

**RULES OF PROCEDURE OF THE
SCIENTIFIC COUNCIL
OF THE FACULTY OF MECHANICAL ENGINEERING
OF THE BRNO UNIVERSITY OF TECHNOLOGY**

Heading

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Approval by the BUT Academic Senate

The Academic Senate of the Brno University of Technology (AS BUT) approved this internal regulation of the BUT component according to Section 9, Paragraph 1 (b) and Section 33, Paragraph 2 (d) of Act No. 111/1998 Coll., on Universities and on Amendments to Other Acts (Act on Universities), as amended:

on _____ under ref. No. _____

Assoc. prof. Dr. Ing. Petr Hanáček
Chairman of AS BUT

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Article 1
Basic provisions

1. The Scientific Council of the Faculty of Mechanical Engineering of the Brno University of Technology (hereinafter referred to as the "SC FME") regulates the rules of its meetings and resolutions in these Rules of Procedure.
2. The basic provisions enshrining the activities of the SC FME are contained in Act No. 111/1998 Coll., On Universities and on Amendments to Other Acts (Act on Universities), as amended (hereinafter referred to as the "Act"), in the BUT Statute and in the Statute of FME BUT.

Article 2
Activities of the SC FME

1. The SC FME performs activities stipulated by law and the BUT Statute or Statute of FME BUT, to the extent defined by them.
2. The SC FME also comments on matters submitted to it by the Dean of FME BUT.
3. The Dean of FME BUT is the Chairman of the SC FME. The composition of the SC FME is determined by the law and the Statute of BUT FME.

Article 3
Ordinary and extraordinary meetings of the SC FME

1. Ordinary meetings of the SC FME are usually held twice a semester according to a calendar plan drawn up for at least one semester. The meetings of the SC FME are convened by the Chairman of SC FME.
2. Extraordinary meetings of the SC FME shall be held at the convening of the SC FME Chairman also outside the scheduled dates on the basis of:
 - a) a decision of the SC FME Chairman, if necessary; or
 - b) the reasoned request from at least one-third of the members of the SC FME, delivered in writing (e-mail is sufficient) to the Chairman of the SC FME.
3. Extraordinary meeting held for a reason pursuant to Paragraph 2 (b) of this Article shall be convened by the Chairman of the SC FME no later than one month after the delivery of the request.
4. The attendance at the SC FME meetings is a basic duty of every member of the SC FME.
5. For the purposes of convening SC FME meetings and, where appropriate, voting per rollam (Article 5), SC FME members shall inform the SC FME Chairman on an e-mail address for the communication at the beginning of their mandate. The members of the SC FME are responsible for its up-to-dateness throughout the performance of their function.
6. The invitation to the meeting is sent to the members of the SC FME electronically (to their e-mail addresses). The invitation must be sent no later than 7 days before the meeting. In addition to the place, date and time of the meeting, the invitation also includes a draft agenda for the meeting. The invitation is accompanied by the background materials needed to prepare the members of the SC FME for the meeting (the documents can also be stored in the electronic warehouse; in this case, the invitation includes a link with access to this warehouse). In exceptional cases, especially due to time constraints or urgency, the documents may be handed over to the members of the SC FME later, or distributed at the start of the meeting.

7. SC FME members who are unable to attend the meeting are obliged to apologize without delay after receiving the invitation, but no later than five days before the date of the meeting, for not attending the convened meeting (the apology can be made electronically by e-mail).

Article 4 **Meetings of the SC FME**

1. Meetings of the SC FME are chaired by its Chairman or the Vice-Dean authorized by him/her.
2. All members of the SC FME, permanent guests appointed by the Dean, the seconded representative of the AS FME and other persons on the basis of a decision of the SC FME Chairman have the right to speak in the debate on the discussed issues. Permanent guests and representatives of the AS FME participate in the meeting in an advisory capacity. The Chairman of the SC FME is entitled to invite other persons to take an active part in the SC FME meeting, in particular for the purpose of providing information or interpretation on a specific item.
3. The meetings of the SC FME shall be public. Exceptionally, a meeting of the SC FME may be declared closed to the public only in the following cases:
 - a) when dealing with classified information within the meaning of special regulation, or
 - b) on the basis of a previous decision of the SC FME, on which the affirmative opinion of at least half of the SC FME members present shall be required.
4. Additions and modifications to the agenda of the SC FME may be submitted by any member of the SC FME in writing or orally at the latest at the beginning of the meeting. The program is supplemented or changed if the SC FME resolves to do so.
5. The procedure of the SC FME meeting in the habilitation procedure and in the procedure for a professor appointment is determined by law, the Rules of the habilitation procedure and the procedure for BUT appointment and the relevant Rector's Directive.

Article 5 **Resolutions and voting of the SC FME**

1. The SC FME shall be able to act if at least two-thirds of all SC FME members are present.
2. Each draft decision of the SC FME shall be put to the voting. The result of the SC FME voting is a resolution. Voting can be public (by raising of hands) or secret (ballot papers). In the case of a secret ballot, the voting takes place by inserting the ballot paper into the ballot box. The secret ballot is applied in cases stipulated by law, by internal regulations and in cases where the majority of the present members of the SC FME are present.
3. At least two vote counters shall be elected by secret ballot. The counters shall fill in the protocol of the secret ballot and hand over the signed one to the Chairman of the SC FME, including the ballot papers. The Chairman of the SC FME announces the result of the voting by announcing the number of votes in favour of the draft (positive), the number of votes against the draft (negative) and the number of invalid votes. The voting protocol and ballot papers are archived.
4. For the avoidance of doubt, it is stated that only members of the SC FME vote when considering proposals for an associate professor or professor appointment. The Chairman and members of the evaluation or habilitation committee vote only if they are members of the SC FME. Voting in these cases is always secret.

5. A positive opinion of a majority of all members of the SC FME is required for the approval of proposals for an associate professor or professor appointment. A majority of the positive votes of the SC FME members present shall be required for the adoption of other proposals.
6. The Chairman of the SC FME may announce voting outside the meeting (hereinafter referred to as "voting per rollam") if it is an urgent matter or a proposal for which it is not possible or purposeful to convene an SC FME meeting. Voting per rollam cannot be announced for proposals on which the SC FME adopts a resolution by secret ballot. All steps in voting per rollam take place in the form of electronic communication (via e-mail). The Chairman of the SC FME shall send the documents on the proposal to be voted on to the SC FME members and shall invite the SC FME members to vote or comment on the proposal within a specified period of time, which shall not be less than 72 hours from the dispatch of the call. The members of the SC FME then express their consent or disagreement or attach their opinion. If the member did not express their opinion within the set deadline, they abstained from the voting. The resolution is adopted if it is approved by an absolute majority of all members of the SC FME. The result of voting per rollam is submitted to the next session of the SC FME and is listed in the minutes of the next meeting of the SC FME.

Article 6 **Minutes of the SC FME meetings**

1. The first session of the SC FME is recorded in writing, specifying the particular agenda of the meeting, the progress and outcome of negotiations and the results of all voting. An attendance list is attached to the minutes of the meeting. The minutes are prepared by a person authorized by the Chairman and verified by the Chairman of the SC FME or the Vice-Dean authorized by him/her. The minutes of the SC FME meeting contain in particular the date of the meeting, the number of SC FME members present according to the attendance list, agenda, description of the procedure of the meeting, SC FME resolutions on individual submitted proposals or discussed matters, including the method and result of voting or the proposal of the next date of the meeting. An attendance list is attached to the minutes of the meeting.
2. The minutes of the SC FME meeting are published in the public part of the BUT FME website. The minutes shall be published without attachments unless the SC FME decides in advance to publish the attachment.

Article 7 **Distance meeting**

1. In exceptional cases justified by external circumstances, the Chairman of the SC FME may decide to hold a meeting of the SC FME in a distant manner that allows all meeting participants to participate fully in the meeting by remote access, e.g. via videoconference tool or other means of multimedia communication (hereinafter "communication tool").
2. The provisions of Articles 4 to 6 of the Rules of Procedure of the shall apply to the distance meeting procedure.
3. The principle of publicity for SC FME meetings will be maintained if the communication tool allows for the broadcasting of the content of the meeting (so-called streaming), which will be freely accessible to the public. Information on the location of the stream is part of the convening of the meeting and must be published in advance in the information system of FME BUT.
4. At the distance meeting held by SC FME it is possible to vote publicly and, if it is technically assured, even secretly. Voting secrecy is respected if it can be verified that the vote was taken by a voting

person (i.e. a member of the SC FME) and at the same time there is separate and confidential information on how that person voted, ensuring that each SC FME member can cast just one vote.

Article 8
Common provisions

The Vice-Dean, authorized by the Chairman of the SC FME, is responsible for the preparation and securing of the SC FME meetings.

Article 9
Repealing clause

The date of entry into force of this rules cancels Rules of Procedure of the Faculty of Mechanical Engineering of the Technical University in Brno, approved by BUT AS on 30.01.2007.

Article 10
Final provisions

These rules come into force and effect on the day of their approval by the BUT AS.

Assoc. prof. Ing. Tomáš Návrat, Ph.D.
Chairman of AS FME

Assoc. prof. Ing. Jaroslav Katolický, Ph.D.
Dean of FME BUT