

**TECHNICAL UNIVERSITY IN ZVOLEN**  
**Faculty of Wood Sciences and Technology**

**RULES OF PROCEDURE OF THE ACADEMIC SENATE**  
**of The Faculty of Wood Sciences and Technology**  
**of Technical University in Zvolen**

**February 2021**

***Rules of Procedure  
of the Academic Senate of the Faculty of The Faculty of Wood Sciences and  
Technology***

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The Rules of Procedure of the AS DF form an integral part of the Statute of the Academic Senate of the Faculty of Wood Sciences and Technology of the Technical University of Zvolen.

**ARTICLE 1**

**Introductory provisions**

- (1) The Academic Senate of the Faculty of Wood Sciences and Technology (hereinafter referred to as "AS DF") performs its activities collectively. It discusses and decides on the fundamental issues of the Faculty of Wood Sciences and Technology within the meaning of Article 8 of the Statute of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen. The meetings of the AS DF are public. A meeting shall be considered public also if the DF ensures its public live broadcasting. As a rule, a meeting of the AS DF shall be held in a sworn session, but it may also be held by videoconference or by other means of information and communication technology without physical presence, including a secret ballot, if technical conditions permit.
- (2) Meetings of the Academic Senate of the Faculty of Wood Sciences and Technology are held on the basis of:
  - a) decisions of the AS DF Presidium,
  - b) if the Dean of the Faculty of Wood Sciences and Technology or the Rector of the TU requests the convening of the AS DF,
  - c) proposal of at least 1/3 of the members of the AS DF,
  - d) a written proposal by at least 20% of the members of the relevant part of the Academic Community (hereinafter referred to as "AO").
- (3) The AS DF is quorate if at least two thirds of its members are present.
- (4) The draft agenda shall be prepared by the AS DF Presidium, which is obliged to inform the AS DF members with the draft agenda and supporting materials in writing at least 5 working days before the day of the AS DF meeting.
- (5) The basic structure of the agenda is as follows:
  - a) submission of the draft agenda, its commenting by the AS DF and its approval,
  - b) election of the drafting committee and verifiers of the minutes,
  - c) report on the resolution of proposals and implementation of resolutions from previous meetings of the AS DF,
  - d) a report on the follow-up to motions tabled between meetings,
  - e) familiarisation of the AS DF with the submitted material by its submitter,
  - f) discussion on individual points of the agenda,
  - g) submission of the draft resolution by the drafting committee, its comments and approval by vote by the members of the AS DF.
- (6) The submitter of the material to be discussed at the meeting of the AS DF is obliged to submit it in writing to the Chairman of the AS DF at least 5 working days before the date of the meeting of the AS DF.
- (7) Material for the AS DF meeting may be submitted by:

- a) members of the DF Academic Community through the members of the AS DF,
- b) members of the Academic Senate of the Faculty of Wood Sciences and Technology,
- c) Dean and Vice-Deans of the Faculty of Wood Sciences and Technology,
- d) Rector of TU in Zvolen,
- e) members of the Scientific and Artistic Board of the Faculty of Wood Sciences and Technology.

## **ARTICLE 2**

### **Conduct of the meeting**

- (1) The meeting of the AS DF is chaired by its chairman or vice-chairman.
- (2) Other members shall participate in the conduct of the AS DF meeting in the following manner:
  - a) The second member, the Vice-Chairman, registers the speakers and the time limit for factual remarks,
  - b) minutes of the meeting are provided by the Secretary of the AS DF. The minutes include the list of attendees, items discussed, abbreviated discussion and voting results,
  - c) the drafting committee shall prepare the draft resolutions which are annexed to the minutes,
  - d) verifiers verify the minutes of the AS DF meeting.
- (3) Minutes of each meeting must be taken and after verification delivered to all members of the AS DF and the Dean within 7 days.
- (4) The Chairperson may interrupt the meeting of the AS DF for a maximum of 15 minutes if requested by at least 1/3 of the members present.

## **ARTICLE 3**

### **Debate and its organisation**

- (1) The debate shall be opened and closed by the Chairman of the Senate. In case of disagreement with the end of the debate, which may be expressed by any member of the AS DF, the Chairman of the Senate is obliged to put to the vote the continuation of the debate. In the event of a majority of those present agreeing to the continuation of the debate, the debate shall continue (in accordance with Rule 4(1)).
- (2) A member of the AS DF, or a guest, signs up for the discussion by a show of hands or in writing in advance. A member of the Presidium shall chronologically register him/her in the order of the debate.
- (3) Discussion shall take place separately for each agenda item.
- (4) There is no limit to the number of discussion contributions, but their continuation may be vetoed by the AS DF by a show of hands of a majority of the AS DF members present.
- (5) A factual remark shall be announced by a member of the DF Senate by raising his/her hand and saying 'factual remark'. He or she may make the remark only when the chairman of the meeting has given the floor to him or her. It shall be limited to one minute. A factual remark shall take precedence over contributions to the debate.

- (6) The Chairman shall wind up each contribution to the debate and the factual remarks. Only the chairman of the meeting shall give the floor; only one person in the AS DF shall speak at any time.

## **ARTICLE 4**

### **Approval**

- (1) If a AS DF member makes a motion on any item and asks for a vote, the chair of the meeting must put it to the vote.
- (2) The vote is:
  - a) generally public, by a show of hands,
  - b) secret, in the items listed in the Statute of the AS DF, Article 2. paragraph 1.(b), (c), (d) and (k). Voting on these items may also be carried out by means of information and communication technology, if the technical conditions so permit, without physical presence, but only if physical presence is not possible due to the duration of an emergency, a declared state of emergency or a state of emergency, and at the same time if the decision on these issues cannot be postponed,
  - c) secret also in the approval of other resolutions, if requested by any member of the AS DF and with this request agrees at least 1/2 of the present members of the AS DF.
  - d) in exceptional cases, based on the decision of the AS DF Presidium, can be done by written (electronic) expression of the members of the AS DF. If at least one member of the AS DF expresses in writing (electronically) the need to discuss the material to be approved at a meeting of the AS DF, the Chairman must accept this expression and submit the material to the AS DF meeting. Written approval cannot be applied in the cases referred to in Article 4, paragraph (2), point b) of the Rules of Procedure of the AS DF.
- (3) The consent of an absolute majority of the present members of the AS DF is required for the adoption of the agenda.
- (4) AS DF approves:
  - a) with the consent of a two-thirds majority of all members of the AS DF resolutions. which are related to the fundamental activities of the faculty, listed in the Statute of the AS DF in Article 2, paragraph (1), letter a), to (i),
  - b) with the consent of a two-thirds majority of all members of the AS DF changes in the Statute of the AS DF,
  - c) by the consent of a supermajority of all members of the AS DF for the election and removal of members of the AS DF Presidium,
  - d) with the consent of an absolute majority of the present members of the AS DF other decisions.
- (5) The election of the candidate for Dean and the dismissal of the Dean are governed in accordance with the current Statute of the Faculty of Wood Sciences and Technology.
- (6) If the election and approval in the matter of the Statute of the AS DF according to Article 2, paragraph (1), concerns a member of the AS DF, he/she shall not participate in the vote.

- (7) In the event that the material under discussion is considered to be of exceptional importance, the right of adjournment may be exercised in the vote, which must be agreed to by at least 1/2 of the members of the AS DF present.
- (8) Comments on the resolution of the Senate has the right to submit in writing a member of the DF Academic Community within 5 working days of the publication of the resolution of the meeting of the AS DF, through the elected representative to the Chairman of the AS DF, in his absence to the Vice Chairman of the AS DF.

## **ARTICLE 5**

### **Final provisions**

- (1) The Rules of Procedure of the AS DF shall enter into force and effect upon approval by the AS DF. These Rules of Procedure of the AS DF were discussed and approved at the meeting of the AS DF on 11 February 2021.
- (2) Upon the entry into force and effect of these Rules of Procedure of the AS DF, the Rules of Procedure of the AS DF approved by on 23 October 2013 shall cease to be valid and effective.

prof. Ing. Ivan Klement, CSc.  
Chairman of the AS DF