

# **RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE THIRD FACULTY OF MEDICINE OF CHARLES UNIVERSITY**

The Academic Senate of the Third Faculty of Medicine of Charles University, pursuant to Section 27 (1) (b) and Section 33 (2) (c) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), has resolved on the following Rules of Procedure of the Academic Senate of the Third Faculty of Medicine of Charles University as its internal regulations:

## **Part I**

### **Article 1 Basic Provisions**

The proceedings of the Academic Senate of the Third Faculty of Medicine of Charles University (hereinafter referred to as the "Senate") are governed by the Higher Education Act, the Statutes of Charles University (hereinafter referred to as the "University Statutes") and the Statutes of the Third Faculty of Medicine (hereinafter referred to as the "Faculty Statutes"). Further details are regulated by the following Rules of Procedure of the Academic Senate of the Third Faculty of Medicine (hereinafter referred to as the "Rules of Procedure of the Senate").

## **Part II**

### **Rules of Procedure of the Academic Senate**

#### **Article 2 Board of the Senate**

- 1) The President of the Senate and the two Vice-Presidents shall constitute the Board of the Senate.
- 2) The President of the Senate shall be elected from among the members of the Senate (hereinafter referred to as "Senators") - academic staff at the first meeting of the Senate by secret ballot.
- 3) The academic staff members of the Senate shall elect the Vice-Chairperson by secret ballot from among the academic staff members.
- 4) Student Senators shall elect a Vice-Chairperson from among the students by secret ballot.
- 5) The Senate Board prepares the agenda for the Senate meetings and represents the Senate in relation to other persons. It shall also determine procedural matters of the Senate unless otherwise provided for in the internal rules.
- 6) The Secretary of the Senate shall administer the Senate as instructed by the Senate Board.
- 7) The Secretary of the Senate shall be an employee of the Dean's Office designated by the Secretary of the Faculty after the Senate has expressed its views.

#### **Article 3 Convening of meetings**

- 1) The Senate shall be convened to meet by its President if the Statutes of the Faculty so provide or on the basis of a resolution of the Senate. This is without prejudice to the provisions of Article 4, paragraph 17 of the Election Regulations of the Academic Senate of the Third Faculty of Medicine of

Charles University. An invitation to a meeting of the Senate with a draft agenda shall be sent to the Senators, as a rule, by electronic mail and published on the official notice board of the Faculty at least 5 days in advance.

2) If the Rector, the Dean or at least 10 Senators request a meeting of the Senate, the Chairperson shall convene the meeting within 10 days of the receipt of the request; the request must be made in writing and must include a draft agenda.

3) If the time limit referred to in subsection 1 has not been met, a Senator may propose that the meeting be adjourned; the Senate shall decide on such a proposal by a vote without debate.

#### **Article 4**

##### **Opening of the meeting, agenda, adjournment**

1) The President of the Senate or the Vice-President designated by him (hereinafter referred to as 'the Presiding Officer') shall preside over the proceedings of the Senate.

2) The President may open the proceedings of the Senate only if more than a majority of the Senators are present. If, during the course of the meeting, it is established that the number of Senators present has fallen below that quorum, the meeting shall be terminated after 15 minutes.

3) The Senate shall, on a proposal by its President, determine the agenda and, where appropriate, the manner in which the items on the agenda are to be discussed. The approved agenda may be amended only exceptionally during a Senate meeting. The Senate shall decide on the agenda, or on a proposal to amend or supplement it, by a vote without debate.

4) Where a meeting has been convened pursuant to Rule 3(2), the Board shall decide only on the agenda as set out in the request.

5) If, after six hours of deliberation, the approved agenda has not been exhausted, the Senate may, on a proposal from the Board, decide to adjourn the meeting without debate. A meeting may also be adjourned if it could not be opened because the requisite number of Senators was not present within 30 minutes of the announced start of the meeting, or in lieu of adjournment pursuant to the preceding paragraph.

6) A meeting may also be adjourned if the proceedings have been grossly disrupted.

7) The proceedings of the Senate shall be public.

#### **Article 5**

##### **Participants in the proceedings**

1) Senators shall take part in the deliberations of the Senate. The dean, vice-deans and the secretary of the faculty may attend.

2) If the Senate so decides, the dean, the vice-dean or the secretary of the faculty shall be obliged to attend the Senate meeting in person.

3) If any of the persons referred to in paragraph 3 grossly disrupts the proceedings, the chairperson may exclude them from the meeting.

## **Article 6**

### **Discussion of items on the agenda**

1) Individual agenda items shall normally be discussed on the basis of written supporting material. These materials shall be submitted by the proposer, who shall request consideration by the Senate Board at least 14 days before the date of the meeting of the Academic Senate. In justified cases, the Senate Board may shorten this period to 7 days. The supporting materials shall be sent to the senators together with the notice of the date and place of the meeting referred to in Article 3(1) in electronic form, unless the senator specifically requests that the Senate President send them in paper form. At the same time, the supporting material shall be published on the Faculty's website.

2) Consideration of the item of the Senate meeting on which the Senate background material is to be used shall commence if all Senators have received such material in time. If the time limit under the preceding paragraph has not been met, a Senator may move to adjourn the consideration of such item. The Senate shall decide on the motion to adjourn by a vote without debate.

3) An item of business before the Senate shall normally be introduced by the mover. The proposer of the motion may be a senator, a group of senators, a dean, or a vice-dean on the authority of the dean. If it is a motion by a group of senators, it shall be moved by a senator who is a member of the group and who has been delegated to do so by the group.

4) If at any time during the meeting the Academic Senate decides that the supporting materials are insufficient, it shall refrain from further consideration of the relevant agenda item.

## **Article 7**

### **Debate**

1) For each item of agenda, the Chairperson shall open a debate with the aim of formulating the text of the overall draft document or resolution or its variants. The persons referred to in Article 5(1) and 6(3) may speak in the debate.

2) Other persons may also speak in the debate. The Academic Senate may refuse to allow such persons to speak.

3) Applications to take part in the debate shall be made in advance to the Senate Board or, during the meeting and the debate itself, to the chairperson.

4) The conduct of the debate shall be controlled by the chairperson, who shall accord the floor in the order in which the Senators or other persons entitled to take part in the debate have applied for it. When giving the floor, the President shall draw the attention of the next speaker to the fact that his or her speech will follow. Only the person to whom the President gives the floor may take the floor. Anyone who is not present in the Chamber when the floor is given shall lose his or her turn.

5) The Senate may take a decision on the item under discussion without debate, subject to a limit on speaking time of not less than five minutes. The limitation of speaking time shall not apply to the first

intervention by the proposer under Article 6(3).

6) The Senate may decide, without debate, that a Senator may speak no more than twice on the same subject.

7) Senators may, during the debate, make supplementary or amending motions to motions tabled.

8) The mover of a motion may modify or amend his or her motion as the debate progresses, unless the Academic Senate has agreed not to allow amendments to the motion as submitted.

9) A Senator shall not address other Senators directly in the debate and shall put any questions to them through the Chair.

10) A Senator, or other person participating in the Senate meeting, shall speak to the matter under discussion. If he or she deviates from it, or exceeds the time limit set for speaking, the presiding officer may call the Senator's attention to it and call him or her to the point. If a participant in a Senate meeting deviates from the bounds of propriety by his speech, the Presiding Officer may call him to order. If a double warning has not led to a correction, he may withdraw the floor from him. The Senate shall rule on any objection by a Senator to the decision to withdraw the floor without debate.

11) A Senator may make a point of order in response to the course of the debate. A procedural motion concerning the manner in which an item on the agenda is to be discussed shall also be considered a factual remark. However, it may not be used to state a substantive position on the issue under discussion. A Senator who has made a point of order shall be given the floor in priority, without interrupting the speaker.

(12) The presentation of a factual remark and any reply to a factual remark made by another Senator shall not exceed two minutes. If it is not a factual remark or a reply to such a remark, or if a Senator exceeds the time allowed for making them, the President may withdraw the floor from him. The decision of the Presiding Officer to withdraw the floor under the preceding sentence shall be final.

(13) The speaker shall not be interrupted by anyone, except by the authority of the presiding officer under paragraph (10).

14) The Dean or, on his/her behalf, the Vice-Dean, the Rector or, on his/her behalf, the Vice-Rector and the President of the Academic Senate of the University or, on his/her behalf, a member of the Academic Senate of the University authorised by him/her shall have the right to speak at the meeting whenever they so request.

15) The Chairperson shall close the debate if no further speakers are registered.

16) At the end of the debate, a vote shall be taken on the final resolution. The Senate may decide, without debate, to reopen the debate until the vote on the final resolution is taken.

## **Article 8 Resolution**

1) The Senate shall express its will by resolution.

2) All resolutions shall be reproduced verbatim in the minutes. If they are required to be drawn up separately in writing, they shall be signed by the

## **Article 9**

### **Voting**

1) The Senate shall take its decisions by vote.

2) Each motion submitted to the Senate shall be put to the vote separately, unless the mover of the motion withdraws it before the vote is taken.

3) Motions shall be put to the vote in the order in which they were submitted. Amendments and supplementary motions shall be voted on before the vote on the original motion in the reverse order to that in which they were moved. If a motion to withdraw an item from the agenda has been tabled, it shall be voted on first. In the case of alternative motions, the alternatives shall be put to the vote first and then the resulting motion shall be put to the vote; the best alternative shall be determined by a simple majority; in the event of a tie, the vote shall be repeated after a brief supplementary debate on the alternatives; if an alternative receives the number of votes required for the adoption of the motion, the vote shall not proceed. A majority of those present must be in favour of the amendments, regardless of the result of the vote required to adopt the original proposal.

4) Before each vote is taken, the Presiding Officer shall notify the Senators that the vote is to be taken and, if necessary, ascertain the number of Senators actually present.

5) Voting shall be open to the public, unless otherwise provided by the Higher Education Act, the Faculty Statutes or these Rules. Voting involving named persons shall always be by secret ballot. Voting shall also be by secret ballot in other cases on the proposal of a Senator; this shall not apply to voting on amendments.

6) If the vote is open to the public, it shall be by show of hands.

7) If the vote is secret, it shall be taken by placing the ballot paper in the ballot box. Prior to the secret ballot, the Senate shall, by public vote, elect an Electoral Commission to supervise the voting, count the votes and announce the result of the ballot at a meeting of the Senate. The Electoral Commission shall normally be composed of three members. The Secretary shall prepare the ballot papers and the ballot box for the secret ballot.

8) Before the secret ballot, the Chairperson shall determine and inform the Senate of the manner in which the ballot paper shall be arranged, unless the internal rules provide otherwise. If the ballot paper is adjusted in a manner other than that laid down for the ballot, it shall be invalid.

9) A resolution on a motion to appoint a Dean shall require the affirmative vote of a supermajority of all Senators. A resolution on a motion to remove a Dean shall require the affirmative vote of at least three-fifths of all Senators. The approval of the internal regulations of the Faculty shall require the affirmative vote of a majority of all Senators. In all other cases, a resolution shall be adopted if a majority of all Senators present, but not less than one-third of all Senators, vote in favour of it.

10) Voting shall not be interrupted.

11) When the vote is closed or the result of the vote has been established, the Presiding Officer shall announce the result by stating the number of votes cast in favour of the motion, the number of votes cast against the motion and the number of abstentions. If a Senator, although present, has not taken part in the vote, he shall be deemed to have abstained.

#### **Article 10** **Minutes of the meeting**

1) Minutes of the Senate meetings shall be taken by the Secretary of the Senate.

2) The minutes shall state the date of the meeting, which Senators were present, who was excused, who was invited to the Senate meeting, who was the presiding officer, what the agenda was, who made the introductory remarks on each item on the agenda, who took part in the debate, what the content of the speeches was, what resolutions were adopted and what the numerical results of the votes were.

3) Where written material has not been submitted for certain agenda items on which a resolution is to be adopted, the minutes shall also indicate the basic content of those items.

4) The minutes shall be certified by the President or one of the Vice-Presidents; they shall be drawn up and certified no later than seven days after the meeting of the Senate. The certified minutes shall be distributed by the Secretary of the Senate to the Senators and the Dean of the Faculty by e-mail. The certified minutes shall be published in the public areas of the Faculty's website.

5) The minutes shall be reviewed by the Senate at the next following meeting as a separate agenda item. Upon motion of the Senator, any necessary corrections shall be made. If the matter is disputed, the Senate shall decide on the correction of the minutes.

#### **Article 11** **Removal of a Senator's mandate**

1) The Senator who is to be removed from office shall be duly invited to a meeting of the Senate at which a vote is to be taken in accordance with the internal regulations of the Faculty. He or she may explain the reasons for unexcused absence from previous meetings, including in writing.

2) A Senator may be deprived of his or her mandate on the ground of unexcused absence from at least three consecutive meetings of the Senate.

3) The Senator to be deprived of his or her mandate shall be duly invited to the meeting of the Senate at which the vote on the removal is to be taken. He or she may explain the reasons for his or her unexcused absence from previous meetings, including in writing.

#### **Article 12** **Correction of incorrect measures**

1) If a resolution of the Senate, its Board or a measure of the President of the Senate is contrary to a legal provision or an internal regulation of the Faculty, the Senate shall annul it. Such a decision shall include a statement of reasons.

2) If, in the opinion of the Senate, a measure taken by another body of the Faculty or a part of it contravenes a legal regulation or an internal regulation of the Faculty, the Senate shall invite the relevant body to seek redress. Such a decision shall include a statement of reasons.

### **Article 13**

#### **Retention of documents and other records**

1) Documents relating to the work of the Senate shall be kept in the Senate office.

2) The archiving of documents shall be governed by special regulations.

### **Part III**

#### **Election of a candidate for the office of Dean**

### **Article 14**

#### **Announcement of the election**

The election of a candidate for the office of dean shall be announced by the Senate so that it takes place at least ninety days before the expiry of the dean's term of office. The date and place of the election shall be published on the official notice board at least 60 days before the date of the election. At the same time, the contact details of the Senate recorder who collects nominations for the office of dean shall be published.

### **Article 15**

#### **Election of a Candidate for the Office of Dean**

1) A candidate for the office of dean may be proposed by a senator or by a group of at least twenty members of the academic community of the faculty.

2) Nominations for the office of dean shall be submitted through the Senate Recording Secretary within thirty days prior to the date of the election.

3) The nomination of a candidate for the office of dean shall be in writing and shall include:

a) The name of the proposed candidate, including titles,

b) the department of the proposed candidate

c) the names and signatures documenting compliance with the requirements of paragraph 1.

4) The proposal must be submitted together with

a) a written consent of the nominee to stand,

b) a brief curriculum vitae of the nominee describing his/her work at the University,

c) a brief statement of the proposer's election programme.

5) The Senate may invite the nominees to address a public meeting of the Senate to introduce

themselves and their election programs, but no later than seven days before the election meeting. No speeches by nominees shall be permitted at an election meeting of the Senate.

6) Ballots for the election of a candidate for the office of Dean shall have the following requirements:  
(a) Contain the names of all nominees, arranged in alphabetical order,  
b) be stamped and signed by the President of the Academic Senate.

7) The written materials referred to in paragraphs 3) and 4) a), b) and c) shall be kept by the Senate Recorder, who shall send them together to the Senators no later than 21 days before the date of the election meeting and shall simultaneously publish them on the official board of the Senate and on the Faculty's website.

8) Senators shall modify the ballot by circling the name of no more than one nominee for whom they are casting their vote.

9) The election of a candidate for the office of Dean of the Faculty shall be by secret ballot in no more than three rounds. A supermajority vote of all Senators is required to elect a candidate.

10) In the case of two or more nominees, none of whom were decided in the first round in accordance with paragraph 9, the second round shall be a vote between the two or more nominees who tied for the highest number of votes or between the single nominee with the highest number of votes and all nominees who received the second highest number of votes. In the event of a candidate not being elected, a re-vote shall be taken after the debate, in accordance with the same rule applied to the results of the second round.

11) During the election, any of the nominees may withdraw from the election, always before the start of the relevant round.

12) The written proposal for the appointment of the Dean, together with the minutes of the Senate meeting, shall be forwarded by the President of the Academic Senate to the Rector within seven days of the election. The result of the election shall be published together with the minutes of the Senate meeting.

## **Article 16**

### **Proposal to remove a dean from office**

1) The Senate may adopt a resolution on a motion to remove the Dean of the Faculty from office for serious reasons. The Senate shall initiate discussion on this step if at least eight senators request it, stating a specific justification.

2) A vote on a motion to remove a dean of the faculty from office shall be admissible only after the Senate:

- a) approves, after debate, the resolution on the motion to remove the Dean from office and the reasons therefor,
- b) informs the Dean of the Faculty of that resolution without undue delay; and
- c) a period of not less than three weeks has elapsed from the time of delivery of the resolution to the Dean, during which the Dean shall have the right to take a position on the Senate's proposal for removal from office.



3) The resolution on a motion to remove the Dean of the Faculty from office shall require the consent of at least three-fifths of all Senators.

4) The President of the Senate shall inform the Rector of the proposal to remove the Dean of the Faculty from office within 5 days at the latest. At the same time, he/she shall forward the relevant voting record and the minutes of the Senate meeting to the Rector.

5) If the Rector decides to remove the Dean of the Faculty from office, the Senate shall immediately organise the election of a new candidate for the post of Dean. If extraordinary circumstances so require, the Senate shall be entitled, by a two-thirds majority vote of all Senators, to shorten the time limits laid down in these Regulations.

**Part IV**  
**Final Provisions.**

**Article 17**  
**Cancellation provisions.**

Articles 7-23 of the Election and Rules of Procedure of the Academic Senate of the Third Faculty of Medicine, approved on 6 June 2003 by the Academic Senate of the Charles University, as amended and supplemented, are hereby repealed.

**Article 18**  
**Final provisions**

1) These Rules were approved by the Academic Senate of the Faculty on 9 May 2017.

2) These Regulations shall enter into force on the date of approval by the Academic Senate of Charles University.

3) These Regulations shall come into force on the first day of the calendar month following the day on which they come into force.

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