

TOMAS BATA UNIVERSITY IN ZLÍN

RULES OF PROCEDURE OF THE SCIENTIFIC COUNCIL

FACULTY OF LOGISTICS AND CRISIS MANAGEMENT (FLCM)

The Academic Senate of the Faculty of Logistics and Crisis Management according to § 27, paragraph 1, letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, approved on March 23, 2026, the draft Rules of Procedure of the Scientific Council of the Faculty of Logistics and Crisis Management.

and

The Academic Senate of Tomas Bata University in Zlín, according to § 9, paragraph 1, letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act, as amended), approved on May 12, 2026, the draft Rules of Procedure of the Scientific Council of the Faculty of Logistics and Crisis Management.

PART ONE

FUNDAMENTAL PROVISIONS

Article 1

General Provisions

- (1) The Scientific Council of the Faculty of Logistics and Crisis Management of Tomáš Bata University in Zlín (hereinafter referred to as “SC FLCM”) is a self-governing academic body of the Faculty of Logistics and Crisis Management of Tomáš Bata University in Zlín (hereinafter referred to as “FLCM”).
- (2) The Rules of Procedure of the SC FLCM are an internal regulation of the FLCM issued under § 33, paragraph 2, letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as “the Act”). It contains the framework rules for the operation of the SC FLCM. The appointment of the SC FLCM and the definition of its scope are governed by the Act, the Statute of Tomáš Bata University in Zlín, and the Statute of FLCM.
- (3) The members of the SC FLCM are distinguished representatives from the fields in which the faculty carries out educational and creative activities. At least one-third of the members of the SC FLCM are individuals who are not members of the academic community of Tomáš Bata University in Zlín. Membership in the SC FLCM is irreplaceable and honorary.

Article 2

Meetings of the Scientific Council of FLCM

- (1) The Dean calls meetings of the SC FLCM as necessary, but at least once a year.
- (2) The Dean is also obliged to convene a meeting of the SC FLCM if requested by at least one-third of its members, within one month of receiving the request.
- (3) Meetings of the SC FLCM are held in the form of sessions attended by the members of the SC FLCM. Attendance of a member of the SC FLCM means either personal presence or electronic attendance via communication tools that allows verification of the member's identity and his active participation in the meeting and voting.
- (4) The program and form of the meeting are proposed by the Dean. Every member of the SC FLCM receives the agenda in writing or electronically at least two weeks before the meeting, along with supporting materials. Each member of the SC FLCM has the right to request an extension of the agenda in writing or electronically, or orally at the start of the meeting in justified cases. The agenda must be approved by the SC FLCM at the beginning of the meeting. The background materials for the meeting will be made available to members of the SC FLCM at least 7 days before the meeting in a manner that allows remote access.
- (5) The meeting of the SC FLCM is prepared and organized by the designated Vice Dean.

Article 3

Proceedings of the Meeting of the Scientific Council of FLCM

- (1) The meeting of the SC FLCM is chaired by the Dean, or in their absence, by a designated Vice Dean (hereinafter referred to as “the Chairperson”).
- (2) Members can suggest additions and modifications to the agenda, in writing or orally, no later than at the start of the meeting at the latest before the approval of the program.
- (3) The SC FLCM is quorate if at least two-thirds of its members are present. If the SC FLCM is not quorate, the Chairperson, with the consent of the members present, will set a new date for the meeting.
- (4) Decisions are made by the SC FLCM in the form of resolutions. Voting on the adoption of a resolution can be public or secret. Resolutions on matters defined by the law and on personnel issues must always be adopted by secret vote. Secret votes may also be used in other cases if proposed by a member and approved by a majority of the members present. If any member is attending electronically, the secret vote will be conducted electronically. In the case of electronic presence of any member of the SC FLCM, a secret vote may be held electronically, provided that the conditions ensuring secrecy and equality of voting are met.
- (5) The SC FLCM will appoint two members as scrutineers for the secret vote. The scrutineers will count the votes in the meeting room, complete a protocol, and submit it to the Chairperson. The Chairperson will announce the results of the vote, including the number of votes for and against the proposal, the number of invalid votes, and the number of abstentions. Voting results are recorded in the minutes of the SC FLCM meeting.
- (6) A resolution is adopted if it receives the approval of the majority of members present, unless the law specifies otherwise.

- (7) Meetings of the SC FLCM are public. In exceptional cases, except for cases specified by law, a meeting or part of a meeting can be declared confidential based on a decision of the SC FLCM approved by a majority of its members. A meeting must be declared confidential when discussing classified matters according to special legal regulations.
- (8) Minutes are taken at the meeting of the SC FLCM, documenting the agenda, the course and outcomes of the meeting, and the results of voting. The minutes are accompanied by a list of attendees. The Vice Dean is responsible for taking the minutes, verifying them, and submitting them to the Dean for approval. The minutes are distributed to all members of the SC FLCM without undue delay from the date of the meeting. The minutes are also published in the FLCM information system. Members can submit comments on the minutes within one month of receiving them, electronically or in writing to the Dean's office. Comments will be discussed at the next meeting of the SC FLCM.
- (9) The Dean's office is responsible for the administrative matters of the SC FLCM, including the storage of materials.

Article 4

Voting Outside of SC FLCM Meetings

- (1) The Dean may call for a vote outside of a meeting of the SC FLCM (referred to as “per rollam voting”) if the matter is urgent or if discussing the proposal at a meeting is not possible or practical. *Per rollam* voting utilizes communication tools.
- (2) In the case of *per rollam* voting, the Dean submits the proposal for a resolution in writing or electronically to all members of the SC FLCM, specifying the deadline for submitting written or electronic responses. Voting is done in the form of for, against, or abstaining. A resolution is adopted if at least two-thirds of the members express their opinion and if the majority of the voting members are in favour. The Dean will immediately inform all members and regular guests of the result of the vote. The record of the per rollam vote will be included in the minutes of the next meeting.
- (3) The *per rollam* voting procedure cannot be used when a secret vote is required by law or in personnel matters.

Article 5

Special Provisions

- (1) Any member of the SC FLCM may submit a written request to the Dean to resign from their membership. In such a case, the Dean may terminate the membership without further procedure and must inform the Chairperson of AS FLCM within 14 days.
- (2) With the prior consent of the AS FLCM, the Dean may dismiss a member of the SC FLCM and appoint a new member, in compliance with § 29, paragraph 2 of the Act.

Article 6
Final Provisions

- (1) These Rules of Procedure of the SC FLCM come into effect on the day they are approved by the Academic Senate of TBU.
- (2) The Rules of Procedure of the Scientific Council of the Faculty of Logistics and Crisis Management of June 12, 2017, are hereby repealed.

Ing. Jan Strohmandl, Ph.D.
AS FLCM Chairman

Prof. Ing. Zuzana Tučková, Ph.D.
FLCM Dean

Ass. Prof. Ing. Martin Sysel, Ph.D.
AS TBU Chairman

Prof. Mgr. Milan Adámek, Ph.D.
TBU Rector