

**CHARLES UNIVERSITY  
HUSSITE THEOLOGICAL FACULTY**

**I<sup>ST</sup> COMPLETE CHANGE OF  
THE CODE OF PROCEDURE FOR THE RESEARCH BOARD  
OF THE HUSSITE THEOLOGICAL FACULTY  
OF CHARLES UNIVERSITY  
OF 13 MAY 2022**

*Under section 27 (1)(b) and section 33(2)(d) of Act no. 111/1998 on Higher Education Institutions and on Modifications and Amendments of Other Acts (Higher Education Act), as amended (hereinafter "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 Hussite Theological Faculty of Charles University decided by resolution on the following Code of Procedure for the Research Board of Hussite Theological Faculty of Charles University as its internal regulation.*

**Introductory Provisions**

**Article 1**

This Code of Procedure for the Research Board of the Hussite Theological Faculty of Charles University (hereinafter "the Code") regulates the activities of the Research Board of the Hussite Theological Faculty of Charles University (hereinafter "Faculty"; "University") stipulated in section 30 of Higher Education Act and in the Faculty's Constitution.

**General Provisions**

**Article 2**

1. The schedule of the meetings of the Research Board of the Faculty (hereinafter "the Research Board") for an academic year is determined by the Dean.
2. The meetings of the Research Board are called by the Dean at least four times in an academic year. The schedule of the meetings of the Research Board and brief minutes of the meeting of the Research Board, including the content of the resolution, are published in the publicly accessible section of the Faculty website. The Dean is obliged to call the meeting of the Research Board if asked to do so by at least a third of the regular members of the Research Board.
3. The agenda of the meeting of the Research Board is determined by the Dean. A regular member of the Research Board may propose an item for the agenda. If any written documents are required for considering the item, they will be submitted to the Dean without undue delay and sufficiently in advance.
4. For each meeting, the members of the Research Board will receive an electronic invitation including the agenda and the resource documents for the individual items at least seven days in advance. In exceptional and justified cases, specifically due to a lack of time or the urgent nature of an issue, the resource documents may be provided at a later point or distributed at the beginning of the meeting, based on the Dean's decision.

5. Should the nature of the issue considered require, the Dean may invite other persons to the meeting.

### **Article 3**

The meeting of the Research Board is chaired by the Dean or a Vice-Dean authorised by the Dean.

### **Article 4**

1. A member of the Research Board, a member of the Board of the Academic Senate of the Faculty (hereinafter "the Senate") or a member of the Senate authorised by the Senate, a Vice-Dean, the Secretary, the Dean, the Rector and Vice-Rector of the University may present their statements at the meeting of the Research Board. Unless the Code prescribes otherwise, other persons may only address the meeting if the Research Board express their consent to it.
2. The meeting of the Research Board is public, unless stipulated otherwise (article 5, clause 2 hereof) or unless the Research Board decides that the whole meeting or any part thereof are to be declared as closed. The Research Board may decide by resolution that the meeting or any part thereof are to be declared as closed specifically if the personal rights of an individual or the interests of the Faculty or the University would be prejudiced by the presence of the public. Even if the meeting of the Research Board is declared as closed, the Research Board may permit the attendance of certain individuals at the meeting of the Research Board for serious reasons.
3. Vote is public. The Research Board votes by secret ballot in cases stipulated by the law or an internal regulation or if the Research Board decided by resolution to vote by secret ballot.
4. The Research Board has a quorum if a majority of its regular members is present; unless stipulated otherwise by the Higher Education Act,<sup>1</sup> a resolution is adopted if a majority of those present vote in favour of the resolution.
5. A honorary member attends the meeting of the Research Board in an advisory capacity.

## **Special Provisions**

### **Article 5**

1. No nomination for full professorship<sup>2</sup> or associate professorship<sup>3</sup> will not be considered unless at least two thirds of the regular members of the Research Board are present.
2. The meeting of the Research Board is closed during voting and any debate regarding the nomination for associate professorship or nomination for full professorship. Vote in connection with the procedure for the appointment of an associate professor or a full professor is always by secret ballot.<sup>4</sup>

### **Article 6**

1. A Dean may announce voting outside the meeting of the Research Board (hereinafter "remote voting") if it concerns an issue that must be dealt with without delay or a motion, in regard to which a meeting of the Research Board cannot be called or it would be impractical to call a meeting.

---

<sup>1</sup> section 72 (10) and (11) and section 74 (6) of Higher Education Act

<sup>2</sup> section 74 (6) of Higher Education Act.

<sup>3</sup> section 72 (9) of Higher Education Act.

<sup>4</sup> section 72 (9) and section 74 (6) of Higher Education Act

Remote voting cannot be applied to nominations for full professorship, associate professorship and to motions to approve an area of study for the purpose of institutional accreditation and to approve programmes of study.

2. The announcement of remote voting, the text of the motion, and the ballot paper will be sent to the regular members through electronic conference. In the announcement the time limit for voting of at least seven days will be determined.
3. In the same manner, the members will send the filled-in ballot containing their name and surname and their vote, i.e. in favour, against or abstention, within the time limit under paragraph 2, otherwise their vote is invalid, or the members may refuse the remote voting.
4. The motion is considered as approved if a majority of all members vote in favour of it; this does not apply if the remote vote is rejected by at least one third of members.
5. The record of the remote voting is part of the minutes of the next meeting of the Research Board.

#### **Article 6a**

#### **Hybrid or Remote Meeting of the Research Board**

1. Meetings of the Research Board 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 Research Board 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 Research Board may be convened remotely,
  - c) the Research Board, for reasons worthy of special consideration, decides to do so by resolution at the meeting or by remote voting outside the meeting of the Research Board ("remote voting").
2. The fact that the meeting is convened in a hybrid or remote manner, will be announced to the members of the Research Board electronically at least three days in advance before the meeting is convened.
3. The details of the hybrid or remote meeting of the Research Board will be specified in a Dean's measure.

#### **Joint and Final Provisions**

#### **Article 7**

1. The minutes of the meeting of the Research Board are verified by the Dean.
2. The minutes of the meeting of the Research Board are approved on the next meeting of the Research Board and subsequently published in the publicly accessible section of the Faculty website.

#### **Article 8**

1. The Code of Procedure for the Research Board of the Hussite Theological Faculty of Charles University approved by the Academic Senate of the University on 12 November 1999 is hereby cancelled.
2. This Code of Procedure was approved by the Academic Senate of the Faculty on 3 May 2017 and comes into force on the date of approval by the Academic Senate of the University, after being approved

by the Church Council of the Czechoslovak Hussite Church.<sup>5</sup>

3. This Code becomes effective on the first day of the calendar month following the date, on which it came into force.

\*\*\*

### **Force and Effect**

The changes to the Code of Procedure of the Research Board 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 of the Research Board 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 of the Research Board 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.  
Patriarch of the Czechoslovak Hussite Church

prof. Ing. František Zahálka, Ph.D.  
President of the Academic Senate of CU

---

<sup>5</sup> section 33 (4) of Higher Education Act.  
The Academic Senate of Charles University approved this Code of Procedure on 23 June 2017.