

Rules of Procedure of the Academic Senate of the ESF MU

(effective from 1 September 2023)

Part One **Introductory Provisions**

Article 1 **Basic Provisions**

(1) The Rules of Procedure of the Academic Senate of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the “Rules”) are the internal regulations of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the “ESF MU”) pursuant to Section 33 (2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”). At the same time, the Rules are internal regulations of the Academic Senate of the ESF MU (hereinafter referred to as “AS ESF MU”), which, in accordance with the law and the Statutes of the ESF MU (hereinafter referred to as “ESF MU Statutes”), is the autonomous, representative academic body of the ESF MU.

(2) In accordance with the law and the ESF MU Statutes, these Rules regulate:

- a) membership in and security of the AS ESF MU activities,
- b) the organization of the AS ESF MU,
- c) meetings of the AS ESF MU,
- d) documentation of the AS ESF MU activities and information about it.

Part Two **Membership in and Security of the AS ESF MU Activities**

Article 2 **Rights and Responsibilities of Members**

(1) Membership in the AS ESF MU and the performance of the function of a member of the AS ESF MU are irreplaceable and incompatible with the functions of rector, vice-rector, dean and vice-dean, as well as with the function of bursar, chancellor, faculty bursar and director of a university’s constituent part.

(2) A member of the AS ESF MU has the right and obligation to attend meetings of the AS ESF MU and its bodies and to actively participate in their activities. The ESF MU is obliged to take reasonable measures to ensure this right. In cases worthy of consideration, he/she is obliged to duly excuse his/her possible nonattendance to the chair of the AS ESF MU in advance.

(3) A member of the AS ESF MU has the right to present his or her proposals, motions and comments and to demand their resolution and to decide on them during the AS ESF MU meeting.

Article 3

Security of the AS ESF MU Activity

(1) The necessary administration associated with the activity of the AS ESF MU is provided by those employees of the dean's office authorized to do so.

(2) The costs of the AS ESF MU activities are covered by the ESF MU budget.

Part Three

Organization of the AS ESF MU

Article 4

Chambers

(1) The AS ESF MU is internally divided into a chamber of academic staff members and a student chamber.

(2) The AS ESF MU Chambers, as necessary, hold separate meetings, appoint their representatives and may adopt their own rules for meetings in accordance with the law, the ESF MU Statutes and these Rules.

Article 5

Chair and Vice-chair

(1) The AS ESF MU is headed by a chair chosen from among the academic staff members elected by a majority of all members of the AS ESF MU. During his/her absence, he/she is represented by the vice-chair, who is also the president of the AS ESF MU student chamber, elected by a majority of all members of the AS ESF MU student chamber.

(2) The chair manages the activities and meetings of the AS ESF MU, represents the AS ESF MU externally and fulfils other duties according to these Rules, in particular he/she creates the meeting agenda and makes it available to the AS ESF MU members (Art. 13).

Article 6 Committees

- (1) The AS ESF MU establishes committees as its advisory bodies. They come into existence on the date of establishment and expire on the day of the founding meeting of the new AS ESF MU (Art. 9), or upon completion of the task for which they were established.
- (2) The permanent committee of the AS ESF MU is the Electoral Committee.
- (3) The AS ESF MU establishes other permanent or temporary committees by its decision. In doing so, it defines their composition and tasks. The committee has at least three members.
- (4) Members of the AS ESF MU committee may be members of the MU academic community, or other experts on the issue being addressed.
- (5) Chairs of the committees are chosen by the AS ESF MU from among its members, this does not apply to the Electoral Committee (Art. 7 of the AS ESF MU Election Regulations).
- (6) If the AS ESF MU does not determine otherwise during its term of office, the committee is quorate in the presence of at least half of its members, and its decision is adopted if a majority of the members present are in favour of it. The AS ESF MU can also establish other rules for the committee's meetings.
- (7) The AS ESF MU committee may make a decision per rollam, if proposed by its chair. In such a case, the approval of a supermajority of all members is required to adopt a decision.

Part Four Meetings of the AS ESF MU

Article 7 Communication within the AS ESF MU and with the AS ESF MU outside the meetings

- (1) The AS ESF MU informs members of the academic community about its agenda via the institutional website of the ESF MU.
- (2) A bulk e-mail - senatESF@econ.muni.cz - is established and operated for communication between AS ESF MU members.

Article 8 Quorum

The AS ESF MU is capable of constituting a quorum if a majority of all members are present.

Article 9

Founding Meeting

The chair of the AS ESF MU from the previous election period convenes and manages the founding meeting of the AS ESF MU until the election of the chair. He/she shall convene the meeting so that it takes place no later than 30 days after the beginning of the election period of the AS ESF MU. The agenda of the founding meeting includes, in particular, a summary report on the results of the elections and the election of the chair of the AS ESF MU and the preparations for establishing standing committees pursuant to Art. 6.

Article 10

Regular Meeting

(1) Regular meetings of the AS ESF MU are held at least twice per semester. The AS ESF MU usually meets every second Monday of the month.

(2) The schedule of regular meetings is approved by the AS ESF MU on the proposal of its chair, for each calendar year. The meeting schedule will be published.

Article 11

Extraordinary Meeting

(1) An extraordinary meeting of the AS ESF MU is convened by its chair and, in his/her absence, by the vice-chair, at his/her discretion, or at the request of a) at least one quarter of the members of the AS ESF MU, b) at least 15% of the members of the academic community who are employees, c) at least 5% of all students of the faculty, d) the dean or acting vice-dean, e) the rector.

(2) The request for convening an extraordinary meeting of the AS ESF MU is submitted in writing and includes proposals for consultation. The date of the meeting is determined by the chair, so that the meeting is held no earlier than three days after the announcement of the date and no later than fourteen days after the submission of the request.

Article 12

Submitting Proposals

(1) Proposals for discussion of matters in the AS ESF MU in accordance with Section 27 (1) of the Act, with the exception of (g) of the Act, including background materials, are submitted by the dean or a member of the AS ESF MU. This means handing over the proposal to the chair of the AS ESF MU, who is obliged to immediately forward the proposal to all members of the AS ESF MU.

(2) Proposals according to paragraph 1, as well as other proposals, are submitted or forwarded at least seven working days before the meeting. The chair will publish them in a way that allows remote access to the ESF MU academic community without unnecessary delay.

(3) The committees or individual members of the AS ESF MU may propose changes or resolutions, no later than the day before the meeting, to the chair of the AS ESF MU, who will immediately forward them to all members of the AS ESF MU.

(4) The AS ESF MU may also discuss proposals submitted later, including proposals submitted directly at the meeting. The AS ESF MU will not discuss a proposal submitted after the deadline according to paragraph 2, if at least one fifth of those present do not agree to the discussion.

(5) If the submitted proposal has not been discussed by the AS ESF MU, it is considered that it shall be duly and timely submitted for discussion at the next meeting of the AS ESF MU. This does not affect the obligation of the submitter according to Section 27(3) of the Act.

Article 13 Meeting Agenda

(1) The meeting agenda of the AS ESF MU is drawn up and the necessary documents are made available to the members of the AS ESF MU by the chair, no later than six days before the meeting. He/she takes into account the proposals made by the vice-chair.

(2) Proposals to change the agenda are discussed at the beginning of the AS ESF MU meeting.

Article 14 Accessibility of the Meetings to the Public

The AS ESF MU meetings are public.

Article 15 Guests

(1) The following have the right to speak at the AS ESF MU meetings whenever they so request:

a) the dean or the vice-dean on his/her behalf,

a) the rector or the vice-rector on his/her behalf,

c) the chair of the Academic Senate of Masaryk University (hereinafter referred to as the "AS MU") or a member of the AS MU authorized by him/her on his/her behalf,

d) the faculty bursar,

e) representatives of the faculty at the AS MU,

f) members of the Electoral Committee and other permanent and temporary AS ESF MU committees,

g) faculty representatives in the MU rector's committees.

(2) The submitter of the proposal has the right to speak during its discussion.

(3) Other persons may speak with the approval of the AS ESF MU chair.

(4) The following persons may invite other persons to actively take part in the AS ESF MU meetings, especially for the purpose of providing information or explaining a certain point of the meeting

a) the chair,

b) the submitter of the proposal under discussion, with the approval of the chair.

Article 16 **Making a Decision**

(1) The AS ESF MU decides on each proposal by voting. Proposals are voted on in order of the agenda. If the submission of a proposal is followed by proposals for partial changes in the original proposal, the AS ESF MU votes on the amendment proposals first.

(2) A resolution is adopted if a majority of the members present have voted for it, unless otherwise stipulated by law and these Rules.

(3) The consent of a supermajority of all members is required for resolutions regarding the internal regulations of the ESF MU and for resolutions regarding matters decided by the AS ESF MU, unless the law provides otherwise.

(4) Article 21 regulates a special procedure for passing a resolution on the proposal for the appointment of a dean.

Article 17 **Public Voting**

(1) Public voting in the AS ESF MU is done by raising a hand, using a voting device or voting in the Information System of Masaryk University.

(2) When voting in the AS ESF MU on procedure, counting can be waived and the decision can be made by acclamation.

Article 18

Ballot and Roll Call Voting

- (1) A ballot takes place in the AS ESF MU in matters determined by law, the MU Statutes or these Rules.
- (2) A ballot in the AS ESF MU always takes place:
 - a) when electing the chair of the AS ESF MU,
 - b) when electing committee chairpersons,
 - c) when commenting on the appointment of vice-deans,
 - d) when giving prior consent to the appointment of members of the ESF MU Scientific Board and members of the ESF MU Committee.
- (3) A ballot or roll call voting in the AS ESF MU takes place at the proposal of any member of the AS ESF MU, if at least half of those present agree to do so.
- (4) A ballot in the AS ESF MU takes place using ballot papers, using a voting device or by voting in the Information System of Masaryk University. Roll call voting is recorded in the minutes.

Article 19

Dean's Disagreement with the Decision

The dean will not implement a decision of the AS ESF MU, if the dean does not agree with it, and will notify the chairperson of the AS ESF MU without undue delay, with a justification. In such a case, the AS ESF MU discusses the matter again without unnecessary delay. A three-fifths majority of all members shall be required to re-pass a resolution on this matter.

Part Five

Documentation of the AS ESF MU Activities

Article 20

Minutes from the AS ESF MU Meetings

- (1) Resolutions adopted by the AS ESF MU are published in a way that enables remote access, as part of the minutes.
- (2) The minutes of the AS ESF MU meeting are taken by an authorized recorder in cooperation with the chair. The minutes summarize the course of the meeting, the statements expressed in the debate and state the resolutions, including the method and results of voting on them. In

particular, the approved regulations and other written documents, which form the essence of the resolution, are attached to the minutes.

(3) The minutes are always drawn up within two days of the end of the meeting, they are then immediately given to the members of the AS ESF MU for comment and to the dean of the faculty for an opinion so that they can be published in accordance with paragraph 1, that being within 5 working days at the latest.

(4) The electronic system of the file service in the IS MU is the only means used to record individual documents and files, as well as to record their movement.

(5) All documents and files are stored in accordance with the MU regulation governing Document Management Rules, which set uniform rules for handling documents and the retention and disposal procedure.

Part Six Special Provision

Article 21 Election of a Candidate for the Position of Dean

(1) The election of a candidate for the position of dean is announced by the AS ESF MU at least three months before the end of the incumbent dean's term of office. It is prepared and managed in cooperation with the chair of the AS ESF MU by the Electoral Committee, elected for this purpose by the AS ESF MU.

(2) The AS ESF MU sets the election schedule, in particular the deadline for submitting proposals and presenting the candidates, the date for assembling the academic community of the ESF MU, which is convened by the chair of the AS ESF MU for the purpose of hearing the candidates, and the date of the AS ESF MU election meeting, at which a candidate for dean will be elected.

(3) The written proposal of a candidate for the position of dean, delivered in a sealed envelope to the ESF MU mailroom, must contain:

- a) the proposed candidate's name(s) and surname, as well as any degrees and contact address,
- b) the candidate's work CV, including an overview of the academic positions held so far and other facts certifying the recognition of the proposed candidate by the academic community,
- c) the candidate's programme statement, stating the main intentions after being appointed to the position of dean,

d) the candidate's declaration, confirmed by his/her handwritten signature, that he/she agrees with the candidacy and the publication of the documents referred to in paragraph 3 letter a) - c).

(4) The materials referred to in paragraph 3 letter a) - c) will also be delivered by the candidate in electronic form so that it is possible to publish them in a way that allows remote access in the IS MU.

(5) The AS ESF MU decides on the proposal for the appointment of a faculty dean by ballot:

a) the AS ESF MU is competent to decide on the proposal for the position of dean, if a two-thirds majority of all members of the AS ESF MU is present; the proposal is accepted if the absolute majority of all AS ESF MU members have voted for it,

b) if none of the candidates receives the required number of votes in the first round, a second round of ballot is held, in which only the two candidates who received the highest number of votes in the first round are voted in the same way; in the event of an equal number of votes for more than two candidates in first place or for two or more candidates in second place, all these candidates proceed to the second round,

c) if there is no decision on the proposal for the appointment of the dean of the faculty, even in the second round, the AS ESF MU will determine the date of a new discussion of the proposal for the appointment of the dean at the same meeting, that being no earlier than 7 days after the first and second round of elections. The candidate with the highest number of votes advances to the third round; in the event of a tie, more candidates can advance to the third round. If, even in the third round, the senate fails to reach a decision on the proposal to appoint the dean, new elections for a candidate for the position of dean will be announced,

d) the proposal for the appointment of the dean is submitted by the chair of the AS ESF MU to the rector of MU.

(6) The AS ESF MU may propose the dismissing the faculty's dean from his/her position. The AS ESF MU decides on the proposal for dismissing the faculty's dean by ballot. The proposal is accepted if at least three fifths of all members of the AS ESF MU have voted for it.

Part Seven

Transitional and Final Provisions

Section 22

Interpretive Provisions

The majority of all members is calculated from the number of mandates specified in Art. 14, paragraph 2 of the ESF MU Statutes.

Article 23
Final Provisions

(1) The Rules of Procedure of the Academic Senate of the ESF MU approved by the Academic Senate of the MU Faculty of Economics and Administration on 24 April 2017 are cancelled.

(2) These Rules were approved in accordance with Section 27 (1) (b) of the Act by the Academic Senate of the Faculty of Economics and Administration of Masaryk University on 12 December 2022.

(3) These Rules come into force, pursuant to Section (9) (1) (b) of the Act, on the date of approval by the Academic Senate of Masaryk University.

(4) These Rules enter into force on 1 September 2023.

prof. Mgr. Jiří Špalek, Ph.D., Dean

electronically signed