

The Internal Regulation of The Czech Technical University in Prague - Czech Institute of Informatics, Robotics and Cybernetics was approved by the Academic Senate of the Czech Technical University in Prague on March 25th, 2015.

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Rules of Procedure of the CIIRC Science Council

Czech Technical University in Prague - Czech Institute of Informatics, Robotics, and Cybernetics

Article 1

Rules of Procedure

1. The CIIRC Science Council is governed by Article 7 of the Statutes of CIIRC.
2. CIIRC Science Council shall meet as necessary but at least once in the calendar year.
3. The CIIRC Science Council is convened by the CIIRC Director.
4. Notice of a session of the CIIRC Science Council shall be sent to the CIIRC Science Council members, the CTU Rector, and the Chairman of the CIIRC Assembly no less than one week prior to the date fixed, accompanied by a provisional agenda.
5. Non-members of the CIIRC Science Council may be invited by name to attend as guests any CIIRC Science Council meeting; they will not have a vote.
6. At a meeting of the CIIRC Science Council, at least half of the members shall be present to constitute a quorum for the transaction of business.

7. The CIIRC Director or, in his/her absence, a member of the CIIRC Science Council authorized by the CIIRC Director, shall preside at any meeting of the CIIRC Science Council.
8. The CIIRC Science Council reaches decisions by open voting. CIIRC Science Council may decide that a certain decision will require a secret ballot.
9. Any decision of the CIIRC Science Council will require the support of more than half of the CIIRC Science Council members present.
10. Alternative propositions are brought to a vote in reverse order.
11. If a non-member of the CIIRC Science Council desires to speak at the meeting of the CIIRC Science Council, he/she shall ask the Chair for permission. The CTU Rector and the Chairman of the CIIRC Assembly shall be entitled to speak whenever they ask.
12. The minutes of the CIIRC Science Council meeting shall record the approved agenda and the decisions reached, including the votes cast. The minutes shall be sent to all CIIRC Science Council members, the CTU Rector, and the Chairman of the CIIRC Assembly. The minutes shall be approved at the following CIIRC Science Council meeting.
13. If any decision of the CIIRC Science Council is required that is not to be reached by a secret ballot, the CIIRC Director may call for an e-mail ballot. In such a case, he/she shall send a motion to all CIIRC Science Council members, including the relevant data, and fix a point in time by which the ballot will be terminated. The ballot shall be terminated no less than one week after the call.
14. An e-mail ballot will only be valid if at least half of the members of the CIIRC Science Council have voted.
15. Any decision reached by e-mail ballot will require the support of more than half of the votes cast. Such a decision will be considered as having been reached by the CIIRC Science Council and shall be incorporated in the minutes of the following CIIRC Science Council meeting, including the votes cast by name.