

# **RULES OF PROCEDURE OF THE ACADEMIC SENATE**

## **Faculty of Chemical Technology**

### **University of Pardubice**

**OF 16 MAY 2017**

## **PART ONE**

### **Introductory Provisions**

#### **Article 1**

- (1) The Rules of Procedure of the Academic Senate of the Faculty of Chemical Technology (referred to as the “Senate Rules of Procedure”) are an internal regulation of the Faculty of Chemical Technology in compliance with Act No. 111/1998 Coll. on higher education institutions and on amendment to some acts, as last amended (referred to as ‘the Act’).
- (2) The Academic Senate of the Faculty of Chemical Technology (referred to as the “Senate”) is a self-governing academic body of the Faculty of Chemical Technology (referred to as the “Faculty”).
- (3) Any member of the Senate (referred to as the “Senator”) shall have the right and obligation to take part in the sessions of the Senate.
- (4) Each Senator shall be obliged to act in favour of the Faculty, both in the sessions of the Senate and otherwise. Each Senator shall be accountable for the performance of the function to the academia of the Faculty.
- (5) At the first session of the Senate, all participating Senators shall receive a written certificate of membership in the Senate. In the case of the first session of the newly elected Senate, this certificate shall be produced by the Chairperson of the Election Board and presented by the President of the outgoing Senate at the first session of the newly elected Senate. In the case of appointment of a substitute member during the term, the certificate shall be produced and presented by the President of the Senate.

## **PART TWO**

### **Sessions of the Senate**

#### **Article 2**

##### **Convening of the Session**

- (1) The sessions of the Senate shall be open to public.
- (2) The sessions of the Senate shall be convened by the President of the Senate or a member of the Board of the Senate appointed by the President.
- (3) The sessions of the Senate shall take place at least once a semester and the convening procedure shall be coordinated between the President of the Senate or a member of the Board of the Senate appointed by the President and the Dean of the Faculty or Vice-Dean appointed by the Dean.
- (4) The President of the Senate shall be obliged to convene an extraordinary session of the Senate without delay on request by the Dean, Rector, Board of the Senate, or at least one-third of the

Senators. To convene the Senate without delay shall mean within 10 calendar days after the request has been received.

- (5) The first session of the newly elected Senate shall be convened by the President of the outgoing Senate within 10 calendar days after the beginning of the term.

### **Article 3**

#### **Quorum**

- (1) The Senate has a quorum if a simple majority of all Senators are present, except decisions concerning the removal of the Dean, which require the presence of at least three-fifths of all Senators.
- (2) If the required number of Senators are not present, the President shall dismiss the session and shall convene a substitute session within seven calendar days.
- (3) If a Senator is unable to attend a session of the Senate for serious reasons, an apology must be made to the President of the Senate prior to the session.
- (4) Each Senator shall be obliged to inform the President of the Senate without delay in the case of resignation or if membership in the Senate shall terminate in compliance with Section 26 of the Act.

### **Article 4**

#### **Activity of the Senate**

- (1) The activity of the Senate shall be governed by Section 27 of the Act.
- (2) The Senate shall:
  - a) On the proposal of the Dean decide on the establishment, unification, merger, division, or dissolution of the Faculty departments,
  - b) Approve the drafts of internal regulations of the Faculty on the proposal of the Dean, or in the case of the Senate Rules of Procedure on the proposal of a member of the Academic Senate of the Faculty accompanied by the opinion of the Dean; these drafts shall be submitted by the President of the Senate to the Academic Senate of the University of Pardubice (referred to as the "University Senate") for approval,
  - c) Approve the allocation of the Faculty funding proposed by the Dean and supervise the use of the funding;
  - d) Approve the annual report on the activities of the Faculty and the annual report on the economic status of the Faculty submitted by the Dean,
  - e) Approve the requirements for admission to study in programmes delivered by the Faculty,
  - f) Authorize the Dean to appoint and remove the members of the Scientific Board of the Faculty and members of the Disciplinary Commission of the Faculty,
  - g) Propose the appointment or removal of the Dean,
  - h) On the proposal of the Dean approve the strategic plan of the educational and creative activity of the Faculty proposed in compliance with the strategic plan of the public higher education institution and subject to approval by the Scientific Board of the Faculty.
- (3) The Senate shall comment especially on the following:
  - a) Proposals for study programmes delivered by the Faculty,
  - b) Dean's intention to appoint or remove Vice-Deans.

### **Article 5**

#### **Decision making in the Senate**

- (1) The Senate shall make decisions by means of resolutions. All resolutions must be recorded in the minutes of the session of the Senate.
- (2) Any resolution of the Senate shall be considered approved if voted for by a simple majority of all Senators, except voting for the removal of the Dean. A proposal for the removal of the Dean shall be approved if voted for by at least three-fifths of all Senators.
- (3) Decisions are usually made by public voting. Secret voting shall be applied only as specified by the law or the internal regulation of the Faculty. Secret voting shall be applied in the case of all proposals that relate to persons. This shall not apply in the case of voting of scrutineers and members of the Election Board.
- (4) The President of the Senate may announce voting outside the Senate (referred to as “per rollam voting”) in the case of urgent matters or if convening of the session of the Senate is impracticable or ineffective. The voting including proposals and instructions shall be announced by the President of the Senate or a member of the Board of the Senate appointed by the President by means of electronic mail (referred to as “electronically”) sent to all Senators. The announcement shall specify the voting deadline, which shall be at least seven calendar days. The proposal shall be considered approved if voted for by a simple majority of all Senators. The per rollam voting report shall be attached to the minutes of the next session of the Senate.

#### **Article 6**

##### **Agenda documents, negotiation of proposals in the Senate**

- (1) Any negotiation shall be attended by the proposer. In the case of the proposer’s absence the negotiation procedure may be postponed by the President of the Senate.
- (2) Any proposals in compliance with Section 27 of the Act on higher education institutions, Sub-section 1, Clause a) through e) and h) and any documents necessary for a decision in compliance with Sub-section 1, Clause g) shall be submitted by the proposer at least seven calendar days prior to their negotiation to the academia of the Faculty by means of distant access. The documents shall be sent to the Senators electronically, the proposer may do this in cooperation with the President of the Senate.
- (3) The documents relating to any proposals not specified in Section 27 of the Act scheduled for negotiation at the session of the Senate shall be sent by the proposer electronically to all Senators at least seven days prior to the date of the session. The materials may be sent to the Senators by the proposer in cooperation with the President of the Senate.

#### **Article 7**

##### **Proposals, suggestions and comments of the Senators and academia**

- (1) During the session of the Senate, each Senator shall have the right to put forward proposals, suggestions, and comments.
- (2) Member of the Faculty academia shall be entitled to present their ideas, comments, and questions through the Senators.
- (3) Any questions asked by the Senators in compliance with Section 27 of the Act shall be answered by the proposer or a person appointed by the proposer.
- (4) In exceptional cases where the answer requires additional materials and cannot be given directly at the session of the Senate, the proposer shall prepare the answer and any relevant materials for the next session of the Senate, if approved so by the Senate.
- (5) The Board of the Senate shall submit any relevant documents to the Dean in a manner to observe the deadline for the publication of materials negotiated at the session of the Senate as specified by the law.

## **Article 8**

### **Chairing of the session, programme of the session**

- (1) The sessions of the Senate shall be chaired by the President of the Senate or a member of the Board of the Senate appointed by the President (referred to as the “Chair”).
- (2) The first session of the newly elected Senate shall be chaired by the President of the outgoing Senate or a Senator of the outgoing Senate appointed by the President.
- (3) Each session of the Senate shall follow the programme proposed and submitted by the Board of the Senate.
- (4) The programme of the session submitted by the Board of the Senate shall be negotiated and approved at the beginning of the session.
- (5) If the programme of the session is not approved, a debate shall take place after which the Board of the Senate shall submit an amended programme of the session reflecting the comments made during the debate. If the amended programme of the session is not approved, the Chair shall terminate the session and immediately convene a new session of the Senate.
- (6) The negotiation of any matters not included in the programme must be approved by the Senate.

## **Article 9**

### **Debate**

- (1) Prior to the negotiation of any matters the Chair may call on the proposer to give an introductory speech.
- (2) A debate shall take place for each item on the agenda.
- (3) During the debate the Senate may issue a resolution to postpone the negotiation of the matter, or return the documents to the proposer for amendment.
- (4) The Chair shall give the word to the Senators in the order in which they are registered. The Chair shall have the right to limit speaking time or terminate the discussion even if some of the registered speakers have not spoken.
- (5) The Dean (or Vice-Dean acting on behalf of the Dean), Rector (or Vice-Rector acting on behalf of the Rector), and the President of the University Senate (or member of the University Senate acting on behalf of the President) shall have the right to speak at the session of the Senate whenever they require.
- (6) Subject to the approval of the Chair, any member of the Faculty academia or guest may speak at the session.

## **Article 10**

### **Minutes of the session**

- (1) The minutes of the session of the Senate shall be taken by the Chair in cooperation with the Board of the Senate.
- (2) The minutes of the session of the Senate shall be approved by the Chair’s signature.
- (3) The minutes of the session of the Senate shall include especially the following:
  - a) Place, date and time of the session,
  - b) List of present Senators and other participants in the session,
  - c) List of absent Senators, any unexcused Senators shall be highlighted,
  - d) Programme of the session,
  - e) Resolutions and comments of the Senate concerning the proposals and any negotiated matters including the method and result of voting,

- f) Any significant conclusions of the debate during the sessions of the Senate. The Chair may return to any of these conclusions at any of the next sessions of the Senate.
- (4) The minutes of the session of the Senate signed by the Chair including any annexes shall be kept in the Faculty archive for a period of ten years after the session of the Senate.
- (5) The President of the Senate or a member of the Board of the Senate appointed by the President shall publish the minutes within seven calendar days of the session on the website of the University of Pardubice and the official notice board of the Senate, and shall send the minutes electronically to all Senators.
- (6) Any objections to the minutes may be filed by the Senators and the proposer within seven days of the reception of the minutes. Any objections to the minutes shall be negotiated at the next session of the Senate.

## **PART THREE**

### **Bodies of the Senate and their establishment**

#### **Article 11**

##### **Board of the Senate**

- (1) The Senate shall elect the Board of the Senate at the first session of the term of the Senate and then at the first session after each term of the Board.
- (2) The Board of the Senate shall be elected for a period of one year. The term of the Board of the Senate shall terminate with the end of the term of the Senate. The Board shall be chaired by the President of the Senate.
- (3) The Board of the Senate shall have three members (Senators) appointed by the Senate.
- (4) Two members of the Board of the Senate shall be from the academic chamber. One member of the Board of the Senate shall be from the student chamber.
- (5) The Board of the Senate shall especially:
  - a) Propose and present the programme of the session of the Senate,
  - b) Produce and publish the minutes of each session of the Senate,
  - c) Announce the date, place, and programme of the next session of the Senate,
  - d) Ensure communication with the Dean,
  - e) Check that the resolutions from previous sessions of the Senate have been fulfilled,
  - f) Resolve any urgent matters and inform about these matters at the next session.

#### **Article 12**

##### **Election of the Board and President of the Senate**

- (1) The Senate shall appoint a three-member Election Board to organize the election of the Board of the Senate.
- (2) The election of the Board and President of the Senate shall be direct and secret. The election shall have a maximum of three rounds.
- (3) Prior to the election of the Board of the Senate, each Senator shall have the right to give up candidacy for membership in the Board of the Senate.
- (4) In the first round of the election of the Board of the Senate each Senator shall have the right to nominate a maximum of two candidates from the academic chamber and a maximum of one candidate from the student chamber, provided that these nominees have not given up their candidacy for the Board of the Senate.
- (5) The second round of the election of the Board of the Senate shall include four candidates from the academic chamber and two candidates from the student chamber with the highest number of votes,

provided that they can be clearly identified by the number of votes. In the event of equality of votes, the second round shall include more candidates from the respective chamber with the highest number of votes where the order of candidates cannot be clearly identified.

- (6) In the second round of the election of the Board of the Senate each Senator shall have the right to vote for a maximum of two candidates from the academic chamber and a maximum of one candidate from the student chamber.
- (7) The first two candidates from the academic chamber with the highest number of votes in the second round shall become members of the Board of the Senate. The candidate from the student chamber with the highest number of votes in the second round shall become member of the Board of the Senate. In the event of equality of votes, the candidates shall be elected by voting in an additional round. If no decision is reached in the additional round, the candidates shall be appointed by drawing lots.
- (8) Prior to the election of the President of the Senate in the third round, all members of the Board of the Senate shall agree with their candidacy for the President of the Senate.
- (9) In the election of the President of the Senate in the third round, each Senator shall have the right to vote for a maximum of one candidate for the President of the Senate from those candidates who have agreed with their candidacy for the President of the Senate. The President of the Senate shall be the member of the Board of the Senate with the highest number of votes. In the event of equality of votes in the first place, the candidates shall be elected in an additional round. If no decision is reached, the candidates shall be appointed by drawing lots.

### **Article 13**

#### **Termination of membership in the Board of the Senate**

- (1) Membership in the Board of the Senate shall terminate by:
  - a) Termination of membership in the Senate,
  - b) Resignation,
  - c) Removal.
- (2) If the membership of the President or member of the Board in the Senate terminates, the Senate shall elect the required number of members of the Board at the next session of the Senate. The election procedure shall be conducted in compliance with Article 12 as follows; in the first round each Senator shall nominate the respective number of missing members of the Board from the academic or student chamber. The second round shall include twice the number of the missing members of the Board of the Senate.
- (3) The Board of the Senate, President of the Senate, or member of the Senate may be removed during the term by voting in the Senate on the proposal of at least one-third of the Senators. The Senators who propose the removal of the Board or a member of the Board shall justify their proposal prior to voting. The Board of the Senate, President of the Senate, or member of the Senate shall be removed if a simple majority of all Senators vote for the proposal in secret voting.

## **PART FOUR**

### **Negotiation of the proposal for the appointment or removal of the Dean**

#### **Article 14**

##### **Negotiation of the proposal for the appointment of the Dean**

- (1) The Senate shall initiate the preparation of negotiation of the proposal for the appointment of the Dean no later than two months prior to the end of the term of the current Dean.

- (2) For the preparation of negotiation of the proposal for the appointment of the Dean the Senate shall establish a five-member Election Board and the Chair of the Election Board. The members of the Election Board shall not become candidates for the Dean.
- (3) The Election Board shall propose a timetable of negotiation of the proposal for the appointment of the Dean, and shall submit the timetable to the Senate for approval. The timetable of negotiation of the proposal for the appointment of the Dean shall specify the dates for the following:
  - a) Call on the Faculty academia to propose candidates for the Dean,
  - b) Submission of the proposals for candidates for the Dean,
  - c) Negotiation of candidacy with the candidates,
  - d) Statement of the candidates concerning their candidacy,
  - e) Announcement of the pre-election assembly of the Faculty academia,
  - f) Pre-election assembly of the Faculty academia,
  - g) Session of the Senate to negotiate the proposal for the appointment of the Dean.
- (4) The proposal for the appointment of the Dean can be submitted by any member of the Faculty academia. The proposal shall be submitted to the Election Board in written; the proposal shall be provided with the date, shall be signed by the proposer, and shall include identification details of the proposer (name, surname, department). The proposal must be submitted in due date.
- (5) The Election Board shall negotiate the proposals with the candidates in person and shall request their written approval. If a candidate fails to submit the approval of the candidacy to the Election Board in due date, the Election Board shall reject the proposal.
- (6) After the lapse of the period during which the candidates give their statements concerning the proposals, the Election Board shall without delay inform the Board of the Senate about the proposals and candidates who have approved their candidacy.
- (7) The candidates who have submitted their approval to the Election Board shall present themselves at the pre-election assembly to the Faculty academia, employees of the Faculty, and other guests. The pre-election assembly shall be convened by the Board of the Senate. The pre-election assembly shall be chaired by the President of the Senate or a member of the Board of the Senate appointed by the President.

## **Article 15**

### **Election of the candidate for the Dean by the Senate**

- (1) Based on the proposals received, the Election Board shall produce an electoral list for the session of the Senate concerning the proposal for the appointment of the Dean. The electoral list shall not include those candidates who have not submitted their approval of the candidacy to the Election Board or those candidates who have withdrawn from the election prior to the date of the session of the Senate concerning the proposal for the appointment of the Dean.
- (2) The proposal for the appointment of the Dean shall be decided by the Senate by secret voting. A valid vote shall be a cast ballot with the name of a single candidate.
- (3) The candidate proposed by the Senate for the Dean shall be the candidate voted for by a simple majority of all Senators.
- (4) Provided that none of the candidates has a simple majority of votes, the voting procedure shall be repeated rejecting one candidate (or more candidates in the event of equality of votes) with the lowest number of votes in the previous round.
- (5) Provided that none of the candidates has a simple majority of votes of all Senators, the whole election shall be conducted again with newly proposed candidates within 30 calendar days. The new election shall be announced by the Board of the Senate immediately.
- (6) The report of the Election Board on the course and results of the election shall be submitted by the Chair of the Board to the President of the Senate.

- (7) The report on the course and results of the voting for the proposal for the appointment of the Dean, resolution of the Senate, and proposal of the Senate for the appointment of the Dean shall be submitted by the President of the Senate to the Rector within three working days.

#### **Article 16**

##### **Proposal for removal of the Dean**

- (1) The proposal for the removal of the Dean may be filed by the Senate only for the following reasons:
- a) Violation of the principles of human rights, humanity, or democracy,
  - b) Violation of the rule of law, especially serious breach of the law and internal regulations of the University and Faculty,
  - c) Betrayal of civil, scientific, or educational values.
- (2) The proposal for the removal of the Dean shall be negotiated by the Senate on the basis of a written proposal of at least one-third of the Senators. Any proposal must include a detailed justification.
- (3) Before negotiation of the proposal for the removal of the Dean the Senate shall, through the President, require a written statement of the Dean. The Senate shall then assess and negotiate the proposal for the removal of the Dean. The proposal for the removal of the Dean shall be decided by the Senate by secret voting. The proposal for the removal of the Dean shall be approved if voted for by at least three-fifths of all Senators.
- (4) The proposal for the removal of the Dean shall be submitted by the President of the Senate to the Rector.

## **PART FIVE**

### **Administration of Documents**

#### **Article 17**

- (1) Any administration including minutes of the sessions of the Senate shall be the responsibility of the Board of the Senate.
- (2) Any written documents relating to the activity of the Senate shall be archived for a period of ten years. The archiving of the documents shall be the responsibility of the Dean's Office.
- (3) Any material provisions required for the activity of the Senate shall be the responsibility of the Dean's Office upon approval of a proposal submitted by the President of the Senate by the Secretary of the Faculty.

## **PART SIX**

### **Final Provisions**

#### **Article 18**

- (1) Articles 2 and 3 of the Rules of Election and Procedure of the Academic Senate of the Faculty of Chemical Technology as of 5 October 2006 approved by the Academic Senate of the University of Pardubice on 5 December 2006 shall be revoked.

- (2) The proposal for these Rules of Procedure of the Senate was approved in compliance with Section 27, Sub-section 1, Clause b) of the Act by the Senate on 18 April 2017.
- (3) These Rules of Procedure of the Senate were approved in compliance with Section 9, Sub-section 1, Clause b), Item 2 of the Act by the Academic Senate of the University of Pardubice on 16 May 2017.
- (4) These Rules of Procedure of the Senate shall come into force and effect on the day of approval by the Academic Senate of the University of Pardubice.

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