

RULES FOR THE FUNCTIONING OF THE SENATE OF UNIVERSIDAD SAN PABLO-CEU

Statement of purposes

In compliance with the provisions of article 16 of Spanish Act 6/2001, of 21 December, on Universities, article 23 of the current Organisation and Functioning Rules of Universidad San Pablo-CEU recognises the University's Senate as the highest representative body of the University Community.

Articles 24, 25 and 26 of the aforementioned Rules provide for the composition, call and functions of the Senate, respectively.

The Governing Council of the University has deemed it appropriate to draw up an implementing regulation governing the functioning of the University's Senate and to submit it to the Board of Trustees of Universidad San Pablo-CEU for approval, in accordance with the provisions of article 29, section c) of the current Organisation and Functioning Rules of the University.

Title I
The University's Senate

Article 1. Members of the University's Senate

The University's Senate is made up of ex officio and elected members. Ex officio members are those designated as such by the University's Organisation and Functioning Rules.

Elected members are the representatives of Professors, students and the Administration and Services Personnel, who shall be elected in accordance with this Regulation for the Functioning of the Senate.

Article 2. The President

It is the responsibility of the Rector, as President of the Senate, to comply with and enforce this Regulation, interpreting them in cases of doubt and compensating for possible shortcomings.

Article 3. Elections

1. The Rector is the competent body to call elections to the University's Senate, who delegates to the Dean of the School the call for the election of the school and students' representatives, and to the Manager, the call for the election of the Administration and Services Personnel's representatives.
2. The elections for the school's representatives shall be held every two years, while elections for students' representatives shall be held every year. Likewise, elections for the representatives of the Administration and Services Personnel shall be held every four years.

Article 4. The election of the School and students' representatives

1. The procedure for the election of the School and students' representatives shall be that established in the Regulation of the School Boards for the election of their respective members.

Five representatives from each of the four categories established for permanent Professors shall be members of the University's Senate. The five with the highest percentage of votes from among those elected as representatives to the School Boards shall be elected from each category. Likewise, eight students' representatives shall be members of the Senate, and the eight students' representatives or sub-representatives who receive the highest percentage of votes from among those elected to the School Boards shall be appointed.

In the event that the number of votes obtained in the School Board elections held to date is not recorded, the representatives of the School and the student body shall be determined by drawing lots from among those elected as representatives on the School Boards.

2. The ex officio members of the University's Senate shall not participate in the election of the elected members of the Senate.

Article 5. The election of Administration and Services Personnel's representatives

1. The Administration and Services Personnel shall elect, by means of a single constituency, five representatives by universal, free, equal, secret and direct suffrage, four of whom shall be full members of the Senate and the fifth, a replacement.

The Administration and Services Personnel employed by Fundación San Pablo CEU on a permanent basis, who provide services in any of the centres, units or services of the University, shall be eligible to vote and stand for election.

2. The Rector shall initiate the electoral process by delegating to the Manager the appointment and constitution of the electoral committee that will be responsible for processing the process.

The electoral committee shall be made up of three members, the President, secretary, and member. The president shall be the University Manager, and the secretary, the Legal Advisor attached to the Secretary's Office, respectively. The third member of the committee shall be chosen by lot from among the Administration and Services Personnel of the University, included in the category indicated in the first paragraph of this article.

3. The committee shall decide on the number of ballot boxes to be installed, where required in accordance with the respective campuses, schools, centres or institutes, constituting, for each designated voting place, a polling station. Such will consist of a president, a secretary and a member, as well as a replacement, who shall replace any of the latter in the event of justified absence or force majeure. The members of each polling station shall be chosen by lot from among the Administration and Services Personnel referred to in this Article.
4. The electoral committee shall settle any disputes that may arise during the electoral process without further appeal.
5. The president of the electoral committee shall publish, on paper or in electronic format, the date set for the call for elections, the place(s) where the ballot boxes will be installed, the members of each polling

station and the opening hours of the ballot boxes. The census of Administration and Services Personnel shall be published in the call for elections, taking as a reference the day before the start date of the electoral process. The list(s) of candidates, if any, shall also be published.

6. During the time assigned to voting, at least two members of the polling station shall always be present in the place where the ballot boxes are located.
7. At the close of the polling stations, each presiding officer shall send the results of the count to the president of the electoral committee on paper and/or in electronic format. The electoral committee shall publish the results of the vote, which may be refuted within three days of publication by writing to the president of the electoral committee. The electoral committee shall settle any complaints submitted without further appeal.
8. The president of the electoral committee shall propose to the Rector the four candidates with the most votes as Senate representatives, and a replacement for them, who shall be the fifth on the list in terms of the number of votes cast. In the event of a tie, the longest-serving candidate in the institution shall be elected.
9. In the drawing of lots for the election of the third member of the electoral commission or of the members of any of the polling stations, two witnesses belonging to the permanent teaching personnel of the University shall be present.
10. In all matters not provided for in this Regulation, and which are not conflicting, the provisions of the Regulation concerning the School Board of Universidad San Pablo-CEU, for the election of School and student representatives to School Boards, shall be applicable.

Article 6. The loss of Senate member status.

The Senate member status will be lost:

1. By resignation of the interested party addressed to the President of the Senate.
2. Due to the end of the period of appointment, in the case of those elected.
3. Due to lack of respect for the principles of the institution, sanctioned by disciplinary action.
4. Due to the loss of the academic, professional or employment category for which the appointment as a member of the Senate stems from.

Title II **The Functioning**

Article 7. The Convening of Meetings

The meetings of the University's Senate shall be ordinary or extraordinary. The President shall call at least one ordinary meeting each academic year and as many others as he/she may decide, taking into account, where appropriate, requests for extraordinary meetings made by one third of the members of the Senate.

The Secretary's Office shall send to the members of the Senate the notice convening the plenary session of the Senate fifteen days prior to the date on which it is to be held. The documentation relating to the different points on the agenda that so require may be consulted by the Senate members at the

Secretary's Office upon request, up to three working days prior to the date set for the meeting.

Article 8. Agenda

The President shall set in all cases the meeting's agenda. For the holding of extraordinary sessions, the members of the Senate may propose the topics on the agenda that they consider to be of interest.

Article 9. The attendance to meetings

1. Attendance to Senate's meetings is both a right and an obligation inherent to the status of Senate member.
2. Justified causes for non-attendance are illness and participation in university activities or similar situations, when duly accredited.

Article 10. The Agreements

In the event of a tie, the vote may be repeated and, in case it happens again, the President shall have a casting vote to decide the result.

Article 11. Minutes of the meetings

1. The Secretary General of the University shall draw up minutes of the meetings, which shall be kept by the Secretary General of the University.
2. The minutes of the meetings shall be available for consultation by members of the Senate on request.

3. Resolutions shall be deemed to have been approved if there is no complaint to the contrary addressed to the President of the Senate within fifteen working days after the corresponding Minutes have been sent.
4. In the event of a complaint being lodged, it shall be submitted to the consideration of the Senate at the next session to be held.

Final Provision. Entry into Force

This Regulation for the Functioning of the Senate of Universidad CEU San Pablo shall come into force the following day of its approval by the Board of Trustees of Universidad CEU San Pablo.

Madrid, 23 of June 2010