SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATING RULES

BOOK I
ORGANIZATIONAL AND OPERATING ORDER

I 2 SPECIAL PART
ANNEX

BUDAPEST

2023

Contents

Effective from: 16 February 2023

I 2 - Annex 1

PROVISIONS CONCERNING THE APPLICATION PROCEDURE FOR THE ELECTION OF THE CANDIDATE RECTOR AND THE SPECIAL DECISION-MAKING PROCEDURE OF THE SENATE

Article 1. [General Provisions on the Election of the Rector-designate]

(1) The senior management post of the Rector is announced by the Maintainer no later than six months before the end of the Rector's term of office.

(2) The Maintainer shall invite the Senate to propose the content of the call for applications for the post of Rector, setting a reasonable deadline of at least three months. If the Senate fails to meet the deadline set by the reserve, the reserve shall send the call for applications for the post of Rector to the Senate for its opinion, setting a deadline of at least 15 days.

(3) The Senate shall adopt the proposal on the content of the Rector's call for proposals by a simple majority of its members present.

(4) The Senate shall decide on the person designated by the Rector by a majority vote of all its members and shall send its proposal to the Rector.

(5) If the Board of Governors disagrees with the Senate's proposal, it may return it to the Senate for consideration, together with its comments. The Senate shall re-discuss the submitted applications for the Rector's post and decide again on the Rector-designate based on the voting rules.

Article 2 [General provisions for the election of the Rector-designate]

(1) The part of the applications that meet the application criteria, which relates to the plans and ideas of the applicant institution's management, shall be published on the University's internal website, taking into account the data protection rules, in such a way that it is accessible to all university citizens.

(2) From the date of publication of the call for proposals until the date of the deadline for submission of proposals, applicants who can prove that they meet the conditions laid down in the call for proposals may submit a request in writing or by electronic means to the Vice-Rector General for Public Interest to obtain the information and data necessary for the preparation of their program. The Vice-Rector General shall comply with the request as soon as possible.

(3) Applicants for the post of Rector shall be provided with conditions free of any impediments to the success of their application.

Effective from: 16 February 2023

(4) The President of the Senate shall convene a forum in which all employees and students of the University may participate. At the forum, the applicants who meet the application criteria shall make a 30-minute public presentation of their main ideas. The briefings will be held in the order decided by drawing lots so that applicants may not attend the briefing of another applicant. Forum participants have the right to ask questions.

(5) Applicants who meet the eligibility criteria shall have the opportunity to present their program on equal terms at the faculties and the Clinical Centre, in addition to the presentation provided in paragraph (4), at a two-week interval as determined by the Vice-Rector General, by agreement.

Article 3 [General rules for the Senate meeting to elect the Rector-designate]

(1) The Senate shall constitute a quorum if at least sixty percent of its members are present. If not all Senate seats are filled, the quorum and the proportion of votes required for a decision shall be determined in proportion to the number of seats filled in accordance with Part I, Section 1, Article 22 paragraph (3) of the Organizational and Operational Rules (hereinafter referred to as SZMSZ).

(2) The President of the Senate shall invite the Chairperson and members of the Board of Trustees of the Rector-designate to the meeting of the Senate, who shall have the right to deliberate and who shall participate in the conference in person or online, even if a closed meeting is ordered.

(3) The Maintaining Body shall make the application material(s) received for the Rector's mandate, which meets the application criteria, available to the President of the Senate, who, with the assistance of the Senate Secretariat, shall ensure that it is made available to the members of the Senate.

(4) If the President of the Senate submits a candidature for the office of the Rector, the meeting of the Senate to elect the Rector-designate shall be chaired by the Vice-Rector General. In this case, the President of the Senate shall be understood to mean the Vice-Rector General.

(5) If the Vice-Rector General is also a candidate, the chairing of the meeting shall be by the general order of deputy chairing as laid down in the SZMSZ. If the presiding Chair cannot be so determined, the Senate shall elect the presiding chair.

(6) The President of the Senate may, on their authority or the basis of a decision of more than fifty percent of the members present, order a closed meeting. If a decision is taken to hold a closed meeting, it shall be decided as part of the vote who(s) may participate in the closed meeting.

(7) The person(s) applying for the office of Rector shall present themselves before the Senate alphabetically by name.

(8) The person(s) applying for the office of Rector shall introduce themselves to the Senate and present their program (s) in a 20-minute time slot. In the case of multiple applicants, the applicant(s) shall not be present during each other's presentation. Senators may ask the applicant(s) questions after the presentation. The applicant(s) will answer the questions entirely without a time limit.

Article 4 [Voting procedure]

(1) Only senators with a valid mandate shall be entitled to vote in the candidate's election for Rector. In the case of elected members, the President of the Senate shall verify the mandate's validity before the Senate meeting and announce it at the conference.

(2) If a Senator also submits a candidature for the office of Rector, they may vote on the person of the Rector-designate in their capacity as a Senator.

(3) The votes shall be counted by a Vote Counting Committee consisting of a President and two members elected by the Senate. The Counting Committee shall count the number of "yes" and "no" votes on valid ballot papers and determine the number of invalid votes.

(4) In the election of a candidate for Rector, no more than one person shall be allowed to cast a valid "yes" vote. Thus, in the case of more than one candidate, the number of "yes" votes cast shall be invalid. However, in the case of more than one candidate, if more than one "no" vote is cast on the ballot paper, it shall be considered a valid vote.

(5) The members of the Senate may cast their votes by secret ballot by setting up separate voting booths free of electronic communication devices and using paper ballots under the supervision of the ballot counting committee.

(6) A valid vote may be cast by placing an X or + in the "yes" or "no" box next to the candidate. For more than one candidate, the ballot paper must clearly indicate that the Senator is voting 'yes' to no more than one candidate.

(7) A vote shall be invalid if it is impossible to ascertain beyond reasonable doubt the position of the voter or if the vote cannot be interpreted about the proposition.

Article 5 [Determination of the result of voting]

(1) A vote shall be conclusive if one of the candidates receives the valid votes of a majority of all the members of the Senate.

(2) In the case of one candidate or two candidates, if the sole candidate or neither of the two candidates receives the valid vote of a majority of all members of the Senate, a second round shall be held. The voting shall follow the same rules as the first round. If the second ballot is also unsuccessful, the President of the Senate shall place the election on the agenda of a forthcoming or special meeting.

Effective from: 16 February 2023

(3) A new ballot shall be held if there are more than two candidates and no candidate has received the required votes. The candidate with the fewest votes shall refrain from participating in the new ballot. If two or more candidates are tied for last place, a new vote shall be held between them. The procedure shall continue as long as two candidates remain on the list, and only their names shall be put to a further vote by the Senate. If neither of the two candidates obtains the valid votes of a majority of all the members of the Senate, the provision in paragraph (2) relating to two candidates shall apply.

(4) The President of the Senate may order a recess to make technical preparations for the vote.

(5) The general rules shall apply to keeping the minutes and the resolution form.

(6) The President of the Senate shall announce the result of the election in open session and, if the election is successful, shall send the Senate's proposal for the person of the candidate for Rector to the Maintaining Body.

(7) The termination of employment or the application of other adverse legal consequences to employees who stand for election as Rector and who have obtained at least 10% of the votes in the election for the post of Rector shall require the approval of the Maintaining Body for five years from the date of the commencement of the Rector's term of office.

(8) [1]The ballot papers generated during the election of the rector-designate shall be destroyed within seven calendar days of the decision of the Maintaining Body to nominate the rector-designate, with a record being kept.

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[1] Established by Senate Decision 4/2023 (09 February) Annex 1 Article 10 Effective from: 16 February 2023