



Pursuant to Section 36, Para 2, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Senate of the Czech Technical University in Prague under ref. no. MSMT-40431/2020-3 on 21 October 2020.

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Mgr. Karolína Gondková
Director of the Higher Education Department

RULES OF PROCEDURE OF THE ACADEMIC SENATE

OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

According to 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"), the Academic Senate of the Czech Technical University in Prague (hereinafter referred to as "AS CTU") is a self-governing representative academic body of the academic community of the Czech Technical University in Prague (hereinafter referred to as "CTU"). These AS CTU Rules of Procedure define the internal bodies of AS CTU and regulate the rules of conduct of AS CTU.

Article 1

Establishment of AS CTU and its bodies

- (1) AS CTU is led by its chair and two vice-chairs that are elected by AS CTU. Together with elected chairs of the standing committees, they constitute the Presidium of AS CTU, which is its executive body. The establishment and activity of AS CTU is governed by Article 4.
- (2) Every year, on the first meeting of AS CTU held after 1 January, AS CTU elects the chair of AS CTU from among its members and two vice-chairs; one vice-chair from among the members of AS CTU elected in electoral districts of academic workers and one vice-chair from among the members of AS CTU elected in electoral districts of students. By electing the chair and vice-chairs, the term of office of the incumbent chair of AS CTU and the incumbent vice-chairs ends. In case the membership of the chair or vice-chairs in AS CTU ends on 31 December, they continue in office also after this date until a new chair and vice-chairs are elected.
- (3) In the election pursuant to Para 2, first the chair of AS CTU is elected in a secret vote. In the first round of the vote, the candidate who received an absolute majority of votes of all the present members of AS CTU is elected. If the number of all votes received by all candidates in the first round of the vote is equal and no candidate is elected, the vote is repeated with newly nominated

candidates. If the number of all votes received by all candidates in the round of the vote is different and no candidate is elected, another round takes place between the candidate that has received the most votes and all candidates that have received the second highest number of votes. If more candidates received the highest number of votes, only these candidates proceed to the next round. In the second or further rounds of vote, the candidate with the highest number of votes is elected.

- (4) After the election of the chair of AS CTU, two vice-chairs are elected in the same way as well as chairs of such standing committees that have no chair at the time of the vote.
- (5) AS CTU elects chairs of standing committees for a period that ends on the day the term in office of a member of AS CTU elected in this way ends, unless a shorter period is set by a resolution of AS CTU.
- (6) The term in office of the chair of AS CTU, the vice-chairs or the chair of a standing committee of AS CTU is terminated during the term in office of a member of AS CTU elected in this way by their resignation from office, termination of membership in AS CTU, end of activities of the relevant standing committee if such decision is taken by AS CTU, or by removal from office. Removal of a member of the Presidium from office is valid if an absolute majority of the members of AS CTU vote for it in a secret vote.
- (7) If a place of a member of the Presidium becomes vacant pursuant to Para 6, or if AS CTU decides to create a new standing committee, AS CTU will elect a new member of the Presidium in a similar manner. The term in office of the chair or vice-chair of AS CTU elected in this way ends when a new chair or vice-chair of AS CTU is elected on the first meeting of AS CTU held after 1 January of the following year.

Article 2

Meetings of AS CTU

- (1) The sessions of AC CTU are convened by the chair:
 - a) At least four times a year,
 - b) In urgent cases,
 - c) Upon request of at least one quarter of the AS CTU members,
 - d) Upon request of the rector.

The sessions of AS CTU are presided over by the chair or an accredited vice-chair (hereinafter referred to as the “presiding member”). In justified cases, the sessions of AS CTU can be held in a contactless form via a teleconference.

- (2) The programme of a session is proposed by the Presidium based on presented documents and proposals. The programme together with the invitation to attend the AS CTU session is placed on a publicly accessible website of CTU at least 6 calendar days before the session.
- (3) A discussion is held for every point on the programme. The presiding member gives the floor to members participating in the discussion usually in the order in which they ask to speak. If it is efficient for the continuation of the discussion, the presiding member can allow people to briefly respond also out of turn. Also technical remarks are allowed first. Technical remarks do not express an opinion of a member of the discussion on the subject of the discussion, but concern a technical or procedural aspect of the session, connection to the Rules of Procedure or legislation or contain

information connected with the subject of the discussion. The presiding members shall ban a speaker from speaking if they exceed the scope of a technical remark.

- (4) If a non-member of AS CTU wishes to speak at a session of AS CTU, they have to ask the presiding member for permission. Persons listed in Section 8, Para 4 of the Act have a right to speak at a session whenever they ask.
- (5) AS CTU adopts a resolution by an open vote. It adopts a resolution is secret vote
 - a) In questions defined by the Act under Section 9, Para 1 (h),
 - b) When approving a proposal to appoint and dismiss members of the CTU Scientific Committee, or a Scientific Committee of a CTU institute,
 - c) When approving a proposal to appoint and dismiss members of the CTU Internal Evaluation Board,
 - d) When approving a proposal to appoint and dismiss members of the CTU Disciplinary Commission,
 - e) When commenting on a rector's plan to appoint or dismiss vice-rectors,
 - f) When approving a rector's proposal to dismiss a dean of faculty pursuant to Section 28, Para 3 of the Act,
 - g) When delegating representatives of CTU to a representative body of universities that are not nominated by faculty senates as faculty representatives,
 - h) When electing or dismissing members of the Presidium.

If AS CTU makes a decision on natural persons in cases not listed in Para 5 (a) to (h), it conducts an open vote, unless it decides on a secret vote. In taking a secret vote on natural persons, AS CTU can proceed in a similar manner as when electing the Presidium, unless this regulation stipulates a different procedure.

- (6) AS CTU has a quorum if at least two thirds of its members with a valid mandate are present.
- (7) A resolution concerning
 - a) A decision to establish, merge, divide or dissolve a faculty or another constituent part of CTU,
 - b) Approval of internal regulations of CTU and internal regulations of faculties or other constituent parts of CTU,
 - c) An opinion on binding rules for composing the budget of CTU and
 - d) Approval of the budget of CTU submitted by the rector

Is approved if the absolute majority of members of AS CTU vote in favour of it.

A resolution concerning

- e) A proposal to remove the rector,

- f) A confirmation of the original proposal of the budget of CTU or the strategic plan of educational and creative activity at CTU that has not been approved by the CTU Board of Directors and
- g) Approval of the proposal of the rector to dismiss a dean of faculty under Section 28, Para 3 of the Act, if the Academic Senate of the given faculty did not approve it,

Is adopted if at least three fifths of all members of AS CTU vote in favour of it.

In other cases, a resolution is adopted if the absolute majority of present members of AS CTU vote in its favour, unless this regulation stipulates otherwise.

- (8) A member of the Presidium from among members of AS CTU elected in electoral districts of students can ask during voting on a resolution referred to in Para 7 (b) for “voting by chambers”. Such resolution is adopted if the absolute majority of members of AS CTU with a valid mandate from among members elected in electoral districts of academic workers together with the absolute majority of members of AS CTU with a valid mandate from among members elected in electoral districts of students vote in favour of it.
- (9) In justified cases during discussion on proposals, the chair of AS CTU can ask members of AS CTU to vote outside of a meeting (hereinafter referred to as “voting by letter”). Voting by letter is not possible in case of proposal referred to in Section 9, Para 1 of the Act and on proposals that require a secret vote. The schedule and course of voting by letter is set up by the chair of AS CTU following an agreement with the Presidium of AS CTU.
- (10) Proposals are voted on in the reverse order in which they have been submitted. If the proposal includes a change in a document submitted upon a proposal by the rector or another person pursuant to the Act, this person must agree with the change, otherwise there is no vote on the proposal for a change.
- (11) If alternative proposals are submitted on which an open vote is conducted, and Para 10 cannot be applied to the vote, AS CTU will first decide on the proposal that has received the most support in the preliminary vote and a vote on this proposal is then taken again in accordance with Para 7. The preliminary vote takes place on the individual proposals separately in an order decided by the lot and any member of AS CTU can vote for more than one proposal. The most supported proposal is the one that has received the most votes. If the votes are equal, the most supported proposal is the proposal with the most votes that has the fewest votes against. If there are more proposals like this, it will be decided by the lot.
- (12) Persons that are nominated by AS CTU to a representative body of universities in accordance with Para 5 (g) that AS CTU elects to the Presidium in accordance with Article 1 and that AS CTU nominates for appointment to the Internal Evaluation Board in accordance with Section 12, Para 3 of the Act are proposed for being decided upon by AS CTU by any member of AS CTU. Proposals of individual members of AS CTU for a member of the Internal Evaluation Board must include a justification and following the candidate’s consent they must be published in accordance with Article 3, Para 1 (m) at least 7 calendar days before being discussed by AS CTU; the chair of AS CTU is responsible for the publishing.
- (13) By a resolution in accordance with Para 5 (b), (c) and (d), AS CTU gives preliminary consent to appoint or dismiss the persons in question in accordance with the Act. This preliminary consent is given also in case AS CTU in accordance with Article 5 (c) approves a proposal of people that are nominated directly by AS CTU in accordance with the Act.
- (14) The presiding member will ensure an audio or audiovisual recording of the meeting of AS CTU (hereinafter referred to as a “recording”) is taken, unless there are technical obstacles to it. Taking a

recording will be temporarily paused during a speech of a person that asks for the recording to be paused. The recording is taken in order to make and later check the minutes of the meeting of AS CTU and is then archived and made available to all employees of CTU and students of CTU.

- (15) If a meeting takes longer than 5 hours and if AS CTU does not have a quorum, any senator can propose an adjournment. The meeting will be adjourned unless at least half of the members of AS CTU with a valid mandate vote in favour of continuing the meeting. If this is the case, the points on the agenda that have not been discussed are moved to the next session.

Article 3

Documents submitted for discussion at AS CTU

- (1) Proposals regarding
- a) The Rules of Procedure of AS CTU or their changes,
 - b) Other internal regulations of CTU and internal regulations of university institutes of CTU and their changes

Are published on a dedicated place that can be accessed remotely by all members of the academic community at CTU at least 28 days before they are discussed at a meeting of AS CTU. AS CTU can take a decision to shorten the period for submitting a specific document.

Proposals regarding

- c) Minutes of previous meetings of AS CTU,
- d) Establishment, merger, fusion dividing or dissolving of a constituent part of CTU, including an explanatory memorandum,
- e) Internal regulations of faculties or their changes,
- f) Binding rules for preparing the budget of CTU,
- g) The budget of CTU
- h) The strategic plan of educational and creative activity at CTU or the annual plan of implementation of the strategic plan,
- i) The annual report on activities and the annual economic report of CTU
- j) The report on the internal quality assessment,
- k) Conditions for acceptance to study in study programmes implemented outside faculties,
- l) Documents for a proposal to appoint or dismiss the rector,
- m) Lists of proposals to appoint or dismiss members of the Internal Evaluation Board, members of the CTU Disciplinary Commission, members of the CTU Scientific Council, or members of the Scientific Council of a CTU institute,
- n) Reasons for returning a proposal by the CTU Board of Directors in accordance with Section 14, Para 5 of the Act

Are published on a dedicated place that can be accessed remotely by all members of the academic community at CTU at least 7 days before the documents are discussed at a meeting of AS CTU. The proposal usually includes also a draft of a resolution. Points on the agenda that include a proposal of a resolution precede all other points on the agenda. This does not apply to the point "Information by the rector" or in case particularly serious reasons exist for a different order.

- (2) The rector is responsible for the publication of materials in accordance with Para 1 (b), (d), (f) to (k), (m) and (n). The chair of AS CTU is responsible for the publication of materials in accordance with Para 1 (a), (a), (e) and (l) and for the publication of the invitation to an AS CTU meeting.
- (3) Proposals and documents in accordance with Para 1 (e) will be submitted by the chair of the Academic Senate of the relevant faculty to the chair of AS CTU. Proposals and documents in accordance with Para 1 (a) and (l) will be submitted by the submitter, or in case of documents for the election of rector by the election commission for the election of rector to the chair of AS CTU before the deadline for their publication.
- (4) The materials in accordance with Para 1 (b), (d), (f) to (k), (m), (n) also include information about important opinions from the discussion of documents in academic advisory bodies whose members are deans of faculties and directors of CTU institutes.
- (5) If an AS CTU committee discusses proposals in accordance with Para 1 (b), (d) to (k) after their publication and before the relevant meeting of AS CTU, and the result of the committee's meeting is an agreement on a change of the submitted document with which the submitter agrees, the submitter shall publish without any delay also the other version of the proposal with marked changes together with the original proposal. In justified cases the submitter can do this also without the proposal being discussed by an AS CTU committee.
- (6) Based on the publication of materials in accordance with Para 1 (a) and (e) together with including the discussion of these materials in the AS CTU agenda it can be assumed that the rector has sufficient possibility to get acquainted with the materials. During the discussion of these materials on an AS CTU meeting, the presiding member will invite the rector or an authorized representative of the rector to present the rector's opinion on the submitted materials.
- (7) Other documents accompanying the materials in accordance with Para 1 (m) that include data on persons will be submitted by the rector to the chair of AS CTU, who will make them available to the members of AS CTU.
- (8) In addition to materials referred to in Para 1, AS CTU also works with other materials on topics that are within the competence of AS CTU. Such materials will be submitted by the submitter at least 7 days before they are discussed to the chair of the Senate, who, following a discussion at the Presidium of AS CTU, will decide on whether the respective points will be included in the agenda of an AS CTU meeting and on a possible publication of these materials for the academic community at CTU.
- (9) All materials published in accordance with Para 1 and 5 are archived. This archive can be accessed by the members of the academic community at CTU.

Article 4 Committees of AS CTU

- (1) Committees of AS CTU (hereinafter referred to as "committees")
 - a) Prepare recommendations, opinions and summary information for decisions at AS CTU, mainly for materials discussed at AS CTU, or

- b) Ensure operational procedures necessary for the activity of the Senate.
- (2) The committees are standing or temporary. Standing committees are established for an unlimited period of time by a resolution of AS CTU and can be dissolved or transformed by another resolution of AS CTU. Temporary committees are established by a resolution of AS CTU for a limited period of time that can be limited for example by completing the task for which the committee has been established.
- (3) A standing committee has a chair elected and dismissed by AS CTU in accordance with Article 1, and internal members from among AS CTU or external members. A member of AS CTU becomes an internal member of a standing committee by a public proclamation that they make at a meeting of AS CTU. Any person on whom AS CTU decides with the person's consent can become an external member of AS CTU.
- (4) Members of a temporary committee are usually determined by AS CTU in the resolution on the establishment of such committee.
- (5) Membership in a committee is terminated by
- a) Resignation of a member of the committee by a written notice to the committee's chair, or
 - b) Dissolution or discontinuation of the committee,
 - c) In case of an internal member of a standing committee by the termination of their membership in AS CTU, or
 - d) In case of an external member of a standing committee by a decision of AS CTU following a proposal of the committee's chair.
- (6) The chair of a standing committee registers the members of the committee and cooperates with them on tasks in accordance with the requirements of AS CTU or the Presidium of AS CTU. A standing committee can submit its own proposals to AS CTU within the scope of its competences.
- (7) The Rules of Procedure of AS CTU committees
- a) A committees meets as necessary, upon the initiative of its members or in accordance with own work plan. The chair of a committee will inform the members of AS CTU and the rector that a meeting of the standing committee is convened, and about the proposed programme.
 - b) A meeting of a committee is convened by the chair of the committee or by another authorized member of the committee. Each member of AS CTU, the rector or a representative authorized by the rector has the right to participate in a committee's meeting. The chair of the committee can invite other guests to participate in a committee's meeting, primarily for the purpose of the committee's efficient acting following from the expected programme. The chair of the committee organizes the work of the committee in agreement with the ideas of the members of the committee and the need to discuss the presented proposals.
 - c) The chair of the committee proposes the programme of the meeting. When preparing the programme, they will respect the requirements of the members of the committee.
 - d) The work of the committee is led by the chair of the committee or by an authorized member of the committee.

- e) All members of the committee have the right and obligation to actively participate in meetings and the work of the committee.
- f) The committee has a quorum in the presence of the absolute majority of all members of the committee.
- g) Voting on presented materials is organized by the chair of the committee so that first the chair invites only the members of the committee to vote, then the chair enters the result in the minutes, then the chair invites all the members of AS CTU who are present to vote and enters the result in the minutes again.
- h) Minutes of the meeting are made that are electronically accessible to all members of AS CTU.
- i) In case the members of the committee agree, voting by letter can be held. The chair will set a deadline for submitting comments on the discussed material, will invite members of the committee to say if they are for or against or if they abstain. If a member does not express their opinion within the set deadline, it is as if they have abstained. If it is complicated to discuss the material, for instance due to comments, the chair will convene a regular meeting of the committee.
- j) The valid outcomes of the committee include opinions, recommendations, proposals, resolutions, etc. approved by the absolute majority of all those present. Opinions and resolutions of the committee are considered as recommendations.

Article 5

Secretary of AS CTU

- (1) In order to ensure operational matters of AS CTU, the Presidium of AS CTU elects and dismisses a secretary of AS CTU (hereinafter referred to as the "secretary").
- (2) The secretary:
 - a) Participates in the meetings of AS CTU, keeps records of the presence of the members of AS CTU at the meetings and ensures the taking of minutes and publication of recordings of the meetings and the operation of the machine for recording voting and records of those who participated in the discussion, if used,
 - b) Keeps the web pages of CTU with information on AS CTU publically accessible and updated; these web pages contain in particular the resolutions of AS CTU, minutes of the meetings of AS CTU, invitations to the next meeting of AS CTU, the schedule of the next meeting of AS CTU, the up-to-date composition of members of AS CTU and their membership in committees,
 - c) Keeps the information on the CTU intranet, where the documents connected to the activities of AS CTU are published for the academic community and staff at CTU, updated, in particular the part including documents approved by AS CTU and the results of elections to AS CTU,
 - d) Intermediates the presentation of internal regulations of CTU faculties for discussion at AS CTU upon request of the chair of the relevant Academic Senate of faculty and keeps records of the approved internal regulations of faculties,
 - e) Is the administrator of the communication tools of AS CTU, in particular the email lists with the members of AS CTU and the intranet space with shared documents for the members of AS CTU,

- f) Helps with technical support of the election to AS CTU or election of the person nominated to be rector, publishes information relevant to these activities on publicly accessible web pages of AS CTU and in connection with this fulfils the instructions of the chair of the election commission,
 - g) Can take part in meetings of the Presidium of AS CTU and the standing committees of AS CTU, in particular in order to help with the preparation of documents in writing for the next meeting of AS CTU,
 - h) Performs other tasks connected with the activities of AS CTU in accordance with the instructions of the chair of AS CTU or a member of the Presidium of AS CTU with the knowledge of the chair of AS CTU, whose instruction is decisive in disputed cases.
- (3) The position of the secretary is incompatible with membership in AS CTU.
 - (4) The secretary must keep confidentiality on matters that are linked to the work of the secretary and that are not intended for the public.
 - (5) The secretary is eligible to a remuneration for their work that is provided in accordance with Article 19, Para 11 of the CTU Statute by the CTU Rector's Office. The amount of the remuneration is proposed by the chair of AS CTU following an agreement with the rector of CTU.

Article 6

Election of a person nominated to be rector and accepting a proposal to dismiss the rector

- (1) The election of a person nominated to be rector (hereinafter referred to as the "election of rector") is held in accordance with Section 9, Para 4 of the Act.
- (2) Candidates for rector are presented by the Academic Senates of faculties or by groups of at least 50 members of the academic community at CTU. Academic Senates of faculties can agree on a joint candidate. Candidates for rector cannot be members of AS CTU. If a candidate for rector is a member of AS CTU when the election is announced, they must resign from the membership at least 30 days before the first round of the election takes place.
- (3) Election of rector is held by secret vote in one or more rounds. A discussion can take place between individual rounds. In each round, a member of AS CTU can give their voice to a maximum of one candidate that participates in this round. All candidates that were nominated in accordance with Para 2 shall participate in the first round.
- (4) If in any of the rounds a candidate receives an absolute majority of votes of all members of AS CTU, this candidate is elected and AS CTU will propose them in accordance with Section 9, Para 1 (h) of the Act to be appointed as rector of CTU. In other cases, the procedure is as described in Para 5 and 6.
- (5) In each round, a candidate that has received the smallest number of votes is removed. If there are more candidates like this, all these candidates are removed. Other candidates proceed to the next round. If the last candidate that has not complied with the condition in Para 4 is removed in this way, AS CTU will end the election and will organize another election within 30 days. If in one round all candidates are removed in this way and there are more, the next round will be held with all these candidates. If in a round that is repeated in this way all candidates again receive the same amount of votes, AS CTU will hold an individual round of election with each of these candidates in accordance with Para 6.
- (6) Individual rounds of election in cases described in Para 5 are held with each candidate separately. The order of the candidates is decided by the lot. If a candidate is elected in the individual round of election in accordance with Para 4, the election is over and possible other individual rounds of

election are not held. If in the individual rounds of election no candidate is elected in accordance with Para 4, the candidate with the highest number of votes received in the individual round of election proceeds to the next round. If there are more candidates like this, AS CTU will repeat the individual rounds of election only with these candidates in the order set by another lot and the candidate with the highest number of votes proceeds to the net round. If there are still more candidates like this, AS CTU will end the election and will organize another election within 30 days.

- (7) Accepting a proposal to dismiss the rector is governed by provisions of Section 9, Para 4 of the Act. In case the rector is dismissed, AS CTU shall organize a new election within 30 days.

Article 7
Final provisions

- (1) The Rules of Procedure of AS CTU registered by the Ministry of Education, Youth and Sports on 1 September 2017 under reg. no. MSMT-21850/2017, as amended, are cancelled.
- (2) These Rules were adopted by AS CTU pursuant to Section 9, Para 1 (b), point 1 of the Act on 17 June 2020.
- (3) Pursuant to Section 36, Para 4 of the Act, these Rules come into force on the day they are registered by the Ministry of Education, Youth and Sports.
- (4) These Rules come into effect on the first day of the calendar month following the day when these Rules came into force.

doc. RNDr. Vojtěch Petráček, CSc., m. p.
Rector