

# **PROCEDURAL REGULATIONS OF THE ACADEMIC SENATE OF THE FACULTY OF ARTS OF THE UNIVERSITY OF WEST BOHEMIA**

**from April 11<sup>th</sup>, 2017**

*On August 10th, 2017, the Academic Senate of the Faculty of Arts of the University of West Bohemia approved the proposed Procedural Regulations of the Academic Senate of the Faculty of Arts of the University of West Bohemia, in accordance with section 27, article 1, letter b) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended.*

*On September 27th, 2017, the Academic Senate of the University of West Bohemia approved the Procedural Regulations of the Academic Senate of the Faculty of Arts of the University of West Bohemia, in accordance with section 9, article 1, letter b), point 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended.*

## **PART ONE GENERAL PROVISIONS**

### **Article 1 Introductory Provisions**

These Procedural Regulations of the Academic Senate of the Faculty of Arts (hereinafter referred to as "FA") of the University of West Bohemia (hereinafter referred to as "UWB"), in accordance to Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), regulate the procedures carried out by the FA Academic Senate (hereinafter referred to as the "FA AS"), the activities performed by FA AS bodies, as well as their establishment.

## **PART TWO PROCEDURAL REGULATIONS**

### **Chapter I**

#### **FA AS Bodies**

##### **Part 1**

#### **FA AS Chairperson, Deputy Chair, and Secretary**

##### **Article 2**

- (1) The Chairperson presides over the FA AS meetings, cooperates with other FA bodies, and represents the Senate externally.
- (2) The FA AS Deputy Chair acts as the FA AS Chairperson in case the FA AS Chairperson temporarily cannot perform his or her function or does not attend a meeting of the FA AS Board, or an FA AS plenary session. Moreover, the FA AS Deputy Chair acts in matters for which he or she is authorised by the FA AS Chairperson.
- (3) The FA AS Secretary is responsible for organizational and administrative matters of the FA AS and acts in matters for which he or she is authorised by the FA AS Chairperson or Deputy Chair.
- (4) The Chairperson, Deputy Chair and Secretary of the FA AS shall be elected at an FA AS plenary session by secret ballot.
- (5) The Chairperson, Deputy Chair, or Secretary of the FA AS may be removed from office on the proposal of at least one-fifth of all FA AS members. The resolution thereon shall be approved by a majority of three-fifths of all FA AS members. If the FA AS Chairperson, Deputy Chair or Secretary is removed from office, the FA AS shall elect a new Chairperson, Deputy Chair or Secretary usually at the same meeting.
- (6) In case the term of the FA AS Chairperson ends, it is the Deputy Chair who shall run the FA AS plenary sessions until a new Chairperson is elected; in case the term of the Deputy Chair also ends, it is the Secretary who shall run the FA AS plenary sessions, and in case the term of the Secretary ends, it is the oldest member of the FA AS who shall be in charge thereof.

## **Part 2**

### **FA AS Board**

#### **Article 3 Members**

- (1) The FA AS Board consists of the Chairperson, Deputy Chair, Secretary, and one representative from each electoral part.
- (2) The Board representatives of an electoral part shall be elected by the FA AS members who were elected for the relevant electoral part from among their ranks. The members shall be elected by secret ballot. A representative may be removed from office only upon the election of a new representative. Upon the election of a new representative, the term of the previous representative shall be terminated. Within one calendar month, only one representative may be removed from office.
- (3) In the period from the termination of FA AS membership of a representative of an electoral part to the election of a new representative, it is the oldest member of the relevant electoral part who shall hold the office of a temporary FA AS Board member. The office of a temporary FA AS Board member shall end upon the election of a new representative. A temporary Board member has the same rights and obligations as its representative.
- (4) In case the term of the FA AS Chairperson, Deputy Chair, or Secretary ends, the temporary Board members shall not take up these positions in the period from the termination of office to the election of a new FA AS Chairperson, Deputy Chair, or Secretary. The number of FA AS Board members shall be reduced accordingly. In case the term of the FA AS Chairperson ends, it is the Deputy Chair who shall run the FA AS Board meetings until a new Chairperson is elected; in case the term of the Deputy Chair also ends, it is the Secretary who shall run the FA AS Board meetings, and in case the term of the Secretary also ends, it is the oldest member of the FA AS who shall be in charge thereof.

#### **Article 4 Meetings**

- (1) Board meetings are not open to the public.
- (2) The date and place of a Board meeting shall be specified by the FA AS Chairperson.
- (3) The Board members shall be informed about an FA AS Board meeting usually at least 24 hours in advance, unless a matter cannot be postponed, or its nature justifies a later notification.
- (4) Board meetings shall be presided over by the FA AS Chairperson, or by an authorised FA AS member, typically the Deputy Chair. If neither the Chairperson nor the Deputy Chair attend the meeting and they do not authorize a member who should preside over the meeting, it is the oldest member of the FA AS Board who shall be in charge thereof.
- (5) FA AS Board meetings may be attended by the Dean, or by a person authorised by the Dean. The Dean or the authorised person shall be given the floor whenever they request it.

- (6) The Chairperson is in particular obliged to decide who will be given the floor; he or she shall announce a break and terminate a meeting.
- (7) The FA AS Board organizes FA AS plenary sessions and approves the proposal of their agenda. Moreover, the Board shall specify the date and place of every plenary session. If the FA AS Board organizes a plenary session the result of which should be the approval of matters referred to in Section 27, Article 1, letter b), c) and h) of the Act, the documents related thereto shall be available at the Board meeting preceding the plenary session.
- (8) A brief written report is to be taken of every FA AS Board meeting. This report shall include the place and time of the meeting, the names of participants and a summary of the agenda. Resolutions which are related to FA AS plenary sessions, or to urgent matters, shall be accompanied by a verbatim record.

## **Article 5**

### **Quorum**

- (1) The FA AS Board has a quorum if at least one half of its members are present at a meeting. If the actual number of FA AS Board members is below the full complement as specified, the Board has a quorum if at least one-half of the actual number of its members is present at a meeting.
- (2) A draft resolution may be submitted by any FA AS Board member, the Dean, or a person authorised by the Dean.
- (3) A resolution must be adopted by an absolute majority of all FA AS Board members; the voting procedure may be carried out electronically.
- (4) The FA AS Board may adopt a resolution by use of means of remote communication. In order to carry out the remote electronic voting, the Chairperson shall provide the FA AS Board members with the text of the resolution to be adopted, and shall specify a deadline by which the members are obliged to cast their vote. If an FA AS Board member fails to cast his or her vote by this deadline, he or she is deemed to disagree with the draft of the resolution. Resolutions must be adopted by an absolute majority of all FA AS Board members. After the deadline, the Chairperson shall inform the FA AS Board members about the results thereof. Moreover, the Chairperson shall keep records of all documents related to the voting process. Whenever requested, he or she shall present these documents to an FA AS Board member.
- (5) In the period between two FA AS plenary sessions, the FA AS Board shall decide on urgent matters which can otherwise be resolved only at an FA AS plenary session. Thereby adopted decisions shall be upheld at the upcoming FA AS plenary session; otherwise they become void.

## **Part 3**

### **FA AS Plenary Sessions**

#### **Article 6 Plenary Sessions**

- (1) FA AS plenary sessions are open to the public.
- (2) The first FA AS plenary session shall be convened by the Dean no later than one month after the Senators take up their positions. The plenary session shall be run by an FA AS member authorised by the Dean; usually, the Dean authorises the oldest FA AS member. Once the plenary session is initiated, the FA AS Chairperson shall be elected by secret ballot. The FA AS member who runs the plenary session during the secret ballot must not be a member of the election committee established thereto. Once elected, the FA AS Chairperson shall preside over the plenary session. Subsequently, the FA AS Deputy Chair and Secretary shall be elected by secret ballot. After that, the FA AS Committees may be established. However, it may be decided that this act will be carried out at the following plenary session.
- (3) A plenary session shall be convened by the FA AS Board members at regular intervals, usually once a month; plenary sessions ordinarily do not take place in July and August.
- (4) FA AS members are obliged to participate in the plenary sessions and can be excused only for serious reasons. An apology for absence in written or electronic form shall be sent to the FA AS Secretary usually two days before the plenary session takes place.
- (5) The plenary session shall be presided over by the FA AS Chairperson, or by an authorised FA AS member, typically the FA AS Deputy Chair. If neither the FA AS Chairperson nor the Deputy Chair attend the plenary session, and they do not authorise a member who should preside over the plenary session, it is the oldest member of the FA AS Board who shall be in charge thereof.
- (6) The person who presides over the plenary session shall in particular appoint observers and candidates for the membership of the secret ballot committee, and shall decide who will be given the floor, announce a break and terminate the plenary session.
- (7) FA AS members, the Dean, or Vice-Dean acting on his or her behalf, the Rector, or Vice-Rector acting on his or her behalf, the Chairperson of the UWB Academic Senate, or an authorised member of the UWB Academic Senate acting on his or her behalf, have the right to be given the floor at a plenary session whenever they ask for it. The order of speakers is determined by the chair of the plenary session, whereby he or she shall respect the order in which individual speakers registered to participate in the plenary session. The FA AS plenary session members are entitled to decide whether a discussion concerning a particular issue shall be terminated. In this case, the floor may be given to the participants who registered to participate in the plenary session before the voting on the termination thereof takes place and to those who have the right to be given the floor whenever they ask for it.
- (8) Minutes of a plenary session are to be taken by the FA AS Secretary, and in his or her absence, by an FA AS member authorised by the person who presides over the plenary

session. The minutes shall include a detailed record of the course of the plenary session and, in particular, the date and place of the plenary session, names of participants and if the quorum requirement was met. Furthermore, the minutes shall indicate the essential content of the speeches delivered by those who were given the floor during the FA AS plenary session. If there was a resolution to be discussed at the plenary session, the minutes shall include the name of the proposer, exact wording of the draft resolution and the voting results, stating if the draft was or was not adopted. The final part of the minutes shall include an overview of all adopted resolutions.

- (9) A written copy of the minutes shall be distributed by the FA AS Secretary within five working days after the last plenary session; this copy shall be sent by email to all FA AS members, and FA AS Committee members, as well as to the Dean, Vice-Deans and the Faculty Secretary to comment thereon. Comments can be submitted by these persons and by other participants in the plenary session within 12 working days from the date of distribution. After consultation with the FA AS Chairperson, the FA AS Secretary shall incorporate the submitted comments into the minutes. The FA AS Secretary shall publish the minutes on the FA electronic notice board not later than 21 days after the plenary session.

## **Article 7**

### **Quorum**

- (1) A draft resolution may be submitted by a FA AS member, the Dean, a person authorised to act on his or her behalf. The proposer may withdraw the draft until the voting process commences.
- (2) The written draft shall include the exact wording of the resolution on which the FA AS shall decide. In case the draft is not submitted at the plenary session, it shall be presented to the FA AS Chairperson, or the Deputy Chair. Furthermore, it is necessary to indicate at which plenary session it should be discussed; otherwise, it will be discussed at the next FA AS plenary session. If the draft is submitted at the FA AS plenary session, it shall be submitted to the person who presides over the session. If the draft was not submitted at the FA AS plenary session, the proposer shall, at the beginning of the session, inform the chair about the fact that the draft was submitted and that it is necessary to take a vote thereon.
- (3) The FA AS voting process is open to the public. A secret ballot takes place if it is stipulated by a mandatory regulation or a UWB or FA Internal Regulation, or if the members of the plenary session vote thereon during a voting process conducted in public. The person who presides over the plenary session is obliged to announce the voting results. Immediately after the announcement thereof, the person who presides over the plenary session asks the participants if they have any objections regarding the conduct of the voting process. Objections may be raised immediately thereafter. In case any objections are raised, the person who presides over the plenary session shall answer them immediately. If the objections are justified, the voting process shall be repeated; otherwise, the announced results shall be considered valid.
- (4) In case of a voting process conducted in public, the votes shall be counted by two observers. The observers shall be appointed by the person who presides over the plenary session. The

voting process can be performed electronically. Electronic voting cannot be performed in the case of a secret ballot. If the FA AS Plenary session takes a secret ballot, a three-member election committee shall be established during a public election process. This committee shall oversee the secret ballot and count the votes cast. The technical equipment for the conduct of the secret ballot shall be ensured by the person who presides over the plenary session.

- (5) The FA AS Plenary session has a quorum if an absolute majority of all FA AS members is present at the session.
- (6) A resolution must be adopted by an absolute majority of all FA AS plenary session members, unless stated otherwise in these Procedural Regulations. A proposal to dismiss the Dean is adopted if at least three-fifths of all FA AS members agree therewith.

## **Part 4**

### **FA AS Committees**

#### **Article 8**

#### **Establishing Committees**

- (1) The FA AS establishes from among its members and other persons the FA AS Committees. A Committee can only be chaired by an FA AS member.
- (2) The number of established Committees, their powers and Chairpersons shall be determined at the first FA AS meeting. The members of individual Committees shall be elected at an upcoming FA AS plenary session. The members of a Committee shall be proposed by its Chairperson after discussion with the FA AS Chairperson and Deputy Chair. The Chairperson of the Committee shall inform the FA AS members about his or her proposals no later than five working days prior to an FA AS plenary session, at which the new Committee members shall be elected.
- (3) During its term of office, the FA AS may establish or dissolve a Committee; it may merge Committees, or increase the number of their members, if necessary. In order to select a Chairperson and members of a new, merged or expanded Committee, the provisions stated in Point 2 shall apply.
- (4) A Committee member can be dismissed only on the proposal of its Chairperson. The Chairperson is entitled to dismiss a current Committee member and, at the same time, propose a new Committee member to be elected.

#### **Article 9**

#### **Committees Meetings**

- (1) A Committee meeting shall be convened by its Chairperson when needed. It is the Chairperson who shall set the rules to be followed at the meeting, run the meeting and represent the Committee externally.

- (2) The Chairperson is also responsible for the record keeping of the meeting minutes and for administrative acts related to the activities of the Committee. The costs related to the activities of the Committee shall be borne by the FA AS.
- (3) A Committee shall discuss the issues presented either by the Chairperson or its members. At a FA AS plenary session, the Committee Chairperson is entitled to express the opinions of the Committee members concerning every issue which is discussed at the plenary session and was already discussed at a Committee meeting. If the Committee discussed an issue delegated to its members by the FA AS Chairperson, the Committee is obliged to take a stand thereon if asked by the FA AS Chairperson.

## **Chapter II**

### **Presence of a Senator at a Meeting Held by the UWB AS Board or Committee**

#### **Article 10**

An FA AS member has the right to attend an FA AS Board or Committee meeting even if he or she is not a member thereof; an FA AS member has the right to be given the floor at an FA AS Board or Committee meeting only if he or she is given permission thereto.

## **Chapter III**

### **Special Provisions**

#### **Part 1**

### **Questioning the Dean**

#### **Article 11**

#### **Admissibility of Questions**

- (1) FA AS members have the right to question the Dean in writing with questions regarding issues related to FA.
- (2) A specific question asked by a member of the FA AS shall be presented to the Dean through the FA AS Chairperson.
- (3) The Dean shall answer the question through the FA AS Chairperson within 15 days from the receipt thereof.



## **Part 2**

### **Election of Candidates for the Office of Dean**

#### **Article 12 General Provisions**

- (1) A candidate for the office of Dean shall be elected by secret ballot.
- (2) To be elected as a candidate for the office of Dean, it is necessary to secure the votes of an absolute majority of all FA AS members.

#### **Article 13 Announcement of Elections**

- (1) The FA AS shall announce the elections of candidates for the post of Dean at the earliest ten and at the latest eight months before the end of the term of the current Dean.
- (2) In its resolution on the announcement of elections, the FA AS determines a deadline until which it is possible to submit proposals for candidates, and this deadline shall not end earlier than eight and not later than six months before the end of the term of the current Dean.

#### **Article 14 Proposal of Candidates**

- (1) Proposals of candidates for the office of Dean may be submitted only by a Senator.
- (2) A proposal must be submitted in writing and it shall include the written agreement of the candidate.
- (3) The proposal shall be submitted in duplicate by one of the proposers to the FA AS Chairperson, Deputy Chair, or Secretary. The person who receives the proposal shall check its formal aspects and shall mark both copies with the date, time and place of submission and affix his or her legible signature. The proposer shall receive one copy.
- (4) After the submission deadline, the FA AS Chairperson, Deputy Chair and Secretary shall determine, by a vote, which proposals were submitted correctly, and which are invalid. The results shall be published on the FA electronic notice board not later than two days after the submission deadline.
- (5) Proposers whose proposals are considered invalid may file a complaint against the decision, pursuant to Point 4, at the latest two days after the publication thereof. The FA AS Board shall decide on the filed complaints at the latest 10 days after the submission deadline.

## **Article 15**

### **First Election Round**

- (1) The first round of the first election shall be announced by the FA AS Board at the earliest 10 days and at the latest one month after the submission deadline. The first round of the first election shall not take place earlier than six or later than two months before the end of the term of the current Dean.
- (2) Ballot papers state the nominated candidates in alphabetical order of their last name. The election committee shall issue the ballot papers to individual FA AS members on signing an attendance sheet. Ballot papers shall be marked properly, so that it is clear in which election round the members are participating. Moreover, every ballot paper shall bear the FA stamp.
- (3) If a candidate for Dean is not elected in the first round of the first election, the second round shall take place. The date of the second round shall be determined by the FA AS Board immediately after the first round is completed. The second round of the first election usually takes place no later than two months before the end of the term of the current Dean.
- (4) All candidates who received the maximum number of votes cast shall proceed to the second round of the first election. If only a single person received the maximum number of votes cast, those candidates who received the second highest number of votes cast shall also proceed to the second round.
- (5) If a candidate for Dean is not elected in the second round of the first election, a second election shall take place.

## **Article 16**

### **Second Elections**

- (1) For the repeated election process, it is necessary to submit new proposals of candidates for the office of Dean. Proposals submitted for the first election are invalid.
- (2) The deadline for the submission of proposals shall be determined by the FA AS Board at the latest five working days after the second round of the first election.
- (3) The date of the repeated election process shall be determined by the FA AS Board at the earliest after the second round of the first election and at the latest five working days after the submission deadline for candidates for the repeated election process.
- (4) If a candidate for Dean is not elected in the first round of the repeated election process, the second round shall take place. The date of the second round shall be determined by the FA AS Board immediately after the first round of the repeated election. The second round of the repeated election process usually takes place no later than one month before the end of the term of the current Dean.
- (5) If a candidate for the office of Dean is not elected in the second round of the repeated election process, the Dean shall dissolve the FA AS and extraordinary elections shall be held according to the provisions of the FA AS Electoral Regulations.

## **PART TWO**

### **JOINT, TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 17**

##### **Joint Provisions**

- (1) The provisions of these Regulations shall always be construed pursuant to their meaning and purpose and with regard to the status and function of the FA AS within the system of FA and UWB academic institutions.
- (2) If these Regulations do not specify the powers of individual FA AS members, they shall be exercised by the FA AS Chairperson, unless stipulated otherwise by the nature of the matter, or other relevant circumstances.
- (3) If a particular situation is not subject to the provisions of these Regulations, the provision which is by nature closest thereto with regard to the meaning, purpose, status and function of the FA AS within the system of FA and UWB academic institutions shall be applied.
- (4) In the interpretation of these Regulations, the UWB Academic Senate Procedural Regulations shall be applied adequately.

#### **Article 18**

##### **Transitional Provisions**

FA AS bodies and officials appointed in accordance with the existing legislation become bodies and officials under these Procedural Regulations on the date these Procedural Regulations become effective.

#### **Article 19**

##### **Final Provisions**

- (1) These FA AS Procedural Regulations come into force on the day of their ratification by the UWB Academic Senate.
- (2) These FA AS Procedural Regulations come into effect on the day of their ratification by the UWB Academic Senate.

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Chairperson of the FA UWB Academic Senate

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Dean of FA UWB