



RULES OF PROCEDURE OF THE ACADEMIC SENATE

of the Faculty of Science, University of Hradec Králové

Article 1

Basic Provisions

- 1) The Academic Senate of the Faculty of Science, University of Hradec Králové (hereinafter the AS PřF) has adopted the following AS PřF Rules of Procedure as per section 27 (1) (b) and section 33 (2) (c) of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts, as amended (hereinafter the Act).
- 2) As per section 33 (2) (c) of the Act, the AS PřF Rules of Procedure are an internal regulation of the Faculty of Science, University of Hradec Králové (hereinafter the PřF).
- 3) The AS PřF Rules of Procedure regulate the rights and duties of the AS PřF members, the AS PřF powers and organizational structure, way of the AS PřF Board election, establishment of the AS PřF bodies, rules of action of the AS PřF and its bodies, and way of election of a candidate for the PřF Dean (hereinafter the Dean).

Article 2

Academic Senate

- 1) The AS PřF is the top body of the PřF self-government. Its members are representatives of the PřF academic community.
- 2) The AS PřF is responsible for its activities to the academic community.
- 3) The AS PřF has nine members. It consists of two chambers: a five-member chamber of the PřF academicians (hereinafter the Academic Chamber) elected by the PřF academic staff, and a four-member chamber of students enrolled for study at the PřF (hereinafter the Student Chamber) elected by the PřF students.
- 4) The term of office of the Senate members is maximum three years.

- 5) The membership in the AS PřF is honorary, voluntary and unsubstitutable. Each member of the AS PřF defends the interests of the PřF as a whole, and not the interests of an individual PřF workplace or his/her own interests. The Rector, Vice-Rector, Dean and Vice-Dean may not be members of the AS PřF.
- 6) The AS PřF member has the duty to take part in the AS PřF meetings, participate in them actively and carry out his/her tasks resulting from his/her membership in the AS PřF.
- 7) The AS PřF member has the right to submit, at the AS PřF meetings, his/her proposals, initiatives and comments to matters discussed within the AS PřF powers.
- 8) Each AS PřF member has the right to vote on all matters discussed by the AS PřF. He/she may waive this right by a statement before the AS PřF voting.
- 9) The AS PřF member has the right to interpellate the PřF management orally or in writing. The interpellated manager must respond either in writing within maximum 30 days from the interpellation, or orally at the next Senate meeting.
- 10) The Dean, Vice-Deans, PřF representatives in the Council of Higher Education Institutions and the Faculty Secretary may take part in the AS PřF meetings in an advisory capacity and may ask to speak.

Article 3

AS PřF Board

- 1) The AS PřF Board consists of the AS PřF chair, one AS PřF vice-chair on behalf of the Academic Chamber and one AS PřF vice-chair on behalf of the Student Chamber.
- 2) The AS PřF Board is elected at the AS PřF constitutive sitting; if a position becomes vacant during the AS PřF term of office, the Board member is elected at a regular meeting.
- 3) The AS PřF chair's duties include (but are not limited to):
 - a) Preparing and chairing the AS PřF meeting;
 - b) Signing the AS PřF meeting minutes, documents and instruments issued by the AS PřF;
 - c) Representing the AS PřF and the PřF academic community externally;

- d) Submitting a report on the AS PřF activity to the academic community at least once in a year.
- 4) The vice-chair for the academic community represents the AS PřF chair in his/her absence.

Article 4

Constitutive Sitting of the AS PřF

- 1) The constitutive first sitting of a newly elected AS PřF is convened by the chair of the outgoing AS PřF within maximum thirty calendar days from the declaration of the AS PřF election results. If he/she fails to convene the AS PřF meeting within the given period of time, the meeting is convened by the Dean within fifteen days from the lapse of the above-given period of time.
- 2) The constitutive meeting of the newly elected AS PřF is chaired by its member who is an academician and whose surname is the first in the alphabetical order of the AS PřF member list; such member chairs the meeting until a new AS PřF chair is elected.
- 3) At its constitutive sitting, the AS PřF elects the Board according to Article 3 of the AS PřF Rules of Procedure and according to Article 4 of the AS PřF Election Code.

Article 5

Other AS PřF Bodies

The AS PřF may resolve to create other advisory bodies and committees, either permanent or ad hoc ones. Members of the PřF academic community and PřF employees may be the members of such committees; however, the committee is always chaired by the AS PřF member.

Article 6

AS PřF Convening

- 1) AS PřF meetings are convened by the AS PřF chair or a vice-chair authorized by the chair.
- 2) The AS PřF chair convenes both the regular and extraordinary meetings either in written or electronic form. The regular meeting is held at least twice in a semester on dates approved by the AS PřF. An extraordinary AS PřF meeting is

convened by the AS PŘF chair if the law stipulates so, or if at least one half of all elected AS PŘF members, the Dean, any of the AS PŘF chambers ask so, or on the basis of a written request signed by at least one third of the academic community members.

- 3) The request for the Senate convening is submitted in writing to the Senate Board and such Senate meeting is convened within maximum 30 working days from the request submission.

Article 7

AS PŘF Meeting

- 1) Materials for discussion at the AS PŘF meeting can be submitted by:
 - a) AS PŘF members;
 - b) AS PŘF committee;
 - c) PŘF Dean, Vice-Dean, or secretary.
- 2) If a member of the PŘF academic community wants the AS PŘF to act in some matter, he/she asks a member of the AS PŘF.
- 3) The AS PŘF Board ensures all groundwork for the AS PŘF meeting; the AS PŘF members get it at least 5 working days before the AS PŘF meeting.
- 4) The AS PŘF determines, on a proposal from the AS PŘF chair or the AS PŘF vice-chair authorized by the chair, the meeting agenda and way of the individual agenda items discussing.
- 5) Each AS PŘF member has the right to submit proposals for the agenda change or supplementation.
- 6) The AS PŘF meetings are public. The AS PŘF meeting is chaired by the chair or by a vice-chair authorized by the chair. The AS PŘF non-members who attend the meeting in an advisory capacity may take part in the discussion without the need of the AS PŘF voting on it. Other AS PŘF non-members may take part in the discussion if at least one half of the present members of one of the AS PŘF chambers agrees with it.
- 7) The AS PŘF may invite any member of the PŘF academic community to take part in the AS PŘF meeting and to explain a certain item of the agenda.
- 8) The AS PŘF has a quorum if at least one half of the members of each chamber are present.

- 9) The AS PŘF decides every proposal through voting. The AS PŘF members only may vote on a proposal. Voting is by show of hands unless the law requires otherwise or unless at least the absolute majority of the present AS PŘF members decide to vote by secret ballot.
- 10) Proposals are voted in the order in which they were submitted. If a counter-proposal is submitted, the vote is taken first on the counter-proposal and then on the original proposal.
- 11) The AS PŘF votes as a whole unless these Rules specify otherwise. The AS PŘF decision and the AS PŘF meeting resolution is adopted if it is approved by the absolute majority of present members unless the law or these Rules and the Electoral Code specify otherwise.
- 12) If the vote is taken on a matter on which one of the chambers does not want to comment, the given chamber may waive its right to vote by a decision made by the absolute majority of its present members. Approval of the absolute majority of the present members of the other AS PŘF chamber is then sufficient to adopt the resolution.
- 13) Vote on a proposal is taken in the individual chambers if at least one half of the members of one of the chambers ask so. In such case, the proposal is adopted if it gets the majority of votes of the present members of each of the chambers.
- 14) In urgent and justified cases, the AS PŘF chair may ask the AS PŘF members to vote on a proposal by correspondence (per rollam). The correspondence voting is not allowed in proposals specified in section 27 of the Act, requiring the secret ballot.
- 15) Correspondence voting is performed electronically under the following conditions:
 - a) The Senators' university e-mail addresses only can be used for the correspondence.
 - b) The AS PŘF chair appoints two scrutineers for the correspondence voting.
 - c) The AS PŘF chair sends a draft resolution on the given matter and all relevant groundwork to all AS PŘF members and specifies the deadline for response; the deadline must be at least five working days from the proposal sending.
 - d) The individual AS PŘF members send their answer "I agree", "I do not agree", "I abstain from voting" to the scrutineers by the given deadline.
 - e) Both scrutineers must confirm the response receipt.

- f) The resolution is approved if the absolute majority of all elected AS PřF members approve it.
- g) The scrutineers make minutes of the correspondence voting; the minutes are signed by the scrutineers and the AS PřF chair.
- h) If the resolution is adopted, it comes into effect on the day of the minutes signing in accordance with point g) above by the AS PřF chair. If the resolution is not adopted, voting takes place at the next regular meeting of the AS PřF.
- i) The AS PřF chair is obliged to announce the result of the correspondence voting at the following AS PřF meeting.

Article 8

Meeting Agenda and Minutes

- 1) The AS PřF agenda is delivered to all AS PřF members, to the PřF Dean, Vice-Deans and the Secretary at least five working days before the meeting. At the same time, it is published.
- 2) Minutes on the AS PřF meeting are taken. The minutes always show the course of the meeting and the result of voting. The minutes include an attendance list of the Senate members and other participants of the meeting.
- 3) The Senate meeting minutes and the adopted resolutions are sent to the Senate members, the PřF Dean, Vice-Deans, and Secretary. At the same time, it is published on the PřF website and on the PřF notice board.
- 4) Administrative works related to the Senate and its committees' activity are provided by an employee appointed by the PřF Dean. Expenses related to the AS PřF activity are paid from the faculty budget.

Article 9

Solution of Voting Discrepancies

- 1) If there is a voting discrepancy between both AS PřF chambers in voting according to Article 7 (13), the proposal and comments to it are returned to the submitter for further discussion. If there is a discrepancy between the two chambers again in repeated voting on the proposal, the AS PřF votes again as a whole. Consent of at least two thirds of present members of the AS PřF is then sufficient for the proposal adoption.

- 2) If the Dean does not agree with the AS PřF decision, he/she notifies the AS PřF Board of it without any undue delay. The Dean explains his/her disagreement and asks the AS PřF to re-discuss the matter in the Dean's presence. At the meeting, the Dean justifies his/her disagreement. The AS PřF then votes on the Dean's proposal. If the Dean's proposal is not adopted, the original decision of the AS PřF remains valid.

Article 9a

Special Provisions on the AS PřF Meeting Using Distance Communication Means

- 1) If there is danger in delay, or if important circumstances justify so, the AS PřF chair may convene the AS PřF meeting using both regular and extraordinary distance communication means.
- 2) The AS PřF Board sends an invitation, the agenda and time of the AS PřF meeting held via the distance communication means to all AS PřF members, to the PřF Dean, Vice-Deans, and Secretary at least 7 days in advance by electronic mail only. At the same time, the invitation is published in an electronic form on the PřF website.
- 3) If there is a matter that should be decided by the AS PřF at the meeting, groundwork is submitted in an electronic form by the proposer to the AS PřF chair or vice-chairs 5 working days before the AS PřF meeting at the latest. Materials submitted within this deadline must be discussed at the convened AS PřF Meeting held via the distance communication means.
- 4) If the AS PřF does not have quorum on the specified day and time, the AS PřF meeting is held via distance communication means within 7 days from the convened meeting, at the same time, or within another deadline determined by the AS PřF chair in agreement with the Dean.
- 5) An audio-visual record of the AS PřF meeting is made in order to keep the meeting public. An audio-visual record is not made if the nature of the discussed matter or any legal regulation prevents it. The audio-visual record is stored for one year.
- 6) If the AS PřF is to vote by secret ballots at the meeting held via distance communication means, technical means ensuring the voting secrecy are used. More detailed conditions of both the public and secret voting is determined by the AS PřF chair.

- 7) Articles 6 to 9 are used unless Article 9a specifies otherwise.

Article 10

Election Code for Election of a Candidate for Dean

- 1) The AS PŘF calls an election of a candidate for Dean (hereinafter the Candidate) three months at the latest and at least five months before the end of the existing Dean's term of office.
- 2) The election of the Candidate is held one month at the latest before the end of the existing Dean's term of office.
- 3) The election is prepared and managed by a three-member election committee elected for this purpose by the AS PŘF. The committee is chaired by a member of the AS PŘF Academic Chamber.
- 4) Any member of the PŘF academic community may run for the Dean's office.
- 5) Every workplace, group of members, or a member of the PŘF academic community may nominate a Candidate in writing; the nomination is given to the chair of the election committee.
- 6) The Candidate's nomination is conditioned by his/her personal integrity and written consent with the nomination.
- 7) Every Candidate submits the following documents in writing within the deadline specified by the election committee:
 - a) His/her election programme that is published at least 14 days before the election in all PŘF premises and of PŘF website;
 - b) CV;
 - c) Criminal record.
- 8) The election committee makes a list showing all Candidates in alphabetical order.
- 9) The AS PŘF convenes a public meeting of the PŘF academic community. The meeting is managed by the election committee and all proposed Candidates shown on the Candidate list acquaint the PŘF academic community with their election programmes and answer questions of the present members of the PŘF academic community.

- 10) The AS PŘF as a whole elects a Candidate from the proposed Candidates at its meeting by secret ballots. At least two thirds of the AS PŘF members must be present to elect a Candidate.
- 11) A Candidate is elected by means of pre-prepared voting ballots showing the names of proposed Candidates in alphabetical order with assigned order numbers. The voter circles just one order number of a Candidate elected by the voter. Differently modified voting ballot is void.
- 12) A Candidate is elected in the AS PŘF in maximum three rounds. All rounds take place at the same meeting.
- 13) Any Candidate may withdraw from his/her candidacy before any of the individual election round.
- 14) A Candidate is elected if one of the proposed Candidates gets the absolute majority of votes of all AS PŘF members in any of the rounds.
- 15) If none of the proposed Candidates gets the absolute majority of votes of all the AS PŘF members in the first round of the AS PŘF voting, the second round of election takes place. Two of the Candidates who obtained the highest number of votes advance to the second round. If more Candidates on the first place obtain equal number of votes, all of them advance to the second round. If one Candidate advances from the first place and there are more Candidates on the second place with equal number of votes, all these Candidates advance to the second round.
- 16) If none of the proposed Candidates is elected in the second round, the third round of election takes place. Two proposed Candidates with the highest number of votes obtained in the second round advance to the third round. If the proposed Candidates on the first, second or other place obtain equal number of votes in the second round, all of them advance to the third round. If none of the proposed Candidates is elected in the third round, the AS PŘF calls new election.
- 17) If only one proposed Candidate runs in the first round and is not elected, such proposed Candidate advances to the second round that takes place after the first round. If the proposed Candidate is neither elected in the second round, the AS PŘF calls new election.
- 18) The election committee acquaints the elected Candidate, other proposed Candidates, the PŘF academic community and the UHK Rector with the result of the Candidate election.
- 19) The Dean's removal is governed by Article 11 of the PŘF Constitution.

Article 11

Final Provisions

- 1) These AS PŘF Rules of Procedure were approved by the AS PŘF on 14 October 2020.
- 2) These AS PŘF Rules of Procedure were approved by the Academic Senate of the University of Hradec Králové on 4 November 2020.
- 3) These AS PŘF Rules of Procedure become valid and effective on the day of approval by the Academic Senate of the University of Hradec Králové in accordance with section 9 (1) (b) of the Act.
- 4) By the approval of these AS PŘF Rules of Procedure, the AS PŘF Rules of Procedure approved by the AS PŘF and by the AS UHK on 21 June 2017 and on 25 October 2017, respectively, are cancelled.

doc. RNDr. Jan Kříž, Ph.D.

Dean, PŘF UHK



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