



THE FULL TEXT OF THE RULES OF PROCEDURE OF ACADEMIC SENATE

Faculty of Information Technology
Brno University of Technology

Rules of procedure of AS FIT

Header

Full text valid on: 2020-10-13

Includes: Amendment n. 1

Approval by AS FIT: Rules of procedure AS FIT approved on 2017-04-18
Amendment n.1 approved on 2020-10-06

Valid from: the date of approval by AS BUT (see below)

Applied from: the date of validity

Responsible: chairperson of AS FIT BUT

Number of pages: 7

Number of appendices: 1

Approval by AS BUT

The Rules of procedure of AS FIT was approved by the Academic senate of BUT on 2017-05-30.

Amendment n. 1 to the Rules of procedure of AS FIT was approved by the Academic senate of BUT on 2020-10-13.

PART ONE BASIC PROVISIONS

Article 1 Introductory provisions

1. Rules of procedure of the Academic senate of Faculty of Information Technology, Brno University of Technology (henceforth "FIT") sets the rules procedure for the Academic senate of Faculty of Information Technology (henceforth "AS FIT") and its bodies. Number of members of AS FIT, its composition, the way of electing the members, term of office of AS FIT and its members, organizational structure and the way the bodies of AS FIT are set is specified in the Election rules of of
2. The basic provisions that stipulate the working of AS FIT are contain in law n. 111/1998 Coll. (On Higher Education) and on changes and amending additional laws (Higher Education Law) as amended (henceforth "the law") and in FIT Stature.

PART TWO INITIAL MEETING

Article 2 Calling the initial meeting

1. The initial meeting is summoned by the election committee in a way that the invitation is received by all elected members of AS FIT, the dean and invited attendees 7 days before the initial meeting at the latest.
2. Attendees that cannot attend the initial meeting are required to submit an excuse.
3. The invitation to the initial meeting contains, but it's not limited to:
 - a) date and place of the meeting, time when the meeting starts,
 - b) schedule of initial meeting (article 3 paragraph 1).
4. All members of the resigning AS FIT are automatically invited to the initial meeting.
5. The election committee is also present during the initial meeting.

Article 3 Initial meeting session

1. The schedule of the initial meeting shall contain, but it's not limited to, the following items:
 - a) comprehensive report about the election results,
 - b) introduction of the elected members of AS FIT,
 - c) introduction of the invited attendees (article 2 paragraph 4),
 - d) wow of members of AS FIT,
 - e) election of the chairperson (Election rules of AS FIT, appendix n. 1),
 - f) election of vice-chairpersons (Election rules of AS FIT, appendix n. 1),
 - g) determining the date for the first proper meeting of AS FIT.
2. The chairperson (or the appointed member of said committee by its chairman) of the election committee leads the initial meeting until the chairperson and vice-chairpersons are elected. Then the newly elected chairperson takes the lead of the meeting.

PART THREE

RULES OF THE SESSION

Article 4

The session

1. The proper sessions of AS FIT take place on pre-determined dates (Article 8, paragraph 2). In extraordinary circumstances, the session can take place at the request of the dean, the rector or if on of the chambers requests it.
2. The sessions are public. The public cannot participate in the session or disturb it any way. The participation of the public is specified in article 7, par. 2..
3. Members of AS FIT are required to be present at all sessions. If they cannot attend for serious reasons, they have to submit an excuse as soon as possible to the chairperson. The excuse can be submitted by email.
4. Every member of AS FIT is required to act in the best interest of FIT and BUT during the sessions and outside them. The member has to act conceptually, systematically and while adhering to set principles.
5. AS FIT can convene the non-public working sessions. Such sessions serve for closed discussions of the members of AS FIT. There are no notes taken from such session and no resolution can be approved. During the non-public session, the current session of AS FIT is suspended.
6. The chambers of AS FIT can have independent sessions. The resolutions of these sessions are not resolutions of AS FIT. The rules for how the session proceeds is set in articles 8 through 10.

Article 5

Calling the session

1. The session of AS FIT is called by the chairperson of AS FIT. The chairperson is bound to call a session outside the determined dates at the latest 14 days after the request from the dean, the rector, or the chamber. If the chairperson does not do so, the session is called by the vice-chairperson.
2. The invitation must be delivered to all participants 7 days before the session is to take place at the latest. The invitation is sent via email to the work address.
3. The information about the session, it's schedule, date, time and place are published 7 days before on the public part of FIT web site.

Article 6

Introduction of proposals

1. Recommendations to discuss important matters, especially those specified in § 27 par. 1 a) though f) and h) and similar, with the exception of the Rules of procedure of AS FIT, are presented by the dean of the faculty. The draft of the Rules of procedure of AS FIT or its changes are presented by a member of AS FIT. In this case, the chairperson of AS FIT shall request an opinion of the dean before discussion on the senate meeting. The proposals are submitted pursuant to par. 2 and it is assumed that the proposal is submitted on a day when all necessary prerequisites are met according to the first sentence of par. 2.
2. Introduction is understood as insertion of the proposal and its explanation if necessary to the document section in the IS FIT and notifying the chairperson of AS FIT. The notification to the chairperson can be submitted by email. Proposals according to § 27 par. 1 a) though e) and h) and additional materials for the decision pursuant to par. 1 g) of the law are required to be introduced at least 7 calendar days before the discussion and make them available for the academic community on the FIT web site.

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3. Proposals for AS FIT can be introduced by other bodies of FIT and members of AS FIT. The proposals are submitted to the chairperson. The chairperson shall slot these proposals to the schedule of the closest available session of AS FIT and takes care of the procedure outlined in par. 2.
4. Members of AS FIT can introduce additional proposals during the session in progress during the discussion on schedule or when discussing the schedule of the next session.
5. The referral deadline for 3 weeks starts on the day of proposal submission according to par. 1.
6. The referral deadline for 2 weeks starts on the day when the proposal is slotted to the schedule of the AS FIT session pursuant to par. 3 or 4.
7. In some circumstances, the AS FIT can agree on shortening the referral deadline, at most by one week.

Article 7 **Participants of the session**

1. Participants of the session are:
 - a) members of AS FIT,
 - b) members of AS VUT elected for FIT
 - c) proposers of the discussed proposals,
 - d) other people invited by the chairperson or the proposer.
2. All participants in the current session have the right to speak about currently discussed proposals. Additionally, the dean and the rector have the same right. Other people present can speak only when the chairperson allows it pursuant to article 8 par. 1.

Article 8 **Progress of the session**

1. The session is led by the chairperson or vice-chairperson in his/her absence (henceforth "the chair").
2. The discussion during the AS FIT session consists of but it's not limited to:
 - a) the schedule of the current session,
 - b) remarks for the notes from the previous session,
 - c) the completion status of the tasks given by the previous resolutions,
 - d) points of the approved schedule and
 - e) the date and time of the next session.
3. Proposals to amend the schedule of the session can be submitted by the members of AS FIT and the dean.
4. The discussion about every point of the schedule consists of:
 - a) introduction by the proposer or the appointed person,
 - b) statement of resolutions from the AS FIT committees if they discussed the proposal,
 - c) discussion of the attendants to the presented proposal or topic,
 - d) proposal for formal, grammatical, or legislative-technical kind,
 - e) amendments or other changes that must be approved by a vote,
 - f) discussion when needed to formulate the resolution, and
 - g) resolution of AS FIT.

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5. If, during the referral deadline or during the committee meeting or during the discussion during the senate session, it becomes clear that the proposal must be amended or changed pursuant to par. 4 d) and e), AS FIT might include these changes into the proposal with the agreement from the proposer and approve such proposal.
6. If the discussion about the proposal shows that the proposal has to be changed or amended substantially or if it becomes apparent that the presented proposal is not complete and consistent, the AS FIT shall recommend pulling the proposal from the session, fixing the problems and presenting it again.

Article 9 Discussion

1. The discussion must be a democratic exchange of ideas between the attendees of the session. To talk, the attendee must raise his/her hand. The order in which the attendees talk is set by the chair, respecting the order of requests.
2. The chair must make sure that the discussion sticks to the currently discussed point and proposal and went quickly to the formulation and approval of the resolution. For this purpose:
 - a) the chair must warn the talking attendee if the talk is not on point,
 - b) the chair can take the word back from the currently talking attendee if the attendee is not talking to the point and was warned about it previously,
 - c) in the matters worthy of special attention can the chair or any other member of AS FIT propose the limit on the length of the discussion contributions from each member of AS FIT. It's also possible to prepare the contribution in writing and just comment on it briefly,
 - d) the chair is obliged to form all varied opinions that come out of discussion. Then by voting getting an idea which opinions have the support of the majority. The opinion supported by the majority cannot be overlooked during the final deliberation.
3. The chair shall give the word immediately to any member of the senate that asks for the technical note. A technical note must be brief, and its content has to only consider the formal part of the currently discussed proposal.

Article 10 Quorum and voting

1. The resolutions are passed during the sessions of AS FIT. AS FIT can pass resolutions when the number of attendees is larger than one half of the overall number of members pursuant to article 3 par. 2 of the Election rules.
2. The chamber of AS FIT can pass resolutions when the number of attendees is larger than one half of the number of current members. This amount can be lower than the number of overall number of members in the chamber because the membership in the AS FIT might cease pursuant to article 2 par. 2 of the Election Rules if those empty seats cannot be filled by substitutes. The smallest number of members allowed is 2 members of the Student chamber and 3 for the Chamber of Academic Staff.
3. AS FIT reaches consensus by voting, which is mostly public. Private voting is used to reach consensus when:
 - a) the private voting is prescribed by the law, these Rules or Voting rules,
 - b) when voting about specified persons, with the exceptions of the members of election committee or committees of AS FIT,
 - c) if the private vote is requested by any member of AS FIT and the request is approved by at least one third of the present members of AS FIT.
4. The public voting is carried out by raising a hand, the private by placing the vote into the voting box.

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5. During the session of AS FIT, both of its chambers usually vote together. The chambers vote apart when both have enough members to reach the quorum and:
 - a) voting apart is specified by these rules or
 - b) one of the chambers asks for voting apart after it approves the request.
6. If the law, these Rules, or the Voting rules does not specify otherwise, the resolution passed by AS FIT is valid:
 - a) more than one half of present members of AS FIT votes to approve the resolution when both chambers vote together or
 - b) more than one half of members of each chambers votes to approve the resolution if the chambers vote apart.
7. The proposal to name a dean is approved using the rules specified in appendix n.1 of these Rules.
8. The proposal to remove the dean is approved when at least three fifths of all members of the academic senate vote for the removal.
9. Resolution passed by the chamber of AS FIT is valid, if more than a half of the present members of the chamber for it.
10. Resolutions regarding the important matters, most importantly to those stipulated in § 27 par. 1 of the law and article 15 par. 3 of the FIT statute and similar, can AS FIT approve:
 - a) after the referral deadline pursuant to article 6 par. 5 has passed, or
 - b) after discussing the proposal in the committees of AS FIT, if they are asked to discuss such proposal, or
 - c) after discussing the proposal on at least one session of AS FIT before the session during which the final resolution is going to be passed.
11. Resolutions regarding other matters than are specified in article 10 par. 10 can AS FIT approve:
 - a) immediately after their introduction if all the required information is provided or
 - b) after the referral deadline pursuant to article 6 par. 6 has passed.
12. The way outlined in article 10 par. 11 b) is always applied when it's requested by:
 - a) none of the chambers by its resolution,
 - b) the chairperson of one of the chambers or the chair.

Article 11 Notes from the session

1. The notes from the session are taken by the appointed note-taker cooperating with the chairperson. The appointment can be made by the AS FIT chairperson or by the dean after discussing it with the chairperson.
2. The notes are signed by the chairperson of the AS FIT and the chair of the student's chamber of the AS FIT and placed into the archive of AS FIT. Text of the notes without any appendices is sent to all members of AS FIT 10 days after the session at the latest and is made available on the public FIT web site.
3. Notes from the session shall contain:
 - a) place, date, and time of the session,
 - b) the list of all present members of AS FIT and additional attendees including the specifying the part of the session that they present in,
 - c) the list of all non-present members of AS FIT with marks next to the members that submitted the excuse,
 - d) the schedule of the session,
 - e) the description of the session with special attention given to the opinions of the attendees during discussions,

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- f) resolutions of committees and chambers for all discussed matters,
 - g) resolutions of AS FIT to proposals or other discussed matters including how the voting was performed and the result of the vote,
 - h) setting of date, time and place of the next session.
4. Appendices are mostly:
 - a) the list with the signatures of all present attendees,
 - b) the discussed documents,
 - c) other written materials based on the resolutions of AS FIT.
 5. Every member of AS FIT, or its chamber has the right to include its opinion to the accepted resolution or to the discussed matters. This right can be exercised by handing the text to be handed over to the chairperson 5 days after the session at the latest.

Article 12 **Sessions of committees**

1. The sessions of committees are called and led by their chairperson.
2. The committee of AS FIT can reach resolutions when more than one half of the committee members is present at the session.
3. The session of the committee of AS FIT is private. The attendees of the session are:
 - a) members of the committee,
 - b) persons invited by the committee chairperson,
 - c) presenter of the discussed proposals or appointed replacements.
4. The dean, chairperson of AS FIT and chairs of the chambers can also be present.
5. The committee adopts a resolution by most of the present members.

Article 13 **Contact with the academic community**

1. Members of the FIT academic community can contact the AS FIT with their suggestions and questions via their elected representatives or they submit them directly to the chairperson of AS FIT.

PART FOUR **SPECIAL PROVISION ON DISTANCE LEARNING**

Article 13a **Distance session**

1. AS FIT, its chamber or commission can, during a time when an in-person learning or examination of students or in-person presence of the members of academic community at the faculty according to the measure approved by a different law, can meet and vote using remote communication (henceforth as “ distance session “).
2. Distance session can take place in additional circumstances than those specified in par. 1.
3. The chairperson of AS FIT, chamber or committee decides on the distance session taking place.
4. The provisions of the third part apply when needed for distance session. The person that decided that the distance session should take place specifies the conditions that are required for the session to take place, pursuant to article 3. The decision on the distance session taking place and the requirements shall be announced well in advance to all participants and is placed on the public page on FIT web site.

5. The requirements of the distance session must be such that no member of the AS FIT, chamber or committee was curtailed from using his/her right as a member.
6. The distance session of AS FIT must allow the public to attend. The requirements of the distance session shall specify the way in which the public can connect to the session and how other people present (according to article 7 particle 2) participate.
7. During a distance session, the voting can be public. The voting can be private, if used technology allows it.
8. Documents about the distance session and about voting are handled by a chair of the meeting.

PART FIVE CLOSING PROVISIONS

Article 14 Appendices

1. The following are the appendices of this internal regulation of FIT:
 - a) The procedure to approve the proposed candidate for the dean of FIT.

Article 15 Closing provisions

1. The Voting and procedure rules of the Academic senate of Brno University Technology valid from 2007-03-07 is void.
2. These rules were approved by AS FIT pursuant to § 27 par. 1 c) of the law on 2017-04-18.
3. These rules were approved by AS VUT pursuant to § 9 par. 1 b) of the law on 2017-05-30.
4. These rules come into effect on the day of approval by the Academic Senate of the Brno University of Technology.

prof. Dr. Ing. Pavel Zemčik
dean FIT BUT

prof. Ing. Lukáš Sekanina, Ph.D.
chairman of AS FIT BUT

Appendix n. 1 to the Rules of Procedure of AS FIT

THE PROCEDURE TO APPROVE THE PROPOSED CANDIDATE FOR THE DEAN OF FIT

Article 1

Introductory provisions

1. AS FIT reaches consensus on the proposal to name the dean by holding the candidate elections.
2. The elections are declared by AS FIT together with the instructions and schedule for needed preparations

Article 2

The election committee

1. The preparation and the election itself are run by the election committee, with at least three members.
2. The members of the election committee are named from the members of AS FIT.

Article 3

The candidates

1. The proposed candidates for the dean can be submitted by:
 - a) rector of BUT,
 - b) dean of FIT,
 - c) chambers of AS FIT,
 - d) departments of FIT.
2. The proposals shall be submitted in writing to the chairperson of the election committee. They must include:
 - a) name and surname including titles, age, function and place of work of the proposed candidate,
 - b) that the proposed candidate agrees to be the candidate,
 - c) name and signature of the proposer.
3. The list of candidates is generated from all received proposals that meet the requirements specified in par. 1 and 2. The list is generated in the alphabetical order. The election committee delivers the list to the chairperson of the AS FIT on the specified date.
4. The chairman of AS FIT shall call the meeting of the FIT academic community on which all candidates specified on the candidate list introduce the participants to their election program and answer questions. The chairman of AS FIT sets the form and moderator of the meeting.

Article 4

The elections

1. AS FIT elects the candidate to be named the dean using a secret vote on its normal session.
2. The elections are carried out using ballots that contain the names of the candidates in alphabetical order with numbers assigned. The voter selects his/her preferred candidate by circling the number of the candidate. If no candidate is chosen, the ballot is counted as "abstained". Ballots changed in any different way are not valid.
3. There can be more rounds of voting, all rounds shall take place during the same session.

4. The candidate can withdraw his/her candidacy before every round.

Article 5
**Procedure for the selection between
three or more candidates**

1. The candidate is elected when he/she receives the votes of more than half of all members of AS FIT.
2. If no candidate is elected, the election committee creates the candidate list for the next round of voting so that the candidate or candidates who received the least number of votes in the previous round is removed.
3. If the number of candidates on the new list of candidates is:
 - a) more than two, the rules for the next round are pursuant to par. 1 a 2,
 - b) equal to two, the rules for the next round are pursuant to article 6,
 - c) less than two, the reconciliation procedure pursuant to article 8 is carried out and the voting is repeated with the candidate list from the latest round using par. 1 and 2.

Article 6
Procedure for the selection from two candidates

1. The candidate is elected if he/she receives more than half of the votes of all members of AS FIT.
2. If no candidate is elected, the reconciliation procedure pursuant to article 8 takes place and the election repeats using paragraph 1. and 3.
3. If no candidate is elected, the elections are closed and AS FIT declares new elections.

Article 7
Procedure from selection from one candidate

1. This procedure is used when the candidate list contains only one candidate, or all other candidates withdrew their candidacies before the vote.
2. The candidate is elected if he/she receives more than half of the votes of all members of AS FIT.
3. If the candidate is not elected, the elections are closed and AS FIT declares new elections.

Article 8
The reconciliation procedure

1. The reconciliation procedure is private working session of AS FIT pursuant to article 4 par. 5 about the candidates of the latest round. During the session, the candidates familiarize themselves with their opinions and arguments.

Article 9
Intermediate results

1. The election committee evaluates the individual rounds so that the results can be observed by all participants.

Article 10
Declaration of the results, protocol of elections

1. The election committee informs all candidates about the results immediately after the ending the election for the dean.

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2. The election committee creates a protocol describing how the election progressed. This protocol, signed by all members of the committee present during the election and delivers it to the chairman of AS FIT. By doing so, the role of the election committee ends.