

On 9 July 2013, pursuant to Section 36(2) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Scholarly Board of Palacký University Olomouc under Ref. No. MSMT-29254/2013-30.

In accordance with Section 36(2) and (5) of the Higher Education Act, amendments to the Rules of Procedure of the Scholarly Board of Palacký University Olomouc were registered by the Ministry of Education, Youth and Sports on 20 December 2016 under Ref. No. MSMT-37837/2016.

I.
**CONSOLIDATED VERSION OF
RULES OF PROCEDURE OF THE
SCHOLARLY BOARD OF
PALACKÝ UNIVERSITY OLOMOUC
of 20 December 2016**

Pursuant to Section 9(1)(b) and Section 17(1)(g) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, the Academic Senate of Palacký University Olomouc has adopted these Rules of Procedure of the Scholarly Board of Palacký University Olomouc:

**Article 1
Rules of Procedure**

- 1) The Scholarly Board of Palacký University Olomouc (hereinafter referred to as “Scholarly Board”) is a self-governing academic body of Palacký University Olomouc (hereinafter referred to as “UP”) whose powers are defined by Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended (hereinafter referred to as “Act”) and Article 10 of the Constitution of Palacký University Olomouc. The meetings of the Scholarly Board of UP are governed by the Rules of Procedure of the Scholarly Board of Palacký University Olomouc (hereinafter the “Rules”).
- 2) The meetings of the Scholarly Board take place a minimum of twice a year on dates set in advance. In urgent cases, the Rector may convene a meeting of the Scholarly Board on dates other than the scheduled dates.

- 3) As a rule, written documents serve as the basis for discussions of the Scholarly Board. However, oral reports may serve as such a basis as well. The Rector of UP, or an authorized Vice-Rector in the absence of the Rector, arranges for the agenda and documents to be provided to the members of the Scholarly Board.
- 4) The meetings of the Scholarly Board are open to the public. The Scholarly Board may resolve that its meeting or a part thereof be held in camera if the presence of the public could jeopardize the personal rights of an individual or an important interest of UP. In such a case, the Scholarly Board shall determine other individuals that may attend the meeting held in camera. The Chairperson or Vice-Chair of the Academic Senate of UP, the Vice-Rectors and the Bursar may take the floor at the meetings of the Scholarly Board. Unless stipulated otherwise by the Act or these Rules, other persons may take the floor at the meetings only if a simple majority of the members present votes in favour.
- 5) The meetings of the Scholarly Board are presided over by the Rector, or an authorized Vice-Rector in the absence of the Rector (hereinafter the "Chair"). The meetings of the Scholarly Board are attended by a UP employee designated by the Rector to take the minutes.
- 6) If the agenda of the meeting includes an item requiring a secret ballot, the minute taker shall prepare everything that is necessary for such a ballot.
- 7) Three fifths of the members of the Scholarly Board constitute quorum. If the quorum is not present, the Chair shall set a new date for the meeting. The minutes taker shall inform all members of the Scholarly Board of the new date.
- 8) If the quorum is present, the Chair shall have the agenda approved and shall open the meeting.
- 9) The members of the Scholarly Board may vote to adjourn the meeting if
 - a) new documents need to be considered;
 - b) a motion to provide further documents has been made;
 - c) a motion to interview an expert has been made.
- 10) After individual items of the agenda have been considered, the Chair shall propose draft resolutions. A vote is taken on draft resolutions. This applies to all items of the agenda.
- 11) Voting by the Scholarly Board has the form of an open ballot. A secret ballot is used in proceedings to grant associate professorships under Section 72(11) of the Act and proceedings to grant full professorships under Section 74(6) of the Act or if determined by the Chair.
- 12) A resolution of the Scholarly Board is carried if a majority of all members of the Scholarly Board vote in favour.
- 13) The Chair shall announce the resolutions. The resolutions adopted by the Scholarly Board are accessible to the public.
- 14) The minutes taker shall send the minutes of the meeting to all members of the Scholarly Board within a week after the meeting.
- 15) Upon instruction by the Chair, the minutes taker shall communicate the resolutions of the Scholarly Board to the person(s) concerned.
- 16) The Chair shall set a date for the next meeting of the Scholarly Board and close the meeting.
- 17) The minutes of the meetings, together with the attendance sheets, background documents, appendices and resolutions are kept by the Research Office of UP.
- 18) In between the meetings of the Scholarly Board, the Rector may propose that a vote be taken on a draft resolution outside a meeting. In such a case, the draft resolution, together with all background documents, must be sent by e-mail to all members of the Scholarly Board. The members of the Scholarly Board must then reply to a designated e-mail address either "Yes" , "No" or "Abstention" within a time limit stipulated by the Rector of UP. Replies received after the lapse of the time limit are not considered. For a draft resolution to be carried, a majority of all members of the Scholarly Board must vote in favour. The members of the Scholarly Board are notified of the result of the voting without undue delay. The results of votes taken outside the meetings of the Scholarly

Board will be included in the minutes of the next meeting of the Scholarly Board. Voting outside meetings is not applicable to the proceedings to grant associate or full professorships. Voting outside the meeting may not be used if a minimum of one member of the Scholarly Board moves within a maximum of 3 days that the matter be considered at a meeting of the Scholarly Board.

- 19) The implementation of the resolutions of the Scholarly Board is checked by the Rector of UP or a member of the Scholarly Board authorized by the Rector.

Article 2 Final Provisions

- 1) The Rules of Procedure of the Scholarly Board of Palacký University Olomouc registered by the Ministry of Education, Youth and Sport on 18 October 2001 under Ref. No. 27 163/2001-30 are hereby repealed.
- 2) Pursuant to Section 36(4) of the Higher Education Act, these Rules come into force upon their registration by the Ministry of Education, Youth and Sport.
- 3) These Rules come into effect on the date following the date of their registration by the Ministry of Education, Youth and Sports.

Pursuant to Section 9(1)(b) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, the Academic Senate of Palacký University Olomouc approved amendments to the Rules of Procedure of the Scholarly Board of Palacký University Olomouc on 5 October 2016.

Pursuant to section 36(4) of the Act, the amendments to the Rules of Procedure of the Scholarly Board of Palacký University Olomouc come into force upon their registration by the Ministry of Education, Youth and Sports.

The amendments to the Rules of Procedure of the Scholarly Board of Palacký University Olomouc come into effect on the date following the date of their registration by the Ministry of Education, Youth and Sports.

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.
Rector

doc. Mgr. Jiří Langer, Ph.D.
Chairperson of the Academic Senate of UP