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| Internal Regulations of the Technical University of Liberec, Faculty of Mechanical Engineering | | | | |
| Title: | Rules of Procedure of the Academic Senate of the Faculty of Mechanical Engineering | | | |
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| Professional staff: | Ing. Luboš Běhálék, Ph.D. | | 20.10.2020 | |
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Article 1

General Provisions

- (1) In accordance with Section 33, paragraph 2, letter c of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), these Regulations are internal regulations of the Faculty.
- (2) § Section 27 of the Higher Education Act (hereinafter referred to as "the Act") specifies the role of the Academic Senate of the Faculty.

Article 2

Definitions

Rules of Procedure of the Academic Senate of the Faculty of Arts of TUL (hereinafter referred to as "Rules") – internal regulations of the Faculty.

Senate chamber – a group of elected members (senators), the Senate has two chambers, the Academic Staff Chamber and the Student Chamber.

Conciliation Committee – this committee is elected to resolve disputes.

Election Committee – a committee elected to vote on a proposal for the appointment or removal of a dean.

Article 3

Rules of Procedure

- (1) The oldest member of the Senate shall preside over the constituent session of the Senate until a new Bureau is elected.
- (2) The Senate shall elect a Bureau from among its members by secret ballot. The Bureau shall consist of the President and two Vice-Presidents. The President shall be elected from the Academic Staff Chamber and shall be elected jointly by the two Chambers. One Vice-Chairman shall be elected by the student chamber from among its own members, and one by the academic staff chamber from among its members. The election of the President shall require a majority of the votes of all members of the Senate, and election of the Vice-Presidents shall require a majority of the votes of all members of the respective chamber.
- (3) The Bureau's task is to prepare the meetings of the Senate.
- (4) Administrative matters of the Senate shall be handled by the Secretary, who shall be appointed by the President of the Senate.
- (5) The Secretary of the Senate is responsible in particular for:
 - a) publication of the date and agenda of the Senate meeting,
 - b) preparation of meeting materials and their distribution,
 - c) handling of correspondence to the Senate,
 - d) preparation of the minutes of the meeting and their publication,
 - e) registration of written submissions from members of the academic community.
- (6) Meetings of the Senate shall be convened by the President:
 - a) on the date set at the last meeting,



- b) on the proposal of the Board or the Dean of the Faculty or the Rector of TUL,
- c) on a written joint motion of at least three members of the Senate.

In cases under (b) and (c), the President of the Chamber shall announce the date of the meeting of the Chamber within seven days of the submission of the motion.

- (7) Written documents on the issue under discussion must be submitted to the Bureau seven days before the Senate meeting. The Senate may exceptionally waive this deadline. Any member of the academic community or faculty member may submit documents and written proposals for consideration to the Secretary or a member of the Senate Bureau. The Senate shall consider the proposal at its next meeting or shall state the date of its consideration in the minutes.
- (8) Proposals pursuant to Section 27(1)(a) to (e) and (h) of the Act and documents for a decision pursuant to Section 27(1)(g) of the Act must be made available by their submitter to the members of the academic community of the faculty in a manner allowing remote access at least 7 calendar days prior to their consideration, and this deadline cannot be waived. The Senate shall discuss the proposal at its next meeting or indicate the date of its discussion in the minutes. Any member of the academic community or a member of the faculty staff may submit written proposals for consideration to the Secretary or a member of the Senate Bureau. The Senate shall consider the proposal at its next meeting or shall state in the minutes the date of its consideration.
- (9) The meetings of the Senate shall be presided over by the President or, in his absence, by one of the Vice-Presidents. Meetings shall be open to the public. However, guests shall not be entitled to intervene in the proceedings without being invited to do so by the chairman. The dean or, on his behalf, the vice-dean, the rector or, on his behalf, the vice-rector and the chairman of the academic Senate of TUL or a member of the Academic Senate of TUL authorised by him/her on his/her behalf have the right to speak at the meeting whenever they request it.
- (10) A quorum of the Senate shall be present if at least two-thirds of the total number of members of the Senate and at least half of the members of each chamber of the Senate are present. Each chamber of the Senate shall have the right to request a vote be taken by chambers, with the exception of a vote under section 27(1)(g) of the Act. The Senate shall take its decisions by public vote unless otherwise provided by law or the internal regulations of the Faculty or unless a majority of the members present vote in favour of a secret ballot. Resolutions of the Senate shall be approved if a majority of the total number of members vote in favour of them. Where a vote is taken by chambers, a resolution shall be approved if a majority of the members of each chamber are in favour of it.
- (11) In cases where the presence of students in teaching and examinations at the university or the presence of members of the academic community at the university is restricted by order of a public authority, meetings and voting may be conducted by means of remote communication, subject to the conditions set out in paragraphs (9) and (10) of these Regulations. Voting shall be possible only after authentication using a university account. For the purposes of these Regulations, a university account means a user account established for an employee or student by the Technical University of Liberec in accordance with internal standards. Further voting conditions shall be determined by the President or, in his absence, by one of the Vice-Presidents.



- (12) In urgent and justifiable cases during the discussion of motions, the President may request members of the Senate to vote by email correspondence outside the Senate meeting (per rollam) in accordance with these rules:
- a) Members of the Senate may only use the TUL email address (jmeno.prijmeni@tul.cz); for voting use of any other address will be considered an invalid vote,
 - b) per rollam votes cannot be taken on motions that require a secret ballot within the meaning of section 27(4) of the Act,
 - c) the vote shall be taken by the President or a member of the Senate authorised by him (hereinafter referred to as the "returning officer") sending to all members of the Senate a draft resolution together with all the particulars necessary for an objective decision,
 - d) the deadline for a reply must be at least three working days after the last document required for the vote has been sent out,
 - e) the individual members of the Senate shall, within a specified time limit, send an unequivocal reply of the type 'I agree', 'I disagree' or 'I abstain' by e-mail to the returning officer and the two scrutineers designated by the President; if no reply is received within the specified time limit, the voter shall be deemed to have abstained,
 - f) the scrutineers shall record the result of the vote in a table (indicating the names of those voting), which shall be sent to the Secretary or another member of the Senate authorised by the President, who shall make a record of the result of the per rollam vote,
 - g) the result of the per rollam vote is evaluated in accordance with paragraph (10),
 - h) the announcer shall be required to announce the result of the per roll call vote to all members of the Senate within three working days of the close of the vote and this information shall be included on the agenda of the next meeting of the Senate.
- (13) Minutes of the proceedings shall be taken by the Secretary or another authorised member of the Senate. The minutes shall include a list of members present, the agenda and the full text of the resolution. Any member of the Senate shall have the right to add his or her opinion to the minutes. The Secretary shall ensure that the minutes are published no later than seven days after the meeting. The minutes shall be filed with the Secretary and archived at the Dean's Office. The minutes and all written resolutions of the Senate shall be signed by the Chairperson or, in his/her absence, by the Vice-Chairperson.

Article 4

Resolving disputed situations

- (1) A resolution of the Senate which is not approved by a majority of the members of a chamber of the Senate on a vote by chamber shall be suspended. The Senate shall set up a conciliation commission to which each chamber shall elect two members. The proceedings of the Conciliation Commission shall not be public. The Dean may be present. The outcome of the meeting shall be submitted by the Conciliation Commission to the Senate, which shall determine the further procedure for resolving the disputed issue. If the representatives of the two chambers reach a common position, this position shall be submitted to the Senate for a vote.

Article 5

Method of deliberation on the proposal for the appointment and dismissal of a dean

- (1) The Senate decides on the proposal for the appointment of the Dean pursuant to Section 27(1)(g) of the Act, by secret ballot, usually in two rounds. The first and second rounds of the election must take place on the same calendar day.



- (2) No later than 60 days before the regular end of the dean's term of office, the Senate shall announce the date of the meeting at which it will deliberate on the proposal for the appointment of the dean and shall also announce the deadline for the receipt of nominations for the office of dean.
- (3) Any member of the academic community of the faculty may submit a written proposal to the Secretary of the Senate. The proposal must bear the signature of the nominee as evidence of consent to candidacy.
- (4) The Senate publishes the list of candidates and convenes a meeting of the academic community at which the candidates are presented. Any candidate for the office of Dean shall have the right to address the assembly.
- (5) A candidate may withdraw his/her candidacy in writing to the Chair of the Senate at any time before the vote on the proposal for the appointment of the Dean begins.
- (6) In order to organise the election of a candidate for the office of dean, the Senate elects from among its ranks an election committee of at least three members to oversee the voting process, count the votes and announce the result to the President. The election shall also include the election of the chair of the election committee.
- (7) The election shall be conducted by the chairman of the Electoral Commission. The election may be opened and conducted only if a quorum is present within the meaning of Article 3(10) of these Rules. The election shall be by secret ballot, no distinction shall be made between the chambers of the Senate and the presence of a member of the Senate in person at the place of the election shall be required for the casting of a vote. The election shall take place at a meeting of the Senate. When the voting has been completed and the results of the voting have been established, the chairman of the Electoral Commission shall announce the result by stating the number of eligible voters, the number of valid and invalid votes, the number of votes for each candidate and the number of abstentions. When the election is closed, the President of the Senate or his/her designated representative (Vice-President, Chairman of the Electoral Commission) shall announce the result of the election. The Electoral Commission shall draw up a report on the conduct of the election.
- (8) The ballot papers contain the names of all candidates in alphabetical order. A new ballot paper shall be prepared for each ballot. Voting shall be done by marking (circling) the name of no more than one of the candidates. If no candidate is marked on the ballot paper, the Senate member shall abstain. Marking more than one candidate shall invalidate the ballot paper. The results of each ballot shall be evaluated separately. Any ballot papers other than those on the prescribed form referred to in paragraph (11) shall be invalid.
- (9) The first round of the election:
 - a) if any candidate has obtained a supermajority of the votes of all members of the Senate within the meaning of § Section 27(4) of the Act on Higher Education (for a total number of members of the Academic Senate of 18, i.e. a minimum of 10 votes), is proposed for appointment as Dean and the election ends,
 - b) the first round of elections may be held a maximum of five times,
 - c) if no candidate receives an absolute majority of the votes of all members of the Senate, the first two candidates with the highest number of votes shall proceed to the second round. If there is only one candidate, that candidate shall proceed,



- d) if there is a tie between the two first-place candidates, then both candidates advance to the second round,
- e) if there is a tie between more than two first-place candidates and it is not possible to identify two candidates to proceed to the second round, the first round shall be repeated with only the first-place candidates. If any candidate receives a majority of the votes of all members of the Senate in the repeat ballot within the meaning of Section 27(4) of the Act (for a total number of members of the Academic Senate of 18, i.e. a minimum of 10 votes), he/she shall be proposed for appointment as Dean and the election shall be closed,
- f) if there is a tie between several second-placed candidates and it is not possible to identify a second candidate to proceed to the second round, then the first-placed candidate shall proceed to the second round; the second advancing candidate shall be determined by a re-run of the first round: the second-placed candidates shall proceed to the first re-run and any further re-runs shall be attended by the first-placed candidates from the previous ballot. For the selection of the second candidate, the provisions of point (a) of this paragraph shall not apply,
- g) if the first round does not result in at least one candidate advancing to the second round, the election shall not proceed. This shall mean that the election has been unsuccessful and a new election shall be called with newly registered candidates.

(10) The second round of the election:

- a) the ballot papers shall contain no more than two candidates in alphabetical order,
- b) the candidate who has obtained a supermajority of votes of all members of the Senate, as defined in Section 27(4) of the Act on Universities (for a total number of members of the Academic Senate of 18, i.e. a minimum of 10), is elected,
- c) if no candidate obtains an absolute majority of the votes of all the members of the Senate, the second round shall be repeated and the second round may be held a maximum of five times,
- d) if no candidate is elected, it means that the election was unsuccessful and a new election will be called with newly registered candidates.

(11) Sample ballot paper:

Signature,
Chairman of the Election Commission AS FME TUL

(12) Any member or group of members of the academic community may submit a written, signed and reasoned proposal for the removal of the Dean to the Secretary of the Senate. The Senate shall consider the proposal at its next meeting in the presence the proponents and the Dean. The motion for removal shall be adopted if at least three-fifths of all members of the Senate vote in favour of it in a secret ballot in accordance with section 27(4) of the Act.

(13) If the Dean is dismissed by the Rector of TUL, the Senate shall act accordingly in accordance with Article 5, paragraphs (1) to (11) of these Regulations.

Article 6

Final provisions



- (1) The Rules of Procedure of the Academic Senate of the Faculty of Mechanical Engineering of TUL of 10 are hereby repealed.
- (2) These Rules of Procedure of the Academic Senate of the Faculty of Mechanical Engineering of TUL were approved by the Academic Senate of the Faculty of Mechanical Engineering of TUL on 18 November 2020 pursuant to Section 27 (1) (b) of the Act.
- (3) These Regulations shall come into force and effect pursuant to Section 9(1)(b)(2) of the Act on the date of their approval by the Academic Senate of TUL, i.e. on 8 December 2020.