



Univerzita Palackého
v Olomouci

CATRIN Internal Regulations

CAT-A-21/03

Rules of Procedure of the Supervisory Board of the Czech Advanced Technology and Research Institute

Content: Organisation and Management of the Supervisory Board of the Higher Education Institute of Palacký University Olomouc

Guarantor: CATRIN Director

Entering into force: 4 June 2021

Taking effect: 5 June 2021

Rules of Procedure of the Supervisory Board of the Czech Advanced Technology and Research Institute

Article 1

Remit and members of the Supervisory Board

1. The remit of the Supervisory Board of the Czech Advanced Technology and Research Institute of Palacký University Olomouc (hereafter the 'Supervisory Board'), the appointment, dismissal and status of its members are defined by the Statute of the Czech Advanced Technology and Research Institute (hereafter 'CATRIN')

Article 2

Meetings of the Supervisory Board

1. The Supervisory Board's meetings and negotiations shall be governed by these Rules of Procedure.
2. The Supervisory Board shall meet at least twice a year on dates predetermined by the Chairperson of the Supervisory Board (hereafter 'the Chairperson'). The Chairperson is authorised to convene the Supervisory Board's meetings outside the specified dates in urgent cases.
3. The Supervisory Board's meetings shall be presided over by the Chairperson—in case of his/her absence, another member of the Supervisory Board will take the chair in the particular meeting.
4. The Supervisory Board's meetings are not public.
5. The Supervisory Board shall act at or outside its meetings (per rollam).
6. In case of emergency situations, due to extraordinary measures taken by the competent authorities concerning, e.g. a serious epidemiological situation where the personal presence of a larger number of members of the Supervisory Board would be prevented, the Chairperson may decide that the Supervisory Board shall meet by means of distance communication that will enable the identification of the individual members as well as immediate interaction (hereafter referred to as 'videoconferencing') or combining videoconferencing and the personal presence of the members at the meeting venue, if appropriate.
7. A member of the staff designated by the Director of CATRIN (hereafter the 'Director') will be responsible for taking the minutes of the meeting.

8. The notetaker shall distribute the minutes to all members of the Supervisory Board within ten days of the meeting.
9. In case further relevant information is needed, the Chairperson may invite to a meeting of the Supervisory Board other participants that are not members.
10. The Supervisory Board shall be able to act when at least three-fifths of all its members are present. If the Supervisory Board is unable to act, the Chairperson shall fix a new meeting date, which shall be notified in writing without delay to all members of the Supervisory Board.
11. The adoption of a resolution by the Supervisory Board shall require the approval of a three-fifths majority of all its members.
12. The Supervisory Board votes publicly.

Article 3

Setting the agenda of the Supervisory Board's meetings

1. The Supervisory Board's meetings follow a set agenda.
2. Individual items on the agenda and the supporting documents may be proposed by the UP Rector, the UP Bursar, the Director or any member of the Supervisory Board.
3. The Supervisory Board shall act upon the supporting documents. The Chairperson shall ensure that the programme and the supporting documents thereto are forwarded to the members of the Supervisory Board at least 14 days before the date of the Supervisory Board's meeting by email to the email addresses communicated for this purpose by the members of the Supervisory Board.
4. The items on the agenda of the Supervisory Board's meetings are always discussed on the basis of supporting documents.
5. When discussing a specific item on the agenda, the initial word shall be given by the Chairperson or the drafter of the particular item.
6. The Supervisory Board may decide by a three-fifths majority of all its members to remove from the agenda a particular item for the following reasons:
 - a) further details need to be studied,
 - b) another motion is put forward.
7. After discussing the relevant item on the agenda, the Chairperson or drafter of the item shall table a motion for a resolution. The motion for a resolution shall be put to the vote. This applies to all agenda items.
8. The Chairperson shall declare the resolution, determine the manner of its notification and issue appropriate instructions to the notetaker. The notetaker shall, without undue delay,

communicate in writing the resolution of the Supervisory Board to the person or CATRIN's departments (or UP or any other part thereof) concerned.

9. The Chairperson shall set a date for the next meeting of the Supervisory Board and close the meeting
10. The Chairperson may decide to act per rollam in cases which shall not stand for delay and where this is permitted by these Rules. In such a case, the draft resolution, together with the supporting documents, shall be circulated in a demonstrable manner by email to all members of the Supervisory Board. Members of the Supervisory Board are required to comment on the drafts and supporting documents sent without delay, but no later than 10 days from the date of sending the email. If the comments are not received within 10 days of the date of the email, the particular member is considered to have abstained. A per rollam meeting is not admissible if the budget is to be discussed and voted on or if any member of the Supervisory Board requests a face-to-face discussion within 3 days from the date of the circulation of the draft resolution and the supporting documents. The adoption of a resolution by voting per rollam requires the approval of a three-fifths majority of all members of the Supervisory Board. The outcome of the per rollam vote shall be communicated by the Chairperson to the Supervisory Board without undue delay and at the latest at the next meeting. A per rollam vote on the same motion is permissible only once.
11. The minutes of the Supervisory Board's meetings, together with the supporting documents, annexes, resolutions adopted and the attendance sheet, if applicable, shall be deposited in the CATRIN Technical-Administrative Office. The adopted Supervisory Board's resolutions are published on CATRIN's website.

Article 4

Final provisions

1. These Rules of Procedure of the Supervisory Board were approved by the UP Academic Senate on April 21, 2021. These Rules of Procedure of the Supervisory Board shall enter into force on the date of publication and take effect on the following day.

Olomouc, June 3, 2021

prof. MUDr. Martin Procházka, Ph.D., v. r.

UP Rector

doc. Mgr. Jiří Langer, Ph.D., v. r.

AS UP Chairperson