

Code of Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University

In accordance with Section 27(1b) and Section 33(2c) of Act no. 111/1998 Sb., on institutions of higher education, and changes to other acts, as amended (the Higher Education Act), the Academic Senate of the Faculty of Medicine in Pilsen of Charles University has adopted this Code of Procedure of the Academic Senate of the Faculty of Medicine in Pilsen of Charles University as its internal regulation:

Article 1 Introductory Provisions

This Code of Procedure regulate the activities of the Academic Senate of the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Senate") as set out in Sections 26 and 27 of the Higher Education Act and the Constitution of the Faculty.

Article 2 Meetings of the Senate

1. The Senate shall meet at least five times per academic year. The schedule of Senate meetings shall be drawn up by the Board of the Senate (hereinafter referred to as the "Board").
2. The meeting schedule shall be sent to all members of the Senate, the Dean, the Vice-Deans and the Faculty Secretary and shall be published in the public section of the Faculty website.
3. Ordinary meetings of the Senate shall be convened by the President of the Senate in accordance with an approved schedule, usually specified at the preceding meeting of the Senate. The Board may decide to change the date of an ordinary meeting.
4. An extraordinary meeting shall be convened by the President of the Senate within ten days from the date of receipt of a request from the Dean of the Faculty or at least one-third of all members of the Senate, unless the request results in a longer period. The subject of the request shall be limited to matters that cannot be delayed; the request must be accompanied by supporting material.
5. The date and place of the ordinary meeting and the agenda, including the order of items to be discussed, shall be notified at least ten days in advance to the persons and bodies referred to in paragraph 2 and, where appropriate, to other persons who are to attend the meeting; the date and place of the extraordinary meeting shall be notified at least three days in advance.

Article 3 Opening and Management of the Meeting

1. A meeting may be opened if an absolute majority of all members of the Senate is present. If, during the course of the meeting, it is established (Article 9(5)) that the number of

members present has fallen below that threshold, the meeting shall be terminated after 15 minutes of such a situation.

2. The President of the Senate or a member of the Board authorised by him/her (hereinafter referred to as "the Presiding member").

Article 4

Agenda of the Meeting

1. The Board shall propose the agenda for each meeting. It is based primarily on the Higher Education Act, the internal regulations of the University and the Faculty, resolutions of the Senate, proposals from other Faculty bodies and proposals from members of the Senate.
2. The proposed agenda shall be communicated in the manner provided for in Article 2(5). In urgent cases, the Board may supplement or otherwise amend the proposal.
3. After the opening of the meeting, the Presiding member shall allow members of the Senate to submit supplementary or amending motions to the agenda. The right to make such motions shall also be vested in the Dean of the Faculty or the Vice-Dean in charge. The person making the supplementary motion shall be required to justify the urgency of the motion.
4. The Senate shall take a decision on the proposed agenda, as well as on any supplementary or amending proposals under paragraphs 2 or 3 of this Article. Later amendments to the agenda shall not be admissible.

Article 5

Adjournment of the Meeting

1. A meeting may be adjourned if it could not be opened due to the absence of the requisite number of Senate members within 45 minutes of the announced start of the meeting, or in lieu of adjournment pursuant to the second sentence of Article 3(1). The Board shall always decide on an adjournment if the remaining items on the agenda cannot be postponed until the next ordinary meeting.
2. The meeting may be adjourned even if the proceedings have been grossly disrupted.
3. The meeting may be adjourned for a maximum of 14 days. The date and place of the meeting at which the adjourned meeting is to be continued shall be notified separately to the persons and bodies referred to in Article 2(2) only if those persons or representatives of the bodies were not present at the adjourned meeting. Notification shall be made without delay.

Article 6

Discussion of Individual Items on the Agenda

1. Individual items on the agenda are normally discussed on the basis of written background material.
2. Supporting materials shall be submitted to the Board by the person proposing their consideration no later than ten days before the date of the Senate meeting; this time limit shall not apply to extraordinary meetings or specially regulated cases. Written supporting

material and documents may be sent electronically, unless a member of the Senate, in duly justified cases, requests that some or all of them be sent in hard copy. In simple cases, with the agreement of the Board or with the agreement of the Senate during a sitting, an agenda item may be discussed without written supporting material. If at any time during the proceedings the Senate decides not to take up the matter without written supporting material, it shall decide whether to place the item on the agenda for the next meeting of the Senate or to proceed in some other way.

3. The introductory statement during the discussion of an agenda item shall be made by the proposer or a member of the Board or a member of a Senate Commission.
4. The Board may invite the preparer and other persons, in addition to the proposer, if appropriate for the proper consideration of the matter.
5. If the requested opinions of the faculty bodies are submitted in writing, they must be submitted to the Board no later than three days before the meeting of the Senate.
6. If at any time during the meeting the Senate decides that the supporting materials are insufficient, it shall request that they be supplemented and decide whether to include the relevant agenda item on the next meeting of the Senate or to proceed otherwise.

Article 7

Discussion

1. Each item on the agenda shall be debated. The persons referred to in Article 2(2) and, where appropriate, authorised representatives of the bodies referred to therein, as well as the persons referred to in Section 26(4) of the Higher Education Act, may take the floor.
2. Persons other than those referred to in paragraph 1 may intervene in the debate. The Senate may refuse to allow such persons to speak.
3. Interventions in the debate shall be made during the proceedings by a show of hand or in such other manner as the Senate may decide.
4. The Presiding Member shall call on those who have entered in turn, in the order in which they have entered. The Senate may decide to limit the speaking time to three minutes.
5. A member of the Senate shall have the right to make a factual remark in response to the course of the debate. He shall be given the floor as soon as the speaker has finished speaking. A factual remark may not exceed one minute.
6. Members of the Senate may, in the debate, make supplementary or amending motions to proposals contained in the written supporting material or made in the introductory statement pursuant to Article 6(3).
7. The proposer may amend or supplement his proposal in accordance with the course of the debate, unless the Senate has agreed not to allow amendments to the proposal submitted.
8. At the end of the debate, the floor will be given to the proposer, if he so requests.
9. The Presiding Member may move that the debate be closed if it is clear that its continuation cannot contribute to clarifying the matter under discussion.
10. No one shall be interrupted by anyone when speaking in a debate; this shall not apply to the Presiding Member's warning that a speaker may be deprived of the floor. Exceptionally, the Presiding Member shall be entitled to withdraw the floor from a speaker who
 - a) despite being previously warned, fails to speak on the matter under discussion or

- abuses the right to make a factual remark; any member of the Senate may object to such action, which shall be decided without delay by the Senate,
- b) exceeds the speaking time specified in paragraph 4 or the time limit laid down in paragraph 5.
11. No debate shall be held on items on the agenda which are the subject of information to be noted by the Senate if the written supporting material (Article 6(1) and (2)) is available and if no member of the Senate requests a debate.

Article 8

Resolutions of the Senate

1. The Senate shall express its will by resolution.
2. The Senate shall have a quorum if more than half of its members are present. Unless otherwise provided for in the Higher Education Act, a resolution shall be adopted if it is approved by an absolute majority of those present, but at least one-third of all members of the Senate; resolutions concerning the Internal Regulations of the Faculty shall require the approval of at least two-thirds of those present, but at least an absolute majority of all members of the Senate.
3. The full text of the resolution must be reproduced verbatim in the minutes. If the resolution needs to be drawn up separately in writing, the President of the Senate or a member of the Board authorised by the President shall sign the document.

Article 9

Voting

1. Each motion submitted to the Senate shall be voted on separately, unless the mover of the motion withdraws it before the vote is taken. In the case of a motion pursuant to Article 6(2) of the Constitution of the Faculty of Medicine in Pilsen of Charles University, the Senate may decide not to withdraw the motion; this shall not apply in the case of a vote on a draft Internal Regulation of the Faculty.
2. Substantively related proposals or proposals on the same agenda item may be voted on together. This shall not apply if the proposer objects to the motion during the proceedings, or if a member of the Senate requests a separate vote.
3. Motions shall be voted on in the order in which they are submitted, with the following exceptions:
 - a) if a motion is made to withdraw an item from the agenda, it shall be put to the vote first,
 - b) supplementary motions and amendments shall be voted on before the vote on the original motion, in the reverse order to that in which they were moved,
 - c) in the case of alternative proposals, the alternatives shall first be put to the vote and then the proposal resulting from that vote 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 proposal, the vote shall not proceed.

4. A majority of those present must be in favour of amendments, regardless of the result of the vote required to adopt the original motion.
5. Before each vote is taken, the presiding officer shall indicate that the vote will be taken and, if necessary, ascertain the number of members of the Senate actually present. In ascertaining the number present, aids may be used to facilitate the ascertainment.
6. Voting is public, unless otherwise stated in the Higher Education Act or unless otherwise specified below. Voting involving nominated persons shall always be secret; this shall not apply to the appointment of Electoral or Canvassing Commissions. In all other cases, on the proposal of a member of the Senate and with the consent of at least one-third of the members of the Senate present, the vote shall be secret; however, if the vote is on an amendment, the Senate must agree to a secret ballot.
7. If the vote is open to the public, the vote shall be taken by show of hand or by means of aids which make it easier to ascertain the result of the vote.
8. If the vote is secret, the vote shall be taken by placing the ballot paper in the ballot box. The result of the vote shall be determined by a three-member commission, which may be composed only of members of the Senate.
9. Voting shall not be interrupted.
10. When the voting is closed or the results of the voting are known, the Presiding Member or a member of the Commission referred to in paragraph 8 shall announce the result by stating the number of votes cast in favour of the motion, against the motion and the number of abstentions. If a member of the Senate, although present, does not take part in the vote, he shall be deemed to have abstained.
11. Voting on procedural matters may be by tacit consent. In this case, there is no need to ascertain the numerical results of the vote. No vote may be taken in this form if a member of the Senate objects to it.
12. Any member of the Senate may object to the conduct of the vote immediately after the vote. The Senate shall decide on any such objection without debate. If the Senate sustains the objection, the vote shall be repeated.

Article 10

Discussions and Per Rollam Voting

1. In cases where the Senate is empowered to act on statements, as well as on questions of the organisation of the work of the Senate, the matter may be considered and voted on per rollam on the basis of a resolution of the Board.
2. The resolution referred to in paragraph 1, the supporting material, the text of the motion and the voting form shall be circulated to the members of the Senate by closed electronic conference. The resolution shall specify the time limit for consideration and voting, which shall not be less than five calendar days from the date of circulation. If a member of the Senate so requests, the motion shall also be sent to him in writing.
3. Voting is open to the public. The completed voting form contains the name of the voter and his/her vote (yes/no/abstain), otherwise it is invalid.
4. A motion voted on per rollam shall be deemed to be approved if an absolute majority of all members of the Senate agree to it. In matters concerning the organisation of the Senate's work, the Board may, if a member of the Senate so requests within three days of

the announcement of the results of the vote, suspend the effectiveness of the resolution thus adopted and decide to reconsider the proposal at the next meeting of the Senate.

5. A vote on a matter to be decided by secret ballot may not be taken in this way. Nor may a vote be taken in this way if at least one-third of the members of the Senate object to it no later than the time limit for consideration and voting.
6. The Senate shall approve the minutes of the per rollam vote at its next regular meeting. The minutes of the per rollam vote shall include a list of the names of the members of the Senate, indicating how each of them voted.

Article 11

Minutes and Records of Meetings

1. Minutes shall be taken of each meeting of the Senate and an audio, audio-visual or written record shall be made as a basis for the minutes.
2. The minutes shall state the date of the meeting, which members of the Senate were present, who was excused or absent, who was invited to the Senate meeting, which member of the Board was the Presiding Member, what the agenda of the meeting was, who made the introductory remarks on each item of the agenda, who took part in the debate, what the content of the motions presented was, what resolutions were adopted and what the numerical results of the vote were. A participant in the debate shall be obliged to introduce himself at the request of the person recording the proceedings.
3. If written material has not been submitted for certain agenda items requiring the adoption of a resolution, the minutes shall also contain the basic content of those items.
4. Upon the express request of a person who has made a motion, opinion or other communication, or upon a resolution of the Senate, the minutes shall also include the required verbatim language from such speech. The request must be made during the consideration of the question in question.
5. Minutes of the proceedings shall be taken by the person authorised by the Presiding Member.
6. The accuracy of the written record of the proceedings and the minutes shall be verified by the Presiding Member.
7. The minutes shall be sent to the persons and bodies referred to in Article 2(2). Other bodies or persons shall be sent the Senate resolution if it directly concerns them.
8. The Senate shall review the minutes at its next meeting as a separate agenda item. On the proposal of a member of the Senate, the necessary corrections shall be made. If the matter is disputed, the Senate shall decide on the correction of the minutes.
9. After the inspection, any corrections shall be sent to the persons and bodies referred to in Article 2(2). The minutes shall also be published in the public section of the Faculty's website after the inspection.

Article 12

Election of a Candidate to the Position of Dean of the Faculty

1. Nominations for the office of Dean of the Faculty shall be submitted through the Board within 30 days prior to the date of the election.

2. A proposal from at least 30 members of the academic community must be submitted together with:
 - a) the nominee's written consent to stand,
 - b) a brief curriculum vitae of the nominee with a description of his work at the faculty,
 - c) a brief outline of the electoral programme of the proposed.
3. Nominees may speak at the Senate election meeting.
4. At least 60 days' notice shall be given of the date of an election meeting of the Senate. The written material referred to in paragraph 2(b) and (c) shall be sent to all members of the Senate at least 21 days before the date of the election meeting.
5. The election shall be by secret ballot.
6. The nominee who receives an absolute majority of votes of all members of the Senate shall be elected.
7. In the event that neither of the nominees is elected, another round of elections will be held, to which the two nominees who received the highest number of votes will advance. If there is a tie in the first place between more than two nominees, or if there is a tie in the second place, all nominees who have received the same number of votes shall also proceed to the next round. The next round of elections shall also take place if there is a tie in a round in which only two nominees were voted on. If neither of the two nominees, voted on in that round does not obtain an absolute majority of the votes of all the members of the Senate, the one who obtained the greater number of votes shall proceed to the next round.
8. If the only nominee voted on in a given round does not receive a supermajority of the votes of all members of the Senate, the election shall be terminated. In such a case, a re-election shall be held within one month from among the new nominees. New proposals must be submitted within 14 days.
9. During the election, any of the nominees may withdraw their candidacy, always before the start of the respective round.
10. The election shall be conducted by a five-member Electoral Commission elected by the Senate from among its members. No nominee may be a member of the Electoral Commission.
11. The President of the Senate shall immediately submit the proposal for the appointment of the elected candidate as Dean of the Faculty to the Rector; together with this, the President of the Senate shall forward the necessary supporting documents, in particular the voting protocol and the minutes of the Senate meeting, to the Rector.

Article 13

Proposal for Dismissal of the Dean of the Faculty

1. The proposal for the removal of the Dean of the Faculty must be submitted in writing, together with the reasons for it, and the proposal must be initiated by at least ten members of the Senate or a group of at least 50 members of the academic community. The motion must contain specific reasons for the removal of the dean from office.
2. At the next meeting of the Senate, the actual discussion of the proposal will take place, where a draft resolution on the removal of the Dean of the Faculty from office is formulated. The Dean of the Faculty has the right to comment on the proposal for removal and to take a position on it. He may do so within 3 weeks at the latest.

3. Upon receipt of the dean's opinion or after the expiry of the time limit in paragraph 2, the Senate shall consider a proposal to remove the Dean from office. The approval of at least three-fifths of all members of the Senate by secret ballot shall be required for the adoption of a motion to remove a Dean of the Faculty from office.
4. If the Rector decides to remove the Dean of the Faculty from office, the Senate shall immediately organise the election of a new Dean of the Faculty.
5. The President of the Senate shall immediately submit the Senate's proposal for the removal of the Dean from office to the Rector; together with this, the President of the Senate shall forward to the Rector the necessary supporting documents, in particular the minutes of the vote and the minutes of the Senate meeting.

Article 14

Removal from Office of a Member of the Senate

1. A member of the Senate may be deprived of his or her mandate for unexcused absence from at least three consecutive meetings of the Senate.
2. The member of the Senate who is to be deprived of his mandate must be duly invited to the meeting of the Senate at which the vote is to be taken. He or she may explain the reasons for his or her unexcused absence from previous meetings, including in writing.

Article 15

Interpretation of the Faculty's Internal Regulations

1. Any body and any member of the academic community may submit a proposal for the interpretation of the Internal Regulations of the Faculty. The motion must state the title of the Internal Regulation, identify the provision to be interpreted, and state why its interpretation is disputed.
2. The person who proposed the interpretation shall have the right to be heard in debate with his legal opinion. In the event of a dispute, those who hold a different legal opinion shall also have the right to be heard. Legal experts invited by them may speak on their behalf.
3. If any of the persons referred to in paragraph 2 so propose or if the Senate so decides, the adoption of a final opinion shall be postponed until the next meeting of the Senate, with the opinion of an independent legal expert being sought.
4. The interpretation of the Internal Regulation of the Faculty as approved by the Senate is published in the public part of the Faculty's website.

Article 16

Board

1. The Board consists of the President of the Senate, two Vice-Presidents of the Senate from among the academic staff and one Vice-President from among the students. The members of the Board shall be elected by the Senate by secret ballot for the duration of the term of office of the Senate elected from among the academic staff and may be removed by secret ballot; the President of the Senate shall be elected from among the academic staff. The

term of office of the Board shall be the same as that of the members of the Senate. The members of the Board shall remain in office after the end of the term of office of a member of the Senate elected from among the academic staff until the election of a new President of the Senate. The office of President of the Senate may be held by the same person for a maximum of two consecutive terms. If he or she becomes President during the term of office of the Senate, this period shall not be counted.

2. The President of the Senate shall convene the meetings of the Senate and shall speak for the Senate externally. He shall be represented by the Vice-President of the Senate.
3. The Board prepares the meeting of the Senate.
4. If the matter cannot be postponed, the Board is authorised to take a decision on the statements of the Senate between meetings of the Senate for which a secret ballot is not provided for in the internal regulations of the University or the Faculty. The Board may adopt such a statement only after informing the members of the Senate and after receiving the opinion of the relevant Senate Commission. At the next following meeting of the Senate, a debate shall be held on the statement adopted by the Board; if the Senate so decides, the statement shall cease to be valid. This shall be without prejudice to the provision for an extraordinary meeting of the Senate.
5. The Board also performs the tasks set out in the Code of Electoral Procedure of the Academic Senate of the Faculty of Medicine in Pilsen of Charles University.

Article 17

Election of Members of the Board

1. The ordinary election of the President of the Senate and the Vice-Presidents of the Senate shall take place at the first meeting of the Senate in the new term of office of its members. If a vacancy occurs during the term of office of a member of the Board, a by-election shall be held at the next meeting of the Senate.
2. Only a member of the Senate or a group of members of the Senate may submit nominations for President and Vice-Presidents of the Senate.
3. The Senate shall appoint a three-member Electoral Commission for the election at the session at which the election is held. The Electoral Commission may be composed only of members of the Senate. No member of the Electoral Commission may stand as a candidate.
4. The election of the President of the Senate precedes the election of the Vice-Presidents of the Senate.
5. Voting in the election shall be by secret ballot. For an election to be valid, the number of valid ballots cast must exceed half the number of members of the Senate present.
6. The candidate who receives the highest number of votes is elected. In the event of a tie, the lot will decide.

Article 18

Commissions of the Senate

1. The commissions of the Senate shall be the initiating and controlling bodies in the various scopes of competence of the Senate.
2. The Senate shall always establish an Economic Commission and a Legislative

Commission. A member of the Senate or the Dean of the Faculty may propose the establishment or abolition of another Senate commission.

3. Membership of a Commission of the Senate may be resigned at any time and shall be effective on the date of notification to the Board; the Board shall invite members of the Senate to apply to become members of the Commission if the number of members of the Commission from among the members of the Senate does not exceed five.
4. Upon the proposal of the Chairman of the Senate Commission, or at least three members of the Senate after the opinion of the Chairman of the Senate Commission, the Board may also appoint another member of the academic community or a University employee assigned to the faculty as a member of the Senate Commission; unless there are reasons worthy of special consideration for a different solution, the number of members so appointed may not exceed the number of members of the Commission from among the members of the Senate; any decrease in the number of members of the Commission from among the members of the Senate during the term of office of the Commission shall not be taken into account.
5. The term of office of the Senate Commission shall be the same as the term of office of the members of the Senate elected from among the academic staff.
6. The Chairman of the Senate Commission shall be a member of the Senate elected by the Commission from among its members. The Chairman of the Senate Commission shall be elected and removed by the members of the Senate from among its members.
7. All members of the Senate Commission must be invited to the Commission meeting. The Senate Commission may adopt a resolution if at least three members of the Senate are present.
8. The resolution is adopted by a majority vote of the present members of the Senate Commission.
9. If the Senate Commission so decides or with the knowledge of the President of the Senate on matters that cannot be delayed, the Commission may meet in a more restricted composition with the participation of the Chairman of the Senate Commission or a member of the Senate Commission from among the members of the Senate appointed by him.

Article 19

Providing Other Administrative Work

Other administrative work related to the activities of the Senate is provided by the Dean's Office.

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Final Provisions

1. Part B of the Code of the Electoral Procedure and Code of Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of 21 April 2010, as amended, are rescinded.
2. This regulation was approved by the Academic Senate of the Faculty of Medicine in Pilsen of Charles University on 27 April 2017.
3. This Regulation comes into force on the day of its approval by the Academic Senate of

the University.¹

4. This Regulation comes into effect on the first day of the calendar month following the day on which it came into force.²

.....
doc. MUDr. Tomáš Skalický, Ph.D.
President of the Academic Senate of
the Faculty

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prof. MUDr. Boris Kreuzberg, CSc.
Dean of the Faculty

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PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of the
University

¹ § Section 9(1)(b)(2) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.

² The only legally binding regulations are those in the Czech language and the translations above are for informative purpose only.