

Rules of Procedure of the Academic Senate of the Faculty of Science of Masaryk University

This English translation is for reference purposes only and not a legally definitive translation of the original Czech text. In the event a difference arises regarding the meaning herein, the original Czech version shall prevail as the official authoritative version.

Part One

General Provisions

Article 1

Recitals

(1) These Rules of Procedure of the Academic Senate of the Faculty of Science of Masaryk University (hereinafter the “Rules”) provide for, in accordance with Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Higher Education Institutions Act), as amended (hereinafter the “Act”), the Statute of Masaryk University and the Election Rules of the Academic Senate of the Faculty of Science of Masaryk University (hereinafter the “Election Rules”), the following matters:

- a) performance of activities of members of the Academic Senate of the Faculty of Science of Masaryk University (hereinafter the “Senate”), which has been established at the Faculty of Science of Masaryk University (hereinafter the “Faculty”) in accordance with the Act as an autonomous representative academic body;
- b) organisation of the Senate;
- c) activities and meetings of the Senate;
- d) documentation of the Senate’s activities;
- e) ensuring the Senate’s activities.

Article 2

Interpretation

(1) For the purposes of these Rules, the term “publication” means temporary publication of a document on the Faculty’s website for at least two weeks and its subsequent permanent uploading to the Document Server of the Information System of Masaryk University, specifically to its publicly accessible directories at the following main address *<https://is.muni.cz/do/sci/as>*.

(2) For the purposes of these Rules, the term “archiving” means creating an electronically signed document as part of the file using the Document Office app in the Information System of Masaryk University and, at the same time, depositing the original counterpart, including one’s signature, in the local archive of the Chairperson of the Senate.

(3) The total number of mandates pursuant to Art. 10 (2) of the Statute of the Faculty (hereinafter the “Statute”) is always considered as the basis for calculation of the number of members of the Senate required for determining the quorum and/or adopting a specific resolution, regardless of whether or not there are any vacant seats at the moment.

Part Two

Performance of Activities by Members of the Senate

Article 3

Rights and Obligations of Members of the Senate

(1) The membership of the Senate as well as discharge of the office of a member of the Senate must be made in person and they are incompatible with the offices specified in Section 26 (2) of the Act and

in Art. 10 (4) of the Statute.

(2) Members of the Senate have the right and obligation to participate in meetings of the Senate and its bodies of which they are members and to actively participate in their activities. The Faculty is obliged to take reasonable measures to ensure the performance of this right. Excuses from meetings of the Senate shall be delivered to the Chairperson of the Senate and excuses from meetings of the Senate's committee shall be delivered to the chairperson of the respective committee not later than on the second day after the meeting.

(3) Each member of the Senate has the right to submit his/her proposals, including draft items of the agenda of the Senate's meeting, suggestions and comments, and request that they be discussed or resolved. These proposals may not be at variance with the Act and the applicable regulations of Masaryk University (hereinafter "Masaryk University") and the Faculty.

Part Three

Organisation and Bodies of the Senate

Article 4

Senate Chambers

(1) The Senate is divided into a Chamber of Academic Staff and a Student Chamber.

Article 5

Bodies of the Senate

(1) Elected bodies of the Senate are as follows:

- a) Chairperson of the Senate;
- b) Vice-Chairpersons of the Senate;
- c) Senate's committees.

(2) Any removal of an elected body of the Senate from his/her office shall be subject, *mutatis mutandis*, to the conditions applying to his/her election.

Article 6

Chairperson and Vice-Chairpersons of the Senate

(1) The Senate is headed by the Chairperson elected from among the members of the Chamber of Academic Staff in secret voting by a majority of all members of the Senate.

(2) The Chairperson convenes meetings of the Senate, compiles its agenda and chairs the meetings. The Chairperson represents the Senate *vis-à-vis* third parties, especially in the Dean's Board. At least once a year, the Chairperson submits reports on the activities of the Senate to the academic community of the Faculty. The report must include an overview of personnel changes in the composition of the Senate and Senate's committees, information on the elections announced and held, wording of the resolutions adopted, overview of approved internal regulations and other standards of the Faculty, including, as regards the regulations and standards that have already entered into effect, a reference to their full wording, and overview of the participation of the individual members of the Senate in its meetings. The Chairperson also convenes assemblies of the academic community of the Faculty to discuss serious matters or measures concerning the Faculty as a whole, especially in connection with

the debate on nomination for the Dean (Art. 7 (3) of the Statute and Annex 3 to the Statute).

(3) Vice-Chairpersons of the Senate are the chairpersons of the Senate Chambers who have been elected by a majority of members of the relevant Chamber in secret voting. They substitute for the Chairperson of the Senate in case of his/her absence. The chairperson of the Chamber of Academic Staff has priority in such substitution.

(4) Vice-Chairpersons of the Senate may convene meetings of the relevant Chamber and chair it or delegate the chairing to another member of the respective Chamber. Further rules of procedure are stipulated by each Chamber separately and independently of these Rules.

(5) The chairperson of the Student Chamber convenes, prepares and chairs meetings of the academic community of students (Art. 13 (5) of the Statute).

Article 7

Senate's Committees

(1) The Senate establishes committees as its advisory and auxiliary bodies.

(2) The standing and mandatorily established committees of the Senate are as follows:

- a) Election and Mandate Committee;
- b) Legislative Committee;
- c) Finance Committee.

Standing committees are formed on the date of their establishment and, with the exception of the Election and Mandate Committee, whose mandate terminates only upon the appointment of a new committee, they shall terminate upon the end of the term of office of the Senate.

(3) By virtue of its resolution, the Senate may establish further standing or temporary committees. In doing so, it shall define their composition, tasks and, as regards temporary committees, also their temporal competence.

(4) Standing committees shall have at least five members. In addition to the members of the Senate, other members of the academic community of the Faculty may also become members of the standing committees; except for the Election and Mandate Committee, other experts in the respective area may also become members of the committees. Chairpersons of the committees shall be appointed by the Senate. Chairpersons of the committees must be members of the Senate; this does not apply to the Election and Mandate Committee.

(5) Unless the Senate decides otherwise during its term of office, a committee shall be competent to adopt resolutions if there is at least one half of its members present. A resolution shall be adopted if voted for by a majority of the members of the respective committee present.

(6) Committees may also adopt resolutions *per rollam* if this is proposed by the chairperson of the respective committee in the given case. In that case, a resolution is adopted if voted for by a majority of all members of the respective committee.

(7) Meetings of committees shall be convened and chaired by the chairperson of the committee or a member of the committee authorised to do so by the chairperson. Meetings of committees shall be closed to the public; the chairperson may invite guests to attend a meeting. By virtue of its resolution, the Senate may also stipulate further rules for meetings of its committees.

(8) The provisions of paragraphs 1 to 7 of this Article shall not apply to the committee established by the Senate to prepare the discussion on the nomination for the Dean and to approve its own nomination for the Dean; its establishment and activities are governed by Annex 3 to the Statute.

Part Four

Activities and Meetings of the Senate

Article 8

Communication of the Senate outside its Meetings

(1) The Chairperson of the Senate informs the members of the Faculty's academic community of the agenda of the Senate using the Faculty's website.

(2) The following group e-mail address: *senat@sci.muni.cz*. has been established and operated for mutual communication of the members of the Senate.

Article 9

Meetings of the Senate

(1) The constitutive meeting shall be convened by the Chairperson of the Senate from the previous term of office and held not later than two months after the beginning of the term of office of the Senate; the former Chairperson shall chair the meeting until the new Chairperson is elected for the new term of office of the Senate. Mandatory items on the agenda of the constitutive meeting are as follows (in said order):

- a) a summary report on the results of the election drawn up by the Election Committee (Art. 6 (1) of the Election Rules);
- b) election of the Chairperson and Vice-Chairpersons of the Senate for the new term of office;
- c) establishment of standing committees of the Senate (pursuant to Art. 7 (2) of these Rules).

(2) Meetings of the Senate shall be held at least twice per semester. The dates of the planned meetings shall be approved by the Senate on the basis of a proposal of the Chairperson, always for the given semester. The Chairperson of the Senate shall publish these dates.

(3) Based on a request from:

- a) the Rector;
- b) the Dean;
- c) at least 30% of the academic staff of the Faculty;
- d) at least 10% of students of the Faculty;
- e) assembly of employees of any department (pursuant to Article 22 of the Statute);
- f) or at least a third of the members of the Senate,

the Chairperson of the Senate is obliged to convene an extraordinary meeting of the Senate without delay so that it is held not earlier than three days after the announcement of the date of the extraordinary meeting but not later than within 14 days of the submission of the request. The request for convening an extraordinary meeting shall be submitted to the Chairperson of the Senate; the

request must include a draft agenda and all the underlying documents required for the meeting. Holding of an extraordinary meeting shall in no way prejudice the validity of Article 10.

- (4) The Senate shall have a quorum if a majority of members of each of the two Chambers is present at its meeting.
- (5) Meetings of the Senate are open to the public (Section 26 (4) of the Act).

Article 10

Submission of Proposals for Discussion by the Senate

- (1) A proposal to discuss any matter in the Senate, which must include appropriate underlying documents, may be submitted to the Chairperson of the Senate by the Rector, the Dean or a member of the Senate.
- (2) The competence to submit selected proposals and the obligation of the person submitting certain proposals to make them accessible to the members of the academic community of the Faculty at least 7 calendar days prior to their discussion by the Senate in a manner enabling remote access is stipulated in Section 27 of the Act and Article 11 of the Statute.
- (3) Proposals pursuant to Section 27 (1) (a) to (e) and (h) of the Act must be submitted not later than 13 calendar days before the meeting for the purpose of preliminary discussion by the relevant committee of the Senate. The Chairperson shall forward these proposals to all members of the Senate without delay. If the person submitting the proposal accepts the comments made, he/she may submit a revised proposal at least 6 calendar days before the meeting of the Senate. This shall in no way prejudice the obligation of the person submitting the proposal under Section 27 (3) of the Act.
- (4) Other proposals must be submitted not later than 6 calendar days before the meeting.
- (5) The Senate may also discuss and approve proposals submitted at a later date, including proposals submitted directly at the Senate's meeting. A proposal submitted in accordance with paragraphs 3 and 4 above, the original wording of which, however, has been modified, is also considered to constitute such a proposal. However, the Senate may not adopt a resolution on such a proposal unless all the members of the Senate present agree with it.
- (6) If the submitted proposal has not been discussed at the given meeting of the Senate or if a resolution has not been adopted in this respect for the reason specified in the preceding paragraph, it shall be deemed submitted for discussion properly and in due time at the next meeting of the Senate. This shall in no way prejudice the obligation of the person submitting the proposal under Section 27 (3) of the Act. However, the person submitting the proposal may withdraw it and submit a new proposal in accordance with paragraphs 1 to 4.

Article 11

Agenda of the Meeting

- (1) The Chairperson shall prepare an agenda of the meeting and provide the members of the Senate with the underlying documents not later than 6 calendar days before the meeting. This shall in no way prejudice the obligations stipulated in Art. 10 (3) hereof.
- (2) Proposals for a change in the agenda shall be discussed and the agenda of the meeting shall be approved by the Senate at the beginning of its meeting.

Article 12

Course of the Meeting of the Senate

- (1) The individual items on the agenda shall be discussed in the order according to the approved agenda of the meeting.
- (2) The Senate's competence to adopt decisions is governed by Section 27 of the Act and Article 11 of the Statute.
- (3) Prior to voting, members of the Senate must be allowed to discuss each item on the agenda. If an amendment to a proposal submitted pursuant to Article 10 is proposed during the discussion, the person submitting the proposal may either accept or reject the amendment. If the person submitting the proposal is not present at the meeting, no amendment to the submitted documents is possible and voting shall take place exclusively on the original wording of the documents.
- (4) At a meeting of the Senate, the following persons may express their opinion whenever they request to do so:
 - a) the Dean or a Vice-Dean on the Dean's behalf;
 - b) the Faculty Bursar;
 - c) the Rector or a Vice-Rector on the Rector's behalf;
 - d) the University Bursar;
 - e) a member of the Internal Evaluation Board authorised by the Chairperson of the Internal Evaluation Board;
 - f) the Chairperson of the Academic Senate of Masaryk University or a member of the Academic Senate of Masaryk University authorised by the Chairperson and acting on his/her behalf;
 - g) a member of the Academic Senate of Masaryk University elected by the academic community of the Faculty;
 - h) a representative of the academic community of the Faculty in the Council of Higher Education Institutions.
- (5) Other persons may express their opinion with the consent of the Chairperson of the Senate.
- (6) Decisions on resolutions shall be adopted by the Senate based on its voting. Voting may be either public or secret in accordance with Article 13. A resolution is adopted if voted for by a majority of the members of the Senate present unless the Act (Section 27 (4)) or these Rules (paragraph 7 of this Article and Art. 6 (3)) stipulate otherwise.
- (7) A draft internal regulation of the Faculty (pursuant to Art. 6 (2) of the Statute) or a draft amendment thereto is approved if at least two thirds of the members of the Senate present, but at least half of all members of the Senate, voted in favour of the draft.
- (8) If the Dean of the Faculty disagrees with any of the Senate's resolutions, he/she need not follow it until the next meeting of the Senate. However, the Dean must inform the Senate in writing without delay of his/her opinion on the respective resolution. Such a resolution shall be discussed once again at the next meeting of the Senate. If the Senate confirms its decision by at least three fifths of votes of all members of the Senate, the resolution becomes binding on the Dean. Otherwise, the original resolution of the Senate expires.
- (9) Based on a resolution of the Senate, the Dean of the Faculty is obliged to appear in person at the next meeting of the Senate.

Article 13

Public and Secret Voting

- (1) Public voting shall be performed by show of hands; the votes are counted and the result is announced by the chairperson. Alternatively, electronic voting equipment may be used instead of counting votes by the chairperson.
- (2) Secret voting shall be performed using ballots. For each secret voting, the Senate shall elect a temporary two-member committee in which each Chamber of the Senate has its representative; the committee shall organise the voting, count the votes and announce the result. This shall not apply to secret voting on the nomination for the Dean, which shall be governed by Annex 3 to the Statute.
- (3) Alternatively, electronic voting equipment not associated with the individual members of the Senate may be used for secret voting. In that case, the provisions of the preceding paragraph shall not apply, with the exception of the last sentence, and the voting shall be organised by the chairperson who shall also announce the result.
- (4) Secret voting shall be performed in these situations:
 - a) nomination for the Dean (pursuant to Annex 3 to the Statute);
 - b) election of the Chairperson of the Senate;
 - c) election of Vice-Chairpersons of the Senate;
 - d) election of chairpersons of the committees;
 - e) providing an opinion on the nomination for Vice-Deans;
 - f) granting prior consent to nomination for members of the Scientific Board;
 - g) granting prior consent to nomination for members of the Disciplinary Committee (pursuant to Section 31 of the Act);
 - h) election of the representative of the academic community of the Faculty in the Council of Higher Education Institutions, or while voting on other matters if so stipulated in the Act or the Statute.
- (5) Secret voting shall also be performed if it is requested by any of the members of the Senate.

Part Five

Documentation of the Senate's Activities

Article 14

Resolutions and Minutes of Meetings of the Senate

- (1) Resolutions adopted by the Senate shall be published by the Chairperson within 24 hours of the end of the meeting.
- (2) Minutes of meetings of the Senate shall be drawn up by an authorised employee of the Dean's Office in co-operation with the chairperson. The minutes shall include, in particular:
 - a) approved agenda of the meeting;
 - b) summary of conclusions and resolutions adopted;
 - c) course of the meeting, including the opinions expressed during the discussion, draft resolutions and the manner and results of voting on them;
 - d) attendance list of members of the Senate;

- e) approved regulations and other written underlying documents constituting the substance of the resolution, attached as an Annex to the minutes.
- (3) The electronic version of the minutes shall be made available to all members of the Senate within three weeks of the end of the meeting. Each member of the Senate has the right to comment on the minutes within seven calendar days of their disclosure; the comments shall be addressed to the chairperson. The minutes shall be published and archived without delay after the chairperson resolves the comments.
- (4) After the end of his/her term of office, the Chairperson of the Senate shall hand over the original counterparts of all documents and files to the Faculty Bursar for their further archiving in accordance with the Masaryk University Rules of Filing.

Part Six

Ensuring the Activities of the Senate

Article 15

Support of the Senate's Activities by the Faculty Management and the Dean's Office

- (1) The Dean is responsible for the necessary support of the Senate's activities by the Faculty management and the Dean's Office.
- (2) Necessary support of the Senate's activities means, in particular:
- a) reimbursement of costs directly related to the Senate's activities (e.g. professional training of members of the Senate or external meetings of the Senate to discuss conceptual matters);
 - b) provision of administrative assistance to draw up minutes of meetings;
 - c) provision of suitable premises for meetings of the Senate and its committees;
 - d) provision of information necessary for organisation of election to the Senate.

Part Seven

Final Provisions

Article 15

Final Provisions

- (1) The Rules of Procedure of the Academic Senate of the Faculty of Science of Masaryk University, as amended and approved by the Academic Senate of Masaryk University on 5 June 2017, are hereby repealed.
- (2) These Rules were approved by the Senate on 9 December 2019.
- (3) These Rules were approved by the Academic Senate of Masaryk University and enter into force on 2 March 2020.
- (4) These Rules enter into effect on the date of their publication in the public section of the Faculty's website.

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doc. Mgr. Tomáš Kašparovský, Ph.D.

Dean of the Faculty

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RNDr. Milan Baláž, Ph.D.

Chairman of the Senate

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Mgr. Josef Menšík, Ph.D.

Chairman of the Academic Senate of Masaryk University

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