

## **Rules of Procedure of the Scientific Council of the Faculty of Law of Masaryk University**

*(as amended with effect from 1 March 2021)*

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), I hereby issue these Rules of Procedure of the Scientific Council of the Faculty of Law of Masaryk University:*

### Article 1

#### **Convening of the Scientific Council**

- (1) Meetings of the Scientific Council of the Faculty of Law of Masaryk University (hereinafter referred to as the "Scientific Council") are convened by the Dean of the Faculty of Law of Masaryk University (hereinafter referred to as the "Faculty") under the conditions set out in the Higher Education Act and the Statutes of the Faculty.
- (2) The Dean convenes a meeting of the Scientific Board at least once per semester. He/she is obliged to convene a meeting if at least one third of the members of the Scientific Board or the Academic Senate of the Faculty so request.
- (3) All members of the Scientific Council are obliged to attend meetings of the Scientific Council.
- (4) No later than one month before the first meeting of the Scientific Board in a semester, the Dean shall announce the schedule of the Scientific Board meetings for the relevant semester.

### Article 2

#### **Invitation and documents for the meeting**

- (1) Prior to the meeting of the Scientific Council, its members shall receive an electronic invitation with the agenda and supporting documents for its individual items well in advance. In justified cases, the documents may be distributed at the opening of the meeting.
- (2) A member of the Scientific Council may propose the inclusion of an agenda item. If written documents are required for its discussion, he/she shall provide them to the Dean with sufficient time in advance.

Article 3

**Conduct of the Scientific Council meetings**

Meetings of the Scientific Board are chaired by the Dean of the Faculty and in his absence by the Vice-Dean for Science and Research or a member of the Scientific Board authorised by the Dean. The dean may delegate another member of the Scientific Board to chair the Scientific Board meeting for individual agenda items.

Article 4

**Meetings of the Scientific Council**

(1) A quorum of the Scientific Council shall be present if an absolute majority of all members is present. A majority of the members of the Scientific Council present must be in favour of the adoption of a proposal.

(2) The Scientific Council shall decide on the outcome of qualification procedures by secret ballot; the presence of at least two-thirds of all members of the Scientific Council is required for the resolution to be valid, and a majority of all members of the Scientific Council must vote in favour of the proposal.

(3) The Scientific Council may decide to vote by secret ballot, although the law does not require a secret ballot in this case.

(4) The Dean may decide that the Scientific Council shall elect two scrutineers from among its members to conduct and control the secret ballot and to announce its results.

(5) The dean may decide that the application in INET.muni.cz or another suitable application enabling secret voting will be used for the voting of the Scientific Council.

Article 5

**Enrolment**

The minutes of the meetings of the Scientific Council are taken by the Vice-Dean for Science and Research. The minutes are signed by the Dean of the Faculty or the member of the Scientific Board who chaired the meeting in his/her absence.

Article 6

**Per rollam voting**

Proposals on which the Scientific Council does not vote by secret ballot can also be voted on using the INET.muni.cz application for *per rollam* voting, or via e-mail. In

the case of such a vote, the dean, or a person authorised by him/her, sends all members of the Scientific Council a draft resolution on the matter, including the relevant documents, specifies the form of the vote and communicates the deadline for the response. The voting takes place in such a way that the individual members of the Scientific Council send or enter in the INET.muni.cz application, within the set deadline, to the Chair of the Scientific Council the answer "I agree" or "I disagree / I abstain from voting" according to the chosen voting method. Responses received after the deadline are discarded. A valid resolution requires an 'I agree' vote by a majority of all members of the Scientific Council.

#### Article 7

#### **Form of the Scientific Council meeting**

(1) The dean may decide on the form of a meeting of the Scientific Council. The Scientific Council shall meet: a) in attendance, with the members of the Scientific Council physically present in a pre-announced meeting room, b) online in a pre-announced manner, or a combination of both a) and b).

(2) The Dean shall announce the form of the meeting before the meeting of the Scientific Council.

(3) The principles of publicity, orality and directness of proceedings shall be maintained in all forms of meetings. In all forms, secret ballots shall also be taken where the law so provides or where the Scientific Council so decides.

#### Article 8

#### **Procedure in qualification procedures**

(1) The chair of the habilitation or evaluation committee shall present his/her report on the committee's proceedings and its conclusions at a public meeting of the Scientific Council. The presentation of the candidate or the defence of his/her habilitation thesis shall normally take place at the next meeting of the Scientific Council.

(2) During the consideration of *bo dů* in the qualification procedure of a member of the Scientific Council, his/her rights and obligations arising from membership of the Scientific Council are temporarily suspended.

#### Article 9

#### **Final Provisions**

(1) The Rules of Procedure of the Scientific Council of the Faculty of Law of 5 June 2017 are repealed.

(2) Pursuant to Section 27(1)(b) of the Act, the Academic Senate of the Faculty of Law of Masaryk University approved these Rules of Procedure of the Scientific Council of the Faculty of Law on 14 December 2020.

(3) Pursuant to Section 9(1)(b) of the Act, the Academic Senate of Masaryk University approved these Rules of Procedure of the Scientific Council of the Faculty of Law on 1 March 2021.

(4) These Rules of Procedure shall enter into force on 1 March 2021.

In Brno on 8 March 2021

doc. JUDr. Mgr. Martin Škop, Ph.D.  
Dean

Translated by DeepL machine translation service.