

These “Rules of Procedure of the CIIRC Assembly” were approved by the Assembly of the Czech Institute of Informatics, Robotics, and Cybernetics of the CTU as a directive of the CIIRC on November 1<sup>st</sup>, 2013; were issued by the CIIRC Director on November 4<sup>th</sup> and became effective on November 5<sup>th</sup>.

Prof. Ing. Vladimír Mařík, DrSc., dr. h. c.  
CIIRC Director

---

# **Rules of Procedure of the CIIRC Assembly**

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

### **Article 1**

#### **Rules of Procedure**

1. The CIIRC Assembly is governed by Article 6 of the Statutes of the CIIRC.
2. The CIIRC Assembly is convened by the board of the CIIRC Assembly.
3. Notice of a session of the CIIRC Assembly shall be sent to the CIIRC Assembly members, the CIIRC Director, and the CTU Rector no less than three working days prior to the date fixed, accompanied by a provisional agenda.
4. At a meeting of the CIIRC Assembly, at least half of the members shall be present to constitute a quorum for the transaction of business.
5. The Chairman of the CIIRC Assembly or, in his/her absence, one of the members of the board of the CIIRC Assembly, shall preside at any meeting of the CIIRC Assembly.
6. The CIIRC Assembly reaches decisions by open voting.
7. Any decision of the CIIRC Assembly will require the support of more than half of the CIIRC Assembly members present.
8. Alternative propositions are brought to a vote in reverse order.

9. If a non-member of the CIIRC Assembly desires to speak at the meeting of the CIIRC Assembly, he/she shall ask the Chair for permission. The CTU Rector and the CIIRC Director shall be entitled to speak whenever they ask.
10. The minutes of the CIIRC Assembly meeting shall record the approved agenda and the decisions reached, including the votes cast. The minutes shall be sent to all CIIRC Assembly members, the CIIRC Director, and the CTU Rector. The minutes shall be approved at the following CIIRC Assembly meeting.
11. If any decision is required between meetings of the CIIRC Assembly, the board of the CIIRC Assembly may call for an e-mail ballot. In such a case, it 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.
12. An e-mail ballot will only be valid if at least half of the members of the CIIRC Assembly have voted.
13. 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 Assembly and shall be incorporated in the minutes of the following CIIRC Assembly meeting, including the votes cast by name.