

# Rules of Procedure of the Scientific Council of the Catholic Theological Faculty

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The Academic Senate of the Faculty of Catholic Theology, pursuant to Section 27(1)(b) and Section 33(2)(d) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, has resolved as follows

Rules of Procedure of the Scientific Council of the Catholic Theological Faculty as its internal regulation.

## Article 1 Introductory Provisions

1. The position and powers of the Scientific Council of the Catholic Theological Faculty are stipulated by Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, the internal regulations of Charles University (hereinafter referred to as "the University") and the internal regulations of the Catholic Theological Faculty (hereinafter referred to as "the Faculty"), in particular Article 8 of the Statute of the Catholic Theological Faculty.
2. These Rules of Procedure of the Scientific Council of the Catholic Theological Faculty set out the details of the proceedings of the Scientific Council of the Faculty (hereinafter referred to as the "Scientific Council").
3. The Scientific Council is a self-governing academic body of the Faculty.
4. The chairman of the Scientific Council is the Dean of the Faculty.
5. Members of the Scientific Council shall be equal in the exercise of their functions.
6. The Scientific Council acts collectively, in the form of meetings.
7. The Scientific Council expresses its will by resolution.
8. The dean's office provides administrative and material support for the activities of the Scientific Council.<sup>1</sup>
9. The Dean may appoint a recorder.

## Article 2 Timetable of meetings

1. Ordinary meetings are normally held three times per academic year. The timetable for meetings of the Research Council (hereinafter referred to as "meetings") is usually set by the Dean at the beginning of the semester.
2. The Dean may convene an extraordinary meeting on his/her own initiative. The dean is obliged to convene an extraordinary meeting if at least one third of the members of the Scientific Board so request.
3. The meeting schedule is sent to the members of the Research Council, the Vice-Dean, the Secretary, the Heads of Departments and the Grand Chancellor.
4. The timetable of meetings is published in the public section of the Faculty's website.

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<sup>1</sup> Article 13, paragraph 1 of the Statute of the Catholic Theological Faculty.

5. The agenda of the meeting is set by the Dean. It is based primarily on its own initiative, on a resolution of the Scientific Council, on the initiative of members of the Scientific Council, on the initiative of other faculty bodies or on the initiative of the head of the department. Motions submitted to the dean shall be submitted in paper or electronic form at least ten days before the date of the meeting; they shall include the motion, its justification and, as a rule, supporting materials in an annex.
6. The date, place and agenda of the meeting must be communicated electronically at least seven days before the date of the meeting to the members of the Scientific Council, Vice-Deans, the Secretary, the Chair of the Academic Senate of the Faculty, Heads of Departments and the Grand Chancellor, or other persons who are to attend the meeting. Together with the information referred to in the first sentence of this paragraph, the supporting material shall be made available to the members of the Scientific Council electronically. In exceptional cases, in particular because of time constraints or the urgency of the matter, the supporting material may be transmitted later or distributed before the meeting at the discretion of the Dean.
7. The date, place and 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.

### Article 3 Negotiations

1. The meeting may be opened if an absolute majority of all members of the Scientific Council is present.
2. The meeting is chaired by the dean or the vice-dean appointed by him/her (hereinafter referred to as the "chair").
3. In urgent and justified cases, the Chair and members of the Scientific Council may submit supplementary or amending proposals to the programme set by the Dean. The Scientific Council shall act on the supplementary or amending proposals. Later amendments to the programme shall not be admissible.
4. Individual agenda items are usually discussed on the basis of background material.
5. If, at any time during the meeting, the Scientific Council decides not to consider an agenda item without background material or that the background material is insufficient, it shall decide whether to include it in the next meeting or to proceed in another way.
6. The introductory remarks during the discussion of the relevant agenda item shall be made by the proposer or the chairperson or a member of the Habilitation Committee or a member of the Committee for the Procedure for Appointment to the Professorship.
7. A debate is held on each agenda item, in which the members of the Scientific Council participate. Other persons may take part in the debate only if the Scientific Council agrees.
8. At the meeting of the Scientific Council, a member of the Scientific Council, the President of the Academic Senate of the Faculty, the Vice-Dean, the Secretary, the Head of the Department and the Grand Chancellor may make a presentation. Unless otherwise provided for in these Regulations, other persons may speak only if the Scientific Council agrees.
9. The Chair may move that the debate be closed if it is clear that its continuation cannot contribute to further clarification of the matter under discussion.

10. No debate shall be held on agenda items which are the subject of information to be taken into account by the Scientific Council unless a member of the Scientific Council requests a debate.
11. The meetings are open to the public. The Scientific Council may decide to declare all or part of its deliberations closed if the public deliberations would jeopardise the personal rights of an individual or an important interest of the Faculty, in which case the Scientific Council shall determine who may attend the closed deliberations.

#### Article 3a Hybrid or distance meetings of the Scientific Council

1. A meeting of the Scientific Council may be held with the participation of all or some of the members of the Scientific Council by means of a direct two-way remote transmission based on audio-visual two-way communication enabling the identity of the member to be verified (hereinafter referred to as "hybrid or distance mode"), provided that
  - a. another legal regulation or a measure issued on the basis thereof implies that the Scientific Council may meet remotely,
  - b. the internal regulations of the University or a state promulgated on the basis thereof imply that the Scientific Council may meet remotely,
  - c. the Scientific Council decides to do so at a meeting of the Scientific Council or by a vote outside a meeting of the Scientific Council (hereinafter referred to as "per rollam vote") for reasons of special consideration.
2. The fact that a meeting is being held by hybrid or distance mode shall be communicated to the members of the Scientific Council electronically at least 3 days before the meeting.
3. For meetings of the Scientific Council by hybrid or distance mode, the provisions governing its attendance shall apply mutatis mutandis.
4. The technical conditions for participation in a hybrid or distance session of the Scientific Council shall be determined by the Dean.

#### Article 4 Resolutions

1. The Scientific Council shall have a quorum if more than half of its members are present.
2. The proposed wording of the resolution shall be formulated by the proposer, the Chairperson or a member of the Scientific Council. The proposed text of the resolution shall be presented to the members of the Scientific Council present by the Chairperson.
3. Unless otherwise provided for in these Regulations, a resolution shall be adopted if an absolute majority of those present, but not less than one-third of all members of the Scientific Council, vote in favour of it.

#### Article 5 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 unless any member of the Scientific Council present has requested a separate vote.
2. The Scientific Council shall take decisions by secret ballot in cases provided for by law or internal regulations, or if at least one third of the members of the Scientific Council present agree.

3. When the voting is closed or when the results of the voting have been determined, the Chairperson or a member of the Electoral Commission or the Scrutineer authorised by the Chairperson shall announce the result by stating the number of votes cast in favour of the proposal, against the proposal and the number of abstentions. If a member of the Scientific Council, although present, does not take part in the vote, he shall be deemed to have abstained.
4. 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 vote may be taken in this form if one-third of the members of the Scientific Council present object to it.
5. Any member of the Scientific Council may object to the voting immediately after the vote. If the Scientific Council upholds the objection, the vote must be repeated.
6. The resolution is signed by the dean or the vice-dean authorised by the dean. Resolutions are published in the public section of the Faculty's website within three days after the meeting of the Scientific Council. Within the same time limit, the Dean or the Vice-Dean authorised by him/her shall electronically communicate the minutes to the members of the Scientific Council, the Dean, the Vice-Deans, the Secretary, the Heads of Departments, the Grand Chancellor and other persons who submitted the motion on which the Senate deliberated.

#### **Article 6 Minutes of the Scientific Council**

1. Minutes of each meeting shall be taken. The minutes shall state the date of the meeting, the names of the members of the Scientific Council present, excused and absent, the names of the persons invited, the name of the chairperson, the agenda, a brief summary of the agenda items discussed, the text of the resolutions adopted and the numerical results of the vote. At the express request of a person who has made a proposal, opinion or other communication, or following a resolution of the Scientific Council, the minutes shall also include the required verbatim wording of such speech. The request must be made during the discussion of the question. The correctness of the minutes shall be certified by the signature of the Dean or the Vice-Dean authorised by the Dean.
2. The draft minutes shall form part of the background material for the next meeting of the Scientific Council as referred to in Article 2(6).
3. The minutes shall be approved by the Scientific Council at its next meeting. Approval of the minutes shall be preceded by a review by the Scientific Council. The necessary corrections shall be made at the suggestion of a member of the Scientific Council.
4. The minutes are signed by the dean or the vice-dean authorised by him/her. The minutes are published in the public part of the faculty's website within five days after approval by the Scientific Council. Within the same period, the Dean or the Vice-Dean authorised by him/her shall electronically inform the members of the Scientific Council, the Vice-Deans, the Secretary, the Heads of Departments and the Grand Chancellor of the minutes.
5. Minutes are kept at the Dean's Office.

#### **Article 7 Per rollam voting of the Scientific Council**

1. The Dean may call for a per rollam vote if the matter is urgent or if the proposal cannot be discussed at a meeting of the Scientific Council.

2. The announcement of the per rollam vote and the text of the proposal shall be distributed to the members of the Scientific Council via a closed electronic conference. The announcement shall specify the deadline for voting, which shall be at least five days.
3. A member of the Scientific Council shall cast his/her vote electronically within the time limit referred to in paragraph 2, otherwise his/her vote shall be invalid. A member of the Scientific Council may refuse a per rollam vote in the same form and within the same time limit.
4. A proposal shall be deemed to be approved if a majority of all members of the Scientific Council agree with it; this shall not apply if a per rollam vote on the proposal is rejected by at least one third of all members of the Scientific Council.
5. The minutes of the per rollam vote are part of the minutes of the next meeting of the Scientific Council.

### Article 8 Habilitation and Appointment as Professor

1. The Habilitation Procedure and the Procedure for Appointment as Professor are regulated by the Higher Education Act and the internal regulations of the University.<sup>2</sup>
2. If the proposal for appointment does not receive a majority of votes of all members of the Scientific Council, the Scientific Council shall terminate the habilitation procedure or the procedure for appointment as a professor.<sup>3</sup>
3. The Habilitation and Appointment Committees may meet in a hybrid or distance mode.
4. Habilitation committees and committees in the procedure for the appointment of a professor may vote electronically in a way that ensures the secrecy of the vote.
5. The technical conditions of the hybrid and distance sessions and electronic voting of the Habilitation Committee and the Committee in the procedure for appointment to professor shall be determined by the Dean.

### Article 9 Final Provisions

1. The Rules of Procedure of the Scientific Council of the Catholic Theological Faculty of Charles University in Prague of 23 June 2010 are hereby repealed.
2. These Regulations were approved by the Academic Senate of the Faculty on 31 May 2017 and come into force on the date of approval by the Academic Senate of the University.
3. These Rules shall come into force on the first day of the calendar month following the day on which they come into force.

David Vopřada, Dr.

Chairman of the AS KTF UK

ThLic. Prokop Brož, Th.D.

Dean of the Faculty of Arts, Charles University

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<sup>2</sup> Article 38 of the Statute of Charles University; Rules of Procedure of the Scientific Council of Charles University; Rules of Habilitation and Professor Appointment Proceedings of Charles University.

<sup>3</sup> § 72 (10) and § 74 (6) of the Higher Education Act.

PhDr. Tomáš Nigrin, Ph.D.

Chairman of the AS UK

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

Validity and effectiveness

Amendments to the Rules of Procedure of the Scientific Council of the Catholic Theological Faculty were approved by the Academic Senate of the Catholic Theological Faculty of Charles University on 27 January 2021.

The amendment to the Rules of Procedure of the Scientific Council of the Catholic Faculty of Theology shall enter into force on the date of approval by the Academic Senate of the University and shall take effect on the first calendar day of the immediately following month.

The Academic Senate of the University approved this internal regulation on 12 March 2021.