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Univerzita Palackého  
v Olomouci

**CATRIN Internal Regulations**

**CAT-A-21/02**

**Rules of Procedure of the Scientific Board  
of the Czech Advanced Technology and  
Research Institute of Palacký University  
Olomouc (CATRIN)**

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

Guarantor: CATRIN Director

Entering into force: 22 April 2021

Taking effect: 23 April 2021

# **Rules of Procedure of the Scientific Board of the Czech Advanced Technology and Research Institute of Palacký University Olomouc (CATRIN)**

## **Article 1**

### **Remit and members of the Supervisory Board**

1. The remit of the Scientific Board of the Czech Advanced Technology and Research Institute of Palacký University Olomouc (hereafter the 'Scientific Board'), the appointment, dismissal and status of its members are defined by the Statute of the Czech Advanced Technology and Research Institute ( hereafter 'CATRIN')
2. The Scientific Board has at least 18 members.
3. The members are appointed for the term of four years.

## **Article 2**

### **Meetings of the Scientific Board**

1. The Scientific Board's meetings and negotiations shall be governed by these Rules of Procedure.
2. The Scientific Board shall meet at the dates set by the CATRIN Director (hereafter the 'Director').
3. The Scientific Board's meetings shall be presided over by the Director—in case of his/her absence, CATRIN's staff member designated by the Director will take the chair (hereafter the 'Chair').
4. In the event of extraordinary measures or circumstances that would prevent the personal presence of a larger number of members of the Scientific Board, the Director may convene a meeting of the Scientific Board by videoconference or combining videoconference and personal presence.
5. A staff member designated by the Director as a notetaker is present at the meeting of the Scientific Board.
6. The minutes shall be circulated to all members of the Scientific Board within 10 days of the meeting.
7. With the agreement of the Chair, non-members may be invited to attend a part of the meeting if further relevant information is required.
8. The Scientific Board shall be able to act when at least three-fifths of its members are present. If the Scientific Board is unable to act, the Chair, with the agreement of a majority of the members present, shall fix a new meeting date, which will be notified to the members absent.

9. The adoption of a resolution of the Scientific Board shall require the approval of an absolute majority of the members present, except where the Higher Education Act (hereafter referred to as the 'Act') or the UP Internal Regulations provide otherwise.
10. The Scientific Board votes publicly. Voting by secret ballot should take place in cases required by law or the UP Internal Regulations, and in cases where a majority of the members of the Scientific Board present decide thus by a public vote.
11. Voting papers for secret ballots shall be modified to circling the chosen variant. If none of the options is circled, the vote shall be regarded as abstention. In the case of a meeting by videoconference or a combination of videoconference and personal presence as referred to in paragraph 4, a secret ballot of all members of the Scientific Board shall be conducted in an electronic manner that ensures the anonymity of the votes.
12. For the counting of votes by secret ballot, the Chair shall designate, before the vote and with the agreement of the majority of the members of the Scientific Board present, two scrutineers who will evaluate the result of the vote and communicate the result to the Chair. The Chair then declares the result by communicating the number of votes in favour, the number of votes against and the number of abstentions.
13. The meetings of the Scientific Board shall be public. The Scientific Board may decide, where permitted by law or by the UP Internal Regulations, that all or part of its meetings shall be declared closed to the public if the presence of the public would compromise the individual's personality rights or the important interest of CATRIN's or UP's; in such a case, the Chair shall determine who, in addition to the members of the Scientific Board, may participate in the closed session or parts thereof.

### **Article 3**

#### **Setting the agenda of the Scientific Board's meetings**

1. The agenda of the Scientific Board's meetings is decided by the Director.
2. The items on the agenda of the Scientific Board's meeting for which a resolution is to be adopted shall always be discussed on the basis of written supporting documents. In other cases, the Scientific Board may also act on the basis of an oral report.
3. When discussing a specific item on the agenda, the initial word shall be given by the Chair or draftsman of the particular item.
4. The Scientific Board may decide by a majority of the members present to adjourn the discussion of a particular agenda item for the following reasons:
  - a) newly proposed materials need to be studied,
  - b) a proposal is made to submit further supporting documents,
  - c) a proposal is made to hear experts' opinions.

5. After discussing the relevant item on the agenda, the Chair or draftsman of the item shall table a motion for a resolution. The motion for a resolution is put to the vote.
6. In cases which cannot be deferred and where permitted by law and UP internal regulations, the Director may decide to vote on the draft resolution per rollam. In that case, the draft resolution, together with the supplementary materials, shall be circulated in a demonstrable manner to all members of the Scientific Board. Members of the Scientific Board shall comment on the proposals without delay; if their comments are not received within 10 days, they are considered to have abstained. Adoption of the resolution by voting per rollam requires the approval of an absolute majority of all members of the Scientific Board. The Director shall present the outcome of the vote to the Scientific Board at its next meeting. A per rollam vote on the same motion is permissible only once.
7. The Chair announces the resolution, determine the manner of its notification and issue the appropriate instructions to the notetaker.

#### **Article 4**

#### **Final provisions**

1. These Rules of Procedure of the Scientific Board were approved by the UP Academic Senate on February 17, 2021. These Rules of Procedure of the Scientific Board shall enter into force on the date of publication and take effect on the following day.

Olomouc, April 13, 2021

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JUDr. Mag. iur. Michal Malacka, Ph.D., MBA, v. r.  
AS UP Chairperson