

APPROVED

by Resolution No. S-2014-3-3 of 20 May 2014
of the Senate of Vilnius University
(wording of Resolution No. SPN-49 of 18 June
2024 of the Senate of Vilnius University)

REGULATIONS OF THE CENTRAL ELECTORAL COMMISSION OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Regulations of the Central Electoral Commission of Vilnius University (hereinafter the 'Regulations') establish the procedure for forming the Central Electoral Commission (hereinafter the 'Commission') of Vilnius University (hereinafter the 'University') as well as its functions, rights, the principles of activity, and the procedure for organising work therein.

2. The Regulations have been prepared in accordance with the Republic of Lithuania Law on Higher Education and Research and the Statute of Vilnius University (hereinafter the 'Statute').

3. The Commission, in implementing its functions and taking decisions on the issues falling within its competency, shall be independent. No governing body of the University may give binding instructions regarding the decisions to be taken on the issues falling within the Commission's competency.

CHAPTER II FORMATION OF THE COMMISSION AND THE EXPIRATION OF THE MANDATES OF THE COMMISSION MEMBERS

4. The Commission shall comprise 11 members:

4.1. four members are appointed from the teaching staff or research/art staff representing the areas of biomedicine, physical and technological sciences;

4.2. four members are appointed from the teaching staff or research/art staff representing the areas of social, humanitarian sciences and arts;

4.3. two members are appointed from students' representatives of the University following the procedure established by the Students' Representation of the University;

4.4. one member is appointed from the non-academic employees of the University.

Amendments to the Item:

by Resolution No. SPN-23 of 16 April 2024 of the Senate of Vilnius University.

5. A Commission member wishing to stand as a candidate to members of the University Senate (hereinafter the 'Senate'), the University Council (hereinafter the 'Council'), or as a candidate to the position of the University Rector (hereinafter the 'Rector') must resign from their position as a Commission member by submitting a written resignation letter to the Chairperson of the Senate no later than 10 days before submitting documents regarding their candidacy. If a Commission member fails to do so, they shall not be registered as a candidate to members of the Senate, the Council, or to the position of the Rector.

6. A Commission member (chairperson and their deputy included) shall commence their duties at the Commission after signing the Pledge of a Member of the Central Electoral Commission (hereinafter the 'Pledge') laid down in the Annex of these Regulations, undertaking to comply with the laws, the Statute, and these Regulations and to perform their duties at the Commission fairly and honourably. The text of the Pledge may not be modified. The Pledge shall be valid for the entirety of a Commission member's term of office.

7. The composition of the Commission, its chairperson and deputy chairperson shall be approved by the Senate upon proposal from the chairperson of the Senate for a five-year term of office.

8. In the event that, upon appointing a Commission member, circumstances emerge due to which they are unable to perform their duties at the Commission, they shall be replaced following the same procedure as they were appointed. The new Commission member shall be appointed for the remaining period of the term of office.

9. The mandate of the new Commission shall begin on the date that the resolution of the Senate on the establishment of the Commission enters into force.

Amendments to the Item:

by Resolution No. SPN-23 of 16 April 2024 of the Senate of Vilnius University.

10. The mandate of a Commission member shall be terminated upon:
- 10.1. their term of office expiring and the new Commission's mandate beginning;
 - 10.2. their death;
 - 10.3. their resignation;
 - 10.4. the court declaring them legally incapable;
 - 10.5. the Academic Ethics Commission concluding that they have violated academic ethics;
 - 10.6. the Commission member being replaced following a resolution of the Senate in other cases.

CHAPTER III

THE COMMISSION'S FUNCTIONS AND THE RIGHTS AND OBLIGATIONS OF COMMISSION MEMBERS AND THE CHAIRPERSON

11. The Commission shall be responsible for proper organisation of the election of the University's governing bodies as well as the registration of elected members of the Senate and the Council, and the determination of the results of the election to the position of the Rector.

12. The Commission shall have the following functions:

12.1. organising and conducting the election of members of the Senate (except for members of the Senate that are elected or appointed following the procedure established by the Students' Representation of the University), as well as registering all elected (appointed) members of the new Senate;

12.2. announcing the date, time, and place at the core academic units of the election of members of the Senate;

12.3. organising and conducting the election of members of the Council that are elected from among the teaching staff and research/art staff of the University and from non-University employees or students, as well as registering all elected or appointed members of the new Council of the University;

12.4. organising an open competition and election to the position of the Rector and determining the election results;

12.5. registering candidates to members of the Senate and the Council, as well as candidates to the position of the Rector;

12.6. taking decisions on the compliance of the candidates to members of the Senate and the Council with the established requirements;

12.7. compiling the lists of candidates to members of the Senate and the Council, as well as to the position of the Rector, and publishing them following the procedure established in the internal legal acts of the University;

12.8. approving the templates of ballot papers for voting in the election of the University governing bodies and other documents necessary for conducting the election;

12.9. determining the voting results of the election of the University governing bodies;

12.10. ensuring the improvement of the technologies for the election of the University governing bodies;

12.11. when necessary, suggesting the Senate to improve the legal acts regulating the procedure for the election to the University governing bodies;

12.12. compiling and approving the lists of employees that are qualified to vote;

12.13. establishing detailed procedural requirements for the conduction of elections and addressing matters related to the organisation of the election to University governing bodies;

12.14. approving the composition of the electoral commissions at core academic units as well as their chairpersons;

12.15. performing other functions related to the proper organisation of the election of the University governing bodies.

13. The Commission shall have the right to:

13.1. ask the candidates to members of the Senate, the Council and candidates for the position of the Rector to submit additional information or documents required for the assessment of the candidate's compliance with the established requirements and set a deadline for the provision of such documents (information);

13.2. demand the units and/or employees of the University to provide all information and documents required by the Commission when implementing its functions;

13.3. other rights that do not contradict the legal acts laid down in Item 2 of these Regulations, the Regulations themselves and that are necessary for proper implementation of the Commission's functions.

14. Commission members shall have the following duties:

14.1. complying, in their activities, with the laws of the Republic of Lithuania and other legal acts, the Statute, these Regulations and the Code of Academic Ethics of the University;

14.2. attending the Commission's meetings or, in the event that they are unable to, informing the chairperson of the Commission about being unable to attend the meeting in advance in writing or via email no later than one day before the Commission's meeting;

14.3. acting fairly in regard to the University and its governing bodies;

14.4. being loyal to the University;

14.5. notifying the Commission of any potential conflict of interest that may arise from the consideration of an item on the agenda of a meeting and withdrawing from the consideration of that item. A Commission member shall have a duty to withdraw in any of the following circumstances:

14.5.1. when the matter under consideration relates directly to that Commission member;

14.5.2. when the matter under consideration relates to persons with whom the Commission member has a close relationship of consanguinity or affinity;

14.5.3. when the matter under consideration relates to persons with whom the Commission member has a relationship of marriage, partnership, or guardianship;

14.5.4. the Commission member, their spouse (cohabitant) or persons with whom they have a close relationship of consanguinity have a direct or indirect interest in the outcome of the matter under consideration.

14.5.5. there are other circumstances that call into question the impartiality of the Commission member.

15. A close relationship of consanguinity shall be understood in these Regulations as relation by blood when one person is descended from another or they share a common ancestor. In these Regulations, a close relationship of consanguinity shall refer to the relationship between parents and their children, grandparents and grandchildren, and brothers and sisters. In these Regulations, a relationship of affinity shall be understood as a relation between one spouse and the relatives of the other one or between the relatives of both spouses, i.e. direct consanguinity up to the second degree, collateral consanguinity up to the second degree.

16. Commission members shall have the following rights:

16.1. to participate and vote at the Commission's meetings on each matter under consideration;

16.2. to suggest, in writing or orally at the Commission's meeting, additional matters for consideration to be included in the agenda of the Commission's meeting;

16.3. to submit, in writing or orally at the Commission's meeting, reasoned proposals on items included in the agenda of the Commission's meeting;

16.4. to speak and ask questions on each of the matters under consideration at the Commission's meeting;

16.5. to express their opinion, publicly or at the Commission meeting, about the Commission's activities without violating their duty of loyalty to the University;

16.6. to receive the necessary information and materials related to the matters under consideration at the Commission's meetings;

16.7. having acquainted themselves with the agenda of the Commission's meeting, to vote on the suggested solutions in writing (including by using electronic means) by indicating whether they are "in favour of" or "against" such a Commission decision on the item of the agenda in question;

16.8. to get acquainted with the minutes of the Commission's meeting and make remarks regarding them;

16.9. to express a separate written opinion if, when Commission members vote and reach the final decision, it does not coincide with the majority view. The separate opinion of a Commission member shall form an integral part of the minutes of the Senate;

16.10. to resign from Commission members at any time by submitting a written notice to the Chairperson of the Senate ten calendar days in advance;

16.11. to use the material resources of the University insofar as is necessary for the implementation of the Commission's functions;

16.12. to exercise other rights laid down by legal acts.

17. The chairperson of the Commission shall:

17.1. represent the Commission;

17.2. set the agenda, time and place of the Commission's meetings;

17.3. convene the Commission's meetings and chair them;

17.4. organise the Commission's work and take responsibility for its activities;

17.5. take decisions on demanding additional information from candidates to members of the Senate and the Council, as well as candidates to the position of the Rector;

17.6. take decisions on demanding the required information from the units of the University and the employees;

17.7. during the first meeting of the new Senate, present the oldest member of the Senate participating in the meeting to chair the first meeting of the new Senate;

17.8. during the first meeting of the new Council, appoint the oldest member of the Council participating in the meeting to chair the first meeting of the new Council;

17.9. at the expiry of the time period for the nomination of candidates for the position of the Rector established in the Description of Procedure for the Election to the Position of the Rector, submit the application documents of all the persons registered as candidates for election to the position of the Rector to be discussed by the Senate;

17.10. at the expiry of the time period for the nomination of candidates to members of the Council established in the Description of the Procedure for the Election and Termination of the Powers of the Members of the Council, submit the application documents of all candidates to members of the Council that meet the requirements to be discussed by the Senate;

17.11. perform other functions assigned to the chairperson of the Commission in the legal acts of the University.

18. In the absence of the chairperson of the Commission, all of their functions shall be performed by the deputy chairperson.

CHAPTER IV ORGANISATION OF THE COMMISSION'S WORK

19. The work of the Commission members shall be based on the principles of collegiality, impartiality, objectivity, and legality.

20. The Commission's activities shall take the form of meetings. The chairperson of the Commission shall initiate the Commission's meetings. The chairperson of the Commission shall also

convene a Commission's meeting if requested by no less than one-third of the members of the Electoral Commission.

21. With the availability of technical conditions, the Commission's meeting may be organised using electronic means. If the Commission's meeting is organised using electronic means, it shall be ensured that all Commission members are provided with an opportunity to participate in such a meeting.

22. The Rector shall appoint a secretary of the Commission for the provision of technical services to the Electoral Commission. The secretary of the Commission shall not be a member of the Commission. The secretary of the Commission shall attend the Commission's meetings. If the secretary of the Commission is not able to participate in the meeting, another person who is able to assume the functions of the secretary shall participate in the meeting.

23. The secretary of the Commission shall carry out the following functions:

23.1. draft the agenda of the Commission's meeting together with the chairperson of the Commission;

23.2. provide the Commission members with information on the Commission's meeting and the material for it;

23.3. draft the minutes of the Commission's meeting and sign them together with the chairperson of the Commission.

24. A Commission's meeting shall be considered legitimate if at least two-thirds of the Commission members are present.

25. Upon assignment from the chairperson of the Commission, the secretary of the Commission shall invite the Commission members to meetings by email, including the agenda, time and place of the meeting and provide the Commission members with the material of the meeting that is prepared by the secretary of the Commission and agreed upon with the chairperson of the Commission. Invitations to the meeting with all the material shall be sent to the Commission members no later than two working days before the meeting.

26. The Commission's meetings shall be closed, they shall be attended only by the Commission members and the secretary of the Commission. Upon the Commission's decision, other persons may attend the meeting when necessary for taking decisions on a specific item included on the agenda of the Commission's meeting.

27. Decisions of the Commission shall be taken by the majority of the Commission members attending the meeting. Each Commission member shall have one vote. In case of an equal distribution of votes, the chairperson of the Commission shall have the casting vote.

28. Minutes shall be taken at the Commission's meeting. Minutes shall be drafted by the secretary of the Commission and signed by the chairperson of the Commission and the secretary of the Commission. Audio and/or video recordings shall be made during the Commission's meeting, which shall be stored following the procedure laid down in the legal acts of the University.

29. The minutes of the Commission's meeting shall include: the number of the minutes, the date, the time and place of the Commission's meeting, the Commission members and other persons attending the meeting, the presence of a quorum, the chairperson and the secretary of the Commission, the items on the agenda, the results of the voting, the decisions taken. A list of attendees of the Commission's meeting shall be annexed to the minutes. Upon the Commission members' request, the minutes of the Commission's meeting may include the information they have specified.

PLEDGE OF A MEMBER OF THE CENTRAL ELECTORAL COMMISSION

(date)

Vilnius

I, *[full name, position at Vilnius University]*, holding the position of a member of the Central Electoral Commission, hereby pledge to:

- comply with the Constitution of the Republic of Lithuania and the laws, the Statute of Vilnius University, and the Regulations of the Central Electoral Commission of Vilnius University;
- perform my duties at the Central Electoral Commission fairly and honourably;
- restrain from actions that would violate the laws, the Statute of Vilnius University, and the Regulations of the Central Electoral Commission of Vilnius University.

Information on the positions I hold, except those at Vilnius University: [...].

My activities are related/not related with Vilnius University: *[if related, indicate how]*.

(full name)

(signature)