**RULES OF PROCEDURE OF THE ACADEMIC SENATE**

**OF THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE**

of 25 July 2017

*The Ministry of Education, Youth and Sports registered pursuant to Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) on 25 July 2017 under Ref. No. MSMT-20295/2017 Rules of Procedure of the Academic Senate of the Academy of Arts, Architecture & Design in Prague.*

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*Mgr. Karolína Gondková, director of the Department of Higher Education Institutions*

*Academic Senate of the Academy of Arts, Architecture & Design in Prague*

*pursuant to Section 9 (1) (b) point 3 and Section 17 (1) (c) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act),*

*as amended, adopted this internal regulation of the Academy of Arts, Architecture & Design in Prague:*

**RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE**

**SECTION ONE**

**GENERAL PROVISIONS**

**Article 1**

**Scope and purpose of the regulation**

Pursuant to Section 17 (1) (b) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, these Rules of Procedure regulate:

1. arrangement and internal affairs of the Academic Senate,
2. procedure of the Academic Senate in session,
3. procedure for deciding on a proposal for the appointment of a Rector of a higher education institution,
4. related questions.

**Article 2**

**Basic definitions**

For the purposes of these Rules of Procedure, unless otherwise specified:

1. Higher education institution means the Academy of Arts, Architecture & Design in Prague,
2. Academic Senate means the Academic Senate of the Academy of Arts, Architecture & Design in Prague,
3. Senator means a senator of the Academic Senate of the Academy of Arts, Architecture & Design in Prague,
4. Rector means a Rector of the Academy of Arts, Architecture & Design in Prague,
5. Act means Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended,
6. Ministry means the Ministry of Education, Youth and Sports of the Czech Republic.

**PART TWO**

**ACADEMIC SENATE MEETINGS**

**Chapter One**

**General rules**

**Article 3**

**Inaugural session**

1. After each election in which at least one third of the Academic Senate is elected, the inaugural session of the Academic Senate shall be held within one month of the announcement of the results of the elections.
2. The inaugural session shall be convened by the current Chairman or by any of the Vice-Chairmen of the Academic Senate, if they continue to be members of the Academic Senate. If it is not possible to convene the inaugural session in this way, it shall be convened by the Rector and, if not existing, by any of the Vice-Rectors. If the inaugural session is not convened within three weeks of the election results being announced, it may be convened by any member of the Academic Senate.
3. If the Academic Senate has neither the Chairman nor any of the Vice-Chairmen at inaugural session, the oldest senator present shall direct the meeting until the election of the Chairman or Vice-Chairman.
4. At the inaugural session, the Academic Senate shall elect a Chairman and two Vice-Chairmen by a majority of all its members. One Vice-Chairman must be from the pedagogical and one from the student chamber.

**Article 4**

**Convening the Senate meeting**

1. The meeting of the Academic Senate shall be convened by the Chairman or Vice-Chairman, as needed, also upon request of any member of the Academic Senate or Rector, usually 10 days in advance. The meeting of the Academic Senate held upon request of an authorised person must be convened in such a way so as to take place within 15 days of the submission of such a request.
2. The hearing shall be conducted on the basis of a programme proposed by the Chairman of the Academic Senate. The draft agenda shall be forwarded to the other members of the Academic Senate at least one day before the meeting together with an invitation.
3. Chairman of the Academic Senate shall ensure that members of the academia are informed of the convened meetings of the Senate in such a way that, at the very least by posting information on the information board of the Academic Senate, the academia is informed of the date of the meeting, the proposed agenda and the venue of the meeting, at least three days before the meeting. If the meeting is convened within a period of less than three days, this information shall be immediately made public.
4. Approval of the agenda under the Chairman’s proposal shall be the first item of each session of the Academic Senate. The Senate may, by a majority of its members, approve the agenda differently from the invitation proposal.
5. The Chairman of the Senate shall inform the Rector in writing at least 10 days in advance of the proposed items of the agenda in order to ensure their participation or the participation of a person authorised by them at a meeting of the Senate on these agenda points.
6. Senators are obliged to apologize in writing to the Chairman if they are unable to attend the convened meeting.

**Article 5**

**The course of the Senate meeting**

1. The meeting of the Academic Senate shall be chaired by the Chairman and in their absence by a Vice-Chairman.
2. Academic Senate meetings are public. The Rector or on their behalf the Vice-Rector, the Chairman of the Board of Trustees of the school or an authorized member of the Board of Trustees, the Chairman of the Artistic Board or an authorized member of the Artistic Board shall have the right to speak at the meeting whenever they so request.
3. The Academic Senate may invite other persons with knowledge of the issues under discussion at the meeting, request the opinions of the academia or the Artistic Board. These persons do not have any voting right. The Rector, Vice-Rectors and Bursar have the right to participate in the Academic Senate meeting with an advisory vote.

**Article 6**

**Resolution**

1. A motion for resolution may be submitted by any member of the Academic Senate, except for motions for resolutions in matters in which the law or the internal regulation of the higher education institution entrusts the right to motion to another person or on which the Academic Senate has no right to decide.
2. Each motion shall be debated, in which the petitioner, any member of the Academic Senate and other persons entitled to speak in accordance with these Rules of Procedure shall have the right to presentation at the meeting of the Academic Senate. Person managing the meeting shall be entitled, in the event of disproportionately lengthy or non-related or abusive or insulting speeches, to call a speaker to speak to the point or order and, in the event of repetitive speeches, not to give the floor to such a speaker.
3. Amendments and counter-proposals may be submitted to motions under the same terms.
4. As a rule, the vote is first on the counter-proposals, then on the amendments and then on the motion as a whole, if the logic of the matter does not follow a different course of action.
5. The Academic Senate shall decide by resolution. The resolution must be literally included in the minutes of the Academic Senate meeting.
6. The Academic Senate has a quorum, if an overall majority of all its members is present. In the cases referred to in Section 9 (1) and (2) of the Act, a simple majority of the votes of the senators present in each chamber of the Academic Senate is required to pass a motion, unless the law provides otherwise. In all other cases, the validity of the resolution requires an additional overall majority of the votes present, unless the law or the internal regulation of the higher education institution provides otherwise.
7. The approval of a proposal for the appointment or removal of the Chairman of the Academic Senate shall require the approval of an overall majority of the senators present in each chamber.
8. The approval of a proposal for the appointment or removal of the Vice-Chairman of the Academic Senate requires the consent of an overall majority of the senators present and at the same time an overall majority of senators of the chamber of the Academic Senate, to which a person to be voted on, belongs.
9. The voting shall be by secret ballot or acclamation according to the decision of the Academic Senate. The motions pursuant to Section 9 (1) (h) of the Act shall be decided by secret ballot by the Academic Senate.
10. The date of referral of the approved motion within the meaning of Section 15 (5) of the Act shall be deemed to be the day following that on which the motion was approved by the Senate. The Secretary of the Board of Trustees shall be responsible for circulating the motion to the members of the UMPRUM Board of Trustees on the date of referral of the approved motion.

**Article 7**

**Rector’s dissent**

1. In the event of the Rector’s dissent with the resolution of the Academic Senate, the effect of this resolution is suspended and this resolution is discussed again at the next meeting of the Academic Senate. The Rector must be invited to such a meeting in writing at least 7 days in advance.
2. The Rector must express dissent immediately when attending the meeting of the Academic Senate, otherwise within three days of the adoption of the resolution, otherwise the dissent shall not be taken into account. If the Rector does not express dissent at a meeting of the Academic Senate, their dissent shall be submitted in writing to the Chairman of the Academic Senate. Dissent must include the determination of a specific decision of the Academic Senate, with which the Rector disagrees and the justification for such dissent. A dissent made late, to the wrong person, an indeterminate or unjustified dissent shall not be taken into account.
3. The resolution, despite the Rector’s dissent, is adopted by a simple majority present at the next hearing of the Senate.
4. The provisions of this Article shall not apply to a resolution on a motion to recall the Rector.

**Article 8**

**Registration**

1. Minutes shall be made of each meeting of the Academic Senate. The minutes shall specify in particular the date and place of the hearing, the list of members of the Academic Senate present and the guest list. The course of the meeting shall also be described, in particular, who directed the meeting, what motions were presented and what were the results of voting thereon.
2. Each of those present at the meeting shall have the right to request that the content of their presentation be briefly included in the minutes.
3. The resolutions of the Academic Senate must be literally included in the minutes. If necessary, they shall also be made separately in writing.
4. The minutes of each meeting of the Academic Senate shall be verified by the Chairman or Vice-Chairman of the Academic Senate.
5. The minutes shall be circulated in electronic form to all members of the Academic Senate no later than 7 days after the meeting of the Academic Senate.
6. The review of the minutes shall be carried out by the Academic Senate at the next meeting. The Senate may pass amendment to the minutes if it concludes that the registration does not correspond to reality.
7. Each member of the Academic Senate shall have the right, within 10 days of receipt of the minutes, to require that the minutes indicate their dissent with the content of the minutes. If the minutes are amended by a resolution of the Academic Senate, this period shall begin to run again by receipt of the amended minutes.
8. The verified minutes shall be published within seven days on the official notice board of the Academic Senate and on the website of the higher education institution. The verified minutes are included in the archives of the higher education institution.

**Article 9**

**Administrative arrangement**

1. The Chairman of the Academic Senate shall determine, in agreement with the Rector, how to secure the administrative agenda of the Academic Senate.
2. The higher education institution is obliged to provide the Academic Senate with adequate material and organizational background for its functioning, including the possibility of publishing information in the Intranet network of the higher education institution and in other appropriate ways.

**Chapter Two**

**Special provision for deciding on a proposal for appointment of the Rector of a higher education institution**

**Article 10**

1. The Academic Senate organises and conducts elections of a candidate for the position of Rector.
2. Where these Rules of Procedure refer to the election of a candidate for the position of Rector, this means deciding on a proposal for appointment of Rector of a higher education institution.

**Article 11**

**Announcement of the election of a candidate for Rector**

1. The election of a candidate for the position of Rector shall be announced by the Academic Senate in such a way that there are no more than 50 and at least 40 days between the announcement of the election and the electoral session of the Academic Senate.
2. The announcement of the election is made public on the official notice board of the higher education institution, on the website of the higher education institution and in another appropriate way.
3. The announcement shall contain at least information on to whom and by when candidatures may be submitted, when the pre-election public session will take place and when the electoral session of the Academic Senate will take place. The announcement also contains references to relevant legislation and internal regulations of the higher education institution, which specify the course of the election.

**Article 12**

**Candidates’ proposals**

1. Proposals for a candidate for the position of Rector shall be submitted in writing to the Academic Senate no later than 20 days before the date of election.
2. Any member of academia has the right to submit proposals for the position of Rector.

At least 30 members of the academia are required to give their written consent to the validity of the candidature.

1. Candidate’s written proposal contains:
2. Written consent of the proposed candidate with the candidature,
3. A brief resume (CV) of the proposed candidate with the characteristics of their activities at the higher education institution,
4. Brief points of the electoral programme,
5. Candidate’s declaration that they meet the pre-requisites for the performance of the office set by the Act No. 451/1991 Coll., Setting Out Certain Further Prerequisites for Holding of Certain Positions in State Authorities and Organisations of the Czech and Slovak Federal Republic and the Czech Republic and the Slovak Republic, as amended,
6. Written declaration by at least 30 members of academia that they agree to the candidature of the proposed person.
7. Incomplete proposals or proposals containing errors shall be returned by the Academic Senate to the petitioner with instructions on how they are to be corrected or supplemented.
8. Proposals which, even on the last day of the deadline for submitting thereof, will not meet the prescribed pre-requisites, shall not be taken into account.
9. The candidate is obliged to deliver materials referred to in paragraph 3 letters b) and c) also in electronic form.
10. During the election of a candidate for the position of Rector, any of the proposed candidates may resign at any time and this fact shall be made immediately public.

**Article 13**

**Election information**

1. Written materials supplied to the petitioner shall be collected by the members of the Academic Senate at the Rector’s Office, where they shall be available at least 20 days before the date of election. Any member of academia may consult them at the same time in the same place. Any member of academia may make copies of the materials at their own expense. Materials submitted electronically will be sent to any member of academia via e-mail or posted on the Internet for download upon request.
2. Within the same period, the Academic Senate shall ensure the publication of resumes (CVs) and candidates’ proposition on the information board of the Academic Senate, on the Internet, a where appropriate, in another appropriate manner.
3. The Academic Senate may not only inform about certain candidates, inform about certain candidates more prominently than others, or add evaluation or opinion statements to the information. The information must be factual, complete and balanced.
4. Where the media or the public is interested in the choice, the Chairman or Vice-Chairman of the Academic Chamber shall ensure that information is adequately provided. The rules laid down in paragraph 3 shall apply mutatis mutandis.

**Article 14**

**Pre-election public meeting**

1. For the purpose of public presentation of candidates and to allow discussion with the academia, the Academic Senate shall, at the end of the receipt of candidates' proposals and at least 5 days before the election meeting, hold a pre-election public meeting.
2. Pre-election public meeting is organised in such a way that, in addition to members of the Academic Senate and candidates, the general academia can participate.
3. At the latest at the beginning of the pre-election public meeting, the Academic Senate shall decide in what order the individual candidates will appear, whether and how the presentation time will be limited, whether and in what form discussions with candidates will be conducted and whether and in what form members of the academia who are not members of the Academic Senate may participate.
4. When deciding in accordance with paragraph 3, the Academic Senate shall take into account the time possibilities, the number of candidates and the number of participants in the pre-election public meeting. The conditions laid down must be equal; no candidate may be advantaged.
5. Candidates may speak in the time and manner specified by the Academic Senate. During meetings participants may ask questions, make comments or otherwise interfere with the course only in accordance with the rules laid down in accordance with paragraph 3.

**Article 15**

**Election**

1. The election of a candidate for the position of Rector shall be carried out at the electoral meeting of the Academic Senate. The election is technically ensured by a three-member electoral commission appointed by the Academic Senate of its members.
2. At the electoral meeting of the Academic Senate, candidates’ presentations shall not be permitted unless the law or these Rules of Procedure provide otherwise.
3. The election is by secret ballot and direct.
4. Voting is performed using ballot papers. The voting member of the Academic Senate shall secretly indicate on the ballot paper, in a manner to be decided in advance by the Academic Senate, just one candidate who they are voting for. The voting member shall drop the adjusted ballot paper into the ballot box.
5. Ballot papers that indicate multiple candidates, do not identify any candidate, or do not show which candidate they identify, are invalid. Insertions, notes, symbols and other written speeches on the ballot paper do not affect the validity of the ballot, if there is no doubt, to which candidate a member of the Academic Senate has given a vote.
6. At the end of voting, the election committee shall add up the votes given to each candidate and announce the results. It shall indicate how many ballot papers have been issued, how many ballots have been cast, how many of them have been valid and how many votes have been received by a particular candidate.

**Article 16**

**Election result**

A candidate is elected who received an overall majority of the votes of all members of the Academic Senate.

**Article 17**

**Recurrent vote**

1. If neither of the proposed candidates wins an overall majority of the votes of all members of the Academic Senate in the first round of elections, a second round of elections shall be held immediately, where the two proposed candidates move who have received the largest number of votes.
2. If there are equal number of votes in the first or second place for more than one proposed candidate, all those candidates shall advance to the second round.
3. The rules for the first round of voting shall apply mutatis mutandis to the repeated voting, unless provided otherwise.
4. If all the advanced candidates are present, the Academic Senate may agree to allow them to speak briefly before the second or third round of voting.
5. If neither of the proposed candidates voted on in the second round of elections wins an overall majority of the votes of all members of the Academic Senate, the nominated candidate who received the largest number of votes in the second round of elections shall advance to the third round.
6. If, in the third round of voting, such an advanced candidate does not receive an overall majority of the votes of all members of the Academic Senate, the entire elections shall be repeated with the newly proposed candidates within thirty days.
7. In the event of repeating of the entire elections, the Academic Senate may adopt a reasonable reduction of the individual time limits under these Rules of Procedure in order to preserve as far as possible the transparency, openness and equality of the electoral process.

**Article 18**

**Submission of the proposal to the president of the Republic**

The approved proposal for appointment of an elected candidate for the position of Rector shall be submitted by the Chairman of the Academic Senate within seven days of the date of election to the President of the Republic via the Ministry.

**Chapter Three**

**Decision on a proposal for appointment of the Rector of a higher education institution**

**Article 19**

The Academic Senate approves the proposal to recall a Rector.

**Article 20**

**Motion to recall a Rector**

1. The motion to recall a Rector shall be submitted in writing by any member of the Academic Senate or by a group of at least sixty members of the academia.
2. The motion to recall a Rector must be justified. The motion to recall a Rector may be justified in particular by circumstances relating to the performance of their duties as a Rector, in particular by conduct contrary to the principles of humaneness, humanity and democracy, and by conduct contrary to the applicable laws and internal regulations of the higher education institution, or by conduct contrary to the principles of academic freedom and independence.

**Article 21**

**Obvious non-justifiability**

1. Any senator may, until the end of the next meeting of the Academic Senate, propose that the motion to recall a Rector be rejected for being manifestly unfounded. In order to reject the motion for being manifestly unfounded, the approval of the resolution of the Academic Senate by a simple majority of all its members is sufficient.
2. A motion to reject a motion to recall the Rector cannot be submitted after the Academic Senate has requested the Rector’s opinion.
3. The rejected motion to recall a Rector is not further discussed.

**Article 22**

**Voting on motion**

1. In the absence of rejection of the motion to recall a Rector for being manifestly unfounded, the Academic Senate shall request the opinion of the Rector and shall discuss this opinion and the motion to recall a Rector from office at the next meeting of the Academic Senate.
2. The Rector must be given at least 10 days to process the opinion.
3. The motion to recall a Rector shall be decided by the Academic Senate by secret ballot.
4. A motion to recall a Rector shall be approved if at least three-fifths of all members of the Academic Senate vote in support of it.

**Article 23**

**Submission of the proposal to the president of the Republic**

The approved motion to recall a Rector shall be submitted by the Chairman of the Academic Senate within seven days of the date decision to the President of the Republic via the Ministry.

**Article 24**

**New proposal**

If the motion to recall a Rector has not been approved or rejected, a new motion may be submitted only after 30 days have elapsed since such a decision. This does not apply if the new motion is submitted by a group of at least 200 members of the academia.

**SECTION THREE**

**MEETINGS OF THE ACADEMIC SENATE PER ROLLAM**

**Article 25**

**Basic provisions**

1. The Academic Senate may, in justified cases, in particular where there is a risk of delay, approve resolutions outside its ordinary sessions by means of per rollam vote, and do so exclusively via e-mail.
2. Per rollam vote is announced by the Chairman of the Senate (hereinafter referred to as the ‘‘Announcer’’). The Chairman of the Senate shall keep and periodically update a list of email addresses submitted by members of the Artistic Board without delay after the start of their term in order to enable per rollam vote.

**Article 26**

**The course of per rollam vote**

1. The Announcer shall send a message (email) about commencing a per rollam vote, including a draft resolution and the deadline for the votes.
2. The Announcer’s message shall always set a deadline for the votes, typically three calendar days, but never shorter than 24 hours.
3. Each voter shall send a reply email to the Chairman within the set period, expressing their position on the draft resolution using the phrases “for the motion”, “against the motion”, or “abstained”.
4. The draft resolution shall be passed if at least one half of all the members have voted for it within the set period. In case a member has not replied within the set period, they shall be understood to have abstained from the vote.
5. The Announcer shall announce the result of the per rollam vote to all the Artistic Board members without undue delay, but no later than three calendar days after the end of the vote.
6. Results of per rollam vote for the past period shall be included in the minutes from the next regular Senate meeting.
7. Per rollam vote may not be used to decide in matters pursuant to Section 9 (1) (a), (b), 1., (f), (g), (h) of the Act.

**PART FOUR**

**JOINT AND FINAL PROVISIONS**

**Article 27**

**Repealing provisions**

The Election Rules and Rules of Procedure of the Academic Senate of the Academy of Arts, Architecture & Design in Prague approved by the Academic Senate on 9 March 2007 and 4 April 2007 and registered by the Ministry of Education, Youth and Sports on 23 April 2007 under Ref. No. 11 622/2007-30 shall be repealed.

**Article 28**

**Validity and effect**

1. These Rules of Procedure were discussed and approved pursuant to Section 9 (1), (b), point 1 of the Act by the Academic Senate on 29 May 2017.
2. These Rules of Procedure shall enter into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.
3. These Rules of Procedure shall take effect on 1 September 2017.

**Prof. academic architect Jindřich Smetana, m.p.**

Rector