

Internal Regulations of the Faculty of Textile Engineering of the Technical University of Liberec				
Title:	Rules of Procedure of the Scientific Board of the Faculty of Textile Engineering of the Technical University of Liberec			
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Revision:	01	Effective from:	The date of approval by the AS TUL	
File code:	A132	Retention code:	A5	
JID:	00264534			

Article 1

Introductory Provisions

1. The Rules of Procedure of the Scientific Board of the Faculty of Textile Engineering of the Technical University of Liberec (hereinafter referred to as "SB FT TUL") govern the manner of conduct of the Scientific Board pursuant to Act No.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended (hereinafter referred to as the "Higher Education Act ") and the Statutes of the Faculty.

Article 2

Meetings of the SB FT TUL

1. The meetings of the SB FT TUL are convened by means of:

a) a meeting of the SB FT TUL (hereinafter referred to as the "meeting") with its members present; in exceptional justified cases (e.g. in the event of a significant health risk) the Meeting may take place online upon authentication of the SB FT TUL's members

b) controlled written communication among all members via electronic mail (hereinafter referred to as "per rollam").

2. Meetings are convened by the Dean as needed, but at least twice a year. The Dean is obliged to convene the meeting of the SB FT TUL should at least one third of the members of the SB FT TUL request so in writing.

3. The agenda of the SB FT TUL meeting is determined by the Dean. This agenda shall be received in writing by each member of the SB FT TUL at least two weeks before the day of the meeting. The material



accompanying the agenda shall be distributed by the Dean's office at least one week prior to the meeting. Each member of the SB FT TUL has the right to request, in writing and in advance, the agenda to be extended. In justified cases, they can do so at the opening of the meeting orally at the latest. The agenda must be approved before the beginning of the meeting.

4. Meetings of the SB FT TUL are chaired by the Dean, in the case of his/her absence by another member of the SB FT TUL authorised by the Dean.

5. Decisions are passed by the SB FT TUL by way of a resolution. For a resolution to be valid an absolute majority of votes of the SB FT TUL's members present is required. In the case of habilitation procedures and procedures for the appointment of a professor it shall be proceeded in accordance with Sections 72 and 74 of the Higher Education Act.

6. The SB FT TUL has a quorum if an absolute majority of all of the SB FT TUL's members are present.

7. Voting may be secret or public. If a resolution on personnel matters is to be passed, it must be done by secret ballot. For a secret ballot, the SB FT TUL will elect two members in advance who shall evaluate the cast votes immediately after voting has taken place and announce the result. Secret ballot may be adopted for other issues if proposed by one of the members of the SB FT TUL present and voted for by an absolute majority of the members present.

8. The Dean may also invite other persons to a meeting of the SB FT TUL. The persons invited have an advisory vote.

9. In urgent matters, the Dean has the right to ask the members of the Scientific Board for a written opinion on matters where there is a risk of delay by way of per rollam meetings. The Dean may also submit a motion to vote on by way of per rollam voting to the members of the Scientific Board if it concerns a resolution that shall be adopted outside the meeting. The time limit within which members must express their agreement or disagreement with the matter must be indicated. To adopt a resolution by per rollam voting, agreement of an absolute majority of all of the SB FT TUL's members is necessary. If any member does not express their opinion within the set time limit, it shall be assumed that they do not agree with the proposal. The per rollam method cannot be used in cases where the resolution is to be adopted by secret ballot. The minutes of a per rollam meeting shall be published within one week after the time limit for voting expired. The Scientific Board shall be informed about the outcome of a per rollam meeting at its next session.

10. The administrative work concerning the SB FT TUL is carried out by the Secretary of the Faculty. The Secretary of the Faculty attends the SB FT TUL's meetings and acts as the minutes keeper. The minutes of each meeting of the SB FT TUL shall be circulated by the Secretary to all members within one week of the session at the latest. Comments on the minutes may be filed by the members of the SB FT TUL no later than one month after receiving the minutes. Comments on the minutes are always put up for discussion at the next meeting of the SB FT TUL.

Article 3

Special Provisions

1. Each member of the SB FT TUL may ask the Dean in writing to terminate his/her membership in the SB FT TUL. In such a case, the Dean has the right to terminate the membership without further proceedings. The Dean shall announce the termination of the membership of a member to the Chair of the Academic Senate of the Faculty of Textile Engineering of the Technical University of Liberec (hereinafter referred to as AS FT TUL) no later than within 14 days.

2. In serious and justified cases, the Dean has the right, with prior consent of the AS FT TUL, to dismiss a member of the SB FT TUL.

3. Membership in the SB FT TUL shall be terminated upon the death of the SB FT TUL's member.

4. The Dean may, with prior consent of the AS FT TUL, supplement the SB FT TUL with other members, subject to Section 29 (2) of the Higher Education Act.

Article 4

Concluding Provisions

1. The Rules of Procedure of the SB FT TUL, approved by the Academic Senate of the TUL on 3 March 2017, is hereby revoked.
2. The Rules of Procedure of the Scientific Board of the Faculty of Textile Engineering of the Technical University of Liberec were approved pursuant to Section 27 (1) b) of the Higher Education Act by the Academic Senate of the Technical University of Liberec on 11 January 2021 and pursuant to Section 9 (1) b) point 2 of the Higher Education Act by the Academic Senate of the TUL on 9 February 2021.
3. These Rules of Procedure of the Scientific Board become valid and effective on the date of approval by the AS TUL.

