

# Rules of Procedure of the Scientific Council of the Faculty of Medicine of Masaryk University

(as amended with effect from 10.11.2020)

## Part One

### Introductory provisions

#### Article 1

##### Basic provisions

- (1) The Rules of Procedure of the Scientific Council 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 Faculty" or "LF MU") pursuant to Section 33 (1) and (2) (d) 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) In accordance with the law and the LF MU Statutes, these Regulations regulate the rules of meetings and the manner of proceedings of the Scientific Council of the Faculty of Medicine of Masaryk University (hereinafter also referred to as the "Scientific Council" or "LF MU Scientific Council").

## Part Two

### Meetings and the manner of proceedings of the LF MU SB

#### Article 2

##### Convocation of the LF MU SC

- (1) Meetings of the LF MU SC are convened by the Dean of the Faculty as required, but at least once per semester.
- (2) Members of the LF MU SC are invited to the meeting at least one week before the meeting by e-mail.
- (3) At least one week before the meeting, the documents for the Scientific Council meeting, including the agenda, shall be published in a manner allowing remote access. The LF MU SB will not consider materials submitted within a shorter time limit if at least 5 members of the LF MU SB oppose the discussion.
- (4) Members of the LF MU SB are obliged to attend LF MU SB meetings.

#### Article 3

##### Session of the MU Faculty of Medicine

- (1) Meetings of the LF MU SC are chaired by the Dean of the Faculty and in his absence by a member of the LF MU SC authorised by him.
- (2) The meetings are governed by the programme drawn up by the dean taking into account suggestions from vice-deans and members of the LF MU SC. The dean may change the agenda during the session in justified cases.
- (3) Except as provided for by law, other regulations of Masaryk University and the Faculty, and these Regulations, the LF MU Board of Governors is capable of holding a quorum if an absolute majority of all its members is present.
- (4) Meetings of the LF MU SB are public except for the debate before voting on the proposal for appointment as associate professor and the debate before voting on the proposal for appointment as professor.
- (5) The minutes of the LF MU SB meeting are taken by an authorised employee of the Dean's Office and published on the faculty's website. The minutes are signed by the dean of the faculty or the member of the LF MU SC who chaired the meeting in his/her absence. The minutes summarise the course of the meeting, the opinions expressed in the public part of the debate and state the resolutions, including the manner and results of voting on them.

#### Article 4

#### **Lectures of the MU Faculty of Medicine**

- (1) A valid resolution of the LF MU SB (adoption of a proposal) requires the consent of an absolute majority of the members present, unless otherwise stipulated by law, other regulations of Masaryk University and the Faculty and these Regulations. Individual motions are voted on in the order in which they are submitted, by acclamation. The Scientific Council may decide to vote on a particular question by secret ballot.

#### Article 5

#### **MU LF SC deliberations in habilitation proceedings and proceedings for appointment as professor**

- (1) The proceedings of the LF MU Habilitation Board and the procedure for appointment as a professor are governed by Sections 72 and 74 of the Act and other regulations of Masaryk University.
- (2) At least two-thirds of all members of the Scientific Council must be present when voting on a proposal for appointment as associate professor and a proposal for appointment as professor. The LF MU Board of Governors decides by secret ballot. An absolute majority of all members of the Scientific Board must vote in favour of the proposal.
- (3) The LF MU Board of Governors elects two scrutineers from among its members to carry out and control the voting and to announce its results.
- (4) The habilitation procedure and the procedure for the appointment of professor are governed by other regulations of Masaryk University.

## Article 6

### Real-time online meetings

- (1) Sessions of the LF MU SB may be held remotely using applications enabling video conferencing (hereinafter referred to as "on-line" sessions). The on-line application developed and operated by Masaryk University is used for voting.
- (2) The dean decides whether to hold an online session.
- (3) The public part of the debate of the online session is broadcast live via the public information network. Information on the possibility to watch the webcast shall be published together with the agenda.
- (4) Article 3(3), Article 4 and Article 5(2) shall apply to online meetings mutatis mutandis, except that a member who is logged in to a videoconference using the application shall be deemed to be present. A member who logs out of the videoconference during the meeting or otherwise disconnects shall be deemed to have left the meeting room.

Article 7  
**Per rollam vote**

- (1) The MU LF SC may take decisions by per rollam voting using MU-developed applications.
- (2) The dean decides on the use of per rollam voting.
- (3) Per rollam voting can be used especially in matters of a procedural nature, such as voting on the composition of committees and non-habilitated supervisors in doctoral studies. Per rollam voting cannot be used for voting on a proposal for appointment as Associate Professor and a proposal for appointment as Professor.
- (4) Members of the LF MU SC will receive a proposal on the matter by e-mail, including relevant documents and a direct link to the voting application in the Masaryk University Information System.
- (5) The voting period must be at least 3 and no more than 14 working days. Voting can be done at any time within the specified period.
- (6) The proposal is accepted if at least half of all members of the LF MU SB agree with it.
- (7) A per rollam vote is not initiated; if it has been initiated, it is cancelled if at least ten members of the LF MU SB deliver to the Chairperson their disagreement with electronic voting on the matter in question by the end of the voting period at the latest.
- (8) Per rollam voting is always secret.
- (9) A record of the per-rollam vote is made, which always includes a protocol of the vote in the Masaryk University Information System.

Part Three  
**Transitional and final provisions**

Article 8  
**Final provisions**

- (1) These Regulations were approved pursuant to Section 27 (1) (b) of the LF MU Act on 20 October 2020.
- (2) These Regulations were approved by the AS MU on 2 November 2020.
- (3) These Rules of Procedure repeal and replace the current Rules of Procedure of the LF MU Board of Governors dated 1 September 2017.
- (4) These Regulations shall come into force on 10 November 2020.

In Brno, 4 November 2020

prof. MUDr. Martin Repko, Ph.D.  
Dean of LF MU