

The Ministry of Education, Youth and Sports registered under Section 36(2) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), on 19 May 2017, under file number MSMT-12 359/2017 Procedural Rules of the Academic Senate of the Academy of Performing Arts in Prague.

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Mgr. Karolína Gondková
Director of the Department of Higher Education Institutions

**Procedural Rules
of the Academic Senate of the Academy of Performing Arts in Prague
dated 19 May 2017**

*The Academic Senate of the Academy of Performing Arts in Prague,
under Section 9(1b), point 3, and Section 17(1c)
of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the
Higher Education Act), as amended, has resolved to adopt these Procedural Rules of the
Academic Senate
of the Academy of Performing Arts in Prague:*

**Article 1
General Provisions**

1. The Academic Senate of the Academy of Performing Arts in Prague (hereinafter the "AS AMU") is a self-administrative representative academic body of the Academy of Performing Arts in Prague (hereinafter "AMU"). The AS AMU shall have 15 members, consisting of a 9-member pedagogical chamber and a 6-member student chamber. The AS AMU's purview is governed by Section 9 of Act No. 111/1998 Coll., Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter the "Act").
2. The composition of the AS AMU, the manner in which its members are elected, the establishment of its bodies and the termination of membership in the AS AMU are governed by the AS AMU Electoral Rules.

**Article 2
AS AMU Procedural Rules**

1. The chair shall convene a session of the AS AMU at least four times during the academic year. He or she shall be required, however, aside from cases where he or she is required to do so under the Act, to convene an extraordinary session of the AS AMU no later than within 10 days, if requested to do so in writing by:
 - a) the academic senate of one of the faculties, or
 - b) at least one-third of all members of the AS AMU, or
 - c) the Rector.In all cases, the written request must contain the reasons why the extraordinary session should take place.

2. Sessions of the AS AMU shall be open to the public. The Rector, or on his/her behalf the Prorector, the Dean, the Chair of the AMU Board of Directors or on his/her behalf an authorised member of the AMU Board of Directors, as well as the Chair of the AMU Council for Internal Evaluation or an authorised member of the Council for Internal Evaluation shall have the right to speak in the session whenever they so request.

3. The AS AMU shall have a quorum to act and pass resolutions if more than half of all members of the AS AMU pedagogical chamber (i.e. 5 members) and at least half of all members of the AS AMU student chamber (i.e. 3 members) are present.

4. Unless the Act, the AMU Statutes, the AS AMU Electoral Rules or these Procedural Rules require a different manner of passing resolutions, the AS AMU shall pass resolutions by acclamation. Upon a motion by any member, however, the AS AMU may pass a resolution by secret ballot on any matter. The decision on the manner of voting shall be secret and a majority of votes of the present members of the AS AMU shall be sufficient to adopt the motion.

5. The AS AMU shall pass resolutions by means of a simple majority of votes of the present members in accordance with paragraph 3 with the exception of:

- a) voting on a motion to appoint a Rector;
- b) voting on a motion to recall a Rector.

In accordance with the Act, a motion to appoint a Rector shall be adopted if a simple majority of all AS AMU members (i.e. 8 members) vote in favour; a motion to recall a Rector shall be adopted if at least three-fifths of all AS AMU members vote in favour.

6. At least two-thirds of all AS AMU members must be present for:

- a) the election of the AS AMU Chair and for his or her recall;
- b) a vote to terminate membership in the AS AMU pursuant to Art. 2(20) of the AS AMU Electoral Rules;
- c) a vote on a motion by the Rector to establish, merge, fuse, divide or discontinue parts of AMU;
- d) a vote to approve the AMU budget;
- e) a vote to approve the annual report on the activities of AMU or the annual report on the economic management of AMU;
- f) a vote to approve a report on the internal review of the quality of educational, creative and related activities at AMU, as well as annexes to such a report;
- g) a vote on the strategic intent of educational, scientific, research, development, innovation, artistic or other creative activities at AMU (in the sense of Section 9(1i) of the Act);
- h) a vote on a motion to appoint or recall a Rector;
- i) a vote on a resolution to take legal steps which require the consent of the AMU Board of Directors under Section 15(1a-d) of the Act.

With the exception of voting pursuant to paragraph 6h, a simple majority of the AS AMU members present shall be necessary to pass a motion.

7. The AS AMU shall always vote by secret ballot in the following matters:

- a) the election of the AS AMU Chair and his or her recall;
- b) the election of the AS AMU Vice-Chair and his or her recall;
- c) a vote to terminate membership in the AS AMU pursuant to Art. 2(20) of the AS AMU Electoral Rules;
- d) a vote to approve the AMU budget;
- e) a vote to approve the annual report on the activities of AMU or the annual report on the economic management of AMU;
- f) a vote to approve a report on the internal review of the quality of educational, creative and related activities at AMU, as well as annexes to such a report;

g) a vote on a motion to appoint or recall a Rector;

h) a vote on a motion by the Rector to appoint or recall a Prorector.

Furthermore, the AS AMU shall pass resolutions by secret ballot in cases where one of its members so requests.

8. Proposals by members of the AMU Academic Community shall be addressed in the relevant faculty-level academic senates. If a member of the academic community of the relevant faculty is dissatisfied with a resolution by the faculty-level academic senate on a particular matter, he or she may appeal to the AS AMU Chair. Should the AS AMU deliberate matters concerning a particular faculty, it shall first request a written statement from the faculty's academic senate and invite the chair of the faculty's academic senate to participate in the session. Proposals by members of the AMU Academic Community shall be included in the agenda of the AS AMU session if they are delivered to the AS AMU Chair no later than 7 working days prior to the AS AMU session.

9. The agenda of the AS AMU session must be published no fewer than 7 calendar days in advance in the public part of the AMU website; written materials for the agenda must be sent electronically to the members of the AS AMU no later than 7 calendar days in advance.

10. If needed, the AS AMU may create a working committee to assess and elaborate documents for the AS AMU's deliberation. Such a working committee shall always be headed by an authorised member of the AS AMU, who shall organise and direct its work.

11. Following the opening of the AS AMU session, the person chairing the session shall allow AS AMU members to submit supplements or amendments to the agenda. The Rector is also entitled to submit such motions. The AS AMU shall decide on the proposed agenda, as well as on any supplements or amendments. Subsequent changes to the session's agenda shall not be permitted.

12. The various agenda items shall generally be deliberated on the basis of written background materials. Background materials shall be submitted by the person who proposes their deliberation. There shall generally be a discussion on the individual agenda items. There shall not be a discussion on agenda items consisting of information which the AS AMU should merely take note of, provided the AS AMU has written background materials and no member requests a discussion.

13. The AS AMU shall decide by resolution. The full text of the resolution must be entered word-for-word in the session minutes. If there is a need to draw up the resolution separately in writing, this shall be signed by the AS AMU Chair or an authorised Vice-Chair.

14. Motions which, after approval by the AS AMU, require under Section 15(2b-c) of the Act approval by the AMU Board of Directors shall be forwarded by the Rector to the AMU Board of Directors within five working days after approval by the AS AMU.

15. Minutes shall be verified by the AS AMU Chair or by an authorised member. The minutes of the AS AMU session shall be published in the public part of the AMU website.

Article 3

Selection of Candidates for Appointment as Rector

1. The AS AMU shall announce by resolution the opening of the selection of candidates for appointment as Rector (hereinafter "candidates"):

- a) no later than four months prior to the end of the term of office of the current Rector;
- b) in the event of the Rector's resignation, recall or similar cases where he or she ceases to carry out the duties of office on a permanent basis, immediately upon learning of this fact.

2. The resolution pursuant to paragraph 1 shall be communicated by the AS AMU Chair in writing to the chairs of the faculty-level academic senates and to the Deans of all faculties, so that it is made available to the entire AMU Academic Community. The resolution shall be published in the public part of the AMU website and in the public parts of all faculty websites.

3. The resolution pursuant to paragraph 1 must contain the deadline for submitting nominations and the date of the session in which the AS AMU shall resolve to appoint a Rector.

4. There must be a period of six weeks between the date of the opening of the selection of candidates for appointment as Rector and the deadline for submitting nominations.

5. There must be a period of six weeks between the deadline for submitting nominations and the date of the session in which the AS AMU shall resolve to appoint a Rector.

6. Nominations may be made by:

- a) the academic senates of individual faculties;
- b) the artistic councils of individual faculties;
- c) the Deans' Colleges of individual faculties;
- d) one-third of all members of the AS AMU;
- e) 20% of the students in any faculty or 7% of all AMU students, who sign the nomination and affix their date of birth to their signature.

Nominations shall be submitted to the AS AMU Chair in writing on paper or electronically.

7. Candidates shall submit written consent to their candidacy and a conception of their anticipated activities in the event of their appointment in writing, in four copies, and no later than four weeks prior to the date when the AS AMU shall pass a resolution on the appointment of a Rector. Candidates must also submit their conceptions in electronic form. Failure to meet the deadline for submitting a conception will automatically result in the candidate's disqualification.

8. The AS AMU Chair shall immediately send a copy of each candidate's conception to the chairs of the academic senates of individual faculties and to AS AMU members.

9. On the day when the AS AMU is to resolve to appoint a Rector, the AS AMU Chair shall convene a meeting of the AMU Academic Community, where candidates will introduce themselves and through questions will explain and further specify the conception to which they would adhere if appointed.

Article 4

The AS AMU's Voting on a Motion to Appoint a Rector

1. For managing the voting on a motion to appoint a Rector, the AS AMU shall elect in its session a three-member electoral committee. From among the elected members of the committee, its chair will then be elected.

2. The electoral committee shall check the validity of the mandates of the AS AMU members and, prior to the commencement of voting on the appointment of a Rector, shall submit a report to the AMU Academic Community on the number of AS AMU members present.

3. In order to vote on the appointment of a Rector, the participation of at least two-thirds of all AS AMU members (i.e. 10 members) is necessary. If the thusly set minimum number of AS AMU members is not present, the vote shall take place on a replacement date within one week.
4. If even on the replacement date the condition of the participation of two-thirds of all AS AMU members is not satisfied, the provisions of Section 8(3) of the Act shall apply proportionately, i.e. the mandates of all AS AMU members shall terminate as of the date set for the replacement vote, and the Rector or Prorector authorised to represent the Rector shall announce elections to the AS AMU within 30 days.
5. The electoral committee shall issue each AS AMU member a set of ballots with pre-printed candidate names and a voting envelope. The AS AMU members shall confirm takeover of the ballots by signing a sheet which is part of the voting protocol.
6. The electoral committee shall ensure that throughout the course of the voting the conditions for secret voting are ensured.
7. After the voting is complete, the committee will open the envelopes and count the votes. A valid vote shall consist of an envelope containing an issued ballot with the pre-printed name of one of the registered candidates. Should an envelope contain multiple pre-printed ballots or a ballot subsequently modified, the committee shall count it as an invalid vote. An empty voting envelope shall constitute an abstention.
8. Should no nominee for Rector receive the necessary number of votes (a simple majority of votes of all AS AMU members, i.e. 8 votes), then the two candidates with the greatest number of votes shall advance to a second round. If there are an equal number of votes for more than two first-place nominated candidates or if there are an equal number of votes for two or more second-place candidates, then in both cases all nominated candidates who received the same number of votes shall advance to the next round. The second round shall take place after a discussion of the AS AMU no earlier than thirty minutes from the announcement of the results of the first round.
9. Should no nominee for Rector receive the necessary number of votes to pass the resolution per paragraph 8, then the candidate with the greatest number of votes or the candidates with the greatest number of votes in the case of equal votes for two or more first-place candidates shall advance to a third round. The third round shall take place no earlier than thirty minutes from the announcement of the results of the second round.
10. Should no nominee for Rector receive the necessary number of votes in the third round to pass the resolution per paragraph 9, a fourth round of voting shall take place on the eighth calendar day following the first vote. Those candidates who participated in the second round pursuant to paragraph 8 shall be voted on in the fourth round. During this period, the AS AMU Chair shall familiarise all candidates with the course of the voting and ask those who will participate in the fourth round for a written statement indicating whether they are still contesting the office of Rector. Any of the nominees may withdraw their candidacy, always prior to the commencement of the relevant round of voting.
11. If even in the fourth round no nominee for Rector receives the number of votes necessary to pass the resolution per paragraph 10, the provisions of Section 8(3) of the Act shall apply proportionately, i.e. the mandates of all AS AMU members shall terminate as of the date of the fourth round, and the Rector or Prorector authorised to represent the Rector shall announce elections to the AS AMU within 30 days.

12. The AS AMU Chair shall submit a recommendation to appoint the elected candidate as Rector within 7 days from the day of the election to the Ministry of Education, Youth and Sports by means of the Office of the Rector.

Article 5 Motion to Recall a Rector

1. In order to commence deliberations on a motion to recall a Rector, there must be:
 - a) a resolution by the academic senates of at least two faculties requesting the Rector's recall and a resolution supported by at least one-third of the votes of all AS AMU members (i.e. 5 votes), or
 - b) a resolution requesting the Rector's recall supported by a simple majority of all members of the AS AMU pedagogical chamber (i.e. 5 members), and by a simple majority of all members of the AS AMU student chamber (i.e. 4 members).

A motion to recall a Rector including the rationale for doing so must be submitted in writing to the AS AMU Chair. The reason for the motion can only be circumstances related to the execution of the office of Rector.

2. For a vote on a motion to recall a Rector, two-thirds of all AS AMU members (i.e. 10 members) must be present; 9 members (regardless of chamber) must vote in favour of recall.

3. If the conditions stipulated in paragraph 1 are satisfied, then within 14 days of the motion's delivery the AS AMU Chair shall convene a meeting of the AMU Academic Community, where the motion will be publicly deliberated. The Rector must be granted the right to address the motion at this meeting.

4. After the end of the AMU Academic Community's discussion, the AS AMU members shall vote on the motion to recall the Rector. The voting will take place using pre-printed ballots bearing the text "for recall" and "against recall". An envelope containing more than one pre-printed ballot or a ballot subsequently modified shall be considered an invalid vote. An empty envelope shall constitute an abstention. A motion to recall a Rector shall be adopted if at least three-fifths of all AS AMU members (i.e. 9 members) vote in favour.

Article 6 Consent to the Recall of a Dean

1. A motion to recall a Dean on the Rector's own initiative must be submitted to the AS AMU in writing and be accompanied by reasons as well as by a statement from the academic senate of the relevant faculty. The reason for the motion to recall can only be circumstances related to the execution of the office of Dean. The Dean for whose recall the Rector has submitted a motion must be invited to a session of the AS AMU and shall have the right to speak in this venue and to address the motion to recall.

2. Upon the Rector's request, the chair of the academic senate of the relevant faculty shall be required in the matter of a motion to recall a Dean on the Rector's own initiative to immediately convene a session of the academic senate of the faculty so that it will take place within 15 days from the delivery of the request, unless a longer period is stipulated in the request.

Article 7

Approval of Internal Regulations of Faculties

1. A faculty's proposed internal regulation shall be submitted by the chair of the academic senate of the relevant faculty, who shall sign it together with the Dean; the Dean's signature certifies that he or she is familiar with the proposal.
2. The proposal shall be submitted to the AS AMU Chair in printed form in triplicate and in electronic form at least 2 weeks prior to the AS AMU session where it is to be deliberated. It shall be immediately forwarded to the Rector and published in the public part of the AMU website. The Rector shall send the AS AMU his or her opinion no later than within 5 working days prior to the AS AMU session.
3. If the proposal is in accordance with legislation and AMU internal regulations, and if it does not require supplementation, the AS AMU shall approve it by resolution.
4. Reasons must be provided for an AS AMU resolution by which a proposed internal regulation is not approved.
5. The faculty's approved internal regulation shall be provided with an approval clause signed by the AS AMU Chair and sent to the relevant faculty within 7 days from the date of approval. The approved internal regulation shall be published in the public part of the AMU website and in the public part of the website of the relevant faculty.

Article 8 Final Provisions

1. The AS AMU Electoral and Procedural Rules registered by the Ministry of Education, Youth and Sports on 8 March 2008 under file no. 4 313/2008-30 are hereby abolished.
2. These Procedural Rules were approved under Section 9(1b) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, on 20 March 2017.
3. These Procedural Rules shall become valid under Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

Prof. Karel Makonj, m.p.
AS AMU Chair

doc. Jan Hančil, m.p.
Rector