

Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Senate of the University of Veterinary and Pharmaceutical Sciences Brno on 19 May 2017, file reference MSMT-12507/2017.

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Mgr. Karolína Gondková
Director of the Department of
Higher Education

RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE UNIVERSITY OF VETERINARY AND PHARMACEUTICAL SCIENCES BRNO

Dated 19 May 2017

Article 1 Basic Provisions

- (1) The Rules of Procedure of the Academic Senate of the University of Veterinary and Pharmaceutical Sciences (hereinafter only as the “Rules of Procedure of the UVPS Brno AS”) shall be issued pursuant to § 17, para. 1, letter c) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences (hereinafter only as the “Statute of the UVPS Brno”).
- (2) The Academic Senate of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno AS”) is a representative of the academic community of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”), consisting of academic staff working at the UVPS Brno faculties and UVPS Brno students. Students form its student section, while academic staff members form its staff section. The term of office of the members of the UVPS Brno AS is three years. The UVPS Brno holds its sessions, acts and adopts decisions as a whole. The UVPS Brno has a total of 27 members.
- (3) The Rules of Procedure of the UVPS Brno AS regulates the rules of conduct, the organisational structure, and establishing the bodies of the UVPS Brno AS. The UVPS Brno AS shall decide on fundamental issues of the activity and organisation of the UVPS Brno in accordance with the Act, the Statute of the UVPS Brno, and other internal regulations of the UVPS Brno.

Article 2 Rights and Duties of Members

- (1) The function of a member of the UVPS Brno AS is honourable, voluntary and its performance is irreplaceable.
- (2) A member of the UVPS Brno AS has the right and obligation to participate in meetings of the UVPS Brno AS and its bodies and to participate actively in their activities. The UVPS Brno shall take reasonable measures to ensure this right.
- (3) In meetings of the UVPS Brno AS, the member of the UVPS Brno AS has the right to submit proposals, ideas, and comments and request their solution.
- (4) A member of the UVPS Brno AS is responsible for the performance of the function towards the members of the academic community.

Article 3
Bodies of the UVPS Brno AS

The bodies of the UVPS Brno AS shall include:

- a) The Chairperson;
- b) The Board;
- c) The Commission.

Article 4
Chairperson

- (1) The Chairperson is one of five members of the Board of the UVPS Brno AS, being elected by direct secret ballot of the plenum of the UVPS Brno AS. The term of office of the Chairperson shall coincide with the term of office of the UVPS Brno AS. The Chairperson shall be elected by the absolute majority of the present members of the UVPS Brno AS.
- (2) The scope of authority of the Chairperson shall include, in particular:
 - a) Representing the UVPS Brno AS in other bodies of the UVPS Brno;
 - b) Representing the UVPS Brno AS in public;
 - c) Collecting proposals to be discussed and publishing the proposed agenda of the meeting;
 - d) Convening the sessions after the discussion in the Board;
 - e) Inviting guests to sessions after the discussion in the Board;
 - f) Chairing the meeting and authorising the Board members to chair the meeting;
 - g) Being the member of the Internal Evaluation Board of the UVPS Brno.
- (3) In his / her absence, the Chairperson shall be represented by the Vice-Chairperson within the scope of assigned authority.

Article 5
Board

- (1) The Board has five members, all of them being elected by direct secret ballot of the plenum of the UVPS Brno AS. In its first session, the Board shall elect the Vice-Chairperson. The term of office of the Board members shall coincide with the term of office of the UVPS Brno AS. The Board shall consist of the Chairperson, 3 representatives of academic staff members (one for each faculty), and 1 student representative.
- (2) The Board shall not adopt resolutions or decide on behalf of the plenary session of the UVPS Brno AS.
- (3) The Board members shall be responsible towards the members of the UVPS Brno AS, who may dismiss them individually or the Board as a whole at any one time. A newly elected member shall serve only for the remained of the respective term of office.
- (4) The Board shall organise and manage the activity of the UVPS Brno AS in its sessions and in the period between two sessions, it fulfils mainly the following tasks:
 - a) In cooperation with the Chairperson, it prepares the agenda of the meeting;
 - b) It discusses and recommends the Chairperson to invite guests to the session;
 - c) It submits to the UVPS Brno AS its proposals, ideas, and reports, and possibly established expert and advisory commission for the purpose of drafting them.

Article 6
Commissions

- (1) Through its resolution, the UVPS Brno AS shall establish permanent or temporary

- commissions. When establishing a commission, it shall define its composition and tasks. The Chairperson of the commission shall be proposed by the UVPS Brno AS out of its members, while the commission members may include members of the academic community of the UVPS Brno, or possibly other experts in the specific field.
- (2) The Proposal Commission shall be elected in the session of the UVPS Brno AS out of its members. The Proposal Commission has 3 members (2 members representing academic staff and 1 student) and shall be elected at the beginning of every session of the UVPS Brno AS. One of its members shall serve as the Commission's Chair. The Commission shall draft and present in the session the draft resolution and shall enclose the adopted resolution to the minutes of the session of the UVPS Brno AS.
 - (3) The Election and Mandate Commission shall be elected in the session of the UVPS Brno AS out of its members. The Election and Mandate Commission has 3 members (2 members representing academic staff and 1 student). One of its members shall serve as the Commission's Chair. The Election and Mandate Commission shall always sit in private meetings. Within the session of the UVPS Brno AS, the task of the members of the Election and Mandate Commission shall include the following:
 - a) Determining the number of members present at the beginning and during the session;
 - b) Determining the results of voting;
 - c) Organising elections;
 - d) Assessing election results;
 - e) Announcing election results through its Chair;
 - f) Verifying the validity of mandates of newly elected members.
 - (4) All commissions established by the UVPS Brno AS shall adopt their resolutions by a majority of all their members.

Article 7 Secretary

- (1) The Secretary of the UVPS Brno AS shall be elected by the plenum of the UVPS Brno AS until the end of its term of office. The Secretary may be dismissed at any one time by means of a resolution of the UVPS Brno AS.
- (2) The Secretary ensures the administrative activity of the UVPS Brno AS and records and archives the minutes and resolutions of the meetings and all documents and correspondence concerning the activities of the UVPS Brno AS. This archive is handed over by the resigning Secretary in the presence of a member of the Board of the UVPS Brno AS against the signature of the newly elected Secretary.
- (3) Unless the plenum of the UVPS Brno AS decides otherwise, the Secretary shall perform the role of the minutes clerk at the session of the UVPS Brno AS.

Article 8 Scope of Authority

- (1) Upon the Rector's proposal, the UVPS Brno AS shall decide on the establishment, merger, division or cancellation of the UVPS Brno constituent parts on the basis of the consent granted by the bodies or persons stipulated by the Statute of the UVPS Brno, and as the management, it shall also decide on establishing or cancelling common workplaces as constituent parts of the UVPS Brno.
- (2) The UVPS Brno AS shall approve:
 - a) The Rules of Procedure of the UVPS Brno AS, submitted for approval by a member of the UVPS Brno AS (it shall seek a prior statement of the Rector for the purposes of approval);
 - b) Internal regulations of the UVPS Brno submitted by the Rector;

- c) Internal regulations of the faculties upon the proposal of the Faculty's AS (it shall seek a prior statement of the Rector for the purposes of approval);
 - d) The budget of the UVPS Brno submitted by the Rector, claiming to monitor the use of funds;
 - e) The annual activity report and the annual financial management report submitted by the Rector;
 - f) A report on the internal evaluation of the quality of the educational, scientific and research, development and innovation, artistic or other creative activity (hereinafter only as the "creative activity") and the related activities of the UVPS Brno presented by the Chairperson of the Internal Evaluation Board of the UVPS Brno, as well as any annexes to this report;
 - g) The strategic plan of educational and creative activities of the UVPS Brno and the annual report on implementing the strategic plan of the UVPS Brno submitted by the Rector;
 - h) The collection of requirements and indicators of activity performance submitted by the Rector.
- (3) Upon the Rector's proposal, the UVPS Brno AS shall set aside an internal regulation of the faculty or any other act of the body of the constituent part of the UVPS Brno or shall suspend its effect provided that this internal regulation, decision or act violates the special regulations or the internal regulations of the UVPS Brno.
- (4) The UVPS Brno AS shall express its statements on the legal acts requiring the consent of the Board of Trustees of the UVPS Brno and the proposals and statements of the Board of Trustees of the UVPS Brno.
- (5) It shall express its view on issues submitted by the members of the UVPS Brno AS, the Rector, Vice-Rector, Bursar, or professional and interest organisation of students of the UVPS Brno.
- (6) The UVPS Brno AS cooperates in establishing other academic bodies:
- a) Decides on the proposal to appoint the Rector and proposes his / her dismissal;
 - b) Expresses on the Rector's intent to appoint or dismiss Vice-Rectors;
 - c) Grants the Rector the approval to dismiss the Dean pursuant to § 28, para. 3 of the Act;
 - d) Proposes one third of the members of the Internal Evaluation Board of the UVPS Brno;
 - e) Grants the Rector the prior consent to appoint and dismiss the members of the Scientific Board of the UVPS Brno and the members of the Internal Evaluation Board of the UVPS Brno.
- (7) The UVPS Brno AS nominates the representative of the UVPS Brno and faculties in the Council of Universities.

Article 9

Preparing Sessions and Submitting Proposals

- (1) Ordinary sessions of the UVPS Brno AS shall take place at least once per semester.
- (2) The agenda of the session of the UVPS Brno AS shall be prepared by the Chairperson together with the Board of the UVPS Brno AS.
- (3) The sessions shall be convened by the Chairperson of the UVPS Brno AS, either at his/her own discretion or upon the request of:
 - a) The Rector or Vice-Rector on his/her behalf;
 - b) The Board of the UVPS Brno AS;
 - c) The members of the UVPS Brno AS, if requested so in writing by at least one third of all its members;
 - d) On the grounds of a resolution of the Academic Senate of any faculty.
- (4) Proposals concerning the agenda of the ordinary session, including supporting

documents, shall be delivered in writing to the Chairperson at least 14 calendar days before the date of the ordinary session. The application shall be accompanied by written documentation relating to the proposed items of the agenda of the meeting.

- (5) At least 7 calendar days prior to the session, the Board of the UVPS Brno AS shall publish the agenda of the meeting together with the proposals and documents pursuant to § 9, para. 3 of the Act in a manner allowing remote access to members of the UVPS Brno academic community. If the session is convened upon the request of the Rector pursuant to § 9, para. 3 of the Act, the documents shall be published by the Rector; in other cases, the documents shall be published by the Chairperson of the UVPS Brno AS.

Article 10

Rules of Conduct and Voting

- (1) The sessions of the UVPS Brno AS are public.
- (2) The sessions shall be opened, chaired and terminated by the Chairperson of the UVPS Brno, who may delegate this activity onto any other member of the Board of the UVPS Brno AS.
- (3) At the beginning of each session, the plenum shall approve the agenda proposed by the Board of the UVPS Brno AS. The approved agenda may be changed additionally during the session with the consent of the plenum of the UVPS Brno AS. The resolution on the change of the agenda shall be approved by an absolute majority of all members of the UVPS Brno AS.
- (4) In addition to the members of the UVPS Brno AS, the following persons have the right to attend and speak at the session of the UVPS Brno AS at any time they request to do so:
- a) The Rector or Vice-Rector on his/her behalf;
 - b) The Faculty Dean;
 - c) The Chairperson of the Board of Trustees of the UVPS Brno or a member of the Board of Trustees of the UVPS Brno acting on his/her behalf;
 - d) A member of the Internal Evaluation Board of the UVPS Brno authorised to act by the Chairperson of the Internal Evaluation Board of the UVPS Brno.
- (5) The following persons may invite other guests to actively participate in the session of the UVPS Brno, especially for the purposes of providing information or interpreting a particular item on the agenda:
- a) The Chairperson after the discussion in the Board of the UVPS Brno AS;
 - b) The submitter of the present proposal with the consent of the Chairperson of the UVPS Brno AS.
- (6) At the beginning of each session, the Plenum of the UVPS Brno AS shall elect out of its members the Election and Mandate Commission, the Proposal Commission, and the verifier of the minutes.
- (7) The UVPS Brno AS shall decide on each proposal by voting. A member of the Board chairing the session shall allow the discussion on the proposal, inform the Plenum that the voting shall take place and determine the number of present members of the UVPS Brno AS. The amendments shall be voted in the order in which they were submitted.
- (8) The UVPS Brno AS has the quorum if the majority of its members are present at the session. If it is inquorate from the beginning, or if it becomes inquorate at any time during the session, the Chairperson shall terminate it and determine a new term of the session. The agenda for the substitute session must include at least those issues which have not been discussed at the terminated session.
- (9) Voting shall be public or secret. Public voting shall take place by raising a hand, secret voting by ballot papers. Counting of votes and determining the results shall be carried out by the Election and Mandate Commissions.
- (10) Public voting shall take place unless the Act or the internal regulations of the UVPS

provide for otherwise.

Secret voting shall take place, in particular, in the following cases:

- a) The proposal to appoint and dismiss the Rector;
 - b) The election and dismissal of the Chairperson, Board members, and Secretary;
 - c) Proposal related to particular persons, except the election of the members of the Proposal Commission, Mandate and Election Commission, and the verifier of the minutes;
 - d) Any other matters if provided for by the internal regulation of the UVPS Brno;
 - e) If proposed at the specific session by any of the members and the UVPS Brno AS adopts a corresponding resolution.
- (11) For the adoption of a resolution, an absolute majority of the present members of the UVPS Brno AS shall be required, unless otherwise stated in the Act or in any other internal regulation of the UVPS Brno.
- (12) A three-fifth majority of all members of the AS the UVPS Brno shall be required to adopt a resolution in the following cases:
- a) The proposal to dismiss the Rector;
 - b) The proposal where the Act requires the approval by the Board of Trustees of the UVPS Brno pursuant to § 15, para. 2, letters b) and c) of the Act, and it did not approve this proposal, returning it with a reasoning to the UVPS Brno AS for a new discussion.
- (13) A member of the Board chairing the meeting shall announce the results of the vote by communicating the number of present members of the UVPS Brno AS at the time of voting, the number of votes cast for the proposal, against the proposal, and the number of abstentions, and shall indicate whether the proposal was adopted. In the case of a secret ballot, the Chairperson of the Election Commission shall announce the number of issued and cast ballots, the number of valid and invalid ballots, the number of members for the proposal, against the proposal, and the number of abstentions.

Article 11

Minutes of Meetings

- (1) Minutes shall be taken concerning the course of any session of the UVPS Brno AS. The minutes shall indicate who chaired the session, how many members were present at the session, which members of the UVPS Brno AS and guests participated in the debate, what proposals were submitted, and with what result they were voted on. In addition, the minutes shall also include the final wording of the resolution adopted by the UVPS Brno AS. The minutes shall also include important discussion points and the wording of the written proposals, documents, and declarations which were subject to discussion.
- (2) Unless the Plenum of the UVPS Brno AS decides otherwise, the minutes of the meeting of the UVPS Brno AS shall be drafted by the Secretary of the UVPS Brno AS.
- (3) The minutes of the meeting of the UVPS Brno AS shall be verified by the signature of the Chairperson of the UVPS Brno AS, Vice-Chairperson, or any other member of the Board and verifier of the minutes. The minutes shall be recorded and archived by the Secretary of the UVPS Brno AS.
- (4) The minutes of the meeting of the UVPS Brno AS shall be published immediately after its verification in a manner allowing remote access to the members of the academic community of the UVPS Brno.

Article 12

Preparing the Election of the Candidates for the Post of the Rector and Proposal of Candidates

- (1) The Board of the UVPS Brno AS shall arrange for the preparation of the election of the candidates for the post of the Rector and manage the election itself.
- (2) The Board shall take decisions relating to the preparation and conduct of the election of a candidate for the post of the Rector by an absolute majority of all its members.
- (3) The UVPS Brno AS shall announce the first election of candidates for the post of the Rector no later than 90 days before the expiry of the Rector's term of office. At the same time as the announcement, it shall publish a timetable for the election process.
- (4) Any member of the academic community of the UVPS Brno may nominate a candidate for the post of the Rector to the Board of the UVPS Brno AS in writing and in good time. The proposer may also nominate more candidates.
- (5) The proposal of the candidate for the post of the Rector shall contain, in particular:
 - a) The name and surname of the candidate, including the academic and scientific degrees, age, job position, and workplace;
 - b) The candidate's consent;
 - c) The name and signature of the proposer.
- (6) The Board shall verify whether the candidate for the post of the Rector fulfils the legal requirements.
- (7) If a member of the Board of the UVPS Brno AS is simultaneously a candidate for the post of the Rector, they are excluded from organising the preparation of the election for the appointment of the Rector.
- (8) The Board of the UVPS Brno AS shall prepare documents containing a list of proposed candidates for the post of the Rector and shall make them available at least 7 calendar days before the date of the session of the UVPS Brno AS, which shall discuss the nominees for the appointment of the Rector in a manner allowing remote access to the members of the academic community of the UVPS Brno.

Article 13

Election of the Candidate for the Post of the Rector

- (1) Adopting a resolution on a proposal for the appointment of the Rector shall take place at the regular session of the UVPS Brno AS. The UVPS Brno AS shall decide on the proposal for the appointment of the Rector by a secret ballot. If more candidates are nominated for the post of the Rector, each member of UVPS Brno AS may give their vote to any number of nominated candidates.
- (2) Candidates specified on the Candidate List have the right to make a speech and acquaint the assembly with their electoral programme.
- (3) A candidate may withdraw from their candidature before each round of elections.
- (4) As the candidate nominated for the Rector shall become the candidate who obtains the most votes and at the same time the absolute majority of the votes of all members of the UVPS Brno AS. If there are more candidates and the nominated candidate for the Rector is not decided in the first round, the elections shall continue to the second round. Two candidates with the highest number of votes shall proceed to the second round. In the case of an equal number of votes of more than one candidate in qualifying places, all of these candidates shall proceed to the second round. In the second round, as the candidate nominated for the Rector shall become the candidate who obtains the most votes and at the same time the absolute majority of the votes of all members of the UVPS Brno AS.
- (5) If a candidate nominated for the Rector is not elected in the first round, or in the case of multiple candidates in the second round, the election of the candidate for the post of

Rector shall be repeated, including the nomination of the candidates.

- (6) Adopting a resolution on the proposal for the appointment of the Rector shall require an absolute majority of the votes of all members of the UVPS Brno AS.
- (7) Upon verifying the resolution of the UVPS Brno AS on the proposal for the appointment of the Rector, the Chairperson of the UVPS Brno AS shall inform the relevant candidate without undue delay, prepare the minutes of the conducted procedure and submit, without undue delay and through the Minister of Education, Youth and Sports, a proposal for the appointment of the candidate as the Rector to the President of the Republic.

Article 14

Proposal to Dismiss the Rector

- (1) The proposal to dismiss the Rector may be submitted by the Chairperson of the UVPS Brno AS, any member of the UVPS Brno AS or the Chairperson of the Academic Senate of the Faculty. The proposal shall be submitted in writing, duly justified, and submitted to the Board of the UVPS Brno AS. In the event that proposal is submitted by the Chairperson of the Academic Senate of the Faculty, the proposal shall be accompanied with a copy of the resolution adopted at the session of the Academic Senate of the Faculty.
- (2) If the proposal is deemed admissible, the discussion shall take place in the next ordinary session of the UVPS Brno AS.
- (3) In the session of the UVPS Brno AS, the Rector may comment on the reasoning behind the proposal to dismiss him/her submitted by the authorised persons.
- (4) The proposal for dismissal of the Rector shall be decided by a secret ballot of the UVPS Brno AS. The proposal for dismissal of the Rector shall be adopted if voted by at least three fifths of all members of the UVPS Brno AS.
- (5) A resolution on the proposal of the UVPS Brno AS for dismissal of the Rector shall be submitted by the Chairperson of the UVPS Brno AS through the Minister of Education of Youth and Sport. The Rector's term of office shall expire on a date fixed by the President of the Republic in his decision. In the event that the date is not specified in the decision, the Rector's term of office shall expire on the day following the date when the decision was served to the UVPS Brno AS.
- (6) Within 30 days upon the date specified in paragraph 5, the UVPS Brno AS shall announce the new procedure on the proposal to appoint a Rector.
- (7) Until the new Rector is appointed, all the rights and duties associated with this function shall be performed by the Vice-Rector who has represented the Rector so far in the full extent.

Article 15

Final Provisions

- (1) These Rules of Procedure of the UVPS Brno AS were adopted pursuant to § 9, para. 1, letter b), point 1 of the Act by the UVPS Brno AS on 27 April 2017.
- (2) Pursuant to § 36, para. 4 of the Act, these Rules of Procedure of the UVPS Brno AS shall come into effect on the date of registration by the Ministry.
- (3) These Rules of Procedure of the UVPS Brno AS shall enter into effect on 1 July 2017.

Prof. MVDr. František Tremel, CSc.
Chairperson of the UVPS Brno AS

Prof. MVDr. Ing. Pavel Suchý, CSc.
Rector