

UNIVERSITY OF PARDUBICE
FACULTY OF TRANSPORT ENGINEERING

RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF THE FACULTY OF TRANSPORT ENGINEERING

of 6 June 2017

Pursuant to Section 27, Subsection 1, Clause b) and Section 33, Subsection 2, Clause c) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, the Academic Senate of the Faculty of Transport Engineering, University of Pardubice has passed these Rules of Procedure of the Academic Senate of the Faculty of Transport Engineering:

Part One

Introductory provisions

Article 1

Basic provisions

(1) The Rules of Procedure of the Academic Senate of the Faculty of Transport Engineering ("Rules") are an internal regulation of the Faculty of Transport Engineering ("Faculty") pursuant Section 33, Subsection 2, Clause c) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, ("Act").

(2) In accordance with the law and the Statutes of the Faculty of Transport Engineering ("Statutes of the Faculty"), these Rules provide for:

- a) the exercise of membership in the Academic Senate of the Faculty of Transport Engineering ("Senate"),
- b) the organisational structure of the Senate,
- c) sessions of the Senate,
- d) a proposal for the appointment or removal of the Dean,
- e) documentation of the activities of the Senate.

Part Two

Exercise of membership in the Senate

Article 2

Rights and obligations of members

(1) A member of the Senate ("Senator") has the right and obligation to participate in the sessions of the Senate and its bodies and to actively participate in their activities. The faculty is obliged to take appropriate measures to ensure this right.

(2) A senator has the right to be elected to the bodies of the Senate.

(3) A senator has the right to submit his/her proposals, suggestions and comments, request that they be addressed, and decide on them at a session of the senate.

(4) A senator has the right to record his/her opinion in the minutes of senate sessions.

(5) If a senator is unable to attend a session for a serious reason, he/she is obliged to excuse his/her absence to the chairperson of the Senate before the beginning of the session.

(6) A senator is obliged to immediately inform the chairperson of the Senate in writing in the event that he/she resigns from the Senate, or his/her membership expires pursuant to Section 26 of the Act.

Part Three

Organisational structure of the Senate

Article 3

Chambers of the Senate

(1) The Senate consists of the Chamber of Academic Staff and the Chamber of Students pursuant to Article 2, Paragraphs 1 and 2 of the Electoral Rules of the Academic Senate of the Faculty of Transport Engineering.

Article 4

Executive Board of the Senate

(1) The Senate shall establish the Executive Board of the Senate ("Board") by election at its first session in the term and then always after the expiration of the term of office of the Board.

(2) The term of office of the Board is one year.

(3) The term of office of the Board begins on the first day after the day of election of the Board and always ends on the day of the next Senate session after the expiration of the period specified in Paragraph 2, at the latest at the same time as the term of office of the Board.

(4) The Board has three members.

(5) Two members of the Board are elected from the Chamber of Academic Staff and one member of the Board is elected from the Chamber of Students.

(6) The Board shall manage the activities of the Senate, in particular:

- a) it prepares the draft agenda of the Senate sessions and materials for the Senate sessions and sends them to the senators not later than 7 days before the date of the session,
- b) coordinates the work of the committees established by the Senate,
- c) in the period between sessions, resolves urgent matters and informs about its decisions at the next session of the Senate,
- d) monitors the implementation of resolutions from previous sessions,
- e) discusses and handles correspondence of the Senate.

Article 5

Election of the Board of the Senate

(1) The election of a new Board shall be chaired by the chairperson of the previous term of office of the Senate or the term of office of the Board ("chairperson").

(2) The Senate shall elect a two-member election committee to organise the election of the Board. The election may be preceded by a brief introduction of the senators.

(3) The election is direct and secret. The election shall have no more than three rounds.

(4) In the first round, each senator shall nominate two candidates from the Chamber of Academic Staff and one candidate from the Chamber of Students.

(5) Four candidates from the Chamber of Academic Staff and two candidates from the Chamber of Students with the highest number of votes shall advance to the second round, if they can be identified unambiguously. If the given number of candidates cannot be clearly distinguished due to the equality of votes, all other candidates who received the required number of votes for the last qualifying place shall advance to the second round.

(6) Before voting in the second round, each candidate is publicly asked whether he or she agrees with the candidacy. In the second round, each senator will select from the candidates who have agreed with the candidacy two candidates from Chamber of Academic Staff and one candidate from the Chamber of Students. If at least enough candidates do not agree to the candidacy in order for the condition under Article 4, Paragraph 5 to be met, the chairperson of the Senate shall announce a new election to the Board of the Senate.

(7) The first two candidates who receive the highest number of votes in the second round become members of the Board from the Chamber of Academic Staff. The candidate who receives the highest number of votes in the second round becomes a member of the Board from the Chamber of Students.

(8) If it is not possible to unambiguously identify all candidates who become members of the Board for the equality of votes in the second round, the third round of election shall decide between those candidates from the Chamber of Academic Staff who was placed first or tied for second place, and from the Chamber of Students who tied for first place.

(9) In the third round, each senator shall select from the candidates identified in accordance with Paragraph 8 just enough candidates so that the condition laid down in Article 4, Paragraph 5 is met. If there is no unequivocal decision in the re-election, the candidates shall be decided by drawing lots in such a way that the condition laid down in Article 4, Paragraph 5 is met. The chairperson shall draw the lot in the presence of an absolute majority of the members of the Senate.

Article 6

Chairperson and vice-chairpersons of the Senate

(1) The Senate is headed by the chairperson of the Senate. The other members of the Board are the

Vice-Chairpersons of the Senate.

(2) The chairperson of the Senate controls the activities and chairs the sessions of the Senate, represents the Senate officially and performs other duties pursuant to these Rules.

(3) In the event that the chairperson of the Senate cannot perform the function of the chairperson of the Senate, he/she shall be deputised by the vice-chairperson of the Senate, who received the second highest number of votes in the election of the chairperson of the Senate. In his/her absence, he/she shall be deputised by the second vice-chairperson. In the event that both vice-chairpersons receive the same number of votes in the election of the chairperson, the vice-chairperson from the Chamber of Academic Staff shall be the first vice-chairperson. In the event that both vice-chairpersons are from the Chamber of Academic Staff and at the same time received the same number of votes in the election of the chairperson, the first vice-chairperson is the vice-chairperson who was placed higher in the results of the Senate election. If both persons have received the same number of votes in the Senate election, the lot will be drawn. The chairperson shall draw the lot in the presence of an absolute majority of the members of the Senate.

Article 7

Election of the chairperson of the Senate

(1) The election of a new chairperson of the Senate is chaired by the chairperson.

(2) The Senate shall elect a two-member election committee to organise the election of the chairperson.

(3) The election is direct and secret. The election shall have no more than two rounds.

(4) The Senate shall elect a chairperson from among the elected members of the Board. In the first round, each senator nominates one candidate from among the members of the Board.

(5) The member of the Board who receives the highest number of votes becomes the chairperson.

(6) In the event of a tie for two or more candidates with the highest number of votes received, another round of elections shall be held. Only those candidates who received the same and, at the same time, highest number of votes in the first round will advance to it. If there is no clear decision in the re-election, the lot will be drawn to decide between these candidates. The chairperson shall draw the lot in the presence of an absolute majority of the members of the Senate.

Article 8

Termination of membership in the Board of the Senate

(1) If the membership of the Board terminates for one or more members of the Board during the term of office, the Senate at the next session shall elect the appropriate number of members of the Board in a by-election. If the membership terminates for the chairperson of the Senate, the Senate shall also elect the chairperson of the Senate at the next session. In the by-election to the Board, Article 5 shall apply *mutatis mutandis* pursuant to Article 5 so that the condition of Article 4, Paragraph 5 is

met, with each senator proposing the appropriate number of missing members of the Board in the first round and twice as many in the second round.

- (2) Membership in the Board shall expire:
- a) upon termination of membership in the Senate,
 - b) upon resignation,
 - c) by removal pursuant to Paragraph 3.

(3) The Board or its individual member can be removed during the term of office by voting in the Senate on the proposal of at least one fifth of the senators. Senators who submit a motion to remove the Board or its member shall present arguments for their motion before the vote. A motion to remove is accepted if at least three-fifths of all senators have voted for it. In such a case, a by-election pursuant to Paragraph 1 shall be held at the same session of the Senate.

(4) The term of office of the members of the Board elected pursuant to Paragraph 1 shall end on the same day as the term of office of the members of the Board who are to be replaced by the newly elected members of the Board during the term of office.

Article 9 Committees

(1) The Senate shall establish by its resolution standing or temporary committees ("committees"), which are an advisory body of the Senate. At the request of the Board, they shall comment on the proposals discussed at sessions of the Senate.

(2) Standing committees shall be established on the day of their establishment and shall cease on the day of the constituent session of the new Senate. The standing commissions of the Senate are:

- a) Economic Committee,
- b) Legislative Committee,
- c) Pedagogical Committee.

(3) The Senate may, by its resolution, establish other standing or temporary committees. In doing so, they define their composition and responsibilities.

(4) The chairpersons of the committees shall be approved by the Senate from among the senators on the proposal of the chairperson of the Senate.

(5) Any senator may apply for being a member of a committee at any time. The senator becomes a member of a committee on the day of application to the chairperson of the Senate. He/she shall immediately notify the chairperson of the committee of this act. A member of a committee may resign from the committee at any time. The resignation shall take effect on the date of notification to the Board.

(6) The Board shall invite senators to register as members of a committee if the number of its members is less than three.

(7) On the proposal of the chairperson of a committee, the Board may appoint another member of the committee and another member of the academic community of the faculty, or other experts on the issue.

Part Four

Sessions of the Senate

Article 10

Quorum

(1) The Senate has a quorum if an absolute majority of all senators is present.

Article 11

Constituent session

(1) The constituent session of the Senate shall be convened and chaired by the last chairperson of the previous term of the Senate.

(2) The session is convened so that it takes place not later than 10 days after the beginning of the term of the Senate.

(3) The agenda includes in particular:

- a) a summary report on the election results,
- b) the election of the Board of the Senate,
- c) the election of the chairperson of the Senate,
- d) the preparation of the establishment of standing committees.

Article 12

Regular sessions

(1) Regular sessions of the Senate are held at least four times a calendar year.

(2) Sessions of the Senate shall be convened and chaired by the chairperson of the Senate.

(3) The schedule of regular sessions shall be approved by the Senate on the proposal of its chairperson, for each calendar year. The schedule of sessions shall be made public.

Article 13

Special sessions

(1) Special sessions of the Senate shall be convened and chaired by its chairperson, at his/her discretion, or at the request of

- a) at least one-fifth of the senators,
- b) the persons referred to in Section 26, Subsection 4 of the Act.

(2) A request to convene a special session of the Senate shall be submitted in writing and shall

include proposals for discussion.

(3) The date of the session shall be set by the chairperson of the Senate so that it takes place not later than 14 calendar days from the receipt of the request, unless a longer period is indicated in the request.

Article 14

Submission of proposals

(1) Members of the academic community of the faculty address their suggestions, comments and questions to the Senate through senators.

(2) Proposals for discussion in the Senate, including relevant materials, shall be submitted to the chairperson of the Senate or a person authorised by him/her and shall be immediately forwarded to all senators. The documents must contain the name of the petitioner, the grounds for the proposal and, as a rule, a draft resolution.

(3) Proposals pursuant to Paragraph 2 shall be submitted to the chairperson of the Senate not later than 8 days before the session of the Senate.

(4) The Senate may also discuss proposals submitted later, including proposals submitted directly at the session. The Senate will not discuss proposals submitted after the deadline if at least one-fifth of the senators present at the session do not agree with the discussion thereof.

(5) If the submitted proposal has not been discussed by the Senate, it shall be deemed to be duly and timely submitted for discussion at the next session of the Senate. The obligation of the proposer pursuant to Section 27, Paragraph 3 of the Act shall not be affected thereby.

Article 15

Guests

(1) The proposer has the right to speak during the discussion of his/her proposal.

(2) Other persons may speak in accordance with Section 26, Subsection 4 of the Act, or with the consent of the chairperson of the Senate.

(3) Other persons may be invited to actively participate in a session of the Senate, especially in order to give information or interpretation to a particular item of the session, by

a) the chairperson of the Senate,

b) the proposer of the proposal to be discussed, with the consent of the chairperson of the Senate.

Article 16

Agenda of the session

(1) The agenda of the session is prepared by the Board pursuant to Article 4, Paragraph 6,

Subparagraph a).

(2) At the beginning of each session of the Senate, the agenda of the session submitted by the Board of the Senate is first discussed and approved.

(3) If the draft agenda is not approved, a debate shall be held, after which the Board of the Senate shall submit an amended draft agenda, taking into account the comments made in the debate. If the agenda of the session is still not approved, the chairperson of the Senate shall close the session.

Article 17

Decision making

(1) The Senate decides on each proposal by voting. If the submission of a proposal is followed by proposals for partial changes to the original proposal, the Senate shall first vote on the amendments.

(2) A resolution is adopted if an absolute majority of all senators has voted for it, unless otherwise provided by law or the Rules.

Article 18

Voting

(1) Open voting in the Senate shall be done by show of hands. If this is not possible, the open vote shall be taken in another verifiable manner.

(2) In matters determined by law or the Order, the Senate votes by secret ballot.

(3) A secret ballot is always used when the Senate votes to elect persons or otherwise votes on persons, including statements on the appointment of vice-deans, expressing prior consent to appointing members of the Scientific Board and expressing prior consent to appointing members of the Disciplinary Committee. This does not apply to the selection of scrutineers.

(4) In other cases, the Senate shall vote by secret ballot or by roll call at the proposal of any senator, if the Senate so decides.

(5) Secret ballots in the Senate shall be done through ballot papers. The roll-call vote is recorded in the minutes.

Part Five

Proposal for the appointment or removal of the Dean

Article 19

Proposal for the appointment of the Dean

(1) The Senate shall begin preparations for the adoption of the proposal for the appointment of the Dean not later than two months before the end of the term of office of the current Dean.

(2) For the preparation of a proposal for the appointment of the Dean, the Senate shall establish a five-member Electoral Committee, appointing its chairperson. Members of the Electoral Committee cannot run for the office of Dean.

(3) All members of the academic community of the faculty and the Scientific Board of the faculty are entitled to submit proposals for candidates for the office of Dean ("candidate"). Nominations for candidates shall be submitted to the members of the Electoral Committee within the time limit set by the Board at the beginning of preparations for the adoption of the proposal for the appointment of the Dean. Proposals shall be submitted in writing and shall include the identification and signature of the proposer, a declaration by the proposed candidate that he/she agrees with the candidacy and the signature of the proposed candidate.

(4) After the expiration of the deadline set for the submission of proposals for candidates for the position of Dean of the Electoral Committee, it shall immediately inform the Board of the submitted proposals for the candidate.

(5) The proposed candidates shall be introduced to the academic community and faculty staff at the pre-election assembly. The pre-election assembly shall be convened by the Board of the Senate so that it takes place not later than 7 and not earlier than 30 calendar days before the election of the candidate for the position of Dean. The pre-election assembly is chaired by the chairperson of the Senate.

(6) The Electoral Committee shall prepare a list of candidates for the position of Dean in the Senate.

(7) The election is direct and secret. A ballot paper with not more than one candidate clearly marked is valid.

(8) The candidate, for which an absolute majority of all senators have voted, shall be nominated for the appointment of the Dean.

(9) If none of the candidates receives an absolute majority of the votes, a new round of elections shall always be held with the deletion of the candidate who received the smallest number of votes in the previous round. If more than one candidate receives the same minimum number of votes, all those candidates shall be deleted.

(10) If no candidate receives the required number of votes in the last round either, the Board shall immediately announce a new election to hold with newly nominated candidates within 30 calendar days.

(11) If the pre-election assembly takes place during the new election, the Board shall convene it so that it takes place not later than 3 calendar days before the election of the candidate for the position of Dean in the Senate.

(12) The resolution on the proposal for the appointment of the Dean shall be submitted by the chairperson of the Senate to the Rector of the University of Pardubice within 3 working days.

Article 20

Proposal to remove the Dean from office

(1) A proposal to remove the Dean from office is submitted in writing by a senator or a group of at least twenty members of the academic community of the faculty. The proposal must include a detailed justification.

(2) The Senate shall request the written opinion of the Dean. The Senate shall discuss and assess the proposal to remove the Dean from office pursuant to Paragraph 1 and this opinion.

(3) The Academic Senate of the Faculty proposes the removal of the Dean from office:

- a) for conduct that is in conflict with the principles of human rights, humanity and democracy,
- b) for conduct that is in conflict with the law, in particular for serious non-compliance with the law and internal regulations of the University and faculty,
- c) if the Dean has violated civic, scientific or pedagogical honour,
- d) if the Dean seriously damages the interests and reputation of the University or faculty.

(4) A proposal to remove the Dean from office is approved if at least three-fifths of all senators have voted for it.

(5) A resolution with a proposal to remove the Dean from office shall be submitted by the chairperson of the Senate to the Rector of the University of Pardubice within 3 working days.

Part Six**Documentation of the Senate activities**

Article 21

Minutes of the Senate sessions

(1) The minutes shall summarise the course of the session, opinions expressed in the debate and the resolutions, including the manner and results of the vote thereon. The minutes are usually accompanied by approved regulations and other written documents, which constitute the fundamentals of the resolution.

(2) The electronic version of the minutes is available to all senators within 7 calendar days of the end of the session. Each senator has the right to comment on the minutes within 3 calendar days of its disclosure. Senators are immediately informed of how the comments have been dealt with. The minutes shall be published immediately after the comments have been dealt with.

(3) The chairperson of the Senate is responsible for the publication of the minutes pursuant to Paragraph 2.

Part Seven

Transitional and final provisions

Article 22

Interpretative provisions

(1) The majority of all senators is calculated from the number of seats specified in Article 2, Paragraph 2 of the Electoral Rules of the Academic Senate of the Faculty of Transport Engineering.

Article 23

Transitional provisions

(1) Articles 4 to 7 of the Electoral Rules and Rules of Procedure of the Senate approved by the Academic Senate of the University of Pardubice on 2 December 2008 are repealed.

Article 24

Final provisions

(1) These Rules were approved according to Section 27, Subsection 1, Clause b) of the Act by the Senate on 10 May 2017.

(2) These Rules were approved according to Section 9, Subsection 1, Clause b) of the Act by the Academic Senate of the University of Pardubice on 6 June 2017.

(3) These Rules shall come into force on the day of approval by the Academic Senate of the University of Pardubice.

(4) These Rules shall come into effect on the day of approval by the Academic Senate of the University of Pardubice.

doc. Ing. Jaroslav Matuška, Ph.D.