

TOMAS BATA UNIVERSITY IN ZLÍN

RULES OF PROCEDURE OF THE ACADEMIC SENATE FACULTY OF LOGISTICS AND CRISIS MANAGEMENT

The Academic Senate of the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín, pursuant to Section 27, Paragraph 1, Letter b) and Section 33, Paragraph 2, Letter c) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), as amended, resolved on March 23, 2026 on these Rules of Procedure of the Academic Senate of the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín

and

the Academic Senate of Tomas Bata University in Zlín, pursuant to Section 9, Paragraph 1, Letter b) Point 2 of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), as amended, approved on May 12, 2026 the Rules of Procedure of the Academic Senate of the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín.

PART ONE BASIC PROVISIONS

Article 1 Basic Provisions

The Rules of Procedure of the Academic Senate of the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín (hereinafter referred to as "these Rules") regulate the organizational structure of the Academic Senate of the Faculty of Logistics and Crisis Management (hereinafter referred to as "AS FLCM"), the procedure for electing the Chairman and Vice-Chairman of AS FLCM, the establishment of AS FLCM bodies, the rules for the meetings of AS FLCM and its bodies, and the procedure for electing a candidate for appointment as the Dean.

PART TWO

ORGANISATIONAL STRUCTURE

Article 2

Structure and Bodies

- (1) AS FLCM is a unicameral body.
- (2) The bodies of AS FLCM are:
 - a) the Chairman of AS FLCM (hereinafter referred to as "the Chairman"),
 - b) the Vice-Chairman of AS FLCM (hereinafter referred to as "the Vice-Chairman"),
 - c) the Committees of AS FLCM (hereinafter referred to as "the Committees"),
 - d) the Secretary of AS FLCM (hereinafter referred to as "the Secretary").
- (3) The bodies of AS FLCM are accountable to AS FLCM for the performance of their functions.

Article 3

Chairman and Vice-Chairman

- (1) The Chairman and Vice-Chairman are elected at the inaugural meeting of AS FLCM and subsequently at a regular meeting of AS FLCM in the event of a vacancy during the term of office of AS FLCM. If the election takes place outside the inaugural meeting, the inclusion of the election in the agenda must be approved by AS FLCM at the meeting preceding the one in which the election is held.
- (2) The election procedure is governed by the Rules for the Election of the Chairman and Vice-Chairman of AS FLCM, which form Appendix No. 1.
- (3) The Chairman shall, in particular:
 - a) prepare and preside over AS FLCM meetings,
 - b) sign minutes of AS FLCM meetings, internal regulations and standards approved by AS FLCM, and other documents and instruments issued by AS FLCM,
 - c) represent AS FLCM externally in accordance with its resolutions,
 - d) manage the activities of the Secretary as per Article 5, Paragraph 2,
 - e) coordinate the work of the Committees,
 - f) coordinate AS FLCM's cooperation with other bodies of FLCM.
- (4) The Vice-Chairman acts as a substitute for the Chairman in their absence.

Article 4

Committees

- (1) AS FLCM establishes permanent committees—the Economic Committee and the Legislative Committee—from among its members. AS FLCM may establish additional permanent or temporary committees. The Economic and Legislative Committees must be established by AS FLCM no later than 30 days after its formation, while other committees may be established as needed, with their composition and tasks defined. The term of office of a committee is identical to the term of office of AS FLCM. The election procedure for the committee chair follows the provisions of Article 2 of Appendix No. 1 accordingly.

- (2) The number of members in the Economic and Legislative Committees is balanced, with representatives from both students and academic staff of AS FLCM.
- (3) Membership in a committee is non-transferable.
- (4) Any member of AS FLCM who is not a committee member has the right to attend committee meetings without voting rights, provided they notify the committee chair in advance. Individuals invited by the committee chair may also attend meetings.
- (5) A committee has a quorum if more than half of its total members are present. A resolution is adopted if it receives a majority of votes from the members present.
- (6) If deemed appropriate and efficient by the committee chair, committee members may vote outside of meetings using remote communication tools. The specific conditions for such voting are determined by the respective committee chair. A resolution requires a majority of votes from all committee members. Remote voting is not permitted if at least one-quarter of the committee members object.
- (7) Committee resolutions have a recommendatory nature for AS FLCM deliberations.

Article 5 Secretary

- (1) The Secretary is appointed by the Dean, in agreement with the Chairman, from among the employees of FLCM.
- (2) The Secretary performs organizational and administrative tasks related to the activities of AS FLCM and, in this part of their duties, is managed by the Chairman. They shall process the minutes of the AS FLCM meetings as a priority, which they shall submit to the AS FLCM members for review within one week of the meeting, incorporate the comments of the AS FLCM members, prepare the documents for the program and meetings of the AS FLCM, and ensure the publication of submitted and approved materials on the faculty website.
- (3) The Secretary may be dismissed by the Dean of the FLCM at the proposal of the Chairman.

PART THREE INAUGURAL MEETING

Article 6 Convocation of the Inaugural Meeting

- (1) The inaugural meeting is convened in writing or electronically by the Chairman of the FLCM Election Committee (hereinafter referred to as "the Election Committee") or the Dean (Article 6, Paragraph 7 of the Election Rules of AS FLCM) in such a way that all elected members of AS FLCM, the Dean, members of the Election Committee, and invited participants receive the invitation no later than 5 working days before the date of the inaugural meeting.
- (2) The invitation to the inaugural meeting must include, in particular:
 - a) the venue, date, and start time of the inaugural meeting,
 - b) the agenda of the inaugural meeting (Article 7, Paragraph 1).

The elected members of AS FLCM receive these Rules as an attachment to the invitation.

(3) The invited participants of the inaugural meeting, with an advisory vote, are the Chairman and the Chairs of the Economic and Legislative Committees of the outgoing AS FLCM.

(4) The FLCM Election Committee also participates in the inaugural meeting.

Article 7

Proceedings of Inaugural Meeting

(1) The agenda of the inaugural meeting shall include, in particular, the following items:

- a) a summary report on the election results prepared by the Election Committee Chairman and the introduction of the elected members of AS FLCM,
- b) the introduction of invited participants (Article 6, Paragraph 3),
- c) the oath of an AS FLCM member,
- d) the election of the Chairman (Article 3, Paragraphs 1 and 2),
- e) the election of the Vice-Chairman (Article 3, Paragraphs 1 and 2),
- f) the scheduling of the first regular AS FLCM meeting.

(2) The inaugural meeting is chaired, until the election of the Chairman of AS FLCM, by the Chairman of the Election Committee or a designated member of the committee. Once the Chairman is elected, they take over the management of the inaugural meeting.

(3) At the inaugural meeting, AS FLCM members receive information about legal regulations concerning public universities, as well as internal regulations of TBU, internal regulations and standards of FLCM, along with information on electronic access to these documents.

(4) Unless otherwise stipulated by Article 6 or this article, the inaugural meeting shall be conducted in accordance with the procedural rules set out in Part Four.

PART FOUR

RULES OF PROCEEDINGS

Article 8

Meetings

(1) AS FLCM meetings are open to the public and are held on dates approved by AS FLCM, at least once every two months, except for July and August. In exceptional cases, outside the approved dates, an AS FLCM meeting may be convened at the request of:

- a) the Dean,
- b) the Rector of the TBU in Zlín,
- c) at least one-third of the AS FLCM members.

(2) AS FLCM members are obliged to attend all meetings. If they are unable to attend a meeting for serious reasons, they must notify the Chairman in advance or as soon as possible, providing a reason for their absence and formally excusing themselves from the meeting.

(3) Each AS FLCM member must act both during and outside meetings in a manner that ensures

AS FLCM deliberates and decides in the best interest of the FLCM as a whole, in a conceptual, systematic, and principled manner. In performing their function, AS FLCM members are bound only by their conscience.

(4) In connection with the preparation of AS FLCM meetings and to ensure that AS FLCM members are thoroughly informed about significant proposals submitted for discussion, a closed working session of AS FLCM members may be held, possibly with invited persons. In exceptional cases, an AS FLCM meeting may be suspended to allow for a closed working session of AS FLCM members, possibly with invited persons.

(5) AS FLCM members are accountable for their activities to the academic community of FLCM.

Article 9

Meeting Convocation

(1) AS FLCM meetings are convened by the Chairman. A meeting held outside the approved dates (Article 8, Paragraph 1, points a) and b)) must be convened immediately upon the request of the Dean and, upon the request of at least one-third of AS FLCM members, must be scheduled to take place no later than 10 working days after receiving the request. If the Chairman fails to do so, the meeting shall be convened by the Vice-Chairman.

(2) AS FLCM meetings may be convened in written or electronic form. The notice of the meeting must include information about the location, date, time of commencement, and a proposed agenda. The notice must be delivered to all meeting participants (Article 10, Paragraph 1) at least 5 working days before the meeting date. In exceptional cases, a meeting may be convened by other means and with a shorter notice period, provided that all AS FLCM members are notified and have the opportunity to be able to attend the meeting using the usual means of transport or to join it if it is a meeting using means of distance communication (Article 13).

(3) Information about the convening of an AS FLCM meeting shall be published in the public section of the FLCM website.

Article 10

Meeting Participants

(1) The participants of the meeting are:

- a) Members of AS FLCM,
- b) The Dean of FLCM, Vice-Deans of FLCM, the Secretary of FLCM, or their authorized representatives,
- c) Other permanent participants as determined by AS FLCM,
- d) Other invited persons.

(2) Participants listed in paragraph 1, points a) to c) have the right to speak in discussions on all matters under consideration. The Dean and Vice-Deans of FLCM must always be given the floor upon request. Other invited persons have the right to speak only on matters for which they were invited.

(3) The Rector, or in their absence the Vice-Rector, and the Chairman of AS UTB, or a member of AS UTB authorized by them, have the right to speak at the meeting whenever they request to do so.

(4) Additional persons, particularly those providing information or clarification on a specific

agenda item, may be invited to attend the meeting by:

- a) The Chairman, usually based on a resolution of AS FLCM,
- b) The proposer of the discussed motion, with the knowledge of the Chairman.

Article 11

Resolution

(1) AS FLCM makes decisions at meetings. AS FLCM is able to make decisions if a supermajority of all its members are present at the meeting.

(2) AS FLCM makes decisions by voting. Voting is usually public. AS FLCM will decide by secret vote in particular:

- a) If secret voting is required by Act No. 111/1998 Coll., on Higher Education and Amendments to Other Acts (the Higher Education Act), as amended, the Statute of TBU, the Statute of FLCM, or other provisions of these rules,
- b) If any member present at the meeting requests a secret vote,
- c) If the vote concerns individually designated persons, with the exception of the designation of scrutineers and members of the election committee, unless otherwise specified by these rules.

(3) Unless otherwise provided by law, the Statute of TBU, the Statute of FLCM, or these rules, a decision by AS FLCM is valid if a supermajority of the members present vote in favour.

(4) When electing a candidate for appointment as Dean, AS FLCM makes a decision by voting, which is governed by the Rules for the Election of a Candidate for Appointment as Dean, which constitutes Appendix No. 2.

(5) Decisions on matters listed in Section 27, paragraph 1, points a) to c) of the Act can only be made by AS FLCM based on a written proposal, after the submission deadline for the proposal (Article 18, paragraph 1) has passed, after the proposal has been discussed in AS FLCM Committees, and after the proposal has been discussed at least at one AS FLCM meeting before the meeting at which a final decision will be made. This requirement also applies to substantial changes made to the submitted proposal during the submission period.

(6) Decisions on matters listed in Section 27, paragraph 1, points d) to f), h) and paragraph 2 of the Act can only be made by AS FLCM based on a written proposal, after the submission deadline for the proposal (Article 18, paragraph 2) has passed, and after the proposal has been discussed in AS FLCM Committees, if the committees are competent to discuss the proposal.

(7) Decisions on other matters not listed in paragraphs 6 and 7 can be made by AS FLCM:

- a) Immediately after submission, if all the information necessary for the decision has been provided, or
- b) After the submission deadline according to Article 18, paragraph 3.

(8) The procedure according to paragraph 7, point b) will always apply if requested by any of the members present at the AS FLCM meeting.

(9) For the purposes of determining the quorum of AS FLCM or the result of a vote, it is always assumed that AS FLCM has the number of members specified in Article 1, paragraph 2 of the Election Rules of AS FLCM.

Article 12

Voting

(1) In a public vote, voting is done by raising a hand or, if applicable, with the help of an electronic voting device. In a secret vote, voting is done by placing a ballot into the voting box, unless otherwise specified by these rules. The results of the secret vote are determined by two scrutineers appointed by the Chairman, or in his absence, by the Vice-Chairman (hereinafter referred to as the “Chairman”). One scrutineer is from the academic staff, and the other is from the student body.

(2) Voting may not be interrupted; otherwise, it will be declared invalid and must be repeated.

(3) After the vote is closed or the results are determined, the Chairman will announce the outcome by stating the number of votes cast in favour of the proposal, against the proposal, and the number of members of AS FLCM who abstained from voting.

(4) Procedural matters may be voted on by silent consent; in such a case, there is no need to determine the numerical result of the vote. This method cannot be used if any member of AS FLCM present disagrees.

(5) AS FLCM votes separately on each proposal presented to it, unless the proposer withdraws the proposal before voting begins.

(6) Proposals are voted on in the order in which they were submitted. Supplementary and amendment proposals are voted on before voting on the original proposal and in reverse order to that in which they were submitted. A supermajority vote of the present members of AS FLCM is required for supplementary and amendment proposals, regardless of the result needed for the adoption of the original proposal.

(7) If a proposal to withdraw an item from the agenda has been submitted, it is voted on first.

(8) In the case of proposals that contain alternatives, the individual alternatives are voted on first, followed by voting on the proposal arising from this vote. The accepted alternative is determined by a simple majority of votes; in the case of a tie, the vote is repeated after a brief supplementary debate on the alternatives. If any alternative receives enough votes to adopt the proposal, voting will not continue. Voting on varieties proceeds in the same way.

(9) Before voting on a proposal, the Chairman reads the text of the proposal. If the text of the proposal is visibly projected onto a screen, the Chairman does not read the text before the vote. The procedure outlined in the first sentence applies whenever requested by any of the members present at the AS FLCM meeting.

(10) Each member of AS FLCM may immediately after voting raise an objection to the conduct of the vote. AS FLCM will decide on such an objection without discussion. If the objection is upheld, the vote must be repeated.

Article 13

Meetings Using Remote Communication Means

- (1) A meeting via remote communication means (hereinafter referred to as the “online meeting”) can be held based on a resolution of AS FLCM or exceptionally outside the approved dates, in the cases specified in Article 8, paragraph 1, items a) to b), using a publicly accessible electronic conference. The method of connection must be published in the public section of the FLCM website and sent out together with the invitation to this extraordinary AS FLCM meeting.
- (2) The attendance of AS FLCM members is verified at the beginning of the online meeting.
- (3) Voting and adopting resolutions can take place during the online meeting. A resolution is adopted if a supermajority of all AS FLCM members express agreement with it, or if a supermajority of all members vote in favour.
- (4) The result of the public vote is immediately published to all meeting participants, including the list of voting AS FLCM members and how each voted. This list will be attached to the minutes of the AS FLCM meeting.
- (5) If, immediately after a public vote via remote communication, any AS FLCM member complains about their missing vote due to a technical error, the public vote will be repeated only if the missing vote could affect the outcome. Voting on the same resolution can be repeated for this reason only once.
- (6) If the technical means of remote communication allow for a secret vote and this is required by these rules or requested by any AS FLCM member, secret voting can take place. The results of the secret vote are determined and announced by the Chairman in cooperation with the designated scrutineers (Article 12, paragraph 1). If secret voting cannot be ensured as per Article 11, paragraph 2, item c) and no present AS FLCM member raises an objection, public voting may take place.
- (7) Voting via remote communication is not allowed if at least one-quarter of AS FLCM members express disagreement with it during the discussion before the vote. This method cannot be used either for matters specified in § 27, paragraph 1, items a) and g) of the law.
- (8) An audio and video recording of the projection surface is made of the online meeting.

Article 14

Voting Per Rollam

- (1) Voting outside of a meeting (hereafter referred to as “per rollam”) is not allowed for matters listed in Section 27 of the Act.
- (2) In per rollam voting, communication means at a distance are used, and the form is determined by the Chairman of the FLCM.
- (3) The supporting materials and the text of the proposal are sent to the members of the FLCM with deadlines for review and voting, which must not be shorter than two working days.
- (4) A resolution, voted on per rollam, is considered approved if it is supported by a supermajority of the members of the FLCM.

(5) If the technical communication means allow for secret voting and it is required by this code or requested by any member of the FLCM, secret voting may take place. The results of secret voting are determined and announced by the Chairman of the FLCM in cooperation with the designated scrutineers (Article 12, Paragraph 1). If secret voting cannot be guaranteed according to Article 11, Paragraph 2, Letter c), and no member of the FLCM raises an objection during the review period, public voting may occur.

(6) The results of the voting are immediately sent to the members of the FLCM by the Chairman after the voting concludes.

(7) The minutes of the per rollam voting are approved by the FLCM at its next regular meeting. The minutes include the form of voting, the review and voting deadlines, the text of the resolution, and a list of FLCM members, indicating how each member voted. In the case of secret voting, a protocol will also be published showing the scrutineers and the voting results.

(8) Per rollam voting cannot take place if at least one-quarter of the members of the FLCM express disagreement during the discussion or within the review period before the vote.

Article 15

Meeting Proceedings

(1) The meeting is chaired by the Chairman, who also proposes its agenda.

(2) At the beginning of the meeting, the AS FLCM will discuss, in particular:

- a) the minutes from the previous meeting,
- b) the status of the implementation of resolutions,
- c) the agenda of the current meeting,

and will then discuss individual items according to the approved agenda. Finally, the AS FLCM will decide on the date and preliminary agenda for the next meeting.

(3) The discussion of each item consists of an introductory speech by the proposer or a person designated by them, a discussion by the meeting participants regarding the proposed motion or the matter under discussion, a discussion about the formulation of the resolution, and the resolution of the AS FLCM.

(4) The individual items of the agenda are usually discussed based on written materials submitted in accordance with Articles 17 and 18.

(5) If the AS FLCM decides at any time during the discussion that the supporting materials are insufficient, it will discontinue the discussion of the relevant agenda item. The discussion of the item may only continue once the supporting materials have been supplemented.

(6) The AS FLCM may decide to limit the speaking time of participants in the meeting.

(7) The Chairman may propose the end of the discussion if it is clear that its continuation will not contribute to clarifying the proposal under discussion.

(8) During the discussion, the Chairman will give the floor to the participants in the order in which they have requested to speak. They will also ensure that the speaker is not interrupted by anyone, unless it is a reminder that the speaking time has been exceeded according to Paragraph 6, or a reminder that the speaker is not addressing the matter under discussion.

(9) The Chairman will ensure that the AS FLCM meeting is not disrupted, especially by mobile phones.

Article 16

Meeting Minutes

(1) The minutes of the meeting are prepared in cooperation with the Chairman by the Secretary of the AS FLCM or, in their absence, by a person designated by the Chairman. The basis for the minutes includes written and audio recordings, and possibly also a video recording of the projection screen. If time permits, a draft of the minutes is prepared first, and within 5 working days from the meeting, the Chairman or the designated Secretary will send it to the participants for comments and additions, with a deadline for submission of comments.

(2) The minutes, signed by the Chairman and stamped with the AS FLCM seal, are prepared in two copies, one of which is stored in the FLCM archive and the other is handed over to the Dean. An electronic copy of the minutes is sent to all participants of the AS FLCM meeting no later than 10 working days after the meeting's conclusion, and its text is simultaneously published on the public section of the FLCM website for at least 5 years. The minutes of the meeting discussed by the AS FLCM are, in accordance with the Rector's directive, the Filing Rules, stored in the electronic filing system (eSSL) and provided with a recognized electronic signature of the Chairman.

(3) The minutes of the meeting must include, in particular:

- a) the location, date, and time of the meeting,
- b) a list of the present AS FLCM members and other participants, including the part of the meeting they attended,
- c) a list of the absent AS FLCM members with an indication of those who were excused,
- d) the agenda of the meeting,
- e) a description of the course of the meeting, especially stating the opinions expressed by participants during the discussion of individual agenda items,
- f) the resolutions of the AS FLCM on each presented proposal or discussed matter, including the method and results of the voting,
- g) a statement on the place and the resolution regarding the date and preliminary agenda for the next meeting.

4) Each member of the AS FLCM has the right to include in the minutes of the meeting his/her opinion on the adopted resolution or on the discussed matter. This right can be exercised by submitting the text of the opinion to the AS FLCM Chairman no later than 5 days after the end of the meeting.

(5) Upon the express request of the person who presented the proposal, opinion or other communication, or upon the resolution of the AS FLCM, the required verbatim formulations from such a speech shall also be included in the minutes. The request must be made when discussing the given issue.

(6) The minutes of the meeting are public and are published in the public part of the FLCM website.

Article 17

Submitting Proposals

(1) The submission of a proposal is understood as the delivery of the proposal in electronic form

to the Chairman of the AS FLCM, who is obliged to immediately forward the proposal to all AS FLCM members. The Secretary will ensure the publication of submitted proposals on the FLCM website and on a common repository for members of the AS FLCM.

(2) Proposals for the discussion of fundamental matters, especially those listed in Section 27(1)(a) and (b) of the Act, excluding the Rules of Procedure of the FLCM, which is submitted by a member of the AS FLCM, Section 27(1)(c) to (f) and (h), and paragraph 2 of the Act, and similar matters, are submitted by the Dean of the FLCM.

(3) Proposals for the discussion of the Rules of Procedure of the AS FLCM (Section 27(1)(b) of the Act) are submitted by a member of the AS FLCM. The AS FLCM will request the opinion of the Dean of the FLCM on the proposal.

(4) Proposals for discussion in the AS FLCM can also be submitted to the Chairman by other FLCM bodies and members of the AS FLCM. The form of proposals can be either written or oral, depending on the nature of the matter. Such proposals will be included by the Chairman in the agenda of the next AS FLCM meeting, where the further procedure for their discussion will be decided. In the case of an oral submission, the AS FLCM may condition the discussion or adoption of a resolution on the submission of a written proposal.

(5) AS FLCM members may also submit proposals for discussion directly at an AS FLCM meeting when discussing the agenda of the ongoing meeting or the preliminary agenda of the next meeting (Article 15(2)).

Article 18

Submission Deadline

(1) The submission deadline starts from the day the proposal is submitted according to Article 11(6) and lasts for 14 calendar days. This submission deadline cannot be shortened.

(2) The submission deadline starts from the day the proposal is included in the agenda of the AS FLCM meeting according to Article 11(7), and lasts for 14 calendar days, which can be shortened to 7 calendar days in individual cases.

(3) The submission deadline starts from the day the proposal is included in the agenda of the AS FLCM meeting according to Article 17(4) and (5) and lasts for 7 calendar days.

Article 19

Contact with the Academic Community

(1) Proposals according to § 27 paragraph 1, letters a) to f) and h) of the law, and documents for decision-making according to § 27 paragraph 1, letter g) of the law, must be made available by their proposer (paragraph 2) to the members of the academic community of FLCM at least 7 calendar days before their discussion in a manner that allows remote access.

(2) The proposer responsible for making the proposals available to the members of the academic community of FLCM is:

- a) the dean for proposals according to § 27 paragraph 1, letters a) to f) and h) of the law,
- b) a member of AS FLCM for proposals regarding the Rules of Procedure of FLCM according to § 27 paragraph 1, letter b) of the law,
- c) the Chairman of AS FLCM for documents for decision-making according to § 27 paragraph 1, letter g) of the law.

(3) Members of the academic community of FLCM address their suggestions, comments, and questions to AS FLCM through their elected representatives in AS FLCM or directly to the Chairman of AS FLCM.

(4) Once a year, AS FLCM submits a report on its activities during the past period to the academic community of FLCM. The report is published in the public section of the FLCM website.

PART FIVE

FINAL PROVISIONS

Article 20

Final Provisions

(1) The annexes to this code are:

- a) Annex No. 1 – Rules for the election of the Chairman and Vice-Chairman of the FLCM Academic Senate.
- b) Annex No. 2 – Rules for the election of a candidate for appointment as the Dean.

(2) The Rules of Procedure of the Academic Senate of the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín, dated January 26, 2021, are hereby revoked.

(3) This code shall come into effect on the date of its approval by the Academic Senate of the Tomas Bata University in Zlín.

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

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

Assoc. Prof. Ing. Martin Sysel, Ph.D., m. p.
AS TBU Chairman

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

Appendix 1
To the AS FLCM Rules of Procedure

Rules for the Election of the Chairman and/or Vice-Chairman of the FLCM Academic Senate

Article 1

Introductory Provisions

- (1) The election of the Chairman and/or Vice-Chairman of the FLCM Academic Senate is conducted by secret voting using voting ballots. Elections may be multiple rounds. All rounds of a single election must take place at one session of the Academic Senate.
- (2) The election of the Chairman and/or Vice-Chairman of the FLCM Academic Senate is overseen by:
 - a) the Electoral Committee (Article 2, paragraph 3 of the Electoral Rules of the Academic Senate) at the inaugural session of the Academic Senate, or
 - b) the Electoral Committee established for this purpose from the members of the Academic Senate at a regular session of the Academic Senate.

Article 2

Election of the Chairman and/or Vice-Chairman

- (1) Every member of the Academic Senate has the right to be elected as Chairman and/or Vice-Chairman.
- (2) Every member of the Academic Senate present at the inaugural session of the Academic Senate or at a regular session of the Academic Senate where the election takes place has the right to vote for the Chairman and/or Vice-Chairman.
- (3) On the ballot for the first round of the election, all members of the Academic Senate are listed in alphabetical order. The ballot also includes the valid way to modify the voting ballot by the voter.
- (4) In the first round, the voter (paragraph 2) marks their choice of the Chairman and/or Vice-Chairman on the ballot in the prescribed manner (paragraph 3).
- (5) The Chairman and/or Vice-Chairman is elected in the first round if the candidate:
 - a) receives valid votes from the supermajority of the members of the Academic Senate, and
 - b) agrees to accept the position.
- (6) If no Chairman and/or Vice-Chairman is elected in the first round, the election continues with a second round, and the candidate list for the second round is constructed as follows:
 - a) the candidates are ranked according to the number of votes they received in the first round,
 - b) candidates who do not agree to accept the position if elected are removed from the

list, and candidates from the remaining list are written in the order starting with the highest number of votes from the first round, in such a way that the sum of the votes cast for them in the first round exceeds 50% of the number of members of the Academic Senate.

In case of a tie in the number of votes for candidates, the order for the second round will be decided by lot.

(7) The election in the second round is conducted with a ballot on which candidates from the second-round list are listed in alphabetical order. The ballot also includes the valid way to modify the voting ballot by the voter.

(8) The Chairman and/or Vice-Chairman is elected in the second round if the candidate receives valid votes from the majority of the members of the Academic Senate. If no Chairman and Vice-Chairman is elected in the second round, the election continues with a third round, and the candidates for the third round will be those who placed in the top two positions based on the valid votes cast for them in the second round. In case of a tie for the top two positions in the second round, all tied candidates will proceed to the third round.

(9) The Chairman and/or Vice-Chairman is elected in the third round if the candidate receives the most valid votes. In case of a tie in votes, the winner will be decided by lot.

(10) Before voting in the second and third rounds and before any drawing of lots after the third round, candidates may withdraw from the election.

Article 3

Removal of the Chairman and/or Vice-Chairman of the FLCM Academic Senate

(1) Any member of the Academic Senate can propose a vote on the removal of the Chairman and/or Vice-Chairman of the Academic Senate. The proposal is accepted if at least three-fifths of all members of the Academic Senate vote in favour.

(2) Voting on the proposal according to paragraph 1 can take place after the submission period according to Article 18, paragraph 2 has expired.

Appendix 2
To the AS FLCM Rules of Procedure

Rules for the Election of a Candidate for Appointment as the Dean

Article 1 **Introductory Provisions**

- (1) These rules govern the procedure for the decision-making of the FLCM Academic Senate (AS FLCM) regarding the proposal to appoint a Dean.
- (2) The proposal for a candidate for the appointment of the Dean is decided by the AS FLCM by secret voting.
- (3) The election of a candidate for the appointment of the Dean is announced by the AS FLCM, together with instructions and deadlines for its preparation.
- (4) The AS FLCM announces the election of a candidate for the appointment of the Dean no later than 60 days before the end of the Dean's term of office.

Article 2 **Electoral Committee**

- (1) The preparation of the election is ensured, and its process is managed by the electoral committee.
- (2) The members and the chairman of the electoral committee are appointed and dismissed by the AS FLCM.
- (3) The electoral committee makes decisions by the majority vote of all its members.
- (4) The electoral committee guarantees the objectivity of the election of the candidate for appointment as the Dean.
- (5) The electoral committee verifies whether the candidate for the appointment of the Dean meets the legal requirements.

Article 3 **Candidates**

- (1) Proposals for candidates for the appointment of the Dean may be submitted by members of the academic community of the FLCM. The proposer may suggest multiple candidates.
- (2) Proposals must be submitted in writing to the Chairman of the electoral committee. The proposals must contain the following, particularly:
 - a) the name, surname, titles, position, and workplace of the proposed candidate,
 - b) the consent of the proposed candidate to run,
 - c) the name and signature of the proposer.

(3) From the received proposals that meet the requirements set forth in paragraphs 1 and 2, the electoral committee will compile a candidate list containing the names of candidates in alphabetical order, which will be submitted to the Chairman of the AS FLCM by the designated deadline.

(4) The AS FLCM, through its Chairman, will convene a meeting of the academic community of the FLCM, where all candidates listed on the candidate list will present their election programs and answer questions from the present members of the academic community.

(5) A candidate may withdraw no later than 3 working days before the election date, by notifying the Chairman of the electoral committee in writing, who will immediately remove the candidate from the candidate list.

Article 4 Election

(1) The AS FLCM elects a candidate for the appointment of the Dean by secret ballot at its regular session.

(2) The election is conducted using voting ballots containing the names of candidates in alphabetical order with assigned serial numbers. The voter marks the serial number of one candidate by circling it. Any ballots that are altered in other ways are invalid.

(3) The election may consist of multiple rounds, with all rounds taking place during the same session.

(4) A candidate may withdraw from their candidacy before any round of the election.

Article 5 Procedure for Elections with Three or More Candidates

(1) A candidate is elected if they receive valid votes from the supermajority of all members of the AS FLCM.

(2) If all candidates receive the same number of votes, negotiation proceedings will take place according to Article 8, and the election will be repeated with the same candidate list. If the result of the repetition is the same, the election is concluded, and the AS FLCM will announce new elections.

(3) If no candidate is elected and the procedure in paragraph 2 is not applied, the electoral commission will prepare a new candidate list for the next round of voting, removing the candidate with the fewest votes from the previous round, or if there are multiple candidates with the same lowest number of votes, all such candidates will be removed.

(4) If the number of candidates on the new candidate list is:

- a) greater than two, the next round of voting will proceed according to paragraphs 1-3,
- b) equal to two, the next round of voting will proceed according to Article 6,
- c) fewer than two, the next round of voting will proceed according to Article 7.

Article 6

Procedure for Elections with Two Candidates

- (1) A candidate is elected if they receive valid votes from the supermajority of all members of the AS FLCM.
- (2) If no candidate is elected, negotiation proceedings will take place according to Article 8, and the election will be repeated according to paragraphs 1 and 3.
- (3) If no candidate is elected in the repeated election, the election is concluded, and the AS FLCM will announce new elections.

Article 7

Procedure for Elections with One Candidate

- (1) This procedure is applied if the candidate list contains only one candidate, or if, due to the withdrawal of others, only one candidate remains before the election.
- (2) The candidate is elected if they receive votes from the supermajority of all members of the AS FLCM.
- (3) If the candidate is not elected, the election is concluded, and the AS FLCM will announce new elections.

Article 8

Negotiation Proceedings

- (1) The negotiation proceedings are a discussion among the members of the AS FLCM about the candidates in the last round, during which they exchange their views and arguments.
- (2) The negotiation proceedings take place at a closed working meeting of the members of the AS FLCM (Article 8, paragraph 4 of the Rules of Procedure of the AS FLCM).

Article 9

Interim Election Results

The electoral committee will evaluate each round of voting so that all present members of the AS FLCM can follow the results.

Article 10

Announcement of Results and Election Protocol

- (1) Immediately after the regular session of the AS FLCM where the election of the candidate for appointment as the Dean took place, the electoral committee will inform the elected candidate and the other candidates of the election results.
- (2) The electoral committee will prepare a protocol on the election process, and the protocol, signed by all members of the committee present during the election, will be submitted to the Chairman of the AS FLCM and published in the public section of the FLCM website.

(3) The proposal to appoint the elected candidate as the Dean will be submitted by the Chairman of the AS FLCM to the Rector of the TBU without delay.