

**RULES OF PROCEDURE OF THE SCIENTIFIC COUNCIL
OF THE FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY**

In accordance with § 27 para 1 letter b) and § 33 para 2 letter e) 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 Scientific Council of the Faculty of Social Sciences as an internal regulation of the Faculty of Social Sciences:

Article 1

Introductory Provisions

The Scientific Council of the Faculty of Social Sciences (hereinafter referred to as the "Scientific Council") is a self-governing academic body of the Faculty of Social Sciences (hereinafter referred to as the "Faculty") within the meaning of § 25 para 1 letter c) of the Act on Universities.

Article 2

Competence and Composition

The competence of the Scientific Council and its composition is determined by the Statutes of the Faculty of Social Sciences of Charles University.

Article 3

Meetings

1. Meetings of the Scientific Council are convened by the Dean at least five times per academic year. The time schedule of meetings is published sufficiently in advance in the usual manner. The Dean is obliged to convene an extraordinary meeting of the Research Council upon the request of at least one third of its members. For each meeting, the members of the Scientific Council will receive a written invitation and, generally, the relevant material to be discussed. In exceptional and justified cases, in particular in case of time pressure or risk of delay, the materials may be distributed to the members of the Scientific Council right before the meeting.
2. The meetings of the Scientific Council can be held in an on-site, distance, or hybrid form. The hybrid or distance form are announced by the Dean if the legal regulations and measures or the internal regulations of the University allow so, or if the Scientific Council decides for this option at a meeting or by a per rollam vote for reasons of special consideration. The fact that a meeting is being held in a distance or hybrid form will be communicated to the members of the Scientific Council at least three days prior to the meeting.
3. In addition to the Dean, a meeting of the Scientific Council may also be convened by the authorised vice-dean.

Article 4

Course of Meetings

1. The meetings of the Scientific Council are chaired by the Dean or the vice-dean authorised by him/her. If the meeting of the Scientific Council is held in a hybrid form, the Dean or the vice-dean in charge of the meeting attends the on-site meeting.

2. Distance and hybrid meetings will be held by videoconference. The Dean's Office will secure connection for members of the Scientific Council who are not going to attend an on-site meeting.

3. The meetings of the Scientific Council are public. Participation of interested members of the public in a distant or hybrid meeting of the Scientific Council is conducted by videoconference. Connection details are posted on the faculty website. Upon a proposal by the Dean, the Scientific Council may decide that all or part of its meeting will be declared closed to public if the public nature of the meetings would jeopardize the personal rights of an individual or an important interest of the Faculty or the University.

4. A member of the Scientific Board, the vice-dean and an honorary member of the Scientific Board may give a speech at the meeting of the Scientific Board. Other persons, guests or invited experts, may speak only with the consent of the Scientific Council.

Article 5

Capacity to Act

1. When voting on matters in accordance with §72 para 10 and § 74 para 6 of the Act on Universities, the Scientific Council has the capacity to act if at least two-thirds of all members of the Scientific Council are present. In all other cases, the Scientific Council has the capacity to act if more than half of its members are present.

2. Unless stipulated otherwise in the Act on Universities (see provisions of § 72 para 10 and § 74 para 6 of the Act on Universities), a resolution is adopted if an absolute majority of the members of the Scientific Council present vote in favour of it.

3. The Scientific Council decides by resolution. A public or secret ballot is held before the resolution is announced.

4. Voting is generally public. Voting in matters under § 72 para 10 and § 74 para 6 of the Act on Universities are closed to the public.

5. In the case of a secret ballot under a distance form, the members of the Scientific Council cast a vote via an electronic application that ensures that the results displayed do not show how individual voters voted. The electronic voting form indicates the proposed resolution and the voting options.

6. A brief record of the meetings of the Scientific Council, including the content of the resolutions, is published in the usual way.

Article 6

Per Rollam Vote

1. The Dean may call for a vote outside a meeting of the Scientific Council (hereinafter referred to as a "per rollam vote") if the matter is urgent or if it is a proposal for the discussion of which it is not possible nor effective to convene a meeting of the Scientific Council.

2. Per rollam voting is not permitted on proposals for appointment as professor, proposals for appointment as associate professor, proposals for the award of the title of doctor honoris causa, proposals for the award of the title of visiting professor of Charles University, proposals for the award of the title of professor emeritus of Charles University, or proposals for degree programmes or fields of study to be implemented at the Faculty.

3. The announcement of the vote, the text of the proposal, and the voting formulation will be sent to the members by e-mail.

4. The announcement will specify the timeframe for voting, which will be not less than five and not more than ten working days.

5. Voting is public. The completed voting form contains the first and last name of the voter and his/her vote (yes / no / abstain), otherwise it is invalid. A proposal is deemed approved if a majority of all members of the Scientific Council have given their consent. The members of the Scientific Council will be informed of the result of the per rollam vote after the voting has ended.

6. The minutes of the per rollam vote will be approved by the Scientific Council at its next regular meeting and is part of the minutes of that meeting.

Article 7

Provision of Activity

The activities of the Scientific Council are provided for materially and administratively by the Dean's Office.

Article 8

Final Provisions

1. The Rules of Procedure of the Scientific Council of the Faculty of Social Sciences approved by the Academic Senate of Charles University on 3 June 2016 are hereby repealed.

2. These Rules were approved by the Academic Senate of the Faculty of Social Sciences of Charles University on 12 January 2021 and come into force on the date of approval by the Academic Senate of Charles University.¹

3. These Rules take effect on the first day of the calendar month following the day on which they come into force.

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PhDr. Václav Moravec, Ph.D. Ph.D.
Chair of the Academic Senate of FSV UK

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

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Prof. Ing. František Zahálka, Ph.D.
Chair of the Academic Senate of Charles University

¹ § 9 para 1 letter b) of Act No. 111/1998 Coll., on Universities, as amended. The Academic Senate of Charles University approved these regulations on