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# About the Academic Senate of the FH CU

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- The Academic Senate of the Faculty of Humanities of Charles University is a **representative self-governing academic body** of the Faculty, which decides or co-decides on the organisation and activities of the Faculty in accordance with the Higher Education Act and in accordance with the internal regulations of the University and the internal regulations of the Faculty. The Senate is elected by the academic community of the Faculty. The Senate shall be accountable for its activities to the academic community of the Faculty.
- **The Academic Senate** of the Faculty of Humanities of Charles University consists of 15 members elected in direct and secret elections by the academic community of the Faculty of Humanities of Charles University. Of these, **9 members are elected from among academic staff** only by academic staff and **6 members are elected from among students** only by students.

The term of office of the academic staff is three years, with one third of them being replaced periodically every year. The term of office of the student members shall be two years and half of them shall be replaced periodically each year. Membership of the Academic Senate of the Faculty is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty and Director of a university institute. **The dean, vice-deans and the secretary of the faculty have the right to participate in the meetings of the senate with an advisory vote.** The terms of office of elected senators and senators shall normally begin on 1 February.
- All members of the academic community of the Faculty shall have the right to vote. Only a member of the academic community of the Faculty may be nominated as a candidate for membership of the Senate. Any member of the academic community of the Faculty may nominate candidates.
- The Senate shall be headed by a **Bureau** consisting of a **President and two Vice-Presidents**, who shall be elected annually at the first ordinary meeting of the Senate held after 1 February. Members of the Bureau shall be elected by secret ballot for a term of one year and may be removed by secret ballot. Members of the Bureau shall remain in office after the end of their term of office as a member of the Senate until a new President of the Senate is elected. The members of the Bureau shall include at least one member from among the academic staff and at least one member from among the student representatives. **The President of the Senate shall convene the meetings of the Senate and shall speak for the Senate externally.** The Vice-Chairman of the Senate shall represent the Senate. The Bureau shall prepare the meetings of the Senate and carry out the tasks laid down in the Senate Electoral Regulations and the Rules of Procedure of the Senate.
- **Meetings of the Academic Senate shall be open to the public.** Meetings of the Senate shall be held at least eight times per academic year. Meetings of the Senate shall be convened by its President. At the request of a quarter of the members of the Senate, the Dean or the Rector, the President of the Senate shall convene an extraordinary meeting of the Senate without delay, but no later than ten days after receipt of the request, unless the request implies a longer period. The date and place of the ordinary meeting must be published in the public section of the Faculty's website at least ten days in advance. The date and place of the extraordinary session shall be published and announced at least two days in advance. The meeting may be opened if a majority of all members of the Senate are present. The Chairperson or a member of the Bureau designated by the Chairperson shall preside over the meetings of the Senate. The agenda shall be proposed by the Bureau of the Senate. After the opening of the sitting, the President shall give the members of the Senate the opportunity to submit supplementary or amending proposals to the agenda. The Senate shall take a decision on the proposed agenda and on any supplementary or amending proposals.
- **Voting shall be open to the public**, unless the Higher Education Act indicates otherwise. If at least two members of the Senate propose a secret ballot, the vote shall be held by secret ballot. Voting involving named persons shall always be by secret ballot; this shall not apply to the appointment of electoral commissions. A separate vote shall be taken on each motion submitted to the Senate, unless the person who submitted the motion withdraws it before the voting begins.
- The Senate shall express its will by **resolution**. The Senate shall be competent to act if a majority of its members are present. Unless otherwise provided by the Higher Education Act, a resolution shall be adopted if an absolute majority of those present are in favour of it. Resolutions concerning the internal regulations of the Faculty shall require the

affirmative vote of at least two-thirds of all members of the Senate. The full text of the resolution shall be reproduced verbatim in the minutes. If the resolution needs to be drawn up separately in writing, the President of the Senate or a member of the Bureau designated by him/her shall sign the document.

- **Minutes shall be taken of each meeting of the Senate.** The minutes shall be drawn up by the Bureau. The minutes shall be reviewed by the Board at its next meeting as a separate agenda item. On the proposal of a member of the Senate, the necessary corrections shall be made. If the matter is disputed, the Senate shall decide on the correction of the minutes. After the review, the minutes shall be published on the Faculty's website.

## Useful links

[Code of Electoral Procedure for the Academic Senate of the Faculty of Humanities of Charles University](#)

[Code of Procedure for the Academic Senate of the Faculty of Humanities of Charles University](#)

[Code of Electoral Procedure for the Academic Senate of Charles University](#)

[Code of Procedure for the Academic Senate of Charles University](#)

[Internal Regulations of the Faculty of Humanities of Charles University](#)

[Internal Regulations of Charles University](#)

[Higher Education Act](#) *(only in Czech)*