



*Pursuant to Section 9, Para 1 (b), Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, the Academic Senate of the Czech Technical University in Prague approved on ..... the Rules of Procedure of the Faculty of Architecture of the Czech Technical University in Prague.*

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*Doc. Ing. Jan Janoušek, Ph.D., m.p.  
Chair of the CTU Academic Senate*

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## RULES OF PROCEDURE

### OF THE ACADEMIC SENATE OF THE FACULTY OF ARCHITECTURE

### OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

According to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended, (hereinafter only as the "Act"), the Academic Senate of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter only as "AS FA") is a self-governing representative academic body of the academic community of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter only as "FA"). These AS FA Rules of Procedure specify the internal bodies of AS FA and regulate the rules of conduct of AS FA.

#### Article 1

#### Establishment of AS FA and its bodies

- 1) The AS FA Board consists of the chair and two vice-chairs, one from the electoral section of the academic staff and one from the electoral section of students.
- 2) Between sessions, the AS FA Board is represented by the senate. The vice-chair from the chamber of academic staff fully substitutes for the AS FA chair in their absence.

- 3) The chair of the Election Commission convenes the constituent meeting of AS FA and presides over it until a chair of AS FA is elected.
- 4) At its constituent meeting, AS FA elects from among its members a chair of AS FA in a secret ballot. The candidate must agree with the application before the election.
  - a) A candidate is elected in the first round of the election if they have received an absolute majority of votes cast by the present members of AS FA.
  - b) If there was only one candidate in the first round of the election and they did not receive an absolute majority of votes, the first round is repeated with newly nominated candidates.
  - c) If there were more candidates in the first round and none of them received an absolute majority of votes cast by the present members of AS FA, then a second round is held, for which all candidates qualify, with the exception of the candidate who received the lowest number of votes in the first round. If the lowest number of votes was received by more candidates, all these candidates qualify for the second round.
  - d) The second round of the election of the chair is carried out in the same manner as the first round. If the chair is not elected in the second round, the election is repeated with newly nominated candidates.
- 5) After the election of the chair of AS FA, two vice-chairs are elected in the same way. One vice-chair is selected from among the AS FA members elected in the electoral section of the academic staff, while the other vice-chair is selected from among the AS FA members elected in the electoral section of students.
- 6) Candidates nominated for positions in the standing commissions must provide AS FA with their consent with the nomination. Members of the standing commissions are elected in a secret ballot and an absolute majority of votes of the present members of AS FA is required in order for a candidate to be elected. The commission then proposes a candidate for the position of the chair who is elected if they receive an absolute majority of votes cast by the present members of AS FA.
- 7) AS FA delegates representatives to the representative bodies of universities. A candidate's consent is required. A candidate is elected if they have received an absolute majority of votes cast by the present members of AS FA.
- 8) The chair, the vice-chair or the chair of an AS FA standing commission will lose their office during the term of office of AS FA by resignation, termination of membership of AS FA, termination of the activity of the relevant standing commission if such a decision is taken by AS FA, expiration of the term of office for which a member of the Board or a chair of a standing commission was elected according to a resolution of AS FA, or by dismissal from office. A dismissal from office of a member of the Board or from the position of chair of a standing commission shall be valid if it receives an absolute majority of votes cast in a secret ballot by all AS FA members with a valid mandate.
- 9) Paragraphs 4 and 5 shall apply appropriately for by-elections to fill offices of individual members of the Board during the term of office.

## Article 2 AS FA sessions

- 1) AS FA sessions are convened by the chair and, in their absence, by the vice-chair from the electoral section of the academic staff:
  - a) At least four times a year,

- b) In case of emergency,
  - c) Upon request of at least one third of the AS FA members,
  - d) Upon request of the dean or rector.
- 2) AS FA sessions are presided over by the AS FA chair or a vice-chair authorized by the chair (hereinafter only as the “president”).
- 3) Participation in AS FA meetings is mandatory for AS FA members. In case of a repeated absence without leave or a long-term absence from the senate sessions, the member of the senate will be asked to resign.
- 4) The agenda of the AS FA sessions is drafted by the chair. Proposals of subjects for discussion, including documents, are submitted by the members of the academic community of FA to the chair of AS FA in writing no later than 7 calendar days before the set date of a session. The agenda of an AS FA session can be amended by the members of AS FA prior to its approval.
- 5) AS FA has a quorum if at least 2/3 of its members with a valid mandate are present. If AS FA does not have a quorum, the session can continue, but no resolutions can be adopted.
- 6) At least 4/5 of AS FA members with a valid mandate must be present in case of:
- a) A decision to establish, unite, merge<sup>1</sup> or dissolve an FA department,
  - b) An approval of FA’s internal regulations
  - c) A methodology for allocation of funds
  - d) Allocation of funds
  - e) An audit of the use of funds
  - f) An approval of a dean’s proposal for the appointment and dismissal of members of the FA Science and Arts Council and the FA Disciplinary Commission (secret ballot)
  - g) A decision on a proposal to appoint a dean (secret ballot)
  - h) The election of the AS FA Board under Article 1, Para 4 and 5 (secret ballot)
- A decision is adopted if it receives an absolute majority of votes cast by members of AS FA with a valid mandate.
- 7) A proposal to dismiss the dean is adopted if it receives 3/5 of votes cast by all members of AS FA with a valid mandate.
- 8) The participation of at least 2/3 of the AS FA members with a valid mandate is sufficient in case of:
- a) An approval of the Annual Report on the Activities of the Faculty and the Annual Report on the Economic Management of the Faculty, submitted by the dean
  - b) An approval of the conditions for admission to study in study programmes implemented at the faculty
  - c) An approval of the strategic plan of the educational and creative<sup>2</sup> activities of the faculty
  - d) The election of members of standing commissions and representatives in the representative bodies of universities.
- A resolution is adopted if it receives an absolute majority of votes of the present members of AS FA.

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<sup>1</sup> *Unification* refers to a situation when two existing entities unite and only one of the two entities continues to exist, while the other ceases to exist and no new entity is established.

*Merging* refers to a situation when all existing entities cease to exist and a new entity is established.

<sup>2</sup> The amendment to the Higher Education Act replaced the original term scientific and research, development and innovation, artistic and other creative activities with the term “creative” activity.

9) In a resolution, the Academic Senate expresses its opinion on proposed study programmes implemented at the faculty and on the dean's intention to appoint or dismiss vice-deans.

10) When considering proposals, in justified cases the AS FA chair may ask the members of AS FA to vote outside of an AS FA session (hereinafter only as "correspondence voting"). Correspondence voting is not possible in case of proposals referred to in Section 27, Para 1 of the Act and on proposals which require a secret ballot. The schedule and course of correspondence voting shall be determined by the chair of AS FA following an agreement with the AS FA Board. A record of the correspondence voting is part of the minutes of the next AS FA session.

11) Voting on proposed amendments is held in the reverse order of their submission. If the proposal includes an amendment of a document submitted following a proposal from the dean or another person pursuant to the law, such person must express their assent to the proposed amendment, otherwise no vote is held on the proposed amendment.

12) If a person who is not a member of AS FA wishes to speak at an AS FA meeting, they must ask the chair for approval. Persons referred to in Section 26, Para 4 of the Act have the right to speak at sessions whenever they so request.

13) In case alternative proposals are submitted that are voted upon by an open vote and Para 11 is not applicable for such a vote, AS FA shall first decide on the most supported proposal in a preliminary vote and then it shall vote on this proposal again in accordance with these Rules of Procedure. Preliminary voting is held separately on individual proposals in the order decided by lots and each AS FA member can vote for more than one proposal. The most supported proposal is the one which has received the most votes. In case of equality of votes, the proposal which has received the most votes and the least votes against is identified as the most supported one. In case there are still more such proposals, the order will be decided by lots.

14) AS FA gives a prior consent to the appointment or dismissal of relevant persons in accordance with the law by a resolution pursuant to Para 6 (f).

15) The dean will not implement a resolution of AS FA that they do not agree with. The dean will inform the chair of AS FA about this fact without delay, including a justification. Any disputes will be solved by a conciliation committee, whose members are appointed by AS FA from among its members, and AS FA will then discuss the issue again in the presence of the dean. The outcome of the vote on the issue is final.

16) Minutes of every AS FA session are recorded, which include the date and place of the session, the list of members and guests present, the agenda and course of the session, the full text of the resolution and the results of the voting. All documents approved at the session are annexed to these minutes. The minutes are approved at the next meeting.

17) A resolution enters into force upon its approval.

18) The approved minutes of an AS FA session are sent to all members of AS FA, the dean, the vice-deans, the secretary, the study department, the chairman of AS CTU, the representatives of FA at AS CTU and at the Council of Higher Education Institutions, and possibly also to the senates of other faculties.

19) AS FA submits to the academic community an annual report on its activities, presented by the chair. The Annual Report on the Activities of AS FA is published on a publicly accessible website of FA.

### Article 3

#### Documents submitted to AS FA for discussion

1) Proposals:

- a) Of minutes from previous AS FA meetings,
- b) To establish, unite, merge, divide or dissolve a constituent part of FA, including an explanatory statement,
- c) Of the AS FA Rules of Procedure or amendments thereof,
- d) Of other internal regulations of FA or amendments thereof,
- e) methodology for budgeting at FA,
- f) Of the budget of FA,
- g) Of the strategic plan of the educational and creative activities at FA or an annual plan for the implementation of the strategic plan,
- h) Of the annual report on the activities of FA and the annual report on the economic management of FA,
- i) Of conditions for admission to study in study programmes

As well as

- j) Materials related to a proposal for the election of a candidate for dean (name of the candidate, their CV and their agenda) or for their dismissal,
- k) Name lists of proposals for the appointment or dismissal of members of the FA Disciplinary Commission and members of the FA Science and Arts Council.

2) Materials related to Article 3 (b) to (i) shall be published at a designated place that allows remote access for all members of the FA academic community at least 7 calendar days before the discussion of these materials at an AS FA meeting. A preliminary agenda of an AS FA meeting is compiled primarily on the basis of materials submitted in this way and is, together with an invitation to attend an AS FA meeting, published on a publicly accessible FA website at least 6 calendar days before the meeting.

3) The dean is responsible for the publication of materials pursuant to Para 1 (b), (d), (e), (f), (g), (h), (i) to the members of the academic community of FA and for making available materials pursuant to Para 1 (k) to the members of AS FA. The chair of AS FA is responsible for the publication of the preliminary agenda and the invitation to attend an AS FA meeting and for the publication of materials pursuant to Para 1 (a) and (c) to the members of the academic community of FA and pursuant to Para 1 (j) to the members of AS FA.

4) The proposer, in case of proposals and materials pursuant to Para 1 (c), and the election commission for the election of the dean, in case of materials related to the election of a candidate for dean pursuant to Para 1 (j), will submit the respective materials to the chair of AS FA before the deadline for their publication.

5) If AS FA has discussed the proposals pursuant to Para 1 (d) to (k) after their publication and prior to the relevant meeting of AS FA and the discussion of the commission has resulted in an agreement on a change of the submitted material, with which the dean agrees, the dean shall immediately publish the new version of the proposal alongside with the original version with marked changes. In justified cases, the dean may do so also without the issue being discussed by the AS FA commission.

6) It is believed that by publishing the materials pursuant to Para 1 (c) and j), and by inclusion of

the discussion of these materials in the preliminary agenda of AS FA, the dean has sufficient opportunity to acquaint themselves with these materials. When discussing these materials at an AS FA meeting, the chair shall invite the dean or their authorized representative to present the dean's opinion on these materials.

7) The dean will submit additional materials related to documents pursuant to Para 1 (k) that contain data on persons to the chair of AS FA, who will make them available to the members of AS FA.

8) In addition to the materials referred to in Para 1, AS FA also works with other materials on subjects within the scope of activity of AS FA. The proposer will submit such materials to the chair of the senate at least 7 calendar days before the session. After the matter is discussed by the AS FA Board, the chair will decide on the inclusion of the relevant points in the preliminary agenda of the AS FA session and on the potential publication of these materials to the academic community of FA.

9) All materials pursuant to Para 1 shall be archived after the discussion. This archive is accessible to the members of the academic community of FA.

#### Article 4

##### Election of candidate for dean

1) AS FA shall announce the election of candidate for dean no later than 30 days before the termination of the incumbent dean's term of office.

2) Prior to the announcement of the election, an AS FA Election Commission is appointed, which is composed of three members of AS FA; one member must be a student.

3) The Election Commission will announce an election schedule, which must include the following data:

- a) The deadline for the submission of ballots
- b) The date of the election meeting at which the candidates will introduce themselves to the academic community of FA
- c) The date of the AS FA meeting at which a candidate for dean will be elected

4) Any member of the academic community of FA can nominate a candidate. Nominations of candidates are submitted to the Election Commission. To qualify for the candidature, the candidate's consent, confirmed by a handwritten signature, a short CV compiled by the candidate and an agenda are required.

5) The election of a candidate for dean is held by a secret ballot in one or several rounds. A ballot paper is valid only if it contains the name of a single candidate. A discussion may be held between the individual rounds. In each round, an AS FA member may vote for only one candidate who participates in that particular round. All candidates nominated pursuant to Para 4 shall participate in the first round.

6) If in any round a candidate receives an absolute majority of votes cast by all AS FA members with a valid mandate, that candidate is elected and AS FA proposes to appoint them as dean of FA pursuant to Section 27 Para 1 (g) of the Act. Otherwise, Para 7 and 8 shall be followed.

7) If there are more than two candidates for dean and none of the candidates is elected in the first round, all candidates who have received valid votes, except for one candidate who has received the

lowest number of votes, shall qualify for the next round. If more than one candidate have received the lowest number of votes, all these candidates proceed to the next round. This procedure is repeated until the number is reduced to two candidates, on whom a two-round vote is taken before the number can be reduced to only one candidate for dean.

8) If three rounds of election are repeated in direct succession with the same candidates or candidate and with the same outcome, AS FA terminates the election and will organize a new election within 30 days.

Article 5  
Final provisions

- 1) The AS FA Rules of Election and Procedure are repealed.
- 2) These Rules of Procedure were approved at an AS FA session on 20 December 2017.
- 3) These Rules of Procedure come into force on the day they are approved by the AS CTU.
- 4) These Rules come into effect on 1 February 2018.

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