



**RULES OF PROCEDURE OF THE
SCIENTIFIC COUNCIL OF THE
FACULTY OF CHEMISTRY,
BRNO UNIVERSITY
OF TECHNOLOGY**

Validity: on the date of approval by AS BUT

Responsible for the factual aspect: Dean of FCH BUT

Effective date: same as validity date

Binding: FCH BUT

Published by: Dean of FCH BUT

Replaces: The Rules of Procedure of the Scientific Council of the Faculty of Chemistry, Brno University of Technology, approved by the Academic Senate of the Faculty of Chemistry on 1 November 1999 and by the Academic Senate of the Brno University of Technology on 12 November 1999.

Number of pages: 8

Number of attachments: 0

Approval of AS FCH BUT

On 27 June 2017, the Academic Senate of the Faculty of Chemistry, Brno University of Technology, approved the following version of the Rules of Procedure of the Scientific Council of the Brno University of Technology pursuant to Section 27(1)(b) of Act No. 111/1998 Coll., on Higher Education, as amended (hereinafter referred to as “the Act”).

Approval of AS BUT

The Academic Senate of the Brno University of Technology approved this internal regulation of the Faculty of Chemistry, Brno University of Technology, on 12 September 2017.

CONTENT

PART ONE BASIC PROVISIONS 1
Article 1 Subject of modification 1
Article 2 Activities of the FCH SC 1

PART TWO RULES OF CONDUCT 1
Article 3 Ordinary and extraordinary sessions 1
Article 4 Meeting participants 2
Article 5 Convening the meeting 2
Article 6 Course of the meeting 2
Article 7 Meeting and voting 3
Article 8 Per rollam vote 3
Article 9 Minutes of the meeting 3

PART THREE FINAL PROVISIONS..... 4
Article 10 General provisions 4
Article 11 Transitional provisions 4
Article 12 Cancellation provisions 4
Article 13 Final provisions 5

PART ONE BASIC PROVISIONS

Article 1 Subject of modification

1. The Rules of Procedure (hereinafter referred to as “Rules”) of the Scientific Council of the Faculty of Chemistry, Brno University of Technology (hereinafter referred to as “FCH SC”), regulate the rules of meetings and quorum of FCH SC.
2. The basic provisions establishing the activities of FCH SC are contained in Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Institutions Act), as amended, (hereinafter referred to as “the Act”) and in the FCH Statutes.

Article 2 Activities of FCH SC

1. FCH SC carries out the activities stipulated by law and the activities stipulated by the FCH Statute, the internal regulations of BUT and the internal regulations of FCH.
2. FCH SC also expresses its opinion on matters submitted to it by the Dean.
3. The Dean is the chairperson of FCH SC. The composition of FCH SC is determined by law and the FCH Statutes.
4. The term of office of the FCH SC members ends with the term of office of the Dean.

PART TWO RULES OF CONDUCT

Article 3 Ordinary and extraordinary sessions

1. Ordinary meetings of FCH SC shall be held as necessary, but at least once a year.
2. Extraordinary meetings of FCH SC shall be held outside the dates determined in accordance with paragraph 1, with the extraordinary meeting being held on the basis of:
 - a) decision of the Chairperson of FCH SC, giving reasons for the need to hold an extraordinary meeting, or
 - b) reasoned request from at least one third of the members of FCH SC delivered in writing (e-mail is sufficient) to the Chair of FCH SC.
3. Meetings of FCH SC are public in cases where the law so provides.
4. Attendance at the FCH SC meetings is a basic duty of a FCH SC member. Membership in FCH SC is irreplaceable.
5. Each member of FCH SC is obliged to act in the interest of FCH as a whole, conceptually, systematically and principally at the FCH SC meetings and beyond.

Article 4
Meeting participants

1. All members of FCH SC, permanent guests and other persons on the basis of a decision of the FCH SC Chairperson have the right to speak in the debate on the matters under discussion.
2. In accordance with the FCH Statutes, other participants in the meeting are permanent guests appointed by the Dean, who attend with an advisory vote. The attendance of permanent guests at the FCH SC meeting is not obligatory and depends on their interest and need. Permanent guests:
 - a) do not participate in the vote of FCH SC,
 - b) cannot be entrusted with the management of FCH SC meetings,
 - c) are not obliged to confirm their attendance at the FCH SC meeting.
3. The Chairperson of the FCH SC is entitled to invite other persons to actively participate in the FCH SC meeting, especially for the purpose of providing information or interpretation on a particular item of the meeting.

Article 5
Convening the meeting

1. Meetings of FCH SC are convened by the Chairperson of FCH SC. Extraordinary meetings pursuant to Article 3(2)(b) must be convened by the Chairperson of FCH SC within 30 days of the date on which a reasoned request for convening the meeting is received.
2. The invitation to the meeting can be sent to the members of FCH SC electronically (e.g. to their e-mail addresses). The invitation must be sent at least 7 days before the meeting.
3. The invitation shall include, in addition to the place, date and time of the meeting, a draft agenda. The invitation shall be accompanied by the documents necessary for the preparation of the FCH SC members for the meeting (the documents may be stored in an electronic repository, in which case a link with access to this repository is included in the invitation). In exceptional cases, in particular due to time constraints or urgency, the documents may be handed over to the members of FCH SC at a later date or distributed at the opening of the meeting.
4. Members of the FCH SC who cannot attend the meeting are obliged to excuse their participation in the convened meeting without undue delay after receiving the invitation, at the latest five days before the meeting date (the excuse can be made electronically, e.g. by e-mail).

Article 6
Course of the meeting

1. Meetings of FCH SC shall be chaired by the Chairperson of FCH SC or a member appointed by him/her (hereinafter referred to as the “Chairperson”).
2. At the meeting of FCH SC will discuss in particular:
 - a) the meeting agenda,
 - b) individual items according to the agenda,
 - c) the date of the next meeting.
3. All members of FCH SC are entitled to submit proposals for additions or changes to the agenda. Proposals to amend the agenda shall be discussed at the beginning of the meeting. The agenda shall be supplemented or amended if FCH SC decides to do so.

Article 7
Meeting and voting

1. FCH SC decides by voting. The result of the vote of FCH SC is a resolution.
2. FCH SC is able to take a decision if at least two thirds of its members are present at the meeting.
3. Unless otherwise stipulated by law or by an internal regulation of BUT or FCH, the resolution of FCH SC is valid:
 - a) if an absolute majority of all members of FCH SC vote in favour of it in a secret ballot,
 - b) if an absolute majority of the present members of FCH SC vote for it in a public vote.
4. Voting is secret in cases provided for by law, internal regulations of BUT or internal regulations of FCH. A secret ballot may also be called at the proposal of a member of FCH SB if at least one third of the present members of FCH SC are in favour of it.
5. If the vote is open to the public, it shall be by show of hands. If the vote is by secret ballot, the vote shall be taken by placing the ballot paper in the ballot box.
6. Two tellers shall be elected for the secret ballot. The tellers shall complete the protocol of the secret ballot and hand it to the Chairperson, including the ballot papers. The Chairperson shall announce the result of the ballot by stating the number of votes in favour of the motion, the number of votes against the motion and the number of invalid votes.
7. The voting protocol and ballot papers shall be archived. The results of the voting shall be recorded in the minutes of the FCH SC meetings.

Article 8
Per rollam vote

1. The Chairperson of FCH SC may call for a vote outside the meeting (hereinafter referred to as “per rollam vote”) if the matter is urgent or a proposal for the discussion of which it is impossible or impractical to convene a meeting of FCH SC.
2. A per rollam call vote cannot be called for proposals on which FCH SC adopts a resolution by secret ballot.
3. All steps in the per rollam voting process are carried out by electronic communication (e.g. e-mail). For this purpose, the members of FCH SC shall provide the Chairperson of FCH SC with an e-mail address for communication at the beginning of their mandate. The members of FCH SC are responsible for keeping it up to date for as long as they are serving on FCH SC.
4. The Chairperson of FCH SC shall circulate to the members of FCH SC the documents relating to the proposal to be voted on and invite the members of FCH SC to vote on or comment on the proposal within a specified time limit, which shall not be less than 72 hours from the time of sending the invitation.
5. The members of FCH SC then express their approval or disapproval, or add their comments. A member who has not expressed his/her opinion within the statutory deadline shall be deemed to have abstained from voting.
6. A resolution is adopted if it is approved by a majority of all members of FCH SC.
7. The minutes of the per rollam vote are part of the minutes of the next FCH SC meeting.

Article 9
Minutes of the meeting

1. Written minutes of the FCH SC meetings shall be taken.
2. The minutes of the FCH SC meeting are taken by the person authorised by the Chairperson.
3. The minutes of the FCH SC meeting are verified by the person authorised by the Chairperson and subsequently approved and signed by the Chairperson of FCH SC.
4. The minutes of the FCH SC meeting contain in particular:
 - a) the date of the meeting,
 - b) the number of FCH SC members present according to the attendance list,
 - c) the list of guests presents according to the attendance list,
 - d) the agenda,
 - e) a description of the proceedings,
 - f) resolutions of FCH SC on individual proposals submitted or matters discussed, including an indication of the manner and result of the vote,
 - g) stating the date of the next meeting.
5. The minutes of the FCH SC meeting are published in the public part of the FCH website within 14 days from the date of signing by the FCH SC Chairperson. The minutes are published without annexes, unless FCH SC decides to publish an annex.
6. Minutes, supporting materials and other documents related to the activities of FCH SC are kept. Their archiving shall be governed by special regulations.

PART THREE
FINAL PROVISIONS

Article 10
Common provisions

1. Organisational matters related to the FCH SC meetings are handled by a vice-dean appointed by the FCH SC Chairperson on the basis of the competences set by the FCH SC Chairperson.
2. Organisational matters are carried out by a person authorised by the vice-dean on the basis of a mandate from the vice-dean.

Article 11
Transitional provisions

1. The provisions of these Rules shall apply to proposals submitted prior to the entry into force of these Rules, as well as to convened meetings of FCH SC and other acts performed by FCH SC or the FCH SC bodies.

Article 12
Cancellation provisions

1. The Rules of Procedure of the Scientific Council of the Faculty of Chemistry of Brno University of Technology approved by the Academic Senate of BUT on 1 November 1999 and by the Academic Senate of BUT on 12 November 1999 are hereby repealed.

Article 13
Final provisions

1. The Rules of Procedure of the Scientific Council of the Faculty of Chemistry, Brno University of Technology, were approved by the Academic Senate of the Brno University of Technology on 12 September 2017 pursuant to Section 9 (1)(b)(3) of the Higher Education Act.
2. These Rules come into force on the date of approval by the Academic Senate of the Brno University of Technology.
3. These Rules shall come into force on the date of their entry into force.

.....
prof. Ing. Martina Klučáková, Ph.D.
Chairperson AS FCH BUT

.....
prof. Ing. Martin Weiter, Ph.D.
Dean FCH BUT

.....
doc. Dr. Ing. Petr Hanáček
Chairperson AS BUT