

**RULES OF PROCEDURE OF
ACADEMIC SENATE**
of the Faculty of Science, Palacký University
Olomouc

as of 14. 12. 2016

THIS TRANSLATION HAS AN INFORMATIVE TRANSLATION, THE WORDING IS NOT OFFICIAL.
CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

Article 1
Electing Chairman of AS

- (1) Should AS have no chairman, his/her election is the first item on the agenda of the forthcoming AS meeting.
- (2) Each member of AS may suggest a candidate for the chairman.
- (3) Election of a chairman is organized by the eldest member of AS. The ballot is secret, done by marking one name on the list of candidates.
- (4) Candidate with an absolute majority of votes becomes the chairman. Should no candidate acquire an absolute majority, there is a new polling about the first two candidates only. If there are more candidates sharing the first place, the polling only concerns them. If there is still no chairman elected, there is a random draw out of all suggested candidates.
- (5) In order to elect a Vice-chairman by the respective house, rules for electing chairman should be adequately applied.
- (6) Newly elected chairman informs the Dean about the result of election.

Article 2
Meeting and proceedings of AS

- (1) AS meets at least once in a quarter on determined dates. In case of urgent matters it may meet outside the determined dates. Chairman of AS convenes an extraordinary meeting according to this paragraph based on his/her consideration, the Dean's request, or request of at least 1/3 of AS members.
- (2) AS is quorate provided there are at least 3/5 of members present.
- (3) Procedure of AS is conducted by the Chairman or one of the Vice-chairman in order determined in the Constitution of Faculty of Science.
- (4) Should the Chairman and all Vice-chairmen be absent, AS elects a Chair of the meeting from academic staff. Elected Chair has the right of a Chairman for the purposes of this meeting.
- (5) An appointed employee of the Dean's office attends the meeting of AS to write record the minutes.
- (6) If the AS is quorate, the Chairman introduces the agenda to all who are present and commences the meeting.
- (7) If the AS is not quorate, the Chairman with agreement of all who are present sets a new date for proceedings. The minute clerk informs all absent members about the new date.
- (8) AS members may by voting decide about postponement of proceedings of certain items on the agenda for the following reasons:
 - a) A need to bring forward other documents,
- (9) Items on the agenda may once be postponed, if all AS student members or all present AS academic members

request it.

- (10) If there is an item on the agenda which needs to be decided in secret vote, the Chairman informs the minute clerk ahead of time in order to provide ballots. A ballot is valid, only if it contains the subject of vote and two options of voting (agree, disagree), whereas the choice has to be clearly marked in a given way.
- (11) The Chairman of the AS appoints two members who directly in the voting room evaluate submitted ballots and announce the result.
- (12) The Chairman announces the AS resolution, determines the means of its disclosure and gives directions to the minute clerk.
- (13) Minute clerk sends out or personally delivers resolutions of AS and approved materials within 10 days to those concerned by them.
- (14) Chairman sets a date of the next AS meeting and dismisses the proceedings.
- (15) Minutes of each AS meeting are sent out by the minute clerk according to the distribution list within 10 days of the respective meeting.
- (16) According to the Chairman's directions, the minute clerk sends out documents for the forthcoming meeting if possible 5 days prior to the meeting.

Article 3 Voting in writing

Issues which cannot be delayed may be decided by voting in writing based on the Dean's or Chairman's prior request. AS members should vote without delay, if they fail to do so within 5 days, it is assumed they have abstained from the vote.

Article 4 Electing a candidate for dean

- (1) AS of the Faculty appoints a three-member committee for preparation of the Dean's election.
- (2) AS announces the Dean's election at least 3 months prior to the termination of the term of office of the current Dean or when the urge to elect a new Dean occurs.
- (3) Each member of academia of the Faculty has a right to propose a candidate for Dean. The suggestion must be submitted in writing to the AS of the Faculty within certain deadline. AS forwards the suggestions to the election committee.
- (4) Election committee verifies if the suggested candidate agrees with the candidacy.
- (5) Election committee assembles a list of candidates in alphabetical order. Lists signed by members of election committee serve as ballots.

Article 5 Voting in AS

- (1) Decisions according to sec. 27 (1) (d), (e), (f), (h) of an act are valid provided that an absolute majority of AS members have agreed with them.
- (2) Decisions according to sec. 27 (1) (a), (b), (c) of an act are valid, provided that at least 3/5 of AS members voted in their favor.
- (3) Validity of a suggestion to appoint or remove the Dean is regulated by sec. 27 (3) thereof.
- (4) All other decision of AS are valid provided that an absolute majority of AS members votes in their favor.
- (5) The decision –making process for each issue has been determined. Secret voting takes place in case of electing the Dean, Chairman of the AS, and other issues decided by an absolute majority of AS members.

- (6) Dean is elected by members of AS in a given way by marking a single candidate on the ballot. A different way of marking the ballot is considered invalid.
- (7) In order to elect the Dean the absolute majority of all AS members is necessary.
- (8) Should none of the candidates receive an absolute majority of votes, there is a new vote between the first two candidates only. If there are two or more candidates with the same number of votes on the first place, only they advance into the second round.
- (9) During the repeated voting, the procedure follows par. (6) thereof with the exception of ballots executed according to par. (5) containing only the names of candidates who advanced to the second round.
- (10) Should no candidate be elected in the second round, the candidate with the highest number of votes advances into the third round. In case there are more candidates with the highest amount of votes, all of them advance into the third round.
- (11) In the third round the procedure follows par. (6) thereof with the exception of ballots executed according to par. (5) containing only the names of candidates who advanced to the third round.
- (12) Should the third round be unsuccessful as well, new elections are announced.
- (13) After a successful election the Chairman of the AS informs the elected candidate about the result, and secures drafting a report of the elections, and proposes the Dean elect to be appointed by the Rector.

Article 6
Removal of the Dean

- (1) A substantiated written suggestion for removing the Dean are brought forward by the AS members, provided that at least 1/3 of them is in favor or it is approved by the Rector of UP.
- (2) AS hears out the statement of the Dean and following a discussion the Chairman of the AS announces voting on the issue according to sec. 27 (3) of Act on universities.
- (3) A written suggestion to remove the Dean is brought forward to the Rector by the Chairman of the AS.
- (4) Concurrently with removing the Dean, the Rector may appoint which Vice-dean and into what extent will execute the Dean's function before a new Dean is appointed.

Article 7
Final provisions

- (1) This document was approved by the AS of the Faculty of Science on 19. 10. 2016.
- (2) This document was approved by the AS of Palacký University on 14. 12. 2016.
- (3) This document becomes effective by 1. 1. 2017.

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