



RULES OF THE PROCEDURE OF THE ACADEMIC SENATE School of Management

Academic Senate of the School of Management in accordance with § 47b Act no. 131/2002 Coll. on universities and on amendments to certain laws, approved the rules of procedure of the Academic Senate of the School of Management.

Article 1

General provisions

- (1) The Academic Senate of the School of Management (hereinafter referred to as "AS VŠM") is the body of the academic self-government of VŠM. At the first session, AS VŠM will elect the president of AS VŠM, the vice-president of AS VŠM, the secretary of AS VŠM and the representative of AS VŠM in the Council of Universities. The work of AS VŠM is managed by its chairman.
- (2) The chairmanship of AS VŠM consists of the chairman, vice-chairman and secretary. If necessary, the chairman is represented by the vice-chairman. The Presidency of AS VŠM will draw up a work plan for the relevant calendar year.
- (3) The secretary of the VŠM AS ensures administrative and organizational work related to the work of the senate. The conditions for the performance of his function are ensured by the rector.
- (4) The Senate can create ad hoc commissions if necessary. The chairman of the commission is an elected member of the VŠM AS, other members of the VŠM academic community can also be members.
- (5) Membership in the academic senate is irreplaceable.

Article 1

AS VŠM meetings

- (1) Sessions of AS VŠM are convened by the chairman of the senate.
- (2) Regular meetings of the senate are usually held twice a year. At the request of the rector, the chairman of the AS VŠM is obliged to convene a meeting of the AS VŠM without delay, but no later than within 14 days. If the chairman of the AS VŠM does not do so, the rector will call a meeting of the AS VŠM. An extraordinary meeting of the VŠM AS may be convened at the initiative of the chairman of the senate or at the request of at least one quarter of all members of the VŠM AS.

- (3) Meetings of AS VŠM are public. The rector or, on his behalf, the vice-rector or the chairman of the administrative board, has the right to speak at a meeting in accordance with the rules of procedure of the senate at any time when he requests it. The rector or his representative participates in the AS VŠM meetings with an advisory vote.
- (4) In the case of a request by at least 1/3 of the members of the AS VŠM for an extraordinary meeting of the academic senate, the chairman of the AS VŠM will announce the date of this extraordinary meeting, no later than 10 days after receiving the written request.
- (5) A member of the AS VŠM who cannot participate in the meeting is obliged to apologize in writing or electronically to the president of the AS VŠM.
- (6) The President of the VŠM AS may, if necessary, decide to invite other members of the VŠM academic community.
- (7) AS VŠM meetings are always convened at least one week in advance. Together with the invitation, each member of the senate will also receive the materials that will be the subject of the discussion. The budget breakdown rules are submitted 14 days before the AS VŠM meeting. Materials that were not received by the members of the VŠM AS in advance can be included in the program only with the consent of the majority of the VŠM AS members present.
- (8) The President of the Academy of Sciences of VŠM convenes as necessary, but at least once per school year, a meeting of the entire academic community of VŠM devoted to information about the activity of the senate and a public assessment of the most important problems of life at VŠM

Article 3 Rights of AS VŠM members

- (1) A member of AS VŠM has the right to:
 - a) submit through the chairman or vice-chairman initiative proposals regarding the scope of the senate. Proposals are submitted in writing and in time so that they can be sent to members of the senate together with an invitation to the next session of the senate at which they are to be discussed. Motions cannot be postponed without being discussed;
 - b) present supplementary or amending proposals in the debate on the discussed proposal;
 - c) vote on submitted proposals in the manner established by § 47b of Act no. 131/2002 Coll. on higher education institutions and on amendments to certain laws (hereinafter referred to as the "Higher Education Act").

Article 4 Meetings of AS VŠM

- (1) The meeting of the AS VŠM can be held if a majority of the members of the senate are present.

- (2) The sessions of the senate are managed and their program proposed by the chairman of the AS VŠM, or in his absence by the vice-chairman.
- (3) At the beginning of the meeting, the members of AS VŠM have the right to submit supplementary or amending proposals to the program. The rector or a representative authorized by him also has this right.
- (4) About the proposed program, or supplementary proposals are also voted on. For approval, the consent of the majority of the members of the senate present is required.
- (5) Individual points of the program are usually discussed on the basis of written background materials. These materials are submitted by the proponent, who requests their discussion, to the chairman no later than 7 days before the meeting of the AS VŠM.
- (6) In some cases, with the approval of the chairman or members of the AS VŠM, the submission of written background material for a certain point of the program may be waived.
- (7) If necessary, the proposer, the author of the underlying material, or other members of the academic community.
- (8) A debate is held on each agenda item. The chairman or the proposer will give an opening speech on the discussed material. The members of the senate can present supplementary or amending proposals to the submitted material in the debate.
- (9) Invited members of the academic community may also speak in the debate.
- (10) In the event that the AS VŠM decides during the discussion that the background material for a certain point of the program is insufficient, the discussion will be terminated.
- (11) The proposer can modify or supplement his proposal according to supplementary and amending proposals from the debate or withdraw it from the discussion.
- (12) At the end of the debate, the proposer will speak if he himself requests it.
- (13) Closing the debate is proposed by the chairman, or member AS VŠM.

Article 5

Voting

- (1) AS VŠM has a quorum if at least two thirds of the total number of its members are present at the meeting.
- (2) Proposals are voted on in the order in which they were submitted. Supplementary and amending proposals are voted on before the original proposal is voted on in the reverse order as they were presented. Their adoption requires the consent of the majority of the members of the AS VŠM present. If a proposal to withdraw an item from the agenda was submitted, it is voted on first.

- (3) When voting on proposals, the proposal is accepted if a majority of all members of AS VŠM voted for it.
- (4) AS VŠM can decide by public vote whether the vote on the relevant proposal will be secret or public.
- (5) A proposal that was not accepted by the AS VŠM will be returned to the submitter for further elaboration, with the provision that it will be discussed again at the next session of the AS VŠM.

Article 6 Resolutions

- (1) AS VŠM expresses its will by means of a resolution.
- (2) The resolution must be stated in the minutes of the AS VŠM meeting.

Article 7 Minutes from the AS VŠM meetings

- (1) A written record of the proceedings of each senate session shall be made in the form of minutes.
- (2) The minutes are drawn up by the secretary of the AS VŠM, their correctness is verified by the signature of the chairman of the senate and two verifiers elected at the AS VŠM meeting.
- (3) The minutes are sent to the members of the AS VŠM, the rector and published in the place designated for that purpose.
- (4) At the next session of the senate, at the proposal of a member of the AS VŠM, the necessary correction can be made in the minutes. Disputed points are decided by vote of the AS VŠM on the amendment of the minutes.
- (5) Minutes, written records and all written background materials are archived mainly in electronic form with the chairman of the AS VŠM. Every member of the academic community has the right to inspect them.

Article 8 Final provisions

The Electoral Rules of the Academic Senate of the VŠM were discussed and approved by the Academic Senate of the VŠM on June 7, 2022, thus entered into force.

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Chair of the AS VŠM