

# RULES OF PROCEDURE OF THE ACADEMIC BOARD

## Article 1 – Preamble

1. The Academic Board is a self-governing professional academic body according to the Act No. 111/ 1998 Coll., on higher education and on the amendment of some other laws (Higher Education Act), as amended.
2. The method of inauguration of the Academic Board (hereinafter only as the Board), its authority and functions, are set out in Article 21 of the Statutes of ARCHIP, while these Rules of Procedure provide for certain details in connection with the calling of the Board and the procedure of its meetings. The provisions contained herein take precedence only if the Statutes do not stipulate otherwise, or if the Statutes do not govern the said matter.
3. Members of the Board are appointed and recalled subject to a previous consent of the Statutory Body by the Rector; the tenure of the Board is three years. The Board, which may have up to 11 members, is chaired by Vice-Rector.

## Article 2 – Convening of the Board

1. An ordinary meeting of the Board is called by the Vice-Rector normally three times during a current year. The Vice-Rector will call an extraordinary meeting on written request of at least one third of the Board members, with a clearly set subject of the meeting, or on written request of the Rector; the extraordinary meeting must be held no later than 30 days from the date of the request. If the Vice-Rector does not act for whichever reason, the Board may be convened by the Rector.
2. Members and invited guests are informed of the date of the Board meeting no later than 14 days in advance of the meeting date; they receive an invitation with an agenda of the meeting and a dossier of documents to be discussed. The documents may, for the reason of confidentiality, be ceded to Board members and invited guests immediately prior to the commencement of the Board meeting.

## Article 3 – Procedure of the Board, Voting at the Meeting

1. The meeting of the Board is chaired by the Chairperson of the Board, or, in his/her absence, a delegated Board member, unless the Board members decide otherwise by a majority of votes. Only Board members hold voting rights at Board meetings. The Rector, Bursar, Executive Director and the Statutory Body of ARCHIP also have the right to attend Board meetings but do not hold voting rights; they have the right to be heard and raise suggestions for the Board to discuss, which is within its mandate.
2. At the beginning of every Board meeting, the Board members must approve the meeting agenda by a majority of votes, including any amendments thereto. When approving the agenda, the Board members also decide whether the meeting or any part thereof will be public (open to members of the academic community), or closed.
3. The Board constitutes a quorum if more than a half of its members are present. The presence of two thirds of Board members is required for the discussion of matters of strategy and direction of ARCHIP; any resolutions in these matters must be passed by a relative majority of all Board members. Regular decisions of the Board are adopted by a relative majority of votes from the present members of the Board of whom there must be more than a half of all the body.

4. The Vice Rector has the duty to arrange for written minutes of every meeting; the minutes must capture the progress of the meeting and note all resolutions adopted and failed; the minutes must be delivered immediately, but no later than in 7 days, to the Rector who arranges for the publication of the minutes on the official notice board of ARCHIP.

#### **Article 5 – Final Provisions**

1. Changes, amendments, deletions (of parts) hereof may be made by the Board only under the terms and conditions laid down in the Statutes of ARCHIP.
2. Pending the inauguration of the Board and the appointment of its members, the Statutory Body of ARCHIP exercises the authority and powers of the Board and the Vice Rector, in accordance with these Rules of Procedure.
3. According to Section 39(9) of The Higher Education Act, these Rules of Procedure of the Academic Board of ARCHIP comes into force on the day of the registration with the Ministry of Education, Youth and Sports of the Czech Republic.

Statutory Body of ARCHIP

Ing. arch. Regina Loukotová, Ph.D. m.p.  
Ing. Jiří Janeček m.p.  
PaedDr. Jiří Šimice m.p.