

CODE OF PROCEDURE FOR THE ACADEMIC SENATE of the Protestant Theological Faculty of Charles University adopted on 25 September 2018¹

Under sections 27 (1) (b) and 33 (2) (c) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended (hereinafter referred to as the “Act”), the Academic Senate of the Protestant Theological Faculty of Charles University has adopted this Code of Procedure for the Academic Senate of the Protestant Theological Faculty of Charles University as its internal regulation:

Part I

Code of Procedure for the Academic Senate of the Protestant Theological Faculty

Article 1

First Meeting in a New Term of Office

1. The first meeting of the Academic Senate of the Protestant Theological Faculty of Charles University (hereinafter referred to as the “Senate”, “Faculty”, and “University”) in the new term of office of its members is convened by the President of the Senate no later than seven days before the end of the previous term of office. If the mandate of all members of the Senate has expired,² the Dean convenes the first meeting of the Senate.
2. The first meeting of the Senate is chaired by the eldest member of the Senate until the President of the Senate is elected.
3. In the first meeting of the Senate, the Senate elects from its ranks a President and one Vice-President who constitute the Board of the Senate. The membership of the Board must always include one student and one member of the academic staff. The Board is elected by secret ballot; the election is organized by a three-member committee responsible for counting the votes and is itself elected by the Senate by open ballot from among the ranks of the members of the Senate. Members of the Senate submit nominations for the President and Vice-President. Candidates nominated for membership in the Board must express their consent to the candidacy. When voting for the Board, the President is elected first and the Vice President second. The candidate who received the highest number of votes is elected. If the candidates receive the same number of votes, the decision is made by drawing lots; the lots are drawn by one of the members of the committee responsible for counting votes.

Article 2

Board of the Senate

1. The Board of the Senate is an executive body of the Senate.
2. Membership in the Board of the Senate terminates before the expiry of the term of office in the Senate:
 - a) Together with the expiry of membership in the Senate;³
 - b) By a notice of resignation of membership in the Board of the Senate delivered in writing to the

¹ Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

² Art. 11 (1) of the Code of Electoral Procedure for the Senate of the Faculty.

³ Art. 10 (1) of the Code of Electoral Procedure for the Senate of the Faculty.

President of the Senate;

- c) As a result of removal from office.

3. The Senate may remove a member of the Board of the Senate from office based on an absolute majority of votes of all members of the Senate in a secret ballot.

4. In the case given in paragraph 2, the Senate elects a new member of the Board of the Senate by secret ballot at its next meeting.

5. The Board of the Senate decides unanimously. In the case of divided opinions, the Senate decides at the beginning of its next meeting. If decisions must be made immediately, the President of the Senate decides and his decisions are subject to subsequent approval by the Senate.

6. The Board of the Senate, in particular:

- a) Proposes the agenda of the individual meetings of the Senate;
- b) Prepares background materials for meetings and resolutions of the Senate;
- c) Convenes meetings of the Senate;
- d) Ensures that minutes from the meetings of the Senate are taken, collects any objections to the minutes, and presents the corrected minutes to the Senate for approval;
- e) Ensures that minutes from the meetings of the Senate and resolutions of the Senate are published;
- f) Ensures that resolutions of the Senate are implemented;
- g) Ensures the proper administration and updating of the Senate website in the publicly accessible part of the Faculty website (hereinafter referred to as the "Senate website");
- h) Ensures the proper archiving of minutes and resolutions of the Senate;
- i) Fulfils the tasks with which it is entrusted by the Senate.

7. The Board of the Senate represents the Senate in public.

8. The Board of the Senate meets as needed.

Article 3

Senate Committees

For the purposes of its work, the Senate may establish permanent or temporary committees.

Article 4

Regular and Special Meetings of the Senate

1. Meetings of the Senate are accessible to the public.⁴

2. The Senate meets at least three times per semester.

3. The schedule of Senate meetings is approved by the Senate for two semesters in advance. All members of the Senate, the Dean, the Vice-Deans, and the Secretary of the Faculty are informed of the schedule of Senate meetings. The schedule is published on the Senate website.

4. A regular meeting of the Senate is convened by the President of the Senate according to the approved schedule.

⁴S. 26 (4) of the Act.

5. The agenda of the meeting of the Senate and the motions submitted are published on the Senate website at least seven days before the regular meeting of the Senate.

6. A special meeting of the Senate is convened by the President of the Senate if it is requested by the Dean of the Faculty or by at least one third of the members of the Senate. The date and agenda of the special meeting of the Senate is published on the Senate website at least three days before the special meeting of the Senate.

Article 5

Agenda of the Meeting of the Senate

1. The agenda of the individual meetings of the Senate is based on the resolutions of the Senate, on proposals from other Faculty bodies, proposals by the Board, proposals by the members of the Senate, and proposals by members of the academic community of the Faculty.

2. Members of the Senate must be informed of the proposed agenda of the meeting of the Senate at least seven days before the regular Senate meeting and at least three days before the special Senate meeting. In urgent cases, the Board may subsequently change or amend a proposal.

3. At the beginning of its meeting, the Senate approves the agenda of the Senate meeting. Members of the Senate may propose changes and amendments to the agenda.

Article 6

Senate Meetings

1. A meeting may be started if at least one half of all members of the Senate is present. If the required number of members of the Senate fails to meet within 15 minutes, the President sets an alternative date for the meeting of the Senate.

2. The President of the Senate or a member of the Senate authorized by the President (hereinafter referred to as the "Presiding Member") presides over a meeting of the Senate.

3. A debate is held on the individual items on the agenda. Every member of the Senate and every elected substitute who fulfils the requirement pursuant to Article 8 (5) of the Code of Electoral Procedure for the Senate may participate in a debate. If the Senate agrees, any member of the academic community of the Faculty or other University employee assigned to the Faculty who is present at the meeting may also participate in a debate.

4. The Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty, head of department, and director of a higher education institute have the right to address the meeting of the Senate whenever they request to do so.⁵

Article 7

Senate Resolutions

1. The Senate decides through resolutions.

2. The Senate has a quorum if at least one half of all members of the Senate is present. A resolution

⁵ S. 26 (2) of the Act and Art. 11 (7) of the Constitution of the Faculty.

is adopted if a majority of all members of the Senate present votes for it unless stated otherwise.⁶

3. The Senate adopts resolutions on the issues discussed on the basis of a motion which is, as a rule, submitted in written form.

4. If one or more counter motions are submitted by the members of the Senate, the motion which was submitted last is voted on first.

5. The members of the Senate vote on draft resolutions by raising their hands. If the Act or applicable internal regulations require it or if the Senate decides so by resolution, voting may be by secret ballot. Voting on issues involving individuals is always by secret ballot. If voting is held by secret ballot, members of the Senate vote by means of ballot papers. The Senate considers the specific content of a ballot paper and the manner of marking one's vote before the commencement of voting. The result of a secret ballot is ascertained by a three-member committee responsible for counting votes which is itself elected by the Senate by open ballot from among the ranks of its members.

6. A resolution comes into effect the moment it is adopted unless the resolution expressly states otherwise.

7. Resolutions are published on the Faculty website no later than within 14 days of their adoption. The President or a member of the Senate authorized by the President informs the persons or bodies who are affected by the resolution of the content of the resolution without undue delay.

Article 8

Minutes of a Meeting of the Senate

1. Minutes are taken of every meeting. The Presiding Member of a meeting of the Senate appoints a recorder.

2. The minutes state in particular the date of the meeting, the members of the Senate present and excused, persons who were invited to the meeting of the Senate, the name of the Presiding Member, the agenda of the meeting and the order of its items, the person who delivered the opening address on the individual items on the agenda, the course of the debate on the individual items, the adopted resolutions and the numerical results of voting. Except for secret ballot pursuant to Article 7 (5) of this Code, the records of the voting results must clearly state how every member of the Senate voted.

3. The Presiding Member verifies the correctness of the minutes.

4. Draft minutes are, as a rule, sent electronically to the members of the Senate and the Dean by the second day after the day of the meeting, but no later than seven days before the date of the next meeting of the Senate. The draft minutes are, as a rule, also published on the Faculty website by the second day after the day of the meeting, but no later than seven days before the date of the next meeting of the Senate.

5. Any objections to the minutes may be sent electronically to the Board of the Senate no later than within seven days of the sending of the draft. The Board of the Senate ensures the recording of the objections, their processing, and submission of corrected minutes to the next meeting of the Senate. The Senate decides on objections by holding a vote. If an objection to draft minutes is adopted, the changed minutes are published on the Faculty website without undue delay where it replaces the draft minutes pursuant to paragraph 4. If no objections are submitted to the Senate, it is deemed that

⁶ For example, Art. 12 (3) of this Code.

the draft minutes were approved by their publication.

6. The minutes, together with any incorporated possible changes, are signed by the President or by a Vice-President authorized by the President. No further objections may be raised against thus considered minutes. The Board of the Senate ensures the archiving of signed minutes and resolutions of the Senate.

Part II

Election of the Dean of the Protestant Theological Faculty

Article 9

Announcement of an Election and Nomination of Candidates

1. An election of the Dean is announced by the Senate such that it takes place no earlier than 5 months and no later than 3 months before the expiry of the term of office of the Dean. The date of the meeting of the Senate on which the election will be held as well as the manner of nominating candidates are published in the publicly accessible part of the Faculty website at least 40 days before the meeting.
2. For the purposes of the election of the Dean of the Faculty, the Senate establishes from its ranks a three-member election committee. The provisions of Article 3 of the Code of Electoral Procedure for the Senate apply to the work and appointment of the election committee with the necessary modifications.
3. Every member of the academic community of the Faculty has the right to nominate a candidate for the position of the Dean.⁷ Nominations are submitted no later than within 14 days before the date of the election to the election committee; nominations must be in writing and must include the name and surname of the nominated candidate.
4. The election committee requires the candidate to provide his written consent to the nomination.

Article 10

Pre-Election Assembly

The election committee convenes a pre-election assembly one week before the election where nominated candidates present themselves and their platform to the academic community.

Article 11

Course of Election of the Dean of the Faculty

1. The Senate elects the Dean of the Faculty by secret ballot in a maximum of three rounds. The election committee presides over the election. An absolute majority of all members of the Senate is required for the election of a candidate.⁸
2. If no candidate is elected in the first round, a second round of the election is held. Two or more candidates who received the equal highest number of votes, or one candidate with the highest number of votes and candidates who received the second highest number of votes, advance to the second round.

⁷ Art. 5 (1) (b) of the Constitution of the University.

⁸ S. 27 (3) of the Act.

3. If no candidate is elected to the position of the Dean in the second round, a new vote is held after a debate in the third round applying the rule stated in paragraph 2 to the results of the second round.
4. If no candidate is elected to the position of the Dean in three rounds of voting, the Senate announces a new election without undue delay. This election is held no sooner than 20 and no later than 30 days from the day of the election in which no candidate was elected. New nominations are submitted no later than 10 days before the holding of the new election.
5. The election committee prepares a report on every round of the election and on the election result, and hands over this report to the Board of the Senate.
6. The President of the Senate hands over the motion to appoint the Dean to the Rector within three days of the date of the election. The President of the Senate publishes the election results on the Faculty website.

Article 12

Motion to Remove the Dean from Office

1. A motion to vote on the removal of the Dean from office may be submitted by at least one third of the members of the Senate or by one tenth of the members of the academic community of the Faculty.
2. Members of the Academic Senate must be informed of a draft resolution on the motion to remove the Dean of the Faculty from office at least 30 days before the vote on this motion. The President of the Senate informs the Dean of this motion without undue delay.
3. The vote on the resolution on the motion to remove the Dean from office is secret. Approval from a three-fifths majority of all members of the Senate is necessary for the resolution to be adopted.⁹

Part III

Final Provisions

Article 13

Final Provisions

1. Articles 13 to 25 of the Code of Procedure and Electoral Procedure for the Academic Senate of the Protestant Theological Faculty adopted on 11 October 2007 are repealed.
2. This Code was approved by the Academic Senate of the Protestant Theological Faculty on 25 September 2018.
3. This Code comes into force on the day of approval by the Academic Senate of Charles University.¹⁰
4. This Code comes into effect on the day following the date when it came into force.

⁹ S. 27 (4) of the Act.

¹⁰ The Academic Senate of Charles University approved this Code on 14 December 2018.

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