

**Charles University, Faculty of Medicine in Hradec Králové**

**Dean's measure No 6/2021**

Ref. UKLFHK/128798/2021

Title: **Rules for Meeting of the Scientific Board of the Faculty of Medicine in Hradec Králové, the Habilitation Committees and the Professorship Procedure Committees in a Remote or Hybrid Form**

Validity and effectiveness: on the day of the Dean's signature

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**Article 1  
Initial Provisions**

This measure is issued for the implementation of the Rules of Procedure of the Scientific Board of the Faculty of Medicine in Hradec Králové, as amended (hereinafter referred to as the 'Rules of Procedure of the Scientific Board'), the Rules of the Habilitation Procedure and the Professorship Procedure of Charles University, as amended (hereinafter referred to as the 'Rules of the Committees') and the provisions of Articles 29 and 30, 72 and 74 of Act No 111/1998 Coll., on universities and on amending and supplementing other laws, as amended (hereinafter referred to as the 'Act'), and governs the arrangements for the holding of meetings of the Scientific Board of the Faculty of Medicine in Hradec Králové (hereinafter referred to as the 'Scientific Board'), the Habilitation Committee and the Professorship Procedure Committees at the Faculty of Medicine in Hradec Králové (hereinafter referred to as the 'Committees'), in a remote or in a hybrid form.

**Article 2  
Holding of Meetings by Means of Distance Communication**

1. In accordance with the Rules of Procedure of the Scientific Board and the Rules of the Committees, the meetings of the Scientific Board and the Committees may be held in whole or in part by means of remote communication, i.e., in a remote or hybrid form. Attendance in person and in a remote form shall be treated as equivalent.
2. Unless otherwise provided for by this Measure or by any other regulation, the rules on the conduct, voting and participation of persons (including the ability to hold a meeting, the capacity to adopt resolutions, the way and secrecy of voting and the necessary participation of the relevant persons) laid down in the Rules of Procedure of the Scientific Board, the Rules of the Committees and the relevant provisions of the Act (No 111/1998 Coll.) and other applicable regulations shall apply to the proceedings and meetings of the Scientific Board and the Committees in a remote or hybrid form.

3. A remote or hybrid meeting of the Scientific Board and the Committees shall be carried out using means of distance communication by correspondence, electronically, or using one of the applications allowing a remote connection to a video conference (e.g., MS Teams, Zoom or other applications enabling both audio and video recording to be transmitted) where the nature of the meeting requires simultaneous attendance by the participants in the meeting (online connection). In particular, the remote access to meetings shall ensure that the information transmitted is accessible to all participants in the meetings in a non-biased and comprehensible manner and, in the case of online connection, to all participants in real time at the same time. The President of the Scientific Board, the Committee or the person managing the meeting may delegate the technical tasks necessary for the proper conduct of the proceedings and voting.
4. The Faculty shall ensure that members and participants in meetings of the Scientific Board and of the Committee who do not attend the meetings in person can be remotely connected to the meetings and can vote by electronic means in public and secret ballot. The technical details of the remote connection and voting shall be provided by the person in charge of the organization of the meeting in sufficient time before the meeting is held.
5. In the event that distance communication is interrupted during the meeting and in particular the vote, the President of the Scientific Board, the Committee or the person managing the meeting shall address the situation ad hoc, with an emphasis on transparency and continuity of the proceedings and, where appropriate, the secrecy of the vote, preferably by adjourning the meeting until distance communication is resumed and by repeating the vote.

### **Article 3**

#### **Meetings of the Scientific Board**

1. The Rules of Procedure of the Scientific Board shall specify the cases in which meetings of the Scientific Board may be held in a remote or in a hybrid form.
2. Meetings of the Scientific Board may not be held in a fully remote form where the Scientific Council is discussing and voting on a proposal for appointment of a docent or a professor. Such meetings of the Scientific Board may be held only in an in-person or in a hybrid form, with the in-person attendance of the Chair of the Scientific Board meeting and at least 2 other members of the Scientific Board, the President or a member of the relevant Committee responsible for presenting the opinion of the Committee, and the candidate for the appointment of docent or professor. The remote participation of at least the required Scientific Board members' quota and two opponents at the Scientific Board meeting is required to discuss the candidate's proposal.
3. The fact that a meeting of the Scientific Board is held in a hybrid or remote form and the technical details for ensuring access (connection) and voting shall be communicated to the members of the Scientific Board, to the members of the meeting and to the public, by the President of the Scientific Council (Vice-Dean authorized to manage the meeting) electronically, no later than 3 days before the date of the meeting of the Scientific Board.

**Article 4**  
**A Hybrid Meeting of the Scientific Board**

1. In the event of a hybrid meeting of the Scientific Board, a number of the members of the Scientific Board and of the participants in the meeting are present in person in the room where the meeting of the Scientific Board takes place, and a number of the members of the Scientific Board and of the participants in the meeting are present through a means of distance communication (video conference).
2. The members of the Scientific Board present in-person shall vote in the same way as during the ordinary meetings of the Scientific Board.
3. The vote shall take place at a time to be determined by the Chair of the Scientific Board.
4. Members of the Scientific Board present in a hybrid meeting remotely, shall vote through an electronic application. This application must guarantee, in the case of a secret ballot, that the voting results displayed will not make it clear to other persons how the individual voters have voted.
5. The public meeting of the Scientific Board held in a hybrid form shall be ensured by the possibility of public participation in the meeting of the Scientific Board in the room where the meeting is held or by the publication of a link on the Faculty website through which the video conference of the meeting can be watched.

**Article 5**  
**A Remote Meeting of the Scientific Board**

1. At a remote meeting of the Scientific Board, all members of the Scientific Board and participants in the meeting shall be present through a means of distance communication (video conference).
2. The members of the Scientific Board shall vote through an electronic application. This application must guarantee, in the case of a secret ballot, that the voting results displayed will not make it clear to other persons how the individual voters have voted.
3. The vote shall take place at a time to be determined by the Chair of the Scientific Board.
4. The public meeting of the Scientific Board held in a remote form is ensured by the publication of a link on the Faculty website through which the video conference of the meeting can be watched.

**Article 6**

## **Meetings of the Habilitation Committees and the Professorship Procedure Committees**

1. The President of the Committee, or a member of the Committee responsible for managing the Committee's meetings, may decide to hold a meeting of the Committee in a remote or in a hybrid form (by correspondence, electronically, or by video conference, e.g., MS Teams, Zoom, etc.). They shall inform the other members of the Committee no later than 3 days before the date of the meeting of the Committee of the remote or hybrid form in which the meeting of the Committee is to be held and the technical arrangements for ensuring access (connection) and voting.
2. Where a Committee meeting is held remotely, all members of the Committee shall be present through a means of a distance communication. Where a hybrid meeting takes place, a number of the members of the Committee shall be present at the meeting of the Committee in person and a number through a means of distance communication.
3. In the event of a remote or hybrid meeting, the members of the Committee shall vote by electronic means, which shall guarantee the confidentiality of the vote. The vote shall take place at a time to be determined by the Chair of the Committee.
4. The Protocol on the outcome of the vote and the Committee's resolution on the applicant's proposal must be signed by all the members of the Committee, without distinction in the way in which they participate in the meetings of the Committee and vote.

### **Article 7 Final Provision**

This Measure shall be valid and take effect on the date of the Dean's signature.

In Hradec Králové on 6<sup>th</sup> April 2021

prof. MUDr. Jiří Mand'ák, Ph.D.  
Dean of the Faculty