

**RULES OF PROCEDURE OF THE ACADEMIC SENATE  
FACULTY OF FORESTRY OF THE TECHNICAL UNIVERSITY IN  
SVOLEN**

**Article 1**

**Introductory provisions**

(1) The Academic Senate of the Faculty of Forestry TU in Zvolen (hereinafter referred to as "AS LF TU") performs its activities collectively. It discusses and decides on the fundamental issues of the Faculty of Forestry TU in Zvolen within the meaning of Article 2 of the Statute of the Academic Senate of the Faculty of Forestry TU in Zvolen. Meetings of the AS of the Faculty of Forestry are public and are held at least once per semester. A meeting of the AS LF TU is considered public also if the faculty ensures its public live broadcasting. A meeting of the LF TU AS may be held by videoconference or by other means of information and communication technology without physical presence, including secret ballot, if technical conditions allow it.

(2) Notification of the date and agenda of the AS LF TU will be published on the website of the Faculty of Forestry TU in Zvolen within 5 working days before the meeting of the AS LF TU.

(3) AS LF TU discusses the submitted written materials. The written material shall include the status of the matter, the name of the preparer and the name of the submitter. Each member of the LF TU AS, unless the Bureau decides otherwise, shall receive the written materials for discussion at least 5 working days before the scheduled meeting of the Academic Senate.

(4) The deliberations of the AS LF TU are held on the basis of:

- a) decisions of the President of the AS LF,
- b) decisions of the AS LF TU presidency,
- c) at the request of at least 1/3 of the members of the AS LF TU,
- d) at the request of the Dean of the Faculty of Forestry of the TU in Zvolen or the Rector of the TU in Zvolen.
- e) at the request of at least 20% of the members of the relevant part of the academic community (hereinafter referred to as "AO") in writing.

In the cases referred to in letters c), d), e), the President of the AS LF TU is obliged to convene a meeting of the AS LF TU without delay, but no later than 14 days. If the chairman of the AS LF TU does not convene a meeting of the AS LF TU at the request of the dean or the rector within 14 days, the dean of the Faculty of Forestry TU in Zvolen shall convene a meeting of the AS LF TU.

(5) At the beginning of the meeting of the AS LF TU Secretary shall ascertain the attendance of members at the meeting and the chairman shall verify the quorum of the AS LF TU.

(6) The quorum of the AS LF TU shall be present if an absolute majority of its members is present, except for the deliberations on the activities referred to in Article 4, paragraph (3) of these Rules of Procedure.

(7) The chairman of the AS LF TU submits for approval the agenda proposed by the presidency of the AS LF TU. The draft agenda is included in the invitation to the meeting.

(8) The basic structure of the agenda of the AS LF TU is:

- a) Approval of the agenda,
- b) election of the drafting committee and verifiers of the minutes,

- c) checking the implementation of resolutions,
- d) introduction of written material by the submitters and discussion of the written material submitted,
  
- e) Different,
- f) Approval of the draft resolutions,
- g) Conclusion.

## **Article 2**

### **Meeting of the AS LF TU**

(1) The first meeting of the newly elected AS LF TU is managed by the Election Commission, which organizes the election of the presidency of the AS LF TU. The chairman of the Election Commission chairs the meeting of the LF TU AS until the election of the LF TU AS President.

(2) The election of the members of the Bureau shall be by secret ballot. Their election requires the consent of a supermajority of all members of the AS LF TU.

(3) The meeting of the AS LF TU is chaired by its chairman or an authorized member of the AS TU presidency (hereinafter also the chairman).

(4) Proposals to the Academic Senate may be submitted in writing by individual committees or members of the AS LF TU. A group of at least 25% of the members of the relevant part of the academic community may submit proposals in writing to the AS LF TU Presidium.

(5) A member of the AS LF TU has the right to request that the minutes include his/her verbatim opinion on the discussed agenda item presented at the meeting.

(6) The Drafting Committee will prepare a draft resolution of the AS LF TU during the meeting.

(7) The dean or the vice-dean in his/her place has the right to speak at the meeting of the AS LF TU in accordance with these Rules of Procedure of the AS LF TU at any time, when requested to do so.

(8) The Secretary of the AS LF TU shall prepare the minutes of the AS LF TU, which shall include the date of the meeting, the number of members present, the agenda, the abbreviated course of discussion, the results of voting on individual items and the adopted resolution. The accuracy of the minutes shall be verified by 2 verifiers and signed by the Chairperson. The minutes of the meeting will be delivered by e-mail to the members of the AS LF TU and the Dean within 10 working days of the meeting. At the same time, the minutes will be published on the website of the Faculty of Forestry TU in Zvolen.

## **Article 3**

## **Debate and its organisation**

(1) The debate on each agenda item shall be opened and closed separately by the Chair. In special cases, the Academic Senate shall decide by vote to close the debate on a given agenda item or on a specific issue, and more than half of the members present must vote in favour of closure.

(2) A member of the Senate or a guest shall speak by show of hands or in writing in advance. The discussion on the item under discussion shall take place in the order in which the discussants have reported to it, which shall be recorded by the Secretary of the AS LF TU. The Chair shall give the floor to the debater. The motions made by the debaters shall be put to the vote in the order in which they were made.

(3) There is no limit to the number of discussion papers, but their continuation may be vetoed by the Academic Senate by a show of hands of an absolute majority of the members of the Senate present.

(4) A factual remark shall take precedence over a debate contribution and shall be limited to one minute. A member of the Academic Senate shall announce a factual remark by raising his or her hand and saying the words 'factual remark'. The member of the AS LF TU who makes a factual remark shall be given the floor by the Chair.

## **Article 4**

### **Voting and approval**

(1) Members of the AS LF TU presidium are elected by secret ballot. Members of the AS LF TU committees are generally elected publicly. The election of members of the LF TU AS presidency and members of the LF TU AS committees requires the consent of a supermajority of all members of the LF TU AS.

(2) The Academic Senate of the Faculty of Forestry TU in Zvolen votes on the submitted proposal, if a member of the AS LF TU requests it.

(3) To approve resolutions related to the essential activities of the Faculty of Forestry TU in Zvolen, listed in the Statute of the AS LF TU in Article 2 (1) (a), (c), (d), (e), (f), (i), (j), (k),  
m) the consent of an absolute majority of all members of the AS LF TU is required.

(4) The adoption of the agenda of the LF TU AS and resolutions in other cases requires the consent of a supermajority of the present members of the LF TU AS.

(5) Voting is generally open to the public. In matters referred to in Article 2, paragraph (1) (b), (c), (d), (k) of the Statute of the AS LF TU and in the election of the presidency of the AS LF TU, the Senate shall vote by secret ballot. In other matters, if at least 1/3 of the present members of the AS LF TU so request, the vote must be secret ballot.

(6) In exceptional cases (reduction in the number of members present at the meeting), a written vote (so-called per rollam) of the members of the AS LF TU may be held, provided that the AS LF TU has discussed the matter in question. The written vote shall take place no later than 7 working days after the meeting of the AS LF TU.

## **Article 5 Final provisions**

(1) The Rules of Procedure of the AS LF TU shall enter into force and effect upon approval by the AS LF TU. These Rules of Procedure of the AS LF TU were discussed and approved at the meeting of the Academic Senate of the Faculty of Forestry TU in Zvolen on 22.10.2020 and on this date it comes into force and effect.

(2) Upon the entry into force and effect of these Rules of Procedure of the AS LF TU the previous Rules of Procedure of the AS LF TU shall cease to be valid and effective.

prof. Ing. Jaroslav Kmet'a, PhD.  
President of the AS LF