persons may not become members of the University Election Commission:
 - 1) a member of the College of Electors;
 - 2) the Rector;
 - 3) a member of the Senate;
 - 4) a member of the University Board;
 - 5) a candidate for a body referred to in (1)-(4);
 - 6) a person holding a managerial function at the University;
 - 7) a person that a disciplinary measure was imposed on.
3. The persons who belong to the groups referred to in (1) shall elect candidates for the University Election Commission from among their members.
4. The procedure for electing candidates for the University Election Board from among students and doctoral candidates, and the duration of their term in the Commission is provided for in the Rules and Regulations of the Student Government and the Rules and Regulations of the Doctoral Candidates Government respectively.

§ 8

1. The representatives shall be elected for the University Election Commission at election meetings of each employee group referred to in § 7 (1)(1)-(1)(3).

2. The date and place of the meeting shall be determined by the Rector.

§ 9

1. The election meeting shall be presided over by a person elected by majority of votes cast by persons present at the meeting, in an open vote.
2. The persons present at the meeting shall elect the Vote-Counting Commission by majority of votes cast by persons present at the meeting, in an open vote.
3. A member of the Cast-Voting Commission may not be a candidate standing for the election for which the meeting was held.

§ 10

1. The right to nominate candidates is enjoyed by each member of the University Community. A candidate may be nominated provided that a written consent to be a candidate is obtained.
2. Members of the University Commission are elected in a secret vote.
3. A vote is deemed to have been made if a candidate receives more than a half of all valid votes which were cast.
4. In the event that candidates fail to receive the required number of votes to cast all the mandates, another vote shall be held.
5. The candidates who received the consecutive highest number of votes may stand for the additional election, provided that there are no more than two candidates for each uncast mandate.
6. The candidates who received the consecutive highest number of votes are deemed to have been elected in the additional election.
7. The Chair of the Meeting shall submit the report on the vote to the Rector.

§ 11

1. The first meeting of the newly elected University Election Commission shall be convened by the Rector.
2. At the meeting referred to in (1), the University Election Commission shall elect the Chair, the Vice-Chair and the Secretary from among its members. The choice shall be made through a secret vote.
3. By the time the Chair is elected, the first meeting of the University Election Commission shall be presided over by the Rector or a member of the Commission named by the Rector.
4. The Chair of the University Election Commission shall be in charge of its work and represent it outside.

§ 12

The University Election Commission shall adopt resolutions by simple majority in an open vote, with at least a half of the statutory members present.

§ 13

The term of the University Election Commission shall be 4 years and expire when a new Commission is elected for a new term, subject to the provisions of § 7 (4).

§ 14

1. The University Election Commission membership expires in the event of:
 - 1) death;
 - 2) resignation from membership;
 - 3) final and valid disciplinary measure;
 - 4) loss of the right to be elected;
 - 5) loss of the right to represent a given employee group.

2. The expiration of the membership in the University Election Commission shall be affirmed by the Head of the University Election Commission, and in the case of the Head of the University Election Commission - by the Rector.
3. In the event that the membership in the University Election Commission expires, a vacant mandate shall go to the candidate who received the consecutive highest number of votes.
4. In the event that the candidate refuse to take up the mandate or there is no candidate referred to in (3), there shall be supplementary election.
5. The provisions of § 8–10 shall apply to the supplementary elections accordingly.

§ 15

The tasks of the University Election Commission shall include, in particular:

- 1) determining the schedule of election process;
- 2) dividing mandates between electoral constituencies;
- 3) organizing and holding elections to the College of Electors, the Senate and for the Rector;
- 4) supervising the election process;
- 5) settling disputes over the correctness of the election process;
- 6) annulling the results of elections if there were irregularities;
- 7) collecting and securing election documents.

SECTION 3

Election to the College of Electors

§ 16

1. The College of Electors shall be composed of:
 - 1) 25 representatives of academic teachers employed as professors or University professors;
 - 2) 17 representatives of academic teachers employed to hold a different position than the ones referred to in (1), who are members of the research personnel or research and teaching personnel;
 - 3) 4 representatives of academic teachers employed to hold a different position than the ones referred to in (1), who are members of the teaching personnel;
 - 4) 5 representatives of non-academic staff members;
 - 5) 12 representatives of students;
 - 6) 1 representative of doctoral candidates.
2. A member of the College of Electors may be a person who meets the requirements provided for in Article 20 (1)(5)-(1)(7) of the act of July 20, 2018 – Law on Higher Education and Science, hereinafter referred to as the “Act”.
3. The procedure for electing representatives of students and doctoral candidates to the College of Electors, and the duration of their term in the College of Electors is provided for in the Rules and Regulations of the Student Government and the Rules and Regulations of the Doctoral Candidates Government respectively.

§ 17

1. The representatives of academic teachers employed as professors or University professors shall be elected in electoral constituencies, which are created in the following manner:
 - 1) the 1st electoral constituency is composed of academic teachers employed as professors or University professors, who declared in the statement on discipline, referred to in Article 343(7) of the Act, that at least 75% of their research pertains to economy and finances, subject to the provisions of (2);

- 2) the 2nd electoral constituency is composed of academic teachers employed as professors or University professors, who declared in the statement on discipline, referred to in Article 343(7) of the Act, that at least 75% of their research pertains to management and quality sciences, subject to the provisions of (2);
 - 3) the 3rd electoral constituency is composed of other academic teachers employed as professors or University professors.
2. In the event that an academic teacher declares that their research pertains equally to two different disciplines and at least one of these disciplines is a discipline referred to in (1) and (2), the academic teacher shall choose the electoral constituency that they will vote in no later than by December 31 of the year preceding the year of the elections. The declaration shall be submitted to the Rector.
 3. An academic teacher who fails to submit the declaration on choosing their electoral constituency they intend to vote in within the time limit referred to in (2), shall be included in the 3rd electoral constituency.
 4. Academic teachers included in the electoral constituencies referred to in (1) shall elect the College of Electors from among themselves.
 5. The number of mandates for academic teachers included in the electoral constituencies referred to in (1) shall be:
 - 1) for the 1st and 2nd constituencies – total of 24;
 - 2) for the 3rd constituency – 1.
 6. Mandates shall be divided between the 1st and the 2nd electoral constituency by the University Election Commission proportionately to the number of academic teachers, who, as at December 31 of the year preceding the year of the elections:
 - 1) hold the degree of *doktor habilitowany* or professor;
 - 2) declare that at least 75% of their research pertains to economy and finances or management and quality sciences;
 - 3) are academic teachers employed by the University, which is their primary place of employment;
 - 4) have not attained the age of 67.
 7. In the event that mandates allocated to a given electoral constituency is not a whole number, the fraction shall be rounded up to a whole number in favor of the electoral constituency with the lower number of mandates.

§ 18

1. Academic teachers employed to hold a different position than the professors or University professor, who are members of the research personnel or research and teaching personnel, shall be elected in the electoral constituencies in the following manner:
 - 1) the 1st electoral constituency is composed of academic teachers employed to hold a different position than the professor or the University professor, who are members of the research personnel or research and teaching personnel, and who declared in the statement on discipline, referred to in Article 343(7) of the Act, that at least 75% of their research pertains to economy and finances, subject to the provisions of (2);
 - 2) the 2nd electoral constituency is composed of academic teachers employed to hold a different position than the professor or the University professor, who are members of the research personnel or research and teaching personnel, and who declared in the statement on discipline, referred to in Article 343(7) of the Act, that at least 75% of their research pertains to management and quality sciences, subject to the provisions of (2);

- 3) the 3rd electoral constituency is composed of other academic teachers employed to hold a different position than the professor and the University professor, who are members of the research personnel or research and teaching personnel.
2. In the event that an academic teacher declares that their research pertains equally to two different disciplines and at least one of these disciplines is a discipline referred to in (1) and (2), the academic teacher shall choose the electoral constituency that they will vote in no later than by December 31 of the year preceding the year of the elections. The declaration shall be submitted to the Rector.
3. An academic teacher who fails to submit the declaration on choosing their electoral constituency they intend to vote in within the time limit referred to in (2), shall be included in the 3rd electoral constituency.
4. Academic teachers included in the electoral constituencies referred to in (1) shall elect the College of Electors from among themselves.
5. The number of mandates for academic teachers included in the electoral constituencies referred to in (1) shall be:
 - 1) for the 1st and 2nd constituencies – total of 16;
 - 2) for the 3rd constituency – 1.
6. Mandates shall be divided between the 1st and the 2nd electoral constituency by the University Election Commission proportionately to the number of academic teachers, who, as at December 31 of the year preceding the year of the elections:
 - 1) hold the degree of *doktor habilitowany* or professor;
 - 2) declare that at least 75% of their research pertains to economy and finances or management and quality sciences;
 - 3) are academic teachers employed by the University, which is their primary place of employment;
 - 4) have not attained the age of 67.
7. In the event that mandates allocated to a given electoral constituency is not a whole number, the fraction shall be rounded up to a whole number in favor of the electoral constituency with the lower number of mandates.

§ 19

1. Academic teachers employed to hold a different position than the professor and the University professor, who are members of the teaching personnel, shall be included in one separate electoral constituency.
2. Non-academic staff members shall be included in one separate electoral constituency.
3. University employees referred to in (1) and (2) shall elect the members of the College of Electors from among themselves respectively, in the number referred to in § 16 (1)(3) and (1)(4).

§ 20

1. The University Election Commission shall announce the lists of voters entitled to cast their votes in each electoral constituency.
2. The voter may be entered on one list of voters only.
3. The list of voters shall be used for the purpose of voting in the elections which have already been called.
4. The University Election Commission shall make the list of voters available to read.

§ 21

1. The University Election Commission shall announce the time limit for accepting written applications of candidates for electors.
2. The right to nominate candidates is enjoyed by each member of the University Community.

3. The application shall be submitted along with a written declaration of:
 - 1) consent to be a candidate;
 - 2) meeting the requirements specified in Article 20 (1)(1)-(1)(5) and (1)(7) of the Act;
 - 3) the candidate meeting the obligation referred to in (4).
4. Upon their consent to be a candidate, candidates for the College of Electors born before 1 August 1972 shall submit to the Rector a lustration statement, referred to in Article 7(1) of the Act of 18 October 2006 on Disclosure of Information on Documents of State Security Agencies from the period between the years 1944-1990 and the Content of such Documents, or the information on having already submitted such a lustration statement, referred to in Article 7(3a) of that Act.
5. The University Election Commission shall decide whether the candidate meets the formal requirements.
6. Having finished accepting applications of candidates however, no later than 7 days after the lapse of the time limit, the University Election Board shall:
 - 1) inform the University community of the candidates running to be electors;
 - 2) prepare voting cards.

§ 22

1. The representatives included in the College of Electors shall be elected at election meeting of each constituency.
2. The election meeting shall be presided over by a Chair chosen by the Head of the University Election Commission and approved by the majority of votes of persons present at the meeting, in a secret vote.
3. The persons present at the meeting shall elect the Vote-Counting Commission by majority of votes cast by persons present at the meeting, in an open vote.
4. A member of the Cast-Voting Commission may not be a candidate standing for the election for which the meeting was held.

§ 23

1. The choice shall be made by a secret vote.
2. An elector is deemed to have been elected if a candidate receives more than a half of all valid votes which were cast.
3. In the event that candidates fail to receive the required number of votes to cast all the mandates, another vote shall be held.
4. The candidates who received the consecutive highest number of votes may stand for the additional election, provided that there are no more than two candidates for each uncast mandate.
5. The candidates for electors who received the consecutive highest number of votes are deemed to have been elected in the additional election.

§ 24

1. The term of the elector shall be 4 years, subject to the provisions of § 16 (3).
2. The membership in the College of Electors expires in the event of:
 - 1) death;
 - 2) resignation from membership;
 - 3) failing to submit a lustration statement or information of having already submitted such a lustration statement referred to in § 21(4);
 - 4) ceasing to meet the requirements specified in the Act;
 - 5) loss of the right to be elected;
 - 6) loss of the right to represent a given employee group.

3. The expiration of the membership in the College of Electors shall be affirmed by the Head of the University Election Board.
4. In the event that the membership in the College of Electors expires, a vacant mandate shall go to the candidate who received the consecutive highest number of votes.
5. In the event that the candidate refuses to take up the mandate or there is no candidate referred to in (4), there shall be supplementary election.
6. The provisions of § 16-23 shall apply to the supplementary elections accordingly.

§ 25

1. The first meeting of the newly-elected College of Electors shall be convened by the Head of the University Election Commission.
2. At the meeting referred to in (1), the College of Electors shall elect the Head, the Vice-Head and the Secretary from among its members. The choice shall be made by a secret vote.
3. By the time the Head is elected, the first meeting of the newly-elected College of Electors shall be chaired by the oldest member of the Committee in terms of age present at the meeting.
4. The Head of the College of Electors shall be in charge of its work and represent it outside.
5. The tasks of the College of Electors include, in particular:
 - 1) informing the minister in charge of higher education and science of the results of the elections of the Rector;
 - 2) affirm that the mandate of the expires in the events referred to in the Act.

§ 26

The College of Electors shall adopt resolutions by simple majority in a secret vote, with at least half of the statutory members present.

SECTION 4 Election of the Rector

§ 27

1. The College of Electors shall choose the Rector from among the candidates submitted by the University Board.
2. The Rector may be a person who meets the requirements under Article 20(1) of the Act and has the degree of *doktor habilitowany* or the *professor*.

§ 28

1. The University Election Commission shall announce the time limit for accepting written applications of candidates for the position of the Rector.
2. Senate members and a group of at least 10 full-time University employees have the right to submit candidates for the position of the Rector.
3. The application shall be submitted along with a written declaration of:
 - 1) consenting to be a candidate;
 - 2) meeting the requirements specified in Article 20(1) of the Act;
 - 3) the candidate meeting the obligation referred to in (4).
4. Upon their consent to be a candidate, candidates for the position of the Rector born before August 1, 1972 shall submit to the College of Electors a lustration statement, referred to in Article 7(1) of the Act of October 18, 2006 on Disclosure of Information on Documents of State Security Agencies from the period between the years 1944-1990 and the Content of such Documents,

or the information on having already submitted such a lustration statement, referred to in Article 7(3a) of that Act.

5. The University Election Commission shall decide whether the candidate meets the formal requirements.
6. Should only one candidate be nominated within the time limit referred to in (1), the University Election Commission shall extend the time limit for accepting applications of candidates for the position of the Rector by 7 days.
7. When the process of accepting applications is finished, the University Election Commission shall make public the list of candidate running for the position of the Rector and submit it to the University Board.

§ 29

1. The University Board shall consult the Senate about the candidates nominated for the position.
2. The Senate shall express their opinion on the candidates for the Rector in resolutions adopted by simple majority, with at least a half of the statutory members present, in a secret vote.

§ 30

1. Having consulted the Senate, the University Board shall choose at least two candidates for the Rector from among the nominated candidates, subject to the provisions of (2).
2. In the event that only one candidate was nominated for the position of the Rector, the University Board shall choose one candidate only.
3. The resolutions of the University Board on matters referred to in (1) and (2) shall be adopted by simple majority in a secret vote, with at least half of the statutory members present.
4. The University Election Board shall inform the University community of the candidates running for the position of the Rector who were chosen by the University Board and submit it to the College of Electors.

§ 31

1. The College of Electors shall elect the Rector by simple majority in a secret vote, with at least 2/3 of the statutory members present.
2. In the event that none of the candidates for the Rector receives the required number of votes, another election shall be held.
3. The two candidates who received the highest number of votes in the first election shall stand for the second vote. The provisions of (1) shall apply accordingly.
4. In the event that the University Board named one candidate, the provisions of (1) shall apply accordingly.
5. In the event that the candidate referred to in (4) does not receive the required number of votes, the University Election Commission shall set another deadline for accepting applications of candidates for the Rector. The provisions of § 27-30 and 31(1)-(4) shall apply accordingly.

§ 32

The Head of the College of Electors shall inform the minister in charge of higher education and science of the results of the elections.

§ 33

1. The term of the Rector shall be 4 year and commence on September 1 of the year when they were elected.

2. In the event that the Rector is not elected by the date referred to in (1), the obligations of the Rector - by the time the Rector is elected - shall be fulfilled by the person who has held the position of the first deputy of the Rector up to this point.

§ 34

1. The mandate of the Rector shall expire in the events referred to in the Act.
2. The expiration of the mandate shall be affirmed by the Head of the College of Electors.
3. In the event of the expiration of the mandate of the Rector, a new Rector assuming the position by the end of the term shall be elected by the College of Electors. The provisions of § 27-32 shall apply accordingly.
4. From the day when the expiration of the mandate was affirmed by the date of electing a new Rector, the obligations of the Rector shall be fulfilled by the Vice Rector, who is the first deputy of the Rector.

§ 35

1. The Rector may be dismissed by at least 3/4 of the votes of the College of Electors, where at least 2/3 of the statutory members present, in a secret vote.
2. The request for the dismissal of the Rector may be submitted by at least 1/2 votes of the statutory members of the Senate or the University Board.
3. The provisions of § 34(4) shall apply to the dismissal of the Rector accordingly.

SECTION 5 Elections to the Senate

§ 36

1. The Senate shall be composed of:
 - 1) Rector, acting as the Head;
 - 2) 16 representatives of academic teachers employed as professors or University professors;
 - 3) 4 representatives of academic teachers employed to hold a different position than the ones referred to in (2), who are members of the research personnel or research and teaching personnel;
 - 4) 2 representatives of academic teachers employed to hold a different position than the ones referred to in (2), who are members of the teaching personnel;
 - 5) 2 representatives of employees who are not academic teachers;
 - 6) 6 representatives of students;
 - 7) 1 representative of doctoral candidates.
2. A member of the Senate may be a person who meets the requirements specified in Article 20(1)(1) - (1)(5) of the Act.
3. The procedure for electing representatives of students and doctoral candidates, and the duration of their term in the Senate is provided for in the Rules and Regulations of the Student Government and the Rules and Regulations of the Doctoral Candidates Government respectively.

§ 37

1. The provisions of § 17-18 and § 20-23 shall apply to the election of the representatives referred to in § 36 (1)(2)-(1)(5) accordingly, with the stipulation that:
 - 1) the number of seats for academic teachers employed as professors or University professors shall be:
 - a) for the 1st and 2nd electoral constituency – the total of 15;
 - b) for the 3rd electoral constituency – the total of 1;

- 2) the number of seats for academic teachers employed to hold a different position than the ones referred to in (1), who are members of the research personnel or research and teaching personnel shall be:
 - a) for the 1st and 2nd electoral constituency – the total of 3;
 - b) for the 3rd electoral constituency – the total of 1;
- 3) academic teachers employed to hold a different position than the ones referred to in (1), who are members of the research personnel or research and teaching personnel shall constitute one electoral constituency and elect 2 representatives;
- 4) non-academic staff members shall constitute one electoral constituency and elect 2 representatives.

§ 38

The terms of the Senate shall be 4 years and commence on September 1, subject to the provisions of § 36 (3). The provisions of § 24 (2) and (4)-(6) shall apply accordingly.