

*The Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Senate of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-16562/2025-2 on the day when the registration was signed.*

*Mgr. Vojtěch Tomášek  
Head of the Higher Education Department*

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## **RULES OF PROCEDURE OF THE ACADEMIC SENATE OF Tomas Bata University in Zlín**

*The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Rules of Procedure of the Academic Senate of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Item 1 and § 17 Paragraph 1 Letter c) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act):*

### **PART ONE BASIC PROVISIONS**

#### **Article 1 Basic provisions**

The Rules of Procedure of the Academic Senate of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) govern the organizational structure of the Academic Senate of TBU (hereinafter referred to as “TBU AS”), the procedure for election of the Chairperson and of Deputy Chairpersons of the TBU AS, the establishment of the bodies of the TBU AS, and the rules for proceedings to be followed by the TBU AS and by its bodies, as well as the procedure for election of the candidate nominated to be appointed Rector.

### **PART TWO ORGANIZATIONAL STRUCTURE**

#### **Article 2 Structure and bodies**

(1) The TBU AS is bicameral. One chamber consists of academic staff members (“Academic Staff Chamber”), the other chamber consists of students (“Student Chamber”).

(2) The Academic Staff Chamber represents the interests and will of the part of the TBU academic community consisting of academics, both in the TBU Academic Senate and externally.

(3) The Student Chamber represents the interests and will of the student body of the TBU academic community, both in the TBU Academic Senate and externally.

(4) The bodies of the TBU AS are the following:

- a) Chairperson of the TBU AS (hereinafter referred to as the “Chairperson”)
- b) Chairperson of the Academic Staff Chamber, who is, at the same time, a Deputy Chairperson of the TBU AS (hereinafter referred to as the “Deputy Chairperson”)
- c) Chairperson of the Student Chamber, who is, at the same time, a Deputy Chairperson
- d) TBU AS Committees (hereinafter referred to as “Committees”)
- e) Secretary to the TBU AS (hereinafter referred to as the “Secretary”)

(5) The bodies of the TBU AS report to the TBU AS on the performance of their tasks.

#### **Article 3 Chairperson and Deputy Chairpersons**

(1) The Chairperson and Deputy Chairpersons shall always be elected at the inaugural meeting of the TBU AS, and, if required - if one/both of the posts became vacant during the TBU AS term of office, at a regular meeting of the TBU

AS. In the event of an election held outside the inaugural meeting, the inclusion of the election on the agenda must be approved by the TBU AS at the meeting preceding the meeting at which the election is to take place.

(2) The member election procedure adheres to the Rules for the Election of the Chairperson and of Deputy Chairpersons of the TBU AS, included in Annex 1.

(3) The Chairperson shall, in particular:

- a) prepare and chair the meetings of the TBU AS
- b) sign the minutes of TBU AS meetings, internal rules and regulations approved by the TBU AS, as well as other documents and papers issued by the TBU AS
- c) represent the TBU Academic Senate externally in accordance with resolutions adopted by the Academic Senate
- d) manage the activities of the Secretary in accordance with Article 5 Paragraph 2
- e) coordinate the work of the TBU AS Committees
- f) coordinate the cooperation between the TBU AS and other TBU bodies/bodies of TBU component parts

(4) The Chairperson of the Academic Staff Chamber shall, in particular:

- a) act as Deputy to the Chairperson of the TBU AS in the Chairperson's absence
- b) prepare and chair the meetings of the Academic Staff Chamber
- c) present the resolutions adopted by the Academic Staff Chamber at meetings of the TBU AS and to other bodies of the TBU AS
- d) represent the Academic Staff Chamber externally in accordance with resolutions adopted by the Academic Staff Chamber

(5) The Chairperson of the Student Chamber shall, in particular:

- a) act as Deputy to the Chairperson of the TBU AS in the Chairperson's absence, if it is not possible to proceed in compliance with Paragraph 4 Letter a)
- b) prepare and chair the meetings of the Student Chamber
- c) present the resolutions adopted by the Student Chamber at meetings of the TBU AS and to other bodies of the TBU AS
- d) represent the Student Chamber of the TBU Academic Senate externally in accordance with resolutions adopted by the Student Chamber

#### **Article 4 Committees**

(1) The TBU AS shall establish the following permanent committees – Economic Committee and Legislation Committee. The TBU AS may establish other permanent or temporary committees. The TBU AS shall establish the Economic Committee/Legislation Committee no later than 30 days after the TBU AS was established, as well as other committees, if required; at the same time, the TBU AS shall define the Committees' composition and tasks. The term of office of the committees shall be identical to the term of office of the TBU AS. The provisions of Article 2 of Annex 1 shall accordingly apply to the election of the Chairperson of the each of the Committees.

(2) The number of members of the Economic Committee is no more than 13; each TBU Faculty shall be represented in the Economic Committee by two members of the TBU AS.

(3) The number of members of the Legislation Committee is not limited, with at least one academic and one student per TBU Faculty.

(4) Membership of any of the Committees is non-transferable.

(5) Meetings of the Committees shall be convoked and chaired by the Chairperson of the relevant Committee.

(6) Any member of the TBU AS who is not a member of the relevant Committee has the right to attend the Committee meeting without the right to vote, if they notify the Chairperson of the Committee in advance of their intent to attend the meeting. Persons invited to the meeting by the Chairperson of the Committee are allowed to attend the meeting.

(7) The Committee is able to constitute a quorum if an absolute majority of all Committee members are present. Adoption of a resolution requires an absolute majority of votes cast by the Committee members present.

(8) If the Chairperson of the Committee considers it appropriate and economical, the Committee members may vote outside the meeting using distance communication tools. The Chairperson of the relevant Committee shall set out detailed

requirements related to the voting. Adoption of a resolution requires an absolute majority of votes cast by all Committee members. Voting by means of distance communication tools shall not be permitted if at least one quarter of the members of the Committee disagree with it.

(9) Resolutions adopted by the Committee are of a recommendatory nature for meetings of the TBU AS.

### **Article 5 Secretary**

(1) The Secretary shall be appointed by the Rector from among TBU employees upon agreement with the Chairperson of the TBU AS.

(2) The Secretary shall perform organizational and administrative tasks related to the activities of the TBU AS, and shall, within this part of his/her work activities, be managed by the Chairperson of the TBU AS.

## **PART THREE INAUGURAL MEETING**

### **Article 6 Convocation of the inaugural meeting**

(1) The inaugural meeting shall be convoked by the TBU Election Committee or by the Rector (Article 6, Paragraph 7 of the Election Rules of the TBU AS) in writing or electronically in such a manner that all elected members of the TBU AS, the Rector and all invited participants receive the invitation no later than 5 days before the date of the inaugural meeting.

(2) The invitation to the inaugural meeting shall, in particular, contain the following information:

- a) Place, date and time of the inaugural meeting
- b) Agenda of the inaugural meeting (Article 7 Paragraph 1)

These Rules of Procedure shall be attached to the invitation sent to the members of the TBU AS.

(3) Persons invited to attend the inaugural meeting, who have an advisory vote, shall be the following: The Chairperson/Deputy Chairperson, Chairperson of the Economic Committee, Chairperson of the Legislation Committee of the resigning TBU AS.

(4) The TBU Election Committee shall also attend the inaugural meeting.

### **Article 7 Proceedings of the inaugural meeting**

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

- a) Summary report on the election results, introduction of the elected members of the TBU AS
- b) Introduction of invited participants in the meeting (Article 6 Paragraph 3)
- c) Oath of a member of the TBU AS
- d) Election of the Chairperson (Article 3)
- e) Election of Deputy Chairpersons (Article 3)
- f) Setting of the date of the first regular meeting of the TBU AS

(2) Before a Chairperson of the TBU AS is elected, the inaugural meeting shall be chaired by the Chairperson of the TBU Election Committee or by a member of the same Committee authorized by the Chairperson of the Committee. After the Chairperson of the TBU AS has been elected, he/she shall take over and chair the inaugural meeting.

(3) At the inaugural meeting, members of the TBU AS shall receive information on legal regulations relating to public universities, as well as on TBU internal rules and regulations, along with information on the possibility of electronic access to the aforementioned documents.

(4) Unless otherwise provided for in Article 6 and in this Article, the inaugural meeting shall adhere to the rules of procedure as set out in Part Four. The election of the Chairperson/Deputy Chairpersons shall be governed by the Rules for the Election of the Chairperson and of Deputy Chairpersons of the TBU AS (Annex 1).

## **PART FOUR RULES OF PROCEEDINGS**

### **Article 8 Meetings**

(1) Meetings of the TBU AS are open to the public and shall be held on dates approved by the TBU AS, but at least once per two months, with the exemption of July and August. Exceptionally, outside the approved dates, TBU AS meetings shall be held at the request of:

- a) the Rector
- b) no less than one third of the members of the TBU AS
- c) the Academic Senate of the relevant Faculty

(2) Members of the TBU AS are obliged to attend all meetings. If they are unable to attend a meeting for serious reasons, they are obliged to notify the Chairperson of their absence in advance, or without delay, as it is possible for them, and excuse themselves from the meeting.

(3) Each member of the TBU AS is obliged to act in meetings and outside of them in such a manner that the TBU AS always acts and makes decisions in the interest of TBU as a whole, conceptually, systematically and adhering to principles. While performing their duties, the members of the TBU AS are bound only by their conscience.

(4) In connection with the preparation of a TBU AS meeting and with the aim of informing the TBU AS members in detail about important proposals submitted for discussion, a closed working meeting of the TBU AS members, or, if required, a meeting with the participation by invited persons may be held. In exceptional cases, a TBU AS meeting may be interrupted in order to hold a closed working meeting of the TBU AS members, if required, with the participation by invited persons.

(5) Chambers of the TBU AS may hold separate working meetings.

(6) Members of the TBU AS bear responsibility for their activities towards the TBU academic community.

(7) Meetings of the TBU AS shall be held and documents shall be prepared in the Czech language. The TBU AS may discuss submitted documents written in English; in such a case, the TBU AS may request a translation into Czech.

### **Article 9 Convocation of a TBU AS meeting**

(1) Meetings of the TBU AS shall be convoked by the Chairperson. Meetings held outside the approved dates (Article 8, Paragraph 1, Letter a) to c)) are to be convoked immediately at the request of the Rector; in other cases, in such a manner that the meeting is held no later than 10 working days from the receipt of the request. If the Chairperson fails to do so, the meeting shall be convened by the Deputy Chairperson.

(2) Meetings of the TBU AS can be convoked in writing or electronically. The convocation shall, in particular, contain information as regards the place, date and time of the meeting, as well as the agenda proposed for the meeting. The invitation must be delivered to all persons attending the meeting (Article 10, Paragraph 1) no less than 7 days before the date of the meeting. In exceptional cases, another form may be used to convene the meeting, and the meeting may be convoked at a shorter notice before the date on which it is scheduled to take place, however, always in such a manner that enables that all members of the TBU AS are invited and have the opportunity to attend the meeting using the usual means of transport.

(3) Information on a convened TBU AS meeting shall be posted in the public part of the TBU AS website.

### **Article 10 Participants in a TBU AS meeting**

(1) Participants in a TBU AS meeting are the following:

- a) Members of the TBU AS
- b) TBU employees listed in Article 24 of the TBU Statute (hereinafter referred to as the “Statute”), Vice-Rectors and Chairpersons of the Academic Senates of TBU Faculties
- c) Chairperson of the TBU Board of Governors, and other permanent participants in accordance with the relevant decision taken by the TBU AS
- d) Other invited persons

(2) Persons attending the meeting in accordance with Paragraph 1 Letter a) to c), a member of the TBU Board of Governors authorized by the Chairperson of the TBU Board of Governors, as well as a member of the TBU Internal Evaluation Board authorized by the Chairperson of the TBU Internal Evaluation Board have the right to speak in the debate on all matters under discussion, whenever they request it. Other persons invited to attend to the meeting have the right to speak in the debate on matters for the discussion to which they have been invited.

(3) The following persons may be invited to attend the meeting, in particular in order to provide information or an explanation on a specific matter to be discussed:

- a) the Chairperson, usually following a resolution approved by the TBU AS,
- b) the submitter of the proposal to be discussed, and that provided that the Chairperson has been informed about this fact in advance.

## **Article 11**

### **Adoption of resolutions**

(1) The TBU AS usually adopts resolutions during a meeting. The TBU AS constitutes a quorum if an absolute majority of all TBU AS members are present at the relevant meeting. A TBU AS Chamber constitutes a quorum if an absolute majority of all members of the relevant Chamber are present at the meeting.

(2) The TBU AS adopts resolutions by voting. Voting is usually public. The TBU AS adopts resolutions in a secret ballot in the following cases:

- a) if a secret ballot is determined in the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, hereinafter referred to as “the Act”; also in the Statute, or in other provisions of these Rules of Procedure,
- b) if any of the present members of the TBU AS requests a secret ballot, or
- c) if the voting concerns named persons, with the exemption of scrutineers and members of the Election Committee, unless otherwise specified in these Rules of Procedure.

(3) At a TBU AS meeting, both Chambers usually vote together. Chambers vote separately if both Chambers constitute a quorum and:

- a) a separate voting is determined in these Rules of Procedure, or
- b) if any of the present members of the TBU AS requests a separate voting. A separate voting is not permitted if the Act or these Rules require the approval by an absolute majority of all TBU AS members or by no less than three fifths of all TBU AS members.

(4) Unless otherwise provided by law, in the Statute or in these Rules of Procedure, a resolution adopted by the TBU AS is valid:

- a) if an absolute majority of the members of the TBU AS present at the meeting have voted in favour of the resolutions, however, no less than one third of all members of the TBU AS, in a joint voting of both Chambers, or
- b) if an absolute majority of the members of the TBU AS present at the meeting in each Chamber of the TBU AS have voted in favour of the resolutions in a separate voting, however, no less than one third of all members of the given Chamber.

(5) If, within a separate voting, the resolution has not been adopted in both Chambers of the TBU AS, the procedure is as follows:

- a) If no vote has been cast in favour of a proposed resolution in any of the Chambers of the TBU AS, a conciliation procedure shall take place in order to determine further proceedings related to the discussion. A new voting on the proposed resolution may be held only at the next meeting of the TBU AS.
- b) In cases not listed in Letter a), a conciliation procedure shall be held, after which a new voting on the resolution proposed may follow. Both Chambers of the TBU AS shall vote together, and the resolution is valid if more than three fifths of all members of the TBU AS have voted in favour of the resolution.

The conciliation procedure may take place at a closed working meeting of the members of the TBU AS, or, if required, with the participation by invited persons (Article 8, Paragraph 4).

(6) The TBU AS shall vote on the appointment of a candidate nominated to be appointed Rector during an election that is governed by the Rules for the Election of the Candidate Nominated to Be Appointed Rector, included in Annex 2.

(7) Resolutions on issues listed in § 9, Paragraph 1, Letter a) to c) of the Act and on the TBU Budget Rules (Article 28, Paragraph 3 of the Statute) may be adopted by the TBU AS only upon a written proposal, after the submission deadline applicable to such a proposal has expired (Article 18, Paragraph 1), after the proposal has been discussed by the TBU AS

Committees, and after the proposal has been discussed at no less than one meeting of the TBU AS held before the meeting at which the final resolution on the proposal is expected to be adopted. The requirement that the proposal shall be discussed by the TBU AS Committees and at one meeting of the TBU AS before the adoption of the final resolution also applies to fundamental changes to the submitted proposal that occurred prior to the submission deadline.

(8) Resolutions on issues listed in § 9, Paragraph 1, Letter d) to g) and Letters i) and j), and in Paragraph 2 of the Act may be adopted by the TBU AS only upon a written proposal, after the submission deadline applicable to such a proposal has expired (Article 18, Paragraph 2), and after the proposal has been discussed by the TBU AS Committees, if those are competent to discuss the proposal in question.

(9) Resolutions on other issues not listed in Paragraph 7 and 8 may be adopted by the TBU AS after the submission deadline has expired, in accordance with Article 18, Paragraph 3.

(10) For the purposes of determining as to whether the TBU AS constitutes a quorum, or for the purposes of obtaining information on a voting result, it is always deemed that the TBU AS has the number of members as specified in Article 1, Paragraph 2 of the Election Rules of the TBU AS.

## **Article 12**

### **Voting**

(1) In a public voting, the TBU AS members shall raise a hand or use an electronic voting device in order to vote. In a secret ballot, voting is done by putting the ballot paper into the ballot box, unless otherwise specified in these Rules of Procedure. The result of the secret ballot shall be determined by two scrutineers authorized by the Chairperson or, in his/her absence, by the Deputy Chairperson (hereinafter referred to as the “Chair”). One scrutineer shall be appointed from among the members of the Academic Staff Chamber, the other one from among the members of the Student Chamber. Each scrutineer must be from another TBU Faculty.

(2) Voting must not be interrupted, otherwise, the voting shall be declared invalid and shall be repeated.

(3) After the voting has been closed or after the results of the voting have been determined, the Chairperson shall announce the result by providing information on the number of votes cast in favour of the proposal, against the proposal, as well as the number of TBU AS members who have refrained from voting.

(4) Procedural issues may be voted on by tacit consent; in such a case, there is no need to ascertain the numerical results of the voting. This type of voting must not be used if any member of the TBU AS present at the meeting does not agree to it.

(5) The TBU AS shall vote separately on each proposal submitted to the TBU AS, unless the person who has submitted the proposal has withdrawn it before the start of the voting.

(6) Proposals shall be voted on in the order in which they were submitted. Alterations and amendments proposed shall be voted on before the voting on the original proposal takes place, and that in the reverse order as that one in which they were submitted. Alterations and amendments proposed must be approved by an absolute majority of the members of the TBU AS present at the meeting, regardless of the voting result required to adopt the original proposal.

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

(8) As regards proposals that contain alternatives, the individual alternatives shall be the first to be voted on, and, afterwards, the proposal resulting from this voting shall be voted on. The approved alternative is determined by a simple majority of votes; in the event of equality of votes, the voting shall be repeated after a brief supplementary debate on the alternatives. If any of the alternatives has received the number of votes required to approve the proposal, the voting shall not be continued. Voting on alternative proposals shall be carried out similarly.

(9) Before the voting on a proposal takes place, the Chairperson shall read the wording of the proposal. If the wording of the proposal is visibly shown on a projection screen, the Chairperson shall not read the wording before the voting takes place. The procedure as described in the first sentence shall always apply if requested by any of the members of the TBU AS present at the meeting.

(10) Any member of the TBU AS may raise an objection to the voting process immediately after the voting. The TBU AS shall decide on such an objection without debate. If the objection is sustained, the voting must be repeated.

## **Article 13**

### **Meetings using remote communication tools**

(1) Meetings using remote communication tools (hereinafter referred to as “online meetings”) may be held in accordance with a resolution adopted by the TBU AS or, exceptionally, outside the approved dates, in cases specified in Article 8, Paragraph 1, Letter a) to c), and that by means of a publicly accessible electronic conference. Instructions on the connection method must be posted in the public part of the TBU website and sent together with the invitation to such an online meeting of the TBU AS.

(2) At an online meeting of the TBU AS, the number of TBU AS members present at the meeting is the first thing to be verified.

(3) At an online meeting, the TBU AS members may vote and adopt resolutions. A resolution is considered adopted if an absolute majority of all members of the TBU AS have expressed their consent within a joint voting of both Chambers, or if an absolute majority of all members in both Chambers of the TBU AS have voted in favour of the resolution within a separate voting. If a resolution has not been approved by both Chambers within a separate voting, the procedure in compliance with Article 11, Paragraph 5 shall be followed.

(4) All persons attending the meeting shall be immediately notified of the result of a public voting, including a list of names of TBU AS members who have cast a vote, and information on how each of them has voted. This list shall be attached to the minutes of the TBU AS meeting.

(5) If, immediately after the public voting by means of remote communication tools, any member of the TBU AS claims that his/her vote is missing due to a technical error, the public voting shall be repeated only if the missing vote could have influenced the result of the voting. For this reason, the voting on the same resolution can only be repeated once.

(6) If the technology used for remote communication allows for a secret ballot to take place, and such a secret ballot is requested by these Rules of Procedure, or requested by any member of the TBU AS, a secret ballot may be held. The results of the secret ballot shall be ascertained and announced by the Chairperson in cooperation with the authorized scrutineers (Article 12, Paragraph 1). If it is not possible to ensure a secret ballot in accordance with Article 11, Paragraph 2, Letter c), and if none of the members of the TBU AS present has raised an objection, a public voting may be held instead.

(7) Voting by means of remote communication tools is not permitted if at least one quarter of the members of the TBU AS disagree during the debate before the voting takes place. Voting in this manner is not permitted either in matters referred to in § 9, Paragraph 1, Letter a) and h) as well as in § 14, Paragraph 5 of the Act.

(8) At an online meeting, an audio and video recording of the projection screen shall be made.

#### **Article 14** **Electronic voting**

(1) Voting held outside the meeting (hereinafter referred to as “electronic voting”) is not permitted in matters referred to in § 9 and § 14, Paragraph 5 of the Act.

(2) Remote communication tools shall be used for electronic voting; the type and form shall be determined by the Chairperson of the TBU AS.

(3) Supporting documents and the wording of the proposal shall be sent to the members of the TBU AS, indicating the deadlines for assessment and voting; the deadline must not be shorter than two working days.

(4) The proposed resolution for electronic voting is deemed approved if an absolute majority of all members of the TBU AS have expressed their consent thereto.

(5) If the technology used for remote communication allows for a secret ballot to take place, and such a secret ballot is requested by these Rules of Procedure, or requested by any member of the TBU AS, a secret ballot may be held. The results of the secret ballot shall be ascertained and announced by the Chairperson in cooperation with the authorized scrutineers (Article 12, Paragraph 1). If it is not possible to ensure a secret ballot in accordance with Article 11, Paragraph 2, Letter c), and if none of the members of the TBU AS present has raised an objection, a public voting may be held instead.

(6) The results of the voting shall be sent by the Chairperson of the TBU AS to the members of the TBU AS immediately after the voting has been closed.

(7) The transcript of the electronic voting shall be approved by the TBU AS at the next TBU AS regular meeting. The transcript of the electronic voting shall include the type of voting, the deadlines for consideration and voting, the wording of the resolution and the list of names of the TBU AS members, indicating how each of them has voted. In the case of a secret ballot, the voting record shall also be published, indicating the names of the scrutineers and the result of the voting.

(8) Electronic voting is not permitted if at least one quarter of the members of the TBU AS disagree with the electronic voting, and that during the debate or within the deadline set for consideration of the proposal before the actual voting.

#### **Article 15** **Course of the meeting**

(1) A meeting shall be chaired and the agenda thereof shall be proposed by the Chairperson of the TBU AS.

(2) At the beginning of a TBU AS meeting, the TBU AS shall, in particular, discuss the following:

- a) Minutes of the previous meeting
- b) Status of implementation of previously approved resolutions
- c) Agenda of the current meeting

Subsequently, the TBU AS shall discuss individual items as listed in the approved agenda. Finally, the TBU AS shall decide on the date and preliminary agenda of the next meeting.

(3) The discussion on each agenda item shall consist of an introductory speech by the proposer or by the person authorized by the proposer, followed by a debate among the participants in the meeting on the submitted proposal or on the matter to be discussed, by a debate on the formulation of a resolution, and by the resolution approved by the TBU AS.

(4) The individual agenda items are usually discussed on the basis of written supporting documents submitted in the manner and within the deadlines as set out in Articles 17 and 18.

(5) If the TBU AS decides at any time during the discussion that the supporting documents are insufficient, the TBU AS shall then refrain from further discussion on the relevant agenda item. Discussion on the relevant agenda item is possible only after the supporting documents have been supplemented.

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

(7) The Chairperson may propose that a debate be closed if it is obvious that a continuation of the debate cannot contribute to the clarification of the proposal under discussion.

(8) During the debate, the Chairperson shall give the floor to the persons attending the meeting in the order in which they have registered. The Chairperson shall also ensure that the speaker is not interrupted by anyone, unless it is a notification that the speaking time has been exceeded in compliance with Paragraph 6, or a notification that the speaker is not speaking on the matter under discussion.

(9) The Chairperson shall ensure that a TBU AS meeting is not disturbed, in particular by mobile phones.

#### **Article 16** **Minutes of TBU AS meetings**

(1) The minutes of a meeting shall be taken by the Secretary of the TBU AS in cooperation with the Chairperson, or, in the Secretary's absence, by a person authorized by the Chairperson. If possible in terms of time, a draft of the minutes shall be prepared first, which the Chairperson shall, within 5 working days of the date of the meeting, send the persons who have attended the meeting for comments and amendments, specifying the deadline for their inclusion in the minutes.

(2) Minutes of TBU AS meetings shall be taken in electronic form only. Minutes of a TBU AS meeting to be discussed at a TBU AS meeting in compliance with Article 15 Paragraph 2 Letter a) shall be provided access to for all participants in the meeting, and that no later than 8 working days from the date of the meeting; the wording of the minutes shall, at the same time, be posted in the public part of the TBU AS website during a period of no less than 5 years. In accordance with the Rector's Directive "Regulations for Document Filing", the minutes of TBU AS meetings approved by the TBU AS shall be stored in the Electronic Records Management System (eSSL), and provided with a recognized electronic signature by the TBU AS Chairperson.

(3) The Minutes of a meeting shall contain, in particular:

- a) Place, date and time of the meeting
- b) List of present members of the TBU AS and of other persons attending the meeting, including the part of the meeting they were present at, if applicable.
- c) List of absent members of the TBU AS, indicating those who have excused themselves.
- d) Agenda of the meeting
- e) Description of the course of the meeting, in particular, stating the opinions of the persons attending the meeting which were expressed in the debate on the individual matters under discussion
- f) Resolutions adopted by the TBU AS on the submitted proposals/discussed matters, including the type and result of voting
- g) Indication of the place, and resolution on the date and preliminary agenda of the next meeting

(4) Each member of the TBU AS or, where applicable, any of the TBU AS Chambers, has the right to have their opinion on the adopted resolution or on the discussed matter included in the Minutes of the meeting. This right can be asserted by submitting the wording of the opinion to the TBU AS Chairperson no later than 5 days after the closure of the meeting.

(5) Upon the express request of the person who has submitted the proposal, opinion or another type of information, or



upon the resolution adopted by the TBU AS, the required literal wording of such a speech shall also be included in the Minutes. Such a request must be made during the discussion on the matter in question.

(6) A written/audio recording of the meeting shall be made, as well as a video recording of the projection screen, for the purpose of taking of the minutes and checking the minutes before they are discussed/approved, in accordance with Article 15 Paragraph 2 Letter a). All members of the TBU academic community have the right to be provided with access to audio/video recordings, and that by listening or viewing them in the TBU AS office, in particular for the purpose of verifying the accuracy of the minutes. Audio/video recordings, if made, shall be stored in secure premises, and a record of processing activities shall be kept. The TBU AS Chairperson shall ensure that the audio/video recordings be deleted 7 days after the minutes were approved, and shall draw up a record on the deletion of electronic data. If a written objection to the deletion has been delivered to the TBU AS Chairperson prior to the deletion, in particular for the purpose of reviewing the minutes and dealing with the complaint, the deletion of audio/video recordings shall be postponed by 60 days. Any audio/video recordings shall be, during the entire time of their existence, provided by TBU only to a public authority for the purposes of exercising the authority's powers, and that at the authority's request.

## **Article 17**

### **Submission of proposals**

(1) Submission of a proposal refers to the electronic delivery of a proposal to the Chairperson of the TBU AS, who is obliged to immediately forward the proposal to all members of the TBU AS.

(2) Proposals for discussion on fundamental matters, especially of those listed in § 9, Paragraph 1, Letter a), Letter b) Item 3, Letter c) to g) and Letter i) and j) as well as in Paragraph 2 of the Act and of similar matters, shall be submitted by the Rector.

(3) A proposal for discussion on the Rules of Procedure of the TBU AS (§ 9, Paragraph 1, Letter b) Item 1 of the Act) shall be submitted by a member of the TBU AS.

(4) A proposal for discussion on a TBU Faculty's internal regulation (§ 9, Paragraph 1, Letter b) Item 2 of the Act) shall be submitted by the Chairperson of the Academic Senate of the relevant TBU Faculty.

(5) Before approving the proposals referred to in Paragraph 3 and 4, the TBU Academic Senate shall seek the Rector's opinion on the proposals in question.

(6) Proposals to be discussed by the TBU AS may also be submitted to the TBU AS Chairperson by other bodies of TBU and of TBU Faculties/departments, and by members of the TBU AS. Proposals may be submitted in written or oral form, depending on the nature of the matter in question. The Chairperson of the TBU AS shall include the proposals submitted in this manner in the agenda of the next TBU AS meeting; the TBU AS shall, then, decide on further proceedings related to the discussion on the submitted proposals. In the event that a proposal has been submitted in oral form, the TBU AS may make the discussion on the matter/adoption of a resolution on the matter conditional on the submission of a written document.

(7) Members of the TBU AS may also submit proposals for discussion directly at a TBU AS meeting when discussing the agenda of the current meeting or the preliminary agenda of the next meeting (Article 15, Paragraph 2).

## **Article 18**

### **Submission deadline**

(1) The three-week submission deadline starts to run on the day when the proposal was submitted in compliance with Article 11, Paragraph 7. In individual cases, the TBU AS may decide to shorten this submission deadline, usually by one week.

(2) The two-week submission deadline starts to run on the date of submission of the proposal in compliance with Article 11, Paragraph 8. This submission deadline must not be shortened.

(3) For proposals in compliance with to Article 17, Paragraph 6 and 7, and in other cases (Article 11, Paragraph 9), the two-week submission deadline starts to run on the day of inclusion on the agenda of a TBU AS meeting. The submission deadline can be shortened in individual cases, provided that all information necessary to take a decision has been provided.

## **Article 19**

### **Date of submission of a proposal to the TBU Board of Governors**

The date of submission of a proposal, which, after having been approved by the TBU AS, requires approval by the TBU Board of Governors in compliance with § 15, Paragraph 2, Letter b) and c) of the Act, is the day following the day when the proposal was electronically sent to the members of the TBU Board of Governors.

## **Article 20**

### **Contact with the TBU academic community**

(1) The proposer, or in the event that the proposer is not the Rector, the Chairperson of the TBU AS, is obliged to provide the members of the TBU academic community with access to proposals in compliance with § 9, Paragraph 1, Letter a) to e), g) and i) of the Act and to supporting documents for decisions in compliance with § 9, Paragraph 1, Letter h) of the Act as well as to proposals in accordance with Article 28, Paragraph 3 and 4 of the Statute, and that no less than 7 calendar days before the scheduled discussion, and in a manner that allows remote access.

(2) Members of the TBU academic community shall address their suggestions, comments and questions to the TBU AS through their elected representatives in the TBU AS, or shall submit those directly to the Chairperson of the TBU AS.

(3) Once per year, the TBU AS shall report to the TBU academic community on the activities carried out by the TBU AS during the past period. The report shall be posted in the public part of the TBU website.

## **Article 21**

### **Nomination of representatives to the Council of Higher Education Institutions**

(1) The TBU AS shall nominate its representatives in the Council of Higher Education Institutions (hereinafter referred to as the “Council”):

- a) Two representatives of TBU on the institutional level, candidates nominated by the TBU academic community.
- b) One representative per TBU Faculty, nominated by the Academic Senate of the relevant TBU Faculty.
- c) Two representatives of TBU students – a representative and his/her alternate, nominated by the student body of the TBU academic community.

(2) Only a member of the TBU academic community may be nominated to be a member of the Council. Membership of the Council is incompatible with membership of a higher education representation body composed of higher education representatives in compliance with § 92 Paragraph 1 Letter b) of the Act.

(3) The TBU AS shall decide on the nomination of representatives no less than one month before the expiry of the Council’s term of office. If a representative’s post becomes vacant during his/her term of office, the TBU AS shall nominate a new representative for the relevant term of office without undue delay.

## **PART FIVE FINAL PROVISIONS**

## **Article 22**

### **Final provisions**

(1) This TBU internal regulation has the following Annexes attached to it:

- a) Annex 1 - Rules for the Election of the Chairperson and of Deputy Chairpersons of the TBU AS
- b) Annex 2 - Rules for the Election of the Candidate Nominated to Be Appointed Rector

(2) The Rules of Procedure of Tomas Bata University in Zlín, registered by the Ministry of Education, Youth and Sports under Ref. No. MSMT-38034/2016 on 14 December 2016, as amended by later amendments registered under Ref. No. MSMT-19371/2018 on 14 June 2018, under Ref. No. MSMT-5828/2019 on 13 February 2019, and under Ref. No. MSMT-13038/2022-2 on 19 May 2022 are hereby abrogated.

(3) These Rules of Procedure were approved by the TBU AS on 17 June 2025.

(4) These Rules of Procedure come into force in compliance with § 36, Paragraph 4 of the Act on the date of registration by the Ministry of Education, Youth and Sports.

(5) These Rules of Procedure come into effect on the date of registration by the Ministry of Education, Youth and Sports.

Assoc. Prof. Martin Sysel, Ph.D., m.p.  
Chairperson of the TBU AS

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

## **Rules for the Election of the Chairperson and of Deputy Chairpersons of the TBU AS**

### **Article 1**

(1) The election of the Chairperson and of Deputy Chairpersons (Chairpersons of Chambers) of the TBU AS shall be carried out by secret ballot. The elections may have multiple rounds. All rounds of one election must take place at one meeting of the TBU AS.

(2) The election of the Chairperson and of Deputy Chairpersons (Chairpersons of Chambers) of the TBU AS shall be managed by:

- a) the TBU Election Committee (Article 2, Paragraph 3 of the Election Rules of the TBU AS), at the inaugural meeting of the TBU AS, or
- b) an election committee established for this purpose from among the members of the TBU AS, at a regular meeting of the TBU AS.

### **Article 2**

#### **Election of the Chairperson**

(1) Any member of the TBU AS has the right to be elected to hold the post of the Chairperson.

(2) Every member of the TBU AS present at the inaugural meeting of the TBU AS or at a regular meeting of the TBU AS at which the election is held has the right to elect the Chairperson.

(3) For the first round of the election, all members of the TBU AS shall be listed in alphabetical order, and the valid voting method shall be indicated.

(4) In the first round, a voter (Paragraph 2) shall mark his/her candidate in the prescribed manner (Paragraph 3).

(5) In the first round, that candidate shall be elected to hold the post of the Chairperson who:

- a) has received valid votes from an absolute majority of all members of the TBU AS, and
- b) has agreed to accept the post.

(6) If the Chairperson has not been elected in the first round, the election shall continue with a second round, for which a candidate list shall be drawn up as follows:

- a) A ranking of the candidates shall be drawn up according to the number of votes they have received in the first round.
- b) Those candidates who do not agree to accept the post if elected shall be removed from the list; the remaining candidates included in this list shall be entered in the candidate list for the second round, and listed as ranked from the first candidate, in such a number that the sum of the votes cast for them in the first round just exceeds 50% of the number of members of the TBU AS.

In the event of equality of votes, the order of individual candidates in the second round shall be decided by lot.

(7) In the second round of the election, candidates included in the candidate list for the second round shall be listed in alphabetical order; the valid voting method shall be indicated.

(8) That candidate who has received valid votes from an absolute majority of all members of the TBU AS in the second round is elected to hold the post of the Chairperson. If the Chairperson has not been elected in the second round, the election shall continue in the third round, and that from among the candidates ranked in the first two places in the second round according to the number of valid votes cast. In the event of equality of votes in the second round, all such candidates advance to the third round of the election.

(9) That candidate who has received the highest number of valid votes in the third round is elected to hold the post of the Chairperson. In the event of equality of votes, the winner shall be decided by lot.

(10) A candidate may withdraw before the voting in the second/third round takes place, as well as before any drawing of lots after the third round of the election.

### **Article 3**

#### **Election of the Chairperson of the Academic Staff Chamber**

(1) Any member of the Academic Staff Chamber has the right to be elected to hold the post of the Chairperson of the Academic Staff Chamber.

(2) Every member of the Academic Staff Chamber present at the meeting where the election is held has the right to nominate candidates and elect the Chairperson of the Academic Staff Chamber.

(3) For the first round of the election, all nominated candidates who have agreed with their candidacy shall be listed in alphabetical order; the valid voting method shall be indicated.

(11) That candidate who has received the highest number of valid votes from an absolute majority of all members of this Chamber is elected to hold the post of the Chairperson of the Academic Staff Chamber. If the Chairperson has not been elected in the first round, the election shall continue in the second round, and that from among the candidates ranked in the first two places in the first round according to the number of valid votes cast. In the event of equality of votes in the first round, all such candidates advance to the second round of the election. In the second round of the election, candidates included in the candidate list for the second round shall be listed in alphabetical order; the valid voting method shall be indicated.

(4) That candidate who has received the highest number of valid votes is elected to hold the post of the Chairperson of the Academic Staff Chamber. In the event of equality of votes, the winner shall be decided by lot.

(5) A candidate may withdraw before the second round of voting and also before the drawing of lots after the second round of the election.

#### **Article 4**

##### **Election of the Chairperson of the Student Chamber**

(1) Any member of the TBU AS has the right to be elected to hold the post of the Chairperson of the Student Chamber.

(2) Every member of the Student Chamber present at the meeting of the TBU AS at which the election is held has the right to nominate a candidate and elect the Chairperson of the Student Chamber.

(3) The provisions of Article 3, Paragraph 3 to 6, similarly apply to the election of the Chairperson of the Student Chamber.

#### **Article 5**

##### **Removal of the Chairperson/Deputy Chairpersons of the TBU AS from office**

(1) Any member of the TBU AS may propose a voting on the removal of the Chairperson of the TBU AS from office. The proposal is deemed accepted if at least three fifths of all TBU AS members have voted in favour of the proposal.

(2) Any member of the Academic Staff Chamber of the TBU AS may propose a voting on the removal of the Chairperson of the Academic Staff Chamber from office. Any member of the Student Chamber of the TBU AS may propose a voting on the removal of the Chairperson of the Student Chamber of the TBU AS from office. The proposal is deemed accepted if at least three fifths of the members of the relevant Chamber have voted in favour of the proposal.

(3) Voting on the proposal in accordance with Paragraph 1 and 2 is possible after the submission deadline in accordance with Article 18 Paragraph 3 has expired.

## **Rules for the Election of the Candidate Nominated to Be Appointed Rector**

### **Article 1**

#### **Introductory provisions**

(1) The Rules for the Election of the Candidate Nominated to Be Appointed Rector regulate the procedure for approving of the nomination of a candidate to be appointed Rector by the TBU AS.

(2) The nomination of a candidate for appointment as Rector shall be voted on by the TBU AS, and that by secret ballot, with both Chambers of the TBU AS jointly participating in the voting.

(3) The election of a candidate to be appointed Rector shall be announced by the TBU AS along with instructions and deadlines for the election's preparation.

(4) The TBU AS shall announce the election of a candidate to be appointed Rector no later than 60 days before the current Rector's term of office is to expire.

### **Article 2**

#### **Election Committee**

(1) The preparations for the election shall be ensured and the election process shall be managed by the Election Committee.

(2) Members of the Election Committee shall be appointed and removed from office by the TBU AS, to which, at the request of the TBU AS Chairperson, the Academic Senate of each TBU Faculty shall nominate one representative. The Chairperson of the Election Committee shall be appointed by the TBU AS from among members of the Committee, as nominated by the Committee.

(3) The Election Committee shall approve of decisions by a majority vote cast by all members of the Election Committee.

(4) The Election Committee shall guarantee the objectivity of the election of the candidate nominated to be appointed Rector.

(5) The Election Committee shall verify as to whether the candidate nominated to be appointed Rector has meet all legal requirements.

### **Article 3**

#### **Candidates**

(1) Nominations of candidates for appointment as Rector may be submitted by:

- a) any member of the TBU academic community
- b) any member of the TBU Board of Governors

Each proposer may nominate multiple candidates.

(2) A proposer shall submit the nominations in writing to the Chairperson of the Election Committee. The nominations must, in particular, contain the following details:

- a) Name and surname, including academic degrees, job position and the constituent part which the nominated candidate is affiliated with
- b) Consent of the nominated candidate to his/her candidacy
- c) Name and signature of the proposer

(3) From among the received nominations which meet the requirements as set out in Paragraph 1 and 2, the Election Committee shall draw up a list of candidates containing information on the candidates as specified in Paragraph 2 Letter a), with the candidates listed in alphabetical order by surname. The list of candidates shall be submitted to the Chairperson of the TBU AS by the specified deadline.

(4) The TBU AS shall convoke an assembly of the TBU academic community, at which all candidates included in the candidate list shall present their election manifesto to the assembly, and answer questions asked by the TBU academic community members present.

### **Article 4**

#### **Election**

(1) The TBU AS shall elect a candidate nominated to be appointed Rector by secret ballot at a regular meeting of the TBU AS.

(2) The election shall be conducted using ballot papers containing the names of the candidates in alphabetical order with assigned serial numbers. Each voter shall mark the serial number of one of the candidates whom he/she has chosen by circling the serial number. Ballot papers modified in any other manner shall be considered invalid.

(3) The election may have multiple rounds. All rounds of one election must take place at the same meeting of the TBU AS.

(4) A candidate may withdraw his/her candidacy before any round of the election.

#### **Article 5**

##### **Procedure for selection from among three or more candidates**

(1) A candidate is elected if he/she has received valid votes from an absolute majority of all members of the TBU AS.

(2) In the event that all candidates have received the same number of votes, a conciliation procedure shall be carried out in accordance with Article 8, and the election shall be repeated, with the same list of candidates. If the result of the election is the same as before, the election shall be closed, and the TBU AS shall announce a new election.

(3) If none of the candidates has been elected, and the procedure in accordance with Paragraph 2 is not applied, the Election Committee shall draw up a new list of candidates for the next round of the election, and that by deleting that candidate from the list of candidates used in the previous round who has received the lowest number of votes, or, if there are more such candidates, all candidates who have received the same lowest number of votes shall be deleted from the list of candidates.

(4) If the number of candidates included in the new list of candidates is:

- a) higher than two, another round of voting shall take place in accordance with Paragraph 1 to 3.
- b) equal to two, another round of voting shall take place in accordance with Article 6.
- c) lower than two, another round of voting shall take place in accordance with Article 7.

#### **Article 6**

##### **Procedure for selection between two candidates**

(1) A candidate is elected if he/she has received valid votes from an absolute majority of all members of the TBU AS.

(2) If none of the candidates has been elected, a conciliation procedure shall be held in accordance with Article 8, and the election shall be repeated in accordance with Paragraph 1 and 3.

(3) If none of the candidates has been elected in the repeated election, the election shall be closed and the TBU AS shall announce a new election.

#### **Article 7**

##### **Election procedure in the case of one candidate**

(1) This method of election shall be applied if the candidate list contains only one candidate or if, as a result of the withdrawal of the other candidates, only one candidate has been left on the list before the election.

(2) A candidate is elected if he/she has received valid votes from an absolute majority of all members of the TBU AS.

(3) If the candidate has not been elected, the election shall be closed and the TBU AS shall announce a new election.

#### **Article 8**

##### **Conciliation procedure**

(1) The conciliation procedure is a debate among members of the TBU AS about the candidates who have advanced to the final round; within the debate, they shall inform one another about their opinions and arguments.

(2) The conciliation procedure shall be held at a closed working meeting of the members of the TBU AS (Article 8 Paragraph 4 of the Rules of Procedure of the TBU AS).

#### **Article 9**

##### **Interim election results**

The Election Committee shall evaluate the individual rounds in such a manner that all present members of the TBU AS can follow the results.

#### **Article 10**

##### **Announcement of results and election record**

(1) Immediately after the election of the candidate nominated to be appointed Rector has been closed, the Election Committee shall notify the elected candidate as well as the other candidates of the election results.

(2) The Election Committee shall produce a record on the course of the election; the election record, signed by all members of the Election Committee present during the election, shall be submitted to the Chairperson of the TBU AS, as well as posted in the public part of the TBU website.

(3) The nomination for appointment of the elected candidate as Rector shall be submitted by the Chairperson of the TBU AS to the Ministry of Education, Youth and Sports within seven days of the election date.