

APPROVED

by Resolution No. S-2014-3-9 of 20 May 2014
of the Senate of Vilnius University
(wording of Resolution of the Senate of Vilnius
University No. SPN-9 of 23 February 2021)

DESCRIPTION OF THE PROCEDURE FOR THE ELECTION OF MEMBERS OF THE SENATE OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Election of Members of the Senate of Vilnius University (hereinafter the 'Description') shall establish the procedure for the election of members of the Senate (hereinafter the 'Senate') of Vilnius University (hereinafter the 'University'), representing the areas of social sciences, humanities and arts, as well as medicine and health, natural and technological sciences.

Amendments to Item:

by Resolution of the Senate of Vilnius University No. SPN-4 of 22 February 2022.

2. The Description was adopted in accordance with the Statute of Vilnius University (hereinafter the 'Statute').

3. The Description shall not regulate the procedure for the election (appointment) of members of the Students' Representation of Vilnius University (hereinafter the 'Students' Representation') to the Senate. The procedure for electing (appointing) student representatives to the Senate and recalling them from members of the Senate shall be established by the Students' Representation.

4. The election of members of the Senate shall be based on the principles of fairness, impartiality, objectivity, legality, publicity, academic freedom, and transparency.

CHAPTER II COMPOSITION OF THE SENATE, EMPLOYEES ENTITLED TO ELECT MEMBERS OF THE SENATE

5. The composition of the Senate as well as terms and principles of the forming thereof shall be established by the Statute.

6. Members of a new Senate are to be elected at least a month before the end of the term of office of the outgoing Senate.

7. Every lecturer and researcher (in either science or arts) of the University who fulfils the requirements set out in Article 12(4) of the Statute shall have the right to elect members of the Senate (hereinafter the 'Voters'). Lecturers and researchers (in either science or arts) of the University employed under open-ended employment contracts or those who have worked continuously at the University for at least three years (including cases where the break at work for the last three years does not exceed one month between such contracts) according to fixed-term employment contracts under at least 1/2 of the working time norms established in the legal acts of the University (at least half of the post), adding up the total working time agreed upon in the employment contracts concluded with the University shall be considered as the Voters. Continuous work shall also include the time when lecturers and researchers (in either science or arts) occupied managerial positions established in Article 22(2) of the Statute and approved by the Council of the University or other positions of lecturers and researchers (in either science or arts) under open-ended

employment contracts, as well as the time worked at Šiauliai University before its reorganisation by integrating it to Vilnius University. The working time at the University provided for in this Item shall not include the time worked at the hospitals of the University and other institutions, entities, and organisations established by the University.

8. Every Voter shall have the right to stand for election to the Senate members, with the exceptions provided in Article 34(5) of the Statute and other exceptions set forth in the Statute.

9. At least 3 months before the end of the term of office of the Senate, the Central Electoral Commission of the University (hereinafter the 'Central Electoral Commission') formed by the Senate shall draw up and approve the list of Voters, broken down by core academic and *sui generis* academic units.

CHAPTER III CENTRAL ELECTORAL COMMISSION AND THE ELECTORAL COMMISSION OF THE CORE ACADEMIC UNIT

10. The election of members of the Senate shall be organised and carried out by the Central Electoral Commission, the functions, rights, and duties of which, as well as its rules of procedure shall be established by the regulations of the Central Electoral Commission approved by the Resolution of the Senate. The Central Electoral Commission shall also make decisions on issues related to the interpretation and application of the provisions of this Description.

11. The Central Electoral Commission shall approve the composition of the Electoral Commission of the Unit organising the election of members of the Senate in each unit based on a proposal from the head of the core academic unit or *sui generis* academic unit (hereinafter the 'Unit'). The Electoral Commission of the Unit shall consist of three members – two employees of the Unit and one student representative, appointed in accordance with the procedure established by the Students' Representation.

12. If a member of the Central Electoral Commission or an Electoral Commission of the Unit wishes to become a candidate to Senate members, they must resign from the position of a member of the Central Electoral Commission or an Electoral Commission of the Unit in writing by submitting a resignation letter to the Chairperson of the Commission no later than five days before submitting documents for their candidature. If a member of the Central Electoral Commission or the Electoral Commission of the Unit fails to do so, they shall not be registered as a candidate to Senate members and shall be removed from the Central Electoral Commission or the Electoral Commission of the Unit, respectively. The Resolution on the removal of a member of the Central Electoral Commission shall be adopted by the Senate, and the Resolution on the removal of a member of the Electoral Commission of the Unit shall be adopted by the Central Electoral Commission.

13. The Electoral Commission of the Unit shall:

13.1. conduct the election of members of the Senate in the Unit in accordance with the competence established in the Description;

13.2. draw up a list of candidates to members of the Senate nominated by the Unit and submit it to the Central Electoral Commission for approval;

13.3. count the votes of those who voted in the Unit by adding the votes of those who voted in advance;

13.4. draw up a protocol on the counting of votes in the Unit, in which the persons considered elected to the Senate shall be determined, and shall submit it to the Central Electoral Commission for registration.

CHAPTER IV
PROCESS OF NOMINATING CANDIDATES TO MEMBERS OF THE
SENATE

14. Every Voter shall have the right to nominate candidates to members of the Senate by nominating their own or other Voter's candidature. The candidature of another Voter may be nominated with their consent only.

15. The Central Electoral Commission shall announce the start and end of the process of nominating candidates to members of the Senate on the website of the University and electoral commissions of units – on their respective unit websites.

16. Candidates to members of the Senate shall be nominated in a specific Unit and shall be included in the list of candidates to members of the Senate of the relevant Unit within the time period for nomination of candidates to members of the Senate determined by the Central Electoral Commission by applying in writing to the Electoral Commission of the Unit.

17. The Electoral Commission of the Unit shall draw up and submit to the Central Electoral Commission a list of candidates nominated to members of the Senate in that Unit within two working days after the end of the time period for the nomination of candidates to members of the Senate determined by the Central Electoral Commission.

18. The Central Electoral Commission shall decide on the eligibility of candidates as per the requirements established in Article 12(4) and Article 34(5) of the Statute and shall register the candidates to members of the Senate. If a candidate does not have the right to stand for election to the Senate or does not fulfil other established requirements, the Central Electoral Commission shall refuse to register the candidate, stating the reasons for such a decision. The decision of the Central Electoral Commission not to register a person as a candidate for the Senate members shall be final.

19. The list of candidates of individual Units registered as candidates to members of the Senate shall be announced by the Electoral Commission of the Unit on the website of the particular Unit at least two months before the end of the term of office of the outgoing Senate. The list of candidates nominated to members of the Senate in all Units shall be announced by the Central Electoral Commission to the University community on the website of the University at least two months before the end of the term of office of the outgoing Senate.

20. The Central Electoral Commission must ensure that from the date of publication of the lists of registered candidates to members of the Senate until the last working day before the start of early voting in the election of members of the Senate (during the campaign period), equal conditions on announcing information introducing the candidate to the University community on the website of the University in the section administered by the Central Electoral Commission are provided for all registered candidates to members of the Senate following the principles set out in Item 4 of this Description. During the campaign period, the Electoral Commissions of the Units shall organise debates of candidates to members of the Senate, and the candidates themselves or the persons who have nominated them may carry out other campaign activities that do not contradict the principles set out in Item 4 of this Description. Heads of Units must provide conditions for conducting debates of candidates to members of the Senate.

21. Campaigning activities contrary to the principles set out in Item 4 of this Description shall be considered, *inter alia*, the personal campaigning of the heads of core and branch academic units or their deputies, chairpersons of Unit Councils for a specific candidate, the presentation of campaigning materials of candidates to the community of the unit under unequal conditions, preparation, change or restriction of such material at the initiative of the administration of the unit, provision of unequal conditions for meetings of candidates with the community of the unit, provision of information about candidates and on meetings with them to the community of the unit under different conditions and procedures. Every Voter shall have the right to appeal against the infringements of campaign activity to the Central Electoral Commission. The Central Electoral Commission, having identified infringements that have attributes of infringements of academic

ethics, shall forward them to the Central Academic Ethics Commission for consideration.

22. Candidates to members of the Senate may withdraw their candidatures by notifying the Electoral Commission of the Unit and the Central Electoral Commission thereof in writing at least three working days before the commencement of early voting in the election of members to the Senate.

23. If a candidate to members of the Senate withdraws their candidature or can no longer stand for the election to members of the Senate for other reasons, the Central Electoral Commission must publicly announce to the University community the updated list of candidates to members of the Senate on the website of the University, while the Electoral Commissions of the Units shall publicly announce the updated list of candidates to members of the Senate on every website of each Unit. The Central Electoral Commission shall ensure that those candidates to members of the Senate who are on the lists of candidates to members of the Senate are indicated on the ballot papers.

CHAPTER V PROCEDURE FOR ELECTION OF SENATE MEMBERS

24. The date of voting for the election of members of the Senate and, based on a proposal from the Electoral Commission of the Unit, the time and place of voting in the Unit shall be determined and announced by the Central Electoral Commission. This information shall be announced on the website of the University and those of the Units at least 15 calendar days before the scheduled voting day.

25. The Voters shall vote in the Unit they work in. On the voting places for the Voters who work in several Units, as well as for those of employees who hold management positions defined in Article 22(2) of the Statute and approved by the Council, shall decide the Central Electoral Commission taking into account the opinion expressed by such employees.

26. For the election of members of the Senate, the Central Electoral Commission shall prepare ballot papers, which shall specify the persons on the lists of candidates to members of the Senate of the relevant Unit. Prepared ballots shall be marked with the seal of the Central Electoral Commission and handed over upon signature to the chairperson and/or members of each Electoral Commission of the Unit. The Electoral Commission of the Unit shall mark the ballot papers handed over thereto with the seal of the relevant Unit.

27. Every Voter who has come to vote shall be handed over upon signature one ballot paper complying with the requirements laid down in Item 26 of this Description (hereinafter the 'ballot paper'). The election of members of the Senate shall be carried out by secret ballot.

28. The election of members of the Senate shall last two working days.

29. Five working days before the first day of the election, early voting shall commence and shall last for two working days. During the early voting, the Voter may apply to the Electoral Commission of the Unit on the list of Voters of which they are included and receive upon signature a ballot paper, which the Voter shall fill in and submit to the Electoral Commission of the Unit in a sealed envelope. The envelopes with early voting ballot papers shall be opened by the Electoral Commission of the Unit when they count the votes received and add the early votes to the total number of votes.

30. The Electoral Commission of the Unit must ensure the security and storage of all ballot papers in the Unit.

31. The election of members of the Senate in the Unit shall be considered valid if at least two-thirds of the Voters of the Unit participated in them. Second round in the Unit shall be considered valid if at least one fifth of the Voters of the relevant Unit participated in it.

32. 36 members of the Senate shall be elected in the Units by the Voters voting for candidates nominated in a particular Unit. The specific number of Senate members elected in each Unit shall be determined by a Resolution of the Senate.

Amendments to Item:

by Resolution of the Senate of Vilnius University No. SPN-4 of 22 February 2022.

33. When voting, the surnames of the candidates to members of the Senate for whom the

vote is cast must be marked on the ballot paper. Every Voter shall have the number of votes equal to the number of Senate members elected in that Unit. The ballot paper shall be considered invalid if none of the candidates to members of the Senate is marked thereon, or if the number of candidates to members of the Senate marked on the ballot paper exceeds the total number of Senate members elected in that Unit, as well as in other cases of void ballot papers, and in cases where determining the true will of the Voter based on the markings on the ballot paper is not possible. If the marking on the ballot paper is unclear or there is a dispute between the members of the Electoral Commission of the Unit concerning the marking of the ballot paper, the issue shall be resolved by the Central Electoral Commission within one working day in accordance with the decision-making procedure established in the Regulations of the Central Electoral Commission.

34. A ballot box shall be placed in the voting room of the Unit, into which the Voters shall drop their filled-in ballot papers.

35. The candidates who got the majority of votes of at least half of the Voters of the respective Unit participating in the elections shall be considered elected to members of the Senate. In the event where several candidates to members of the Senate receive an equal number of votes, the older candidate to members of the Senate shall be considered to have taken a higher place in the elections. If none of the candidates to members of the Senate receives more than half of the votes of the Voters of the relevant Unit participating in the elections, or if more than half of the votes of the Voters of the Unit cast at the election are received by a smaller number of candidates than the total number of Senate members being elected in that Unit, a second round shall be held no later than within one week, where all the candidates not elected in the first round of voting shall apply for the remaining Senate seats in that Unit. Second round shall be announced on the website of the Unit no later than three days before it takes place. During the second round, the candidates who received the most votes shall be considered elected as members of the Senate. If, during the first or second round of voting, less candidates stand for the seats of Senate members in the Unit than the total number of Senate members elected in such Unit, by-election shall be organised for the remaining vacant seats of Senate members after the first and second round of voting in accordance with the procedure established in this Description.

36. After counting the votes, the Electoral Commission of the Unit shall draw up a protocol on the counting of votes which shall indicate the number of Voters who participated in the election of members of the Senate, the number of valid and invalid ballot papers, the total of votes cast for each candidate, and the candidates who are considered elected to the Senate.

37. The protocol on the counting of votes shall be signed by the Chairperson of the Electoral Commission of the Unit and shall be submitted to the Central Electoral Commission no later than the next working day after the election of Senate members (or no later than the next day after the second round). Along with the protocol on the counting of votes, the submitted and unused ballot papers shall be presented to the Central Electoral Commission. Both the submitted and unused ballot papers shall be presented in a sealed envelope bearing the seal of the Unit. Envelopes with ballot papers can be opened during the meeting of the Central Electoral Commission only.

38. The Central Electoral Commission, upon the receipt of the protocols on the counting of votes of the election of the Senate members from each Unit, shall count the number of professors and chief researchers (in either science or arts) and that of associate professors and senior researchers (in either science or arts) of the total number of Senate members elected in each Unit and shall determine if these election outcomes correspond to the proportions established in Article 34(6)(4) of the Statute. Having determined that these requirements of the Statute are fulfilled, the Central Electoral Commission shall register the candidates specified in the protocols of the Electoral Commissions of the Units as elected members of the Senate. Having determined that the requirements of Article 34(6)(4) of the Statute are not fulfilled, the list of Senate members considered elected shall be adjusted following the rules set out in Items 39 – 41 of this Description. In applying these rules, the list of persons elected and registered as members of the Senate must in all cases fulfil the requirements of Article 34(6)(2) of the Statute and comply with the quotas set by the Senate for Senate members elected in the Units.

39. Upon determination that at least 18 professors and chief researchers (in either science or arts) were not elected to the Senate, under the decision of the Central Electoral Commission, it shall register the missing number of professors and chief researchers (in either science or arts) who received the highest percentile of the of votes of the Voters of the Units (counting the votes that candidates to members of the Senate of the Units got), who are not considered elected to the Senate by the Electoral Commissions of the Units (but no more than one such person from each Unit) as members of the Senate, who shall replace the corresponding number of the non-professors and chief researchers (in either science or arts) who received the lowest percentile of the votes of the Voters and were elected in those Units (no more than one such person from each Unit).

Amendments to Item:

by Resolution of the Senate of Vilnius University No. SPN-4 of 22 February 2022.

40. In the event the Central Electoral Commission determines that at least eight associate professors and senior researchers (in either science or arts) have not been elected to the Senate, under the decision of the Central Electoral Commission, it shall register the missing number of associate professors and senior researchers (in either science or arts) who received the highest percentile of the votes of the Voters of the Units (counting the total votes cast by all candidates to members of the Senate of the Units), who are not considered elected to the Senate by the Electoral Commissions of the Units (but no more than one such person from each Unit) as members of the Senate, who shall replace the corresponding number of the non-associate professors and senior researchers (in either science or arts) who received the lowest percentile of the votes of the Voters and were elected in those Units (no more than one such person from each Unit).

Amendments to Item:

by Resolution of the Senate of Vilnius University No. SPN-4 of 22 February 2022.

41. Where a sufficient number of candidates for the missing group of academic employees (professors and chief researchers (in either science or arts) or associate professors and senior researchers (in either science or arts)) among the candidates nominated in the Units or among those who have received more than half of the votes of the Voters of the Unit is not available, and in accordance with Items 39 and 40 of the Description, it is impossible to meet the requirements of Article 34 of the Statute, by-elections for the missing seats of Senate members of the relevant academic staff group in the relevant Units must be organised. These elections shall be held no later than within one month after the election of members of the Senate or the second round, if any. All candidates to members of the Senate who were not elected during the first and second round and who were not registered by the Central Electoral Commission as Senate members may participate in the by-elections. By-elections of members of the Senate shall be held *mutatis mutandis* in accordance with the rules established in the Description.

42. No later than within two working days after the last day of voting, a complaint concerning infringements of the procedure for organising elections in the Unit may be submitted to the Central Electoral Commission. After examining the complaint no later than within two working days of its receipt, the Central Electoral Commission shall retain the voting outcomes unchanged or, having determined that infringements of the election organisation procedure had a significant impact on the election outcomes, shall recognise the elections in the relevant Unit void. If the election is declared void, re-election shall be organised. The decision of the Central Electoral Commission on the submitted complaint shall be final.

43. A new Senate shall be deemed formed upon the election (appointment) of at least two thirds of its members; however, a formation of the new Senate shall continue until the election (appointment) of all of its members.

44. No later than within seven calendar days after the end of the election of Senate members, the list of elected Senate members shall be announced on the website of the University and the websites of the Units.

CHAPTER VI
FINAL PROVISIONS

45. The powers of an outgoing Senate shall terminate on the day when the Senate of the new term of office gather to their first meeting, which is to be held not later than within five days after the end of the term of office of the outgoing Senate.

46. If, after the election of the Senate, the powers of one or more members of the Senate terminate in accordance with Article 34(14) of the Statute, new elections shall be organised to take vacant seats for the remaining term of office of the Senate.
