

RULES OF PROCEDURE OF THE ACADEMIC SENATE

of the Faculty of Applied Sciences

of the University of West Bohemia

The Academic Senate of the Faculty of Applied Sciences of the University of West Bohemia approved pursuant to Article 27 Section 1 (b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment to Other Acts (Higher Education Act), as amended, on 2 June 2017, the draft Rules of Procedure of the Academic Senate of the Faculty of Applied Sciences of the University of West Bohemia.

The Academic Senate of the University of West Bohemia approved pursuant to Article 9 Section 1 (b) of Act No. 111/1998 Coll., on Higher Education and on the Amendment to Other Acts (Higher Education Act), as amended, on 28 June 2017, the Rules of Procedure of the Academic Senate of the Faculty of Applied Sciences of the University of West Bohemia.

PART ONE

GENERAL PROVISIONS

Article 1

Introductory provisions

These Rules of Procedure of the Academic Senate of the Faculty of Applied Sciences, (hereinafter referred to as "FAS"), of the University of West Bohemia, (hereinafter UWB), regulate, in accordance with Act No. 111/1998 Coll., On Higher Education Institutions and the Amendment and Supplement to Other Acts, (Higher Education Act), as amended, (hereinafter referred to as the "Act"), the manner of proceedings of the FAS Academic Senate, (hereinafter referred to as "FAS AS"), the FAS AS bodies and their establishment.

PART TWO

RULES OF PROCEDURE

Chapter I

FAS AS Bodies

Part 1

Chairperson, Vice-Chairperson and Secretary of FAS AS

Article 2

- (1) The Chairperson of the FAS AS controls, in particular, the meetings of FAS AS, negotiates with other FAS bodies or UWB bodies, and represents FAS AS outwardly.

- (2) The FAS AS Vice-Chairperson acts on behalf of the Chairperson of the FAS AS in the event that the FAS AS Chairperson cannot temporarily perform his/her duties or is absent from the FAS AS Board Meeting or the FAS AS Plenary, and in matters in which the FAS AS Chairperson gives him/her the authorization to act.
- (3) The FAS AS Secretary ensures activities of FAS AS from the organizational and administrative points of view; he/she handles other matters under the authority of the Chairperson or the Vice-Chairperson of FAS AS.
- (4) The Chairperson, the Vice-Chairperson and the Secretary of FAS AS are elected by the FAS AS Plenary by secret ballot.
- (5) The Chairperson, the Vice-Chairperson or the Secretary of the FAS AS may be dismissed at the request of at least one fifth of all members of FAS AS. The three-fifths majority of all FAS AS members is required to pass a resolution. If the Chairperson, the Vice-Chairperson or the Secretary of FAS AS are dismissed, AS FAV, as a rule, elects a new Chairperson, and the Vice-Chairperson or the Secretary of FAS AS at the same meeting.
- (6) If the office has ceased to the Chairperson of FAS AS, the Vice-Chairperson of FAS AS chairs meetings of the FAS AS Plenary until the election of the new chairperson of FAS AS; if the office has ceased to the Vice-Chairperson of FAS AS, the FAS AS Secretary chairs the FAS AS Plenary sessions; if the Secretary's office has ceased, the oldest of the remaining members of FAS AS chairs the FAS AS Plenary sessions.

Part 2

FAS AS Board

Article 3

Composition

- (1) The FAS AS Board consists of the Chairperson, the Vice-Chairperson and the Secretary of FAS AS, and one representative from each electoral section.
- (2) From their ranks, members of FAS AS elected for the relevant electoral section elect and dismiss representatives of the electoral section in the FAS AS Board. The vote is secret. The representative can be recalled within one calendar month and at most, only once.
- (3) In the time between the electoral section representative's membership in the FAS AS Board ceases, and the election of a new representative, the oldest member of the respective electoral section shall be a temporary member of the Board. The office of a temporary member of the FAS AS Board ceases by the election of a new representative. A temporary member shall have the rights and duties of a representative during the period of office.
- (4) If the office of the Chairperson, the Vice-Chairperson and the Secretary of FAS AS ceases, temporary members of the Board are not appointed to replace these persons between the termination of office and the election of a new Chairperson, Vice-Chairperson and Secretary of FAS AS. The FAS AS Board has, accordingly, a reduced number of members over this time. If the FAS AS Chairperson's office ceases, the FAS AS Deputy Chairman shall chair the FAS AS Board's meetings until the election of the new FAS AS Chairman; if the Vice Chairperson's office has ceased as well, the Secretary of the FAS AS shall chair the FAS AS Board's meetings; if the Secretary's office has ceased, the oldest of the remaining members of the FAS AS shall chair the FAS AS Board's meetings.

Article 4 Meetings

- (1) The Board's deliberations are not public.
- (2) The FAS AS Chairperson shall determine the date and place of FAS AS Board meetings.
- (3) Members of the Board shall be informed of the meeting of the FAS AS Board as a rule at least 24 hours prior to the start of the meeting, except in cases that cannot be postponed or where the nature of the matter so justifies.
- (4) The FAS AS Chairperson or an FAS AS Board member appointed by him/her, as a rule the FAS AS Vice-Chairperson, shall chair the FAS AS Board Meeting. If the FAS AS Chairperson and the Vice-Chairperson are absent, and if these have not appointed, in advance, a person to chair the meeting, the oldest present member of the FAS AS Board shall chair the meeting.
- (5) The Dean or a person authorized by him may attend the FAS AS Board Meeting. The word is given to them whenever they so request.
- (6) Chairing a meeting means, in particular: granting and withdrawing word to those present at the meeting, announcing breaks in the discussions, and the decision regarding the end of the meeting.
- (7) The FAS AS Board prepares the FAS AS Plenary meetings, approves the draft of its agenda and determines the date and place of the FAS AS Plenary. In the case of the preparation of a FAS AS Plenary meeting which is to approve one of the matters mentioned in Article 27 Section 1 (b), (c) and (h) of the Act, the supporting materials must be available already at the meeting of the FAS AS Board.
- (8) A brief record is made of the FAS AS Board meeting; in the record, it is sufficient to indicate the place and time of the meeting, the persons present at the meeting and a brief content of the basic points of the meeting. The Board's resolutions are recorded literally whenever they touch the FAS AS Plenary, and when the FAS AS Board has decided on urgent matters. Minutes from the FAS AS Board meeting are made available to FAS AS members at least before the FAS AS Plenary meeting, in a manner allowing for remote access.

Article 5 Quorum

- (1) The FAS AS Board shall be quorate in the presence of at least one half of all its members. If the actual number of FAS AS Board members is lower than prescribed, the Board shall have a quorum in the presence of at least one half of the actual number of its members.
- (2) Each member of the FAS AS Board, the Dean, or a person authorized by him/her may file a motion for a resolution of the FAS AS Board.
- (3) The FAS AS Board's Resolution is approved if the absolute majority of the FAS AS Board members present voted for it.
- (4) The FAS AS Board may also adopt resolutions by means of remote communication. Voting by means of remote communication shall take place in such a way that the FAS AS Chairperson distributes to the members of the FAS AS Board the exact text of the draft resolution with which consent is to be given; at the same time, the FAS AS Chairperson shall also set a deadline within which a member of the FAS AS Board is to vote. If a member of FAS AS Board fails to vote within the specified time limit, he/she shall be deemed to have disagreed with the motion for a resolution. The resolution is adopted if the majority of all members of the FAS AS Board have voted for it. Upon expiry of the voting time, the FAS AS Chairperson shall notify the FAS AS Board members of the voting results. The FAS AS Chairperson shall also record all documents relating to the relevant

vote. The FAS AS Chairperson shall submit these documents to an FAS AS Board member whenever he/she so requests.

- (5) In the period between two FAS AS Plenary meetings, the FAS AS Board decides on urgent matters that otherwise only the FAS AS Plenary may decide. The FAS AS Plenary must confirm the resolutions thus adopted at its next meeting, otherwise they will be invalidated.

Part 3

FAS AS Plenary

Article 6

Meetings

- (1) FAS AS Plenary meetings are public.
- (2) After the elected FAS AS members take office, the first FAS AS Plenary meeting is convened by the Dean no later than one month after the Senators took office. A member of the FAS AS appointed by the Dean chairs the meeting; the Dean usually appoints the oldest member of the FAS AS to do so. After the start of the meeting, the Chairperson of FAS AS shall be elected by secret ballot. The member of FAS AS, who chairs the meeting in this vote, shall not be a member of the Electoral Commission for balloting the FAS AS Chairperson. Following his/her election, the FAS AS Chairperson takes over the chairing of the FAS AS Plenary meeting. Afterwards, he/she shall proceed to the election of the Vice-Chairperson and the Secretary of FAS AS by secret ballot. Then if necessary, the Plenary shall establish FAS AS Commissions and elect their chairpersons; the Plenary may, however, decide to possibly establish Commissions and elect their chairpersons only at the Plenary's next meeting.
- (3) The FAS AS Board convenes FAS AS Plenary meetings as appropriate, usually twice a semester; in July and August FAS AS Plenary meetings are usually not held.
- (4) Members of FAS AS are obliged to participate in FAS AS Plenary meetings and can only be absent for serious reasons. An apology for absence must be sent, in writing or electronically, to the Secretary of FAS AS usually two days before the scheduled date of the meeting.
- (5) The FAS AS Chairperson or a FAS AS member appointed by him/her, as a rule, the FAS AS Vice-Chairperson, shall chair the FAS AS Plenary Meeting. If the FAS AS Chairperson and the FAS AS Vice-Chairperson are not present at the meeting, and if these FAS AS officials have not determined in advance who will chair the meeting, the oldest member of FAS AS chairs the meeting.
- (6) Chairing the meeting means, in particular, appointment of scrutineers, appointment of candidates to the members of the Electoral Commission for secret ballot, giving and withdrawing the word to the persons present at the meeting, announcing the breaks in the meeting and the decision to end the meeting.
- (7) Members of FAS AS, the Dean or on his/her behalf the Vice-Dean, the Rector or on his/her behalf the Vice-Rector and the Chairperson of the Academic Senate of UWB or, on his/her behalf, the appointed member of the Academic Senate of UWB have the right to speak at the meeting whenever they so request. The chairing person determines the order of contributions; the chairing person usually respects the order in which the individual entrants showed interest to speak. The FAS AS Plenary may resolve that the discussion on a particular item will be terminated. Then only those can speak who showed their wish to speak prior the start of the vote on the end of the discussion and whoever has the right to speak at the meeting whenever they ask for it.

- (8) The Minutes of the FAS AS Plenary Meeting are ensured by the Secretary of FAS AS and, in his/her absence, another member of FAS AS who is entrusted with this task by the person chairing the FAS AS meeting. The Minutes contain a detailed record of the course of the meeting. In particular, the Minutes shall state when and where the meeting took place, who was present and whether the FAS AS Plenary was a quorum. If the FAS AS Plenary took decisions, the Minutes will include the name of the person who made a motion for a resolution, the exact text of the motion for the resolution voted on, and the exact results of the vote, indicating whether the motion for the resolution has been or has not been approved. An overview of all adopted resolutions shall be made at the end of the Minutes.
- (9) No later than 5 working days after the FAS AS Plenary meeting, the Secretary of FAS AS will send a written copy of the Minutes to all FAS AS members, all FAS AS Commissions members, the Dean, the Vice-Deans, and the Secretary of the Faculty for comments. These and other persons who were present at the meeting may submit comments within 12 working days of the distribution of the Minutes for comments. The Secretary of FAS AS shall incorporate the submitted comments, upon discussion with the Chairperson of FAS AS, in the Minutes and send the Minutes for approval to the members of FAS AS. No later than 21 working days after the end of the FAS AS plenary meeting, the FAS AS Secretary shall arrange for the publication of the Minutes on the FAS official electronic board.

Article 7 Quorum

- (1) Each member of FAS AS and the Dean or a person authorized by him/her may submit a motion for a resolution of the FAS AS Plenary in writing; he/she may withdraw his/her motion prior the start of voting.
- (2) The written proposal must contain the exact text of the resolution that FAS AS should vote on. If a proposal is submitted outside the FAS AS Plenary, it must be submitted to the Chairperson or the Vice-Chairperson of FAS AS and indicate at which FAS AS Plenary meeting it is to be discussed; otherwise it is to be discussed at the next FAS AS Plenary meeting. If the proposal is submitted at the FAS AS Plenary meeting, the proposal is made to the person who is chairing the FAS AS Plenary meeting. If the proposal has been filed outside the FAS AS Plenary meeting, the person who submitted it is obliged, at the beginning of the FAS AS Plenary meeting, at which the proposal is to be voted on, to notify the person who is chairing the meeting that the proposal was filed and that it should be voted on.
- (3) The FAS AS Plenary makes decisions, on principle, by public vote. FAS AS Plenary makes decisions by secret ballot, if so specified in a generally binding regulation, internal regulation of FAS or UWB, or if so decided in the FAS AS Plenary public vote. Always the one who is chairing the FAS AS Plenary meeting announces the voting results. Immediately after the announcement of the results of vote, the person who is chairing the meeting of FAS AS Plenary will ask those present whether they have any objections to the proper course of the vote. Objections can be brought immediately afterwards. If someone raises objections, the person chairing the meeting of the FAS AS Plenary will decide on them immediately; if he/she decides that the objections are justified, the vote shall be repeated; otherwise the voting results are as they were announced.
- (4) If the FAS AS Plenary is voting publicly, two scrutineers add up the votes. The person who is chairing the FAS AS Plenary meeting appoints the scrutineers. Public voting can be done through electronic voting. Electronic voting cannot be used for secret ballot. If FAS AS is voting in secret ballot, FAS AS shall elect, by public vote, a three-member election

commission that supervises the course of the secret ballot and adds up the results of the vote. The person chairing the meeting of the FAS AS Plenary ensures technical means for performing the secret ballot.

- (5) The FAS AS Plenary is a quorum in the presence of an absolute majority of all FAS AS members.
- (6) An FAS AS resolution is approved if an absolute majority of the present members of FAS AS has voted for it, unless otherwise expressly stipulated by these Rules of Procedure. A proposal to recall the Dean is passed if at least three fifths of all members of FAS AS have voted for it.

Part 4

Commissions of FAS AS

Article 8

Establishing of Commissions

- (1) If necessary, FAS AS establishes, from among its members and other persons, commissions of FAS AS as its expert advisory bodies. Only a member of FAS AS may be Chairperson of a Commission.
- (2) FAS AS determines the number of commissions, their factual scope and their chairpersons at its first meeting. At the next FAS AS Plenary meeting, the FAS AS Plenary elects members of individual FAS AS commissions. The Chairperson of the Commission proposes the Members of the Commission after discussion with the Chairperson and Vice-Chairperson of FAS AS. The Chairperson of the Commission shall inform FAS AS members of his/her proposals at least one week prior to the date of the FAS AS Plenary meeting, at which commission members are to be elected.
- (3) During the term of office, FAS AS may establish or revoke a commission, or merge it with another commission, or extend the number of its members if it proves necessary. For the appointment of the Chairperson and the members of the new, merged or enlarged commission, Section 2 shall apply.
- (4) A member of a Commission may be appealed only at the chairman's request. The Chairperson may, while submitting a proposal to recall a current commission member, suggest another person as a new member of the Commission.

Article 9

Commission Meetings

- (1) The Chairperson of the Commission convenes meetings of the Commission as necessary; he/she defines the rules of the commission's meetings, chairs its meetings and represents the Commission externally.
- (2) The Chairperson of the Commission is also responsible for keeping records of the Commission's meetings and the administration associated with its activities.
- (3) The Commission addresses issues that the FAS AS Chairperson delegates to the Commission or that the Commission determines by itself. The Chairperson of the Commission is entitled to inform the FAS AS Plenary, at its meeting, about the Commission's opinion on every issue discussed by the FAS AS Plenary that the Commission has dealt with. If the Commission has dealt with a specific issue under the authority of the FAS AS Chairperson, the Commission is required to deliver an opinion if the FAS AS Chairperson requires so.

Chapter II

Senators' Presence at the FAS AS Board's and Commissions' Meetings

Article 10

An FAS AS member has the right to be present at FAS AS Board's or FAS AS commissions' meetings, even if he/she is not its/their member; he/she has the right to speak at the FAS AS Board's or FAS AS commissions' meetings only if these bodies allow so.

Chapter III

Special Provisions

Part 1

Interpellation

Article 11

Admissibility of Interpellation

- (1) Members of FAS AS have the right to ask the Dean questions concerning FAS affairs.
- (2) An FAS AS member delivers a concretely worded question to the Dean through the FAS AS Chairperson.

Part 2

Election of the Candidate for the Dean

Article 12

General Principles

- (1) The candidate for the Dean shall be elected by secret ballot.
- (2) For the election of a candidate for the Dean, it is necessary to obtain an absolute majority of all members of FAS AS.

Article 13

Announcement of Elections

- (1) The FAS AS shall announce the Elections of the candidate for the Dean no earlier than nine months and no later than seven months before the end of the term of the current Dean's office.
- (2) In the Resolution on the Announcement of FAS AS Elections, the FAS AS determines until when to submit proposals for the candidate; the term must end no sooner than six months and no later than five months before the end of the term of office of the current Dean.

Article 14

Proposals for Candidates

- (1) Only a Senator may submit a proposal for candidates for the Dean.

- (2) The proposal shall be submitted on a paper form, including the consent of the candidate with the candidature.
- (3) One of the persons proposing a candidate personally submits the proposal in two copies to the Chairperson, the Vice-Chairman or the Secretary of FAS AS. The person to whom the proposal was submitted checks the formalities of the proposal; he/she indicates the date, the time and the place of the submission in both copies and attaches his/her legible signature. He/she then returns one copy back to the person proposing a candidate.
- (4) After the deadline for submitting proposals, the Board of FAS AS determines by a vote which proposals submitted were valid and which were not; the FAS AS Board then publishes the result of voting on the FAS official electronic notice board not later than two days after the deadline for submitting proposals.
- (5) Proposers whose proposals have not been found validly submitted may, not later than two days after the publication of the voting results pursuant to Section 4, object to the decision that the proposal was filed in error. The FAS AS Board shall decide on the objections no later than 15 days after the deadline for submitting proposals.

Article 15 The First Election

- (1) The Board of FAS AS shall determine the first round of the first election of the candidate for the Dean no earlier than 15 days and no later than one month after the expiry of the deadline for submission of proposals. The first round of the first election shall not take place until four months and not later than three months before the end of the term of office of the current Dean.
- (2) On the ballot, the persons proposed to the candidate for the Dean are listed in alphabetical order of their surname. The Electoral Commission issues voting cards to individual FAS AS members against signature of the attendance list. Ballots are marked in the header so that it is clear which round of election it is, and are stamped FAS.
- (3) If the candidate for the Dean is not elected in the first round of the first election, the second round shall be held within the deadline set by the FAS AS Board immediately after the first round of the first election. The second round of the first election usually takes place not later than two months before the end of the term of office of the current Dean.
- (4) All persons who have received the highest number of valid votes cast shall proceed to the second round of the first election. If a single person has received the highest number of valid votes cast, all proposed persons who have received the second highest number of valid votes cast go to the second round.
- (5) If no candidate for the Dean is elected in the second round of the first election, then the repeated election is held.

Article 16 Re-Election

- (1) For Re-election, new proposals for a candidate for the Dean are submitted. Proposals submitted in the first election become ineffective.
- (2) The FAS AS Board shall set a deadline for the submission of proposals for a candidate for the Dean for the re-election not later than one week after the end of the second round of the first election.
- (3) The FAS AS Board shall establish the date of the re-election no earlier than after the end of the second round of the first election and at the latest one week after the expiry of the deadline for submission of proposals for a candidate for the Dean for the re-election.

- (4) If no candidate for the Dean is elected in the first round of the re-election, the second round of the re-election shall be held within the deadline set by the FAS AS Board immediately after the end of the first round of the re-election. The second round of the re-election usually takes place not later than one month before the end of the term of office of the current Dean.
- (5) If no candidate for the Dean is elected in the second round of the re-election, the Dean shall, by his/her decision, dissolve FAS AS; the extraordinary elections shall be held according to the Election Rules of FAS AS.

PART THREE COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 17 Common Provisions

- (1) The provisions of these Rules of Procedure must always be interpreted in accordance with their meaning and purpose and with regard to the status and function of FAS AS in the system of academic bodies of FAS and UWB.
- (2) Wherever these Rules of Procedure do not determine which individual person performs a certain FAS AS competence, the FAS AS Chairperson shall exercise it unless otherwise determined by the nature of the matter or other decisive circumstances.
- (3) If the provisions of these Rules of Procedure do not apply to a specific situation, the provisions of these Rules of Procedure which are, by their nature closest to that situation, shall be applied, having regard to the meaning and purpose of the Rules of Procedure and the status and function of the FAS AS in the system of academic bodies of FAS and UWB.
- (4) In interpreting these Rules of Procedure, the Rules of Procedure of the Academic Senate of UWB shall be applied *mutatis mutandis*.

Article 18 Transitional Provisions

The bodies and officers of FAS AS constituted according to the current regulations become bodies and officials in accordance with these Rules of Procedure from the date of entry into force of these Rules of Procedure.

Article 19 Final Provisions

- (1) These Rules of Procedure shall enter into force on the day of their approval in the UWB Academic Senate.
- (2) These Rules of Procedure come into effect on the date of their approval in the UWB Academic Senate.

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Ing. Pavel Balda, Ph.D., by own hand
Chairman of the FAS Academic Senate

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Doc. Dr. Ing. Vlasta Radová, by own hand
FAS Dean