

On 13 January 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Rules of Procedures of the Academic Senate of the Czech University of Life Sciences Prague under no. MSMT-1474/2017.

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Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**RULES OF PROCEDURE OF
THE ACADEMIC SENATE
OF THE CZECH UNIVERSITY OF LIFE
SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 13 JANUARY 2017**

UNOFFICIAL TRANSLATION

This internal regulation was published on 6 February 2017 on the public part of the CULS website.

**Rules of Procedure of the Academic Senate of the Czech
University of Life Sciences Prague
dated 13 January 2017**

Article 1

Composition of the Academic Senate of the Czech University of Life Sciences Prague

- (1) The Academic Senate of the Czech University of Life Sciences Prague (hereinafter “AS CULS”) is composed of elected representatives of the Academic Community of the Czech University of Life Sciences Prague (hereinafter “CULS”).
- (2) AS CULS has one Chamber.
- (3) AS CULS has 33 members.
- (4) Each CULS faculty is represented in AS CULS by three members of the academic staff of the relevant faculty and two student representatives from the relevant faculty.
- (5) At AS CULS, the Institute of Education and Communication (hereinafter IEC) is represented by one representative from the IEC academic staff and one representative from the IEC students. At AS CULS, the Department of Physical Education (hereinafter “DPE”) is represented by one representative from the DPE academic staff.

Article 2

Competences of AS CULS

In accordance with Section 9, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to other Acts (Act on Higher Educational Institutions), as amended (hereinafter the “Act”), AS CULS particularly:

- a) Decides, upon a proposal made by the Rector, on the establishment, merging, division or dissolution of CULS Units. It also decides on the establishment or dissolution of shared facilities which are a part of CULS,
- b) Approves:
 1. Rules of Procedure of the Academic Senate Czech of the University of Life Sciences Prague; AS CULS shall request the opinion of the Rector regarding this draft,
 2. An internal regulation of a faculty upon the proposal of the Academic Senate of the faculty; AS CULS shall request the opinion of the Rector regarding this proposal,
 3. Other internal regulations of CULS and parts thereof upon the proposal of the Rector,
- c) Approves the CULS budget submitted by the Rector and checks the use of funds,
- d) Approves the annual report on activities and annual report on the economic activities of CULS submitted by the Rector,

- e) Approves the report on the internal evaluation of the quality of educational, scientific and research, development and innovation, artistic or other creative activities (hereinafter the “creative activity”) and related CULS activities submitted by the Chairman of the Council for Internal Evaluation of CULS and supplements to this report,
- f) Gives to the Rector prior consent to appoint and dismiss members of the CULS Scientific Board, members of the Council for Internal Evaluation of CULS and members of the CULS Disciplinary Commission,
- g) Approves the conditions for enrolment for studies in study programmes which are not carried out at faculties,
- h) Adopts resolutions on the proposal for nomination of a Rector, or proposes that he/she be dismissed from the position,
- i) Approves the strategic intent of the educational and creative activities of CULS and annual plan for the implementation of the strategic intent submitted by the Rector,
- j) Upon a proposal made by the Rector revokes an internal regulation, decision or other action undertaken by an executive office of CULS, or suspends their effect, if such an internal regulation, decision or action is at variance with special regulations or internal regulations of CULS.
- k) AS CULS voices its opinion with reference to:
 - 1. Proposals for implementation of study programmes which are not taught at faculties,
 - 2. Proposals made by the Rector to designate or dismiss Vice Rectors,
 - 3. Legal actions requiring preliminary approval by the CULS Management Board,
 - 4. Proposals and recommendations made by the CULS Management Board,
- l) Is active within other matters expressly specified in the Statute of the Czech University of Life Sciences Prague.

Article 3

Election of a Candidate for the position of Rector

- (1) For preparation for election of a candidate for the position of Rector, AS CULS shall elect a 3-member Election Committee from amongst its members headed by its Chairman, whom the Election Committee shall elect from within.
- (2) The Election Committee announces the election of a candidate for the position of Rector at least two months before the end of the term of office of the current Rector. In the event of early termination of the term of office of the Rector, the Election Committee shall immediately announce the election of candidate for the position of Rector.
- (3) All members or a group of members of the CULS Academic Community are entitled to submit a proposal in favour of their candidate for the position of Rector. The proposals must be submitted personally in writing in a closed envelope by a set date, and at a specific location designated by the election committee of AS CULS.

- (4) The Election Committee assesses if the proposed candidate for the position of Rector complies with legal dispositions and discusses with the candidate his/her personal consent.
- (5) The Election Committee establishes an alphabetic list of proposed candidates who fulfil the conditions stipulated in paragraph 4 as a list of candidates for the position of Rector.
- (6) AS CULS elects the candidate for the position of Rector in a secret ballot. Each member has one vote. A valid vote is considered a ballot with one designated candidate. An empty ballot is considered an abstention. A ballot designating several candidates is considered invalid.
- (7) A simple majority of valid affirmative votes from all members of AS CULS is necessary for a proposed candidate to be elected to the position of Rector.
- (8) If none of the candidates proposed for the position of Rector obtains the necessary number of votes, a second round follows with a vote deciding between the two top contenders on the list. If two or more proposed candidates share first place, only these proposed candidates will take part in the second round. If one proposed candidate is in first place and the number of votes for two or more proposed candidates is equal for second place, all of the proposed candidates will take part in the second round.
- (9) If none of the candidates were elected for the position of Rector, a third round will be held immediately in accordance with the principles valid in the second round.
- (10) If none of the candidates for the position of Rector obtain the necessary majority of votes in the third round, another election will be held a week later in accordance with the principles valid in the third round. If no candidate is elected after this round, the Election Committee will announce a new election.
- (11) The Rector is appointed by the President of the Czech Republic upon the proposal of AS CULS. The proposal is submitted through the Minister of Education, Youth and Sports; the AS CULS Chairman will ensure the delivery of the proposal to the Minister.

Article 4

Adopting a Proposal to Dismiss the Rector

- (1) A substantiated proposal for dismissing the Rector can be submitted by any member of AS CULS and by the Chairman of the Academic Senate of a Faculty to the AS CULS Chairman or Member of the AS CULS Presiding Board of Directors.
- (2) AS CULS shall discuss the proposal on dismissing the Rector, acquaints itself with the Rector's opinion, and after discussion, it shall either reject the proposal or assign it for voting on adopting a proposal to dismiss the Rector. The simple majority of all votes of AS CULS members is necessary for rejecting the proposal for dismissing the Rector.
- (3) In the event that the proposal for dismissing the Rector is not rejected, AS CULS shall vote on the proposal to dismiss the Rector pursuant to Section 8, paragraph 3 of the Act. For the proposal to be accepted, three fifths of the members of AS CULS must agree to it in a secret ballot.
- (4) The CULS Academic Community is notified about the adopted proposal to dismiss the Rector; The AS CULS Chairman shall ensure that the CULS Academic Community is informed.

(5) The Rector is dismissed by the President of the Czech Republic upon the proposal of AS CULS. The proposal is submitted through the Minister of Education, Youth and Sports; the AS CULS Chairman shall ensure the delivery of the proposal to the Minister.

Article 5 Convening of AS CULS

(1) AS CULS meetings are convened by the AS CULS Chairman:

- a) at least twice during a semester,
- b) at the request of at least two members of the AS CULS Presiding Board,
- c) upon a written request submitted by at least one third of AS CULS members,
- d) upon the request of the Rector.

(2) AS CULS meetings can be convened on the basis of a written request of at least two thirds of all AS CULS members; in such a case the AS CULS member who initiated the convening will convene the AS CULS meetings.

(3) The first meeting of AS CULS within a new election term is convened by the Chairman of the main Election Committee of AS CULS established according to the Election Regulations of the Academic Senate of the Czech University of Life Sciences Prague, and the meeting is chaired by him/her until the Chairman of AS CULS is elected; the first meeting of AS CULS must take place at latest 1 month after the start of a new election term; the AS CULS Chairman is elected during the first meeting of AS CULS.

Article 6 AS CULS Rules of Procedure

(1) AS CULS members must be invited in writing to attend an AS CULS meeting at least one week in advance, provided that the date of the meeting was not indicated in the minutes of the previous meeting.

(2) If under exceptional circumstances it is not possible to announce the date of an AS CULS meeting at least one week in advance, the AS CULS Presiding Board must arrange for personal invitation for all AS CULS members.

(3) The invitation to the AS CULS meeting must include the agenda for the meeting with items on the agenda that are known to the AS CULS Presiding Board at the time (if the agenda for the meeting was not determined in the minutes from the past meeting).

(4) In cooperation with the AS CULS Presiding Board and committees, the Chairman of AS CULS prepares documents for AS CULS meetings, proposes an agenda for the meeting and chairs the meeting. Unless these Rules of Procedure determine otherwise, the Chairman prepares the time schedule for works of AS CULS.

(5) The proposals pursuant to Article 2, letters a) to e), g) and i) and documents for a decision pursuant to Article 2, letter h), must be made accessible by their submitter, at least 7 calendar days before they are discussed, to members of the CULS Academic Community in a manner that allows for remote access. The AS CULS Chairman shall ensure access to proposals or

documents to a decision pursuant to Article 2, letters f), j), k) and l) to AS CULS members at least 7 calendar days before they are discussed in a manner that allows for remote access, unless the discussed matters are only the subject of verbal discussions.

(6) Minutes from the meetings are taken by a person authorized by the AS CULS Presiding Board and are signed by one member of the Board.

(7) AS CULS meetings are chaired by the AS CULS Chairman, AS CULS Vice Chairman, or a member authorized by the Board, unless these Rules of Procedure determined otherwise - (hereinafter the "President").

(8) AS CULS meetings are adjourned by the President after all of the items on the agenda of the meeting are discussed, or they may be adjourned before all of the items on the agenda of the meeting are discussed upon the proposal of an AS CULS member with the consent of a simple majority of present members.

(9) The President shall ensure the publication of the minutes in a suitable manner, as well as their delivery to AS CULS members, the Rector and the Chairmen of AS at faculties. An AS CULS member shall be entitled to receive minutes from AS CULS meetings in electronic form within one week after the meeting takes place (paper form of minutes upon request).

(10) AS CULS meetings are open to the public.

Article 7 **AS CULS Voting Method**

(1) In matters that require adoption of resolutions via decisions, approvals, adopting of proposals, etc., pursuant to Article 2, letters a) to g), i), j) and l), AS CULS shall adopt such measures via a simple majority of valid affirmative votes of all AS CULS members.

(2) During AS CULS voting on other matters, a decision shall be adopted via a simple majority of valid affirmative votes of present AS CULS members with the participation of more than half of AS CULS members, unless these Rules of Procedure determine otherwise.

(3) To voting on a proposal to appoint or dismiss a Rector relates Section 9, paragraph 4 of the Act. When electing a candidate for Rector and when electing an AS CULS Chairman, decisions are made via a secret ballot; the course of such elections is regulated in Articles 3 and 9.

(4) In exceptional cases, AS CULS may also adopt written resolutions outside meetings (per rollam resolutions). The course of this form of voting takes place as follows:

- a) the AS CULS Chairman first ensures that all AS CULS members have been sent a draft of a resolution, with which consent is to be expressed, with determining the date on which AS CULS members are to vote, and the address and e-mail at which the AS CULS members are to vote;
- b) if any AS CULS member informs the AS CULS Chairman within the determined period that they are requesting discussion of a resolution which is to be adopted per rollam, such a resolution cannot be adopted outside of AS CULS meetings;
- c) a resolution shall be adopted if two-thirds of all AS CULS members voted for it;

- d) after the end of the period for voting, the AS CULS Chairman shall inform all AS CULS members of the results of the voting. The AS CULS Chairman shall also record all documents associated with such voting. In addition, at the next AS CULS meeting, the AS CULS Chairman shall provide to the members information about the course of the per rollam voting; the minutes from this voting shall become a part of the minutes from the subsequent AS CULS meeting.

Article 8

Designation of Representatives to the Board of Universities

- (1) Representatives to the Board of Universities are designated by AS CULS on the basis of a proposal made by the Academic Senate of the relevant Faculty. Each Faculty proposes a number and composition of representatives as prescribed by the Board of Universities Statutes.
- (2) AS CULS designates a representative to the Student Chamber of the Board of Universities from candidates nominated by student constituencies of the Academic Senates of individual faculties and AS CULS.
- (3) AS CULS designates a representative of CULS as a whole to the Board of Universities upon the proposal of the AS CULS General Assembly.
- (4) AS CULS shall decide on the designation at least one month before the end of the term of office of the Board of Universities. If a position of representative becomes free during the term of office, AS CULS shall immediately decide on the designation.
- (5) AS CULS shall decide on the designation via a simple majority of valid affirmative votes of all AS CULS members.

Article 9

Procedure and Method of Election of the AS CULS Chairman

- (1) The AS CULS Chairman is elected from the AS CULS members who are CULS academic staff. The election takes place via a secret ballot and can have several rounds.
- (2) The Election Committee is first elected from AS CULS members, and then candidates from the AS CULS General Assembly are nominated in a secret ballot for the position of Chairman from the present AS CULS members.
- (3) Candidates for the position of Chairman of AS CULS must make a statement regarding their nomination.
- (4) The procedure and method of election of an AS CULS Chairman are as follows:
- a) At least two thirds of all AS CULS members must be present at the moment of election;
 - b) A ballot is valid when one candidate is designated; an empty ballot is considered as an abstention. A ballot with more than one candidate designated is considered invalid;
 - c) If only one candidate for position of Chairman is nominated in a given round, the candidate will not vote. If there are several candidates in a given round, all of them will vote;

- d) First round: a simple majority of votes of all AS CULS members is necessary for a candidate to be elected;
 - e) Second round: if a candidate is not elected in the first round, a second round will be held immediately. Only candidates who were in first and second place in the first round shall take part in the second round. If there are more than two such candidates, all of them will take part. A simple majority of votes of all AS CULS members is necessary for a candidate to be elected. If none of the proposed candidates for the position of AS Chairman receive the necessary number of votes, voting will immediately take place in the second round for the proposed candidates who finished in the first two places. If two or more proposed candidates finished in first place, then only these candidates will advance to the second round. If one proposed candidate finished in first place and the number of votes for two or more proposed candidates in second place is equal, all of the proposed candidates will advance to the second round; a simple majority of votes of present AS CULS members is necessary for a candidate to be elected.
 - f) Third round: if no candidate is elected in the second round, a third round will be held with candidates who were in second and third place in the second round in accordance with the principles of the second round. If no candidate receives the necessary majority in the third round, the candidate with the highest number of votes will be elected Chairman; if there are an equal number of votes, the decision will be made by a draw.
- (5) The elected AS CULS Chairman will assume office after the end of the AS CULS meeting at which he or she was elected.
- (6) A proposal for dismissing the AS CULS Chairman may be submitted by any AS CULS member during an AS CULS meeting. At least two thirds of all AS CULS members must be present at the time of the election. The consent of a simple majority of all AS CULS members in a secret ballot is necessary to adopt the proposal.

Article 10 **AS CULS Chairman**

- (1) The AS CULS Chairman is a representative of AS CULS. In collaboration with the AS CULS Presiding Board and committees, the AS CULS Chairman has the following duties:
- a) Prepares documents for AS CULS meetings, proposes the agenda of a meeting, chairs meetings and prepares the AS CULS work time-schedule,
 - b) Is responsible for the timely submission of documents for meetings in accordance with these Rules of Procedures and the Electoral Regulations of the Academic Senate of the Czech University of Life Sciences Prague, and is responsible for adherence thereto,
 - c) Verifies the performance of membership of individual AS CULS members.
- (2) The advisory body of the AS CULS Chairman is the AS CULS Presiding Board. The Chairman convenes the Board at his or her discretion.
- (3) In the period between AS CULS meetings, in collaboration with the Board, the AS CULS Chairman handles routine agenda and fulfils tasks which were commissioned for him or her by AS CULS.
- (4) The AS CULS Chairman is responsible for his or her activities to AS CULS, and the Chairman's term of office is one year.

(5) The AS CULS Chairman regularly informs the Rector of the results of AS CULS meetings.

(6) CULS secures administrative tasks arising from the work of AS CULS assigned by the AS CULS Chairman or the President and Chairman of AS CULS committees.

Article 11

AS CULS Presiding Board and Committees

(1) After being elected, the AS CULS Chairman proposes a candidate for Vice Chairman. Proposals for AS CULS Presiding Board members are submitted by AS CULS members from the relevant Faculty and IEC, and from students. A proposed member of the Board must always be an AS CULS member. Each Faculty and IEC are always represented in the AS CULS Presiding Board by one member. There is also one student representative in the AS CULS Presiding Board, regardless of his/her Faculty/IEC affiliation. AS CULS approves individual proposals for members of the Board via a simple majority of the votes of present AS CULS members.

(2) AS CULS committees are established as needed. Committees may be established as permanent or temporary. The Chairman of a committee must be a member of AS CULS. Committee members can also be members of the CULS Academic Community and must be approved by AS CULS via a simple majority of the votes of all AS CULS members. When the committee is established, the scope of activities of the committee must be specified in the minutes from AS CULS meetings.

Article 12

Closing Provisions

(1) The term of office of AS CULS members, the method of electing AS CULS members, the establishment and termination of membership in AS CULS and the rights and obligations of AS CULS members are determined by the Electoral Regulations and Rules of Procedure of the Academic Senate of the Czech University of Life Sciences Prague as a CULS internal regulation.

(2) These Rules of Procedure were approved pursuant to Section 9, paragraph 1, letter b) of the Act by AS CULS on 14 December 2016.

(3) These AS CULS Rules of Procedure come in to force pursuant to Section 36, paragraph 4 of the Act on the date they were registered by the Ministry of Education, Youth and Sports.

(4) These Electoral Regulations and Rules of Procedures come in to force on the date they are published in the public section of the CULS website.

prof. Ing. Jiří Balík, CSc., dr. h. c., *in his own hand*

Rector