

**RULES OF PROCEDURE  
OF  
SCIENTIFIC BOARD MEETING OF THE  
FACULTY OF SCIENCE, PALACKÝ  
UNIVERSITY IN OLOMOUC  
AS OF MARCH 1, 2006**

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

**Article 1**

**Competence and members of Scientific Board**

1. Scientific Board of the Faculty of Science, Palacký University in Olomouc (hereinafter referred to as "Scientific Board") is an autonomous academic body of the Faculty of Science, Palacký University in Olomouc (hereinafter referred to as "Faculty").
2. Scope of responsibility of the Scientific Board, appointment, removal, position of its members and honorary members is determined by Act on universities no. 11/1998 col. as amended (hereinafter referred to as "Act") and Article 11 of the Constitution of the Faculty of Science.
3. Term of office of Scientific Board members and honorary members is four years.

**Article 2**

**Scientific Board meeting and proceedings**

1. Meeting and proceedings of Scientific Board is determined by these Rules of Procedure.
2. Scientific Board meets on in advanced determined dates. However, the Dean has the right to summon a meeting outside these dates.
3. Scientific Board meeting is led by the Dean, in his absence by a Vice-dean appointed by him (hereinafter referred to as "Chairman").
4. Employees appointed by the Dean as minute's clerks are present at the meeting.
5. Meeting minutes are sent to all members and honorary members within one week of the proceedings.
6. With approval of an absolute majority of present members, it is possible to invite non-member experts to the meeting in order to gain relevant information.
7. Scientific Board is quorate, provided that at least 3/5 of its members are present. If the Board is not quorate, the Chairman sets a new date of meeting with approval of an absolute majority of present members. This date is then announced to all absent and honorary members.
8. In order to pass a decision, an absolute majority of present members is required. With the exception of habilitation procedure pursuant to sec. 72 (9) of the Act and for appointing professors pursuant to sec. 74 (6) of the Act when an absolute majority of all Scientific Board members is required.
9. Scientific Board votes in an open ballot, with the exception of habilitation procedure and appointing professors, and in cases decided by an absolute majority of all present members, when the ballot is secret.
10. Ballots for secret voting are adjusted by circling the desirable option. Should none of the options be circled, it is assumed that the member has abstained from his vote.

11. For calculating the number of votes of a secret ballot the Chairman appoints two scrutineers with approval of an absolute majority of all present and honorary members. The scrutineers evaluate the result of the voting in the board room and inform the Chairman of the results in a written protocol. The Chairman then announces the result by stating the number of affirmative and negative votes, and number of those who abstained.
12. Scientific Board meetings are open to public. However, the Scientific Board may decide that the entire meeting or its parts will be closed to public in case the presence of the public could jeopardize the right of an individual or an important Faculty or University interest. In such cases the Chairman determines who apart from Scientific Board members, honorary members, Vice-deans, and the Chairman of AS of the Faculty may participate in the closed meeting. Habilitation presentation, defense of a habilitation, and a presentation within procedure of appointing a professor may not be pronounced as closed meetings.

### **Article 3**

#### **Agenda of the Scientific Board meeting**

1. The agenda is proposed by the Dean, Vice-deans, members and honorary members of the Scientific Board.
2. Items on the agenda are pursuant to sec. 30 (1) of the Act discussed based on written materials. In other cases, the Board may also discuss issues based on an oral notification.
3. Introductory word to discussed item is brought forward by the Chairman or the plaintiff of the item.
4. Scientific Board may by an absolute majority decide about postponement of proceedings of certain items on the agenda for the following reasons:
  - a) a need to study available documents,
  - b) if a suggestion for submission of other documents is brought forward,
  - c) if a suggestion for hearing out expert opinions is brought forward.
5. After having discussed a certain item on the agenda, the chairman proposes a draft resolution about which is then voted.
6. In urgent cases the Dean may decide about voting in writing. In such cases the proposal along with supporting material is sent out to all members and honorary members of the Scientific Board in a provable manner. The Board member shall express their opinion without delay. If the response is not delivered within 10 days, it is assumed that he/she abstained from voting. In order to pass a decision via voting in writing an absolute majority of all Scientific Board members is required. Results of the vote are announced by the Dean at the next meeting. Voting in writing is only allowed once per each proposal, and not applicable for habilitation procedure and appointing professors.
7. The Chairman announces the resolution, and determines the means of its disclosure, and gives directions to the minutes clerks.

### **Article 4**

#### **Final provisions**

1. These rules of procedure were approved by the AS of the Faculty of Science on February 24, 2006, and became effective as of March 1, 2006 when approved by the AS of Palacký University.
2. As of the date of this document effect, the Rules of Procedure of Scientific Board meeting approved by the AS of PU on May 12, 1999 ceases its power.