

Rules of Procedure of the Academic Senate of the Catholic Theological Faculty of Charles University

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Pursuant to Section 27 (1) (b) and Section 33 (2) (c) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, the Academic Senate of the Catholic Theological Faculty of Charles University has adopted these Rules of Procedure of the Academic Senate of the Catholic Theological Faculty as its internal regulations.

Article 1 Introductory provision

1. The position and powers of the Academic Senate of the Catholic Theological Faculty are established by Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as the "Higher Education Act"), the internal regulations of Charles University (hereinafter referred to as the "University") and the internal regulations of the Faculty of Catholic Theology (hereinafter referred to as the "Faculty").
2. These Rules of Procedure of the Academic Senate of the Catholic Theological Faculty set out the details of the proceedings of the Academic Senate of the Faculty (hereinafter referred to as the "Senate") and the election of a candidate for the office of Dean.
3. The Senate is the self-governing representative academic body of the Faculty.
4. Members of the Senate are equal in the exercise of their functions.
5. The Senate shall act collectively in the form of meetings.
6. The Senate shall express its will by resolution.
7. In the periods between meetings, the bodies of the Senate shall act on behalf of the Senate in matters provided for in these Internal Rules and in matters delegated to them by the Senate.
8. The bodies of the Senate are the Bureau and the Working Commissions.
9. The dean's office provides administrative and material support for the activities of the commission.¹
10. The Bureau may appoint a note-taker. The recorder need not be a member of the Senate.

Part One Bodies of the Senate

¹ Statute of the Catholic Theological Faculty, Article 13, paragraph 1.

Article 2 Board of the Academic Senate

1. The Board of the Academic Senate (hereinafter referred to as the "the Board") consists of the President of the Academic Senate and two Vice-Presidents. The President shall be elected from the Academic Staff Chamber and at least one Vice-President from the Student Chamber.
2. The Board is the executive body of the Senate.
3. The Board shall in particular
 - a. proposes the agenda for the Senate meeting,
 - b. prepares documents for the Senate's deliberations and quorum,
 - c. convene meetings of the Senate,
 - d. submits to the Senate a draft report on the Senate's activities,
 - e. ensuring the publication of the minutes and resolutions of the Senate,
 - f. ensuring that the resolutions of the Senate are implemented,
 - g. carry out the tasks entrusted to it by the Senate.
4. The Board also fulfills the tasks set out in the Electoral Regulations of the Academic Senate of the Catholic Theological Faculty.
5. The President or a designated member of the Bureau shall act externally on behalf of the Senate.
6. The Board expresses its will by a joint convention. If at least two of the three members of the Bureau consider it necessary or appropriate, this convention shall be implemented by a written resolution signed by the President.

Article 3 Election of the Board

1. The ordinary election of the Board shall take place at the first meeting of the newly elected members of the Senate (hereinafter referred to as the "constituent meeting").
2. The members of the Board shall be elected by the Senate by secret ballot for a term of two years.
3. Members of the Board shall remain in office after their term of office as a member of the Senate has expired until the first member of the new Bureau of the Senate is elected.
4. At the meeting at which the election is held, the Senate shall appoint a three-member electoral commission from among its members to conduct the election, irrespective of the different chambers of the Senate. No member of the electoral commission may stand as a candidate.
5. The election of the President precedes the election of the Vice-Presidents.
6. Only a member of the Senate or a group of members of the Senate may make proposals for the President and Vice-President. The vote on the motion shall be subject to the consent of the person proposed.
7. For an election to be valid, the number of valid ballots cast must exceed half the number of Senate members present. The candidate receiving the highest number of votes shall be elected. In the event of a tie, a lot shall be drawn; the Electoral Commission shall conduct the drawing of lots.
8. Before the end of the term of office of a member of the Senate, his membership in the Bureau shall cease
 - a. together with the termination of membership of the Senate,
 - b. the date of delivery of the written declaration of resignation from the Bureau to

- the President of the Chamber or, in the case of the President of the Chamber, to one of the Vice-Presidents,
- c. if the Senate decides by resolution to remove a member of the Bureau from office, subject to **Article 10 paragraph 3**.
9. If membership in the presidium ceases according to paragraph 8, a secret election of a new member of the presidium is held at the next meeting of the senate.

Article 3 Working committee

1. The Senate may establish and abolish working committees (hereinafter in this Article referred to as "committees"); a proposal to establish a committee shall be made by a member of the Senate or by a group of members of the Senate.
2. No later than the third session of the Senate, a legislative committee and a study committee must be established.
3. The Commission may carry out its work if it has at least three members, at least one of whom is a member of the Senate.
4. Any member of the Senate may be nominated and elected as a member of the Commission. Other members of the committee shall be selected, on the proposal of a member of the Senate or a group of members of the Senate, as a rule from members of the academic community of the faculty or experts from the academic community of the University or University staff.
5. The term of office of members of the Commission shall be from the date on which they become members of the Commission until the end of the term of office of the members of the Senate or the expiry of the period for which the Commission was established.
6. Before the expiry of the term of office referred to in paragraph 5, membership of the Commission shall cease
 - a. the date of delivery of the written declaration by which the member resigns from membership of the Board to the President of the Senate,
 - b. by appeal, if the Board so decides. If the number of members of the Board falls below three, the Bureau of the Board shall ensure that it is replenished to at least that number in accordance with paragraph 4.
7. The chairman of the committee shall always be a member of the Senate. If there is more than one member of the Senate among the members of the Commission, the members of the Commission shall elect a chairman from among them at the first meeting of the Commission, which shall be held within fifteen days of the date on which the Commission is established. The Bureau shall designate the member of the Board who shall convene the first meeting of the Board.
8. The Chairman of the Commission
 - a. convenes meetings of the Board, either on his/her own initiative or on the instructions of the President of the Senate,
 - b. proposes the agenda and presides over the meeting,
 - c. shall speak for the Commission externally,
 - d. report to the Senate on the activities of the Commission and on its resolutions whenever invited to do so by the Senate.
9. The meetings of the Commission are closed to the public. The President of the Senate is entitled to attend the meetings of the Board.
10. The Commission expresses its will by a joint convention. If deemed appropriate or necessary by a majority of the members of the Commission, a written resolution shall be drawn up, signed by the Chairman of the Commission. Any vote shall be proposed and always be conducted by the chairman of the Commission, and a majority of the

voting members shall be required for the adoption of a resolution.

11. The Commission may work by correspondence and vote per-rollam. 12. The Commission shall draw up a final report on its activities and submit it to the Senate no later than five working days before its last meeting during its term of office.

Part One Meetings

Article 5 Constituent Meeting

1. The constituent meeting shall be convened by the Board referred to in Article 3(3) so as to be held not later than 15 days after the date on which the term of office of the newly elected members of the Board begins.
2. A compulsory part of the agenda of the constituent session is the establishment of the secret ballot commission and the election of the Senate Bureau immediately following.
3. The deliberations of the constituent session of the Senate shall be presided over by the designated member of the Bureau of the Senate referred to in Article 3(3) until the election of a new President of the Senate, who shall immediately assume further control of the deliberations in progress.

Article 6 Timetable of meetings

1. A meeting of the Senate (hereinafter referred to as a "meeting") shall normally be held every month of the academic year, excluding holidays, but at least eight times per academic year.
2. The schedule of meetings shall be drawn up by the Bureau for a period of one semester.
3. The meeting schedule shall be sent to the members of the Senate, the Dean, the Vice-Deans, the Secretary, the Heads of Departments and the Chancellor of the Faculty.
4. The meeting schedule shall be published in the public area of the faculty website.

Article 7 Ordinary and extraordinary meetings

1. Ordinary meetings shall be convened by the President in accordance with the approved timetable. The Board may decide to change the date of an ordinary meeting.
2. An extraordinary meeting shall be convened by the President at the earliest possible date, but no later than ten days from the date of receipt of the request of the Dean or at least five members of the Senate, unless a longer period is implied by the request. The subject of the request may be limited to matters which cannot be delayed; the request must be accompanied by supporting material. The request shall be submitted in paper or electronic form; it shall include the proposal, the reasons for it and, in an annex, the supporting material.
3. The President of the Senate shall also notify the persons immediately concerned of the date and the name of the person making the request for an extraordinary sitting. 4. The Board proposes the agenda. It is based primarily on a resolution of the Senate, on the initiative of the members of the Senate or the working committee, on the initiative of other faculty bodies or on the initiative of the head of the department. Other members of the academic community of the Faculty may submit suggestions through the Bureau. Motions shall be submitted in paper or electronic form no later than seven days before the date of the meeting; they shall include the proposal, its justification and, as a rule, supporting materials in an annex.
5. The date, place and proposed agenda of the meeting must be communicated electronically to the members of the Senate, the Dean, the Vice-Deans, the Secretary,

the Heads of Departments and the Grand Chancellor of the Faculty, or other persons who are to attend the meeting. In the case of a regular meeting, this must be done at least seven days before the date of the meeting, and in the case of a special meeting, at least three days before the date of the meeting. The information referred to in the first sentence shall be made available to the members of the Senate in electronic form, in accordance with Article 8(6).

6. The date, place and proposed agenda of the meeting shall be published in the public section of the faculty's website at least three days before the date of the meeting. 7. Submissions on matters pursuant to Article 6, paragraph 14, letters a) to e) and h) of the Statutes of the Catholic Theological Faculty and documents for decisions pursuant to Article 6, paragraph 14, letter g) of the Statutes of the Catholic Theological Faculty must be made available by the submitter to members of the academic community of the Faculty at least seven days prior to their consideration in a manner that allows remote access;² at the request of the submitter, the Board may fulfil this obligation.

Article 8 Meetings

1. Except as otherwise provided in these Rules, a meeting may be opened if an absolute majority of all members of the Senate are present.
2. If the Senate has not been able to meet within 30 minutes of the time previously announced for the meeting of the Senate in accordance with paragraph 1, the Bureau may fix a new date for the meeting so that it can be held within seven days at the latest; it shall always do so if the items on the proposed agenda cannot be postponed until the next ordinary meeting. In doing so, it shall comply mutatis mutandis with the provisions of Rule 7(4) and (5).
3. The President or the Vice-President designated by him (hereinafter referred to as 'the Chair') shall preside.
4. If the number of members present falls below half of the members of the Board, the President shall, after 15 minutes of such a situation, adjourn the sitting; the provisions of paragraph 2 of this Rule shall apply mutatis mutandis.
5. The President and the members of the Senate may, in urgent and justified cases, at the commencement of the sitting, table supplementary or amending proposals to the agenda proposed by the Bureau. The Senate shall take a decision on the proposed agenda and on the supplementary or amending proposals. Late amendments to the agenda shall not be admissible.
6. As a general rule, individual agenda items shall be discussed on the basis of the background material referred to in Rule 7(5). If, at any time during the meeting, the Senate decides not to consider the item without the supporting material or that the supporting material is insufficient, it shall decide whether to include it in the next meeting or to proceed in another way.
7. The Senate may request the opinion of another faculty body or the head of a faculty organisational unit or working committee. If the requested opinions of the faculty bodies or the head of the organisational unit are submitted in writing, they must be submitted to the Bureau at least three days before the meeting.
8. The chair, the proposer or a member of the working party shall make an opening statement when the relevant agenda item is discussed.
9. A debate shall be held on each agenda item, in which the members of the Senate shall

² § 27 (3) of the Higher Education Act.

take part. The dean or, on his/her behalf, the vice-dean, the rector or, on his/her behalf, the vice-rector, and the president 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, shall have the right to speak at a meeting of the Senate whenever they so request.³ Other bodies and persons referred to in Article 7(5) may also speak in the debate. The decision to grant or deny the floor to such persons shall be taken by the Chair; his or her decision may be reversed by a resolution of the Senate.

10. Proposals by the dean for the establishment, merger, amalgamation, division or abolition of faculty departments, for the prior approval of the appointment and removal of members of the Faculty Scientific Council and the Faculty Disciplinary Board, and for the allocation of faculty funds may be either approved or rejected by the Senate; supplementary or amending proposals by members of the Senate shall not be admissible.
11. In matters not referred to in paragraph 10, members of the Senate may, in the debate, make supplementary or amending proposals to motions submitted pursuant to Article 7(4). In the debate, the proposer shall also take a position on them.
12. Pending the opening of the vote, the proposer may, subject to the conduct of the debate
 - a. be modified or amended unless the Senate has agreed not to allow changes to the proposal submitted,
 - b. withdraw unless the Senate has agreed not to permit withdrawal.
13. The Chairperson may move that the debate be closed if it is clear that its continuation cannot contribute to clarifying the matter under discussion.
14. No debate shall be held on items on the agenda which are the subject of information to be noted by the Senate if no member of the Senate requests a debate.

Article 9 Resolutions

1. The Senate shall have a quorum if an absolute majority of its members are present. 2. The proposed text of the resolution shall be formulated by the mover, the Bureau or a member of the Senate. The proposed text of the resolution shall be presented to the members of the Senate present by the Presiding Officer.
3. Unless otherwise provided for in these Rules, a resolution shall be adopted if a majority of those present, but not less than one-third of all the members of the Board, vote in favour of it.
4. Resolutions shall be signed by the President or the Vice-President designated by him. Resolutions shall be published in the public section of the Faculty's website within three days of the Senate meeting. Within the same time limit, the Chair or the Vice-Chair authorised by him/her shall electronically communicate the minutes to the members of the Senate, the Dean, the Vice-Deans, the Secretary, the Heads of Departments, the Chancellor of the Faculty and other persons who have submitted a motion on which the Senate has deliberated.

Article 10 Voting

1. Each motion for a resolution shall be voted on separately. Substantively related motions or motions on the same agenda item may be voted on together. This shall not apply if the proposer objects to the motion during the proceedings and if any member of the Senate requests a separate vote.

³ § 26 paragraph 4 of the Act on Universities.

2. Motions shall be voted on in the order in which they are submitted, with the following exceptions:
 - a. if a motion is made to withdraw an item from the agenda, it shall be voted on first,
 - b. supplementary motions and amendments shall be voted on before the vote on the original motion, in the reverse order to that in which they were tabled, c. in the case of alternative motions, the alternatives shall be voted on first, followed by the motion resulting from the vote; the best alternative shall be the one which obtains a simple majority of votes; in the event of a tie, the vote shall be repeated after a brief supplementary debate on the alternatives; if an alternative obtains the number of votes needed to adopt the motion, the vote shall not proceed.
3. Voting is public, unless the Higher Education Act or the internal regulations of the faculty provide otherwise. Voting involving named persons shall always be secret; this shall not apply to the appointment of secret ballot committees or scrutineers. If the Senate so decides, voting may also be by secret ballot on other matters. Where voting is by secret ballot, the vote shall be taken by placing the ballot paper in the ballot box. The content of the ballot paper and the method of marking the ballot shall be discussed by the Senate before the voting begins. The result of the ballot shall be ascertained by members of the Electoral Commission or by scrutineers from among the members of the Senate appointed by the Senate.
4. At the close of the voting or when the results of the voting have been ascertained, the Presiding Officer or a member of the Secret Ballot Committee or the Scrutineer authorized by the Presiding Officer shall announce the result by stating the number of votes cast in favor of the motion, against the motion and the number of abstentions. If a member of the Senate, although present, does not take part in the vote, he shall be deemed to have abstained.
5. Procedural issues may be voted on by tacit consent. In this case, there is no need to ascertain the numerical results of the vote. No such vote may be taken if a member of the Senate objects to it.
6. Any member of the Senate may object to the conduct of the vote immediately after it has taken place. If the Senate upholds the objection, the vote shall be repeated

Article 11 Minutes of the meeting of the senate

1. Minutes of each meeting shall be taken. The Senate may decide to make an audio recording of the proceedings, which shall become the basis for the preparation of the minutes; once the minutes have been approved, the audio recording shall be deleted.
2. The minutes shall state the date of the meeting; the names of the members of the Senate present, excused or absent, the names of those invited and the name of the presiding officer; the agenda of the meeting, the names of the proposers and participants in debates with substantive proposals or comments; the content of the proposals made, the text of the resolutions adopted and the numerical results of the votes. Where written material has not been submitted for certain items on the agenda on which a resolution is to be adopted, the minutes shall also indicate the basic content of those items. At the express request of a person who has made a proposal, opinion or other communication, or following a resolution of the Senate, the minutes shall also include the required verbatim wording of such speech. The request must be made during the consideration of the question.
3. The minutes shall state the date of the meeting; the names of the members of the Senate present, excused or absent, the names of those invited and the name of the presiding

officer; the agenda of the meeting, the names of the proposers and participants in debates with substantive proposals or comments; the content of the proposals made, the text of the resolutions adopted and the numerical results of the votes. Where written material has not been submitted for certain items on the agenda on which a resolution is to be adopted, the minutes shall also indicate the basic content of those items. At the express request of a person who has made a proposal, opinion or other communication, or following a resolution of the Senate, the minutes shall also include the required verbatim wording of such speech. The request must be made during the consideration of the question.

4. The draft minutes shall be part of the supporting materials referred to in Article 7(5). The draft minutes shall be communicated electronically by the Chairperson or the Vice-Chairperson authorised by him/her to the Dean and other bodies or persons who submitted the motion on which the Senate has deliberated.
5. The minutes shall be approved by the Senate at its next meeting. Approval of the minutes shall be preceded by a review by the Senate. The necessary corrections shall be made at the suggestion of a member of the Senate. The dean and the other bodies and persons referred to in paragraph 3 may initiate the correction of the proposed minutes through the Bureau; they shall submit their initiative electronically within the time limits laid down in Article 7(5). If the correction concerns a resolution already published, the corrected version of the resolution shall be published together with the minutes and shall replace the original version.
6. The minutes shall be signed by the Chairman or the Vice-Chairman authorised by him. The minutes shall be published in the public section of the Faculty's website within five days after the Senate meeting at which the minutes were approved. Within the same time limit, the Chairperson or the Vice-Chairperson authorised by him/her shall electronically inform the members of the Senate, the Dean, the Vice-Deans, the Secretary of the Faculty, the Heads of Departments, the Chancellor of the Faculty, as well as other persons who submitted the motion on which the Senate deliberated.
7. Minutes and resolutions shall be kept in the Senate archives, which shall be kept in the office of the President. If the term of office of the Chairperson ends in accordance with Article 3(3) and (8), the Senate archives shall be handed over to the newly elected Chairperson.

Part Three Negotiations on Certain Questions

Article 12 Approval of internal regulations of the faculty

1. The Senate shall approve draft internal regulations of the Faculty on the proposal of the Dean or, in the case of the Senate Rules of Procedure, on the proposal of a member of the Senate on which the Senate has requested the opinion of the Dean.
2. The draft internal regulations of the faculty shall be submitted to the President in both paper and electronic form, together with a justification.
3. If a draft internal regulation is submitted, the chair shall agree with the dean and the chair of the legislative committee on the procedure and timetable for its consideration. The members of the Senate shall always be given the opportunity to submit amendments to the draft internal regulation and to acquaint themselves with the

opinion of the legislative committee and the dean on the draft internal regulation and on the amendments proposed by the members of the Senate.

4. Approved draft bylaws shall be forwarded by the President to the Academic Senate of the University for approval; the draft faculty bylaws must be approved by the Congregation for Catholic Education before being forwarded to the Academic Senate of the University.⁴

Article 13 Management control

1. The Senate shall control the management, including control of the use of the Faculty's financial resources
 - a. during the discussion of the annual management report,
 - b. through the Senate Economic Committee, if one is established,
 - c. in other cases, by its resolution in the manner laid down in that resolution.
2. The members of the Senate referred to in paragraph 2 shall report to the meeting of the Senate at which the results of the inspection are to be discussed. The members of staff in charge of the faculty departments and carrying out the activities covered by the inspection shall be invited to the meeting. They shall have the right to speak and may be questioned by the members of the Senate on the findings of the inspection.
3. If necessary, the period within which the inspection is to be carried out may be extended or, where appropriate, the inspection may be repeated.
4. If the inspection reveals deficiencies, the Senate shall invite the relevant faculty body to remedy the situation.

Article 14 Removal from office as a member of the Senate

1. A member of the Senate may be removed from office for failure to attend at least three consecutive meetings of the Senate without prior excuse.
2. The member of the Senate to be removed from office shall be duly invited to the meeting of the Senate at which the vote is to be taken. He or she may explain the reasons for his or her unexcused absence from previous meetings, including in writing.

Article 15 Correction of incorrect measures

1. If a resolution of the Senate contravenes a legal regulation or an internal regulation of the University or an internal regulation of the Faculty, the Senate shall repeal it; this resolution must contain a statement of reasons.
2. If, in the opinion of the Senate, a measure taken by another faculty body is contrary to a legal regulation or an internal regulation of the University or an internal regulation of the Faculty, the Senate shall invite the relevant body to seek redress; this resolution shall contain a statement of reasons.

Part Four

⁴ Statute of the Catholic Faculty of Theology, Article 6, paragraph 15 letter b)

Election of a candidate for the post of dean and the procedure for dismissal of the dean

Article 16 Announcement of elections

1. The candidate for the office of dean (hereinafter referred to as "candidate") is elected by the Academic Senate of the Faculty, usually from among the academic staff of the Faculty, usually professors or associate professors.
2. The election shall be announced by the Senate at least fourteen weeks before the day preceding the day on which the term of office of the Dean expires.
3. Along with the resolution announcing the election, a notice shall be published announcing the composition of the election committee, the date of the extraordinary meeting for the election of candidates, the time limit within which nominations may be submitted to the chair of the election committee, and other organisational instructions for the conduct of the election.
4. For the preparation and conduct of the elections, the Senate shall elect a three-member Electoral Commission from among its members. No nominated person may be a member of the Electoral Commission. Students and academic staff must be represented by at least one member. The Electoral Board shall elect a chairperson from among its members.

Article 17 Proposals for candidates

1. Any member or group of members of the academic community of the Faculty has the right to submit a proposal for a candidate. The written proposal shall be submitted to the Chair of the Elections Committee; the moment of submission of the proposal shall be considered as the registration of the proposed person. Each proposer shall indicate, together with his/her name, the faculty department to which he/she is assigned or the programme and section of study in which he/she is enrolled. The proposal must be signed in manuscript by all the proposers named in it. The proposal may also include a brief justification. The proposed person must attach to the proposal his/her handwritten consent, a structured curriculum vitae, an overview of his/her educational, scientific and other creative activities, and a reflection on the mission and prospects of the Faculty.
2. Proposals that meet the specified requirements shall be forwarded by the Election Committee to the members of the Senate at least ten days before the date of the election. Within the same time limit, a list with the names of the persons nominated shall be published in the public section of the Faculty's website. Proposals which do not meet the above requirements shall be deemed invalid.

Article 18 Election campaign

1. Within ten days before the date of the election, a meeting of the Senate may be held to debate the nominees.
2. Proposed persons may present their election materials in the public area of the faculty website during the period referred to in paragraph 1. They may also, with the agreement of the Senate Presidency, speak at a pre-election meeting of the academic community.

Article 19 Election

1. The Electoral Commission shall prepare ballot papers on which the surnames and first names of the proposed candidates are listed in alphabetical order under the serial numbers.
2. The Senate shall decide on the election of a candidate for the office of Dean by secret ballot at an extraordinary meeting of the Senate. The meeting of the Senate may be opened if at least two thirds of the total number of members of the Senate are present. Speeches by proposed candidates shall not be admissible at an election meeting of the Senate.
3. The candidate for the office of dean shall be the candidate nominated by a majority of all members of the Senate.⁵
4. In the event that neither of the proposed candidates is elected, a further round of elections shall be held, to which the two proposed candidates who have received the highest number of votes shall proceed. If there is a tie in first place between more than two of the proposed candidates, or if there is a tie in second place, all the proposed candidates who have received the same number of votes shall also proceed to the next round. The next round of elections shall also take place if there is a tie in a round in which only two candidates have been put forward. If neither of the two proposed candidates voted on in a given round obtains an absolute majority of the votes of all the members of the Senate, the candidate who obtained the greater number of votes shall proceed to the next round.
5. If the only candidate put forward and voted on in a given round does not obtain a majority of the votes of all the members of the Senate, the election shall be terminated. In such a case, an election shall be held within one month from among the newly nominated candidates. New proposals must be submitted within ten working days.
6. During the election, any of the nominated candidates may withdraw, in any case before the start of the relevant round.

Article 20 Confirmation and appointment of the elected candidate

Following the procedure under Article 4(2)(f) of the Statutes of the Catholic Theological Faculty, the President of the Senate submits the name of the elected candidate to the Rector of the University, together with the record of the election signed by the President of the Senate.

Article 21 Proposal for dismissal of the Dean

1. A proposal for the removal of a dean is submitted by any member of the Senate or a group of members of the Senate, either on their own initiative or on the legitimate initiative of a member of the academic community of the Faculty. In the case of a motion submitted by a person other than a member of the Senate, the member of the Senate shall act freely and need not agree with the motion.
2. The motion for revocation must be submitted in writing, together with the reasons for it. The grounds for the motion may be limited to circumstances related to the performance of the Dean's duties.
3. The Senate shall first consider the admissibility of the proposal. A majority of those present, but at least one-third of all members of the Senate, shall be required for a motion to be considered admissible. If the motion is not admissible, the Senate shall reject it; the rejected motion shall not be discussed further.

⁵ § 27 paragraph 4 of the Act on Universities.

4. If the motion is not rejected, the actual hearing of the motion shall take place at the next sitting. The Dean shall be guaranteed at least ten days' preparation for this meeting. The meeting may be opened if at least a two-thirds majority of all members of the Senate are present. In the debate, the dean shall comment on the reasons for the motion and shall have the right to put questions to the persons making the motion concerning those reasons.
5. The adoption of a resolution on a motion to remove a dean from office shall require the affirmative vote of at least three-fifths of all members of the Senate⁶ in a secret ballot 4. If the resolution is adopted, the President shall immediately notify the Rector of this fact.

Article 22 Removal of the Dean on the Rector's initiative

The Rector may dismiss the Dean on his/her own initiative. The rules are laid down in Article 26 of the Rules of Procedure of the Academic Senate of Charles University.

Part Five Final provisions

Article 23 Final provisions

1. Part Two and Part Three of the Electoral and Rules of Procedure of the Academic Senate of the Catholic Theological Faculty of Charles University in Prague of 23 June 2010, as amended on 3 September 2014, are hereby repealed.
2. The Regulations of the Catholic Theological Faculty for the election of a candidate for the office of Dean and the procedure for the removal of the Dean of 23 June 2010 are repealed.
3. This Internal Regulation was approved by the Academic Senate of the Faculty on 31 May 2017 and shall enter into force on the date of approval by the Academic Senate of the University.
4. These Regulations shall come into force on the first day of the calendar month following the day on which they come into force.

David Vopřada, Dr.

President of the Academic Senate of the Catholic Theological Faculty Charles University

ThLic. Prokop Brož, Th.D.

Dean of Catholic Theological Faculty Charles University

PhDr. Tomáš Nigrin, Ph.D.

President of the Academic Senate of the Charles University

The Academic Senate of Charles University approved this internal regulation on 23 June 2017.

⁶ § 27 paragraph 4 of the Act on Universities.