

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

**CODE OF PROCEDURE FOR THE ACADEMIC SENATE
OF THE FACULTY OF MEDICINE IN HRADEC KRALOVE**

*Under section 27 (1) (b) and section 33 (2) (c) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act) as amended (“the Higher Education Act”),
the Academic Senate of the Faculty of Medicine in Hradec Kralove
has adopted this Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove as the internal regulation:*

**Part I
Fundamental Provisions**

**Article 1
Introductory Provisions**

1. The Academic Senate of the Faculty of Medicine in Hradec Kralove (“the Senate”) is a self-governing representative body of the Faculty of Medicine in Hradec Kralove (“the Faculty”) within the meaning of section 25 (1) (a) of the Higher Education Act.
2. The status of the Senate, its composition, term of office, and election to the Senate are governed by the Higher Education Act, the Constitution of the Faculty of Medicine in Hradec Kralove (“the Constitution”), and the Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove (“the Code of Electoral Procedure for the Senate”).
3. Members of the Senate are divided into two parts. One part consists of the members of the academic staff (“the academic part”) and the other part consists of students (“the student part”).
4. The Senate meetings follow this Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove (“the Code of Procedure for the Senate”).

Part II Meetings

Article 2 Schedule of Meetings

The meetings of the Senate are held at least five times per academic year. The schedule of meetings is prepared by the Board of the Senate (Article 27) for the period of one semester. The schedule of meetings is published on the publicly accessible part of the Faculty website.

Article 3 Regular and Extraordinary Meetings

1. Regular meetings of the Senate are convened by its President according to the approved schedule. The Board may decide to change the date of a regular meeting.
2. The President of the Senate is obliged to convene an extraordinary meeting without undue delay upon a request from the Dean or the Rector or at least one fifth of all members of the Senate or 100 members of the academic community.
3. The date and venue of a regular meeting must be communicated to the persons who should attend the meeting, at least seven days in advance; the time and venue of an extraordinary meeting must be communicated at least three days in advance.
4. The Senate meetings are open to public.

Article 4 Opening and Chairing Meetings

1. A meeting may be opened only if a majority of all members of the Senate are present.
2. Meetings are chaired by the President or a member of the Board authorised by the President (“the chairing member”).

Article 5 Agenda

1. The agenda of individual meetings is proposed by the Board taking into account the proposals made by the members of the Senate or bodies of the Faculty.
2. The proposed agenda must be published in the publicly accessible part of the Faculty website no later than seven days in advance. The agenda is sent to the Senate members in

- electronic form within the same deadline.
3. After opening the meeting, the chairing member allows the members of the Senate to submit motions to amend and change the meeting agenda. The Dean also has the right to submit such motions.
 4. The Senate decides by resolution on the proposed meeting agenda as well as on the motions to amend and change the agenda.

Article 6

Consideration of Items on the Agenda

1. Individual items on the agenda are usually considered on the basis of the relevant background documents.
2. The background documents are submitted by the person who proposed the item for consideration. The background documents are sent to the members of the Senate in electronic form no later than seven days before the date of the Senate meeting and are made available to the members of the Senate on the Faculty website either in the part which is closed to public or in the publicly accessible part.
3. In exceptional and justified cases, in particular due to time pressure or the urgency of the item under consideration, the background documents may be handed over to the members of the Senate in printed form later or may be handed out at the start of the meeting.

Article 7

Debate

1. Any member of the Senate may participate in the debate during the Senate meeting. Other persons have the right to participate in the debate only with consent of the chairing member. The Dean or a Vice-Dean on his behalf, the Rector or a Vice-Rector on his behalf, and the President of the Academic Senate of Charles University (“the University Academic Senate”) or a member of the University Academic Senate authorised by him on his behalf have the right to participate in the debate any time they request it.
2. The Board may invite other persons to the meeting if it is appropriate for due consideration of the matters to be discussed at the meeting.
3. The Senate members may submit amendments in the course of the debate. The mover may amend the motion in accordance with the debate, unless the Senate resolved that no amendments to the motion were permissible or unless it concerns a matter under Article 12.

Article 8

Resolution

1. The Senate expresses its will through resolutions.
2. The Senate has a quorum if a majority of its members are present.

3. Unless otherwise provided in the Higher Education Act,¹ or unless provided otherwise herein, a resolution is adopted if a majority of the persons present voted in its favour.
4. The full text of the resolution must be recorded in the minutes.

Article 9

Voting

1. Every motion submitted to the Senate will be put to the vote, unless the mover withdraws the motion before the voting starts.
2. The Senate chooses two scrutineers, one from the academic part and one from the student part of the Senate, to count the votes and to announce the results of the vote (public or secret).
3. Motions connected in the subject matter and motions concerning the same item on the agenda may be put to the vote jointly unless a member of the Senate asked for a separate vote or the mover objected to a joint vote.
4. A vote on motions is taken in the order in which the motions were submitted, subject to the following exceptions:
 - a) if a motion was submitted to withdraw an item from the agenda, a vote on such motion is taken first;
 - b) voting on motions to amend and change takes place before voting on the original motion, in the reverse order to that in which they were presented; if none of the motions to amend and change are passed, the original motion is put to the vote;
 - c) in the case of motions with alternative formulations, the first vote is taken on the alternatives and then the resultant motion is put to the vote; the best alternative is determined by a simple majority of votes cast; if an equal number of votes is received, a brief additional debate on the alternatives is held, and the vote is subsequently taken again; if any alternative receives the number of votes necessary for passing a motion, no more voting takes place.
5. Prior to every vote, the chairing member indicates to the Senate members that a vote will be taken, and he ascertains the actual number of the members of the Senate present as appropriate.
6. The voting concerning persons identified by their names is conducted by secret ballot with the exception of the appointment of scrutineers, election commissions, or commissions appointed *ad hoc*. The ballot is also secret if the Senate decides so by resolution upon the request of any member of the Senate.
7. In the case of a public vote, members of the Senate vote by raising their hand, or they may use voting aids, such as mechanical or electronic voting devices.
8. In the case of a secret ballot, the votes are placed in a ballot box.
9. Voting on procedural matters may take the form of tacit consent. In such a case, it is not

¹ S. 27 (4) of the Higher Education Act.

- necessary to determine the results of voting in numbers. This form of voting may not be used if a member of the Senate objects to it.
10. If a resolution is not passed, it may be put to the vote again at the next meeting of the Senate. If it is not passed at the next meeting, the Senate may establish a conciliation commission to propose a mode of solution. The mode of solution must be passed by the Senate by a majority of votes of the members of the Senate present.
 11. The conciliation commission is established by the Senate *ad hoc* for individual cases. The number of members and composition of the commission depends on the issue considered. Experts from the Faculty as well as external experts may be invited to become members. The Senate decides by resolution on the composition of the conciliation commission.
 12. Any member of the Senate may object to the process of voting immediately after the vote. The Senate decides on the objection without holding a debate. If the Senate sustains the objection, the vote must be taken again.

Article 10 **Remote Consideration and Voting**

1. During the period between meetings of the Senate, the Board may be empowered to adopt opinions of the Senate (Art. 27 (6)), and in respect of the organisation of the Senate's work, a matter may be, based on the Board's resolution, considered and put to a vote remotely.
2. The resolution under paragraph 1, the relevant background documents, the text of the motion, and a voting form is sent to all members of the Senate in a provable way. The resolution indicates the time limit for consideration and voting, which may not be shorter than five working days from the dispatch.
3. The voting is carried out either in electronic or in printed form.
4. One motion may be put to a vote only once.
5. Voting is public. The completed voting form contains the name and surname of the voter and his vote (yes/no/abstain), otherwise it is invalid. If the completed voting form is not delivered within the time limit, the Senate member is presumed to have abstained.
6. A motion put to remote vote is deemed approved if the absolute majority of all members of the Senate voted in its favour.
7. This manner of voting may not be used in order to decide a matter that should be decided by secret ballot. Likewise, this manner of voting may not be used if at least one third of members of the Senate indicated their disagreement with the manner of voting no later than within the time limit for consideration and voting.
8. The record of remote voting is approved by the Senate at the next regular meeting. The record must include a list of the names of the members of the Senate with an indication of how they voted.

Article 11 **Minutes**

1. Minutes are taken of all meetings of the Senate, as well as a sound recording, if appropriate.
2. Minutes are distributed in electronic form to all members of the Senate.
3. Minutes are subject to approval by the Senate at its next meeting and they are authenticated by the chairing member.
4. The minutes of the meeting including the adopted resolutions are published in electronic form in the publicly accessible section of the Faculty website.

Part III

Decisions on Special Issues

Article 12

Inadmissibility of Motions to Alter

Motions of the Dean to establish, merge, consolidate, divide, or dissolve a Faculty unit (Art. 3 of the Constitution, unless stipulated otherwise in a special regulation), to approve the distribution of funds, and to appoint and remove from office a member of the Research Board of the Faculty of Medicine in Hradec Kralove and Disciplinary Commission of the Faculty of Medicine in Hradec Kralove may be either approved or dismissed by the Senate; motions to alter by the Senate members are inadmissible.

Article 13

Approval of Internal Regulations

1. A proposal for adopting, altering, or repealing an internal regulation of the Faculty is presented to the Senate by the Dean or, in the case of the Code of Procedure for the Senate, by a member of the Senate. The Senate requests the opinion of the Dean before consideration of the draft Code of Procedure for the Senate.
2. The absolute majority of all members of the Senate must vote in favour to adopt resolutions concerning internal regulations of the Faculty.

Article 14

Consideration of Matters Concerning Members of the Academic Community

A member of the academic community of the Faculty whose matter will be considered at a meeting of the Senate must be informed of the fact as well as the date of the meeting and is entitled to be given the floor during the Senate meeting.

Article 15

Consideration of Matters Concerning Faculty Workplaces

A Faculty workplace whose matter will be considered at a meeting of the Senate is entitled to

be informed of the fact as well as the date of the meeting and a representative of such workplace is entitled to be given the floor during the Senate meeting.

Article 16

Consideration of a Matter where the Student Part and the Academic Part of the Senate Have Different Opinions

1. If during a meeting of the Senate the opinions of the student part and the academic part on a matter considered clearly differ, such a resolution is presumed not to have been adopted and it is necessary to initiate a conciliation procedure between the academic and student part of the Senate. This provision may be applied to any given matter only once. A conciliation commission is established *ad hoc* depending on the nature of the conflict.
2. In the case where all members of the student part present – however, no fewer than eight members of the student part – have a dissenting opinion from that of the majority of the academic part of the Senate, it is deemed a clear conflict under paragraph 1.
3. Paragraph 1 does not apply to the election of a candidate for Dean or to vote on a motion to remove the Dean from office.

Part IV

Election of a Candidate for Dean, Motion to Remove the Dean from Office

Article 17

General Provisions

1. A candidate for the Dean is elected by the Senate.
2. The election of a candidate for Dean is announced in a resolution of the Senate so that it may be held no less than 90 days before the expiration of the term of office of the Dean.
3. The election of a candidate for Dean is conducted by secret ballot.
4. The election of a candidate for Dean consists of no more than three rounds.

Article 18

Election Commission for Election of a Candidate for Dean

1. The election is organised, managed, and complaints are handled by the election commission for the election of a candidate for Dean (“the election commission”).
2. The election commission is established by the Senate from among its members.

3. The election commission consists of three members, two of them are members of the academic part of the Senate and one is a member of the student part of the Senate.
4. Membership in the election commission is incompatible with candidature for Dean.

Article 19

List of Candidates for the First Round

1. The Senate invites the academic community to nominate candidates for Dean no later than 21 days before the election. The nominations are presented through the secretariat of the Senate by 12pm of the date of the Senate meeting where the first round of election of a candidate for Dean is to be held.
2. A nomination may be presented to the Senate in writing by at least ten members of the academic community of the Faculty or by a member of the Senate.
3. A nomination must contain:
 - a) the name of the nominee;
 - b) a written consent of the nominee with his candidature;
 - c) a brief CV of the nominee and characteristics of his activity at the Faculty;
 - d) a conception of the Faculty activities submitted by the nominee; and
 - e) names, workplaces, and signatures of the persons who nominated the candidate.
4. After obtaining all nominations the election commission prepares a list of nominees which forms the list of candidates for the first round of the election.

Article 20

First Round of Election

1. The Senate members elect from the list of candidates no more than three nominees.
2. The Senate members express their will by writing in a legible form on the ballot paper ordinal number and name of no more than three nominees from the list of candidates. They insert the ballot paper in the ballot box.
3. A ballot paper is deemed valid if it contains no less than one and no more than three nominees from the list of candidates, clearly identified (with an ordinal number and name) and without repetition.
4. The result of the first round of election is a list of nominees in descending order by the number of votes obtained. If some nominees obtain an equal number of votes, they are listed in alphabetical order.
5. If the number of nominees for the first round is fewer than four, it is deemed as non-compliance with a technical condition for holding the first round of election, which becomes unnecessary and the nominees proceed directly to the second round of election.

Article 21

List of Candidates for the Second Round

1. The first three nominees on the list form the list of candidates for the second round of election. If the list contains other nominees who obtained an equal number of votes as the third nominee of this list, the list of candidates for the second round is expanded to include them.
2. If a nominee on the list of candidates for the second round of election withdraws from candidature before the second round begins, the next nominee or nominees with an equal number of votes are added to the list of candidates only in case the list of candidates otherwise would contain less than two nominees.

Article 22

Second Round of Election

1. The second round of election is held within 14 days of the completion of the first round of election.
2. On the day when the second round of election is held the nominees may be given the floor at the Senate meeting to present their conception of activities of the Faculty and to answer questions of the Senate members, if any.
3. The nominees are given the floor at the Senate meeting (in the absence of the other nominees) in the sequence of the number of votes obtained, or in alphabetical order in the case of the nominees having equal votes. The Senate may decide by resolution to limit the time of the speech, however, it may be limited to no fewer than ten minutes.
4. After a debate, if any, the Senate members start voting in the second round of the election.
5. In the second round the vote is given to one nominee only.
6. A member of the Senate votes by writing the name of a nominee listed on the list of candidates for the second round on the ballot paper. Then he casts the ballot paper in the ballot box.
7. Every ballot paper completed in accordance with paragraph 6 is deemed valid.
8. The nominee who in the second round obtains an absolute majority of votes of all members of the Senate is elected.
9. If in the second round of election none of the nominees obtain an absolute majority of votes of all members of the Senate, the election continues with a third round following immediately after the completion of the second round.

Article 23

Third Round of Election

1. Two nominees who obtained the highest number of votes in the second round or a single nominee who remained after the withdrawal of candidature of all other nominees proceed to the third round of the election. In the case of an equal number of votes, the rule stated in Art. 21 (1) is used.
2. In the third round of election the vote is given to one nominee only.
3. If a third round is held, additional speeches by nominees are inadmissible.
4. A member of the Senate votes by writing on the ballot paper the name of one of the

- nominees who proceeded to the third round. He casts the ballot paper in the ballot box.
5. Every ballot paper completed in accordance with paragraph 4 is deemed valid.
 6. The nominee obtaining an absolute majority of votes of all members of the Senate in the third round is elected the candidate for Dean. If two or more nominees obtain the highest equal number of votes, the voting in the third round is immediately repeated, however, it may be repeated only once.
 7. If a candidate for Dean is not elected in the third round, the election ends. In such a case a repeated election with new nominees is held within one month. A person nominated two subsequent times and not elected may not stand as a candidate for the office in the next repeated election or in an election held within three years of the day of holding the first unsuccessful election in which such person ran as a candidate; this does not apply if less than two thirds of all members of the Senate participated in the last unsuccessful election in which he stood as a candidate.
 8. A proposal to appoint the elected candidate a Dean is submitted to the Rector by the Board of the Senate within seven days of the day of election together with the necessary background documents, in particular the report of the vote and the minutes of the Senate meeting.

Article 24 Election Results

1. The election commission prepares a report of the course of the vote and the results which contains:
 - a) the data on the quorum of the Senate;
 - b) results of the individual rounds of election; and
 - c) written statement from the candidate for Dean that he is prepared to assume the office of the Dean of the Faculty and to fulfil all obligations arising from it.
2. The report of the result of the election of candidate for Dean is prepared in four copies; the Rector, the Academic Senate of the University, the Senate of the Faculty and the sitting Dean each receive one copy. The report is signed by all members of the election commission.
3. The results of the election are published in the publicly accessible section of the Faculty website.

Article 25 Motion to Remove the Dean from Office

1. The Senate may due to serious reasons pass a resolution on a motion to remove the Dean from office. The Senate starts to consider such step if requested by at least one fifth of the Senate members who provide specific reasons. The reasons for the motion may concern only circumstances related to the discharge of the Dean's office.
2. The Senate first considers the admissibility of the motion. The motion is admissible if a majority of the members present, however no less than one third of all members of the Senate, gives consent. If the motion is inadmissible, the Senate rejects it. A rejected

motion is not considered.

3. No less than three fifths of all members of the Senate must vote in favour to pass a resolution on a motion to remove the Dean of the Faculty from office.
4. The motion to remove the Dean from office is submitted by the Board of the Senate within seven days to the President of the Academic Senate of the University and to the Rector together with the necessary background documents, in particular the report of the vote and the minutes of the Senate meeting.

Article 26

Removal of the Dean from Office by the Rector

If the Rector decides to remove the Dean from office, the Senate without undue delay organises an election of a new candidate for Dean.

Part V

Bodies of the Senate

Article 27

The Board and the Commissions

1. The Board of the Senate consists of five members.
2. The Board consists of the President of the Senate, Vice-President of the Senate, and three other members. The members of the Board are elected by the Senate by secret ballot for the period of one year and may be removed from office by secret ballot. Members of the Board who did not cease to be members of the academic community remain in the office even after their term of office as members of the Senate expires until a new Board is elected.
3. The President convenes meetings of the Senate and represents the Senate externally. The Vice-President of the Senate acts as a substitute for the President.
4. If the Vice-President of the Senate cannot act as a substitute for the President, or if the Vice-President of the Senate cannot discharge the office of the President that became vacant, the tasks of the President are fulfilled by the oldest member of the board.
5. The Board prepares the meetings of the Senate.
6. In urgent cases, between the meetings of the Senate, the Board is empowered to adopt opinions of the Senate, unless secret ballot is required under an internal regulation of Charles University or the Faculty. The Board may adopt such an opinion only after it informs the members of the Senate in advance. The opinion must be approved at the subsequent meeting of the Senate, otherwise it becomes invalid. This provision is without prejudice to the provision on extraordinary meetings of the Senate.
7. The Board also fulfils the tasks set out in the Code of Electoral Procedure for the Senate.
8. The Senate may establish commissions, which constitute initiating and auditing bodies of the Senate in individual areas of its activity. Commissions are chaired by a member of the

Senate elected by the commission from among its members.

Article 28

Election of Members of the Board

1. Regular elections of the President of the Senate, the Vice-President, and other members of the Board take place every year at the first regular meeting of the Senate held in the calendar year.
2. If the number of members of the Board falls below five, or if a member of the Board ceased to be a member of the Senate, extraordinary elections to fill the vacancy are held at the next regular meeting of the Senate. If the position of the President of the Senate becomes vacant it passes to the Vice-President and elections to fill the vacant position of Vice-President are held at the next regular meeting of the Senate.
3. At the election meeting, the Senate appoints an election commission, composed of three members, usually two members of the academic part of the Senate and one member of the Student part. A member of the election commission may not stand as a candidate.
4. Three members of the Board are elected by the academic part from among its members and two members of the Board are elected by the student part from among its members.
5. After the election of the members of the Board, the Senate as a whole elects by secret ballot first the President and then the Vice-President of the Senate.
6. The elections are conducted by secret ballot. For elections to be valid, the number of votes cast must correspond to more than half the members of the Senate present.
7. The candidate who obtains the most votes is elected. If there is an equal number of votes, the decision is made by drawing lots.

Part VI

Repealing and Final Provisions

Article 29

Repealing Provision

The Code of Electoral Procedure and the Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove in Part II, the Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove approved by the Academic Senate of Charles University on 10 October 2008 is hereby repealed.

Article 30

Final Provision

1. This Code was approved by the Academic Senate of the Faculty of Medicine in Hradec

- Kralove on 29 May 2017.
2. This Code was approved by the Academic Senate of Charles University on 2 June 2017.
 3. This Code comes into force on the date of approval by the Academic Senate of Charles University and becomes effective on the first day of the calendar month following the date of coming into force.

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