

RULES OF PROCEDURE OF THE ACADEMIC SENATE OF BUT

Heading

Passed by the Academic Senate on: 7 March 2017
Valid from: 16 May 2017
Effective from: 16 May 2017
Responsible department: Legal department of the Rectorate
Binding for: all component parts of BUT
Number of pages: 10
Number of annexes: 0

Registration

The Ministry of Education, Youth and Sports registered this internal regulation pursuant to Section 36 (2) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended:

on 16 May 2017 under Ref. No. MSMT-11862/2017

Mgr. Karolína Gondková
Head of the Department of Higher Education Institutions

CONTENTS

PART ONE GENERAL PROVISIONS..... 1
Article 1 Subject..... 1

PART TWO CONSTITUTIVE SESSION..... 1
Article 2 Convening the Constitutive Session..... 1
Article 3 Procedure of the Constitutive Session..... 2

PART THREE RULES OF PROCEDURE 2
Article 4 Regular and Extraordinary Sessions, Non-public Working Sessions 2
Article 5 Submission of Proposals 3
Article 6 Participants in Sessions 3
Article 7 Convening a Session..... 3
Article 8 Course of the Session..... 4
Article 9 Quorum and Voting..... 5
Article 10 Relationship to the BUT Board of Trustees..... 5
Article 11 Minutes of the Sessions 6

PART FOUR RULES OF PROCEDURE OF CHAMBERS AND COMMITTEES OF THE BUT AS 7
Article 12 Sessions of the Chambers of BUT Academic Senate..... 7
Article 13 Meetings of the Committees of the BUT Academic Senate 8

PART FIVE FINAL PROVISIONS 9
Article 14 Relations to the Academic Community 9
Article 15 Transitional Provisions 10
Article 16 Repealing Provision..... 10
Article 17 Final Provisions 10

PART ONE GENERAL PROVISIONS

Article 1

Subject

1. The Rules of Procedure (hereinafter the “Rules”) of the Academic Senate of Brno University of Technology (hereinafter the “BUT Academic Senate” or “BUT AS”) stipulates the rules of procedure of the BUT Academic Senate and its bodies.
2. The basic provisions laying down the role of the BUT Academic Senate are stipulated in Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”), and in the Statute of Brno University of Technology (hereinafter the “BUT”).
3. The organisational structure of the BUT Academic Senate and the aspect of elections are governed by the Election Rules of the BUT Academic Senate.

PART TWO CONSTITUTIVE SESSION

Article 2

Convening the Constitutive Session

1. The constitutive session is convened by the BUT Election Committee established under the Election Rules of the BUT Academic Senate or by the Rector (hereinafter the “Convener”) in writing so that:
 - a) it takes place within 7 days after the end of the term of office of the former BUT Academic Senate;
 - b) all elected members of the BUT Academic Senate, Rector and other invited participants receive the invitation not later than 7 days before the date of the constitutive session. The invitation may be sent to the participants by electronic means (e.g. to their e-mail addresses).
2. Participants who cannot attend the constitutive session are obliged to excuse themselves from participating in the convened session to the Convener without undue delay after the receipt of the invitation (the excuse can be made electronically, e.g. via e-mail).
3. The invitation to participate in the constitutive session shall include, without limitation, the following:
 - a) the place, date and the time of commencement of the constitutive session;
 - b) the agenda of the constitutive session:
 - summary report of the election results and the introduction of the elected members of the BUT Academic Senate;
 - introduction of other participants invited to attend the session;
 - taking the oath of a member of the BUT Academic Senate and handing out the certificates of membership in the BUT Academic Senate;
 - election of the President of the BUT Academic Senate;
 - election of the Vice-president of the BUT Academic Senate;
 - setting the date of the first regular session of the BUT Academic Senate.

These Rules and the Election Rules of the BUT Academic Senate are attached to the invitation of the members of the BUT Academic Senate.

4. Other participants invited to the constitutive session include the President, Vice-president and the Chairpersons of individual standing committees of the former BUT Academic Senate.
5. The constitutive session is also attended by the members of the Election Committee of BUT.

Article 3

Procedure of the Constitutive Session

1. Until the President of the BUT Academic Senate is elected, the constitutive session shall be chaired by the Chairperson of the Election Committee of BUT or a member of the Election Committee authorised by the Chairperson. If the Chairperson of the Election Committee of BUT or a member of the Committee authorised by the Chairperson cannot chair the session for any reason, the session shall be chaired by a person authorised by the Rector.
2. When the President of the BUT Academic Senate is elected, he/she takes the chair of the constitutive session. The President of the BUT Academic Senate then authorises the Election Committee to execute other necessary tasks (especially organising the election of Vice-presidents of the BUT AS).
3. The rules of procedure under the Part Three of these Rules shall apply *mutatis mutandis* to the constitutive session.

PART THREE

RULES OF PROCEDURE

Article 4

Regular and Extraordinary Sessions, Non-public Working Sessions

1. Regular sessions of the BUT Academic Senate take place on a regular basis on dates approved by the BUT Academic Senate, but at least once every two months (except for July and August). If the BUT AS does not approve the dates of regular sessions, the dates shall be set by the President of the BUT AS.
2. Extraordinary session of the BUT Academic Senate takes place on the basis of the decision of the President of the BUT AS. Extraordinary session shall also convene at the request of the Rector, any Chamber of the BUT AS, or if at least a third of BUT AS members request holding an extraordinary session.
3. BUT Academic Senate sessions are public.
4. Attending the BUT Academic Senate sessions is the basic obligation of BUT AS members.
5. Every member of the BUT Academic Senate shall act, both during and outside the sessions, in the interest of BUT as a whole, conceptually, systematically and adhering to its principles.
6. BUT Academic Senate and Chambers of the BUT Academic Senate may hold non-public working sessions. These sessions are used for closed discussions among the members of the BUT AS. Minutes of a non-public working session shall not be drawn up and it is not possible to adopt resolutions during such sessions. Any member of the BUT AS may propose holding a non-public working session; the BUT AS shall decide whether it takes place. If a non-public working session concerns only members of a particular Chamber of the BUT AS, a member of that Chamber may

propose holding the session and the particular Chamber decides whether it takes place. The session of the BUT AS or its Chamber shall be suspended during the non-public working session.

Article 5 Submission of Proposals

1. Submission means submitting the proposal to the President of the BUT Academic Senate and its copy to the Senate Secretary.
2. The 4-week submission period shall commence on the date of submission of the proposal. BUT Academic Senate may resolve to shorten this submission period in individual cases.
3. The Secretary of the BUT Academic Senate, or an authorised Senate member in the absence of the Secretary, shall refer the submitted proposals to all members of the BUT AS.
4. Proposals are submitted in writing (i.e. a hard copy or an electronic copy of the proposal). Proposals shall include explanatory memorandum, except for matters discussed according to Section 9 (1)(b)(1) and Section 9 (1)(h) of the Act.
5. At the request of the Chair of the Session (Art. 8 (1)) or the Chairpersons and Vice-chairpersons of individual Committees, the members of the BUT Academic Senate are obliged to express their opinions on the proposals within a time limit set by the President or a Committee Chairperson or Vice-chairpersons.
6. The proposer may amend the submitted proposal if the changes follow from the comments of the BUT Academic Senate members, Committees, Chambers or the Academic Senate as a whole.

Article 6 Participants in Sessions

1. All members of the BUT Academic Senate have the right to take the floor in the debate on the matters being discussed. The speeches must be to the point and brief.
2. The Rector, or the Vice-Rector acting in his/her stead, the faculty Dean, the Chairman of the BUT Board of Trustees, or an authorised member of the BUT Board of Trustees acting in his/her stead, as well as a member of the Internal Evaluation Board authorised by the President of the Internal Evaluation Board have the right to present their standpoints whenever they request to do so.
3. Other participants in the session may present their standpoints only with the permission of the Chair of the Session (Art. 8 (1)).
4. The following persons may invite other persons to actively participate in the session of the BUT Academic Senate, especially to provide information or briefing regarding a specific item on the agenda:
 - a) the President of the BUT AS, in his/her own discretion or based on a request of a member of the BUT AS, its Chamber or Committee;
 - b) the proposer of the proposal in question with the consent of the President of the BUT AS.

Article 7 Convening a Session

1. Sessions of the BUT Academic Senate shall be convened by the President of the BUT AS. The President of the BUT AS shall convene an extraordinary session within 7 working days from the day of the receipt of a request for extraordinary session so that the session takes place not later than within 14 days from the decision or the receipt of the request according Art. 4 (2). If the

President of the BUT AS fails to do so, the session shall be convened by the Vice-President of the BUT AS or another Senate member, without delay.

2. Convening of a session of the BUT Academic Senate shall include, without limitation, the following:
 - a) information on the reason for convening the session;
 - b) information regarding the place, date and time of the session;
 - c) the time of commencement of the session;
 - d) a draft agenda of the session.
3. The invitation for a session of the BUT Academic Senate is usually sent to the BUT AS members 6 days before the session takes place. In exceptional cases, a session may be convened in a different way and in a shorter time period before it is held; however, it must always be convened in such a way that the members of the BUT Academic Senate are informed of the session at least 48 hours before it takes place. The invitation may be sent to the members of the BUT AS by electronic means (e.g. to their e-mail addresses).
4. Participants who cannot attend the session are obliged to excuse themselves from participating in the convened session to the President of the BUT Academic Senate with a copy sent to the Secretary of the BUT AS without undue delay after the receipt of the invitation (the excuse can be made electronically, e.g. via e-mail).
5. The date and a draft agenda of the convened session of the BUT Academic Senate shall be published in the public section of the BUT website not later than 48 hours before the session takes place.
6. BUT shall secure the performance of the duty to provide underlying documents to the academic community of BUT, as stipulated in Section 9 (3) of the Act. The specific way of providing these documents is stipulated by a BUT internal standard.

Article 8

Course of the Session

1. Sessions of the BUT Academic Senate are chaired and the agenda is proposed by the President of the BUT AS or a member authorised by the President (hereinafter the “Chair of the Session”).
2. During the session, the BUT Academic Senate shall debate, without limitation, the following items:
 - a) the session agenda;
 - b) the minutes of the previous session;
 - c) the individual items according to the agenda;
 - d) the date and the preliminary agenda of the next session.
3. Proposals for amending or changing the session agenda may be submitted by the members of the BUT AS, Rector, Bursar and Chancellor. Proposals for the amendment of the agenda shall be discussed at the beginning of the session.
4. Discussion of each item on the agenda requiring adopting a resolution of the BUT Academic Senate usually comprises the introduction by the proposer or a person authorised by the proposer, the debate of the participants on the proposal or the issue in question, debate on the formulation of the resolution and adopting the resolution of the BUT Academic Senate.

Article 9
Quorum and Voting

1. The BUT Academic Senate decides by vote. The result of voting is adopted as a resolution of the BUT Academic Senate.
2. The BUT Academic Senate shall have a quorum when a majority of its members are present in the session. A Chamber of the BUT Academic Senate shall have a quorum when a majority of its members are present at the session.
3. During the session of the BUT Academic Senate, both Chambers of the BUT AS vote jointly.
4. The Chambers of the BUT AS may vote separately, if the voting takes place within a session of the BUT AS, both Chambers have quorum and, at the same time, if:
 - a) at least one third of the BUT AS members present requested a separate voting; or
 - b) the Chamber of the BUT AS requested a separate voting after adopting such request as its resolution.
5. Unless stipulated otherwise by law, these Rules or the Election Rules of the BUT Academic Senate, a resolution adopted by the BUT AS is valid:
 - a) if majority of members of the BUT AS present votes for the resolution in the joint voting of both Chambers;
 - b) if majority of members of each Chamber of the BUT AS present votes for the resolution in the separate voting.
6. Voting is usually public, unless stipulated otherwise in law or the Election Rules of the BUT Academic Senate. It further holds that:
 - a) voting which concerns a specific person shall always be held by secret ballot. However, this shall not apply for voting on establishing the Election Committees or the individual Committees of the BUT Academic Senate;
 - b) voting by secret ballot can be initiated upon a request of a member of the BUT AS, if at least one third of the members present support such request.
7. A public vote is carried out by a show of hands. In a secret ballot, the ballots are inserted into the ballot box.

Article 10
Relationship to the BUT Board of Trustees

1. Pursuant to Section 15 (2)(b) and (c) of the Act, a proposal passed by the BUT Academic Senate is transferred to the BUT Board of Trustees in the following way:
 - a) BUT Academic Senate passes the proposal;
 - b) the President of the BUT AS submits a written report to the Rector informing him/her that the proposal has been passed by the BUT AS and when it happened. This report may be submitted electronically, e.g. via e-mail. The report may also be submitted to the Rector by the Secretary of the BUT AS, if authorised to do so by the President of the BUT AS. The report must be submitted to the Rector within 5 days from the date when the proposal was passed;
 - c) without undue delay thereafter, the Rector transfers the report on approving the proposal, including a copy of the proposal in question, to the BUT Board of Trustees by sending the above documents to the Chairman of the BUT Board of Trustees.
2. The date when the report on passing the proposal and a copy of the proposal in question are delivered to the Chairman of the BUT Board of Trustees shall be the date of transfer.

3. If the BUT Board of Trustees does not pass the proposal specified in Section 1 above, it shall return the proposal together with justification of rejection to the BUT Academic Senate for further discussion. In such case, the original proposal can be passed without the need for further approval of the Board, if at least three fifths of all members of the BUT Academic Senate vote in favour of the proposal.
4. If the BUT Academic Senate agrees with the comments of the BUT Board of Trustees, it shall pass the proposal in the wording of the Board by a simple majority of votes.

Article 11 **Minutes of Sessions**

1. Written minutes shall be drawn up of sessions of the BUT Academic Senate.
2. The Secretary of the BUT Academic Senate in co-operation with the Chair, or a person authorised by the Chair of the Session in the absence of the Secretary, draws up the minutes of the session of the BUT AS.
3. The minutes of the session of the BUT AS, signed by the President of the BUT AS, shall be drawn up in two counterparts, one shall be kept in the archive of the BUT AS, the other in Rector's Office. An attendance sheet signed by all members of the BUT AS present and by visitors shall be attached to the first counterpart and a copy of the attendance sheet shall be attached to the second counterpart.
4. Working draft of the minutes shall be sent to all members of the BUT AS not later than within two weeks from the end of the session. A member of the BUT AS shall send his/her potential comments to the working draft of the minutes to the Secretary of the BUT AS within 5 days of the receipt of the minutes.
5. The members of the BUT AS must receive the final version of the minutes not later than 2 working days before the session of the BUT AS where the final version of the minutes is to be approved.
6. The minutes of the session of the BUT Academic Senate shall include, without limitation, the following:
 - a) the place, date and time of the session;
 - b) the number of members of the BUT AS present;
 - c) the list of members of the BUT AS not attending the session, indicating excused absences;
 - d) the list of visitors attending the session;
 - e) the session agenda;
 - f) a description of the course of the session indicating in particular the opinions of members participating in the debate on the individual items discussed;
 - g) the resolutions of Committees and Chambers on individual proposals submitted or matters discussed, including the manner of voting and its results;
 - h) the resolutions of the BUT Academic Senate on individual proposals submitted or matters discussed, including the manner of voting and its results;
 - i) a note of the place, date, time and a preliminary agenda of the next session.
7. Annexes to the minutes of the BUT AS sessions attached to the first counterpart of the minutes, are comprised of the documents discussed and passed by the BUT AS during the relevant session.
8. Every member of the BUT AS has the right to have his/her opinion on the adopted resolution recorded in the minutes of the BUT AS session. The member of the BUT AS must present this opinion during the session at which the resolution adopted is debated. The member of the BUT AS shall send his/her opinion in electronic form to the Secretary of the BUT AS not later than within 5 business days from the day of the session in question.

9. Resolutions from BUT AS sessions are published in the public section of the BUT website within two business days from the day of the session in question.
10. Minutes of BUT AS sessions are published in the public section of the BUT website within one business day from the day they were passed at the relevant BUT AS session. Minutes are published without the annexes, unless the BUT AS decides to publish the annexes as well.

PART FOUR

RULES OF PROCEDURE OF CHAMBERS AND COMMITTEES OF THE BUT AS

Article 12

Sessions of the Chambers of BUT Academic Senate

1. The Chambers of the BUT AS may hold separate sessions.
2. Sessions of the Chamber of BUT AS shall be convened and chaired by its Chairperson or the Vice-chairperson if authorised by the Chairperson. A session of the Chamber may be convened by the President of the BUT Academic Senate.
3. A Chamber of the BUT Academic Senate shall have a quorum when a majority of its members are present at its session.
4. Sessions of the Chambers of the BUT Academic Senate shall be closed to the public. The following persons may attend sessions of the Chambers of the BUT AS:
 - a) a member of the BUT AS, who shall notify the Chairperson of the Chamber of his attendance in advance;
 - b) a person invited to a session by the Chairperson of the Chamber or on his behalf by the Vice-chairperson of the Chamber.
5. The Chambers shall adopt resolutions by a majority of votes of all the members present. Voting takes place either at the session of the Chamber, or it may take place outside a Chamber session in the form of voting *per rollam*. Voting *per rollam* shall take place as follows:
 - a) any and all steps in voting *per rollam* shall take the form of electronic communication (e.g. by e-mail);
 - b) the members of the Chamber shall first answer the question of the Chairperson of the Chamber and state whether they agree or disagree with voting *per rollam*. The Chairperson of the Chamber sets a time limit for provision of such statement;
 - c) if two or more members of the Chamber disagree with voting *per rollam*, the matter will be discussed at a Chamber session. If a member of the Chamber fails to provide his statement within the set deadline, it shall be interpreted as his/her agreement with voting *per rollam*;
 - d) if voting *per rollam* is approved, the Chairperson of the Chamber shall send the underlying documents on the proposal, which is to be voted on, and shall invite the members of the Chamber to send their comments, if any, to the Chairperson of the Chamber within the set deadline, with a copy to the Secretary of the BUT Academic Senate;
 - e) subsequently, the Chairperson of the Chamber formulates a resolution with specification of his/her opinion and invites the members of the Chamber to express within the set deadline whether they are in favour of or against the resolution, or if they choose to refrain from voting. If a member of the Chamber fails to express his/her opinion on the draft resolution by the set deadline, it shall be deemed that such member abstained from voting;

- f) if it is found that adoption of a resolution in the form of voting *per rollam* is too difficult (e.g. due to a large number of comments), the Chairperson of the Chamber shall convene a session of the Chamber.
- 6. Furthermore, part three of these Rules shall apply *mutatis mutandis* to the rules of procedure of the Chambers.
- 7. The opinions and resolutions of the Chambers of the BUT Academic Senate have the nature of recommendations and shall be submitted to the BUT Academic Senate in writing (in printed or electronic form, e.g. by e-mail), specifically to the President of the BUT AS (and in copy to the Secretary of the BUT AS), who must receive the opinions and resolutions not later than within 48 hours after the end of the Chamber session.
- 8. The President of the BUT Academic Senate or the Chair of the Session may request the Chamber to provide its opinion on the proposals submitted or matters discussed.

Article 13

Meetings of the Committees of the BUT Academic Senate

- 1. The Committees shall hold meetings as required on the basis of the requirements of the BUT Academic Senate and on the initiative of their members.
- 2. A meeting of the Committee is convened and chaired by its Chairperson or Vice-chairperson. The President of the BUT Academic Senate shall always have the right to convene a Committee meeting.
- 3. Committee of the BUT Academic Senate shall have a quorum when a majority of its members are present at its meeting.
- 4. Meetings of the Committees of the BUT Academic Senate shall be closed to the public. The following persons may attend meetings of the Committees of the BUT AS:
 - a) a member of the BUT AS, who shall notify the Chairperson of the Committee of his attendance in advance;
 - b) persons invited to a meeting by the Chairperson of the Committee or on his behalf by the Vice-chairperson of the Committee.
- 5. The Committees shall adopt resolutions by a majority of votes of all the members present. Voting takes place either at the meeting of the Committee, or it may take place outside the Committee meeting in the form of voting *per rollam*. Voting *per rollam* shall take place as follows:
 - a) any and all steps in voting *per rollam* shall take the form of electronic communication (e.g. by e-mail);
 - b) the members of the Committee shall first answer the question of the Chairperson of the Committee and state whether they agree or disagree with voting *per rollam*. The Chairperson of the Committee shall set a time limit for the provision of such statement,
 - c) if two or more members of the Committee disagree with voting *per rollam*, the matter will be discussed at a Committee meeting. If a member of the Committee fails to provide his statement within the set deadline, it shall be interpreted as his/her agreement with voting *per rollam*;
 - d) if voting *per rollam* is approved, the Chairperson of the Committee shall send the underlying documents to the proposal, which is to be voted on, and shall invite the members of the Committee to send their comments, if any, to the Chairperson of the Committee within the set deadline, with a copy to the Secretary of the BUT Academic Senate;
 - e) subsequently, the Chairperson of the Committee formulates a resolution with specification of his/her opinion and invites the members of the Committee to express within the set deadline

- whether they are in favour of or against the resolution, or if they choose to refrain from voting. If a member of the Committee fails to express his/her opinion on the draft resolution by the set deadline, it shall be deemed that such member abstained from voting;
- f) if it is found that adoption of a resolution in the form of voting *per rollam* is too difficult (e.g. due to a large number of comments), the Chairperson of the Committee shall convene a meeting of the Committee.
6. Furthermore, part three of these Rules shall apply *mutatis mutandis* to the rules of procedure of the Committees. However, minutes of the meetings of the Committee shall only include the persons present, the Committee's resolution, information on voting on these resolutions and the date of the next meeting, if set.
 7. The opinions and resolutions of the Committees of the BUT Academic Senate have the nature of recommendations and shall be submitted to the BUT Academic Senate in writing (in printed or electronic form, e.g. by e-mail), specifically to the President of the BUT AS (and in copy to the Secretary of the BUT AS), who must receive the opinions and resolutions not later than 48 hours after the end of the Committee meeting.
 8. The competence of the Economic Committee includes, in particular, the proposals under the following Sections of the Act:
 - a) Section 9 (1)(a), (c), (d) and (i) of the Act;
 - b) Section 9 (2)(c) and (d) of the Act.
 9. The competence of the Legislative Committee includes, in particular, the proposals under Section 9 (1)(b), (g) and (j) of the Act.
 10. The competence of the Pedagogical Committee includes, in particular, the proposals under the following Sections of the Act:
 - a) Section 9 (1)(a), (e), (f) and (i) of the Act;
 - b) Section 9 (2) (a) of the Act.
 11. The competence of the Committee for the Creative Activities includes, in particular, the proposals under the following Sections of the Act:
 - a) Section 9 (1)(a), (e), (f) and (i) of the Act;
 - b) Section 9 (2) (a) of the Act.
 12. The President of the BUT Academic Senate or the Chair of the Session may also request the Committee to provide its opinion on other proposals submitted or matters discussed.
 13. If the BUT Academic Senate establishes other Committees, it shall also determine their competences.

PART FIVE FINAL PROVISIONS

Article 14 Relations to the Academic Community

1. The members of the BUT academic community shall address their suggestions, comments and questions to the BUT Academic Senate through their elected representatives within the BUT AS or they shall submit them directly to the President of the BUT AS (and in copy to the Secretary of the BUT AS).

2. Each member of the BUT academic community may become acquainted with the activities of the BUT AS by means of the minutes of its sessions, which shall be published in the public section of the BUT website.

Article 15
Transitional Provisions

1. The provisions hereof shall apply to the proposals submitted before the effective date hereof, as well as to the convened sessions of the BUT Academic Senate and to other tasks performed by the BUT AS or by any of its bodies.

Article 16
Repealing Provision

1. Part four, part five and Annex 2 of the Election Rules and the Rules of Procedure of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 23 May 2008 under Ref. No. 10 254/2008-30, as amended, are hereby repealed.

Article 17
Final Provisions

1. The Rules of Procedure of the Academic Senate of Brno University of Technology were passed by the Academic Senate of Brno University of Technology pursuant to Section 9 (1)(b)(3) of the Act on Higher Education Institutions on 7 March 2017.
2. These Rules shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
3. These Rules shall enter into effect as of the date of force hereof.

Doc. Dr. Ing. Petr Hanáček
President of the BUT Academic Senate

Prof. RNDr. Ing. Petr Štěpánek, CSc.
Rector