

Rules of Procedure of the Academic Senate Faculty of Medicine, Masaryk University

(As amended with effect from 1 February 2019)

Part One Introductory provisions

Article 1

Basic provisions

- (1) The Rules of Procedure of the Academic Senate of the Faculty of Medicine of Masaryk University (hereinafter referred to as the "Rules") are internal regulations of the Faculty of Medicine of Masaryk University (hereinafter referred to as the "MU Faculty of Medicine") pursuant to Section 33 (1), (2) (c) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended (hereinafter referred to as the "Act").
- (2) These Regulations govern in accordance with the law and the MU Faculty of Arts Statutes:
 - a) performance of membership and security of the AS LF MU activities,
 - b) arrangement of the AS LF MU,
 - c) AS LF MU meeting,
 - d) documentation of the LF MU AS activities and information about them.

Part Two Membership and security of AS LF MU activities

Article 2

Rights and obligations of members

- (1) Membership in the LF MU AS and the performance of the function of a member of the LF MU AS are irreplaceable and incompatible with the function of the Rector, Vice-Rector, Dean and Vice-Dean, as well as with the function of the Bursar, Chancellor, Faculty Secretary and Director of a unit of the university.
- (2) A member of the AS LF MU has the right and obligation to attend meetings of the AS LF MU and its bodies and actively participate in their activities. LF MU is obliged to take reasonable measures to ensure this right.
- (3) A member of the LF MU AS has the right to submit his/her proposals, suggestions and comments during the LF MU AS meeting and to request their solution and to decide on them.

Article 3

Ensuring the activities of the AS LF MU

- (1) Necessary administration related to the activities of the LF MU AS is provided by authorised staff of the LF MU Dean's Office.
- (2) The costs of the AS LF MU activities are covered by the LF MU budget.

Part Three

Arrangement of AS LF MU

Article 4

Chambers

- (1) The AS LF MU is internally divided into an academic staff chamber and a student chamber.
- (2) The chambers meet independently, appoint their representatives and may adopt their own rules of conduct in accordance with the law, the LF MU Statutes and these Regulations.

Article 5

President and Vice-Presidents

- (1) The AS LF MU is headed by the chairman and two vice-chairmen elected by an absolute majority of all AS LF MU members. The chairman and one vice-chairman are always members of the academic staff chamber, one vice-chairman is a member of the student chamber.
- (2) In the absence of the President, he shall be represented by the Vice-President designated by him. If the President ceases to be a member of the Senate, the Vice-President, who is a member of the Academic Staff Chamber, shall represent the President until a new President is elected.
- (3) The Chairperson manages the activities and meetings of the LF MU AS, represents the LF MU AS externally and performs other duties in accordance with these Regulations, in particular compiles and makes available to the members of the LF MU AS the agenda of the LF MU AS meetings (Article 13).

Article 6

Commission

- (1) The AS LF MU establishes committees as its advisory bodies. They are established on the date of their establishment and terminate on the date of the constituent meeting of the new AS LF MU (Article 9).
- (2) The standing committees of the AS LF MU are
 - a) Electoral and Mandate Commission,
 - b) Legislative Commission,
 - c) Economic Commission,
 - d) Teaching Committee.
- (3) The AS LF MU establishes other permanent or temporary committees by resolution. It shall define their composition and tasks.
- (4) Members of the committee may be members of the academic community of the Faculty of Medicine, or other experts in the subject matter. Membership in the committee is an honorary position and does not entitle to remuneration, scholarship or salary.
- (5) Committee chairpersons are elected by the AS LF MU from among its members, and members of committees are approved by the AS LF MU on the proposal of the chairperson of the relevant committee.

- (6) Unless the AS LF MU decides otherwise, the committee is able to deliberate in the presence of at least half of its members and its resolution is adopted if an absolute majority of the members present are in favour of it. The LF MU AS may also lay down other rules for the proceedings of the committee.
- (7) The Commission may act per rollam if its chairman so proposes. In such a case, the approval of a majority of all members shall be required for the adoption of a resolution.
- (8) Membership in the academic community ends with the termination of membership in the committee.
- (9) Membership in the Electoral and Mandate Committee expires on the date of submission of a member's candidacy for the AS LF MU elections.

Part Four

Meeting of the AS LF MU

Article 7

Communication within AS LF MU and with AS LF MU outside the meeting

The LF MU AS informs members of the academic community about its agenda via the public section of the LF MU website.

Article 8

Quorum

The AS LF MU is qualified to hold a quorum if at least two thirds of all members are present.

Article 9

Constituent Session

The LF MU AS Chairperson from the previous term convenes and manages the constitutive meeting of the LF MU AS until the election of the Chairperson. He or she convenes the meeting so that it takes place no later than two months after the beginning of the LF MU AS election period. The agenda of the constituent meeting shall include, in particular, a summary report on the election results, the election of the Chairperson and Vice-Chairpersons of the LF MU AS and the preparation of the establishment of standing committees pursuant to Article 6.

Article 10

Ordinary Session

- (1) Regular meetings of the AS LF MU are held at least twice per semester.
- (2) The schedule of meetings is published via the public part of the LF MU website.

Article 11

Special Session

- (1) An extraordinary meeting of the AS LF MU is convened by its chairman and in his absence by the vice-chairman, at his discretion or at the request of
 - a) at least one quarter of the members of the AS LF MU,
 - b) the Rector, or the acting Vice-Rector, or

- c) the dean or the acting vice-dean.
- (2) The request for convening an extraordinary meeting of the AS LF MU is submitted in writing and includes proposals for discussion. The date of the meeting shall be set by the Chairperson so that the meeting is held no earlier than three days after the date is announced and no later than 14 days after the request is submitted.

Article 12

Submission of proposals

- (1) Proposals for the discussion of matters pursuant to Section 27(1), except for subsection (g) of the Act, including supporting materials, are submitted by the Dean, or in the case of the Rules of Procedure of the AS LF MU, by a member of the AS LF MU, no later than 10 days before the meeting. Other proposals shall be submitted within the same time limit. Submission is understood as electronic input into a designated place in the MU Information System.
- (2) Committees or individual members of the AS LF MU may propose amendments or resolutions no later than six days before the meeting; such proposals shall be submitted in the manner specified in paragraph 1.
- (3) The LF MU AS may also discuss proposals submitted later, including proposals submitted directly at the meeting. In the event of failure to meet the deadline for submitting or referring a matter to the Senate, a vote is taken on not discussing the matter if at least one member of the LF MU AS proposes it. A motion not to discuss is adopted if at least one fifth of those present agree to it.
- (4) If the submitted proposal has not been discussed by the LF MU AS, it is deemed to be duly and timely submitted for discussion at the next LF MU AS meeting. The obligation of the submitter under Section 27(3) of the Act is not affected.

Article 13

Programme of the meeting

- (1) The agenda shall be drawn up by the chairman at least 7 days before the meeting. In doing so, he/she takes into account the proposals made by the Vice-Chairmen of the AS LF MU and the Chairmen of the Committees.
- (2) Proposals to amend the agenda shall be discussed at the beginning of the meeting.

Article 14

Public session

AS LF MU meetings are public.

Article 15

Guests

- (1) They shall have the right to speak at the meeting whenever they so request:
 - a) the dean or, on his/her behalf, the vice-dean,
 - b) the Rector or, on his/her behalf, the Vice-Rector,
 - c) the AS MU President or an AS MU member authorised by him/her on his/her behalf.

Article 16

Making decisions

- (1) The AS LF MU decides on each proposal by voting. The motions are voted on in the order of the agenda. If the submission of a motion is followed by proposals for partial amendments to the original motion, the LF MU AS votes on the amendments first.
- (2) A resolution shall be adopted if a majority of the members present is in favour of it, unless otherwise provided by law or these Rules.
- (3) Resolutions concerning matters pursuant to Section 27(1) and (2) of the Act, motions to dismiss the Chairperson or Vice-Chairpersons and resolutions concerning matters on which the LF MU AS so decides require the consent of an absolute majority of all members, unless otherwise provided by law.
- (4) A special procedure is set out in Annex No. 1 to the MU LF Statutes for the consideration of a proposal for the appointment of a dean.

Article 17

Public voting

- (1) The public vote shall be by show of hands.
- (2) In the case of a vote on procedure, the count may be waived and the decision taken by acclamation.

Article 18

Secret ballot

- (1) Voting is by secret ballot in matters determined by law, the MU Faculty of Arts Statutes or these Regulations.
- (2) There is always a secret ballot:
 - a) in the election of the President of the AS LF MU,
 - b) in the election of committee chairs,
 - c) when commenting on the appointment of vice-deans,
 - d) when giving consent to the appointment of members of the Scientific Council,
 - e) for other personnel matters.
- (3) A secret ballot is held on the proposal of any member of the AS LF MU if at least one tenth of those present agree; a secret ballot is always held if the Chairperson or one of the Vice-Chairpersons proposes it.
- (4) Voting by secret ballot is not permitted in matters under Section 27(1)(a) to (d) of the Act.
- (5) A secret ballot vote shall be taken.

Article 19

Disagreement of the Dean with the resolution

The dean will not implement the resolution of the LF MU AS with which the dean disagrees and will notify the LF MU AS chairman without undue delay with a justification. In such a case, the LF MU AS shall discuss the matter again without undue delay. The approval of a

three-fifths majority of all members is required for the resolution on the matter to be passed again.

Part Five Documentation of AS LF MU activities

Article 20

Minutes of the AS LF MU meeting

- (1) Resolutions adopted shall be published in a manner allowing remote access within three days.
- (2) The minutes of the LF MU AS meeting are taken by an authorised employee of the LF MU Dean's Office in cooperation with the chairperson. The minutes summarise the course of the meeting, the opinions expressed in the debate and the resolutions, including the manner and results of voting on them. In particular, the approved regulations and other written documents that form the substance of the resolution are annexed to the minutes.
- (3) The recorder shall make an audio recording of the meeting for the purpose of drawing up the minutes of the meeting. This recording is archived until the next LF MU AS meeting, after which it is deleted.
- (4) An electronic version of the minutes is made available to all AS MU members within fourteen days of the end of the meeting. Each member of the AS LF MU has the right to comment on the minutes within seven days of their availability. Members of the LF MU AS are informed immediately of the manner in which the comments have been dealt with. The minutes shall be published immediately after the comments have been settled.
- (5) The electronic filing system in the IS MU is used exclusively to keep records of individual documents and files, as well as to record their movement.

Part Six Additional provisions

Article 21

Additional provisions

- (1) If partial amendments are proposed during the discussion of a submitted proposal in the AS LF MU within the meaning of Article 16(1) of the Regulations, the order of voting on the amendments shall be determined by the Chairperson. The first vote shall be on the motion to reject, if any, and the final vote shall be on the motion as a whole. Any member of the LF MU AS may propose a vote on the voting order determined by the Chairperson.
- (2) In the case of proposals that the dean is exclusively entitled to submit, amendments are admissible only if the dean has agreed to them.

Article 22

Management of the meeting

- (1) The LF MU AS meeting is chaired by the President and in his/her absence by a designated Vice President, who is considered the President for the purposes of this Article.
- (2) A debate is usually held on each item of the meeting, in which the chairman may grant the floor to persons who are not members of the AS LF MU.
- (3) Any member of the AS LF MU may make a procedural motion during the debate:
 - a) on granting or not granting the floor to a non-member of the AS LF MU,
 - b) to introduce a time limit for performances of no more than 2 minutes, or
 - c) to close debate on the item.
- (4) A procedural motion may not be tabled by a Member at the same time as his or her own intervention in the debate. The President shall initiate the vote on the procedural motion immediately, without prejudice to the procedure laid down in Rule 17(2).
- (5) The provisions of paragraph 3 are without prejudice to the right of the persons referred to in Article 15(1) of the Regulations and Section 26(4) of the Act to speak at a meeting of the AS LF MU whenever they so request.

Article 23

Changes to the date of the ordinary session

If there are reasons to do so, the President of the AS LF MU may change the date of a regular meeting from the schedule published in accordance with Article 10(2). This decision with the reasons shall be notified to the members of the LF MU AS and the new date of the regular session shall be indicated in the public section of the LF MU website.

Part Seven

Transitional and final provisions

Article 24

Interpretative provisions

- (1) The majority of all members is calculated from the number of mandates set out in the MU Faculty of Medicine Statutes, even if one or more mandates are not filled at the time of the meeting.
- (2) Delivery means sending the message by e-mail with the sender's and recipient's address with the domain "muni.cz".

Article 25

Final provisions

- (1) These Regulations were approved pursuant to Section 27(1)(b) of the LF MU Act on 20 November 2018 and by the MU AS on 7 January 2019.
- (2) These Regulations shall enter into force on 1 February 2019.
- (3) Upon the entry into force of these Rules, the existing Rules of Procedure of the Academic Senate of the Faculty of Arts MU adopted by the AS LF MU on 18 April 2017 and effective from 1 September 2017 shall be repealed.

Brno, 21 January 2019

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Chairman of the AS LF MU

prof. MUDr. Martin Bareš, Ph.D.
Dean