

<b>Internal Regulations of the Faculty of Textile Engineering of the Technical University of Liberec</b>				
Title:	<b>Rules of Procedure of the Academic Senate of the Faculty of Textile Engineering of the Technical University of Liberec</b>			
	Name:	Position:	Date:	Signature:
Guarantor:	Ing. Renáta Nemčoková	Chair of the AS FT TUL	16/1/2017	
Legal check:	Mgr. Michal Prokop	Lawyer	16/12/2016	
Approved by:	Ing. Jana Drašarová, Ph.D.	Dean	16/1/2017	
Approved by AS FT TUL:	Ing. Renáta Nemčoková	Chair	16/1/2017	
Approved by AS TUL:	Ing. Olga Malíková, Ph.D.	Chair	14/2/2017	
Revision:	00	Effective from:	14/2/2017	
File character	AI32	Shredding character:	A5	
JID:	00256884			

## **PART I**

### **Rules of Procedure of the Academic Senate of the Faculty of Textile Engineering**

#### **Article 1**

##### **Introductory Provisions**

1. The constituent meeting of the Academic Senate of the Faculty of Textile Engineering TUL (hereinafter referred to as "AS FT TUL") shall be convened and directed by the current Chair (or existing first Vice-Chairman) until the election of the new Chair of the Senate.
2. The newly elected Senate shall elect the Board of the Academic Senate from among its ranks. The Board shall consist of the Chair and the first and second Vice-Chairs. The Chair shall be elected by the AS FT TUL from the Chamber of Academic Staff. The First Vice-Chair shall be elected by the Chamber of Students, the Second Vice-Chair by the Chamber of Academic Staff.
3. The task of the Board is to prepare the meetings of the AS FT TUL.
4. Administrative matters are coordinated by the Chair of the Senate. The Chair of the Senate may authorize individual members of the Senate in writing to perform the activities referred to in paragraph 5 of this Article.
5. The Chair is responsible in particular for:
  - a) the preparation of documents and their distribution,
  - b) handling correspondence,
  - c) the enactment of a resolution and its publication,
  - d) registration of the suggestions initiated by the AC FT TUL,
  - e) timely publication of the date and agenda of the next meeting of the Senate.
6. The meeting of the Senate is convened by the Chair:
  - a) according to the adopted plan of activity at least once per semester,



- b) at the request of the Dean, or the Rector,
  - c) in urgent cases, at the Chair's sole discretion,
  - d) at the request of at least a quarter of all members of the Senate.
7. The matter for discussion shall be submitted to the Board of the Academic Senate seven days prior to its session. The Senate may exceptionally waive this time limit. The submitter of proposals in compliance with Section 27 (1) a) to e) and h) of the Act No.111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other Acts (hereinafter referred to as the "Higher Education Act") and supporting documents for the decision in compliance with Section 27 (1) g) of the Higher Education Act is obliged to make the documents accessible to the members of the Faculty academic community using remote access at least seven calendar days prior to consulting them. This time limit cannot be waived.
8. The Senate has the right to request professional consultations or expert opinions on the subjects that are being discussed.
9. The Senate has a quorum if at least two thirds of the total number of Senate members and at least half of the members of each Chamber are present. Each Chamber shall have the right to request that the vote be chaired by the Chambers, with the exception of the vote pursuant to Section 27 (1) g) of the Higher Education Act. In the case of a vote by the chambers, the Chamber has a quorum if the absolute majority of its members are present.
10. The Senate's resolutions are passed if the absolute majority of the Senate members present vote for them. If the vote is chaired by the chambers, a resolution is passed if the majority of the members of each chamber votes for it.
11. The Senate shall resolve by secret ballot in personnel matters, including the vote pursuant to Section 27 (1) g) of the Higher Education Act, and in other matters, shall the Senate decide so.
12. The Chair of the Senate confirms the resolutions and other acts of the Senate by his/her signature. In the case of his/her absence, one of the Vice-Chairs shall do so.
13. The Senate has the right to request the attendance of any member of the AC FT TUL or employee of the Faculty of Textile Engineering of the Technical University of Liberec at the Senate session.
14. The AS FT TUL meetings are open to the public. Non-members of the Senate may contribute at the Senate's proceedings only if they are given the word. The Dean or, on his/her behalf, the Vice-Dean, the Rector or, on his/her behalf, the Vice-Rector and the Chair of the TUL Academic Senate or, on his/her behalf, a member of the Academic Senate TUL authorized by him/her, have the right to speak at the meeting whenever they request so.
15. The Senate's session is presided over by the Chair, in his/her absence by the 1st or 2nd Vice-Chair.
16. In justified cases, voting can be carried out electronically by e-mail (per-rollam ). This method cannot be applied to a vote where a secret ballot is set (Par. 11 of this article). For e-mail voting the following rules apply:
- a) Senate members can only use their TUL e-mail addresses (...@tul.cz) to vote. Using a different address will be considered as abstaining from voting.
  - b) The voting shall be carried out in such a way that the Chair or a member of the Senate authorised by him/her (hereinafter referred to as the "Announcer") shall send a motion for a resolution together with all the necessary elements for an objective decision to the members of the Senate.
  - c) The response period must be at least three working days after the last document required to the vote has been circulated.
  - d) The individual members of the Senate shall send an explicit answer of the type "agree", "disagree" or "abstaining from the vote" to the Announcer and two by the Chair appointed scrutineers by e-mail within the appointed time limit. If the reply is not sent within the specified time limit, the voter shall be considered to have abstained from voting.
  - e) The scrutineers shall record the result of the vote in a table (stating the names of the voters), which shall be sent to the Chair or another member of the Senate authorized by the Chair, who shall make a record of the result of the per-rollam voting.
  - f) The Senate's resolutions are passed if the majority of all members of the Senate vote for them.



- g) The announcer is obliged to announce the result of the per-rollam vote to all members of the Senate within three working days of the date of the end of the vote and this information will also be included in the agenda of the next Senate meeting.

## **Article 2**

### **Solving Disputed Situations**

1. The Senate's resolution which one of the chambers of the Senate did not approve by the absolute majority of the votes of the members present shall be suspended. A Conciliation Commission is set up consisting of the Vice-Chairs of the Senate and, optionally, the Dean of the Faculty or by him/her appointed representative. If the elected Vice-Chairs are absent, the Chambers shall designate their representatives in the Conciliation Commission. Each of the Vice-Chairs has the right to appoint a maximum of two members of the Conciliation Commission from the respective Chamber of the Senate. Negotiations of the Conciliation Commission are not public.
2. The outcome of the negotiations shall be submitted to the Chair of the Senate in writing, who shall decide on the next procedure for resolving the disputed situation.

## **PART II.**

### **The Proposal for the Appointment and Dismissal of the Dean**

## **Article 3**

### **Election session**

1. A session of the Senate at which the resolution on the proposal to nominate the Dean is being decided upon (hereinafter referred to as the "election session") can be commenced only if the Senate has a quorum.
2. The Election Committee is established and its composition approved at the session of the Senate. The Election Committee elects the Committee's Chair from among its ranks. The Election Committee is obliged to publish the timetable of the Dean's elections at least 60 days prior to the election session.
3. Each member of AC FT TUL is entitled to submit proposals of the candidate for the position of the Dean (hereinafter the "Candidate") in writing to the Chair of the Election Committee (or to an authorized person from the members of the Election Committee) no later than the time announced in the timetable of the Dean's elections. The proposal must be accompanied by the written consent of the Candidate with the candidature, in accordance with the timetable, by the main points of the election programme of the proposed Candidate, other documents required by law and a brief curriculum vitae.
4. At the election session, the vote shall be carried out by secret ballot in compliance with Section 27 (4) of the Higher Education Act and it shall not be differentiated between the Chambers of the Senate. A personal presence of a member of the Senate at the place of the election is required to cast the vote.
5. Voting takes place at the session of the Senate, no continuous information is provided to the public or the candidates during the voting.
6. The election session is presided over by the Chair of the Senate. After the end of the vote, the Chair of the Senate or an appointed representative (the Vice-Chair of the Senate, the Chair of the Election Committee) informs about the result. The Election Committee issues a report on the course of the election session.
7. Voting is usually carried out in two rounds. The first round of voting pursuant to Article 5 and the second round of voting pursuant to Article 6 shall take place on a single calendar day.



#### **Article 4**

##### **Ballot-papers**

1. Ballot papers contain the names of all the candidates in alphabetical order. A new ballot paper shall be prepared for each vote.
2. Voting is done by marking (circling) the name of one of the candidates at the most.
3. If none of the candidates is marked on the ballot-paper, it means that the member of the Senate abstained from voting.
4. By marking more candidates, or by marking the candidate in a different way, the voting list becomes invalid.
5. Ballot-papers shall be prepared by the Election Committee.

#### **Article 5**

##### **The First Round of Voting**

1. If one of the candidates has obtained a majority of the votes of the total membership of the Senate within the meaning of Section 27 (4) of the Higher Education Act, he/she shall be proposed for the appointment of the Dean and the vote ends.
2. The first round of voting may be held no more than five times.
3. If none of the candidates has obtained a majority of the votes of the total membership of the Senate, the first two with the highest number of votes shall advance to the second round. Shall there be only one candidate, this candidate shall advance.
4. If two candidates on the first place obtain equal number of votes, then only those two candidates advance to the second round.
5. If more than two candidates obtain an equal number of votes and end first and it is not possible to determine the two candidates for the second round, the first round shall be repeated only with the candidates from the first place. If one of the candidates in the repeated vote obtains a majority of the votes of the total membership of the Senate within the meaning of Section 27 (4) of the Higher Education Act, he/she is proposed for the appointment of the Dean and the vote ends.
6. If more candidates obtain equal number of votes and end second and it is not possible to determine the second candidate to proceed to the second round, then the candidate from the first place will advance to the second round; the second advancing candidate shall be determined by the repetition of the first round: in the first repetition there shall be candidates from the second place. Shall any further repetition of the first round be needed, candidates with the same number of votes from the first place of the previous ballot shall only be chosen from. The provisions of paragraph 1 of this Article shall not apply to the selection of the other candidate. If no candidate is selected to advance to the second round from the second place, only the candidate from the first place shall proceed to the second round.
7. If the result of the first round is not at least one candidate advancing to the second round, voting shall not be continued. It means that the vote took place unsuccessfully and that the date of the new election session with new candidates shall be announced without undue delay.

#### **Article 6**

##### **The Second Round of Voting**

1. The ballot papers in the second round of voting shall contain no more than two candidates in alphabetical order.
2. The candidate who has obtained a majority of votes of the total membership of the Senate within the meaning of Section 27 (4) of the Higher Education Act shall be proposed to be appointed as Dean.
3. If neither of the candidates obtains a majority of votes of the total membership of the Senate, the second round shall be repeated. The second round can be held no more than three times.
4. If neither of the candidates is proposed to be appointed as Dean, it means that the vote was unsuccessful and the date of a new election session with new candidates shall be announced without undue delay.



### **Article 7**

#### **Dismissal of the Dean**

1. Any member or group of members of AC FT TUL may submit a written, signed and justified proposal for the Dean's dismissal.
2. Proposals shall be submitted in writing to the Chair of the Senate.
3. The Senate shall discuss the proposal to dismiss the Dean at the next meeting, with the petitioners and the Dean present at the meeting. For a thorough explanation of the reasons for the dismissal, the Senate may appoint an impartial working commission. A proposal for dismissal of the Dean is passed if it receives at least three fifths of the votes of the total membership of the Academic Senate of the Faculty.
4. In the case of the Dean's dismissal, the Rector designates, upon the recommendation of the AS FT TUL, a member of the academic staff of FT TUL to the position of leading the Faculty. The AS FT TUL immediately announces a new election for the Dean's position. The Senate shall proceed adequately pursuant to Article 3.

### **Article 8**

#### **Concluding Provisions**

1. The Code of Election and the Rules of Procedure of the Academic Senate of the Technical University of Liberec, Faculty of Textile Engineering, approved by the Academic Senate of the TUL on 5th November 2013 is hereby revoked.
2. The Rules of Procedure of the Academic Senate of the Faculty of Textile Engineering of the Technical University of Liberec were approved pursuant to Section 27 (1) b) of the Higher Education Act by the Academic Senate of the Faculty of Textile Engineering TUL on 16th January 2017, and pursuant to Section 9 (1) b) of the Higher Education Act by the Academic Senate of TUL on 14th February 2017.
3. These Rules of Procedure shall become valid and effective on the date of approval by the AS TUL.

Ing. Renáta Nemčoková  
Chair of the AS FT TUL  
m. p.

Ing. Jana Drašarová, Ph.D.  
Dean of the FT  
m. p.

