

On 15 March 2021, 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-7303/2021-1.

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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 15 MARCH 2021**

UNOFFICIAL TRANSLATION

CZU

Rules of Procedure of the Academic Senate of the Czech University of Life Sciences Prague

dated 15 March 2021

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

Article 2

Competences of AS CZU

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 CZU particularly:

- a) Decides, upon a proposal made by the Rector, on the establishment, merging, division or dissolution of CZU Units. It also decides on the establishment or dissolution of shared facilities which are a part of CZU,
- b) Approves:
 1. Rules of Procedure of the Academic Senate Czech of the University of Life Sciences Prague; AS CZU 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 CZU shall request the opinion of the Rector regarding this proposal,
 3. Other internal regulations of CZU and parts thereof upon the proposal of the Rector,
- c) Approves the CZU 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 CZU 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 CZU activities submitted by the Chairman of the Council for Internal Evaluation of CZU and supplements to this report,
- f) Gives to the Rector prior consent to appoint and dismiss members of the CZU Scientific Board, members of the Council for Internal Evaluation of CZU and members of the CZU 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 CZU 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 CZU, or suspends their effect, if such an internal regulation, decision or action is at variance with special regulations or internal regulations of CZU.
 - k) AS CZU 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 CZU Management Board,
 - 4. Proposals and recommendations made by the CZU 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 CZU 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 CZU 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 CZU.

(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 CZU 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 CZU 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 CZU. The proposal is submitted through the Minister of Education, Youth and Sports; the AS CZU 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 CZU and by the Chairman of the Academic Senate of a Faculty to the AS CZU Chairman or Member of the AS CZU Presiding Board of Directors.

(2) AS CZU 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 CZU 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 CZU 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 CZU must agree to it in a secret ballot.

(4) The CZU Academic Community is notified about the adopted proposal to dismiss the Rector; The AS CZU Chairman shall ensure that the CZU Academic Community is informed.

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

Article 5 **Convening of AS CZU**

- (1) AS CZU meetings are convened by the AS CZU Chairman:
 - a) at least twice during a semester,
 - b) at the request of at least two members of the AS CZU Presiding Board,
 - c) upon a written request submitted by at least one third of AS CZU members,
 - d) upon the request of the Rector.
- (2) AS CZU meetings can be convened on the basis of a written request of at least two thirds of all AS CZU members; in such a case the AS CZU member who initiated the convening will convene the AS CZU meetings.
- (3) The first meeting of AS CZU within a new election term is convened by the Chairman of the main Election Committee of AS CZU 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 CZU is elected; the first meeting of AS CZU must take place at latest 1 month after the start of a new election term; the AS CZU Chairman is elected during the first meeting of AS CZU.
- (4) In exceptional situations, the Chairperson may convene the AS CZU with negotiations and voting outside the session by means of distance communication, in full (distance session) or partially (hybrid session). If the AS CZU decides to do so, it may also decide by public vote on matters that require a secret ballot according to the CZU internal regulations. The Chairperson shall determine the exact conditions for negotiations and voting outside the session by means of distance communication. The provisions concerning negotiations and voting of the AS CZU shall be applied *mutatis mutandis* to negotiations and voting by means of distance communication.

Article 6 **AS CZU Rules of Procedure**

- (1) AS CZU members must be invited in writing to attend an AS CZU 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 CZU meeting at least one week in advance, the AS CZU Presiding Board must arrange for personal invitation for all AS CZU members.
- (3) The invitation to the AS CZU meeting must include the agenda for the meeting with items on the agenda that are known to the AS CZU 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 CZU Presiding Board and committees, the Chairman of AS CZU prepares documents for AS CZU 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 CZU.
- (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 CZU Academic Community in a manner

that allows for remote access. The AS CZU Chairman shall ensure access to proposals or documents to a decision pursuant to Article 2, letters f), j), k) and l) to AS CZU 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 CZU Presiding Board and are signed by one member of the Board.

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

(8) AS CZU 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 CZU 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 CZU members, the Rector and the Chairmen of AS at faculties. An AS CZU member shall be entitled to receive minutes from AS CZU meetings in electronic form within one week after the meeting takes place (paper form of minutes upon request).

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

Article 7 **AS CZU 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 CZU shall adopt such measures via a simple majority of valid affirmative votes of all AS CZU members.

(2) During AS CZU voting on other matters, a decision shall be adopted via a simple majority of valid affirmative votes of present AS CZU members with the participation of more than half of AS CZU 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 CZU 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 CZU may also adopt written resolutions outside meetings (per rollam resolutions). The course of this form of voting takes place as follows:

- a) the AS CZU Chairman first ensures that all AS CZU members have been sent a draft of a resolution, with which consent is to be expressed, with determining the date on which AS CZU members are to vote, and the address and e-mail at which the AS CZU members are to vote; or the Chairperson determine the exact conditions for voting outside the session.
- b) if any AS CZU member informs the AS CZU 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 CZU meetings;
- c) a resolution shall be adopted if two-thirds of all AS CZU members voted for it;

- d) after the end of the period for voting, the AS CZU Chairman shall inform all AS CZU members of the results of the voting. The AS CZU Chairman shall also record all documents associated with such voting. In addition, at the next AS CZU meeting, the AS CZU 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 CZU meeting.

Article 8

Designation of Representatives to the Board of Universities

- (1) Representatives to the Board of Universities are designated by AS CZU 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 CZU 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 CZU.
- (3) AS CZU designates a representative of CZU as a whole to the Board of Universities upon the proposal of the AS CZU General Assembly.
- (4) AS CZU 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 CZU shall immediately decide on the designation.
- (5) AS CZU shall decide on the designation via a simple majority of valid affirmative votes of all AS CZU members.

Article 9

Procedure and Method of Election of the AS CZU Chairman

- (1) The AS CZU Chairman is elected from the AS CZU members who are CZU academic staff. The election takes place via a secret ballot and can have several rounds.
- (2) The Election Committee is first elected from AS CZU members, if this Election Committee was not elected as permanent Election Committee in the minutes from the past. After that then candidates from the AS CZU General Assembly are nominated in a secret ballot for the position of Chairman from the present AS CZU members.
- (3) Candidates for the position of Chairman of AS CZU must make a statement regarding their nomination.
- (4) The procedure and method of election of an AS CZU Chairman are as follows:
- a) At least two thirds of all AS CZU 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 CZU 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 CZU 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 CZU 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 CZU Chairman will assume office after the end of the AS CZU meeting at which he or she was elected.
- (6) A proposal for dismissing the AS CZU Chairman may be submitted by any AS CZU member during an AS CZU meeting. At least two thirds of all AS CZU members must be present at the time of the election. The consent of a simple majority of all AS CZU members in a secret ballot is necessary to adopt the proposal.

Article 10 AS CZU Chairman

- (1) The AS CZU Chairman is a representative of AS CZU. In collaboration with the AS CZU Presiding Board and committees, the AS CZU Chairman has the following duties:
- a) Prepares documents for AS CZU meetings, proposes the agenda of a meeting, chairs meetings and prepares the AS CZU 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 CZU members.
- (2) The advisory body of the AS CZU Chairman is the AS CZU Presiding Board. The Chairman convenes the Board at his or her discretion.
- (3) In the period between AS CZU meetings, in collaboration with the Board, the AS CZU Chairman handles routine agenda and fulfils tasks which were commissioned for him or her by AS CZU.
- (4) The AS CZU Chairman is responsible for his or her activities to AS CZU, and the Chairman's term of office is one year.
- (5) The AS CZU Chairman regularly informs the Rector of the results of AS CZU meetings.

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

Article 11 **AS CZU Presiding Board and Committees**

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

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

Article 12 **Closing Provisions**

(1) The term of office of AS CZU members, the method of electing AS CZU members, the establishment and termination of membership in AS CZU and the rights and obligations of AS CZU 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 CZU internal regulation.

(2) These Rules of Procedure were approved pursuant to Section 9, paragraph 1, letter b) of the Act by AS CZU on 12 November 2020.

(3) These AS CZU 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 of valid.

prof. Ing. Petr Sklenička, CSc., *in his own hand*

Rector