

APPROVED

The new version

The EKA University of Applied Sciences Constitutional Assembly meeting decision

February 20, 2018

Minutes No. 2-8/18/01

Amendments

approved by the EKA University of Applied Sciences Constitutional Assembly meeting decision

September 30, 2021

Minutes No. 2-8/21/03

SENATE RULES

I. General provisions

1. According to the Law on Higher Education Institutions, the Senate is a collegial higher academic decision-making body responsible for excellency and development of educational, research and creative activities of the higher education institution and its compliance with recognized international quality standards. The Senate shall regulate the academic, creative and scientific areas of activity of the higher education institution.
2. According to the EKA Constitution, the Senate shall consist of twenty members, of whom fifteen are the University's academic personnel representatives, four representatives of the University's students and rector.

II. Election and recalling procedure of the Senate members

3. According to the EKA Constitution as well as the Constitutional Assembly Regulations, EKA Senate shall be elected for three year term by the Constitutional Assembly.
4. The Constitutional Assembly Chair shall organize new elections of the Senate at least one month prior to the end of the term of the current Senate. The Senate terms of office, including the exact dates shall be determined by the Constitutional Assembly, approving the new composition of the Senate according to the paragraph 14 of these rules. If the new Senate is not elected, then the Senate current members' term of office shall be extended for the period until a new Senate is approved.
5. The Constitutional Assembly shall be convened in accordance with the Regulations of the Constitutional Assembly.
6. Senate candidates shall be recommended by the Administration (the Rector and the Vice Rectors), the Heads of Study Directions, and the Student Self-government Council.
7. The Constitutional Assembly Chair shall publish the election information on the EKA website

and also send a call to EKA administration and the Heads of Study Directions to nominate their candidates for EKA Senate elections, by sending the call to EKA database email addresses of EKA Rector, the Vice Rectors and the Heads of Study Directions at least three weeks before the Senate elections stating the document submission procedure (venue and email address) and the deadline as mentioned in paragraph 10 of these Rules.

8. The lists of candidates shall be submitted to the Secretary of the Constitutional Assembly in writing and in electronic form no later than ten working days before the expected election of the Senators, stating, in those lists, each candidate's name, surname and position.
9. EKA administration and the Heads of Study Directions shall submit to the Secretary of the Constitutional Assembly application letters signed by the candidates in which they affirm their desire to become members of the Senate, with the attached, current CV.
10. The Constitutional Assembly Chair may reject a candidate if:
 - 10.1. the application letter and CV have not been formatted in line with the Latvian record keeping standards, is not signed, received after the deadline or without specified postal or email address;
 - 10.2. at the time of document submission, the candidate is not employed by EKA;
 - 10.3. at the time of the document submission, EKA is not the candidate's main place of employment (not elected academic personnel);
 - 10.4. at the time of document submission, the candidate has recently been hired by EKA and the trial period has not been completed yet;
 - 10.5. at the time of document submission or election day, the candidate's contract has been terminated by EKA;
 - 10.6. during the previous year, the candidate substantially breached the internal rules or academic ethical principles of EKA about which a written warning, act, reprimand or a note etc. had been received.
11. The Constitutional Assembly Chair shall publish the election information on the EKA website, and also send a call to the EKA Student Self-government Council (to the Student Self-government Council Board emails available) asking to nominate the Council's candidates for the Senate elections, and to delegate the Council's representatives who shall participate in the Constitutional Assembly and the Senate elections with voting rights, for at least three weeks before the Senate elections. The selected candidates from the Student Self-government Council can, at the same time, also serve as delegated representatives to the Constitutional Assembly.
12. The Constitutional Assembly Chair may reject the nomination of candidates from the Student Self-government Council in the following cases:
 - 12.1. If at the time of the Student Self-government Council decision or on the Senate election day, the candidate was not an active EKA student;
 - 12.2. If, during the last year, the candidate substantially breached the internal rules or academic ethical principles of EKA, about which a written warning, act, the Rector's directive etc. had been issued;
 - 12.3. If, in accordance with the Law on Institutions of Higher Education and the EKA regulations, at the time the Students Self-government Council's decision was made or on the Senate election day the candidate was bound by exmatriculation conditions and the process of exmatriculation had begun.
13. The Chair of the Constitutional Assembly shall publish the Senate candidate list on EKA website and also send the list of candidates by email to the Constitutional Assembly members at least three days before the Senate election.

14. All candidates who have not been rejected, the Chair of the Constitutional Assembly shall include in election ballots prepared by the Secretary of the Constitutional Assembly, with the possibility to vote on each candidate separately (sample - Annex No. 1).
15. Election procedure of the Senate members is as follows:
 - 15.1. elected academic and administrative personnel representatives shall be elected by the Constitutional Assembly, and the Student Self-government Council representatives in the general meeting by secret ballot, voting separately for each candidate.
 - 15.2. The Constitutional Assembly shall elect the (Ballot) Counting Commission consisting of three members. The Counting Commission shall elect The Counting Commission Chair. The Counting Commission Chair shall distribute the ballot papers with all the candidates. The ballot papers shall provide an opportunity to vote "Yes", "No" and "Abstain" on each candidate separately. Deletion from the list and any edits are prohibited. The completed ballot papers shall be deposited into a sealed ballot box. If one candidate has either a number of choices or no choice marked, then the vote for this candidate shall not be taken into account and is invalid, but the ballot shall generally be recognized as valid and the remaining votes are to be counted;
 - 15.3. Only those candidates shall be elected to become the Senators, who, in relation to the number of representatives of the Senate have received the most votes; if several candidates would receive the same number of votes, and, if more than half of the votes were declared invalid, then these candidates may be eligible for additional voting;
 - 15.4. The Student Self-government Council representatives shall be elected by the Student Self-government Council and included in the Senate by the decision of the EKA Student Self-government President (sample - Annex no. 2).
16. The Senate composition shall be approved by the decision of the Constitutional Assembly Chair (sample - Annex no. 3) with the following information:
 - 16.1. Decision number, date and venue;
 - 16.2. The Senate member names, surnames, addresses, phone numbers, email addresses, the election status;
 - 16.3. Start and end dates of the Senate term;
 - 16.4. The convening deadline of the first meeting of the newly elected Senate, taking into account the paragraph 21 of these Rules;
 - 16.5. The procedure to inform the President of the previous Senate about the decision of the Constitutional Assembly Chair and about the implementation of the subparagraph of the decision and about the person responsible for implementing the subparagraph of the decision;
 - 16.6. The signatures of the Constitutional Assembly Chair, the Secretary, and all Senate members approved with this decision, confirming the election of these Senate members;
 - 16.7. The decision is to be accompanied by the relevant extract from the minutes of the Constitutional Assembly.
17. In those cases when any of the Senators elected by the Constitutional Assembly terminates the employment with EKA or if there is an objective reason to change any of the Senators, special elections shall be organized and the Senator shall be elected by the Senate. If any of the Student Self-government Council elected Senators are exmatriculated from the University or if there is an objective reason to change any of the Senators, then the Student Self-government Council shall organize Senator elections. The candidates shall be nominated in accordance with the paragraph 7 of these Rules. The term of the Senators elected this way shall expire at the same time as described in the section 1.6. for Senators' elected term of office. The Senate

minutes or decision shall include all of the information described in the Paragraph 17 on the newly elected Senators. The President of the Senate shall inform the Constitutional Assembly Chair about the newly elected Senators, showing the Senate minutes or decision.

18. A Senator may be recalled before the expiry of the mandate on the basis of the electoral decision of the Senator that shall be made in the same manner as the decision about the election of the Senator.

III. Main directions of the Senate activities

19. The Senate shall:

- 19.1. draft the Constitution of the University and amendments to it. The Senate shall be responsible for the compliance of the Constitution with the development needs of the University and legislative acts;
- 19.2. approve the study process development plan of the University, put forward suggestions to the Council regarding study areas to be developed;
- 19.3. following Rector's proposal, decide on:
 - a) opening, development and closing of study directions,
 - b) opening, curriculum and development, as well as closing of study programmes
 - c) requirements, procedures and examinations for acquiring a degree or qualification;
- 19.4. approve the development plan for scientific and artistic creative activity of the University, initiate implementation of specific scientific directions;
- 19.5. set requirements for elections to academic positions and academic staff assessment criteria;
- 19.6. set requirements and procedures related to academic integrity;
- 19.7. may initiate to dismiss the Rector from the position, as well as decide on dismissal of the Rector from the position, in compliance with the provisions of the Law on Higher Education Institutions;
- 19.8. state its opinion and put forward proposals for the development strategy, budget, establishment of new structural units, reorganisation and liquidation of the University and its real estate development plan before its consideration by the Council;
- 19.9. be entitled to establish commissions for coordinating and addressing specific issues. The procedure for establishing such commissions and their operation shall be set by the Senate, by developing and approving the respective regulation.

IV. Organizing the first Senate meeting

20. The first Senate meeting after the election shall be convened by the Constitutional Assembly Chair, no later than one month after the Constitutional Assembly meeting date on which the new Senate was elected by informing all Senators electronically by email using addresses available in EKA database, at least ten working days before the meeting, indicating venue and time.

21. The first meeting shall be chaired by the former President of the Senate until the new Senate President is elected.
22. The President of the Senate and the Secretary shall be elected to serve the full Senate term by the Senators at the first meeting after the election of the Senate.
23. The Senate President candidate shall be nominated from among the elected Senators by the Senators, but the Secretary of the Senate shall be nominated by the President of the Senate.
24. Before voting, the Senate shall elect the (Ballot) Counting Commission consisting of three members. The Counting Commission shall elect the Counting Commission Chair. The Counting Commission Chair shall distribute the ballot papers containing all the candidates. The ballot papers shall provide an opportunity to vote "Yes", "No" and "Abstain" on each candidate separately (samples – Annex No. 4 and No. 5).
Deletion from the list and any edits are prohibited. The completed ballot papers shall be deposited into a sealed ballot box. If one candidate has either a number of choices or no choice marked, then the vote for this candidate shall not be taken into account and is invalid, but the ballot shall generally be recognized as valid and the remaining votes are to be counted.
25. Before the voting, the Senate shall openly vote for including each candidate on the ballot.
26. Only those candidates shall be elected to become the Senate President and the Secretary, who have received the most votes; if several candidates would receive the same number of votes, and if more than half of the votes were declared invalid, then these candidates may be eligible for additional voting;
27. For the position of the Secretary of the Senate may be nominated a person who is not a member of the Senate. In this case, he has no right to participate in the Senate business and voting.
28. If the President of the Senate and/or the Secretary of the Senate shall end the employment relationship with EKA or because of other objective reasons would not be able to perform their duties, the Senate shall elect the President of the Senate and/or Secretary of the Senate at the next meeting.

V. The organization of the work of the Senate

29. The main work form of the Senate shall consist of the Senate meetings.
30. The Senate meetings shall be chaired by the President of the Senate, but, in his absence, the Senators shall elect the Chair of the meeting from among the Senators that are present.
31. The Senate meetings shall be held according to the Senate work plan of the current academic year.
32. Meetings of the Senate shall be open. Meetings may be closed, if requested by 1/3 of the Senators present or by the Rector.
33. The meetings shall be convened by the President of the Senate. Emergency meetings shall be convened, if requested by 1/3 of the Senators, the President of the Senate, the Rector, the Board or the Advisory Board.
34. Drafting the agenda shall be the responsibility of the President of the Senate.
35. Proposals for the Senate meeting agenda may be submitted by the Advisory Board, the Student Self-government Council, the Senators, the Rector, the Board, the Study Board, the Study Department, the Program Directors, the Legal Counsel.
36. Proposals and materials on the issues to be included in the current agenda shall be submitted to the Secretary of the Senate no later than ten days before the meeting. The emergency

- meeting agenda shall be proposed by the meeting initiators.
37. Issues on the draft agenda shall be included only if they are included in the draft decision.
 38. Seven days before the Senate meeting, the Secretary of the Senate shall publish the draft agenda at a section specifically designated for the Senate work in the e-environment and shall organize the material preparation for the Senate meeting. For the material to be considered in the upcoming Senate meeting, it, together with the draft decision, shall be submitted to the Secretary no later than three days prior to the meeting.
 39. The draft agenda of the Senate shall be considered and approved at the beginning of the meeting. Additional issues on the agenda are put and reviewed by the Senate only with the consent of 2/3 of the present Senators.
 40. During the debate, the proposed modifications and additions to the draft decisions shall be put to the vote only if they are submitted in writing to the Chair of the meeting.
 41. Meetings of the Senate shall be recorded in written minutes. On key issues an audio recording can be made. The minutes shall be signed by the Chair and the Secretary.
 42. In order to address urgent issues, the Senate President may use the method of coordination in electronic format by sending questions for signing off to the email address indicated in the Board's decision on the composition of the Council, indicating the response time of no less than three working days and by adding background information necessary for making a decision, or references to the location of the information in the e-environment. If, within the prescribed period, there are no objections received from the members of the Council, it shall be considered that the document is signed off.
 43. The decision may be accepted in electronic form, if:
 44. no Senator opposes such a decision-making procedure; objections to the use of the electronic voting procedure must be sent to the Senate Secretary no later than by the end of the next working day after receiving the draft decision;
 45. answers are sent in by no less than 1/2 of the Senators; the answers must be sent within two working days after receiving the draft decision;
 46. more than 1/2 of the Senators who responded have voted "yes" to support the draft decision.
 47. The Senate Secretary shall send the outcome of the vote and the decision electronically to the Senators by the end of the next working day after the vote. If a Senator has not sent in the vote, then it is assumed that the Senator does not object and this shall be counted as one additional "yes" vote.

VI. Rights and obligations of Senators

48. The Senators have the right to propose debate on any issue within the powers of the Senate, to take part in any discussion of the issue, to get access to all Senate materials available.
49. The Senator shall be obliged to take part in Senate meetings and in the preparation of issues to be discussed.

VII. Senate decisions

50. The Senate has the right to make a decision, if the Senate has a majority of Senators present.
51. Decisions of the Senate are made by simple majority after voting openly. Votes shall be counted by either a specially formed vote counting commission or the Senate Secretary. Voting is done only by the Senators.

52. According to the EKA Constitution, the Senate decisions shall comply with the University's budget approved by the Board, with the guidelines of the long-term strategic objectives and the strategic action plan approved by the Founder.
53. The Senate's decision may be appealed within ten calendar days after the date it takes effect. For the decision to be either amended or repealed, a positive vote of 2/3 of the number of Senators present is necessary to reconsider the issue in the Senate.
54. The Student Self-government Council representatives in the Senate shall have a veto power in matters affecting the interests of students; after the application of the veto, the issue shall be reviewed by the Coordination Commission which is formed by the Senate after the parity principle. The Coordination Commission's decision shall be approved by the Senate with a 2/3 majority of those present.
55. The implementation of the Senate's decision may be suspended, if the majority of the Senate members or 2/3 of the Senators present request it in a written form. If there is a written application for the suspension of the Senate's decision implementation, then during the next meeting of the Senate, the validity of the application shall be examined and a decision made on the period for which the decision implementation shall be suspended. If 2/3 of the number of Senators present, initiate the suspension of the implementation of a decision, then at the same meeting of the Senate, they shall decide on the period for which the specific decision implementation shall be suspended.
56. All personal elections shall occur by secret ballot.
57. Academic personnel elections shall occur in accordance with the Regulations on elections to academic positions at EKA University of Applied Sciences.
58. A person concerned with violations of election procedures may file a protest within ten days to the President of the Senate. In the period of ten days after receiving the protest, it shall be reviewed by a commission created by the President of the Senate, and the commission's report shall be included in the agenda of the upcoming Senate meeting and on which the Senate shall make decisions.
59. With the approval of these Rules, the EKA Constitutional Assembly Regulations Edition shall be declared null and void, which was approved by the EKA Constitutional Assembly on June 19, 2009, Minutes No. 7.

Transitional provisions:

1. These Rules shall enter into force immediately after their approval at the Constitutional Assembly.
2. No later than three months after the approval of these Rules, new Senate elections shall be organized, in accordance with the procedure described in these Rules.
3. The Board of the University shall be responsible for the implementation of these Rules and for the organization of the election of the new composition of the Senate.

BALLOT PAPER

To elect EKA Senator

20 . (year) _____

No.	Name and surname of the candidate	Voter decision (delete as appropriate)		
1.		yes	no	abstain
2.		yes	no	abstain
3.		yes	no	abstain
4.		yes	no	abstain
5.		yes	no	abstain
6.		yes	no	abstain
7.		yes	no	abstain
8.		yes	no	abstain
9.		yes	no	abstain
10.		yes	no	abstain
11.		yes	no	abstain
12.		yes	no	abstain
13.		yes	no	abstain
14.		yes	no	abstain
15.		yes	no	abstain
16.		yes	no	abstain

To EKA Constitutional Assembly Chair

20 . (Year) (Number)

Regarding the election of EKA Senators

Hereby we announce that on..... 20 EKA Student Self-government Council's general meeting was held, where, according to the EKA Constitutional Assembly Regulations, the following students were elected as EKA Senators from the students. Their data are as follows:

Name, Surname	The group code	Contact Information

EKA Student Self-government Council President: (_____)

I agree to be the representative at the EKA Constitutional Assembly:

Name surname 20 . (year) _____

Name surname 20 . (year) _____

Name surname 20 . (year) _____

Name surname 20 . (year) _____

Decision of the President of (SIA “Ekonomikas un kultūras augstskola”) Constitutional Assembly

Riga, 20 . (Year) No. ____

In accordance with EKA University of Applied Sciences (hereinafter EKA) Paragraph 17 of the Senate Rules, I decided:

1) to confirm the newly elected (on M/D/Y) Senate composition:

Representation status	Name, Surname of the Senate member	Email	Phone	Address
<i>General personnel representative (Term of office: from -until.)</i>				
Position	Name, Surname	Email	Phone	Postal address:
<i>Academic personnel representative (Term of office: from -until.)</i>				
Position	Name, Surname	Email	Phone	Postal address:
<i>Student representative (Term of office: from -until.)</i>				
The group code	Name, Surname	Email	Phone	Postal address:

- 2) To establish that the newly elected Senate authorization period is from 20 . 20 . (year)
- 3) To convene the first Senate meeting of the new composition on **20 . (year)**. The planned agenda: The election of the President of the Senate; the Secretary of the Senate election; miscellaneous.
- 4) To inform about this decision all the newly elected members of the Senate.
Responsible person: position, name, surname.

Annexes: The Constitutional Assembly 20 . year

Minutes No. ... excerpt. EKA Constitutional Assembly Chair: _____

I agree to be a member of the Senate of EKA:

Name surname 20 . (year) _____

BALLOT PAPER

To elect the President of the Senate of EKA

20 . year _____

No.	Name and surname of the candidate	Voter decision (delete as appropriate)		
1.		yes	no	abstain
2.		yes	no	abstain
3.		yes	no	abstain

BALLOT PAPER

To elect the Secretary of the Senate of EKA

20 . year _____

No.	Name and surname of the candidate	Voter decision (delete as appropriate)		
1.		yes	no	abstain
2.		yes	no	abstain
3.		yes	no	abstain