

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

CHARLES UNIVERSITY
FACULTY OF SOCIAL SCIENCES
**RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF THE FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY**

In accordance with § 27 para 1 letter b) and § 33 para 2 letter c) of Act No. 111/1998 Coll., on Universities and on Amendments and Supplements to Other Acts (Act on Universities), the Academic Senate of the Faculty of Social Sciences has resolved on the following Rules of Procedure of the Academic Senate of the Faculty of Social Sciences as its internal regulations.

**PART I
INTRODUCTORY PROVISIONS**

Article 1

1. The position and powers of the Academic Senate of the Faculty of Social Sciences (hereinafter referred to as the "Senate") are established by Act No.111/1998 Coll., on Universities and on Amendments and Supplements to Other Acts (Act on Universities), as amended (hereinafter referred to as the "Act on Universities"), the internal regulations of Charles University (hereinafter referred to as the "University") and the internal regulations of the Faculty of Social Sciences (hereinafter referred to as the "Faculty").
2. These Rules of Procedure govern the rules of proceedings of the senate, the constitution of its bodies and the rules of their proceedings.
3. The Rules of Procedure of the Assembly of the Academic Community of the Faculty of Social Sciences are annexed to these Rules of Procedure.

**PART II
PROCEEDINGS OF THE SENATE**

Article 2

Schedule of the Senate Meetings

1. The senate meets at least six times per calendar year.
2. The meeting schedule for each semester is approved by the senate.
3. The meeting schedule is sent to
 - a) all members of the Senate,
 - b) all members of the Dean's Extended Collegium.
4. The meeting schedule is posted in the public section of the Faculty's website.

Article 3

Regular and Extraordinary Meetings

1. A regular meeting of the senate is convened by its chair in accordance with the approved timetable. The Senate decides on the change of the date of the regular meeting or other modification of the timetable.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

2. An extraordinary meeting is convened by the chair of the senate within 10 days from the date of receipt of the request of the Rector, the Dean or at least 1/3 of all members of the Senate, unless a longer time limit follows from the request.

3. At least a seven-day notice of the date, place and draft agenda of the regular meeting needs to be given to the persons referred to in Article 2 para 3 and other persons who will attend the meeting; at least a three-day notice of the date, place and draft agenda of the extraordinary meeting needs to be given.

Article 4

Opening and Conduct of the Meeting

1. The meeting may be opened if an absolute majority of all members of the senate are present.

2. The meeting is chaired by the chair of the senate or, where appropriate, by the vice-chair or a member of the senate board authorized by the senate board (hereinafter referred to as the "Chair").

3. If, during the course of the meeting, the number of members present falls below the threshold referred to in para 1, the meeting will be terminated by the chair after 15 minutes of such a situation. The senate may not adopt resolutions during that time.

Article 5

Agenda of Meetings

1. The agenda for individual meetings is proposed by the senate board (hereinafter referred to as "the senate board"). It primarily draws on the Act on Universities, the internal regulations of the University, the internal regulations of the Faculty, resolutions of the senate, proposals from other University bodies, proposals from members of the senate, proposals from members of the academic community, and proposals from the trade union organisation of University staff members employed at the Faculty.

2. The proposed agenda for the meeting is public and announced in the manner provided for in Article 3 para 3.

3. After the meeting has opened, the chair will allow the members of the senate to submit supplementary or amending proposals to the agenda. The Dean also has the right to make such proposals. The person making the supplementary proposal is required to justify the urgency of the proposal.

4. The senate takes a decision on the proposed agenda and on any supplementary or amending proposals under paras 2 or 3. Late additions to the agenda are not admissible.

5. The senate may, in the course of a meeting, vote without debate to move agenda items, consolidate debate on two or more agenda items, or suspend consideration of an agenda item for a specified period of time.

Article 6

Supporting Material

1. Individual agenda items are usually discussed on the basis of written supporting material.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

2. Supporting material are submitted by the person proposing their discussion to the chair no later than 8 days before the date of the senate meeting. Supporting material on matters referred to in § 27 para 1 letters a) to d) and h) of the Act on Universities must be sent to the chair no later than 14 days before the date of the senate meeting. If the law does not prescribe a longer period for making it public, the senate board may shorten the period specified in the first sentence to up to 2 days, for extraordinary meetings to 1 day.

3. Supporting material is submitted in writing in electronic form and includes, in particular:

- a) the reasons for the submission and the objectives of the proposal,
- b) the draft resolution,
- c) a statement on the financial requirements of the proposal and the resources for its implementation, if relevant,
- d) a statement on the relationship of the proposal to the internal regulations of the Faculty, if relevant.

4. The senate board may reject submitted supporting material as insufficient if it does not meet the requirements of para 3 and request that it be completed before an item is placed on the draft agenda.

5. The supporting material is made available electronically to the persons referred to in Article 2 para 3 at least 7 days before the meeting of the senate, or at least 3 days in advance in the case of an extraordinary meeting, unless the case is referred to in the third sentence of para 2. For items for which this is required by law, the supporting material is posted in the public section of the Faculty's website. Other supporting material, except for that which might violate laws or commercial contracts, may also be posted in the public section of the Faculty's website at the discretion of the senate board.

Article 7

Consideration of Agenda Items and Conduct of the Debate

1. The proposer makes the introductory statement during the discussion of the agenda item.
2. The proposer will be followed by representatives of the senate advisory bodies that have dealt with the item.
3. Each agenda item is debated. The persons referred to in Article 2 para 3 may speak in the debate. The Dean or, on his/her behalf the Vice-Dean, the Rector or, on his/her behalf the Vice-Rector, and the Chair of the Academic Senate of the University or, on his/her behalf a member of the Academic Senate of the University authorised by him/her have the right to speak at the senate meeting whenever they request so.
4. Other persons may speak in the debate as well. The senate may refuse to give the floor to such persons at any time upon the proposal of a member of the senate, and such a resolution is put to the vote immediately.
5. Interventions in the debate are applied for during the meeting by raising a hand or in any other manner decided by the senate.
6. The chair gives the floor to the speakers in the order in which they applied for it. The senate may decide to limit the speaking time to 3 minutes.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

7. A member of the senate has the right to make a factual remark in response to the course of the debate. He will be given the floor as soon as the speaker has finished speaking. A factual remark may not exceed one minute.

8. In the debate, members of the senate may make supplementary or amending proposals to the proposals contained in the written supporting material or made in the introductory statement of the proposer.

9. The proposer may modify or amend his/her proposal according to the course of the debate, unless the senate has agreed not to allow amendments to the proposal submitted.

10. At the end of the debate, the floor will be given to the proposer if s/he requests so.

11. On the proposal of a member of the senate, the senate may decide to close the debate.

12. No one can be interrupted by anyone when speaking in a debate; this does not apply to the warning by the chair that a speaker may be deprived of the floor. Exceptionally, the chair is entitled to withdraw the floor from any person who

- a) despite having been previously warned, fails to speak on the matter under discussion or abuses the right to make a factual remark; any member of the senate may object to such action, which is then decided by the senate without delay,
- b) exceeds the speaking time set under paras 6 or 7.

13. No debate is held on the agenda items the subject of which is the information to be noted by the senate if the written supporting material is available and if no member of the Senate requests a debate.

Article 8

Resolution

1. The senate decides by resolution.

2. The senate has a quorum if an absolute majority of all its members are present. Unless followed otherwise from the Act on Universities, an internal regulation of the University or an internal regulation of the Faculty, a resolution is adopted if an absolute majority of the members of the senate present are in favour of it.

3. A resolution on matters under § 27 para 1 letters a) to d), f) and h) of the Act on Universities is adopted if an absolute majority of all members of the Senate vote in favour of the resolution.

4. The full text of the resolution must appear verbatim in the minutes.

Article 9

Voting

1. A separate vote is taken on each proposal submitted to the senate, unless the one making a proposal withdraws it before voting begins.

2. Substantively related proposals or proposals on the same agenda item may be voted on together. This does not apply if the proposer objects to the proposal during the proceedings, nor if a member of the senate requests a separate vote.

3. Proposals are voted on in the order in which they are submitted, with the following exceptions:

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

- a) if a proposal has been made to close the debate on a given item, it is put to the vote first;
 - b) supplementary and amending proposals are voted on before the vote on the original proposal, in the reverse order to that in which they were submitted;
 - c) for proposals formulated in the alternatives, the vote is taken first on individual alternatives and then on the proposal resulting from that vote; the best alternative is determined by a simple majority, and in the event of a tie, the vote is repeated after a brief additional debate on the alternatives; if an alternative receives the number of votes needed to adopt the proposal, the vote does not proceed.
4. An absolute majority of the members of the senate present must vote in favour of amending proposals, regardless of the result of the vote required to adopt the original proposal.
5. Before each vote is taken, the chair will announce that a vote is to be taken and, if necessary, find out the number of members of the senate present.
6. Voting is public unless the Act on Universities states otherwise. Voting involving named persons is always secret; this does not apply to the establishment of election committees or committees for determining the results of voting or to voting in accordance with Article 6 para 6 of the Statutes of the Faculty. In other cases, voting is also made by secret ballot upon the proposal of a member of the senate and with the consent of at least 1/3 of the members of the senate present; however, in the case of a vote on an amending proposal, the senate must agree to a secret ballot.
7. If the vote is public, it is made by raising hands.
8. If the vote is by secret ballot, the vote is made by ballot. The voting procedure is determined by the three-member committee before the voting begins. At the end of the voting, it ascertains the result.
9. Voting may not be interrupted.
10. After the voting has ended or the result of the voting has been ascertained, the chair or a member of the committee authorized by him/her and referred to in para 8 announces the result by stating the number of votes cast in favour of the proposal, the number of votes cast against the proposal and the number of abstentions. If a member of the senate, although present, does not take part in the vote, s/he is deemed to have abstained.
11. Procedural issues may be approved by tacit consent. In this case, there is no need to ascertain the numerical results of the vote. This form of decision is not admissible if a member of the senate objects to it.
12. Any member of the senate may object to the conduct of the vote immediately after the vote. The senate decides on such objection without debate. If the senate sustains the objection, the vote is repeated.

Article 10

Deliberations and Per Rollam Voting

1. In justified cases where the matter cannot be postponed, the matter may be considered and voted on per rollam between the meetings of the senate on the basis of a resolution of the senate board. This resolution specifies the time limit for consideration and voting, which may not be less than five working days from the date of sending out.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

2. The resolution referred to in para 1, the supporting material, the text of the proposal and the voting form are sent electronically to the members of the senate.
3. Voting is public. The completed voting form contains the first and last names of the voter and his/her vote (yes/no/abstain), otherwise it is invalid.
4. A proposal voted on per rollam is deemed to be approved if an absolute majority of all members of the senate have voted in favour of it. In matters of the organisation of the work of the senate, the senate board may, if a member of the senate requests so within three days of the announcement of the results of the vote, suspend the effectiveness of the resolution thus adopted and decide to reconsider the proposal at the next meeting of the senate.
5. A vote on a matter to be decided by secret ballot or on a matter in accordance with § 27 para 1 letters a) to d) and h) of the Act on Universities may not be taken in this manner. Nor may a vote be taken in this way if at least one-sixth of all the members of the senate object to it no later than within the time limit for consideration and voting.
6. The senate approves the minutes of the per rollam voting at its next regular meeting. The minutes of the per rollam voting include a list of the names of the members of the senate, indicating how each of them voted.

Article 11

Minutes of the Meeting

1. Minutes of each meeting of the senate need to be taken.
2. The minutes state the date of the meeting, which members of the senate were present, who was excused, who was absent, who was invited to the senate meeting, the agenda of the meeting, who made the introductory remarks on each item on the agenda, who took part in the debate, what was the content of the proposals presented, what resolutions were adopted, what were the results of the vote and who voted in the case of a public vote. A participant in the debate is obliged to identify himself or herself at the request of the person taking the minutes.
3. If written material has not been submitted for certain agenda items on which a resolution is to be adopted, the minutes also state the basic content of these items.
4. At the express request of the person who made the proposal, standpoint or another message, or on the basis of a resolution of the senate, the minutes also contain the required verbatim language from such speech. The request must be made during the consideration of the given question.
5. The minutes are taken by the secretary of the senate. In case of his/her absence, a written record of the meeting is made by a person authorised by the chair.
6. The secretary sends the minutes to the members of the senate for comments.
7. The senate reviews the minutes at its next meeting as a separate agenda item. On the proposal of a member of the senate, the necessary corrections will be made. If the matter is disputed, the senate decides on the correction of the minutes.
8. The minutes are posted in the public section of the Faculty's website after being reviewed.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

9. The list of approved resolutions with their full text is posted in the public section of the Faculty's website immediately after the senate meeting. The correctness of the list of approved resolutions is verified by the chair.

10. An audio or visual recording of the senate meeting may be made and, where appropriate, posted. The recording is made and, where appropriate, posted on the basis of a decision of the senate board or at the request of at least 1/6 of all members of the senate delivered to the senate board at least 2 days before the senate meeting. The acquisition and posting of the recording of the senate meeting is carried out by the senate board in cooperation with the Dean's Office.

PART THREE

DISCUSSION OF CERTAIN ISSUES

Article 12

First Meeting of the Senate

1. The first meeting of the senate is convened by the outgoing chair of the senate so that it is held no later than 15 days after the date on which the term of office of the newly elected members of the senate began.

2. The first meeting of the senate is presided over by the outgoing chair, if present, otherwise by the oldest member of the senate present, until a new chair of the senate is elected.

3. At its first meeting, the senate elects the senate board for the term of office of the members of the senate.

Article 13

Announcement of the Election of a Candidate for the Dean's Office

1. The senate establishes an election committee of at least three members to elect a candidate for the office of the Dean of the Faculty from among its members.

2. The election of a candidate for the Dean's office is announced by the senate in such a way that it takes place no earlier than 150 and no later than 90 days before the expiry of the Dean's term of office. It also sets a deadline for the submission of nominations and other organisational guidelines.

3. The date and place of the election is posted in the public section of the Faculty's website at least 30 days before the date of the election.

4. Proposals for candidates for the Dean's office are submitted to the chair of the election committee of the senate through the Faculty's post room.

5. As a rule, an associate professor or a professor working at the Faculty may be proposed as a candidate for the Dean's office.

6. Proposals for candidates may be submitted by any member of the academic community of the Faculty.

7. The proposals referred to in para 6 may be made individually or jointly, but always in writing in accordance with para 4.

8. The election committee is obliged to confirm the acceptance of the proposal in writing.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

9. The proposer is also obliged to inform the nominee of his/her proposal and to draw his/her attention to the fact that his/her candidacy is valid only if s/he expresses his/her consent to his/her candidacy in writing to the chair of the election committee within 14 days prior to the scheduled meeting of the senate at which the senate will deliberate on the proposal of a candidate for the Dean's office.

10. After the expiry of the time limit referred to in the second sentence of para 2, the election committee will publish the full list of those nominated in accordance with the procedure laid down in paras 4 to 9.

11. In the event that a nominee withdraws his or her candidacy, s/he must immediately inform the chair of the election committee of this decision in writing.

12. Once the full list of nominees has been posted, the nominees will present their programmes and answer questions at public meetings of the academic community.

Article 14

Election of a Candidate for the Dean's Office

1. A resolution of the senate on the nomination of a candidate for the Dean's office is adopted at a meeting of the senate if at least 2/3 of all its members are present, by secret ballot in accordance with § 27 para 1 letter g) and § 27 para 4 of the Act on Universities.

2. The candidate for the Dean's office is the nominee who receives an absolute majority of the votes of all members of the senate.

3. If a single candidate fails to obtain an absolute majority of the votes of all members of the senate, no second or third round of voting is allowed and the senate calls a new election.

4. In the case of two or more candidates who were not elected in the first round according to para 2, the second round of voting will be held on the two or more candidates who achieved the highest number of votes, or between the single candidate with the highest number of votes and all candidates who received the second highest number of votes.

5. If no candidate is elected, a vote will be repeated in the third round after the debate. The rules for the second round apply mutatis mutandis to the third round. If no candidate for the Dean's office is elected in the three rounds of voting, the senate will call a new election within 30 days.

6. Anyone who has been nominated twice in succession and has not been elected may not stand for re-election.

7. The written proposal for the appointment of the Dean, together with the proposal of the minutes of the senate meeting, will be forwarded by the chair of the senate to the Rector within 5 days after the election.

8. The result of the election will be posted together with the minutes of the senate meeting in the usual manner.

Article 15

Proposal for Dismissal of the Dean

1. The senate may adopt a resolution on a proposal to remove the Dean from office for compelling reasons.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

2. The senate may initiate discussions on this step if at least 1/3 of all members of the senate or at least 100 members of the academic community of the Faculty request it. This proposal must include a written justification. The reasons may be circumstances related to the performance of the Dean's duties or situations where the Dean is seriously failing to perform his/her duties or is seriously harming the interests of the Faculty.
3. On the basis of the opinion of the legislative committee of the senate, the senate first considers the admissibility of the proposal. The consent of a majority of those present, but at least 1/3 of all members of the senate, are required for a proposal to be deemed admissible. If the proposal is not admissible, the senate will reject it; no further action is taken on the rejected proposal.
4. If the proposal is not rejected, the senate will discuss the proposal at its next meeting. The Dean is guaranteed at least 14 days of preparation for this meeting. In the debate, the Dean will comment on the reasons for the proposal and has the right to ask the persons who have raised the proposal concerning those reasons any questions.
5. The vote on the resolution will then proceed. For this purpose, the senate will appoint a committee to oversee the regularity of the secret ballot on the resolution referred to in para 1 in accordance with § 27 para 1 letter g) and § 27 para 4 of the Act on Universities.
6. A resolution is adopted if at least 3/5 of all members of the senate are in favour of it. In such a case, the chair of the senate forwards to the Rector a written proposal for the dismissal of the Dean together with the minutes of the senate meeting and the reasons for the dismissal.

PART FOUR

OFFICIALS AND BODIES OF THE SENATE

Article 16

1. The officials of the senate include
 - a) the chair of the senate,
 - b) the vice-chair of the senate,
 - c) other members of the senate board,
 - d) the secretary of the senate,
 - e) chairmen and vice-chairmen of advisory bodies.
2. The bodies of the senate include
 - a) the senate board,
 - b) advisory bodies.

Article 17

The Senate Board

1. The senate board consists of the chair of the senate, the vice-chair of the senate and two other members of the senate.
2. The chair and vice-chair must be from different chambers of the senate. The other members of the senate board must each be from a different chamber of the senate.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

3. The senate board organises and coordinates the work of the senate. The senate board is responsible in particular for
 - a) preparing the senate meeting and the proposal of its agenda,
 - b) proposing the timetable for the senate meeting,
 - c) instructing the senate bodies to consider proposals,
 - d) tasks laid down in the Election Rules of the Academic Senate of the Faculty,
 - e) other tasks laid down by law, the internal regulations of the University, the internal regulations of the Faculty or tasks delegated to it by the senate.
4. The senate board meets as needed.
5. Meetings of the senate board are convened by the chair. At the request of a member of the senate board, the chair will convene a meeting of the senate board without undue delay.
6. The chair may invite other persons to attend meetings of the senate board. If a member of the senate board proposes to invite another person to a meeting of the senate board, the chair will invite that person.
7. Minutes of a meeting of the senate board are taken and posted without undue delay in the public section of the Faculty's website.
8. The chair reports on a meeting of the senate board and its conclusions at the next meeting of the senate.

Article 18

General Terms of the Election of the Senate Board

1. The members of the senate board are elected and dismissed by secret ballot of the senate.
2. Only members of the senate may submit proposals for members of the senate board. Candidates must agree to the candidacy and briefly introduce themselves to the senate.
3. The speeches are followed by a debate on the proposed candidates. The senate will appoint a three-member election committee from among its members to elect the senate board. Candidates may not be members of this committee.
4. The election of members of the senate board take place in the following order: election of the chair of the senate, election of the vice-chair of the senate, election of other members of the senate board.

Article 19

Election of the Chair

1. When electing the chair, members of the senate write no more than 1 candidate's name on the ballot paper.
2. Ballot papers with more than one name on them are invalid.
3. The person who obtains an absolute majority of the votes of the members of the senate present becomes the chair.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

4. If none of the candidates achieves an absolute majority, a second round of elections will be held, in which the candidates with the highest number of votes or the single candidate with the highest number of votes and all the candidates with the second highest number of votes will proceed.
5. In the second round, the candidate with the highest number of votes becomes the chair.
6. In the event of a tie, the lot drawn by a member of the election committee will decide.

Article 20

Election of the Vice-Chair

1. The vice-chair of the senate must be from a chamber other than the elected chair.
2. The provisions on the election of the chair apply mutatis mutandis to the election of the vice-chair.

Article 21

Election of Other Members of the Senate Board

1. For the election of the other members of the senate board, the provisions on the election of the chair apply mutatis mutandis, except that each member of the senate will write on the ballot paper no more than one candidate from each chamber.
2. The candidate from the Academic Staff Chamber with the highest number of votes and the candidate from the Student Chamber with the highest number of votes become the next members of the senate board.

Article 22

Termination of Membership of the Senate Board

1. Membership of the senate board terminates before the end of the term of office of the members of the senate
 - a) together with the termination of membership of the senate,
 - b) on the date of delivery of a written declaration resigning from membership of the senate board to the chair of the senate or, as the case may be, to the vice-chair of the senate,
 - c) if the senate approves by secret ballot a resolution on the removal of a member of the senate board from office, or
 - d) on the vacancy of the office of the chair of the senate.
2. If a vacancy occurs during the term of office of a member of the senate board, a by-election is held at the first possible meeting. Pending the election of a new chair, the powers of the chair of the senate are transferred to the current vice-chair or to the oldest member of the senate present.
3. In the event of a vacancy in the office of the chair, the entire senate board will be re-elected.
4. A member of the senate board may be removed by an absolute majority of votes of the members of the senate present.

Article 23

Chair of the Senate

The chair of the senate in particular

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

- a) represents the senate externally,
- b) signs the minutes of the senate meeting and resolutions adopted at the senate meeting,
- c) convenes and opens a meeting of the senate and the senate board, and proposes the interruption, adjournment and closure of a meeting of the senate and the senate board,
- d) performs other tasks stipulated by law, the internal regulations of the University, the internal regulations of the Faculty or tasks delegated by the senate.

Article 24

Secretary of the Senate

1. The secretary of the senate is appointed and dismissed by the senate.
2. The Secretary, in particular
 - a) takes minutes of the senate meetings without undue delay,
 - b) is responsible for the content of the senate website,
 - c) posts in the public section of the Faculty website without undue delay the minutes of the meetings of the senate, the senate board and committees, resolutions adopted at the senate meeting and the proposal of the agenda of the next meeting,
 - d) keeps a record of the senate advisory bodies and their members,
 - e) archives the minutes of the senate meetings, approved resolutions, supporting material, minutes of the meetings of the senate board, minutes of committee meetings and any audio or visual recordings of the meetings.

Article 25

Advisory Bodies

1. The senate always establishes economic, legislative and study committees.
2. The senate may establish and abolish other advisory bodies (commissions). In establishing them, it sets out their tasks.
3. The term of office of the advisory bodies (commissions) is the same as that of the members of the senate.
4. A proposal for the establishment of an additional commission may be made by a member of the senate or by a group of members of the senate.
5. Members of the commissions are approved and removed by the senate.
6. The commission must have at least 3 members, at least 1 of whom is a member of the senate.
7. The constituent meeting of the commission is convened by the chair of the senate.
8. At its constituent meeting, the commission elects a chair from among its members. The chair of the commission is always a member of the senate.
9. The commission may elect up to 2 vice-chairs of the commission from among its members.
10. The chair of the commission, in particular
 - a) convenes a meeting of the commission, either on his/her own initiative or on the instructions of the senate board,
 - b) proposes the agenda of the meeting and chairs it,

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

- c) takes the minutes of the meeting of the commission, or delegates the taking of the minutes to another member of the commission present at the meeting,
- d) speaks on behalf of the commission externally,
- e) submits to the senate a report on the activities of the commission and its resolutions whenever requested to do so by the senate.

11. Minutes of the commission meeting are taken and posted in the public section of the Faculty's website.

12. The commissions are accountable to the senate for their work.

Article 26

Meetings of the Senate Bodies

The provisions of Parts Two to Four of these Rules apply mutatis mutandis to the proceedings of the senate board and advisory bodies, unless otherwise specified. The senate board and advisory bodies may conduct meetings, including voting, by means of distant communication.

PART FIVE JOINT AND FINAL PROVISIONS

Article 27

Power of the Senate to Require Information and Explanations

1. The senate, its officers and bodies and individual members are entitled to request from any Faculty's body or any of its units the information and explanations necessary for their activities.
2. Information and explanations must be provided to the senate, its officers and bodies, and individual members within 15 days by the bodies of the Faculty or its units, unless their provision is prevented by laws governing confidentiality or the prohibition of their disclosure.

Article 28

Repealing and Final Provisions

1. The Election Rules and Rules of Procedure of the Academic Senate of the Faculty of Social Sciences of Charles University of 10 June 2008, as amended, are hereby repealed.
2. These internal regulations were approved by the Academic Senate of the Faculty on 2 April 2019 and come into force on the date of approval by the Academic Senate of the University.¹
3. These Rules enter into force on the first day of the calendar month following the day on which they enter into force.

PhDr. Václav Moravec, Ph.D., Ph.D.
Chair of AS FSV UK

PhDr. Alice Němcová Tejkalová, Ph.D.
The Dean of FSV UK

¹ § 9 para 1 letter b) of Act no. 111/1998 Coll., on Universities, as amended. The Academic Senate of Charles University adopted these internal regulations on 17 May 2019.

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

Prof. Ing. František Zahálka, Ph.D.
Chair of AS UK

The amendment to the Rules of Procedure of the Academic Senate of the Faculty of Social Sciences (1st amendment) was approved by the Academic Senate of the Faculty of Social Sciences on 1 September 2020. This amendment was approved by the Academic Senate of Charles University on 23 October 2020. On that date it came into force. It became effective on 1 November 2020.

In charge of accuracy of the full version:
PhDr. Jiří Kukačka, Ph.D., Chair of the Legislative Committee of AS FSV UK

Appendix

RULES OF PROCEDURE OF THE ASSEMBLY OF THE ACADEMIC COMMUNITY OF THE FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY

Article 1

The assembly of the academic community of the Faculty of Social Sciences of Charles University (hereinafter referred to as the "Faculty" and the "academic community") is convened by the Dean or the Academic Senate of the Faculty in accordance with Article 5 para 8 of the Statutes of the Faculty.

Article 2

1. The information on the convening of an assembly of the academic community must include in particular

- a) the place and time of the assembly,
- b) the name of the chairperson of the assembly,
- c) the subject of the meeting of the academic community.

2. Information about the convening of an assembly of the academic community will be posted in the public section of the Faculty's website at least 7 days before the assembly.

Article 3

1. The assembly of the academic community is opened, chaired and closed by the chairperson of the assembly.

2. The chair of the assembly is

- a) the chair of the academic senate of the Faculty, if the assembly of the academic community was convened by this senate,
- b) the Dean of the Faculty, if the assembly of the academic community was convened by the dean.

3. The chair presiding over the assembly of the academic community, in particular

- a) takes or causes to be taken and signs the correctness of the minutes of the assembly of the academic community,
- b) directs the course of the debate on the matter which is the subject of the assembly,
- c) gives and takes away the floor from the members of the academic community of the Faculty present; takes care that speeches concern the matter at hand and are not at unreasonable length,
- d) calls a vote if s/he deems it appropriate; s/he ascertains and announces the result of such vote.

4. The respective provisions of the Rules of Procedure of the senate apply mutatis mutandis to the provisions referred to in para 3 letters a) to d).

Article 4

1st Amendment to the Rules of Procedure
Full text after the AS UK meeting on 23 October 2020.

1. All members of the academic community of the Faculty have the right to participate in meetings of the academic community.
2. The subject of the meeting is the matter specified in the decision to convene the meeting of the academic community.

Article 5

If an assembly of the academic community has decided on a matter by vote, the result of that vote will be a recommendation to the Faculty's body to the competences of which the matter belongs.