

UNIVERSITY OF OSTRAVA
FACULTY OF MEDICINE

PROCEDURE REGULATIONS
OF THE ACADEMIC COUNCIL OF THE FM UO

Approved by the Academic Senate, Faculty of Medicine, University of Ostrava: 23rd October 2017

Approved by the Academic Senate, University of Ostrava: 20th November 2017

Valid from: Date of approval by the Academic Senate, University of Ostrava

Effective from: Date of approval by the Academic Senate, University of Ostrava

Pursuant to Section 27 Subsection 1 Act No. 111/1998 Coll. the Academic Senate of the University of Ostrava approved the Procedure Regulations of the Academic Council of the Faculty of Medicine of the University of Ostrava on 20th November 2017 under ref. No. OU-85210/11-2017.

Article 1

Introductory provisions

1. The Academic Council of the Faculty of Medicine of the University of Ostrava (hereinafter "AC FM UO") is an autonomous academic authority of the Faculty of Medicine of the University of Ostrava (hereinafter "FM UO"), whose legal statute and scope of activity are set out in Section 29 and Section 30 Act No. 111/1998 Coll., on universities and amendment and supplementation of other laws (Universities Act), as amended (hereinafter "Act") and the FM UO Statute.

Article 2

Membership and Term of Office

1. The members of the AC FM UO are appointed and recalled by the Dean after prior approval by the Academic Senate of the FM UO (hereinafter "AS FM UO"). The Dean submits proposals for the approval to the AS FM UO.

2. The term of office of a member of the AC FM UO is four years.

3. Membership in the AC FM UO is honorary and non-substitutable.

4. During the term of office the membership in the AC FM UO ceases:

a) as at the date its recall,

b) as at the date of delivery of written abdication from the position to the Dean,

c) as at the date of death,

d) on the date after failure to attend a third consecutive meeting of the AC FM UO.

5. A member of the AC FM UO who is to be recalled shall be entitled to speak at the meeting of the AC FM UO, at which the proposal for his/her recall shall be discussed.

6. If the function of a member of the AC FM UO shall become extinct during the term of office, the Dean shall appoint a new member only for the remainder of the respective term of office.

Article 3

Meeting of the Academic Council of FM UO

1. The Dean of the FM UO is the chairman of the AC FM UO.

2. The meeting of the AC FM UO is convened and chaired by the chairman of the AC FM UO, or a member of the AC FM UO in the chairman's absence (hereinafter "Chairman").

3. The AC FM UO is convened as needed, otherwise on the defined dates except for the period between 1st July to 31st August of the academic year, however at least once a semester, by written electronic

mail (e-mail) at the latest 3 weeks prior to the date of the meeting.

4. Written documents related to the respective meetings, together with a notice of the date of the AC FM UO meeting, are submitted electronically and sent to members of the AC FM UO at the latest 3 weeks prior to the date of the meeting.

Article 4

Proceedings of the AC MF UO

1. The proceedings of the AC FM UO are governed by the agenda which is submitted by the Chairman of the AC FM UO for approval by the AC FM UO prior to commencement of the meeting. Each member shall be entitled to propose changes of the agenda, which must be voted on by the AC FM UO. If written documents are necessary for discussion of a proposed item, the proposer shall hand over the same to the Chairman of the AC FM UO at the latest 5 calendar days prior to the AC FM UO meeting.

2. The Chairman or proposer of the respective agenda item shall present an introductory word when discussing a specific item of the agenda of the AC FM UO meeting.

3. Each member of the AC FM UO, the Rector, Vice-dean of the FM UO, members of the AS FM UO, members of the Academic Senate of the FM UO and also persons (guests) invited to the respective items of the agenda may speak at the AC FM UO meeting. Guests have an advisory vote, i.e. a guest shall be entitled to provide their opinion, but shall not be authorized to vote. Other persons may speak only with the consent of the AC FM UO.

4. The proceedings of the AC FM UO are non-public, except for the public parts of habilitation procedures and procedures of appointing professors.

5. Members of the AC FM UO may decide, by voting, on the adjournment of a specific item of the agenda for the following reasons:

- a) time to study newly submitted documents;
- b) proposal for submission of further documents;
- c) proposal to hear the opinions of the persons.

6. After discussion of a specific item the Chairman shall put forward a proposed resolution. The proposed resolution is voted on.

7. Minutes of the meeting of the proceedings of the AC FM UO are recorded and verified by the Chairman. An employee of the FM UO is appointed by the Dean as the minute taker. Each member of the AC FM UO shall receive the minutes of the meeting. The minute taker shall mail the minutes of the meeting at the latest within 14 days from the respective meeting of the AC FM UO.

8. The activities of the AC FM UO are provided for administratively and materially by the Department for Scientific and Research of Activities of the FM UO.

Article 5 Voting of the AC FM UO

1. Unless the law stipulates otherwise, the AC FM UO shall constitute a quorum if the majority of all its members are present. If the AC FM UO does not reach a quorum the Chairman shall, with the approval of all present members, set a new meeting date. The new AC FM UO meeting date shall be notified in writing to all members of the AC FM UO.
2. Unless the law stipulates otherwise, the adoption of a resolution shall require the approval of the majority of the members present. The results of the voting shall be recorded in the minutes of the meeting.
3. When voting on a proposal whether an applicant shall be appointed associate professor, and the appointment of professors, the AC FM UO shall constitute a quorum if at least a three-fifths majority of all the members of the AC FM UO are present. The AC FM UO shall decide on such proposals by secret ballot. The adoption of these proposals must be approved by the majority of all members of the AC FM UO. If the AC FM UO does not constitute a quorum, the Chairman shall determine a new AC FM UO meeting date. The new AC FM UO meeting date shall be communicated to all members of the AC FM UO.
4. Unless the law stipulates otherwise or unless a member of the AC FM UO proposes a secret ballot, the method of voting of the AC FM UO is public.

Article 6 Secret Ballot

1. A secret ballot is approved by the AC FM UO through a majority of all members present prior to the commencement of voting on resolutions to respective items of the agenda. The secret ballot method is always used in the case of habilitation procedures subject to Section 72 Subsection 9 Act and procedures on the appointment of professors subject to Section 74 Subsection 6 Act. The decision on the method of voting shall be recorded in the minutes of the meeting.
2. If the voting of the AC FM UO is secret, the members of the AC FM UO shall vote by inserting ballots in a ballot box.
3. To determine the result of the secret ballot the AC FM UO shall appoint from its ranks two scrutineers. Directly in the meeting room the scrutineers shall assess the handed-in ballot slips, fill in a written protocol on the secret ballot and hand over the signed protocol together with the ballot slips to the Chairman, whom they shall also inform about the result of the ballot. The protocol on the secret ballot, including the ballot slips, shall be archived. Ballot slips are modified by crossing out the unwanted option. Ballot slips modified otherwise shall be invalid.
4. Based on the results of the secret ballot of the members of the AC FM UO the Chairman shall announce the result of the ballot by stating the number of votes for, the number of votes against and the number of votes whereby members of the AC FM UO abstained or are invalid. Voting shall be recorded in the minutes of the AC FM UO meeting.

Article 7

Concluding Provisions

1. The as yet valid Procedure Regulations of the Academic Council of the FM UO of the Faculty of Medicine UO, under ref. No.: OU-16817/11-2011 dated 17th October 2011, are cancelled.
2. These Procedure Regulations of the AC FM UO were approved on 23rd October 2017 pursuant to Section 27 Subsection 1 clause b) Act.
3. These Procedure Regulations of the AC FM UO were approved pursuant to Section 9 Subsection 1 clause b) Act and become valid on this date.
4. These Procedure Regulations of the AC FM UO shall become effective on the date of validity

doc. MUDr. Arnošt Martínek, CSc.
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