

# **PROCEDURAL REGULATIONS OF THE SCIENTIFIC BOARD OF THE FACULTY OF ARTS OF THE UNIVERSITY OF WEST BOHEMIA**

*On August 10th, 2017, the Academic Senate of the Faculty of Arts of the University of West Bohemia approved the proposed Rules of Procedure of the Scientific Board 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 Rules of Procedure of the Scientific Board 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.*

## **Article 1 Composition of the Scientific Board**

- (1) The number of members of the Scientific Board of the Faculty of Arts (hereinafter referred to as “FA”) of the University of West Bohemia (hereinafter referred to as “UWB”), including the powers of the Scientific Board (hereinafter referred to as the “Board”), are determined by Sections 29 and 30 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 (hereinafter referred to as the “Act”), and by Article 10 of the FA Statutes.
- (2) The Board has 25 members. At least one third of the Board members are persons other than members of the UWB academic community.
- (3) The Dean is the Chair of the Board. The Dean shall appoint and dismiss the other members of the Board with prior approval of the UWB Academic Senate.
- (4) The other Board members' membership shall be terminated by the following:
  - a) resignation,
  - b) removal from the office.
- (5) If the Board membership ceases to exist for one of the other members of the Board before the expiration of his or her term of office, a newly appointed other member of the Board shall perform his or her office only for the remainder of the relevant term of office.

- (6) If the Board membership ceases, the Dean is obliged to appoint a new member of the Board without undue delay.

## **Article 2 Convening the Board**

- (1) The Chairperson shall convene the Board's meetings at least twice during an academic year.
- (2) Members of the Board must be invited in writing, at least two weeks before the proposed date of the meeting. In cases of special consideration, the Chairperson may decide to shorten the deadline defined in the previous sentence up to 24 hours. Part of the invitation must be a draft agenda of the meeting, including written materials and other documents needed to discuss the individual agenda items.

## **Article 3 Board Meetings**

- (1) The Board meeting shall be initiated and presided over by the Chairperson of the meeting. The Board Chairperson or a Board member appointed by the Board Chairperson is the Chairperson of the meeting.
- (2) The first agenda item of the meeting is the approval of the agenda of the Board meeting.
- (3) It is possible to adjourn the Board meeting only if:
  - a) the agenda has not been approved, or
  - b) an absolute majority of the present members decided thereof.
- (4) Agenda issues that are not included in the approved agenda may only be discussed provided that an absolute majority of all members of the Board express their consent to the inclusion of such an agenda issue.
- (5) The Board meetings shall not be public unless the law, particularly with regard to the habilitation procedure and professor appointment procedures, stipulates otherwise. Based on the meeting Chairperson's decision, the Chair of the FA Academic Senate or other persons may be invited.
- (6) The Board meeting shall be terminated once the whole agenda has been discussed and the minutes of the meeting have been approved.

## **Article 4 Minutes of the Meeting**

- (1) An authorised employee of the Dean's Office shall be present at the Board meeting as the minutes recorder. In the event of his or her absence, the meeting Chairperson shall appoint one of the Board members present to be the minutes recorder. The minutes recorder shall record the meeting minutes, notably the number of members present, the record of the Board's quorum, the content of the meeting, the state of the discussion of individual agenda issues, the state of the individual votes and the resolutions adopted.

- (2) After discussing all the issues of the approved agenda, the minutes recorder shall read the minutes and invite the members of the Board to express their approval thereof. The approval of the minutes is declared as soon as an absolute majority of the Board members present accept it.
- (3) The meeting minutes shall be confirmed with the signature of the meeting Chairperson and the minutes recorder.
- (4) The minutes recorder shall prepare the minutes of the meeting in required number of copies and send them to the Board members no later than seven days after the end of the meeting. The minutes may also be distributed electronically.
- (5) The Chairperson of the Board is entitled to provide the minutes of the Board meeting to other persons if these are concerned.

### **Article 5 Quorum**

- (1) The Board has a quorum if an absolute majority of all its members are present. If the Board does not have a quorum, the meeting Chairperson shall set a new date for the meeting. Article 2 Section 2 shall apply to the invitation to a new Board meeting.
- (2) A resolution must be adopted by an absolute majority of all Board members unless the law or these Rules of Procedure stipulate otherwise.
- (3) The vote of the Board is, in principle, public.
- (4) If the law so stipulates, particularly with regard to habilitation procedures or professor appointment procedures, or if the Board so decides, the Board's vote is secret. If the law so stipulates, an absolute majority of all members of the Board are required to adopt a resolution by secret ballot; otherwise Section 2 shall apply.
- (5) A secret ballot shall proceed by first voting for a three-member committee by public vote; this committee shall ensure the proper course of the secret ballot. One of the members of the committee announces the result of the secret ballot.

### **Article 6 Special Provisions Regarding the Quorum**

- (1) If the Board is to decide on a matter falling within its remit, and if it is a matter for which convening the Board meeting would be ineffective regarding its content, significance and timeliness, the Board may adopt a resolution using the means enabling distance communication.
- (2) The resolution on a matter in accordance with Section 1 will take place such that the Board Chairperson sends to its members the exact text of the draft resolution, to which consent is to be expressed; he or she simultaneously sets a time limit within which a Board member shall cast their the vote. If a member of the Board does not vote within the time limit, he or she is deemed to have disagreed with the draft resolution. A resolution is adopted if an absolute majority of the Board members have voted for it.
- (3) On the expiry of the voting time stipulated in Section 2, the Board Chairperson shall notify the members of the Board of the results of the vote. The Board Chairperson shall

also record all documents related to the respective vote; upon request, he or she shall present these documents to any member of the Board.

- (4) Resolutions on matters which the Rules of Procedure stipulate to be decided by a secret ballot cannot be adopted in the manner defined in Sections 1 and 2.

**Article 7**  
**Transitional Provisions**

- (1) Existing members of the Board are considered members of the Board under these Rules of Procedure.

**Article 8**  
**Final Provisions**

- (1) The Rules of Procedure of the FA Scientific Board approved by the UWB Academic Senate on the 27<sup>th</sup> June 2007, as amended, are abrogated.
- (2) These Rules of Procedure of the FA Scientific Board come into force on the day of their ratification by the UWB Academic Senate.
- (3) These Rules of Procedure of the FA Scientific Board come into effect on the day of their ratification by the UWB Academic Senate.

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PhDr. Linda PIKNEROVÁ, Ph.D.

Chairperson of the Academic Senate of the Faculty of Arts of the University of West Bohemia

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doc. PhDr. Pavel VAŘEKA, Ph.D.

Dean of the Faculty of Arts of the University of West Bohemia