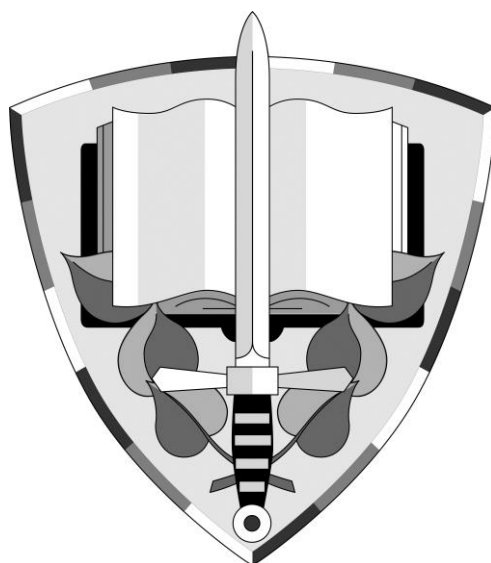


University of Defence

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REGISTERED INTERNAL REGULATION

Ref. No.: MO 195807/2017-2994



CODE OF PROCEDURE FOR THE ACADEMIC SENATE OF THE UNIVERSITY OF DEFENCE

as Amended by the 1st Amendment

Brno 2017

Part FIRST
INTRODUCTORY PROVISIONS

Article 1
General Provisions

- (1) The Code of Procedure for the Academic Senate of the University of Defence (hereinafter referred to as the "Code") are internal regulations of the University of Defence (hereinafter referred to as the "University") pursuant to Act 111/1998 Coll., § 17 (1)(c) on Higher Education Institutions and on Amendment and Supplementation of Other Acts (Higher Education Act).
- (2) The Code regulates the structure of the bodies of the Academic Senate of the University of Defence (hereinafter referred to as the "Senate") the manner of their election and establishment, the principles of the proceedings of the Senate, and its bodies and the principles of the election of the Rector of the University (hereinafter referred to as the "Rector").

Article 2
Rights and duties of a member of the Senate

- (1) A member of the Senate shall have the right to:
 - a) Submit motions, suggestions and comments on matters relating to the Senate's areas of competence and request their resolution,
 - b) Vote on all matters before the Senate.
- (2) A member of the Senate is obliged to:
 - a) Attend the Senate meetings and, where appropriate, of other bodies to which they have been appointed by the Senate resolution, and actively contribute to the fulfilment of its mission and tasks,
 - b) Apologise in advance to the Chairperson of the Senate or another member of the Board, should they be unable to attend a meeting of the Senate. If it cannot be done for serious reasons, they shall apologise to the Chairperson of the Senate afterwards.

Part SECOND
BODIES OF THE SENATE

Article 3
Senate Board

- (1) The governing body of the Senate, elected by the members of the Senate, shall be the Board.
- (2) The Board shall consist of the Chairperson, Vice-Chairpersons, and other members.
- (3) The Chairperson of the Senate shall be elected by secret ballot. A simple majority of the votes of all members of the Senate shall be required for his election. In the event that the Chairperson is not elected on the first ballot, a second ballot shall be held from newly nominated candidates. If none of the candidates nominated obtain a simple majority of the votes of all the members of the Senate in the second ballot, the procedure as stipulated in Articles 16 through 18 shall apply with any necessary changes having been implemented.

- (4) The number of Vice-Chairpersons, other members of the Board and its composition shall be decided by the Senate upon the motion of the Chairperson of the Senate. A new Board shall always be established after the Chairperson of the Senate is elected.
- (5) The Chairperson of the Senate manages the activities, presides over meetings of the Senate and represents the Senate in accordance with the provisions of the Higher Education Act, the internal regulations of the University and individual resolutions of the Senate.
- (6) The Vice-Chairpersons of the Senate shall act for the Chairperson of the Senate upon their instructions or in their absence. When deputizing for the Chairperson of the Senate, the Vice-Chairperson shall have the rights and duties of the Chairperson.
- (7) In the periods between individual meetings, the Board of the Senate shall deal with matters arising from the competence of the Senate. The Board shall be responsible for the preparation of the Senate meeting schedule, the agenda for individual Senate meetings, the timely provision and distribution of documentation and supporting materials, the fulfilment of tasks assigned by the Senate, the publication of Senate resolutions, and communication with the Rector.

Article 4 Senate Working Committee

- (1) The standing body of the Senate is the Election Coordinating Committee. Details of its composition, establishment and tasks are set out in the Election Regulations of the Academic Senate of the University of Defence in Brno, an internal regulation.
- (2) The Senate may, by resolution, establish and abolish other permanent or temporary committees.
- (3) In addition to a member of the Senate, another person belonging to the academic community may be a committee member if they agree, and, with the consent of the Rector, another employee of the University.
- (4) The Senate shall decide the composition and tasks of the Committee.
- (5) The chairperson of the committee is usually a member of the Senate.

Article 5 Secretary of the Senate

- (1) The administrative body of the Senate shall be the Secretary of the Senate.
- (2) The Secretary of the Senate is not a member of the Senate. They shall be appointed by the Rector upon the request of the Senate Chairperson.
- (3) The Secretary of the Senate shall keep and archive the documentation of the Senate pursuant to Articles 13 (2) and (4) and shall perform other duties related to the activities of the Senate Board. Their responsibilities shall include the organisational and material support of the activities of the Senate. They shall record the proceedings and prepare the minutes of the Senate and the Senate Board meetings, check the attendance of the members of the Senate at the meetings and record the reasons for their absence on the attendance sheet. Upon the instructions of the Senate Board, the Secretary circulates the background materials for the meetings and the proceedings of the Senate. The Secretary of the terminating Senate shall forward the documentation of the Senate to the newly elected Board of the Senate.

Part THIRD
SENATE MEETINGS

Article 6
Constituent Meeting

- (1) After their election, the members of the Senate shall assemble at the constituent meeting of the Senate.
- (2) The constituent meeting may be held no earlier than the first day after the expiry of the term of office of the previous Senate.
- (3) The constituent meeting shall be convened and presided over by the Chairperson of the Election Coordinating Committee or its member designated by the Chairperson until the election of the Senate Chairperson.
- (4) The members of the Senate shall take the oath of the Senate membership before the presiding chairperson. If a member of the Senate is not present at the constituent meeting, they shall take the oath at the first meeting they attend.
- (5) At its constituent meeting, the Senate shall elect its Chairperson.
- (6) The Chairperson of the Senate shall take charge of presiding the Senate meeting.

Article 7
Regular meetings

- (1) A regular meeting of the Senate shall be convened by the Chairperson of the Senate in accordance with the approved meeting schedule.
- (2) The Board may decide to change the date or place of the meeting.

Article 8
Extraordinary meetings

- (1) The Chairperson of the Senate is obliged to convene an extraordinary meeting of the Senate without delay at the request of the Rector unless the request indicates a different date.
- (2) The Chairperson shall also convene an extraordinary meeting on the grounds of a decision of the Board of the Senate or a written request from
 - a) at least one-fifth of the members of the Senate,
 - b) at least one-tenth of the members of the academic community of any constituency on the electoral rolls for the election of the Senate during the current term of office of its members,
 - c) The Academic Senate of the Faculty.
- (3) The Chairperson shall convene an extraordinary meeting in line with par. (2) within 7 days following the receipt of a written request, unless the request indicates a later date.
- (4) If the reason for convening an extraordinary meeting of the Senate is to consider motions or documents pursuant to § 9 par. 3 of the Higher Education Act, the time limit referred to in par. (3) above shall relate to the date on which such motions or documents are made available to members of the academic community.

Article 9
Invitation to the Senate meeting

- (1) An invitation shall be sent to members of the Senate, officials referred to in § 8 par. 4 of the Higher Education Act, persons invited by the Board of the Senate and submitters of materials to be discussed at least 14 days prior to the meeting of the Senate, and shall include in particular the date, place and time of the opening, the proposed agenda and supporting materials.
- (2) The Secretary of the Senate shall make the invitation to the meeting available to the members of the academic community at least 7 days before holding the Senate meeting in a manner allowing remote access.
- (3) The time limits referred to in par. (1) and (2) above may be shortened in the case of constituent and extraordinary meetings of the Senate.

Article 10
Senate Meeting Materials

- (1) Materials on matters referred to in § 9 par. 1 a) to e), g) and i) of the Higher Education Act must be delivered to the Chairperson of the Senate by the submitter at least three weeks before the requested date when they are to be discussed by the Senate. The Chairperson of the Senate shall distribute the submitted materials, together with the invitation, to the members of the Senate via the Secretary.
- (2) In justified cases, the Board of the Senate may shorten the time limit referred to in par. (1).
- (3) This is without prejudice to the obligation stipulated in § 9 par. 3 of the Higher Education Act.

Article 11
Code of Procedure for the Senate

- (1) The meeting of the Senate shall be opened by its Chairperson or a member of the Board authorised by the Chairperson (hereinafter referred to as the “Presiding Official”).
- (2) Meetings of the Senate shall be open to the public. The public may be excluded only under conditions stipulated by special legislation. No member of the public, other than officials referred to in § 8 par. 4 of the Higher Education Act and persons invited by the Senate Board, shall have the right to speak at a meeting, otherwise interfere with a meeting of the Senate or disturb a meeting without the consent of the Senate, unless stipulated otherwise by the Higher Education Act or an internal regulation.
- (3) Any member of the academic community has the right to request the Senate in writing through the Board to discuss a serious matter. The Senate shall consider the request and vote on whether to act.
- (4) The Senate shall only act if a simple majority of all members of the Senate is present. If this condition is not met within 30 minutes after the commencement of the meeting, the Board of the Senate shall decide to adjourn or cancel the meeting. In the event of an adjournment, the Board shall announce a new date for the meeting with the agenda as proposed initially.
- (5) The meeting shall proceed according to the agenda approved by the Senate.
- (6) If a situation arises during a meeting of the Senate which cannot be dealt with under this Code, the manner of dealing with it shall be within the discretion of the Senate.

- (7) A meeting of the Senate may be held by means of remote communication at times when the presence in person of members of the academic community at the University is restricted by a measure adopted under another law. At a meeting of the Senate as referred to in the first sentence, voting may only take place in public.

Article 12 **Voting in the Senate**

- (1) A quorum of the Senate shall be present in the presence of at least a simple majority of all members of the Senate.
- (2) The consent of a simple majority of the present members of the Senate is required to adopt of a submitted motion unless the Higher Education Act or an internal regulation stipulates otherwise.
- (3) A motion for the appointment of the Rector, the election of the Chairperson of the Senate, and a motion in matters in accordance with § 9 par. 1 a) of the Higher Education Act shall be adopted if a simple majority of all members of the Senate vote in favour of it.
- (4) A motion to remove the Rector from office or to dismiss the Chairperson of the Senate, and a motion to shorten the term of office of all members of the Senate shall be adopted if at least three-fifths of all members of the Senate have voted in favour of it.
- (5) The Senate shall decide on each motion submitted for consideration by a vote, which may be public or secret. The principal method of voting shall be by public ballot. A secret ballot shall always be used in cases stipulated in the Higher Education Act or this Code, when a secret ballot is proposed by at least one-fifth of the present members of the Senate and in cases where the Senate decides to do so. Motions shall be voted on in the order they are put forward. The Chairperson shall announce the result of the vote.
- (6) Before the secret ballot, the Senate shall elect two scrutineers from among the members of the Senate.
- (7) In cases where it is necessary for reasons of time, the Chairperson of the Senate may, outside a meeting of the Senate, submit in writing to the other members of the Senate or, outside a meeting of the Board, to the other members of the Board a draft resolution to be adopted (hereinafter referred to as a “*per rollam*” vote, meaning “by letter”). The draft resolution shall include a deadline within which the members of the body concerned are to express their agreement or disagreement in writing. If a concerned committee member fails to express their standpoint in writing on the draft resolution within the deadline, they shall be deemed to disagree with the draft resolution. Adopting a measure through the *per rollam* vote shall require the consent of a simple majority of all the members of the body concerned. The result of the *per rollam* vote shall be announced by the Chairperson of the Senate to all members of the body at the next meeting of the body at the latest. A *per rollam* vote on the same motion shall be allowed only once. A record of the *per rollam* vote shall be made and signed by the Chairperson of the Senate. The *per rollam* vote is impermissible on motions on matters referred to in § 9 par. 1 and 2 of the Higher Education Act, on motions to be decided by secret ballot, or if at least one-fifth of the members of the body concerned express their disagreement with this method of voting no later than the voting deadline.

Article 13
Minutes of the Senate meeting and resolutions

- (1) The Senate shall decide by resolution.
- (2) Minutes of the Senate meeting shall be taken, which include the proposed and approved agenda, the number of members present and the reasons for the absence of excused members of the Senate, the motions made, a summary of the voting results during the Senate meeting and a brief summary of the content of the individual speeches. The texts of the written motions submitted to the Senate and other documents that were the subject of the meeting, the resolutions adopted and the attendance list that includes the guests present at the meeting, shall be filed in the Senate documentation by the Secretary of the Senate.
- (3) The minutes of the Senate meeting shall be signed by the presiding official of the Senate meeting after the discussion in the Senate Board.
- (4) The Secretary of the Senate shall make the minutes of the Senate meeting and the adopted resolutions available to the members of the academic community in a manner allowing remote access.

Part FOURTH
ELECTION OF A CANDIDATE FOR RECTOR

Article 14
Announcement of the election of a candidate for Rector

- (1) The election of a candidate for Rector shall be announced by the Senate by resolution no later than three months before the end of the term of office of the incumbent Rector. The election date shall be set so that it takes place at least two months before the end of the Rector's term of office.
- (2) The Senate shall publish the resolution on the announcement of the election of a candidate for Rector in the public section of the University's website.
- (3) The resolution announcing the election of a candidate for Rector must include in particular:
 - a) the composition of the Election Committee and its chairperson,
 - b) the date, place and time of the election,
 - c) the deadline and method of submitting nominations for the post of Rector.

Article 15
Nominations of candidates for the election of Rector

- (1) The Election Committee shall collect the proposals, acquaint each nominated candidate with the proposal and request their statement on the proposal submitted.
- (2) Any member of the academic community may nominate a candidate for Rector. Nominations shall be submitted in writing in duplicate to the Chairperson of the Election Committee who shall acknowledge receipt of the nomination document on the second copy and promptly publish it on the public section of the University's website.
- (3) Only a nominated candidate who agrees to stand for election may be elected. The nominated candidate may not be a member of the Election Committee.
- (4) The nominated candidate is obliged to make a statement before the Senate on the day of the election. Candidates shall be allowed the same time length for their speeches, which

shall be communicated to them in advance. The order in which the nominated candidates will speak shall be determined by the Election Committee through drawing lots. The candidate must also be prepared to answer questions from members of the Senate and the persons referred to in § 8 par. 4 of the Higher Education Act.

Article 16
Common provisions for the election of a candidate for Rector

- (1) The election of a candidate for Rector shall take place at a meeting of the Senate and shall be conducted by the Chairperson of the Election Committee, who shall specify the method of election.
- (2) The Election Committee shall issue ballot papers for each nominated candidate and one blank ballot paper to each member of the Senate present for voting.
- (3) The process ends with the election of the candidate for Rector, who has obtained a simple majority of the votes of all members of the Senate.
- (4) If a situation arises during the election of the Rector which cannot be resolved on the basis of this Code, the manner of its resolution shall be within the competence of the Senate.

Article 17
Multi-candidate election process

- (1) In an election, a member of the Senate shall cast only a ballot paper for one of the candidates whom he proposes to elect to the office of Rector. They shall express their disagreement with the proposed candidates by casting a blank ballot.
- (2) If none of the nominated candidates is elected in the first round, the Election Committee shall adjust the list of candidates for the next round of elections by removing from the list for the last round any candidates who did not receive any vote or the candidate who received the lowest number of votes. In the event of a tie between several candidates, a supplementary elimination round shall be held between those candidates only.
- (3) The election under paragraph (2) shall be repeated until one candidate remains on the list of candidates. The election shall then be held in accordance with Article 18 below.

Article 18
Election process for one candidate

- (1) A member of the Senate shall vote for election by casting a ballot paper bearing the name of the proposed candidate. By casting a blank ballot, they vote against the election process.
- (2) If a candidate for Rector is not elected, a run-off voting shall be held on the same day if at least two-fifths of all members of the Senate vote in favour of the candidate's proposal.
- (3) If a candidate's nomination is not approved in the run-off voting, the Senate shall, by resolution immediately after the run-off voting, announce a new election for the newly nominated candidates in accordance with Article 14 (3) (b) and (c) herein.

Article 19
Removal of the Rector

- (1) A motion to remove the Rector may be proposed to the Senate in writing with reasons by the Board of the Senate or by at least one-fifth of the members of the Senate.

- (2) The Chairperson of the Senate shall notify the Rector when a motion under par. (1) has been submitted and shall convene an extraordinary meeting of the Senate on the matter.

Part FIFTH
FINAL PROVISIONS

Article 20

- (1) This Code was approved by the Senate on June 13, 2017.
- (2) This Code shall come into force on the date of registration by the Ministry of Defence.
- (3) This Code shall come into force on the date of their validity but not before the date when the Election Regulations of the Academic Senate of the University of Defence in Brno become effective.

m. p.

Prof. MUDr. Jiří KASSA, CSc.
Chairman of the Academic Senate
of the University

m. p.

BG Prof. Ing. Bohuslav PŘIKRYL, Ph.D.
Rector

Pursuant to § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act), the Ministry of Education, Youth and Sports approved the registration of the Code of Procedure for the Academic Senate of the University of Defence in Brno on August 31, 2017, under Ref. No. MSMT-21548/2017-2.

.....*m. p.*
Mgr. Karolína GONDKOVÁ
Director of the Higher Education Department

The Ministry of Defence registered the Code of Procedure for the Academic Senate of the University of Defence in Brno on September 6, 2017, under Ref. No. MO 179766/2017-7542 pursuant to § 36 (2) and § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act).

.....*m. p.*
Ing. Petr VANČURA
State Secretary at the Ministry of Defence

Pursuant to § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act), the Ministry of Education, Youth and Sports approved the registration of the 1st Amendment to the Code of Procedure for the Academic Senate of the University of Defence in Brno on September 6, 2022, under Ref. No. MSMT-21022/2022-2.

.....*m. p.*
Mgr. Karolína GONDKOVÁ
Director of the Higher Education Department

The Ministry of Defence registered the 1st Amendment to the Code of Procedure for the Academic Senate of the University of Defence in Brno on September 7, 2022, under Ref. No. MO 365748/2022-7542 pursuant to § 36 (2) and § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act).

.....*m. p.*
JUDr. František KUBALÍK
on behalf of
Ing. Petr VANČURA
State Secretary at the Ministry of Defence