

RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF BUT

Heading

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Registration

The Ministry of Education, Youth and Sports registered this internal regulation pursuant to Section 36 (2) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended:

on 13 June 2017 under Ref. No. MSMT-17125/2017

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CONTENTS

PART ONE GENERAL PROVISIONS..... 1
Article 1 Subject..... 1
Article 2 Activities of the BUT Scientific Board..... 1

PART TWO RULES OF PROCEDURE 1
Article 3 Regular and Extraordinary Meetings 1
Article 4 Participants in Meetings 2
Article 5 Convening Meetings 2
Article 6 Course of the Meeting 2
Article 7 Quorum and Voting..... 3
Article 8 Voting *per rollam* 3
Article 9 Minutes of Meetings 4

PART THREE FINAL PROVISIONS..... 4
Article 10 Joint Provisions 4
Article 11 Transitional Provisions 5
Article 12 Repealing Provision..... 5
Article 13 Final Provisions 5

PART ONE GENERAL PROVISIONS

Article 1

Subject

1. The Rules of Procedure (hereinafter the “Rules”) of the Scientific Board of Brno University of Technology (hereinafter the “BUT Scientific Board”) stipulate the rules of procedure for meetings of, and decisions adopted by, the BUT Scientific Board.
2. The basic provisions laying down the role of the BUT Scientific Board are stipulated in Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”), and in the BUT Statute.

Article 2

Role of the BUT Scientific Board

1. The BUT Scientific Board shall perform activities stipulated by the Act (within the scope defined by the BUT Statute) and activities stipulated by the BUT Statute.
2. The BUT Scientific Board shall provide its opinion on matters submitted to the BUT Scientific Board by the Rector.
3. The BUT Scientific Board shall be chaired by the Rector. The composition of the BUT Scientific Board is stipulated by the law and the BUT Statute.

PART TWO RULES OF PROCEDURE

Article 3

Regular and Extraordinary Meetings

1. Regular meetings of the BUT Scientific Board shall be held twice per semester as a rule.
2. An extraordinary meeting of the BUT Scientific Board shall be held outside the dates specified under paragraph 1 hereof on the basis of the following:
 - a) decision of the Chairperson of the BUT Scientific Board, who shall state the reasons justifying the convening of the extraordinary meeting; or
 - b) justified request of at least one third of the members of the BUT Scientific Board delivered in writing (including by e-mail) to the Chairperson of the BUT Scientific Board.
3. Meetings of the BUT Scientific Board shall be open to public where required by the law.
4. Attending the BUT Scientific Board meetings is the basic obligation of members of the BUT Scientific Board.
5. Every member of the BUT Scientific Board shall act, both during and outside the meetings, in the interest of BUT as a whole, conceptually, systematically and adhering to its principles.

Article 4
Participants in Meetings

1. All members of the BUT Scientific Board, permanent guests and other persons, where approved by the Chairperson of the BUT Scientific Board, have the right to take the floor in the debate on the matters being discussed.
2. In accordance with the BUT Statute, the other participants in the meetings include the permanent guests appointed by the Rector, who shall participate with an advisory vote. The participation of the permanent guests at meetings of the BUT Scientific Board depends on their interest and need. Permanent guests:
 - a) shall not participate in voting of the BUT Scientific Board;
 - b) cannot be authorised to chair the BUT Scientific Board meetings;
 - c) are not obliged to confirm their participation at **the BUT (Scientific Board?–trans.) meetings.**
3. The Chairperson of the BUT Scientific Board may invite other persons to actively participate in the meetings of the BUT Scientific Board, especially to provide information or briefing regarding a specific item on the agenda.

Article 5
Convening Meetings

1. Meetings of the BUT Scientific Board shall be convened by the Chairperson of the BUT Scientific Board. The Chairperson of the BUT Scientific Board shall convene an extraordinary meeting under Art. 3 (2)(b) not later than within 60 days of the date of delivery of a justified request for convening such meeting.
2. The invitation may be sent to the members of the BUT Scientific Board by electronic means (e.g. to their e-mail addresses). The invitation must be sent not later than 7 days before the meeting takes place.
3. The invitation shall include, in addition to the place, date and time of the meeting, a draft agenda of the meeting. The invitation shall be provided with enclosures required for the members of the BUT Scientific Board to prepare for the meeting (the relevant documents may also be stored in a digital repository; in that case, the invitation shall be provided with a link to the repository). In exceptional cases, in particular due to time constraints or urgency, the underlying documents may be delivered to the members of the BUT Scientific Board at a later date or, where applicable, at the beginning of the meeting.
4. Members of the BUT Scientific Board who cannot participate in a meeting are obliged to excuse their absence at the convened meeting without undue delay after receiving the invitation, not later than five days before the date of the meeting (the excuse may be submitted electronically, e.g. via e-mail).

Article 6
Course of the Meeting

1. Meetings of the BUT Scientific Board shall be chaired by the Chairperson of the BUT Scientific Board or a member authorised by the Chairperson (hereinafter the “Chair of the Meeting”).
2. During the meeting, the BUT Scientific Board shall debate, without limitation, the following items:
 - a) the meeting agenda;
 - b) the individual items according to the agenda;
 - c) date of the next meeting.

3. Proposals for amending or changing the meeting agenda may be submitted by all members of the BUT Scientific Board. Proposals for the amendment of the agenda shall be discussed at the beginning of the meeting. The agenda shall be amended or changed if the BUT Scientific Board resolves to adopt the amendments or changes.

Article 7 **Quorum and Voting**

1. The BUT Scientific Board shall decide by vote. The result of the vote shall be adopted as a resolution of the BUT Scientific Board.
2. The BUT Scientific Board shall have a quorum when a majority of its members are present at the meeting.
3. Unless the law or an internal regulation of BUT stipulates otherwise, resolutions of the BUT Scientific Board shall be valid:
 - a) if majority of all members of the BUT Scientific Board votes for the resolution in a secret ballot;
 - b) if majority of members of the BUT Scientific Board present votes for the resolution in a public vote.
4. In cases stipulated by the law or the internal regulation of BUT the voting shall be by secret ballot. Voting by secret ballot can also be initiated upon a request of a member of the BUT Scientific Board, if at least one third of the members present support such request.
5. A public vote is carried out by a show of hands. In a secret ballot, the ballots are inserted into the ballot box. In case of voting by secret ballot, the Chair of the Meeting declares the result of the voting by announcing the number of votes in favour of the proposal, the number of votes against the proposal and the number of invalid votes.

Article 8 **Voting *per rollam***

1. The Chairperson of the BUT Scientific Board may announce a vote taking place outside a meeting (hereinafter "*voting per rollam*") if the voting concerns an urgent matter or a proposal for which it is not possible or purposeful to convene a meeting of the BUT Scientific Board.
2. Proposals subject to a secret ballot vote cannot be voted on *per rollam*.
3. Any and all steps in voting *per rollam* shall take the form of electronic communication (e.g. by e-mail). At the beginning of their term of office, the members of the BUT Scientific Board shall inform the Chairperson of the BUT Scientific Board of their e-mail addresses for this purpose. The members of the BUT Scientific Board are responsible for the validity of their e-mail addresses throughout their term of office in the BUT Scientific Board.
4. The Chairperson of the BUT Scientific Board shall send documents relevant for the proposal subject to the vote to the members of the BUT Scientific Board, and he/she shall request the members of the BUT Scientific Board to vote or provide their opinions on the matter within a deadline of no less than 72 hours of sending the request.
5. The members of the BUT Scientific Board then express their consent or disagreement, or provide their opinions, as applicable. If a member fails to provide his/her vote within the time limit, it shall be deemed that such member abstained from voting.
6. A resolution shall be adopted if the majority of all members of the BUT Scientific Board votes in favour of it.

7. A record of voting *per rollam* shall be included in the minutes of the next meeting of the BUT Scientific Board.

Article 9 Minutes of Meetings

1. Written minutes shall be drawn up of meetings of the BUT Scientific Board.
2. The minutes of the relevant meeting of the BUT Scientific Board shall be drawn up by a person designated by the Chair of the Meeting.
3. The minutes of a meeting of the BUT Scientific Board shall be verified by a person designated by the Chair of the Meeting and subsequently approved and executed by the Chairman of the BUT Scientific Board.
4. The minutes of a meeting of the BUT Scientific Board shall include, without limitation, the following:
 - a) date of the meeting;
 - b) number of the BUT Scientific Board members present according to the attendance sheet;
 - c) list of guests present according to the attendance sheet;
 - d) the meeting agenda;
 - e) record of the course of the meeting;
 - f) resolutions of the BUT Scientific Board on individual proposals submitted or matters discussed, including the manner of voting and its results;
 - g) date of the next meeting.
5. Minutes of the BUT Scientific Board meetings shall be published in the public section of the BUT website within 14 days of their execution by the Chairperson of the BUT Scientific Board. Minutes shall be published without the annexes, unless the BUT Scientific Board decides to publish the annexes as well.
6. Minutes, underlying documents and other documents related to the activities of the BUT Scientific Board shall be stored. The archiving of such documents is governed by special regulations.

PART THREE FINAL PROVISIONS

Article 10 Joint Provisions

1. The Chairperson of the BUT Scientific Board shall authorise the Vice-rector for Research and Development to provide for organisational matters associated with meetings of the BUT Scientific Board, where the Vice-rector shall do so based on the competences determined by the Chairperson of the BUT Scientific Board.
2. Organisational matters shall be executed by an officer of the BUT Rectorate based on an authorisation granted by the Vice-rector.

Article 11
Transitional Provisions

1. The provisions hereof shall apply to the proposals submitted before the effective date hereof, as well as to the convened meetings of the BUT Scientific Board and to other tasks performed by the BUT Scientific Board or by any of its bodies.

Article 12
Repealing Provision

1. The Rules of Procedure of the Scientific Board of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 19 April 2006 under Ref. No. 9883/2006-30, as amended, are hereby repealed.

Article 13
Final Provisions

1. The Rules of Procedure of the Scientific Board of Brno University of Technology were passed by the Academic Senate of Brno University of Technology pursuant to Section 9 (1)(b)(3) of the Act on Higher Education Institutions on 30 May 2017.
2. These Rules shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
3. These Rules shall enter into effect as of the date of force hereof.

Doc. Dr. Ing. Petr Hanáček, signed
President of the Academic Senate of BUT

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed
Rector