

RULES OF PROCEDURE OF THE SCIENTIFIC BOARD 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 Amendments to Other Acts (Higher Education Act), as amended, on 2 June 2017, the draft Rules of Procedure of the Scientific Board 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) Point 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment to Other Acts (Higher Education Act), as amended, on 28 June 2017, the Rules of Procedure of the Scientific Board of the Faculty of Applied Sciences of the University of West Bohemia.

Article 1 Composition of the Scientific Board

- (1) The number of members of the Scientific Board of the Faculty of Applied Sciences, (hereinafter referred to as "FAS"), of the University of West Bohemia, (hereinafter referred to as "UWB"), and the competence of the FAS Scientific Board, (hereinafter referred to as "the Board"), is determined by the FAS Statutes.
- (2) At least one third of the Board members are other persons than members of the UWB academic community.
- (3) The Dean is the Chairman of the Board. The Dean appoints and dismisses the other members of the Board with the prior approval of the FAS Academic Senate.
- (4) The other Board members' membership in the Board may be terminated in the case of their waiver.
- (5) If the determined number of the Board members is not reached for any reason, the Dean shall immediately appoint new members of the Board in order to reach the determined number of members.

Article 2 Convocation of the Scientific Board Meetings

- (1) The Chairperson convenes the Board meetings once a semester.
- (2) Members of the Board must be invited in writing, or by e-mail, at least two weeks before the proposed date of the meeting. In cases of special consideration, the chairperson may decide to shorten the deadline under the previous sentence up to 24 hours. Part of the invitation must be a draft programme of meeting, including written documents and other documents, needed to discuss the individual agenda items. It is possible to make documents necessary for the coming meeting available to the Board members in a manner that allows remote access.

Article 3
The Scientific Board Meetings

- (1) The meeting of the Board is opened and controlled by the Meeting Chairperson. The Board Chairperson or a Board member appointed by the Board Chairperson is the Meeting Chairperson.
- (2) The first point of the Meeting is the approval of the agenda of the Board Meeting.
- (3) It is possible to adjourn the Board Meeting only if:
 - a) the agenda has not been approved, or
 - b) the absolute majority of the present members so decided.
- (4) Points that are not included in the approved agenda may only be proposed provided that an absolute majority of all members of the Board express their consent to the inclusion of such a point.
- (5) The Board Meetings are not public unless the law, in particular regarding the habilitation and professorship appointment procedures, stipulates otherwise. On the basis of the Chairperson's decision, another employee of the FAS Dean's Office or other persons may be invited.
- (6) The Board Meeting is terminated once the whole agenda has been discussed and the Minutes of the Meeting have been approved.

Article 4
Minutes of the Meetings

- (1) A designated employee of the FAS Dean's office is present at the Board Meeting as the minute-taker. In the event of his/her absence, the Chairperson shall designate one of the Board members present to be the minute-taker. The minute-taker takes the Meeting Minutes, notably the number of members present, the record of the Board's quorum, the content of the Meeting, the state of the discussion of individual points of the agenda, the state of the individual votes and the resolutions adopted.
- (2) After discussing all the points of the approved agenda, the minute-taker shall read the Minutes and invite the members of the Board to express their consent to the Minutes. An approval of the Minutes is pronounced as soon as the absolute majority of the Board members present speak for it.
- (3) The Meeting Chairperson and the minute-taker sign the Minutes.
- (4) The minute-taker prepares the Minutes of the Meeting in the required number of copies; no later than two weeks after the end of the meeting, the minute-taker shall send them to the members of the Board. The Minutes may also be circulated electronically or made available to the Board members in a manner allowing remote access. At the same time, the conclusions of the Meeting are made public in a manner allowing remote access.
- (5) The Chairperson of the Board is entitled to provide the Minutes of the Board Meeting to other persons, if these are concerned.

Article 5
Quorum

- (1) The Board shall have a quorum if the absolute majority of all its members are present. If the Board does not have a quorum, the Chairperson shall set a new date for the meeting. The invitation to a new Board Meeting is governed by Article 2 Section 2.
- (2) An absolute majority of the members present shall be required to adopt a resolution unless otherwise provided by law or these Rules of Procedure.

- (3) The vote of the Board is, in principle, public. If the law so stipulates, or if the Board so decides, the Board's vote is secret. A secret ballot shall be made by: first voting a three-member committee by public vote; this committee ensures the proper course of the secret ballot. If the law so stipulates, an absolute majority of all members of the Board shall be required to adopt a resolution by secret ballot; otherwise Section 2 shall apply. One of the members of the commission shall announce the result of the secret ballot.

Article 6 Special Provisions

- (1) If the Board is to decide on a matter falling within its remit, and if it is a matter for which convening the Board Meeting were ineffective in view of its content, meaning and timeliness, the Board may adopt the resolution using the means enabling distance communication.
- (2) The resolution on a matter in accordance with Section 1 shall take place so that the Chairperson of the Board sends to its members the exact text of the draft resolution, to which consent is to be expressed; he/she simultaneously sets a time limit within which a Board member has to carry out the vote. If a member of the Board does not vote within the time limit, he/she shall be deemed to have disagreed with the draft resolution. A resolution is passed if the absolute majority of the Board members have voted for it.
- (3) On the expiry of the voting time set by Section 2, the Chairperson of the Board shall notify the members of the Board of the result of the vote. The Chairperson of the Board also records all documents related to the respective vote; he/she shall present these documents to a member of the Board whenever he/she so requests.
- (4) In accordance with Sections 1 and 2, a resolution on a matter on which the Board has, under the Rules of Procedure, to vote in secret ballot, cannot be accepted.

Article 7 Transitional Provisions

Existing members of the Board shall be considered members of the Board under these Rules of Procedure.

Article 8 Final Provisions

- (1) The Rules of Procedure of the FAS Scientific Board approved by the Academic Senate of UWB on 30 May 2007, as amended, shall be abolished.
- (2) These Rules of Procedure of the FAS Scientific Board shall enter into force on the date of approval by the UWB Academic Senate.
- (3) These Rules of Procedure of the FAS Scientific Board come into effect on the date of approval by the UWB Academic Senate.

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

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