

**CHARLES UNIVERSITY
HUSSITE THEOLOGICAL FACULTY**

**IST COMPLETE CHANGE OF
THE CODE OF PROCEDURE FOR THE ACADEMIC SENATE
OF THE HUSSITE THEOLOGICAL FACULTY
OF CHARLES UNIVERSITY
OF 13 MAY 2022**

Under section 27 (1)(b) and section 33 (1) (c) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), and under article 5 clause 11 (b) of the Constitution of the Hussite Theological Faculty of Charles University, as amended, the Academic Senate of the Hussite Theological Faculty of Charles University decided by resolution on the following Code of Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University as its internal regulation.

**Section One
Meetings**

**Article 1
Schedule of the Meetings**

1. Meetings of the Academic Senate of the Hussite Theological Faculty (hereinafter the "Senate") are held at least five times in an academic year. The schedule of the meetings of the Senate is prepared by the Senate Board¹ (hereinafter "the Board") for the period of one semester.
2. The schedule of the meetings is sent to
 - a) all members of the Senate,
 - b) the Dean, Vice-Deans and the Secretary,
 - c) members of the Academic Senate of Charles University (hereinafter "the University") elected at the Hussite Theological Faculty (hereinafter "the Faculty"),
 - d) representatives of the Faculty in the Higher Education Institutions Council.
3. The schedule of the meetings is published in the publicly accessible part of the Faculty website.

**Article 2
Regular and Extraordinary Meetings**

¹ Article 24 hereof.

1. Regular meetings of the Senate are convened by the President of the Senate according to the approved schedule. The Board may make decisions regarding a change in the date of a regular meeting.
2. Extraordinary meetings are convened by the President of the Senate within 10 days after the day, on which they receive a request from the Dean or at least five members of the Senate, unless a longer period is specified in the request. The request may only concern such matters that may not be deferred; the request must be accompanied with resource documents.
3. The date and venue of a regular meeting must be announced to the persons and bodies specified in article 1 clause 2 hereof and other persons, who are to attend the meeting, at least 7 days in advance; the date and venue of an extraordinary meeting must be announced at least 3 days in advance and are published in the publicly accessible part of the Faculty website.

Article 3

Opening and Chairing a Meeting

1. The meeting may be opened if a majority of the Senate members are present. If the number of members present decreases below this limit during the meeting, after 15 minutes the meeting must be concluded.
2. The meeting is chaired by the President of the Senate or a member of the Board authorised by the President (hereinafter "the Chair").

Article 4

Agenda of the Meeting

1. The agenda of the individual meetings is drafted by the Board. They do so in compliance with the Higher Education Act, internal regulations of the University and the Faculty, the resolutions of the Senate, based on proposals of other Faculty bodies and proposals of Senate members.
2. The proposed agenda of the meetings must be announced in the manner prescribed in article 2 clause 3 hereof. In urgent cases the Board can add to or alter the proposal additionally.
3. After the meeting is opened, the Chair allows the members of the Senate submit motions to amend or alter the meeting agenda. The Dean is also entitled to submit such motions. Those who submit a motion to alter the agenda are obliged to justify its urgency.
4. The Senate decides by resolution regarding the proposed agenda and any motions to amend or alter the meeting agenda according to articles 2 or 3. Changes to the agenda at a later point are not admissible.

Article 5

Adjournment of a meeting

1. If the approved agenda is not exhausted after three hours, the Board may decide to adjourn the meeting. The meeting may be adjourned also if it cannot be opened due to the fact that after 45 minutes after the announced beginning of the meeting the number of the members of the Senate were not present, or instead of concluding the meeting under article 3 clause 1, second sentence. The Board will always decide to adjourn the meeting if the items of the agenda may not be deferred until the next regular meeting.

2. The meeting can be adjourned also if the course of the meeting has been obstructed in a serious manner.
3. The meeting may be adjourned for the maximum of 14 days. The date and venue of the meeting, where the adjourned meeting will continue, must be announced to the persons and bodies specified in article 1 clause 2 hereof separately only if those persons or representatives of bodies were not present at the adjourned meeting. The announcement will be made immediately.

Article 6

Discussing of the Individual Items of the Agenda

1. The individual items of the agenda are discussed based on written resource documents.
2. The resource documents are submitted by the person, who proposed them for consideration, to the Board, at least 7 days before the date of the meeting of the Senate; the time limit does not apply to extraordinary meetings or specifically regulated cases. Written resource materials are immediately submitted to the members of the Senate electronically. In simple matters an item of the agenda may be discussed without written resource documents with the consent of the Board or during the session with the consent of the Senate. If the Senate decides by resolution at any point of the meeting that a matter will not be considered without written resource documents, it will decide to include it in the agenda of the next meeting of the Senate or to proceed in a different way.
3. The person who submitted the item of the agenda or a member of the Board introduces the item of the agenda prior to discussion.
4. The Board may invite to the meeting the submitter as well as the processor of the item of the agenda and other persons if it is suitable in order to discuss the matter in a due manner. Persons that need to be invited to the meeting are specified in the provisions of section two hereof.
5. If any requested opinions of the Faculty bodies are submitted in writing, they must be submitted to the Board at least three days before the meeting of the Senate.
6. If at any point during the meeting the Senate decides by resolution that the resource documents are insufficient, it will request that the documents be supplemented and decide to include the relevant item of the agenda in the agenda for the next meeting of the Senate or to proceed in a different way.
7. Proposals of the Dean to establish, merge, consolidate, divide or dissolve any Faculty units and to approve distribution of Faculty funds may either be approved by the Senate or dismissed; no motions to alter submitted by members of the Senate are admissible.

Article 7

Debate

1. A debate is held regarding each item of the agenda. In the debate, individuals specified in article 1 clause 2 hereof and in section 26(4) of Higher Education Act may address the attendees.
2. Other individuals may apply to speak. The Senate may refuse to give the floor to such individuals.
3. To apply for the floor in a debate, attendees raise their hands during the meeting or apply in another way, on which the Senate decides by resolution.
4. The Chair gives the floor to the applicants gradually in the order, in which they applied. The Senate may decide by resolution to reduce the time for the speakers to three minutes.
5. Members of the Senate have a right to comment regarding the facts during the debate. They will be given the floor immediately after the person who speaks. A comment regarding the facts may not take longer than one minute.

6. With the exception of discussing proposals specified in article 6 clause 7 and unless it arises otherwise from the special provisions hereof, the members of the Senate may submit motions during the debate to amend or alter the proposals included in the written resource documents or laid out in the introductory speech under article 6 clause 3.
7. The submitter may amend their proposal or add to it according to the course of the debate, unless the Senate decided by resolution that changes to the submitted proposals are not permitted.
8. At the end of the debate, the submitter is given the floor if they apply for it.
9. The Chair may propose that the debate be ended if it is obvious that its continuation would not help clarify the matter in question. The Senate makes the decision to end a debate.
10. No speaker may be interrupted when contributing to the debate; this does not apply to a situation where the Chair takes the floor away from the speaker. In exceptional cases the Chair is entitled to take away the floor from a person who
 - a) despite having been warned, fails to address the matter discussed or who misuses their right to comment on the facts; any member of the Senate may raise an objection against such a step which will be immediately settled by the Senate,
 - b) exceeds the time for speakers specified in clause 4 or the time specified in clause 5 hereof.
11. No debate is held regarding items of the agenda, the subject of which is information to be noted by the Senate, if written resource documents were available (article 6 clauses 1 and 2) and provided no member of the Senate applies for a debate to be held.

Article 8

Resolution

1. The Senate makes decisions by means of resolution regarding all matters.
2. The Senate has a quorum if a majority of its members is present.
3. Unless it arises otherwise from the Higher Education Act or from this regulation² the Senate decides by resolution by a majority of all members of the Senate in the following cases:
 - a) election of the President of the Senate;
 - b) resolution concerning internal regulations of the Faculty.
4. In other cases, the resolution is adopted if a majority of the members presents votes in favour of it, or one half of the present members including the President of the Senate.
5. The complete text of the resolution must be included in the minutes. If the resolution needs to be prepared in writing separately, the document will be signed by the President of the Senate or a member of the Board authorised by the President.

Article 9

Voting

1. Every proposal submitted to the Senate is put to the vote separately unless the person who submitted the proposal withdraws the proposal before the vote is taken. If the proposal is meritorious, the Senate may decide by resolution that the proposal may not be withdrawn; this does not apply if a draft internal regulation of the Faculty is put to the vote.

² Article 10, clause 4; article 18, clause 7; article 19, clause 4.

2. Proposals regarding related matters or proposals regarding the same item of the agenda may be put to the vote jointly. This does not apply if the submitter raises a reservation regarding the proposal during the discussion or if a member of the Senate requests separate voting.
3. The proposals are put to the vote in the order, in which they were submitted, with the following exceptions:
 - a) if a motion to withdraw an item from the agenda of the meeting is submitted, it is put to the vote first,
 - b) motions to amend or alter a proposal are put to the vote before the original proposal is put to the vote, specifically in the reverse order of their submission,
 - c) regarding proposals worded alternatively, the individual alternatives are put to the vote first and then the proposal that resulted from the vote is put to the vote; the alternative that received most votes is selected, in the case of a tie vote, the vote is repeated after a brief additional debate regarding the alternatives; if an alternative receives a number of votes necessary for the adoption of the proposal, the voting is concluded.
4. Prior to each vote, the Chair alerts the members of the Senate present that voting will take place and determines the number of the members actually present, if necessary.
5. Vote is public unless it arises otherwise from the Higher Education Act. Any voting concerning persons identified by their names is always by secret ballot; this does not apply to appointing election committees or voting validation commissions, or to voting under article 7 clause 2. The Senate may decide by resolution that voting will be by secret ballot also in other cases.
6. If the vote is public, it is taken by show of hands or with the help of aids that make it easier to determine the result of the vote.
7. If the vote is by secret ballot, a ballot paper is inserted in a ballot box. The result of the vote is determined by a three-member committee, which may consist only of members of the Senate and at least one member of the committee must be a member of the academic staff.
8. Voting may not be interrupted.
9. After the completion of the vote or establishing the results, the Chair or a member of the committee specified in clause 7, authorised by the Chair, announces the result by announcing the number of ballots handed in in favour of the proposal, against the proposal, and the number of members of the Senate who abstained from voting. If a present member of the Senate does not vote, they are deemed to have abstained.
10. Procedural issues may be put to the vote in the form of a 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 a member of the Senate raises an objection against such a form.
11. Any member of the Senate may raise an objection against the course of the voting immediately after the vote takes place. The Senate will settle the objection without holding debate. If the Senate admits the objection, the vote must be repeated.

Article 10

Remote Consideration and Voting

1. If the Board is entitled to decide by resolution regarding any statements of the Senate (article 24 clause 4) and in affairs concerning the organisation of work of the Senate, the issue may be considered and voted on remotely based on the resolution of the Board.
2. The provision under clause 1, the resource documents, the text of the proposal and the voting form will be sent to the members of the Senate electronically. In the resolution the time limit for

consideration and voting will be specified, the time limit must not be shorter than 5 business days after delivery.

3. The vote is public. The filled-in voting form will be submitted in the same manner and contain the name of the voting member and their vote (in favour/against/abstained from voting), otherwise the vote is invalid.
4. Any proposal voted upon remotely is considered as approved if a majority of the members of the Senate vote in favour of it. In the issues of the organisation of work of the Senate, the Board may suspend the effect of the resolution thus adopted and make a decision to reconsider the proposal at the next meeting of the Senate if a member of the Senate applies for such a procedure within 3 days after the results of the vote are announced.
5. A vote on a matter to be decided by secret ballot may not be taken in this way. Nor may a vote be taken in this way if at least two-fifths of the members of the Senate object to it within the time limit specified for consideration and voting.
6. The Senate shall approve the record of the remote vote at its next regular meeting. The record of the remote vote must include a list of the names of the members of the Senate, indicating how each of them voted. The provision of article 24 clause 4, third sentence does not apply.

Article 10a

Hybrid or Remote Meeting of the Senate

1. Meetings of the Senate can be held in a hybrid or remote manner if
 - a) it arises from another legal regulation or measure issued based on such a regulation that the Senate may be convened remotely,
 - b) it arises from an internal regulation of the University or a situation declared based on such an internal regulation that the Senate meeting may be convened remotely,
 - c) the President of the Senate issues a decision to do so based on a reason worthy of special consideration.
2. The fact that the meeting is convened in a hybrid or remote manner will be announced to the members of the Senate electronically at least three days in advance before the meeting is convened.
3. Members of the Senate connected via remote communication means are considered as present if their identity can be verified.
4. If a meeting of the Senate is convened remotely or if a member or some members of the Senate are allowed to attend remotely,
 - a) the expression of the will of each member of the Senate must be made clear to the other members of the Senate, to other persons present according to names and to the public,
 - b) voting by a secret ballot may be held only if all participants vote by means of a programme, which provides a sufficient guarantee that the vote is taken according to the rules, in particular the verification of the identity of the voters, the validity of the vote and the anonymity of the vote.

Article 11

Minutes of the Meeting

1. Minutes are taken of each meeting of the Senate.
2. The minutes include the date of the meeting, which members of the Senate were present, who was excused or who was absent, who was invited to attend the meeting of the Senate, which member of

the Board was the Chair, the agenda of the meeting, who made the introductory remarks on each item on the agenda, who took part in the debate, the content of the proposals presented, what resolutions were adopted and the numerical results of the votes. At the request of the person taking the minutes, a participant in the debate will introduce themselves.

3. Where written documents have not been submitted regarding certain items on the agenda on which a resolution is to be adopted, the minutes must also include the basic content of those items.
4. If expressly requested by a person, who has made a proposal, opinion or other communication, or pursuant to a resolution of the Senate, the minutes will also include the required verbatim wording of their presentation. The request must be made during the consideration of the issue in question.
5. The minutes are taken by a person authorised by the Chair.
6. The accuracy of the minutes is verified by the Chair.
7. The minutes shall be sent to the persons and bodies specified in article 1 clause 2.
8. The minutes must be reviewed by the Senate at its next meeting as a separate item on the agenda. The necessary corrections will be made upon proposal of a member of the Senate. If there is a controversial matter, the Senate will decide by resolution on making corrections to the minutes.
9. After the review, any corrections shall be sent to the persons and bodies Specified in article 1 clause 2. Following the review, the minutes will also be published in the publicly accessible part of the Faculty website.
10. The minutes are filed with the Secretary of the Faculty. Every member of the academic community of the Faculty has the right to inspect the minutes.

Section Two

Discussion Regarding Certain Issues

Article 12

Decisions Concerning the Faculty Organisation

1. Proposals for establishing, merger, consolidation, division or dissolution (hereinafter "organisational changes" of Faculty units are submitted to the Senate by the Dean.
2. The time limit for the submission of resource documents is 2 weeks before the date of the Senate meeting.
3. Each proposal for an organisational change must include a reasoning. The proposal shall be accompanied by written documents containing a concept of the newly established Faculty unit, the proposed organisational set-up and an economic analysis. In the case of a proposal for another organisational change, the provisions of the preceding sentence shall apply with the necessary modifications.
4. In the debate concerning the proposal, the heads of the units affected by the organisational change will present their opinions.

Article 13

Approving Internal Regulations of the Faculty

1. Draft internal regulations of the Faculty including the reasoning are submitted electronically, at least 2 weeks before the Senate meeting, at which they are to be discussed; this time limit may be shortened by the Board to 7 days before the Senate meeting in justified cases, then the Board may

also shorten the time limits specified in paragraphs 3 and 4. The draft shall be published in the publicly accessible part of the Faculty website immediately.

2. If more than one draft Code of Procedure for the Academic Senate is submitted, they will be discussed in the order, in which they were submitted.
3. The President of the Academic Senate shall request the opinion of the Dean regarding the draft Code of Procedure of the Academic Senate. The deadline for sending the opinions to the Board of the Senate will be 7 days before the Senate meeting. The opinions submitted will be published in the publicly accessible part of the Faculty website immediately.
4. Motions to amend by members of the Senate shall be submitted to the proposer through the President of the Senate at least 7 days before the Senate meeting. Additional motions to amend are not admissible except for modifications to any motions submitted within the time limit. The proposer of a draft internal regulation of the Faculty may modify their proposal in response to motions to amend; for the purposes of further consideration, the modification shall be considered as a motion to amend. The Dean may exercise their opinion on the motions to amend submitted by members of the Senate directly at a meeting of the Senate.
5. The Senate may decide to consider a proposal by a separate resolution if the time limits or shortened time limits specified in paragraphs 1, 3, and 4 have not been met.
6. The proposer is obliged to mark the changes to the internal regulations of the Faculty as partial or complete. The Board may determine that a change marked as partial is, by its nature, a complete change. In the case of partial changes, no motions to amend to other other provisions than those directly affected are admissible. A proposed change to an internal regulation of the Faculty must include the full text, with the revisions highlighted.
7. The approved draft internal regulations shall be signed by the President of the Senate and the Dean. Within 14 days from the date of approval of the draft, the President of the Senate shall submit the approved draft in paper form in triplicate and in electronic form to the Office of the Academic Senate of the University, including a written reasoning (in the case of an amended internal regulation of the Faculty, the full text with the revisions highlighted shall also be attached), at least 4 weeks before the Senate meeting, at which it is to be discussed.
8. After the approval by the Academic Senate of the University the text of the internal regulation will be published in the publicly accessible part of the Faculty website.

Article 14

Audit of Financial Management

1. The Senate shall carry out audits of financial management, including audits of the use of the Faculty's funds, during the discussion of the annual report on financial management or in other cases on the basis of its resolution in the manner set out in the resolution.
2. At a meeting of the Senate, at which the results of the audit are to be discussed, the heads of the audited units shall be invited to give their opinion on the findings of the audit.
3. If any deficiencies have been identified by the audit, the Senate shall invite the Dean to eliminate them.

Article 15

Approving the Strategic Plan of the Faculty

1. The time limit for submitting resource documents is 2 weeks before the date of the meeting of the Senate.
2. The Dean or a designated Vice-Dean shall make an opening statement on draft strategic plan of the Faculty.
3. Motions to amend by Senate members must be submitted to the Dean at least 7 days prior to the Senate meeting. The Dean shall issue their opinion on these motions. Additional motions to amend are not admissible.
4. The heads of the individual Faculty units may express their opinions regarding the parts of the strategic plan of the Faculty concerning their units. Their opinions may be submitted in writing.

Article 16
Approving Annual Reports

1. The Dean will present an introduction to the annual reports. The Vice-Deans may give a more detailed explanation regarding individual areas of the annual report on activities. An economic explanation of the annual report on activities is usually given by the Secretary.
2. Motions to amend submitted by members of the Senate must be submitted to the Dean at least 5 days before the Senate meeting. The Dean will take a position on these motions. Additional motions to amend are not admissible.

Article 17
Prior Consent to the Appointment and Removal of Members of the Research Board

1. Nominations and motions to remove members of the Research Board of the Faculty shall be submitted and justified to the Senate by the Dean.
2. The resource documents for the appointment of members of the Research Board include the curriculum vitae of the candidates focused on their creative activities. The proposal must be accompanied by their written consent to the appointment.
3. The member of the Research Board to be removed must be informed about the proposal to remove a member of the Research Board and the meeting of the Senate where the matter is to be considered. Should the member of the Research Board, who is to be removed, disagree with their removal, they will have the right to speak at the meeting of the Senate.

Article 18
Election of a Candidate for the Office of the Dean

1. Nominations for the office of Dean shall be submitted to the President of the Senate within 30 days prior to the date of the election.
2. The nomination must be submitted with
 - a) a written consent of the candidate to their candidature,
 - b) a brief curriculum vitae of the candidate,
 - c) a brief outline of the election manifesto of the candidate.

3. After the expiry of the time limit specified in clause 1, the candidates are entitled to speak at a pre-election session of the Senate to be held at least seven days before the election day. Such speeches are not admissible at an election session of the Senate.
4. At least 60 days' notice shall be given of the date of the election meeting of the Senate. Written documents specified in clause 2(b) and (c) shall be sent to all members of the Senate at least 21 days before the date of the election session.
5. The election shall be by secret ballot.
6. The candidate who receives a majority of the votes of all members of the Senate shall be elected.
7. In the event that none of the candidates is elected, another round of elections shall be held, to which the two candidates, who have obtained the highest number of votes shall pass. If there is a tie in the first place between more than two candidates, or if there is a tie in the second place, all candidates who have received the same number of votes shall also proceed to the next round. Another round of elections shall also take place if there is a tie in a round, in which only two candidates were voted on. If neither of the two candidates voted on in a given round obtains an absolute majority of the votes of all the members of the Senate, the one who obtained the greater number of votes shall pass to the next round.
8. If the only candidate voted on in a given round does not receive a majority of the votes of all members of the Senate, the election shall be terminated. In such a case, elections are re-done with new candidates within one month. New nominations must be submitted within 14 days.
9. A person who has been nominated twice in a row and has not been elected may not be nominated for another election or for an election to be held within three years of the date of the first unsuccessful election at which they stood as a candidate; this shall not apply if more than three-fifths of the total number of members of the Senate did not vote in the last unsuccessful election at which they stood.
10. During the election, any of the candidates may withdraw from the election, always before the start of the relevant round.
11. Should the elected candidate for the Dean be not a priest of the Czechoslovak Hussite Church, the President of the Senate will apply for the consent to the appointment of the candidate for the office of Dean with the Central Council of the Czechoslovak Hussite Church.
12. The proposal for the appointment of the elected candidate as Dean shall be submitted by the Board to the Rector.

Article 19

Motion to Remove the Dean

1. A motion to remove the Dean must be submitted in writing, including the reasoning. The grounds for the motion are limited to circumstances related to the performance of the Dean's duties.
2. The Senate shall first consider the admissibility of the proposal. If the Senate decides by resolution that the motion is not admissible, the motion shall be rejected; the rejected motion shall not be considered further.
3. If the motion is not rejected, the Senate shall consider the motion at its next meeting. The Dean is guaranteed at least 15 days of preparation for this meeting. In the debate, the Dean shall comment on the reasons for the motion and shall have the right to pose questions to the persons who submitted the motion concerning those reasons.
4. A motion to remove the Dean is adopted if at least three-fifths of all members of the Senate are in favour of the motion.

Article 20

Deprivation of a Member of the Academic Senate of Their Mandate

1. A member of the Academic Senate can be deprived of their mandate due to their unexcused absence at three subsequent meetings of the Senate.
2. The member of the Senate to be deprived of their mandate must be duly invited to the meeting of the Senate at which the deprivation of their mandate is to be put to the vote. The member may provide an explanation regarding the reason for their unexcused absence at the previous meetings on the spot, including a written statement.

Article 21

Rectifying Incorrect Measures

1. If a resolution of the Senate, its Board or a measure of the President of the Senate is in conflict with a legal regulation or an internal regulation of the University or an internal regulation of the Faculty, the Senate shall revoke it; the resolution must include a reasoning.
2. If, in the opinion of the Senate, a measure issued by another body of the Faculty is in conflict with a legal regulation or an internal regulation of the University or an internal regulation of the Faculty, the Senate shall invite the relevant body to rectify the situation; the resolution must include a reasoning.
3. If, in the opinion of the Senate, a measure issued by a body of the University is in conflict with a legal regulation or an internal regulation of the University or an internal regulation of the Faculty, the Senate shall submit a motion to the Academic Senate of the University to consider the issue; the resolution must include a reasoning.

Article 22

Statement on the Intention to appoint or remove a Vice-Dean

1. The intention to appoint or remove a Vice-Dean is communicated to the Senate by the Dean.
2. The resource documents for the appointment of a Vice-Dean must include a short characterization of the candidate. The candidates shall be invited to attend a meeting of the Senate, where they have the right to speak, and they will answer questions concerning their work at the Faculty so far and professional experience and their plans for the position under consideration posed by members of the Senate.
3. The Dean's intention to remove a Vice-Dean must be submitted with reasoning. The Vice-Dean to be removed must be invited to attend the Senate meeting and has the right to be given floor at the meeting.

Article 23

Answering the Questions of the Senate members

A question posed by a member of the Senate to the Dean, a Vice-Dean or the Secretary may be answered directly or, if a response requires preparation or if the Senate decides to do so by resolution, in writing to the person, who asked the question, within 15 days. The written reply shall be sent to the person who asked the question and to the President of the Senate.

Section Three
Senate Bodies

Article 24
The Board

1. The Board consists of the President of the Senate, the First Vice-President and the Second Vice-President. The members of the Board are elected by the Senate by secret ballot for one year and may be removed by secret ballot; the President of the Senate shall be elected from the Academic Staff Chamber and the First Vice-President from the Student Chamber. The members of the Board shall remain in office after the expiry of the two-year term of office of a member of the Senate until a new Board is elected. However, membership in the Board shall expire at the same time as the membership in the Faculty's academic community.
2. The President of the Senate convenes the meetings of the Senate and represents the Senate. In the event of an impediment to the performance of their duties or in their absence, the First Vice-President shall act as their deputy. The Second Vice-President shall act on behalf of the President in the absence of the First Vice-President or on the basis of a written authorisation from the President.
3. The President shall prepare the meetings of the Senate.
4. If a matter cannot be postponed, the Board is entitled decide by resolution regarding statements of the Senate between meetings of the Senate. The Board may only adopt such statements after having informed the members of the Senate. At the following meeting of the Senate, a debate shall be held regarding the statement adopted by the Board; if the Senate so decides, the statement becomes invalid. This shall be without prejudice to the provision applicable an extraordinary meeting of the Senate.

Article 25
Election of Members of the Board

1. The regular election of the President of the Senate and the two Vice-Presidents is held annually at the first regular meeting of the Senate following ordinary or extraordinary elections to the Senate. If the office of the President of the Senate or that of either of the Vice-Presidents becomes vacant by the expiry of their membership in the Senate before the expiry of their term of office,³ a by-election shall be held for the vacancies at the next regular meeting of the Senate.
2. The President of the Senate and both Vice-Presidents of the Senate may be nominated only by a member of the Senate.
3. The Senate shall appoint a three-member election committee for the election at the meeting, at which the election is to be held. The election committee may consist only of members of the Senate and at least one member of the election committee must be a member of the academic staff. A member of the election committee may not stand as a candidate.
4. The election of the President of the Senate shall precede the election of Vice-Presidents. The election of the First Vice-President of the Senate shall precede the election of the Second Vice-President.
5. For an election to be valid, the number of valid ballots cast must exceed one half of the number of members of the Senate present.

³ Article 11, clause 1, paragraph b) of the Code of Electoral Procedure for the Academic Senate.

6. The candidate, who receives the highest number of votes, or in the case of the election of the President, a majority of the votes of all members, shall be elected. A tied vote is to be decided by drawing lots. The drawing of lots shall be carried out by the election committee.

Article 26

Meetings of the Board

1. The Board convenes as necessary.
2. Meetings of the Board may be attended by the Dean, the Vice-Deans and the Secretary, as well as other persons invited by the Board or the President of the Senate.
3. The minutes of the Board meetings shall be signed by the President of the Senate. The minutes are published within 7 days of the meeting in the publicly accessible section of the Faculty website and sent to all members of the Senate and the Dean with the invitation to the next Senate meeting. Minutes are kept in the Senate office.
4. Information about the meeting of the Board and its conclusions shall be presented by the President of the Senate or a member of the Board designated by the President at the next Senate meeting.
5. Meetings of the Board are closed and the provisions of Section One apply to them with the necessary modifications. For the adoption of a resolution, two votes of the members of the Board are required.

Article 27

Establishing Senate Commissions

1. The Senate may, as required, establish or dissolve a commission upon the proposal of a member of the Senate or the Dean as an advisory or auditing body in certain areas of the Senate's powers.
2. At a meeting of the Senate any member of the Senate may apply to be a member of a Senate commission; outside the meeting of the Senate, any member of the Senate may be appointed by the Board on their own request to be a member of a Senate commission. Membership in a Senate commission may be resigned at any time; such resignation becomes effective upon notification to the Board. The Board shall invite members of the Senate to apply to be members of the commission if the commission has fewer than two members, who are members of the Senate.
3. Upon the proposal of the Chair of the Senate commission, the Board may appoint another member of the academic community or the Faculty staff to serve as a member of the Senate commission; unless there are reasons worthy of special consideration to proceed otherwise, the number of members so appointed may not exceed the number of members of the commission who are members of the Senate; a possible decrease in the number of members of the commission who are members of the Senate in the course of the term of office of the commission shall not be taken into account.
4. The commission ceases to exist at the end of the term of office of the members of the Board.
5. The Chair of the Senate commission is a member of the Senate elected by the commission from among its members. The Chair of the Senate commission is elected and removed by the members of the commission who are members of the Senate. The election of the Chair of the Senate commission takes place at the first meeting of the Senate commission, which shall be held within 15 days after the date, on which the commission is established. The President of the Senate shall arrange for the convening of the first meeting of the Senate commission.

Article 28
Meetings of the Senate Commissions

1. All members of the Senate commission must be invited to attend the meeting. The Senate commission may adopt a resolution if at least two members, who are members of the Senate, are present.
2. A resolution is adopted by a majority vote of the members of the Senate commission present.
3. The meetings of the commissions are closed and the provisions of Section One apply with the necessary modifications.

Section Four
Common, Transitional and Final Provisions

Article 29
Other Administrative Work

Other administrative work connected with the activities of the Senate is managed by a designated member of the Faculty staff.

Article 30
Archiving Documents and Other Records;

1. Documents pertaining to the activities of the Senate are stored with the Secretary of the Faculty. Archiving of documents is governed by special regulations.
2. Archiving of documents is managed by a designated member of the Senate.

Article 31
Transitional provision

1. The provisions of article 21 apply to measures referred to therein that were taken prior to the date of effect hereof.
2. Proposals submitted to the Senate prior to the date of effect hereof will be considered according to the existing regulations.

Article 32
Repealing Provisions

Parts II, III and IV of the Code of Electoral Procedure and Code of Procedure for the Academic Senate of the Hussite Theological Faculty of 13 November 1999 are hereby repealed.

Article 33
Final Provisions

1. This Code of Procedure was approved by the Academic Senate of the Faculty on 12 June 2017 and comes into force on the date of approval by the Academic Senate of the University, based on a prior approval by the Church Council of the Czechoslovak Hussite Church.⁴
2. This Code becomes effective on the first day of the calendar month following the date, on which it came into force.

⁴ Section 33 (4) of the Higher Education Act.
The Academic Senate of Charles University approved this Code of Procedure on 23 June 2017.

Force and effect

The changes to the Code of Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University were approved by the Academic Senate of the Hussite Theological Faculty of Charles University on 21 February 2022.

The changes to the Code of Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University come into force on the date, on which they are approved by the Academic Senate of Charles University after having been approved by the Church Council of the Czechoslovak Hussite Church.

The changes to the Code of Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University were approved by the Academic Senate of Charles University on 13 May 2022 and they come into effect on the day following the date, on which they came into force.

doc. Jiří Beneš, Th.D.
President of the Academic Senate
of Hussite Theological Faculty of CU

doc. ThDr. Kamila Veverková, Ph.D.
Dean of Hussite Theological Faculty of CU

ThDr. Tomáš Butta, Th.D.
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