

CODE OF PROCEDURE FOR THE ACADEMIC SENATE OF THE FACULTY OF SCIENCE OF CHARLES UNIVERSITY

Under sections 27 (1) (b) and 33 (2) (c) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ('the Higher Education Act'), as amended, the Academic Senate of the Faculty of Science of Charles University has adopted the following Code of Procedure as its internal regulation.

Part I Meetings

Article 1 Schedule of Meetings

1. Meetings of the Academic Senate of the Faculty of Science of Charles University ('the Senate') are held at least five times per academic year. The schedule of meetings is prepared by the Board of the Senate ('the Board') for the period of one semester.
2. The schedule of meetings is sent to:
 - a) all members of the Senate ('the Members of the Senate').
 - b) the Dean, the Vice-Deans, the Secretary of the Faculty, and other members of the Dean's Board.
 - c) the representatives of the Faculty in the Academic Senate of Charles University, and the representative of the Faculty in the Higher Education Institutions Board.
3. The date, place of the regular meeting and the data required for remote connection are communicated to the persons and authorities listed in Art. 1, Par 2, or to other persons who are to participate in the meeting, at least seven days in advance; the date and place of the extraordinary meeting at least three days in advance.

Article 2 Regular and Extraordinary Meetings

1. Regular meetings of the Senate are convened by its President or by an authorised member of the Board according to the approved schedule. The Board may decide to change the date of a regular meeting.
2. Extraordinary meetings are convened by the President of the Senate within ten days of the receipt of a request from the Dean or from at least one fifth of all members of the Senate, unless a longer time is requested. The request must concern only urgent matters. It must be accompanied by the relevant documents and a draft resolution regarding the matter to be considered under Art. 6, Par. 2.
3. The date and venue of a regular meeting must be communicated to the persons and bodies referred to in Art. 1, Par. 2 and, where appropriate, to other persons who should attend the meeting at least seven days in advance; the time and venue of an extraordinary meeting must be communicated at least three days in advance.

Article 2a
Remote Participation on Meetings

1. A member of the Senate may, in cases worthy of special consideration and on the basis of an application, participate in the meeting remotely. In all respects they are further considered as present. The application for the remote participation of a member of the Senate is submitted via the electronic conference of the Senate¹ at least 3 days before the meeting of the Senate and must be duly justified. The maximum number of senate members registered for remote participation can be 10. Additional or later submitted applications have no effect. If such an application is submitted, the President of the Senate will notify the Senate member who submitted it without undue delay. A member of the Senate who has not submitted an application for remote participation, or whose application has no effect, and who nevertheless participates in the meeting remotely, is considered absent and his status is the same as the status of the persons listed in Art. 7, Par. 3.
2. Members of the Senate participating in the meeting of the Senate remotely must ensure that their device enables video and audio connection. During their presence, they must be connected constantly, and in cases of verification of presence, speaking in the debate and voting, their connection must be both by video and by sound.
3. Distance and in-person participation are not interchangeable during one Senate meeting. The decisive moment for remote or in-person participation is the beginning of the meeting, after which none of the Senate members can further change their form of participation in the meeting.
4. Remote participation is also possible for other persons according to Art. 1, Par. 2 and to the public. The prerequisite for their remote participation in the meeting is the possibility of their video and audio connectivity.

Article 3
Opening and Chairing Meetings

1. A meeting may be opened only if an absolute majority of all members of the Senate are present. If, during the meeting, the number of members present (Art. 9, Par. 5) is found to have fallen below the quorum, the meeting will be adjourned after 15 minutes according to the procedure under Art. 5, Par. 3.
2. The meetings will be chaired by the President of the Senate or by a Board member authorised by the President ('the Chair').

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Article 4

Agenda

1. The agenda of individual meetings is proposed by the Board. The proposal is based primarily on the Higher Education Act, the internal regulations of Charles University ('the University') and of the Faculty, resolutions of the Senate, proposals made by other bodies of the University and Faculty, and proposals made by members of the Senate.
2. The agenda of each meeting contains an item called *Information and Notifications*.
3. The proposed agenda must be communicated in the manner defined in Art. 2, Par. 3. The Board may additionally amend the agenda in urgent cases.
4. After opening the meeting, the Chair will allow members of the Senate to submit amendments to the agenda. The Dean also has the right to submit such amendments. The person submitting an amendment to the agenda must rationalise its urgency.
5. The proposed agenda as well as amendments and changes under Par. 2 or 3 are decided on by the Senate. Later changes to the agenda are not permissible.

Article 5

Adjournment of a Meeting

1. If the approved agenda has not been completed within four hours, the Board may decide to adjourn the meeting. The meeting may also be adjourned if it could not be opened because an insufficient number of members of the Senate were present 30 minutes after the announced start of the meeting, or if the meeting is adjourned rather than closed as per Art. 3, Par. 1. The Board will always decide to adjourn if the remaining items on the agenda cannot be postponed until the next regular meeting.
2. The meeting may also be adjourned if it has been seriously disrupted.
3. The meeting may not be adjourned for more than 14 days. The persons and bodies referred to in Art. 1, Par. 2 will be individually notified of the date and venue on which the adjourned meeting will be resumed only if those persons or representatives of the bodies were not present at the adjourned meeting. These persons must be notified without delay.

Article 6

Consideration of Items on the Agenda

1. Individual items on the agenda are usually considered on the basis of the written background documents.
2. Each background document presented for consideration by the mover must include a draft resolution, an explanatory report that explains the reasons for its presentation, draws attention to possible connections and, where necessary, supplementary tables, and other documents necessary for the proper consideration of the presented item.
3. In simple cases, an item on the agenda may be considered without the relevant background documents upon approval of the Board, or during the course of the meeting upon approval of

the Senate.

4. If, at any time during the meeting, the Senate resolves that it will not consider the matter without the relevant background documents or that the background documents are insufficient, the Board will decide to put the relevant item on the agenda of the subsequent meeting of the Senate, or to take other steps.
5. The background documents are presented to the Board by the mover who requests that they be considered no later than seven days before the date of the meeting of the Senate. The background documents are immediately made accessible to members of the Senate in the form of a shared document and are sent to members of the Senate together with details about the date and venue of the meeting under Art. 2, Par. 3. The background materials and documents under Art. 1 and Art. 4 may be sent in electronic form, unless a member of the Senate in well-grounded cases expressly requires that all of the documents, or some of them, be sent in printed form.
6. The background documents, including a draft resolution, which affect the powers of individual committees of the Senate must be presented by the Board for consideration to the competent committee before the meeting of the Senate. The authorised member of the committee informs the Senate of the committee's conclusion on the draft resolution presented.
7. An item on the agenda will be introduced by the mover, or by a member of the Board, or by a member of a committee, or by another member of the Board.
8. In addition to the mover and the author, the Board may invite other persons to the meeting if it is necessary for due consideration of the matter. Persons who must be invited to attend the meeting are also listed in the provisions of Part II. The Board of the Senate may call on the bodies of the Faculty to give their opinion on the item considered.
9. If the requested opinions of the bodies or units of the Faculty are submitted in writing, they must be submitted to the Board no later than three days before the meeting of the Senate.

Article 7

Debate

1. Each item on the agenda, except for procedural items, is introduced by the opening words of the mover. The mover sums up the reasons for presenting the item and proposes a text of the resolution.
2. Every item on the agenda, except for *the Information and Notifications*, will be debated. The persons referred to in Art. 1, Par. 2, or authorised representatives of the bodies referred to in that Article, may participate in the debate. The Rector, the Vice-Rector, the President of the Academic Senate of the University, or a member of the Academic Senate of University authorised by him or her, may also take the floor in the debate.
3. In addition, other members of the academic community present at the meeting, and other persons invited to the meeting, can take the floor. The Senate may refuse to give the floor to such persons.
4. The floor can be claimed during the meeting by raising one's hand, or in another manner approved by the Senate.
5. The Chair gives the floor to the speakers in the order in which they claimed it. The Senate may

decide on the maximum length of a speech, which may not be shorter than five minutes.

6. A member of the Senate has the right to make an observation in response to the debate. They will be given the floor immediately after the person speaking has finished. The observation must be made within one minute.
7. Members of the Senate may present amendments to the motions contained in the relevant background documents or presented in the introductory speech.
8. The mover may change or amend the motion in accordance with the debate, unless the Senate has resolved that no amendments to the motion were permissible.
9. At the end of the debate the floor will be given to the mover if he or she claims it.
10. Any member of the Senate may propose that the debate be closed if it is obvious that its continuation cannot help to clarify the matter debated. The Senate will decide on the motion without holding a debate.
11. No one may be interrupted while speaking in the debate; this provision does not apply where the Chair warns the speaker that he or she may be directed to discontinue speaking. Exceptionally, the Chair is entitled to direct the speaker to discontinue speaking:
 - a) if the speaker, despite a prior warning, has not spoken to the point discussed, or has misused the right to make an observation. Any member of the Senate may raise an objection, and the objection will be decided upon by the Senate without delay.
 - b) if the speaker has exceeded the limit of the contribution length under Par. 5 of this Article, or the time limit under paragraph 6 of this Article.

Article 8 Resolution

1. The Senate expresses its will through resolutions.
2. The Senate has quorum if an absolute majority of its members are present. Unless otherwise provided in the Higher Education Act, a resolution is adopted if an absolute majority of the persons present voted in its favour, and this constitutes at least one third of all members of the Senate; as regards resolutions on the matters specified in s. 27 (1) (a), (b) of the Higher Education Act, it is necessary that at least an absolute majority of all members of the Senate vote in their favour.
3. The full text of the resolution must be recorded verbatim in the minutes. If it is necessary to execute a resolution separately in writing, the resolution will be signed by the President of the Senate or a member of the Board authorised by him or her.

Article 9
Voting

1. Every motion submitted to the Senate will be put to the vote separately, unless the mover withdraws the motion before the voting starts. If it is a meritorious (i.e., substantive) motion, the Senate may resolve not to permit the withdrawal of the motion; this does not apply if an internal faculty regulation is put to the vote.
2. Motions connected in subject matter and motions concerning the same item on the agenda may be put to the vote jointly. This does not apply if the mover objected to the motion during the debate, or if a member of the Senate asked for a separate vote.
3. A vote on motions is taken in the order in which the motions were submitted, subject to the following exceptions:
 - a) if a motion to withdraw an item from the agenda was submitted, a vote on this motion is taken immediately;
 - b) voting on amendments takes place before voting on the original motion, in the reverse order to that in which they were presented;
 - c) in the case of amendments with alternative formulations, the first vote is taken on the alternatives and then the resultant motion is put to the vote; the best alternative is determined by a comparison of the votes cast; if an equal number of votes is received, a brief additional debate on the alternatives is held, and the vote is taken again; if any alternative receives the number of votes necessary for passing a motion, no further voting takes place.
4. Amendments must be supported by an absolute majority of all persons present regardless of the number of votes required to pass the original motion.
5. Prior to every vote the Chair will indicate that a vote will be taken, and they will ascertain the actual number of the members of the Senate present as appropriate.
6. Voting is public, unless otherwise provided by the Higher Education Act. The voting concerning persons identified by their names is always conducted by secret ballot; this does not apply if election committees or voting validation committees are to be established.
7. A member of the Senate may propose to conduct a secret ballot during debates on an item debated. The Senate will decide on the motion without holding a debate.
8. In the case of a public vote, members of the Senate vote by raising their hand, or they may use voting aids with the capacity to determine the results of the vote, such as mechanical or electronic voting devices. If some members of the Senate participate in the meeting remotely, in the case of a public vote, the expression of the will of these Senate members must be made clear to the other Senate members, other named persons and the public.
9. In the case of a secret ballot, the votes are placed in a ballot box. The result of voting is determined by a three-member commission which may be composed only of members of the Senate. If some members of the Senate participate remotely, then in the case of a secret ballot, the members of the Senate present in person as well as those participating remotely vote through an application that sufficiently guarantees the regularity of the vote, in particular the verification of the identity of the voters, the validity of the vote and the anonymity of the vote. For members

of the Senate who are present in person, the possibility to vote in this way is ensured in a room other than the one in which the meeting of the Senate is held.

10. Voting may not be interrupted.
11. After the vote has been terminated or the results of the vote determined, the Chair or a member of the commission under Par. 9 authorised by the Chair, announces the results, stating the number of votes cast in favour of the motion, against the motion, and the number of abstentions. If a member of the Senate, although present, failed to participate in the vote, they are considered to have been absent. Loss of connection of a member participating in a meeting remotely according to Art. 2a is not a reason for repeating the vote.
12. Voting on procedural matters may take the form of tacit consent. In such a case, it is not necessary to determine the results of voting in numbers. This form of voting cannot be used if at least one member of the Senate objects to it.
13. Any member of the Senate may object to the process of voting immediately after the vote. The Senate will decide on the objection without holding a debate. If the Senate sustains the objection, the vote must be taken again.

Article 10 Voting Outside the Meeting

1. In cases where the Board is empowered to adopt opinions of the Senate (Art. 26, Par 4), and in respect of the organisation of the Senate's work, a matter may be – based on the Board's resolution – considered and put to a vote outside the meeting.
2. The resolution under Par. 1, the relevant background documents, and the text of the motion will be sent to members of the Senate via closed electronic conference. The resolution will indicate the time limit for consideration and voting, which must not be shorter than three working days from the dispatch. At the request of a member of the Senate, the motion may also be sent in printed form.
3. If the vote is public, the Senator expresses his will by e-mail within the closed electronic communication of the Senate. The statement must contain the draft text of the resolution and the expression of the will of the member of the Senate (yes/no/abstain); otherwise, it is invalid.
4. If voting is secret, voting is done through an application that sufficiently guarantees the regularity of voting, in particular the verification of the identity of the voters, the validity of the vote and the anonymity of the vote. The result of the vote is ascertained by the Board.
5. A motion put to the vote outside the meeting is deemed approved if the absolute majority of all members of the Senate voted in its favour. As regards the organisation of the Senate's work, the Board may, if a member of the Senate has so requested within three days of the announcement of voting results, suspend the effect of a motion adopted in this manner, and decide that the motion will be reconsidered at the subsequent meeting of the Senate.
6. The record on voting outside the meeting is to be approved by the Senate at the next regular meeting. The record must include a list of the names of members of the Senate with an indication of how each member voted.

Article 11
Minutes and Records of a Meeting

1. Minutes are to be taken of all meetings of the Senate.
2. The minutes indicate the date of the meeting, which of the senators was present in-person and remotely, who participated in the meeting remotely although they did not submit an application, whether their application had no effect, who was excused and absent, who was invited to the meeting of the Senate, which of the members of the Board acted as the Chair, what was the agenda of the meeting, who introduced individual items on the agenda, who participated in the debate, what was the content of the presented proposals, what resolutions were passed and what were results of voting in numbers. Any person participating in the debate is obliged to introduce themselves upon the request of the person recording the course of the meeting.
3. If any item on the agenda on which a resolution should be passed is not supported by written documents, the minutes are to provide the basic details regarding the item.
4. Upon the express request of a person who has presented a motion, opinion, or other communication, or upon the resolution of the Senate, the required transcript from such presentation is to be recorded verbatim in the minutes. The request must be made while the issue is being considered.
5. The minutes are taken by the secretary of the Senate. In their absence, the written record of the course of the meeting is to be made by a person authorised by the Chair.
6. Correctness of the written record of the meeting and the minutes are verified by the verifier. In their absence, the written record of the course of the meeting is made by a person authorised by the Chair.
7. The following procedure is taken to verify the minutes:
 - 1) The secretary and verifier prepare draft minutes and present them to all members of the Senate within seven calendar days.
 - 2) Each member of the Senate has the right to present amendments to the minutes within seven calendar days after their presentation.
 - 3) The verifier decides on the individual motions to amend the minutes and publishes the minutes on the publicly accessible part of the Faculty website no later than twenty-one calendar days after the meeting of the Senate.
8. The minutes are sent to the persons and bodies referred to in Art. 1, Par. 2. The resolution of the Senate is sent to other bodies and persons if it directly concerns them.
9. The Senate reviews the minutes of the previous meeting as a separate item on the agenda at the following meeting. Upon the motion of a member of the Senate, any necessary corrections are made. If an issue is disputable, the Senate passes a resolution on the correction of the minutes.
10. Following the review, the minutes are sent to the persons and bodies referred to in Art. 1, Par. 2. The minutes are also published on the publicly accessible part of the Faculty website.
11. Minutes and written records from meetings of the Senate are kept in paper form with the signature of the secretary of the Senate and of the Chair of the meeting in the Dean's and Secretary's secretariat. Any member of the academic community may inspect the minutes and written records.

Part II
Decisions on Special Issues

Article 12

Approval of Motions on Internal Regulations of the Faculty

1. The Dean submits a motion on an internal regulation of the Faculty. A member of the Senate submits a motion on the code of procedure. Draft internal regulations of the Faculty must always be debated in the Legislative Commission of the Senate and presented along with its opinion.
2. A draft constitution of the Faculty or a motion must be made available to members of the academic community no later than 14 days before it is debated in the Senate.

Article 13

Approval of the Breakdown of Income and Expenses of the Faculty and the Closing Account of the Faculty

1. The Dean introduces the motion on the breakdown of income and expenses of the Faculty ('the Breakdown'). The economic explanation for the draft Breakdown is usually given by the secretary.
2. The Economic Commission of the Senate presents its opinion on the draft Breakdown and may recommend amendments accordingly.

Article 14

Approval of the Strategic Plan for Educational and Creative Activities of the Faculty

1. The time limit for the presentation of background materials for the approval of the Strategic Plan for Educational and Creative Activities of the Faculty is at least 14 days before the day of the meeting of the Senate.
2. The draft Strategic Plan for Educational and Creative Activities of the Faculty will be introduced by the Dean. The Vice-Deans may present detailed comments on the strategic plan in individual areas.
3. Amendments presented by the members of the academic community may be presented in writing before the meeting of the Senate, or orally during the debate. The Dean will express his or her opinion on the amendments.

Article 15

Approval of Annual Reports

1. The Dean is to give an introductory speech on annual reports. Vice-Deans may present detailed comments on individual areas included in the annual activity report.
2. After the accounting period ends, the Dean presents the Senate with the annual report on financial management. Annual reports on financial management evaluate how funds are used according to the Breakdown of the Faculty and its individual items.
3. The competent commissions of the Senate are to express their opinion on the draft annual reports.

Amendments proposed by members of the Senate must be submitted to the Dean in writing before the meeting of the Senate, or orally during the debate. The Dean will express his or her opinion on the amendments.

Article 16

Other Actions Related to Evaluation

1. The respective managers of other units must be invited to participate in the evaluation of activities concerning the units of the Faculty. They have the right to present their opinions, and members of the Senate have the right to ask them questions concerning the activities subject to evaluation and the process of evaluation.

Article 17

Prior Approval of Appointments and Dismissals of Members of the Research Board of the Faculty

1. The appointments and dismissals of members of the Research Board of the Faculty are presented to the Senate and rationalised by the Dean.
2. The background documents relevant for the appointment of members of the Research Board of the Faculty include CVs of the nominees, focusing mainly on their research activities. A member of the Research Board who is to be dismissed must be informed of the intention to dismiss him or her and of the meeting of the Senate at which this issue is to be considered. The member of the Research Board who is to be dismissed has the right to present their opinions at the meeting of the Senate.

Article 18

Election of a Candidate for Dean

1. The organisation of the election is arranged by at least a three-member commission elected by the Senate from among its members. A nominee may not be a member of the election committee. Each member of the election committee must belong to another unit of the Faculty.
2. Nominations for candidates for Dean are submitted to the Chair of the election committee no later than thirty days before the date of the election.
3. A nomination must be accompanied by:
 - a) the written consent of the nominee to his candidature.
 - b) a brief CV of the nominee and details of their activity at the University.
 - c) a brief summary of the nominee's platform.
4. Upon expiration of the time limit under Par. 1, the nominees may make a presentation at a pre-election meeting of the Senate held no later than three days before the date of election. Presentations of candidates are not permissible at the election meeting of the Senate.
5. The date of the election meeting of the Senate must be announced no later than sixty days before the meeting takes place. The written documents referred to in Par. 2, letter (b) and (c) must be made available on the Faculty website no later than twenty-one days before the date of the

election meeting.

6. The election is conducted by secret ballot.
7. If a nominee obtains an absolute majority of votes of all members of the Senate in any round, they are elected as a candidate for Dean and the election ends.
8. If two or more nominees are voted on in the given round, the two nominees who received the highest number of votes will participate in the next round. If two nominees obtain an equal number of votes for first place, or if there is an equal number of votes for second place, all nominees who obtained the same number of votes will participate in the run-off.
9. If two nominees are voted on in the given round, the person who obtained more votes will participate in the run-off. In the event of an equal number of votes, both nominees will participate in the run-off.
10. If the sole candidate standing in the given round fails to obtain an absolute majority of votes of all members of the Senate, the election comes to an end. The election also comes to an end if none of the nominees is elected in the fifth round. In such a case, a new election is to be held from newly nominated candidates within one month. New nominations must be submitted within fourteen days after the end of the Senate meeting at which the election of the candidate for Dean took place.
11. A person who received two successive nominations but was not elected is not permitted to stand in the new election or in an election held within three years of the first unsuccessful election in which they stood as a candidate; this provision does not apply if less than two thirds of all members of the Senate participated in the last unsuccessful election.
12. A nominee may withdraw their candidature during the election, but only before the beginning of the given round.
13. The Board of the Senate is to submit a motion to appoint the elected candidate as Dean to the Rector within seven days of the date of election.

Article 19

Motion to Dismiss the Dean

1. Each member of the Senate may make a motion to dismiss the Dean. The motion must be presented in writing and well-grounded. The grounds for such a motion may only be the facts connected with the execution of the office of Dean.
2. Based on the opinion of the Legislative Commission, the Senate must first decide on the permissibility of the motion. A motion will be declared permissible if the majority of members present, but no less than one third of all members of the Senate, approve it. Should the motion be impermissible, the Senate will refuse it; a refused motion is no longer considered.
3. If the motion has not been refused, it will be considered at the subsequent meeting of the Senate. The Dean must have at least fourteen days to prepare for this meeting. In the debate, the Dean will comment on the grounds stated in the motion and has the right to put questions concerning these grounds to the persons who submitted the motion.

Article 20

This Article has been revoked.

Article 21

Interpretation of Internal Regulations of the Faculty

1. A body of the Faculty or its unit, or any member of the academic community, may submit a motion to clarify the interpretation of internal regulations of the Faculty. In their motion the mover must state the title of the internal regulation, identify the provision which is to be interpreted, and state why its interpretation is questionable.
2. The person who proposed an interpretation has the right to present their legal opinion in the debate. In the case of controversy, the persons holding other legal opinions also have the right to be heard. Legal experts invited by these persons can speak for them.
3. If any person referred to in Par. 2 so proposes, or if the Senate so resolves, the final decision will be postponed until the subsequent meeting of the Senate and an independent legal opinion are requested.
4. The interpretation of the internal regulation of the Faculty approved by the Senate is published on the publicly accessible part of the Faculty website.

Article 22

Remedying Incorrect Measures

1. If a resolution of the Senate, its Board, or a measure of the President of the Senate is contrary to the relevant legislation or to an internal regulation of the Faculty, the Senate will repeal it; this decision must include rationalisation.
2. If, according to the Senate, a measure of another body of the Faculty or its unit is contrary to the relevant legislation or to an internal regulation of the Faculty or of its unit, the Senate will invite the relevant body to remedy it; this decision must include rationalisation.

Article 23

Opinions on Certain Legal Transactions

1. The Senate will be informed, usually by the Dean, of the intention to undertake legal transactions under s. 15 (1) of the Higher Education Act; specific financial details will usually be provided by the Secretary of the Faculty. With respect to transactions under s. 15 (1) (a), (c) and (d) of the Act, the relevant background documents must include draft contracts; with respect to transactions under s. 15 (1) (d) of the Act, the relevant background documents must include an assessment of the expected financial or other benefit to the Faculty.
2. The Senate will be informed, usually by the secretary, of the intention to make a contract for the use of non-residential premises or real property for which approval of the Academic Senate of Charles University is required under Art. 51 of the Constitution of Charles University. The

relevant background materials must include draft contracts and a financial analysis.

3. If competitive bidding is organised with respect to the legal transactions under Par. 1 or Par. 2, the Senate must be informed of its rules, including the evaluation criteria.

Article 24

Opinion on the Intention to Appoint a Vice-Rector or the Chief Financial Officer or to Dismiss a Vice-Dean

1. The Senate express its opinion on the intention to appoint the Vice-Dean, the Secretary, a head of a department, or a director of an institute ('the Managerial Staff'), or to dismiss the Vice-Dean.
2. The Senate will be informed by the Dean of his or her intention to appoint the Managerial Staff, and to appoint or to dismiss the Vice-Dean.
3. The relevant background documents for the appointment of a member of the Managerial Staff must include a short description of the nominated person, focusing mainly on their existing activities at the University and their professional experience. The nominees have the right to be invited to the meeting of the Senate, and members of the Senate may ask them any questions concerning their activities at the University or their professional experience, or concerning their plans for the intended office.
4. The Dean's intention to dismiss the Vice-Dean must be presented along with rationalisation for the dismissal. The Vice-Dean who is to be dismissed must be invited to the meeting of the Senate and has the right to present their opinions.

Article 25

Answer to a Question Asked by a Member of the Senate

1. Members of the Senate may ask the Dean, the individual Vice-Deans, and the Secretary any questions concerning the performance of their office.
2. A question put to the Dean, the Vice-Dean, or the Secretary of the Faculty by a Member of the Senate may be answered immediately or, if preparation is required or the Senate so resolves, in writing within thirty days. A written answer will be sent to the member and to the President of the Senate and is published on the Senate website.

Part III
Bodies of the Senate

Article 26
The Board

1. The Board consists of the President of the Senate, two Vice-Presidents of the Senate, and one member of the Board elected from among students – members of the Senate. The members of the Board are elected by secret ballot, and may be dismissed by secret ballot. The members of the Board remain in office, even after their term of office as members of the Senate has expired, until the new President of the Senate has been elected.
2. The President of the Senate convenes meetings of the Senate and represents the Senate externally. The Vice-President of the Senate may act as a substitute for the President.
3. The Board prepare the meetings of the Senate.
4. In urgent cases, the Board is empowered to adopt opinions of the Senate between meetings of the Senate, unless a secret ballot is required under this Code of Procedure. A debate is to be held at the subsequent meeting of the Senate to consider opinions adopted by the Board; the Senate may resolve to invalidate the opinion. This provision is without prejudice to the provision on extraordinary meetings of the Senate.
5. The Board also fulfils the tasks set out in the Code of Electoral Procedure for the Academic Senate of the Faculty of Science.
6. The Board nominates and the Senate approves the secretary and the verifier for the entire term of office of the Board.

Article 27
Election of Members of the Board

1. Regular elections of the President and the Vice-Presidents of the Senate always take place at the first regular meeting of the Senate held after the election of members of the Senate from among the students, or members of the Senate from among the academic staff. If any member of the Board has ceased to be a member of the Senate or has resigned from the Board, an extraordinary election will be held at the next regular meeting of the Senate to fill these vacancies.
2. Candidates for the President of the Senate and Vice-President of the Senate may be nominated only by a member of the Senate or by a group of members of the Senate.
3. The Senate will appoint a three-member election committee at the election meeting at which the election is to take place. The election committee is composed of members of the Senate only. A member of the election committee may not stand as a candidate.
4. The election of the President of the Senate is followed by the election of the Vice-President of the Senate. The election of Vice-Presidents of the Senate is carried out jointly.
5. The elections are conducted by secret ballot.

6. The candidate who has obtained most votes is elected, but must have at least an absolute majority of the votes of all members of the Senate. If the President is not elected in the first round, the two candidates with the highest number of votes will participate in the second round. If neither of the candidates obtains an absolute majority of votes of all members of the Senate, the election is closed and a new election of the President will take place at the subsequent meeting of the Senate.
7. When electing the Vice-Presidents, those candidates who have obtained the highest number of votes of those members of the Senate present are elected while maintaining the composition of the Board as under Art. 26, Par. 1. If the number of votes is equal, the election is decided by drawing lots. For the election to be valid, the number of valid ballots cast must exceed half the number of members of the Senate present.

Article 28

Meetings of the Board

1. The Board meets as necessary.
2. The meetings of the Board may be attended by the Dean, Vice-Deans, the Secretary of the Faculty, the chairs of Senate commissions, and other persons invited by the Board or by the President of the Senate.
3. The provisions on meetings of the Senate, Art. 6 - Art. 9, apply to the meetings of the Board with the necessary modifications.

Article 29

Commissions and Chambers of the Senate

1. Commissions of the Senate are the initiating and auditing bodies in the respective areas of activity of the Senate.
2. The Senate establishes commissions. The Economic Commission, the Legislative Commission, and the Study Commission are always established: any other commission of the Senate may be established or dissolved upon a motion made by a member of the Senate or the Dean.
3. Chambers of the Senate are the initiating and advisory bodies of the Senate.
4. The Senate always establishes the Student Chamber of the Academic Senate ('the SKAS'), and the Staff Chamber of the Academic Senate ('the ZKAS'). The Senate may establish another chamber if a group of at least five members of the Senate proposes so.
5. Any member of the Senate may apply for membership in a commission of the Senate at meetings of the Senate; outside the meeting time, any member of the Senate may, on their own application, be appointed a member of a Senate commission by the Board. They may resign their membership in the commission of the Senate at any time; the resignation takes effect on the date of notification of the Board; the Board will invite members of the Senate to apply for membership in a commission if fewer than five members of the Senate are members of the said commission.
6. Upon the motion of the chair of a commission of the Senate, or upon the motion of at least three members of the Senate, the Board may appoint as a member of a commission of the Senate

another member of the academic community or employee of the Faculty; unless reasons worthy of special consideration arise warranting a different approach, the number of members appointed in this way may not exceed the number of commission members from among members of the Senate; no account is to be taken of any decrease in the number of commission members from among members of the Senate during the term of office of the commission.

7. Any member of the Senate may apply to become a member of a chamber at the meeting of the Senate. Resignation to membership in a chamber of the Senate may be filed at any time; the resignation takes effect on the date of its communication to the Board.
8. By electing a new member of the Board, the mandate of members of the commissions or chambers ceases to exist.
9. The chair of a commission or a chamber of the Senate is a member of the Senate elected by the commission or by the chamber from among its members. The chair of a commission of the Senate is elected and dismissed by the commission members from among the members of the Senate. The election of the chair of a commission or of the chair of a chamber is held at the first meeting of the commission or of the chamber of the Senate. The President of the Senate will arrange for the convening of the first meeting of a commission or of a chamber.

Article 30

Meeting of the Commissions and Chambers of the Senate

1. All members of a commission of the Senate must be invited to its meetings. The commission of the Senate may pass a resolution if at least three of its members from among the members of the Senate are present.
2. All members of a chamber of the Senate must be invited to its meetings. The chamber of the Senate may pass a resolution if at least an absolute majority of its members is present.
3. The resolution is adopted by majority of the votes of the present members of a commission or of a chamber.
4. The provisions on the meeting of the Senate, Art. 6 – Art. 9, apply to the meetings of the commissions and chambers with the necessary modifications.
5. Resolutions made by the commissions and chambers are presented to the Senate.

Part IV
Common and Final Provisions

Article 31

Ensuring Other Administrative Tasks

The Dean's Office undertakes other administrative tasks connected with the activities of the Senate. Therefore, in addition to other measures, an employee of the Faculty is assigned to provide adequate supporting and organisational activities to ensure the activity of the Senate.

Article 32

Archiving Documents and Other Records

1. Documents concerning the activities of the Senate are stored in the Office of the Senate. The archiving of documents is governed by special regulations.

Article 33

Repealing Provision

The Code of Procedure and the Code of Electoral Procedure for the Academic Senate of the Faculty of Science of Charles University, adopted on 14 October 2009, are hereby repealed except for Articles 1 up to 6.

Article 34

Final Provisions

1. This Code was approved by the Senate on 25 May 2017 and comes into force on the date of its approval by the Academic Senate of Charles University.¹²
2. This Code becomes effective on the first day of the calendar month following the date of coming into force.

RNDr. Radim Perlín, Ph.D.

President of the Academic Senate of the Faculty of Science of Charles University

Prof. RNDr. Jiří Zima, CSc.

Dean of the Faculty of Science of Charles University

PhDr. Tomáš Nigrin, Ph.D.

President of the Academic Senate of Charles University

² S. 9 (1) (b) of the Higher Education Act. The Academic Senate of Charles University adopted this Code on 2 June 2017.

Final Provisions of the first Amendment to the Code of Procedure:

Article II Transitional and Final Provisions

1. This amendment to the Code of Procedure was approved by the Academic Senate of the Faculty of Science of Charles University on 16 January 2020 and comes into force on the date of its approval by the Academic Senate of the Charles University³.
2. This amendment to the Code of Procedure becomes effective on 1 April 2020.

Final Provisions of the second Amendment to the Code of Procedure:

Article II Transitional and Final Provisions

1. For the meetings of the Senate convened before the effective date of this amendment, Codes of Procedure for the Academic Senate of the Faculty of Science of Charles University in the wording effective before this amendment shall apply.
2. This amendment to the Code of Procedure was approved by the Academic Senate of the Faculty of Science of Charles University on 22 February 2024
3. This amendment to the Code of Procedure comes into force on the date of its approval by the Academic Senate of the Charles University⁴.
4. This amendment to the Code of Procedure becomes effective on the day following its coming into force.

³ S. 9 (1) (b) of the Higher Education Act. The Academic Senate of Charles University approved this amendment on 24 January 2020.

⁴ The Academic Senate of Charles University approved this change of rules on 22 March 2024.