



Faculty of Medicine  
and Dentistry

**FACULTY OF MEDICINE AND DENTISTRY INTERNAL REGULATION**

**LF-A-21/01**

**RULES OF PROCEDURE OF  
THE SCHOLARLY BOARD OF  
THE FACULTY OF MEDICINE AND  
DENTISTRY, PALACKÝ UNIVERSITY  
OLOMOUC**

**Contents:** This internal regulation regulates the manner and rules of procedure of the Scholarly Board of the Faculty of Medicine and Dentistry, Palacký University Olomouc.

**Responsibility:** Prof. MUDr. Josef Zadražil, CSc., Dean of the Faculty of Medicine and Dentistry of Palacký University Olomouc

**Date the regulation comes into force:** As of the date of its publication

**Date the regulation comes into effect:** The day following the day of its publication

*According to § 27 paragraph 1 letter b) of the Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Modification of Other Acts, as amended (hereinafter referred to as “the Act”), the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc has adopted the following Rules of Procedure of the Scholarly Board of the Faculty of Medicine and Dentistry, Palacký University Olomouc as its internal regulation:*

## **Article 1**

### **Introductory Provisions**

- 1) The Scholarly Board of the Faculty of Medicine and Dentistry, Palacký University Olomouc (hereinafter referred to as the “SB”) is a self-governing academic body of the Faculty of Medicine and Dentistry, Palacký University Olomouc (hereinafter referred to as the “Faculty”) in terms of the Act.
- 2) In addition to the activities listed by the Act, the SB gives its opinion on matters submitted to it by the Dean of the Faculty (hereinafter referred to as the "Dean"), the Vice-Dean of the Faculty (hereinafter referred to as the "Vice-Dean"), the Academic Senate of the Faculty (hereinafter referred to as the "Senate") or if it is stipulated by an internal regulation of Palacký University Olomouc, the Faculty Constitution or another internal regulation of the Faculty.
- 3) Material and administrative support for the SB’s sessions is provided by the Dean's Office of the Faculty.

## **Article 2**

### **Membership in the SB**

- 1) The Dean appoints the members of the SB and removes them from office after the prior approval of the Senate with the appointment or removal from office.
- 2) The Dean appoints the members of the SB at most for the duration of his or her term of office. However, the term of office of the SB’s members does not end before the new SB is appointed by the new Dean.

## **Article 3**

### **SB’s Sessions and Decision Making**

- 1) SB sessions are held in the personal presence of the SB members.
- 2) In the event that the personal presence of a larger number of SB members would be impossible due to measures taken by public administration bodies related to a crisis situation or due to other objective facts, especially extraordinary events of a significant scale, the Dean may convene a session held in the form of a video conference or a combination of video conference and personal presence. When voting, SB members who participate in the SB session by video conference must be technically enabled to verify their identity and ensure the secrecy of their vote in cases where this is stipulated by the Act or these Rules.
- 3) The SB sessions take place at least once every three months, with the exception of the period between July 01 and August 31.
- 4) The dates of SB sessions are announced in advance for the entire calendar year. Before each session, SB members are notified by e-mail of the day, time, place and the agenda of the SB session.
- 5) During the sessions and decision-making, the SB is governed by these rules of procedure.
- 6) The Dean has the power to convene a session of the SB even outside the set dates to solve urgent issues.
- 7) SB sessions are closed to public, with the exception of cases stipulated by the Act (habilitation lecture and defence of the habilitation thesis and lecture during the procedure for the appointment of full professorship).
- 8) The SB sessions are presided over by the Dean, or in his or her absence by the Vice-Dean authorized by him or her (hereinafter referred to as the "chair").
- 9) The SB has a quorum if at least three fifths of all members are present at the session.
- 10) Employees appointed by the Dean as record-keepers are present at the SB session.
- 11) If the SB has a quorum, the chair initiates the session and allows the agenda to be approved.
- 12) If the SB does not have a quorum, the chair, with the consent of the SB members present, will set a new date for the session. This date is announced to the absent members of the SB.

- 13) If there is a proceeding on the agenda that requires a secret vote, the record-keepers will prepare the requirements for such ballot.
- 14) Minutes are taken of each SB session, which, after approval by the chair, are distributed by the record-keepers according to the established distribution list, no later than a week after the session. An audio recording may be made of the SB session for the purpose of record-keeping.

#### **Article 4**

##### **Discussion of Individual Points of the Agenda of the SB Session**

- 1) Individual points of the agenda of the SB session are usually discussed on the basis of written background materials, which are sent in advance to the SB members through the Dean's Office of the Faculty.
- 2) The Dean, the relevant Vice-Dean or the proposer of a specific point on the agenda will make the opening remarks when discussing such point during the SB session.
- 3) Members of the SB can vote to postpone the discussion of a specific point for the following reasons:
  - a) the need to review newly submitted materials,
  - b) a proposal for submission of additional materials,
  - c) a proposal to hear the opinions of experts.
- 4) After discussing the relevant point, the chair calls for a vote on the draft resolution.
- 5) The chair announces the result of the vote, determines the method of notification of the adopted resolution and issues relevant instructions to the record-keepers.

#### **Article 5**

##### **Voting and Validity of SB's Resolutions**

- 1) Voting during SB sessions is usually public. In the case of a proposal for an appointment of an associate professor or an appointment of a full professor, and in cases where a majority of all SB members decide by public vote, the vote is secret.
- 2) Resolutions of the SB are valid if a majority of all SB members voted for them.

- 3) For the counting of votes in the case of secret voting, the chair shall appoint at least two scrutineers from among the SB members before the start of the voting. If voting is done using ballots, the scrutineers evaluate the submitted ballots directly in the meeting room and communicate the result in a written protocol to the chair. Ballots are edited by crossing out the unwanted option. Ballots edited otherwise are invalid. In the case of the procedure according to Article 3, paragraph 2, all members of the SB vote by the chosen means of remote communication; the result of the vote will be communicated by the scrutineers to the chair in a written protocol.
- 4) In the case of the procedure according to Article 3, paragraph 2, public voting is carried out in a way that allows for the expression of will of each SB member to be confirmed and recorded.
- 5) After tallying the votes of the SB, the chair announces the results of the voting by stating the number of affirmative votes, the number of negative votes and the number of abstentions.

## **Article 6**

### **Voting out of Session**

- 1) In cases that cannot be delayed or for the discussion of which it is not possible or expedient to convene a SB session, the Dean has the power to decide on a vote outside the SB session. Voting outside the session can be used especially in matters of a procedural nature, such as voting on the composition of committees and approval of non-habilitated supervisors in the doctoral study programme. Voting outside the meeting shall take place electronically.
- 2) Voting outside the session on the same proposal is admissible only once.
- 3) Voting outside the session is not admissible when deciding on a proposal for appointing an associate professor or a full professor and on other matters to be decided by a secret vote.
- 4) Information about the commencement of voting outside the session and background materials, together with the wording of the draft resolution and instructions on the method of voting, will be distributed in a verifiable manner to all members of the SB.

- 5) The SB member shall comment on the submitted proposals within a set period, which is at least five days. If the statement is not delivered within the specified period, it is considered that the SB member abstained from voting.
- 6) Voting outside the session is not admissible if at least one third of all SB members refuse to vote outside the session.
- 7) The proposal is considered approved if the majority of all SB members expressed their agreement with it.
- 8) The Dean or the Vice-Dean authorized by him or her will inform the SB of the result of voting outside the session at its next session. Minutes of voting outside the session are part of the minutes of the next SB session and are approved at the same time.

### **Article 7**

#### **Final and Cancellation Provisions**

- 1) Rules of Procedure of the Faculty's SB were approved by the Senate on February 23, 2021 and by the Academic Senate of Palacký University Olomouc on March 17, 2021.
- 2) The present Rules of Procedure come into force on the date they are published and become effective on the day following the date of their publication.
- 3) The Rules of Procedure of the Faculty's SB no. LF – B1-3/2017 of April 10, 2017 are repealed on the date these Rules of Procedure come into effect.

In Olomouc on February 04, 2021

Prof. MUDr. Josef Zadražil, CSc.

Dean of the Faculty of Medicine and Dentistry of Palacký University Olomouc

Prof. MUDr. Jiří Ehrmann, Ph.D.

Chairperson of the Academic Senate of the Faculty of Medicine and Dentistry