

**RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE  
FIRST FACULTY OF MEDICINE OF CHARLES UNIVERSITY**

*In compliance with Article 27, Subsection 1, Inset (b), and Article 33, Subsection 2, Inset (c), in Act No. 111/1998 Coll., the Act on Schools of Higher Education and on Changes and Amendments of Other Acts (thereinafter “Higher Education Act”) in its valid wording, and with Article 35 of the Constitution of the First Faculty of Medicine of Charles University, the Academic Senate of the First Faculty of Medicine of Charles University (thereinafter “Academic Senate” or “Senate”) decided upon these Rules of Procedure of the Academic Senate of the First Faculty of Medicine as its internal rule.*

Part I

**Rules of Procedure of the Senate**

Article 1

**The first (constituting) session of the Senate**

- (1) The first (constituting) session of the Senate in the new term in office shall be summoned and its agenda shall be proposed by the chairperson of the outgoing Senate not later than in thirty days following the announcement of results of the election; if he/she fails to do so at the latest two weeks before this period of time expires, the constituting session shall be summoned and its agenda proposed by the Dean. The announcement of the constituting session shall be displayed in the public access part of the Faculty’s website.
- (2) The agenda of the constituting session shall include, in particular,
  - (a) announcement of results of the election;<sup>1</sup>
  - (b) making the oath by members of the Senate;<sup>2</sup>
  - (c) election of the chairperson and vice-chairperson of the Senate;<sup>3</sup> and
  - (d) election of the consultative bodies.

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<sup>1</sup> Article 8 Subsection 11 of the Rules of Election of the Academic Senate of the First Faculty of Medicine of Charles University

<sup>2</sup> Article 36 Point 2 of the 7 of the Constitution of the First Faculty of Medicine of Charles University

<sup>3</sup> Article 1 Subsection 4

Until the chairperson of the Senate (hereinafter “chairperson”) is elected, the proceeding of the constituting session shall be presided by the oldest Senate member present. If this is not possible for any reason, the presiding officer shall be elected by the Senate.

- (3) Following the opening of the session, the presiding officer shall read off the wording of the Oath of a Member of the Academic Senate of the Faculty, which is Appendix 2 to the Constitution. Afterwards, the members present shall step forward, one at a time, and confirm the oath by saying “*Slibuji*” (“I promise”) and signing the text of the oath. The members absent at the constituting session shall take the oath in the same manner at the next session at which they may appear.
- (4) At the constituting session, the Senate shall elect first the chairperson and then the vice-chairperson by secret ballot. For this purpose, an electoral commission of three members is elected first; the members of the commission cannot stand as candidates for the chairperson or vice-chairperson. If the chairperson is a Senate member elected by the academic staff, the vice-chairperson must be a Senate member elected by the students. If the chairperson is a Senate member elected by the students, the vice-chairperson must be a Senate member elected by the academic staff. To elect the chairperson and the vice-chairperson, absolute majority of votes of all members is necessary. The same candidates cannot be put to vote more than twice in a session.

## Article 2

### **Chairperson**

- (1) The chairperson represents the Senate and acts on its behalf in common matters between the sessions; in matters of principle, he/she is obliged to summon a session of the Senate; he/she can only act alone on the provision that the matter allows no delay and is not one of those specified in Article 27, Subsection 1 of the Higher Education Act. The chairperson’s decisions in matters of principle are subject to approval by the Senate in its next session.
- (2) In case of absence, the chairperson shall be substituted by the vice-chairperson. If this is not possible, the Senate shall appoint the substitute by vote.
- (3) The chairperson
  - (a) summons the sessions of the Senate;
  - (b) suggests the agenda and the schedule of the sessions;
  - (c) prepares and collects materials for the session;
  - (d) signs the resolution and minutes of the session of the Senate;
  - (e) suggests a schedule of sessions for one year each time; and
  - (f) proposes the representatives of the Senate for judging competitions.

- (4) If the chairperson or vice-chairperson ceases to be a member of the academic community, or resigns from office, or is removed by three fifths of all Senate members, the election of a chairperson shall take place at the next session of the Senate, according to Article 1 Subsection 4, accordingly.

### Article 3

#### **Consultative bodies**

- (1) The Senate elects its consultative bodies (hereinafter “commissions”), as either standing or advisory ones.
- (2) The chairperson of the commission is elected by the members from their ranks. Within the sphere for which it was constituted, the commission shall discuss and prepare initiatives for the sessions of the Senate. The conclusions by the commission are recommendations by their nature.
- (3) The standing commissions are the legislation, economy and study affairs commission. A standing commission is established at the constituting session of the Senate and ceases to exist by expiration of the term in office of the members of the Senate. A standing commission is largely composed of Senate members; further members of the commission can be chosen from among members of the academic community. The number of members of a standing commission is not less than five and not more than seven.
- (4) An advisory commission can be established and dissolved by the Senate at any of its sessions by absolute majority of votes. The commission ceases to exist by expiration of the term in office of the members of the Senate. may establish a working commission. The number of members of an advisory commission is not less than five and not more than eleven members from among members of the academic community, of whom at least three must be members of the Senate.
- (5) To improve co-operation with the academic community, the Senate may put individual members or groups of members in charge of contacts with particular groups of academic citizens,<sup>4</sup> e.g. with the students in a particular year of studies, international students or those taught in a foreign language, especially if the respective groups of academic citizens are not represented in the Senate.

### Article 4

#### **Sessions of the Senate**

- (1) A session of the Senate shall be summoned by the chairperson in compliance with the schedule of the sessions, approved by the Senate, at least eight times in an academic year.

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<sup>4</sup> Article 6 Subsection 1 of the Constitution of the First Faculty of Medicine of Charles University

The schedule and the agenda of particular sessions are made public in the public access part of the Faculty's website.<sup>5</sup>

- (2) The members of the Senate and the Dean of the Faculty must receive the information about the venue, date and time, and the agenda, including the minutes of the last previous session, not later than seven days prior to the day of the regular session, and printed materials for the suggested items not later than 3 days prior to the day of the regular session.
- (3) Information and documents according to Subsection 2 are sent by electronic mail to the address designated for communication with the student or employee of the University, unless the member of the Senate notifies the chairperson of another address to which the materials should be mailed.
- (4) An extraordinary session of the Senate can be summoned by the chairperson of the Senate any time at his/her discretion.
- (5) An extraordinary session of the Senate can be summoned by the chairperson of the Senate without delay following the delivery of a request in writing from
  - (a) at least one third of the Senate members;
  - (b) the Dean of the Faculty; or
  - (c) the Rector of the University.

As a request in writing according to Inset (a), a resolution of the Senate adopted at the Senate session shall be considered as well. The date must be set by the chairperson in such a manner so that the extraordinary session can take place not later than in 10 days following the delivery of the written request.

- (6) The venue, date and time, and the agenda of the extraordinary session must be communicated to the members of the Senate as well as the persons requiring the summoning according to Subsection 5 Insets (b) or (c) not later than 7 days in advance.

## Article 5

### **Agenda of the session and proposing motions**

- (1) The agenda of a session is suggested by the chairperson. With each point proposed, the submitter is stated. Part of the agenda announced is the presumed duration of the session.
- (2) Entitled to propose a motion to be dealt with by the Senate is
  - (a) any member of the Senate;

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<sup>5</sup> Article 63 Subsection 2 Inset (a) of the Constitution of Charles University

- (b) the Dean of the Faculty.
- (3) Every member of the Senate is obliged to propose, as a motion for the agenda of the nearest session possible, any issue which he/she is asked in writing to put on the agenda by any member of the academic community of the Faculty.
- (4) The motions proposed and the related source materials are submitted in writing in electronic form. The submitter shall deliver the motion, including the relevant written documents, to the chairperson of the Senate not less than 8 days in advance before the regular session. In well substantiated cases and if the chairperson of the Senate agrees, the source materials may be sent additionally but not later than 4 days prior to the regular session. Shall a resolution be adopted according to the proposed motion, then a proposal of the resolution must be included in the motion.
- (5) If a motion should be dealt with by a commission of the Senate,<sup>6</sup> the submitter shall deliver the motion, including the source materials, to the chairperson of the Senate not later than 11 days prior to the date of the regular session of the Senate. The chairperson of the Senate shall forward the complete motion to the chairperson of the respective commission not later than 10 days prior to the date of the regular session of the Senate.
- (6) Simple issues can be dealt with without source materials in writing.<sup>7</sup> In such a case, the submitter informs the chairperson – concurrently with proposing the motion – that he/she proposes the issue to be dealt with without written source materials. This fact shall be noted in the agenda of the session.
- (7) If the motion submitted meets all the technical requirements, the chairperson shall put in on the agenda of the next regular session. If the motion shows any defects, the chairperson shall invite the submitter to complete the motion, unless agreed on otherwise with the submitter.
- (8) The Dean has the right that the items suggested by him/her may be dealt with in the next session of the Senate.

## Article 6

### **Proceedings of the Senate**

- (1) Proceedings of the Senate may be opened and carried on if more than a half of the Senate members are present. Not later than 15 minutes after the number of the members present sinks under the set minimum level, the session of the Senate shall end.
- (2) Proceedings of the Senate shall be public. Presence of the public in the session can only be limited in respect of protection of rights under legal regulations.<sup>8</sup>

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<sup>6</sup> Article 3

<sup>7</sup> Article 7 Subsection 3

<sup>8</sup> For example, Act # 101/1999 Coll., on protection of personal data, as amended;

- (3) Proceedings of the Senate shall be presided over by the chairperson or vice-chairperson; or another member of the Senate may be put in charge of presiding by the Senate.
- (4) First, two verifiers of the minutes<sup>9</sup> shall be elected, and then the list of the agenda of the session shall be discussed, considering Article 5 Subsection 8. Every member has the right to ask for changes of the agenda submitted. Only the items agreed upon by the Senate shall be dealt with, in the sequence agreed upon. On dealing with a motion that was not submitted in advance, the Senate has to decide by vote individually. Any other proposals to change the approved agenda shall not be taken into consideration.

#### Article 7

##### **Dealing with particular items of the agenda**

- (1) The Senate, as a rule, deals with proposals submitted in advance and in writing, basing on written source materials (thereinafter “materials”).<sup>10</sup>
- (2) Each item suggested shall be introduced by the submitter.
- (3) By vote, the Senate may reject the submitted written materials as insufficient. In such a case, the respective item shall be withdrawn from the agenda. If discussion concerning this point of the agenda has commenced, further discussion of the item shall be refrained from. Similar procedure is taken if the Senate decides that it refuses to deal with a point of the agenda submitted without written materials.
- (4) The Senate may invite any member of the academic community to the proceedings, or call for opinion from any of the academic bodies of the Faculty.
- (5) If it is obvious that the proceedings may exceed the presumed duration of the session by more than thirty minutes, the presiding person shall put termination of the session to the vote. The undiscussed items of the agenda shall be postponed to the next session, regular or extraordinary if the Senate decides on it.<sup>11</sup>
- (6) The Dean’s proposals of establishing, uniting, merging, dividing or dissolution of organization units of the Faculty, of the budget of the Faculty and/or of approval of internal regulations of the Faculty can be either approved or rejected by the Senate but no amendments proposed by members of the Senate are permissible.

#### Article 8

##### **Debate**

- (1) With particular items of the agenda, debate shall be held. Allowed to take part in the debate at any time are the Rector, vice-rectors, questor and members of the Academic Senate of Charles University in Prague, the Dean, vice-deans and also the persons invited by the Senate for particular items of the agenda, if commenting on the respective items; any other persons may only speak by grace of the Senate.

- (2) The presiding person shall yield the floor to those taking part in debate in the same sequence that they ask to address the session.
- (3) The presiding person shall govern the debate. If the presiding person is the submitter of the item under debate, he/she shall put another member of the Senate in charge to govern the debate.<sup>12</sup>
- (4) No one shall be interrupted when speaking. Exceptionally, the presiding person may stop speaking a person who – in spite of previous warning – keeps speaking not to the point, considering the item of the agenda being discussed. The member of the Senate may enter an objection against this approach, on which the Senate shall decide without delay.
- (5) In the debate, the members of the Senate may propose amendments and alterations to particular items of the approved agenda, excluding those under Article 7 Subsection 6.

## Article 9

### **Resolution**

- (1) The Senate decides on a matter by adopting a resolution.
- (2) The Senate is able to adopt a resolution if the more than a half of the members are present. A resolution shall be adopted if an absolute majority of the members present vote in favour of it, unless provided otherwise by Law or by internal regulations of the Faculty.<sup>13</sup>
- (3) In questions of procedure, the last submitted proposal shall be put to the vote first; in any other cases the vote will be governed by the presiding person.
- (4) The Senate shall vote about the resolution by ballot if any of its members proposes doing so. If, however, the vote is about alteration of a proposal, the decision on secret ballot must be taken by the Senate.
- (5) If the vote on a resolution is public, any member of the Senate can require so that it will be recorded in the minutes of the proceedings how he/she voted, or how any of the Senate members present voted in particular.
- (6) The result of the vote shall be announced immediately.
- (7) The full wording of the resolution must be included in the minutes as a verbatim record. If a separate printed copy of the resolution has to be issued, the chairperson of the Senate shall sign the document.

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<sup>12</sup> Article 6 Subsection 3

<sup>13</sup> For example, Article 4 Subsection 5 Inset (a);  
Article 6 Subsection 4

Article 10

**Remote proceedings and voting by signed ballot**

- (1) In matters that cannot be delayed until the next regular session and in matters concerning organization of the Senate's work, a circular letter with subsequent signed ballot can be employed to judge and vote on the issue.
- (2) Voting by signed ballot in matters according to Subsection 1 is not permissible if the decision on the matter must be taken by secret ballot or if at least one third of the Senate members expressed disapproval on this form of voting within the set time, or in matters according to Section 27 Subsection 1 Insets (a), (b) and (g) and Subsection 2 Inset (a) of the Higher Education Act.
- (3) Source materials, the text of the motion and the voting circular form shall be mailed to the members of the Senate as under Article 4 Subsection 3. At the same time, the deadline is stated for judging and voting, which must not be less than five working days following the date of mailing. If a member of the Senate requires so, the motion shall be sent to him/her in the printed form as well.
- (4) The voting is public. The filled voting form shall include the voter's first name and surname and his/her vote (yea / nay / I abstain), otherwise it is invalid.
- (5) A motion is considered as adopted if an absolute majority of Senate members expressed their consent to it. In matters of organization of work of the Senate the chairperson can – if asked to do so by a Senate member within three days following the date of announcement of results of the vote – suspend the effect of a resolution adopted in the above way and decide on a new debate on the motion in the next session of the Senate.
- (6) The record of voting by signed ballot shall be approved on by the Senate in its next regular session. The record of voting by signed ballot shall include the list of Senate members with information how each of them voted.

Article 11

**Minutes of proceedings**

- (1) Of every proceeding, minutes are taken, based on the written record of the proceedings.
- (2) In the minutes, the following data shall be included: the date of the session; the names of the Senate members absent, and of those who apologized; names of the persons specially invited to the proceedings; the name of the presiding person; the agenda of the proceedings; persons who introduced particular items of the agenda, principal suggestions or comments, and who submitted them; any resolutions adopted; and results of the votes, possibly with the data according to Article 18, Subsection 5. Also Senate members arriving late or leaving before time will be recorded.



- (3) If a resolution was adopted on an item of agenda which was not accompanied by written materials, the basic matter-of-fact characteristics of the item shall be included as well.
- (4) On explicit request of the person who made a proposal, statement or other announcement, or on the basis of a resolution by the Senate, the wording of the requested parts of the speech shall be entered, provided that the request was made during the debate on the respective item.
- (5) Correctness of the minutes shall be confirmed by the verifiers' own signatures.
- (6) The minutes are mailed by the chairperson in electronic form to the members without delay but not later than in 3 workdays, as well as anyone who took floor in the session of the Senate. Any comments can be made not later than within 5 days following the mailing of the draft minutes.
- (7) After the comments being incorporated, the minutes shall be submitted to the verifiers. The verified minutes displayed shall be displayed without delay in the public access part of the Faculty's website<sup>14</sup> and dispatched to the members of the Senate together with the materials for the next session.
- (8) Each member of the academic community has the right to get acquainted with the minutes.

## Article 12

### **Attendance at the proceedings**

- (1) It is an obligation of a member of the Senate to attend all sessions. If a Senate member cannot manage to attend the proceedings, he/she is obliged to apologize to the chairperson of member in charge for the absence, in writing if possible.
- (2) At least twice a year, a chairperson's report on attendance of the members of the Senate at proceedings shall be put on the agenda. The survey of attendance is made public as an appendix to the respective minutes.

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<sup>14</sup> Article 63 Subsection 3 of the University Constitution

Part II

**Election of the nominee to the Dean post**

Article 13

A candidate for the office of the Dean – as a rule, from among professors (full or associate) who are members of the academic community of the Faculty<sup>15</sup> – can be proposed to the Senate by a group of at least thirty members of the academic community or by a member of the Senate.<sup>16</sup>

Article 14

**Organization**

- (1) To organize the debate on the proposals according to Article 13 and election of the nominee to the Dean post, the Senate shall establish an electoral commission from among its members, which shall consist of at least three members; both the academic staff and the students must be represented in the commission. The commission shall elect its chairperson.
- (2) At a proposal by the electoral commission, the Senate shall set the date of its extraordinary session, held to discuss the proposals for the nominee to the Dean post (thereinafter “electoral session”) so that it may take place at least 90 days before expiration of the current Dean’s term in office, unless this is a case described in Article 19 of the Constitution of the Faculty. It shall also set the deadline by which proposals may be submitted. The respective information shall be displayed in the public access part of the Faculty’s website.
- (3) Proposals of the candidates must include:
  - (a) the candidate’s profile (professional career, public offices, etc.), arranged according to the outline prepared by the electoral commission;
  - (b) a concept of the candidate’s programme;

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<sup>15</sup> Article 15 Subsection 3 of the Faculty Constitution

<sup>16</sup> Article 15 Subsection 6 of the Faculty Constitution

(c) the proposed candidate's consent in writing;

(d) the first name(s), surname(s) and signature(s) of the submitter(s) of the proposal, also stating the respective organization unit of the Faculty, or the study programme and year of studies.

The proposal may also include an outline of substantiation (up to 1,800 characters in length, i.e. one ordinary typed page).

- (4) Proposals shall be delivered to the chairperson of the electoral commission via the registry of the First Faculty of Medicine.
- (5) Those proposals that are found by the electoral commission as meeting the requirements listed in Subsection 3 shall be displayed in the public access part of the Faculty's website throughout the time of the election campaign. The first names and surnames of these candidates shall be made public in the manner which is usual at the Faculty.

#### Article 15

##### **Election campaign**

- (1) The proposed candidates may launch an election campaign.
- (2) The election campaign must be run ethically, in accordance with legal regulations and principles of democracy. The election campaign must not attack other proposed candidates.
- (3) During three weeks prior to the date of the electoral session, the candidates are entitled to presentation of their election materials in the public access part of the Faculty's website as well as at the Faculty's premises in the manner which is usual at the Faculty. Every candidate organizes and covers the expenses of preparation of his/her election materials and bears the responsibility for their contents himself/herself.

#### Article 16

##### **Dealing with proposals and election of the nominee**

- (1) The chairperson shall put the debate on the election of a nominee as a separate item on the agenda of the session of the Senate which takes place within three weeks prior to the day of the electoral session. He/She shall summon all the registered candidates to present their programmes and to answer questions.
- (2) Election of the nominee takes place in the electoral session of the Senate, specially convened for this purpose. Debate shall not be put on the agenda of this session.

- (3) Every Senate member present shall receive a ballot paper, in which the candidates are listed, with serial numbers, in alphabetical order of their surnames and first names. In the room, there must be a separate space to prepare the ballot in seclusion. A member of the Senate shall distinctly mark a single candidate for whom he/she votes, circling the respective candidate. A ballot is invalid if more than one candidate is marked, or if it is otherwise unintelligible. In doubt, the electoral commission shall decide on validity of the ballot paper.
- (4) The vote is by secret ballot. A separate space to mark the ballot papers in seclusion shall be provided.
- (5) The nominee is elected if voted in favour of by an absolute majority of all members of the Academic Senate.
- (6) If none of the candidates gains the necessary number of votes, the two candidates who gained the highest numbers of votes, or possibly all candidates who gained an identical highest number of votes, shall proceed to the second polling round. For the second polling round, identical ballot papers can be used as for the first round. Possible votes for those candidates who have not proceeded to the second polling round shall not be taken into account.
- (7) If neither (or none) of the proposed candidates gains the necessary number of votes even in the second polling round, the presiding person shall terminate the session and the Senate, at a proposal by the chairperson (presiding person), shall decide on the date of a second electoral session, which must be held not later than in seven days. In the second electoral session, those candidates who passed through to the second polling round shall be invited by the chairperson. Prior to the third polling round, a debate may take place.
- (8) For the vote in the third polling round, the provisions of Subsection 3 shall apply. If neither (or none) of the candidates gains the necessary number of votes even in the third polling round, the vote shall be ended. Not later than within one month, a new election shall take place. New proposals of candidates shall be submitted within 14 days following the end of the vote.

#### Article 17

- (1) The first name and surname of the elected nominee for the office of the Dean shall be announced by the chairperson to all the candidates.
- (2) After the election, the proposal for appointment of the elected nominee shall be submitted by the chairperson to the Rector in writing without delay.

Article 18

**Proposal to remove the Dean from office**

- (1) A proposal to remove the Dean from office must be submitted in writing and include the grounds.
- (2) First, the Senate shall judge the permissibility of the proposal. To judge the proposal as permissible, consent is necessary of an absolute majority of the members present but not less than one third of all members of the Senate.<sup>17</sup> If the proposal is not permissible, it will be rejected by the Senate. A rejected proposal is not dealt with any further.
- (3) If a proposal is not rejected, the proper debate on the proposal shall take place in the next session of the Senate. The Dean is granted at least 15-day preparation time for this session. In the debate, the Dean shall comment on substantiation of the proposal and has the right to inquire the persons who made the proposal about the reasons.
- (4) The proposal to remove the Dean from office shall be submitted by the Senate to the Rector of the University, if it is supported in secret ballot by not less than two thirds of all members of the Senate.<sup>16</sup>

Article 19

**Consent to removal of the Dean from office**

- (1) The intention to remove the Dean from office at his/her own accord must be submitted by the Rector in writing, stating the grounds. The reason of such a proposal can only be facts pertaining to performance of the Dean's office.<sup>18</sup>
- (2) At the Rector's request, the chairperson of the Senate is obliged to summon without delay a session of the Senate to deal with the removal of the Dean from office at the Rector's own accord so that it can take place within ten days following the delivery of the request, unless a longer deadline is stated in the request.<sup>19</sup>
- (3) The Dean that may be removed from office must be invited to the session of the Senate and has the right to take floor there.

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<sup>17</sup> Article 16 Subsection 1 of the Faculty Constitution

<sup>18</sup> Article 26 Subsection 1 of the Code of Procedure for the Academic Senate of Charles University

<sup>19</sup> Article 26 Subsection 2 of the Code of Procedure for the Academic Senate of Charles University

Part III

**Interim and final provisions**

Article 20

**Interim provision**

Any proposals submitted to the Senate before the effect of this internal regulation will be dealt with under previous current regulations.

Article 21

**Repealing provisions**

Thereby Parts III and IV of the Rules of Election and Procedure of the Academic Senate of the First Faculty of Medicine, of 25<sup>th</sup> May 1999, as amended, are repealed.

Article 22

**Approval and effect**

- (1) These Rules were approved by the Academic Senate on 22<sup>nd</sup> May 2017.
- (2) These Rules become valid on the day when they are approved by the Academic Senate of the University.<sup>20</sup>
- (3) These Rules shall come into effect on the first day of the calendar month following the date of validity.

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<sup>20</sup> Section 9 Subsection 1 Inset (b) of the Higher Education Act. These Regulations were approved by the Academic Senate of Charles University on .....

*Rules of Procedure of the Academic Senate of the  
First Faculty of Medicine of Charles University*

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