

# **CODE OF PROCEDURE FOR THE ACADEMIC SENATE**

## **FACULTY OF EDUCATION**

### **OF CHARLES UNIVERSITY**

*Under sections 27 (1) (b) and 33 (2) (c) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (hereinafter referred to as the „Higher Education Act“), as amended, the Academic Senate of Charles University has adopted the following Code of Procedure for the Academic Senate of the Faculty of Education of Charles University (hereinafter referred to as the "Code of Procedure for the Senate") as an internal regulation of the University:*

#### **PART I.**

##### **Meetings**

###### Article 1

###### **Regular meetings**

1. The meetings of the Academic Senate of the Faculty of Education (hereinafter referred to as the "Senate") are held at least once a month between September and June.
2. At the end of each semester, the Senate sets the schedule of regular meetings for the following semester.
3. The schedule of regular meetings of the Senate is published in the public part of the website of the Faculty of Education (hereinafter referred to as the "Faculty"). The schedule includes the date, place, and time of the regular meeting.
4. The members of the Senate receive the materials to be discussed by the Senate at least 5 calendar days before the meeting. If the members of the Senate have not received the materials for an item on the agenda within its time limit, a member of the Senate may request that the item not be discussed. The Senate then decides on the consideration of the item by a vote taken under Section 4(5) of the Code of Procedure for the Senate.

###### Article 2

###### **Extraordinary meetings**

1. The Senate may also be convened by the President of the Senate outside the regular meeting schedule as needed.
2. The President of the Senate convenes an extraordinary meeting at least 5 days before the date of the meeting. In the invitation, the President shall specify the date, place, time, and the agenda of the meeting. The invitation is to be sent electronically to the members of the Senate and members of the Dean's Board, and the materials for the meeting are to be attached. The invitation is also to be published in the public section of the Faculty's website.
3. An extraordinary meeting is convened by the President of the Senate within 10 days from the date of receipt of a request from at least one-third of the members of the Senate, the Dean of the Faculty, or the Rector; the request must concern only urgent matters that cannot be postponed. If materials are required for the proposed item, they must be attached to the request.
4. The President of the Senate convenes an extraordinary meeting within 14 days from the date of receipt of the proposal to dismiss a member of the Board of the Senate unless an ordinary meeting is scheduled within that period.

### Article 3

#### **Course of the meeting**

1. The meeting of the Senate is opened by the adoption of a resolution approving the agenda. Members of the Senate may propose changes and additions to the agenda. The last item on the agenda is always “Miscellaneous”.
2. The individual agenda items are discussed in the approved order.
3. The motions for resolutions on the relevant agenda item are voted on in reverse order of their introduction.

### Article 4

#### **Voting**

1. The Senate may adopt a resolution if at least 13 members of the Senate are present.
2. The Senate adopts a resolution if a majority of the members present vote in favour of the motion, unless otherwise provided by the Higher Education Act, an internal regulation of the University or an internal regulation of the Faculty.
3. Members of the Senate vote by the raising of hands. A resolution is put to the vote by secret ballot if a member of the Senate requests so.
4. The resolution on the proposal for the appointment or dismissal of the Dean, on the Senate's consent to the appointment or dismissal of members of the Faculty's Research Board, on the consent to the appointment or dismissal of members of the Faculty's Disciplinary Committee, on the Senate's opinion on the Dean's proposal to appoint or dismiss a Vice-Dean is always decided by secret ballot.
5. A resolution on procedural matters may be adopted by the Senate by a finding of an optical majority by the chair without recording the result of the vote in the minutes of the meeting. Procedural questions are put to the vote and the result of the vote is to be recorded in the minutes if a member of the Senate requests so.
6. The results of the vote on the resolution are set out in the minutes of the meeting in the format 'for the motion: against the motion: abstained'.
7. The Senate takes a decision on the inclusion of an item for which supporting material has not been provided in time and a member has requested that the item not be discussed if a majority of all members of the Senate vote in favour of the motion to include the item. A resolution on the item is adopted if a majority of all members of the Senate vote in favour of the motion. Otherwise, the item is to be postponed to the next meeting of the Senate.
8. A member of the Senate may request that the vote be declared a mistrial if they give reasons for such an objection. The Chair either accepts the objection and put the vote to a fresh vote or leaves the objection to the Senate to decide.
9. Biographies of the nominated persons, especially focusing on their scientific and creative activities, are part of the supporting material for the appointment of members of the Faculty's Research Board (hereinafter referred to as the “Research Board”).
10. That member of the Research Board must be notified of the intention to dismiss a member of the Research Board and of the meeting of the Senate to consider the matter. If the member of the Research Board to be removed does not agree to the removal, they have the right to make an appearance at the meeting of the Senate.
11. In case of doubts concerning specific provisions of the Faculty's internal regulations, the Senate determines the binding interpretation if a three-fifths majority of all members

of the Senate vote in favour of the proposal. This interpretation is then published in the public section of the Faculty's website.

#### Article 5

##### **Statement of the Senate**

1. If the Senate does not recommend a draft study programme and it is nevertheless referred to the Research Board, the President of the Senate or another authorised member of the Senate addresses the Research Board and inform it of the Senate's statement.
2. If the Dean of the Faculty has appointed a Vice-Dean of the Faculty whose appointment has been disapproved by the Senate, the Senate requests a report on his/her activities from the Dean after six months and issue a new opinion; if the opinion is still negative, the whole procedure is to be repeated.
3. If the Dean intends to remove a Vice-Dean from his/her position, he/she submits his/her intention to the Senate, including reasons. The vice-dean to be removed must be invited to the meeting of the Senate and has the right to make an appearance.
4. In cases where an internal regulation of the university or an internal regulation of the faculty requires the statement of the senate, but this is not considered, the procedure in point 2 apply accordingly.

#### Article 6

##### **Answer to a question by a member of the Senate**

A question put to the Dean, Vice-Dean or Secretary at a meeting of the Senate may be answered directly or, if a response needs to be prepared, in writing within 10 days. The written answer is to be sent to all members of the Senate.

## **PART II.**

### **Bodies of the Senate**

#### Article 7

##### **Board of the Senate**

1. The Board of the Senate consists of the President and the Vice-Presidents.
2. The Senate has two Vice-Presidents so that one Vice-President is a member of the Senate elected from the student curia and the other from one of the academic staff curia.
3. The Senate elects the President and Vice-Presidents of the Senate.
4. The term of office of a member of the Board of the Senate (hereinafter referred to as the „Board“) is two years.

#### Article 8

##### **President of the Senate**

1. The President of the Senate represents the Senate externally, convenes the Senate meetings, chairs the Senate meetings, proposes the Senate resolutions on individual agenda items, confirms the minutes of the Senate meetings and signs the protocol on the results of the Senate elections.
2. The President of the Senate may delegate the performance of some of his or her duties to the Vice-President or Vice-Presidents of the Senate. If the office of President of the

Senate is vacant or the President of the Senate is unable to perform his or her duties, the Vice-Presidents perform the duties of the President of the Senate in mutual consent.

3. The President of the Senate chairs a meeting of the academic community of the Faculty convened by the Senate in accordance with Annex 1 to the Code of Procedure for the Senate.

#### Article 9

##### **Election of members of the Board**

1. The election of the President and Vice-Presidents of the Senate is organised by a secret ballot committee. The election of the President of the Senate takes place before the election of the Vice-Presidents. The election of the Vice-Presidents may take place simultaneously.
2. The member of the Senate who has obtained a majority of the votes of the members of the Senate present is elected President or Vice-President of the Senate.
3. If a member of the Board is not elected in the first round, a second round is held, in which the two candidates with the highest number of votes and the candidates who have received the same number of votes as the runner-up will proceed.
4. If no member of the Board is elected in the second round, the election is to be repeated.

#### Article 10

##### **Secret ballot committee**

1. The Secret ballot committee consists of all members of the Academic Senate present unless the Senate decides otherwise for a given meeting or election. The secret ballot committee consists of at least three members.
2. The Secret ballot committee organises all secret ballots during a given meeting unless the Senate decides otherwise. The committee terminates its work at the end of the Senate meeting in question.
3. In particular, the committee prepares the ballot papers, supervises the regular voting, counts the ballot papers, and decides whether a ballot paper is invalid. The results of the secret ballot shall be announced by the chairman.

#### Article 11

##### **Advisory committee of the Senate**

1. The Senate may establish advisory committees to carry out its work. Committees may be permanent or temporary.
2. Any member of the Senate who so requests and any other person (hereinafter referred to as an "external member") whom the Senate so decides based on his or her request may be a member of the committee.
3. Committee membership is terminated with termination of membership in the committee of the Senate or with delivery of the resignation of membership in the committee to the President of the Senate.
4. The membership of an external member is terminated on 31 March of the year following the approval of the committee membership by the Senate, by the termination of the member's membership in the academic community, by the date of delivery of the resignation of committee membership the President of the Senate, or by decision of the Senate.
5. The committee elects a chairperson from its members. The chairperson of the committee must be a member of the Senate.

6. The committee is convened by the chairperson or the President of the Senate.
7. The committee may make its recommendations to the Senate in the form of resolutions. The committee may deliberate if at least three of its members are present. The committee acts by a majority of its members; in the event of a tie, the vote of the chairperson of the committee prevails.

### PART III.

#### **Election of a candidate to the position of Dean of the Faculty**

##### Article 12

###### **Announcement of the date and preparation of the election**

1. The Senate sets the date for the election of a candidate for the office of Dean at least 4 months in advance. The Senate also sets a reasonable time limit within which proposals may be submitted. This period is at least 2 months long. The deadline and the time limit for submitting proposals are published in a publicly accessible section of the Faculty's website.
2. Nominations are submitted to the Senate by a member of the Senate or by members of the academic community in the form of a petition supported by at least 20 students of the Faculty and 20 academic staff who are members of the academic community of the Faculty. Nominations are submitted through the Registrar's Office along with the nominee's written consent.
3. Well in advance, the Senate convenes a meeting of the academic community where the nominees present their program and answer questions from members of the academic community. The nominees release, prior to the meeting of the Assembly, a brief curriculum vitae, including, where appropriate, a description of their activities at the faculty, the tenets of their electoral programme and the expected composition of the Dean's Board. The President of the Senate chairs the Academic Assembly.
4. Prior to the deadline for the discussion of the nominations, the Senate invites the nominees to a meeting of the Senate, where the members of the Senate may ask the nominees further questions.

##### Article 13

###### **Election of a candidate to the position of the Dean of the Faculty**

1. The Senate considers the proposals and elect a candidate for Dean by secret ballot within a set time limit. The President of the Senate proposes the candidate to the Rector for appointment as Dean. The result of the election shall be published without delay on the publicly accessible part of the Faculty's website.
2. A nominee for the position of the Dean who receives an absolute majority of the votes of all members of the Senate is elected.
3. If the Senate does not reach a consensus on either of the nominees, another round of voting will take place, with the two nominees receiving the highest number of votes advancing to the next round. If there is a tie in first place between more than two nominees, or if there is a tie in second place, all nominees who have received the same number of votes as the first or second runner-up also proceed to the next round. The

next round of voting also takes place if there is a tie in a round in which only two nominees were voted on. If neither of the two nominees voted on in that round obtains a majority of the votes of all the members of the Senate, the one who obtained the greater number of votes proceeds to the next round. If the sole nominee voted on in each round does not obtain a majority of the votes of all the members of the Senate, the election is terminated.

4. If a candidate has not been elected, the Senate sets the next deadline for consideration of new proposals for the appointment of the Dean 5 weeks after the Senate meeting when the unsuccessful election took place. Proposals for candidates for appointment as Dean may be submitted up to 3 weeks before the next meeting.
5. The meeting of the academic community referred to in Article 11, paragraph 3, is to be held at least 7 calendar days before the next meeting. A meeting of the Senate is held at least 5 days before the next meeting, at which members of the Senate may question the nominated members on matters relating to the performance of the Dean's duties.

#### PART IV.

#### **Proposal to remove the Dean from office**

##### Article 14

- 1) A motion for a hearing on the proposal to dismiss the Dean may be submitted to the Senate by a member of the Senate or by 100 members of the academic community of the Faculty.
- 2) A motion is approved if three-fifths of all the members of the Senate vote in its favour.<sup>1</sup>
- 3) If the proposal is approved, it is submitted to the Rector by the President of the Senate. The Senate's resolution on the proposal to dismiss the Dean is to be published without delay on the publicly accessible part of the Faculty's website.

#### PART V.

#### **Final provisions**

##### Article 16

#### **Final provisions**

- 1) In the Election and Code of Procedure for the Senate of the Faculty of Education of Charles University, approved by the Academic Senate of Charles University on 6 February 2015, Articles 4, 5, 6, 7, 8, 9 and Annex 2 are rescinded.
- 2) This Code of Procedure for the Senate comes into force on the date of approval by the Academic Senate of Charles University.<sup>2</sup>
- 3) This Code of Procedure for the Senate comes into force on 1 October 2017.

The Academic Senate of the Faculty approved this Code of Procedure for the Senate on 30 May 2017.

The Academic Senate of Charles University approved this Code on .....  
2017.

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<sup>1</sup> § Section 27(4) of the Higher Education Act

<sup>2</sup> § Section 9(1)(b) of the Higher Education Act.

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## **Annex 1**

### **Assembly of the Academic Community of the Faculty of Education of Charles University**

- 1) An assembly of the academic community of the Faculty of Education of Charles University (hereinafter referred to as "assembly") may be convened by the Senate or the dean to discuss important issues concerning the Faculty.
- 2) The invitation to the meeting is published at least 7 calendar days before the meeting in the publicly accessible part of the Faculty's website. The Dean or the President of the Senate specifies in the invitation the date, place, time and agenda to be discussed at the meeting.
- 3) Any member of the academic community of the Faculty may attend the Assembly and make suggestions, proposals and comments during the Assembly. A member of the Senate is given the floor by the chairperson whenever he/she requests it. The chair always gives the floor to the dean if he/she so requests, except in the case of a meeting whose subject is a proposal for appointment as dean, where the current dean is seeking appointment.
- 4) A chairperson is usually the president of the Senate. A chairperson chairs the Assembly, is in charge of voting and certifies the minutes of the Assembly.