



UNIVERSITY OF OSTRAVA
FACULTY OF SCIENCE

PROCEDURAL REGULATIONS OF THE ACADEMIC SENATE OF THE FACULTY OF SCIENCE OF THE UNIVERSITY OF OSTRAVA

Approved by the AS FS: 17 March 2023

Approved by the AS UO: 17 April 2023

Valid from: 17 April 2023

Effective from: 17 April 2023

Article 1

Introductory provisions

1. In accordance with Act no. 111/1998 Sb. on higher education and on amendments and additions to other acts (the Higher Education Act), as subsequently amended (hereunder “the Higher Education Act”), the Academic Senate of the Faculty of Science of the University of Ostrava (hereunder "AS FS") is a self-governing, representative, academic body of the Faculty of Science of the University of Ostrava (hereunder "FS OU").
2. The AS FS co-decides in accordance with the Higher Education Act on the organization and activities of the FS OU.
3. The Procedural Regulations of the Academic Senate of the Faculty of Science (hereunder “Procedural Regulations”) are an internal regulation of the FS OU governing, in accordance with the Higher Education Act and the Statute of the Faculty of Science, the rules for the sessions, proceedings and decision-making of the AS FS.

Article 2

Rights and Obligations of the Academic Senate of the Faculty of Science and its Members

1. Rights and obligations of the AS FS are defined by the Higher Education Act and internal regulations of the University of Ostrava (hereunder “the UO”) and the Faculty of Science. A basic obligation of a member of the AS FS is to work towards reputation and good condition of the FS OU and connect the work in the AS FS with the interests of the FS OU and Academic Community.
2. Members of the AS FS have the right and obligation to participate in the sessions of the AS FS. If unable to attend a session for serious reasons, the members are obliged to apologize to the Chairperson of the AS FS in writing, specifying the reasons for their absence.
3. The Chairperson of the AS FS is entitled to participate in the session of the Dean’s Collegium.
4. The Chairperson of the AS FS is entitled to summon a meeting of the Academic Community of the FS OU. This meeting of the Academic Community is summoned by the Chairperson of the AS FS whenever this is requested by:
 - a) the Dean; of the FS;
 - b) at least one fifth of all members of the AS FS.

Article 3

Membership and organization of the Academic Senate of the Faculty of Science

1. Membership of the AS FS is non-delegable.
2. Membership of the AS FS is in accordance with the section 26 paragraph 2 of the Higher Education Act mutually exclusive with the offices of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, and Director of the University Institute. In accordance with the Statute of the Faculty of Science, membership of the AS FS is moreover mutually exclusive with the office of Head of the Department.
3. Members of the AS FS must comply with the provisions of the Act no. 451/1991 Sb by which several further conditions are determined for the performance of several posts in state bodies and organizations of the Czech and Slovak Federative Republics, the Czech Republic and Slovak Republic, as subsequently amended (hereunder “the Act no. 451/1991 Sb”).

Article 4

Chambers

1. The AS FS is divided into Chamber of Academic Staff and Chamber of Students.
2. Each Chamber is headed by the Chairperson who is elected and dismissed in accordance with the Electoral Regulations of the Academic Senate of the Faculty of Science (hereunder “the Electoral Regulations”).

Article 5

Chairperson and Vice-Chairpersons

1. The AS FS is headed by a Chairperson elected from among the members of the AS FS in accordance with the Electoral Regulations of the AS FS. The post of Chairperson of the AS FS is mutually exclusive with that of Chairperson of the Chamber of Academic Staff or Chairperson of the Chamber of Students. The Chairperson of the AS FS is responsible for his/her activities to the AS FS, which may dismiss him/her in accordance with the Electoral Regulations of the AS FS.
2. The first Vice-Chairperson is the Chairperson of the Chamber of Academic Staff. The second Vice-Chairperson is the Chairperson of the Chamber of Students. The Vice-Chairpersons along with the Chairperson of the AS FS are members of the Bureau of the AS FS.
3. The Chairperson represents the AS FS externally, manages activities and sessions of the AS FS and fulfils other obligations in accordance with the Act no. 451/1991 Sb, these Procedural Regulations and other internal regulations of the Faculty of Science and the University of Ostrava. If the Chairperson is absent, he/she shall be represented by the Vice-

Chairpersons in the order referred to in paragraph 2, if the Vice-Chairpersons are absent, another member of the AS FS may be entrusted by the Chairperson with the task of taking the Chair (hereunder “the Chair”).

Article 6

Registrar of the Academic Senate of the Faculty of Science

1. A Registrar is elected from among the staff or students of the UO and after prior agreement and approval of the AS FS.
2. A Registrar keeps the minutes of sessions of the AS FS in cooperation with the Chair, who subsequently verifies them.
3. If a Registrar is not elected, the Chairperson of the AS FS delegates, with the consent of the Senate, taking the minutes to another person (hereunder “the Recording Person”).

Article 7

Committees

1. The AS FS may, having adopted a resolution, establish committees as its advisory bodies, determine their composition and define their tasks. The members of the committees elect a Chairperson from among their members
2. A member of the committee may only be a person who is a member of the AS FS
3. The sessions of the committees shall adequately be governed by these Procedural Regulations, particularly by the provisions on the decision-making process and voting

Article 8

A Session and Its Summoning

1. A session of the AS FS is held as needed, at least four times a year.
2. A session of the AS FS is further summoned at the request of:
 - a) a. a member of the AS FS;
 - b) b. the Dean of the FS OU;
 - c) c. the Rector of the University of Ostrava;
 - d) d. the Academic Senate of the University of Ostrava via its Chairperson.
3. A request to summon a session, potential relevant documents and draft agenda are submitted in writing to the Chairperson of the AS FS who promptly forwards it to the members of the AS FS. The proposal for internal regulation of the FS OU or its amendment is accompanied by an opinion of the lawyer of the University of Ostrava concerning the compliance of the regulation with the existing legislation. The date of the session is determined by the Chairperson of the Academic Senate in such a way that the session is

held at least 7 calendar days and no later than 14 days from the request submission, unless the proposal outlines a longer period. The AS FS may discuss a proposal submitted less than 7 calendar days prior the session, but the discussion over such a proposal must be approved by the AS FS as a resolution.

4. The session may be held in the presence form as well as distance (online using remote communication tools), or in a combined (hybrid) form. The conditions must ensure that no member of the AS FS is limited in the extent of the membership rights, i.e. primarily vote, take part in discussions, and submit proposals. Similarly, the rights of the invited guests and public must not be limited either. The selected remote communication tool must enable to verify the identity of the members of the AS. The form is selected by the Chairperson of the AS FS with respect to the current situation.

5. The date and place of the session, and the information necessary to connect o the hybrid/distance form, must be notified at least 7 calendar days in advance to all members of the AS FS, the Dean or on his/her behalf the Vice-Dean, the Rector or on his/her behalf the Vice-Rector, the Chairperson of the Academic Senate of the University of Ostrava, invited guests, and the Processor of the proposal. This information is at the same time published in the public part of the Faculty of Science's website at least 3 calendar days in advance.

6. Part of the summoning a session also includes draft agenda, relevant materials or reference to where they appear, and a list of guests invited by the Chairperson of the AS FS

7. The AS FS is entitled to invite a guest to take part in the session whose right is to speak at the session of the Academic Senate whenever he/she so requests but who is not entitled to take part in voting procedures.

8. Sessions of the AS FS are open to the public. The public, however, is not entitled to arbitrarily interfere in a session or disturb during the session; the public is further not entitled to take part in voting procedures.

Article 9

Opening and Chairing of a Session

1. A session is summoned and chaired by the Chairperson of the AS FS and in his/her absence the session follows Article 5, paragraph 3 of these Procedural Regulations. At the beginning of the session of the AS FS, members of the Academic Senate approve the draft agenda.

2. A session can be opened if a majority of all members of the AS FS are present. If the number of present members falls below this threshold throughout the session, it shall be adjourned after 10 minutes of such condition.

3. If approved agenda is not discussed even after 4 hours of the session, the AS FS may decide to adjourn the session.

4. The AS FS may, on a proposal from its member, decide to adjourn a session in the case of serious disruption of its course.
5. A session may only be adjourned for 14 calendar days. The date and place of the session adjournment is communicated by the Chairperson of the AS FS without delay.

Article 10 Debate

1. A debate is held in relation to each point of the agenda. Opening words to a debate are given by the Proposer, or his/her delegate (as a general rule, a Proposal Processor).
2. Whenever they so request, the following persons may participate in the debate:
 - a) Members of the AS FS ;
 - b) the Rector or on his/her behalf a Vice-Rector;
 - c) the Dean of the Faculty of Science or a Vice-Dean appointed by him/her;
 - d) the Chairperson of the Academic Senate of the University of Ostrava or on his/her behalf a member of the Academic Senate of the University of Ostrava appointed by him/her;
 - e) guests invited by the Chairperson of the AS FS;
 - f) a Proposer or on his/her behalf a Proposal Processor.
3. Members of the public may also participate in the debate. Their right to speak in the debate is voted on by the members of the AS FS as on a separate resolution.
4. Speakers are given the floor in a manner decided by the AS FS, otherwise under the catch-the-eye procedure. The Chair gives the floor to the speakers in the order in which they caught his/her eye, except for the case of a point of order, when a speaker ready to present a point of order, which reacts to the course of the debate, is given the floor immediately after the speaking time of the previous speaker has finished.
5. A Proposer may make some adjustments or amendments to the proposal on the basis of the debate.
6. The Chair may decide to close a debate in a case where it is obvious that its further continuation would not contribute to the clarification of the proposal under discussion. This procedure may be opposed by any member of the AS FS or the proposer himself/herself. Next steps shall be decided by the AS FS on the basis of a resolution.
7. No one can be interrupted in the debate, except for the cases in which the Chair warns a speaker about forbidding him/her to speak. The Chair is entitled to forbid a speaker to speak if he/she:

- a) even after warning fails to speak to the proposal under discussion;
- b) misuses a point of order.

8. A question put by a member of the AS FS to the Rector or on his/her behalf to a Vice-Rector, the Dean or on his/her behalf a Vice-Dean, the Chairperson of the Academic Senate of the University of Ostrava or on his/her behalf his/her delegate from among members of the Academic Senate of the University of Ostrava, a Proposer or on his/her behalf a Proposal Processor may be answered directly, or in the cases in which a reply needs to be prepared or concerning which the AS FS adopts a resolution, in writing within 15 days. A written reply is sent to the Questioner as well as the Chairperson of the AS FS who circulates it to all members of the AS FS without delay.

Article 11

Adopting a Resolution

1. The AS FS exercises its will in the form of a resolution. Resolutions are adopted through voting.
2. A quorum shall exist if a majority of members of the AS FS are present and both Chambers represented.
3. A resolution is adopted if a majority of present members of the AS FS vote for it, unless otherwise stipulated by the Higher Education Act, these Procedural Regulations or another internal regulation of the Faculty of Science or the University of Ostrava.
4. The discussion on the resolution of the nomination or dismissal of the Dean follows the provisions of Articles 15, 16 and 17 of these Procedural Regulations.

Article 12

Voting

1. The AS FS may vote on a resolution using an open ballot system, by secret ballot or, having discussed a proposal at a public session, outside a session (hereunder “per rollam voting”).
2. Public voting is conducted by raising a hand method, or by another, beforehand-agreed, form.
3. Secret ballot is applied in the AS FS in matters determined by the Higher Education Act or another internal regulation of the Faculty of Science or the University of Ostrava. Secret ballot is further always applied when the voting involves:
 - a) proposal for the appointment of the Dean;
 - b) proposal for the dismissal of the Dean;

- c) expressing prior consent with the nomination and dismissal of members of the Academic Council of the Faculty of Science and the Disciplinary Committee of the Faculty of Science;
 - d) the election of the Chairperson and Vice-Chairpersons of the AS FS;
 - e) Election and Dismissal of the Academic Senate Chairperson and Chairpersons of the Chambers;
 - f) delegating members of the Academic Community of the Faculty of Science to represent the university.
4. Secret ballot can further be applied to a proposal of any member of the AS FS.
5. When voting on the composition of committees, the voting concerns a committee as a whole if no member of the AS FS requires a secret ballot. When voting for completing a committee, secret ballot is applied. Secret ballot is applied to vote on individual candidates separately.
6. Secret ballot voting procedure consists in a beforehand-agreed, suitable form and the voting may not be interrupted. The result of secret ballot is identified by a three-member ad hoc committee that may only be composed of the members of the AS FS, while each member of the committee representing the Chamber of Academic Staff must come from a different Department.
7. Prior to the voting each member of the AS FS may submit a request for vote by separate Chambers. If such a proposal is made, it is automatically adopted. Separate voting cannot be applied in case stipulated in paragraph 3 of this Article and if any of the Chambers does not have a majority of its members. A resolution in separate voting is adopted if a majority of present members of each Chamber of the AS FS vote for it. A resolution on separate voting is suitable applied for each Chamber separately.
8. A resolution may be put to the per rollam vote, on a proposal from the Chairperson of the AS FS. The per rollam vote may only be used for resolution discussed at a public session and if no member of the AS FS has proposed secret ballot. The per rollam vote may be carried out using the university email or the MS Teams tool. A per rollam voted resolution is adopted if the majority of all members of the AS FS votes for it. Correction of the vote after sending is not possible. A motion to alter a per rollam draft resolution or an approval of a reservation are not possible. If a member of the AS FS does not vote in the determined period or in an appropriate way, it implies that the member of the AS FS has abstained from voting.
9. When voting through the university email, the Chairperson of the AS FS circulates a draft resolution and relevant materials to e-mail addresses of all members of the AS FS, setting the end of the voting time that may not be shorter than 7 calendar days of the circulation of materials. Within the per rollam voting procedure, a member of the AS FS votes on a draft resolution in a written form – by e-mail sent back to the Chairperson of the AS FS who

circulates each vote to all members of the Academic Senate, unless it has already been done by the voter. The vote may contain a rationale, which is also circulated to all voters. The per rollam voting procedure through the university email is subject to the provision of Article 18, paragraph 1.

10. When voting through MS Teams, the Chairperson of the AS FS circulates a draft resolution and relevant materials in a channel accessible to all members of the AS FS, setting the end of the voting time that may not be shorter than 7 calendar days of the circulation of materials. The information on a proposed vote is immediately circulated to all members of the AS FS through their university email, including the information where to find the proposed voting. A member of the AS FS votes on the proposal using the same channel.

11. If the per rollam voting encounters unexpected (primarily technical) issue preventing the voting to proceed in a correct manner, the voting is cancelled and the Chairperson moves the relevant agenda item to the next AS FS session together with the reasoning of the cancelled voting.

12. After voting is concluded and results identified, the Chair announces the result specifying the number of votes cast in favour of and against the resolution and the number of members of the AS FS who abstained from voting. If, even though present, a member of the Academic Senate abstained from voting, it is considered as an abstention. In the case of per rollam voting, the Chairperson keeps archives of the votes of the members of the Academic Senate until the end of the next session of the Academic Senate during which period each member may demand a recount of the votes.

Article 13

Minutes of the Session of the Academic Senate of the Faculty

1. Minutes are taken for each session of the AS FS. For the purpose of minute taking, the Registrar or Recording Person may make audio or video recordings of a session.
2. Minutes always include:
 - a) place, date and time of the session opening and closing or adjournment;
 - b) a list of names of present, pre-excused and absent members of the AS FS;
 - c) list of names of present guests with the right to speak in the debate;
 - d) draft and approved agenda of the session of the AS FS;
 - e) a brief summary of the debate including the speakers;
 - f) the wording of draft and approved resolutions including the voting procedure and result;
 - g) the name and surname of the Registrar or Recording Person and the Chair.

3. Draft minutes of a session of the AS FS are circulated by the Registrar or Recording Person to the members of the Academic Senate, speakers and other persons who were discussed in the session debate, within 7 calendar days from the session date. Members of the Academic Senate and the speakers have the right to submit comments and corrections within 5 days from the draft minutes circulation. Resulting session minutes verified by the Chair of the Academic Senate are published in the public part of the Faculty of Science's website within 14 calendar days from the session date and, at the same time, they are circulated electronically to the members of the AS FS and participating guests with speaking rights.
4. The publication and circulation of verified session minutes is the responsibility of the Chairperson of the AS FS.

Article 14

Archiving and Recording of Documents

1. Recording and archiving documents of the AS FS (Academic Senate session minutes, Academic Senate Committee session minutes, protocol of the election and dismissal of the Dean etc.) is performed within records management of the University of Ostrava.
2. The archiving of all documents of the AS FS is the responsibility of a Faculty Offices employee authorized by the Dean in accordance with an Order issued by the Rector that stipulates rules for document archiving and shredding. This employee receives the documents to be archived from the Chairperson of the AS FS.

Article 15

Approving the Proposal for the Appointment of the Dean

1. The AS FS shall adopt a resolution on the proposal of the Dean's appointment at its session via secret ballot (hereunder "the election of the Dean").
2. For the purpose of the election of the Dean, the AS FS establishes an Election Committee consisting of the Chairperson of the AS FS (acting as the Chairperson of the Election Committee) and one representative from each Chamber (hereunder "the Committee"). The Committee organizes proposals for candidates and approval of the proposals for the nomination of the Dean, it is responsible for proper election procedures and produces the electoral protocol.
3. Organization and progress of the election may be challenged by any member of the Academic Community of the Faculty of Science. A member of the Academic Community may submit justified objections to the Committee Chairperson within 5 working days after the electoral protocol publication. The expiry of that period means the elections were held in compliance with the law, these Procedural Regulations, other internal regulations of the FS OU and election timetable. Committee is obliged to rule on an objection within 3 working days.

4. The Committee is obliged to draw up minutes of each of its sessions, which is published as an annex to the minutes of the first upcoming session of the AS FS.
5. At least 5 months before the end of the term of office of the current Dean (unlike other justified cases approved by the AS FS), the Academic Senate calls the election of the Dean. The resolution must contain the election timetable and the requirements for the candidate's application. The resolution on the announcement of the election shall be published not later than within 5 working days after adopting the resolution in the public part of the University of Ostrava's website.
6. The approving process along with the Dean's election shall take place at least 3 months before the end of the proper term of office of the current Dean (unlike other justified cases approved by the AS FS). This regulation shall not apply to a re-election and an extraordinary election held as needed.
7. Proposals for the candidates may be submitted by any member of the Academic Community through the Registrar's Office of the UO. No one can propose themselves. Proposals shall be submitted in writing in a paper form including all formalities stipulated by the AS FS by the date specified in the election timetable. Candidates shall be included on a reserve list on the basis of written consent of a proposed candidate with his/her candidacy, presentation of a programme of activities and development of the Faculty of Science (hereunder "the electoral programme"), and submitting a curriculum vitae including the information on other professional and public activities, negative lustration certificate, and a solemn certification in accordance with the Act No. 451/1991 Sb.
8. On the basis of submitted proposals the Committee shall draw up a list of candidates and publishes it to the date specified in the election timetable along with their electoral programmes.
9. At least 1 week before the date of the Dean's election, the Chairperson of the AS FS shall summon a meeting of the Academic Community of the FS, where each candidate provides the Academic Community of the FS with his/her electoral programme. The pre-election meeting of the Academic Community of the FS is chaired by the Committee Chairperson.
10. Elections may be held if there is at least one proposed candidate.
11. Electing the Dean, there is a quorum in the AS FS AS if at least a majority of all its members are present. If, for this reason, the vote cannot be carried out, an alternative date of the election shall be announced within 1 week. The approval of the proposal is performed by secret ballot. The resolution on the proposal for the appointment of the Dean shall be approved if he/she obtains an absolute majority of votes of all members of the AS FS.
12. The ballot paper is a sheet of paper with the names of proposed candidates. A ballot paper is valid if it is adjusted in such a form that it only contains the name of no more than one candidate.

13. The resolution on the proposal for the appointment of the Dean is adopted in the first round if one candidate obtains a majority of votes of all members of the AS FS.

14. If no candidate obtains a majority of votes of all members of the AS FS in the first round, the second round is held on the same date into which all those candidates advance that have obtained two highest numbers of votes in the first round of the election.

15. If even in the second round no candidate obtains a majority of the votes of all members of the AS FS, the Academic Senate shall announce the date of a re-election.

16. A proposal for the appointment of the Dean is submitted by the Chairperson of the AS FS to the Rector of the University of Ostrava within 7 days from the successful election.

17. During the election any of the proposed candidates may withdraw candidacy, before the commencement of the relevant election round.

18. The AS FS is dissolved when:

- a) no resolution was adopted concerning the appointment of the Dean even in the re-election;
- b) no candidate was proposed;
- c) there is no quorum in the AS FS even on an alternative date.

Article 16

Re-Election and Extraordinary Election of the Dean

1. The AS FS shall call for a re-election within two weeks from an unsuccessful election in compliance with Article 15, paragraph 15. Re-election automatically includes candidates from the previous unsuccessful election. The AS FS determines the timetable and the academic community is summoned only if new candidates are proposed. Re-elections follow these Procedural Regulations, primarily Article 15.

2. The AS FS shall call for an extraordinary election of the Dean in case the Dean is dismissed or resigns before the end of his/her proper term of office. The Academic Senate announces the date of an extraordinary election of the Dean on the basis of a resolution within 1 month after the Dean's dismissal or announcement of resignation.

Article 17

Approving the Proposal for the Dismissal of the Dean

1. A proposal for the dismissal of the Dean may be submitted by a member of the AS FS in writing, stating the reasons for the dismissal.

2. The Chairperson of the AS FS and both Vice-Chairpersons shall examine the formal correctness of the proposal for the dismissal of the Dean. proposal is formally correct when complying with the requirements specified in paragraph 1 of this Article. If the proposal is not admissible, it is not subject for further discussion.



3. The Chairperson of the AS FS summons a session in accordance with Article 8, at which the proposal for the Dean's dismissal is discussed. The Chairperson of the Academic Senate determines the date of the session in such a way that the Dean may prepare for it within a period of at least 15 calendar days. Without delays the Chairperson informs the Dean of this date and allows him/her to be aware of the reasons for his/her dismissal.
4. The session is commenced with a debate in which the Dean comments on the reasons for his/her dismissal and he/she has the right to ask the Proposer/s questions related to those reasons. After finishing the debate, the AS FS shall act as a whole on the proposal for the dismissal of the Dean by secret ballot. The proposal for the dismissal of the Dean is adopted if at least three fifths of all members of the Academic Senate vote for it.
5. The Chairperson of the AS FS informs the Rector in writing of the approval of the proposal for the Dean's dismissal within 5 calendar days. Within 14 calendar days, the Chairperson of the AS FS hands over the relevant session minutes to the Rector.
6. The AS FS calls an election of a new Dean within 14 calendar days after the date of notification of written decision on the Dean's dismissal by the Rector to the Chairperson of the FS.

Article 18

Joint Provisions

1. For the purpose of these Procedural Regulations, 'in writing' shall also mean 'in an electronic form' via a staff or student e-mail.
2. For the purpose of quorum and adopting resolutions, all members of the AS FS means the total number of the mandates of the AS FS specified in the Electoral Regulations of the AS FS, i.e. both occupied and vacant.

Article 19

Concluding Provisions

1. The Procedural Regulations of the Academic Senate of the Faculty of Science of 20 November 2017, including appendices, are revoked.
2. These Procedural Regulations were approved by the Academic Senate of the Faculty of Science of the University of Ostrava on 17 March 2023.
3. These Procedural Regulations were approved by the Academic Senate of the University of Ostrava on 17 April 2023 on which day they became valid and effective.

RNDr. Zuzana Václavíková, Ph.D., in her own hand

Dean of the Faculty of Science of the University of Ostrava