

*Under section 14 (1) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other acts ("the Higher Education Institutions Act"), as amended by Act No. 137/2016 Sb., I approve the Statutes of the Board of Trustees of the University of Hradec Králové on 14 October 2016 under ref. No. MSMT-29727/2016.*

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**Mgr. Kateřina Valachová, Ph.D.**  
*Minister of Education, Youth and Sports*

# **Statutes**

## **Board of Trustees**

### **University of Hradec Králové**

#### **Article 1**

Under Section 14(1) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other acts (the Act on Higher Education Institutions), as amended by Act No. 137/2016 Sb. (hereinafter referred to as the Act), the Statutes of the Board of Trustees of the University of Hradec Králové (hereinafter referred to as the Board of Trustees) regulate the election of the Chairperson and Vice-Chairpersons and the manner of proceedings of the Board of Trustees of the University of Hradec Králové.

#### **Article 2**

### **Chairperson, Vice-Chairpersons and Secretary of the Board of Trustees**

#### **1. Chairperson**

- a) Convenes meetings of the Board of Trustees;
- b) Presides over the meetings of the Board of Trustees;
- c) Proposes the agenda of the Board of Trustees meeting, prepares the resolution;
- d) Signs documents of the Board of Trustees, in particular the prior written consent of the Board of Trustees pursuant to Section 15(1) of the Act;
- e) Is authorised to request documents and opinions necessary for the

- activities of the Board of Trustees pursuant to Section 15 of the Act;
- f) Is authorized by the Board of Trustees to act on its behalf;
  - g) May invite guests to the Board of Trustees meeting;
  - h) Manages the activities of the Secretary of the Board of Trustees;
  - i) At the request of the Rector under Section 14(4) of the Act, convenes an extraordinary meeting of the Board of Trustees within three weeks of the date of the request.
2. In his/her absence, the Chairperson is represented by the Vice-Chairperson designated by him/her. In the event of the death of the Chairperson, the senior Vice-Chairperson takes his/her place.
3. Vice-Chairpersons
- a) Co-sign the written consent of the Board of Trustees under Section 15(1) and the written approval under Section 15(2)(b) and (c) of the Act;
  - b) May be authorized by the Board of Trustees to act on its behalf.
4. Secretary
- The Secretary is not a member of the Board of Trustees and always attends its meetings. Any absence of the Secretary shall be decided by vote of the Board of Trustees. The Rector shall appoint, after consultation with the Chairperson of the Board of Trustees, an employee of the University of Hradec Králové to act as Secretary. The Secretary shall perform administrative and technical activities necessary for the activities of the Board of Trustees.

## **Article 3**

### **Election of the Chairperson and Vice-Chairpersons**

1. The term of office of the Chairperson and two Vice-Chairpersons of the Board of Trustees is two years.
2. The presence of a two-thirds majority of all members of the Board of Trustees is required for the election to be valid.
3. The election of the Chairperson is held first, followed by the election of the Vice-Chairpersons.
4. Prior to the election, the names of all members of the Board of Trustees present shall be inserted in a ballot box. The most senior member of the Board of Trustees present shall take the names of three members of the Election Committee out of the ballot box. The most senior member of the

Election Committee shall call upon all members of the Board of Trustees present to nominate candidates for the office of Chairperson. The proposed candidates shall accept the nomination and shall be placed on the list of candidates. The vote shall be taken by leaving the name of the selected candidate not crossed out. A ballot paper with more than one name not crossed out or with all the names crossed out shall be invalid. A candidate shall be elected if a majority of the Board members present vote in favour of the candidate. If the Chairperson is not elected in the first round, the two candidates with the highest number of votes shall proceed to the second round. If the number of votes for several candidates is equal, all such candidates shall proceed to the second round. The candidate with the highest number of votes shall be elected in the second round. If the number of votes for two or more candidates is the same, the most senior member of the Electoral Commission shall draw the name of the Chairperson from the pool of such candidates.

5. In electing the Vice-Chairpersons, the Chairperson shall call upon all members of the Board of Trustees present to nominate candidates for the office of Vice-Chairpersons. The proposed candidates shall be entered on the nomination list. The vote shall be taken by leaving the names of the two selected candidates not crossed out. A ballot paper with more than two names not crossed out or with all the names crossed out shall be invalid. The two candidates with the highest number of votes shall be elected as Vice-Chairpersons.

## **Article 4**

### **Meetings of the Board of Trustees**

1. The Board of Trustees shall usually meet four times a year, but at least twice a year.
2. The attendance of a member of the Board of Trustees at a meeting is irreplaceable.
3. If at least three members of the Board of Trustees request so, the Chairperson shall convene a meeting within three weeks of the request.
4. The Board of Trustees shall have a quorum if a two-thirds majority of all members of the Board of Trustees are present.
5. The agenda of the meeting is proposed by the Chairperson of the Board of Trustees and members are informed of the proposal at least 14 days in advance by invitation to the Board of Trustees meeting. The agenda shall

be approved at the opening of the meeting, after discussion of proposals for amendments to the agenda. All members of the Board of Trustees are entitled to propose amendments; the Secretary of the Board of Trustees and invited guests may also make recommendations for amendments and additions to the agenda.

6. The Chairperson shall give the floor to the members of the Board of Trustees and the Rector in the order in which they have asked for the floor.
7. The Board of Trustees shall decide on the conclusions on individual items of the meeting by voting. The approval of a proposal submitted on matters set out in Section 15(1) and (2)(b) and (c) of the Act shall require the consent of an absolute majority of all members of the Board of Trustees. In matters provided for in Article 15(2)(a) and (d) and (3) of the Act and in other cases, the approval of an absolute majority of the members of the Board of Trustees present shall be required. Amendments shall be voted on in the reverse order in which they are submitted.
8. At the discretion of the Chairperson of the Board of Trustees, votes can be held by correspondence. The members of the Board of Trustees shall deliver their opinions by correspondence or by electronic mail to the Secretary of the Board of Trustees within the time limit set by the Chairperson of the Board of Trustees. If two-thirds of all members of the Board of Trustees express an opinion in favour of the matter under discussion, the matter shall be deemed to have been discussed and approved.
9. Legal actions requiring the approval of the Board of Trustees within the meaning of Section 15(1) and the approval of the Board of Trustees within the meaning of Section 15(2)(b) and (c) of the Act, and resolutions of the Board of Trustees must always be signed by the Chairperson and one of the Vice-Chairpersons. Other documents of the Board of Trustees shall be signed either by the Chairperson or by one of the Vice-Chairpersons.
10. In accordance with Section 14(5) of the Act, if the Board of Trustees does not decide on the proposals under Section 15(2)(b) and (c) of the Act within two weeks of the referral of the approved proposal by the Academic Senate of the University of Hradec Králové, it is deemed to have approved the proposal.
11. The Bursar of the University of Hradec Králové may be present at the meeting of the Board of Trustees even if the Rector of the University of Hradec Králové is present.

12. Meetings of the Board of Trustees are closed to the public. If the Board of Trustees so decides by vote, parts or all of the meeting may be open to the public.

## **Article 5**

1. The Board of Trustees has the right to request expert opinions for its decision. The assessors may not have any relationship with the entity under review, nor may they have any interest in the matter. The opinions must be submitted in writing. The cost of the opinions shall be borne by the University of Hradec Králové.
2. The resolution of the Board of Trustees shall be published in an appropriate manner within five days of the date of the vote. In the cases specified in the Act, the Board of Trustees is obliged to notify the Ministry of Education, Youth and Sports of the Czech Republic of its opinion within seven days of its issuance (Section 15(6) of the Act). Information resulting from the resolution may be provided to the media and to the spokesperson of the University of Hradec Králové by any member of the Board of Trustees; other information is usually provided by the Chairperson or a member of the Board of Trustees authorized by the Chairperson.
3. The administrative costs associated with the activities of the Board of Trustees are borne by the University of Hradec Králové.

## **Article 6**

1. The Statutes of the Board of Trustees of the University of Hradec Králové approved by the Minister of Education, Youth and Sports on 20 March 2009 are hereby repealed.
2. These Statutes of the Board of Trustees of the University of Hradec Králové have been discussed with the Rector.
3. These Statutes of the Board of Trustees shall come into force on the date of approval.

Ing. Oldřich Vlasák, m.p.  
Chairperson of the Board of Trustees