

Rules of Procedure of the Academic Senate of the MU Faculty of Education

(effective from 10 October 2017)

Article 1

General provisions

- (1)** The Rules of Procedure of the Academic Senate of the Faculty of Education of Masaryk University (hereinafter referred to as the AS PdF MU) are an internal regulation of AS PdF MU, which is in accordance with the Statutes of PdF MU.
- (2)** These rules of procedure, in accordance with the Statutes of the MU Faculty of Education, regulate
- a.** exercising of the membership and securing the activities of the AS PdF MU,
 - b.** the organization of the AS PdF MU,
 - c.** the rules for AS PdF MU meetings,
 - d.** the documentation activities of the AS PdF MU and information about it.

Article 2

Membership and securing the activities of the AS PdF MU

- (1)** Membership in AS PdF MU and the performance of the duties of a member of AS PdF MU are irreplaceable and incompatible with the function of Rector, vice-rector, dean or vice-dean, and director of the department, as well as with the function of bursar, executive assistant, and faculty bursar.
- (2)** A member of the AS PdF MU has the right to submit proposals, suggestions, and comments at the meeting of the AS PdF MU and to request their resolution and a decision on them.
- (3)** Members of the AS PdF MU are elected to their position according to the election regulations governing elections to the AS PdF MU.
- (4)** The costs for the activities of the AS PdF MU are covered from the budget of PdF MU.

Article3 **Organization of the AS PdF MU**

(1)The AS PdF MU is internally divided into the Academic Staff Chamber and Student Chamber.

(2)The AS PdF MU is headed by a chair elected from among the members of the Academic Staff Chamber by an absolute majority of all members of the AS PdF MU.

(3)The chair of the Senate is responsible for:

- a)** summoning, initiating, leading, interrupting, and terminating meetings of the AS PdF MU;
- b)** taking or having minutes of the meeting of the AS PdF MU taken;
- c)** signing the internal regulations of the faculty and the resolutions of the AS PdF MU and taking care of their implementation;
- d)** representing the AS PdF MU at meetings of the Dean's Board.

(4)The first vice-chair of the AS PdF MU is the chair of the Student Chamber. The chair of the Student Chamber is elected from among the members of the Student Chamber.

(5)The chair of the Academic Staff Chamber is the second vice-chair of the AS PdF MU. The chair of the Academic Staff Chamber is elected from among the members of the Academic Staff Chamber.

(6)The chair together with the vice-chairs:

- a)** sets the dates of regular meetings of the AS PdF MU;
- b)** prepares the agenda of the AS PdF MU;
- c)** submits reports on the activities of the AS PdF MU to the academic community at least once a year.

(7)If circumstances prevent the chair of the AS PdF MU from exercising their powers and duties, they are fully represented by the vice-chair.

(8)The AS PdF MU establishes committees as its advisory bodies. The standing committees of the AS PdF MU are:

- a)** legislative committee,
- b)** economic committee,
- c)** information committee.

(9)The AS PdF MU establishes by its resolution other permanent or temporary committees. It defines their composition. The committee is represented by at least two members from the Student Chamber. The committee elects and removes its chair from among its members. The committee is entitled to pass a resolution with the participation of an absolute majority of the members of the committee. The chair of the AS PdF MU may participate in the committee meeting in an advisory capacity.

Article 4

Rules of AS PdF MU meetings

(1)The inaugural meeting is summoned by the chair of the outgoing AS PdF MU no later than 21 January of the year following the year of elections. The agenda of the inaugural meeting includes in particular a summary report on the election results, the election of the chair of the AS PdF MU, and the preparation of the establishment of standing committees according to Art. 3 para. 8.

(2)The regular meeting of the AS PdF MU is held at least twice a term.

(3)An extraordinary meeting of the AS PdF MU is summoned by its chair (in their absence by the vice-chair), at their discretion or at the request of:

- a)**at least one quarter of the members of the AS PdF MU;
- b)**at least one quarter of the faculty's academic staff;
- c)**at least one tenth of the faculty students;
- d)**dean or vice-dean.

(4)The request to summon an extraordinary meeting of the AS PdF MU is submitted in writing to the chair of the AS PdF MU and includes proposals for discussion. The date of the meeting shall be set by the chair so that the meeting takes place no earlier than three days after the announcement of the date and at the latest fourteen days after the submission of the request. In the case of summoning an extraordinary meeting of the AS PdF MU at the request of the Rector or the dean, the chair of the AS PdF MU sets the date of the meeting so that it takes place without delay.

(5)The AS PdF MU is qualified to pass a resolution, unless something else follows from Act 111/1998, on Higher Education Institutions and on Modifications and Amendment to Other Acts (the Higher Education Act), as amended, if an absolute majority of its members is present.

(6)Proposals for issues to be discussed are submitted no later than 7 days before the meeting to the chair of the AS PdF MU or to a person authorized by them who shall make the proposals available in a way allowing remote access.

(7)The AS PdF MU will not discuss proposals submitted after the deadline if at least one quarter of those present do not agree with the discussion.

(8)Each proposal is decided by voting. Proposals are put to a vote in the order in which they have been submitted. A resolution is adopted if a majority of the members present have voted in favour of it, unless otherwise provided by the Act and these Rules.

(9)The AS PdF MU decides on the proposals referred to in Sect. 27 para. 1, letter (g) by secret vote.

(10)Secret vote or vote by name takes place in the AS PdF MU whenever requested by any member of the AS PdF MU. The secret vote uses ballot papers, and the public vote has the form of raising hands.

(11)The approval of at least a two-thirds majority of the present members of the AS of PdF MU is required for the approval of a resolution concerning the change of the internal regulations of PdF MU and the establishment, merger, fusion, division, or abolition of faculty units; the approval of the majority of both Chambers is required for issues under para. 12 of this Article. To approve other resolutions pursuant to Sect. 27 of the Act on Higher Education, an absolute majority of the present members of the AS PdF MU is required, unless otherwise provided by the Act. In other cases, a simple majority of the present members of the AS PdF MU is required to approve the resolution.

(12) The consent of the majority of the present members of each of the Chambers of the AS PdF MU is required for resolutions in the following matters:

- a)** Statutes of PdF MU
- b)** Election Regulations of the AS PdF MU
- c)** Rules of Procedure of the AS PdF MU
- d)** Disciplinary Code for students of PdF MU

(13) The method of discussing and accepting a proposal for a candidate for the position of dean is regulated by Annex No. 1 to the Statutes of PdF MU.

(14) Meetings of the AS PdF MU are open to the public.

(15) The following persons have the right to speak at the AS PdF MU meeting whenever they request so:

- a)** the Rector or, on their behalf, the vice-rector;
- b)** bursar;
- c)** chair of the AS MU or a member of the AS MU authorized by them;
- c)** the dean or, on their behalf, the vice-dean;
- d)** faculty bursar;
- e)** member of the AS MU elected from among the members of the academic community of the MU Faculty of Education.

(16) The submitter of the proposal has the right to speak during its discussion. Other persons may speak with the consent of the chair of the AS PdF MU.

(17) The invitation with the agenda and written documents must be made available to the members of the AS PdF MU at least 7 days before the meeting in a manner enabling remote access. In exceptional and urgent cases, the AS PdF MU may decide to discuss documents submitted directly at the meeting (in writing or orally), with the exception of documents for a decision pursuant to Sect. 27 para. 3 of the Higher Education Act.

Article 5

Documentation of the activities of the AS PdF MU

(1) Detailed archives of the AS PdF MU meetings, including the resolutions of the AS PdF MU, are stored in an electronic archive of the AS PdF MU (hereinafter referred to as the "archive"). In addition, other materials related to the activities of the AS PdF MU may be stored in the archive.

(2) The meeting minutes of the AS PdF MU are made in cooperation with the chair by an authorized employee of the Dean's Office.

(3) The texts are stored in the archive no later than the 21st day after the meeting of the AS PdF MU.

(4) The archive is publicly accessible and extracts and copies from it are allowed to be made.

Article 6
Final provisions

(1) This internal regulation shall be valid on the day of its approval by the AS MU and shall take effect on the day of its publication in the PdF MU website.

(2) This internal regulation cancels the second part of the Election Regulations and Rules of Procedure of the AS PdF MU approved by the AS PdF MU on 20 May 2014 and AS MU on 13 October 2014.

(3) This internal regulation was approved by the Academic Senate of the Faculty of Education, Masaryk University on 6 June 2017.

(4) This internal regulation was approved by the Academic Senate of the Masaryk University on 9 October 2017.

In Brno on 10 October 2017

doc. PhDr. Jiří Němec, Ph.D.
Dean of the Faculty of Education of Masaryk University

Mgr. Martin Vrubel, Ph.D.
Chair of the Academic Senate of the Faculty of Education of Masaryk University