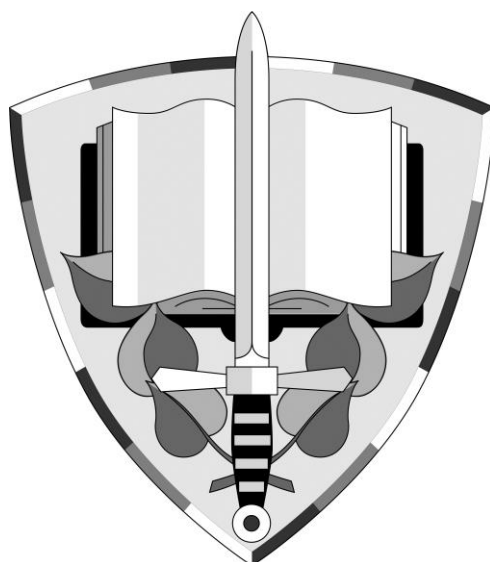


University of Defence in Brno
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REGISTERED INTERNAL REGULATION



**CODE OF PROCEDURE FOR THE SCIENTIFIC BOARD
OF THE UNIVERSITY OF DEFENCE IN BRNO**

Brno 2017

Article 1
Introductory Provisions

- (1) The Code of Procedure for the Scientific Board of the University of Defence in Brno (hereinafter referred to as "the Code") are internal regulations of the University of Defence in Brno (hereinafter referred to as "the University") pursuant to Act 111/1998 Coll., § 17 (1)(e), on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act), as subsequently amended, and pursuant to Article 7 of the Statute of the University of Defence in Brno.
- (2) The Code defines the bodies of the Scientific Board of the University of Defence in Brno (hereinafter referred to as the "Scientific Board"), the manner of their establishment and details of the manner of proceedings of the Scientific Board.

Article 2
Bodies of the Scientific Board

- (1) The bodies of the Scientific Board are the Chairperson of the Scientific Board (hereinafter referred to as the "Chairperson"), the Vice-Chairperson of the Scientific Board (hereinafter referred to as the "Vice-Chairperson"), the Presiding Committee of the Scientific Board (hereinafter referred to as the "Presiding Committee") and the expert bodies.
- (2) The working body of the Scientific Board is a five-member presiding committee, the members of which are, by virtue of their positions, the Chairperson and Vice-Chairperson and other members of the Scientific Board appointed by the Rector.
- (3) The Scientific Board shall establish expert bodies on the motion of the Chairperson. The expert bodies shall be advisory organs to the Scientific Board and shall be established as permanent or temporary. Even persons not members of the Scientific Board may be appointed to the expert bodies. The composition of the expert bodies shall be approved by the Scientific Board on a motion of the Chairperson.
- (4) The Chairperson primarily convenes the meetings of the Scientific Board and chairs its meetings.
- (5) In particular, the Vice-Chairperson:
 - a) performs the duties of the Chairperson in his absence or on his behalf,
 - b) prepares a draft plan for the activities of the Scientific Board,
 - c) ensures the preparation of background materials for the meetings of the Scientific Board,
 - d) ensures the preparation of background materials for *per rollam* voting,
 - e) manages the drafting of written resolutions of the Scientific Board on individual matters discussed by this Board,
 - f) continuously monitors the implementation of the resolutions of the Scientific Board and informs the Chairperson and other members of the Scientific Board thereof.
- (6) In particular, the Presiding Committee prepares the draft agenda for the meetings of the Scientific Board and carries out tasks according to the resolutions of the Scientific Board.
- (7) The main content of the activities by the expert bodies of the Scientific Board is in particular to:

- a) consider questions submitted by the Chairperson and prepare for the Scientific Board qualified and fully considered statements to them,
 - b) discuss independently the issues raised by the Chairperson of the expert body and submit opinions on them to the Chairperson or the Scientific Board.
- (8) Members of the Scientific Board are obliged in particular to:
- a) attend and prepare for meetings of the Scientific Board, study background material on matters on the agenda of the Scientific Board, assess them responsibly, express their own opinions and contribute actively to the solution of these matters,
 - b) participate in the implementation of the resolutions of the Scientific Board,
 - c) duly excuse themselves to the Chairperson or Secretary of the Scientific Board (hereinafter referred to as the "Secretary") if they are unable to attend a meeting of the Scientific Board,
 - d) immediately notify the Chairperson of their partiality on the matter or agenda item under discussion.

Article 3 Secretary

- (1) Organisational and administrative matters of the Scientific Board bodies fall under the responsibility of the Secretary, who may not be a member of the Scientific Board and shall attend meetings of the Scientific Board.
- (2) The Secretary, in particular:
- a) in cooperation with the designated members of the Scientific Board and, where appropriate, relevant University staff, compiles background materials for the Scientific Board meetings,
 - b) is responsible for administrative and organizational preparation, timely sending of invitations and supporting materials to the members of the Scientific Board for its meetings,
 - c) administratively supports the proceedings of the meetings of the Scientific Board,
 - d) takes minutes on the proceedings of the meetings of the Scientific Board and, as instructed by the Vice-Chairperson, prepares in writing the resolutions of the Scientific Board adopted at individual meetings,
 - e) performs other tasks related to the activities of the Scientific Board as directed by the Chairperson.

Article 4 Scientific Board Meetings

- (1) Meetings of the Scientific Board may be regular, extraordinary and ceremonial.
- (2) The schedule of regular meetings of the Scientific Board shall be set by the Chairperson so that a regular meeting of the Scientific Board is held at least twice a semester.
- (3) As a rule, meetings of the Scientific Board shall be open to the public unless the Scientific Board decides otherwise on the proposal of the Chairperson.
- (4) The Scientific Board shall be able to hold a quorum if a simple majority of all its members are present. In the event that the Scientific Board is deliberating on a proposal to appoint

a candidate as an associate professor or professor or on a proposal to confer an honorary doctorate, a quorum shall be attained if at least a two-thirds majority of all its members are present.

Article 5
Convening a meeting of the Scientific Board

- (1) Meetings of the Scientific Board shall be convened by the Chairperson according to the timetable or as required.
- (2) The Chairperson is obliged to convene an extraordinary meeting of the Scientific Board within 30 days if requested in writing by at least one-third of the members of the Scientific Board, indicating the proposed agenda.
- (3) The date, place and proposed agenda of the meeting of the Scientific Board shall be posted in the public section of the University's website.
- (4) An invitation to a meeting of the Scientific Board in paper or electronic form shall include the date, time, and place of the meeting and shall be delivered, together with the proposed agenda, to individual members of the Scientific Board at least 7 days before the date when the meeting takes place. Supporting materials on the matters to be discussed at the meeting of the Scientific Board shall be sent, unless generally binding legislation on the protection of classified information has been violated, to the members of the Scientific Board, as a rule, in electronic form or published in the University's electronic information system within the time limit as referred to in the first sentence above.
- (5) If a member of the Scientific Board is unable to attend a meeting, they shall notify the Chairperson or the Secretary at least two working days before the date of the meeting. In the event of absence from a meeting, a member of the Scientific Board shall have the right to express their opinion in writing on matters on the agenda and to submit this opinion to the Chairperson before the meeting; the Chairperson shall inform the present members of the Scientific Board of this opinion and ensure that it is recorded in the minutes of the meeting.
- (6) If found that the Scientific Board is not able to hold a quorum at the convened meeting, the Chairperson shall cancel the meeting and set a new date with the same agenda. The Secretary shall notify the members of the Scientific Board of the new date.
- (7) The Chairperson may invite others to discuss selected issues in the Scientific Board.
- (8) A list of attendance at the meeting shall be kept and attached to the minutes of the Scientific Board meeting.

Article 6
Proceedings of the Scientific Council Meeting

- (1) The Secretary shall, before the meeting commences, verify that a quorum of the Scientific Council is present and report the result to the Chairperson. If not, the Chairperson, with the consent of the members of the Scientific Board present, shall fix a new date for the meeting with the same agenda. The Secretary shall notify the new meeting date to the absent members of the Scientific Board.
- (2) The Chairperson or Vice-Chairperson (hereinafter referred to as the "presiding officer") shall direct the meeting in accordance with the approved agenda.

- (3) The Scientific Board discusses individual items in accordance with the approved agenda in such a way that an introductory speech on a given subject on the agenda is usually made by the proposer; the introductory speech usually includes a proposal for a resolution.
- (4) After the introductory remarks on the item under discussion, the presiding officer shall open the debate; members of the Scientific Board shall enter the debate by a show of hands. The presiding officer shall call the debate in the order in which the members of the Scientific Board have entered the debate. In the debate, a member of the Scientific Board may make proposals on the matter under discussion.
- (5) The presiding officer may also give the floor to a non-member of the Scientific Board.
- (6) If no other members of the Scientific Board are included in the debate, the presiding officer shall close the debate on the matter under discussion and announce the order in which the motions submitted will be voted on. Each motion shall normally be voted on separately.
- (7) At the end of the meeting, the Scientific Board adopts a resolution.
- (8) The Secretary shall prepare minutes of the proceedings of the meeting, which shall be signed by the presiding officer and the Secretary. At the request of a member of the Scientific Board, the minutes of the proceedings shall state a dissenting opinion or disagreement with the resolution adopted, together with a brief justification.
- (9) Minutes of the proceedings of the meeting shall be filed in the documentation of the Scientific Board. Members of the Scientific Board shall have the right to inspect the minutes.

Article 7 **Voting**

- (1) The Scientific Board may vote publicly or secretly at its meetings or publicly outside its meetings (hereinafter referred to as "*per rollam*" voting). Unless stipulated otherwise, the Scientific Board shall vote publicly at its meeting.
- (2) The Scientific Board shall decide by secret ballot:
 - a) if the law stipulates so,
 - b) if an internal regulation of the University stipulates so,
 - c) on the proposal whether the candidate should be appointed associate professor or professor, or on a proposal to confer an honorary doctorate, or on the proposal to award the Rector's prize for scientific work,
 - d) in deciding on a proposal to fill the post of associate professor, or
 - e) if it has decided on a secret ballot.
- (3) Prior to the secret ballot, the Scientific Board shall first elect two scrutineers from among its members who shall evaluate the ballots cast directly in the meeting room. The scrutineers shall, after the evaluation of the ballot, complete a report, sign and hand it in to the presiding officer, together with the ballots cast. The report of the secret ballot shall be annexed to the minutes of the meeting.
- (4) Unless precluded by the nature of the act, the Scientific Board decides by *per rollam* vote:
 - a) if necessary for reasons of time,
 - b) where the matters to be decided are simple and straightforward, or

- c) if it is a proposal for the discussion of which it is not possible or expedient to convene a meeting of the Scientific Board.
- (5) The Chairperson shall initiate a *per rollam* vote outside the meeting of the Scientific Board by submitting in writing to the other members of the Scientific Board a draft resolution to be adopted. The draft resolution shall include a time limit within which the members of the Scientific Board are to express their approval or disapproval in writing. If a member of the Scientific Board fails to comment in writing on the draft resolution within the time limit, they shall be deemed to disagree with the draft resolution. A record of the *per rollam* vote shall be made and signed by the Chairperson and the Secretary.

Article 8

Acceptance of the proposal

- (1) A proposal voted on by the Scientific Board at a public meeting shall be approved if a simple majority of the members of the Scientific Board present vote in favour of the proposal, except for the vote on a proposal to appoint a candidate as an associate professor or professor or to confer an honorary doctorate, in which case the proposal shall be approved if a majority of all members of the Scientific Board vote in favour of the proposal. At the conclusion of the vote, the presiding officer shall announce the results of the vote by stating the number of members of the Scientific Board present, the number of votes cast in favour of the proposal and the number of votes cast against the proposal, the number of members of the Scientific Board who abstained or the number of invalid votes, and whether the proposal was accepted.
- (2) A proposal voted on *per rollam* requires the consent of a simple majority of all members of the Scientific Board. The Chairperson shall notify all members of the Scientific Board of the result of the *per rollam* vote at the next meeting at the latest. A *per rollam* vote on the same proposal may be taken only once.

Article 9

Publication of resolutions

Resolutions are published in the University's electronic information system within two weeks from the date of the relevant meeting or the termination of the *per rollam* vote.

Article 10

Special provisions

- (1) The Rector shall invite the dean of the relevant faculty or the deans of the relevant faculties and, if necessary, persons who are entitled to provide further explanations on the proposal to submit an application for accreditation to the meeting of the Scientific Board in matters of accreditation of habilitation and appointment procedures. These persons shall answer questions from the members of the Scientific Board and shall have the right to speak in the debate.
- (2) The Rector shall invite the relevant head of the unit to a hearing on a faculty matter or to a hearing on a matter initiated by a unit body. The head of the unit shall answer the questions of the members of the Scientific Board and shall have the right to speak in the debate.

Article 11
Repealing and final provisions

- (1) The Code of Procedure for the Scientific Board of the University of Defence of March 19, 2009, is repealed.
- (2) This Code was approved by the Academic Senate of the University on June 13, 2017.
- (3) This Code shall come into force and effect on the date of registration by the Ministry of Defence.¹

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

m. p.

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

¹ Higher Education Act § 95 (8)(a).

Pursuant to § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and Amending Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports approved the registration of the Code of Procedure for the Scientific Board of the University of Defence in Brno on 31 August 2017 under Ref. no.MSMT-21548/2017-2.

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Mgr. Karolína GONDKOVÁ
Director
of the Higher Education Department

The Ministry of Defence registered the Code of Procedure for the Scientific Board of the University of Defence in Brno on September 6, 2017, under ref. no. MO 179777/2017-7542 pursuant to § 36 (2) and § 95 (8)(a) of Act 111/1998 Coll., on Higher Education Institutions and Amending Other Acts (Higher Education Act).

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