

FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE



**RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF THE FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

Prague
2017

Upon the proposal of the Chairman of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, pursuant to Section 27, paragraph 1, letter b), and Section 33, paragraph 2, letter c), Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 12 April 2017, the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague approved the draft of the Rules of Procedure of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Mgr. Ing. Pavel Michálek, Ph.D.
Chairman of the Academic Senate
Faculty of Economics and Management, CULS
Prague

Pursuant to Section 9, paragraph 1, letter b), item 2, Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 25 May 2017, the Academic Senate of the Czech University of Life Sciences Prague (hereinafter "AS CULS") approved the Rules of Procedure of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Zdeněk Votruba, Ph.D.
Chairman of the Academic Senate
of the Czech University of Life Sciences Prague

RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE FACULTY OF ECONOMICS AND MANAGEMENT OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Pursuant to Act No. 111/1998 Coll., on Higher Education Institutions (hereinafter the “Act on HEI”), as amended, the Rules of Procedure of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “RP”) are part of the internal regulations of FEM CULS Prague and shall reference this Act on HEI in individual provisions.

Part One General Provisions

Article 1 Composition of the Academic Senate of the Faculty

- (1) The Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “AS FEM”):
 - a) is a self-governing academic representative body of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “FEM”),
 - b) has one chamber,
 - c) has fifteen members from amongst the FEM academic community, six of whom are students.
- (2) Members of AS FEM are elected from amongst the FEM academic community.
- (3) The FEM academic community (hereinafter “AC FEM”) consists of academic employees working at FEM (pursuant to Section 70, Act on HEI) and students enrolled for study at FEM (students of bachelor, master’s and doctoral study programmes, including combined studies).
- (4) The function of a member of AS FEM is honourable and irreplaceable.
- (5) Members of AS FEM are responsible to AC FEM for their activities.

Article 2 Competences of AS FEM

- (1) In accordance with Section 27, Act on HEI, AS FEM primarily:
 - a) decides, upon a proposal made by the Dean, on the establishment, merging, division or dissolution of faculty worksites,
 - b) approves drafts of internal regulations of FEM upon the proposal of the Dean, or, for the Rules of Procedure of AS FEM, upon the proposal of a member of the Academic Senate of the faculty to which AS FEM requested a statement from the Dean, and transfers them via the Chairman of AS FEM to AS CULS for approval,
 - c) approves the distribution of FEM funds submitted by the Dean and checks their utilization,
 - d) approves the annual report on activities and the annual report on the economic activities of FEM submitted by the Dean,

- e) approves the conditions for acceptance to studies in the study programmes carried out at FEM,
 - f) grants to the Dean prior consent to appointing and dismissing the members of the FEM Scientific Board and members of the FEM Disciplinary Committee
 - g) adopts resolutions on the proposal for appointing the Dean, or proposes his dismissal from office,
 - h) upon the proposal of the Dean, approves the strategic intent of educational and other creative activities of FEM prepared in accordance with the strategic intent of CULS after being discussed in the FEM Scientific Board.
- (2) In accordance with Section 27 of the Act on HEI, AS FEM also makes statements regarding, in particular:
- a) proposals of study programmes carried out at FEM,
 - b) the intent of the Dean to appoint or dismiss Vice-Deans.
- (3) AS FEM carries out activities as part of other matters expressly specified in the FEM Statute.

Article 3

Method of Electing a Candidate to the Position of Dean

- (1) For the purposes of electing a candidate to the position of Dean, AS FEM appoints from amongst its members a three-member Election Committee, consisting of two members of AS FEM from amongst FEM academic employees and one member of AS FEM from amongst FEM students. This committee elects its Chairman from amongst its ranks.
- (2) AS FEM announces the election of a candidate to the position of FEM Dean at least two months before the end of the term of office of the current Dean, or within one month from the dismissal or resignation of the Dean by publicizing it on the AS FEM signboard and the faculty website.
- (3) Written nominations for candidates may only be submitted by members of AC FEM.
- (4) Nominations for candidates are submitted to the Election Committee (see Article 3, paragraph 1, RP) at the place and on the date set out by this Election Committee. The proposer shall place his or her proposal in a sealed polling box.
- (5) The Election Committee shall verify whether the nominated candidate fulfils the requirements set out by law and shall subsequently request from the nominated candidates written consent with their candidacy. The Election Committee shall then compile and publish a candidate list on the AS FEM notice board and organize together with the AS FEM Presiding Board a meeting of the candidates with AC FEM.
- (6) Elections are direct and equal and have a secret vote and may have several rounds.
- (7) Each member of AS FEM has only one vote. A valid ballot is considered a ballot with one designated candidate. If a ballot does not have a marked candidate, such a ballot shall be considered "abstention from voting". A ballot designating several candidates is considered invalid.
- (8) A simple majority of valid affirmative votes from all members of AS FEM is necessary for one nominated candidate to be elected to the position of Dean.
- (9) If none of the candidates obtain the necessary number of votes in the first round, a second round follows with a vote deciding between the two top contenders on the list. If two or more nominated candidates finished in first place, only these nominated candidates will move on to the second round. If one nominated candidate finished in first place and the number of votes for two or more nominated candidates is equal for

second place, all of the nominated candidates will take part in the second round. The election in the second round shall take place according to the principles of the first round.

- (10) If a candidate is not elected for the position of Dean in the second round, a third round will be held immediately in accordance with the principles valid in the second round.
- (11) If a candidate is not elected to the position of Dean in the third round, a fourth round will be held in accordance with the principles of the second round as soon as possible, at the latest within five business days from the third round.
- (12) If a candidate is not elected for the position of Dean in the fourth round, new elections shall be announced in a shortened term of three weeks.
- (13) AS FEM announces the results of the election via the Election Committee on the AS FEM signboard and informs AS CULS and the current FEM Dean of them, and submits to the Rector of the Czech University of Life Sciences Prague (hereinafter the "CULS Rector") a resolution with the proposal for appointing the Dean pursuant to Section 27, paragraph 1, letter g), Act on HEI.
- (14) Members of the Election Committee shall be responsible for ensuring that the election of a candidate to the position of Dean is carried out in accordance with the RP. Only a member of AC FEM may lodge objections against the course of the elections within 7 calendar days after the announcement of the results of the election via a written letter delivered to the Chairman of AS FEM. AS FEM shall decide on potential objects with final validity within one week after receiving them.
- (15) On the basis of the results of the election and upon the proposal of AS FEM, the FEM Dean shall be appointed by the CULS Rector pursuant to Section 28, paragraph 2, Act on HEI.
- (16) If a new candidate for the position of Dean is not elected by the end of the term of office of the current Dean of the faculty, the CULS Rector shall authorize the current Dean to continue to manage the faculty until a new candidate for the position of Dean is elected.

Article 4

Adopting Proposals to Dismiss the Dean

- (1) The reasons for dismissing the Dean are primarily set out in Section 28, paragraph 3, Act on HEI.
- (2) The FEM Dean is dismissed by the CULS Rector upon the prior proposal of AS FEM pursuant to Section 27, paragraph 1, letter g), Act on HEI.
- (3) A reasoned proposal to dismiss the Dean may be submitted by any member of AS FEM to the AS FEM Chairman.
- (4) AS FEM shall discuss the proposal, shall be familiarized with the opinion of the Dean and shall either reject the proposal after a debate, or shall refer it to a vote on the adoption of the proposal for dismissing the Dean. Rejection of the proposal for dismissing the FEM Dean requires the majority of the votes of all members of AS FEM.
- (5) If a proposal for dismissing the Dean is rejected, AS FEM shall then vote on it. The vote shall be secret, direct and equal. Adoption of the proposal requires at least three-fifths of the votes of all members of AS FEM.
- (6) AS FEM shall submit to the CULS Rector a resolution on the proposal for dismissing the Dean and familiarize AC FEM with the results the vote on the proposal for dismissing the FEM Dean. The AS FEM Chairman shall inform AC FEM.

Article 5

Convening of AS FEM

- (1) AS FEM meetings are convened:
 - a) at least once per semester,
 - b) upon the request of at least two members of the AS FEM Presiding Board,
 - c) upon a written request of at least two-thirds of all members of AS FEM,
 - d) upon the request of the FEM Dean or the CULS Rector.
- (2) In the cases specified in Article 5, paragraph 1, letters b) and d), meetings are convened by the AS FEM Chairman. Meetings pursuant to Article 5, paragraph 1, letter c) are convened by the member of AS FEM who initiated the request to convene the meeting.
- (3) The first AS FEM meeting in a new term of office is convened by the Chairman of the Election Committee and managed by the Chairman of the Election Committee for elections to AS FEM organized pursuant to the AS FEM Election Rules until the election of the AS FEM Chairman; the first AS FEM meeting is usually convened in the first week of the term of office of the new AS FEM, at the latest within 1 month from the beginning of the term of office of the new AS FEM; the election of the AS FEM Chairman shall take place at the first AS FEM meeting (see Article 9, RP).

Article 6 Rules of AS FEM Meetings

- (1) Members of AS FEM must be invited in writing at least one week before a meeting is held, unless the date of the meeting was determined in the minutes from the last AS FEM meeting.
- (2) If, in exceptional cases it is not possible to announce the date of a meeting one week in advance, the Presiding Board must ensure that each member of AS FEM is invited in person.
- (3) The agenda of meetings is usually secured by the Presiding Board, which is also responsible for the course of the meeting. In the event that AS FEM is convened pursuant to Article 5, paragraph 1, letter c), then everything shall be secured by the member of AS FEM who initiated the request to convene AS FEM.
- (4) Invitations to meetings must specify the points of the agenda that are known to the Presiding Board at the time (if the agenda of the meeting was not determined in the minutes from the last meeting).
- (5) The submitter of proposals pursuant to Article 2, paragraph 1, letters a) to e) and h), RP, and documents for decisions pursuant to Article 2, paragraph 1, letter g), RP, shall be obliged to make them accessible to members of the academic community of the faculty at least 7 calendar days before they are discussed in a manner allowing for remote access. The AS FEM Chairman shall ensure the accessibility of proposals or documents for decision-making pursuant to Article 2, paragraph 1, letter f), and Article 2, paragraphs 2 and 3, RP, to members of AS FEM at least 7 calendar days before they are discussed, in a manner allowing for remote access, so long as the discussed matters are not solely the subject of verbal discussions.
- (6) AS FEM meetings are chaired by the AS FEM Chairman, and if the Chairman is not present, then by a member of the Presiding Board or a member of AS FEM authorized by the Presiding Board (hereinafter the "Chair"), unless these RP stipulate otherwise.
- (7) AS FEM meetings shall be closed by the Chair after the discussion of all items of the agenda of the meeting. Meetings may be closed before the end of the discussion of all

items of the agenda upon the proposal of a member of AS FEM with the consent of the majority of all present members.

- (8) Written minutes from AS FEM meetings shall be made by the person authorized by the AS FEM Presiding Board. Members of AS FEM shall receive a draft of the minutes for commenting in electronic form within 10 business days from the end of a meeting.
- (9) The minutes from AS FEM meetings shall be approved at the next AS FEM meeting. The approved minutes shall be signed by one member of the AS FEM Presiding Board.
- (10) The AS FEM Presiding Board shall make sure the minutes are published in a suitable manner for members of AC FEM, and that they are delivered to members of AS FEM, to the Chairman of AS CULS and to the FEM Dean within 7 days after approval by AS FEM.
- (11) The FEM Dean, or under representation by the Vice-Dean, the CULS Rector, or under representation by the Vice-Rector and the Chairman of AS CULS, or under representation by his authorized member of AS CULS, shall be entitled to speak at meetings at any time they request as such. AS FEM shall decide on speeches of other persons.
- (12) AS FEM meetings are open to the public. The dates of the meetings are published on the FEM website.

Article 7

Form of AS FEM Voting

- (1) In matters in which adoption of a resolution is required via a decision, approval, adoption of a proposal, etc. pursuant to Article 2, paragraph 1, letters a) to f) and h) and Article 2, paragraph 3, RP, AS FEM shall adopt such a resolution via the majority of the valid affirmative votes of all members of AS FEM.
- (2) During AS FEM voting on other matters, a decision shall be adopted via the majority of the valid affirmative votes of the present members of AS FEM during the majority participation of members of AS FEM, unless these Rules of Procedure stipulate otherwise.
- (3) To voting on a proposal to appoint or dismiss the Dean relates Section 27, paragraph 4, Act on HEI. When electing a candidate for Dean and when electing the AS FEM Chairman, decisions shall be made via a secret vote; the course of these elections is regulated in Articles 3 and 9, RP.
- (4) In exceptional cases, AS FEM may also adopt written resolutions outside of meetings (per rollam resolutions). The course of this form of voting shall take place as follows:
 - a) the AS FEM Chairman first ensures that all AS FEM members have been sent a draft of the resolution with which consent is to be expressed, whilst also determining the date on which AS FEM members are to vote, and the address and e-mail at which the AS FEM members are to vote;
 - b) if any AS FEM member informs the AS FEM 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 FEM meetings;
 - c) a resolution shall be adopted if at least two-thirds of all AS FEM members voted for it;
 - d) after the end of the period for voting, the AS FEM Chairman shall inform all AS FEM members of the results of the voting. The AS FEM Chairman shall also record all documents associated with such voting. In addition, at the next AS FEM meeting, the AS FEM 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 FEM meeting.

Article 8

FEM Representatives in the Council of Higher Education Institutions

- (1) One FEM representative shall be delegated to the Council of Higher Education Institutions (hereinafter "CHEI") by AS CULS upon the proposal of AS FEM.
- (2) A representative to CHEI may be nominated by a member of AS FEM.
- (3) A representative to CHEI is usually elected at the beginning of the term of office of a new AS FEM.
- (4) AS FEM shall decide on the nomination via the majority of valid affirmative votes of all members of AS FEM.

Article 9

Procedure and Method of Election of the AS FEM Chairman

- (1) The AS FEM Chairman is elected from amongst AS FEM members. The election is secret and can have several rounds.
- (2) A three-member Election Committee is first elected consisting of two members of AS FEM from amongst FEM academic employees and one member of AS FEM from FEM amongst students.
- (3) Then candidates from the AS FEM plenum are nominated in a secret manner for the position of AS FEM Chairman from amongst the present AS FEM members.
- (4) Candidates for AS FEM Chairman must make a public statement about whether they accept the nomination.
- (5) The procedure and method for electing the AS FEM Chairman are as follows:
 - a) at least two-thirds of all AS FEM members must be present at the moment of election,
 - b) a valid vote shall be considered a ballot prepared by the Election Committee with one marked candidate; a ballot without a marked candidate shall be considered "abstention from voting"; a ballot on which more candidates are marked shall be considered invalid,
 - c) if only one candidate for position of AS FEM Chairman is nominated, the candidate will not vote. If there are several candidates, all of them will vote,
 - d) being elected in the first round requires the simple majority of the valid votes of all AS FEM members,
 - e) if any of the nominated candidates for the position of AS FEM Chairman do not receive the required number of votes, the nominated candidates who finish first and second shall be voted on in a second round. If two or more nominated candidates finished in first place, then only these candidates will advance to the second round. If one nominated candidate finished in first place and the number of votes for two or more nominated candidates in second place is equal, all of the nominated candidates will advance to the second round; a simple majority of votes of present AS FEM members is necessary for a candidate to be elected,
 - f) if no candidate is elected in the second round, a third round will be held with candidates who finished 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 AS FEM Chairman; if there are an equal number of votes, the decision will be made by a draw.

- (6) The elected AS FEM Chairman shall assume office after the end of the AS FEM meeting at which he or she was elected.
- (7) A proposal for dismissing the AS FEM Chairman may be submitted by any AS FEM member during an AS FEM meeting. At least two thirds of all AS FEM members must be present at the time of the election. The consent of a simple majority of all members of the senate in a secret vote is necessary in order to adopt the proposal.

Article 10

AS FEM Chairman

- (1) The AS FEM Chairman is a representative of AS FEM.
- (2) In collaboration with the other members of the Presiding Board and AS FEM committees, the AS FEM Chairman:
 - a) prepares documents for AS FEM meetings, proposes the agenda of a meeting and manages meetings and prepares a time schedule of the works of AS FEM, unless specified otherwise in the RP,
 - b) is responsible for the timely submission of documents for meetings in accordance with these Rules of Procedures and the Electoral Regulations AS FEM, and is responsible for adherence thereto,
 - c) verifies the timeliness of membership of individual members of AS FEM in AC FEM.
- (3) In the period between AS FEM meetings, in collaboration with the Presiding Board, the AS FEM Chairman handles the routine agenda and fulfils tasks which were commissioned for him or her by AS FEM.
- (4) The AS FEM Chairman is responsible for his or her activities to AS FEM.
- (5) The AS FEM Chairman regularly informs the FEM Dean of the results of AS FEM meetings.
- (6) The Dean's Office of FEM secures administrative tasks arising from the work of AS FEM assigned by the AS FEM Chairman or the Chair and Chairman of AS FEM committees.

Article 11

AS FEM Presiding Board and Committee

- (1) The AS FEM Presiding Board:
 - a) is an advisory body of the AS FEM Chairman,
 - b) it consists of the Chairman and two Deputy Chairmen. Both constituencies must be represented in the Presiding Board, i.e. both FEM academic employees and FEM students,
 - c) is convened by the AS FEM Chairman at his or her discretion,
 - d) represents the AS FEM Chairman if he or she is not present.
- (2) Members of the Presiding Board are nominated by the AS FEM Chairman immediately after he or she is elected. AS FEM shall decide on the nomination via a vote on each candidate separately.
- (3) AS FEM committees are established as needed. Committees may be established as permanent or temporary. The Chairman of a committee must be a member of AS FEM. Committee members can also be members of the Academic Community of the Czech

University of Life Sciences Prague and must be approved by AS FEM. When a committee is established, the scope of activities of the committee must be specified in the minutes from AS FEM meetings.

Article 12

Closing Provisions

- (1) The length of the term of office of AS FEM members, election to the Academic Senate, the method of electing AS FEM members, the establishment and termination of membership in AS FEM, the rights and obligations of AS FEM members, the procedure for dismissing a member of AS FEM and the method of dissolving AS FEM are determined by the Electoral Regulations of AS FEM as an internal regulation of FEM.
- (2) These Rules of Procedure of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague shall become valid and effective on the date they approved by the Academic Senate of the Czech University of Life Sciences Prague.