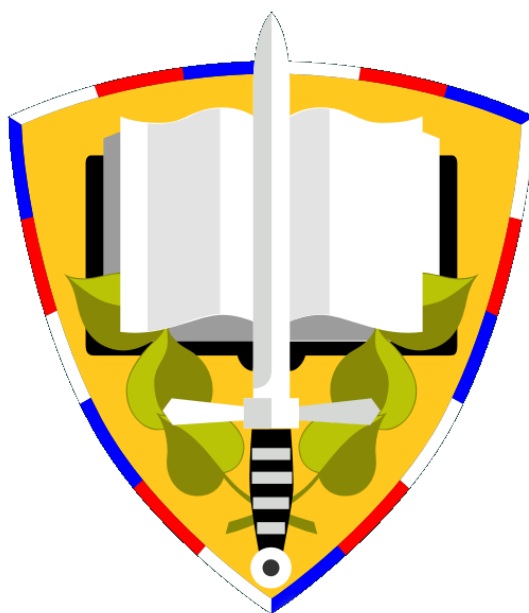


UNIVERSITY OF DEFENCE

INTERNAL REGULATION



UNIVERSITY OF DEFENCE SCIENTIFIC COUNCIL RULES OF PROCEDURE

Brno 2009

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PART ONE

GENERAL PROVISIONS

Čl. 1 Article 1

Introductory Provisions

- (1) The University of Defence (UoD) Scientific Council Rules of Procedure (hereinafter “Rules of Procedure“) are an internal regulation of the UoD in accordance with § 17 Para 1 Item d), Act 111/1998, Coll., on the Higher Education Act and on changes in and amendments to some other Acts (the Higher Education Act), (hereinafter “Act”).
- (2) The Rules of Procedure shall lay down preparation and rules of the UoD Scientific Council (hereinafter “Scientific Council“) sessions, set up rights and responsibilities of Scientific Council members and the secretary of the Scientific Council and shall modify activities of professional sections of the Scientific Council.

Čl. 2 Article 2

Activity Planning

- (1) The Scientific Council activities shall be scheduled as a rule on an academic year and a content of activities shall come out from the long-term teaching, scientific, research and development goals and other creative actions of the UoD.
- (2) The Scientific Council shall discuss and approve a draft of the Scientific Council action plan and dates of individual Scientific Council sessions (hereinafter „action plan“) as a rule at its last session in the preceding academic year. The draft of the action plan shall be submitted to the Scientific Council by the Rector. The approved Scientific Council action plan shall be made public as a separate supplement to the UoD planning documentation.
- (3) Specification and amendments to the action plan for particular Scientific Council sessions shall be discussed and approved on the Rector’s proposal by the Scientific Council. Dates of the Scientific Council sessions shall be disclosed in the UoD action plans.

Čl. 3 Article 3

Rights and responsibilities of the secretary and members of the Scientific Council

- (1) Members of the Scientific Council shall have the right:
 - a) to decide in all cases, when the Scientific Council resolves by voting,
 - b) to submit initiative proposals for including items on the agenda of the Scientific Council session, to make suggestions and comments,
 - c) to see appropriate documents available at the UoD, if required for the Scientific Council Session.
- (2) Members of the Scientific Council shall be obliged:

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- a) to participate in the Scientific Council sessions, be prepared, study materials to the items included in the Scientific Council agenda, to judge them responsibly, express their own points of view and actively contribute to solving issues of these items,
 - b) to participate in performing the Scientific Council resolution,
 - c) to apologize properly to the Chairman or the secretary of the Scientific Council for not coming to the Scientific Council session,
 - d) to inform immediately the Chairman of the Scientific Council about his/her bias to the discussed agenda item.
- (3) The Chairman of the Scientific Council (hereinafter “Chairman”) shall:
- a) convene sessions of the Scientific Council,
 - b) conduct sessions of the Scientific Council,
 - c) accept appropriate decisions based on the resolution of the Scientific Council.
- (4) The Vice-Chairman of the Scientific Council (hereinafter Vice-Chairman) shall:
- a) fulfil the Chairman’s duties if the Chairman is absent or authorized by him,
 - b) work out a draft of the Scientific Council action plan
 - c) prepare background materials for the Scientific Council session or for their consideration by *per rollam* procedure in cooperation with appointed UoD employees,
 - d) manage elaboration of a writing resolution of the Scientific Council to the items included in the agenda,
 - e) continuously check performing of the resolution of the Scientific Council and inform the Chairman and other members of the Scientific Council.
- (5) The secretary of the Scientific Council (hereinafter “secretary”) shall:
- a) collect the background materials for the Scientific Council session in co-operation with appointed members of the Scientific Council if need be with appropriate UoD employees,
 - b) provide administrative and organizational preparation, timely posting of invitations and background materials to the members of the Scientific Council to the separate sessions of the Scientific Council,
 - c) supports the course of Scientific Council sessions administratively,
 - d) write the minutes of the Scientific Council session, according to the Chairman’s instructions, work out resolutions of the Scientific Council passed at a separate sessions of the Scientific Council,
 - e) fulfil other tasks related with activities of the Scientific Council according to the Chairman’s instructions.

Čl. 4 Article 4 **Professional Sections**

- (1) The Scientific Council, in case of need, may establish permanent or temporary professional sections.
- (2) Professional orientation, members of the professional sections, an appointment of the Chairman of the professional section, eventually the Vice-Chairman are discussed at the Scientific Council and approved by the Rector.
- (3) The main objectives of the professional sections of the Scientific Council shall be:

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- a) to discuss issues proposed by the Chairman of the professional section to the Scientific Council and to prepare qualified and broadly considered viewpoints.
 - b) to discuss issues selected by the Chairman of the professional section separately and submit standpoints to the Rector or the Scientific Council.
- (4) The chairmen of the professional sections ensure organization and administrative matters of the professional sections if need be with cooperation with the secretary.
 - (5) Dates of the professional section sessions are disclosed in the UoD action plans.

PART TWO

COURSE OF THE SCIENTIFIC COUNCIL SESSION

Čl. 5 Article 5

Scientific Council Session

- (1) The Scientific Council session can be regular, extraordinary and ceremonial.
- (2) The Scientific Council sessions are usually open to the public, as long as the Rector does not decide differently.
- (3) The regular Scientific Council session takes place at least twice a semester.
- (4) The Scientific Council constitutes a quorum if absolute majority of all its members is present. In case that the Scientific Council negotiates a proposal whether the applicant shall be appointed associate professor or professor, or shall be conferred a honorary degree “doctor honoris causa”, the Scientific Council constitutes a quorum if at least two-thirds majority of all its members is present..

Čl. 6 Article 6

Convening of the Scientific Council Session

- (1) The Scientific Council session is convened by the Chairman according to the plan or if required.
- (2) The Chairman is obliged to convene the Scientific Council within 30 days if he is requested in writing by:
 - a) at least one third of the members of the Scientific Council presenting proposed agenda,
 - b) the Academic Senate of the University of Defence presenting proposed agenda.
- (3) The date, place and proposed agenda of the Scientific Council session are published on the UoD official board.
- (4) The member of the Scientific Council must receive a written or an e-mail invitation to the Scientific Council session containing the date, place and proposed agenda at least 7 days before the Scientific Council session. Matters to be discussed at the Scientific Council session are generally sent to the members of the Scientific Council if it is not contrary to legal regulations concerning secret information protection via e-mail or they

are presented via the UoD electronic information system, namely in the period mentioned in the clause 1.

- (5) If the member of the Scientific Council cannot participate in its session, notifies it to the Chairman or secretary at least 2 working days before the Scientific Council session. In case of absence at the Scientific Council session its member has the right to convey his/her standpoint concerning matters included in the Scientific Council agenda in writing and to submit this written statement to the Chairman before the Scientific Council session; the Chairman makes present members of the Scientific Council acquainted with this statement and guarantees its recording in the minutes of the Scientific Council session.
- (6) If the Chairman finds that the Scientific Council will not form a quorum at the convened session, the Scientific Council session will be cancelled and a new date of the session with the same agenda will be scheduled. The members of the Scientific Council will be notified of the new date of the Scientific Council session by the secretary.
- (7) The Chairman can invite other persons to discuss selected matters in the Scientific Council.
- (8) Participation in the Scientific Council session is recorded on the attendance list which is enclosed to the minutes of the Scientific Council session.

Čl. 7 Article 7

Course of the Scientific Council Session

- (1) The secretary checks a quorum before opening the Scientific Council session and notifies it to the Chairman. If there is a lack of quorum in the Scientific Council, the Chairman determines in agreement with present members of the Scientific Council a new date of the session with the same agenda. Absent members of the Scientific Council are informed about the new date of the Scientific Council session by the secretary.
- (2) The Scientific Council session is conducted by the Chairman or Vice-Chairman (hereinafter “chairpersons”) according to approved agenda.
- (3) The Scientific Council shall discuss particular points of the approved agenda the way that the proposer generally has his/her introductory word to the given agenda item; a part of the introductory word is also a draft resolution.
- (4) After the introductory word to the discussed agenda item, the chairperson opens a debate; members of the Scientific Council signify their wish to speak by raising hands. The chairperson manages the speech order of members of the Scientific Council in which they entered the debate. The member of the Scientific Council can make proposals to the discussed agenda item in the debate.
- (5) The chairperson shall close the debate concerning the discussed agenda item unless any other members of the Scientific Council signify their wish to speak and notify in which order the submitted proposals will be voted on.
- (6) If a proposal or counterproposals to the discussed agenda item were submitted, members of the Scientific Council will vote on submitted counterproposals in reverse order than they were made. In case that none of the counterproposals is accepted, it is voted on the original proposal. If the accepted proposal rules out another proposal, this other proposal is not voted on any longer.

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- (7) The chairperson can give the floor to a person who is not a member of the Scientific Council.
 - (8) The minutes of the course of the Scientific Council session are taken by the secretary and signed by the chairperson and the secretary.

Čl. 8 Article 8
Voting on Proposals

- (1) The Scientific Council votes on every proposal at its session. Voting can be public (by a show of hands) or secret (by voting papers). The proposal concerning the way of voting is submitted by the chairperson.
- (2) The chairperson first let to be voted in favour of the proposal and then let to be voted against it.
- (3) The Scientific Council constitutes a quorum in a secret ballot if it negotiates a proposal concerning the matter if the applicant shall be appointed associate professor or professor, or shall be conferred a honorary degree “doctor honoris causa” , or shall be awarded the Prize of the Rector for the research work.
- (4) Before balloting two scrutineers, members of the Scientific Council, are chosen by the Scientific Council. They shall count the ballots directly in the boardroom. After the ballots are counted the scrutineers shall fill in a record about the balloting, sign it and pass it together with the ballots to the chairperson. The chairperson shall announce results of voting in the following way: he/she shall announce the number of yes votes, the number of no votes and number of invalid votes. The record about the balloting shall be enclosed to the record about the Scientific Council session.
- (5) The submitted proposal is approved if the absolute majority of the present Scientific Council members votes for, except for cases mentioned in paragraph 4 of Article 5 sentence 2 when the submitted proposal is approved if the absolute majority of all Scientific Council members votes for.
- (6) After finishing balloting the chairperson shall announce the results in the following way: he/she shall announce the number of the present Scientific Council members, the number of yes votes and no votes, the number of Scientific Council members who have abstained from voting, and he shall announce if the proposal is adopted or not.
- (7) At the request of a Scientific Council member a different attitude, possibly his/her disapproval with the adopted resolution, shall be written in the minutes about the Scientific Council session including the short statement of the disapproval.
- (8) In cases when it is necessary according to time limits or according to relative simplicity and definiteness of the documentation and required decision, the chairperson can submit a draft resolution which shall be adopted (hereinafter “voting per rollam”) in writing to other Scientific Council members out of the session. The draft resolution must involve the deadline within which the Scientific Council members shall approve or disapprove it in writing. In case that any of the Scientific Council members does not express his/her attitude to the draft resolution in writing, it is considered as his/her disapproval of the draft resolution. To adopt the resolution by voting per rollam, it is necessary the absolute majority of all Scientific Council members approves it. The result of voting per rollam shall be announced by the immediate session of the Scientific Council at the latest by the

chairperson. The voting per rollam on the same proposal is permitted only once. The minutes shall be written about the voting per rollam and it is signed by the chairperson and the secretary. The voting per rollam is excluded for proposals according to paragraph 4.

Čl. 9 Article 9

Sending Out and Publication of the Resolution and the Minutes

The secretary shall send out written copies of the Scientific Council resolution and the minutes about the Scientific Council session to all members of the Scientific Council within two weeks since the Scientific Council has held the session. The Scientific Council resolution and the minutes about the Scientific Council session are published together with the discussed agenda in the University of Defence electronic information system.

PART THREE

CONCLUDING PROVISIONS

Čl. 10 Article 10

Force and Effectiveness

- (1) These Rules of Procedure were approved according to § 9 paragraph 1 letter b) of Act by the UoD Academic Senate on March 19, 2009.
- (2) These Rules of Procedure become valid in accordance with the provision § 36 paragraph 4 of Act on the day of registration by the Ministry of Defence according to the provision §95 paragraph 8 letter a) of Act.
- (3) These Rules of Procedure shall come into effect on July 1, 2009. On the same date the UoD Scientific Council Rules of Procedure registered by the Ministry of Defence on September 1, 2004 under the reference number 6035-84/2004-7542 shall be cancelled.

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Col. Prof. MUDr. Jiří KASSA, CSc. the
Chairman of the Academic Senate

.....
Prof. Ing. Rudolf URBAN, CSc.
the Rector of the University of Defence

The Ministry of Education, Youth and Sports expressed assent to the registration of University of Defence Scientific Council Rules of Procedure under reference number..... on in accordance with § 95, paragraph 8, letter a) of Act No. 111/1998 Coll., on Universities and as altered and amended by other acts (Act on Universities).

*doc. Ing. Václav VÍNSĚ, CSc.
Director of Higher Education Department*

The Ministry of Defence registered University of Defence Scientific Council Rules of Procedure under reference number..... on in accordance with § 36, paragraph 2 and § 95, paragraph 8, letter a) of Act No. 111/1998 Coll., on Universities and as altered and amended by other acts (Act on Universities).

*Ing. Milan GOL
Director of Division – Personnel Director of the MoD*