

**CHARLES UNIVERSITY
FACULTY OF MEDICINE IN HRADEC KRÁLOVÉ**

**AMENDMENT
OF THE RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF THE FACULTY OF MEDICINE IN HRADEC KRÁLOVÉ**

Academic Senate of the Faculty of Medicine in Hradec Králové pursuant to Article 27(1)(b) and 33(1),(2)(c) of the Act No 111/1998 Coll. on universities and on amendments to and supplementing other laws, as amended, (hereinafter 'the Act on Universities') and Article 66c of the Constitution of the Charles University, as amended, and Article 13 of the Rules of Procedure of the Academic Senate of the Faculty of Medicine in Hradec Králové, as amended, has decided on this internal regulation, an Amendment to the Rules of Procedure of the Academic Senate of the Faculty of Medicine in Hradec Králové:

Article I

The Rules of Procedure of the Academic Senate of the Faculty of Medicine in Hradec Králové (hereinafter the 'Senate') of 29th May 2017 are hereby amended as follows:

1. Following Article 4, a new Article 4a is inserted:

“Article 4a

A remote meeting of the Senate and a remote participation in the Senate meetings

1. Where justified or expedient, a meeting of the Senate may be held in a remote form or in-person form with the remote participation of one of the members or certain members of the Senate (hybrid form). The form of the meetings shall be decided by the Presidium of the Senate
 - a) on its own initiative, on a proposal from a member of the Senate, or on a proposal from the Dean,
 - b) where it is apparent from another legislation or measure issued that provides that the Senate may hold remote meetings,
 - c) if the internal regulations of the University or the status declared on the basis thereof indicates that the Senate may hold remote meetings,
 - d) if, on account of the particular considerations, the Senate decides so at its meeting or by voting outside the Senate meeting (voting by letter).
2. Where a Senate meeting is held in a remote form, the President of the Senate shall, in order to make the proceedings of the Senate available to the public, ensure, without delay, that it is transmitted in such a way as to permit remote access and to make public the information on the possibility of joining.
3. A member of the Senate may ask the President of the Senate to allow them to attend the meeting of the Senate in a remote form, if the meeting is held in person. A precondition for the remote participation of a member shall be the possibility, by technical means, to verify the identity of the member in a demonstrable way and to ensure that they can participate in the debate, submit proposals and vote by open or secret ballot. A member of the Senate who is allowed to participate in a remote form shall be deemed to be a member of the Senate present.

4. Paragraph 3 shall apply mutatis mutandis to the participation of other persons invited to the meeting of the Senate, the Dean, or the Rector.
 5. The fact that the Senate meeting is to be held in a remote or hybrid form shall be communicated electronically to the members of the Senate and to the persons invited not later than 3 days before the meeting, together with tools for the remote communication and voting.”.
2. In Article 9, at the end of paragraph 8, the words “or by electronic means ensuring the confidentiality of the vote” shall be added.
 3. In Article 9 the following paragraph 13 is added:

“13. If a Senate meeting takes place in a remote form or if it is possible for a member or certain members of the Senate to attend the meeting in a remote form,
 - a) in case of an open ballot vote, the vote of each member of the Senate must be made clear to the other members of the Senate, other persons attending, and to the public,
 - b) voting by a secret ballot may take place only if everyone votes through a program which sufficiently guarantees the fairness of the vote, in particular the verification of the identities of the persons voting, the validity of the vote and the anonymity of the vote.”.

Article II Final Provisions

1. This amendment to the Rules of Procedure was approved by the Academic Senate of the Faculty of Medicine in Hradec Králové on 1st February 2021.
2. This amendment to the Rules of Procedure was approved by the Academic Senate of Charles University on 12th March 2021.
3. This amendment to the Rules of Procedure shall enter into force on the day of its approval by the Academic Senate of Charles University and take effect on the fifth day following the date of entry into force.

prof. RNDr. Jan Krejsek, CSc.
President of the Academic Senate
of the Faculty of Medicine in Hradec
Králové

prof. MUDr. Jiří Mand’ák, Ph.D.
Dean
of the Faculty of Medicine in Hradec
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prof. Ing. František Zahálka, Ph.D.
President of the Academic Senate
of Charles University