

The Ministry of Education, Youth and Sports registered under Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), on 30 March 1999, under file number 16 758/99 Procedural Rules of the Artistic Council of the Academy of Performing Arts in Prague.

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Ing. J. Beneš, CSc.
Director of the Department of Higher Education Institutions

PROCEDURAL RULES OF THE ARTISTIC COUNCIL OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

Article 1 Introductory Provisions

The Artistic Council of the Academy of Performing Arts in Prague (hereinafter the "Artistic Council") is, in accordance with Sections 7, 11 and 12 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act, hereinafter the "Act"), mainly a conceptual and scholarly self-administrative academic body. It deliberates mainly the long-term plans of the Academy of Performing Arts in Prague (hereinafter "AMU") and exercises its authority in the appointment of professors.

Article 2 Procedure for Selecting and Appointing Members of the Artistic Council

1. The composition of the Artistic Council is governed by Section 11 of the Act.
2. After deliberation and approval of nominees for membership in the Artistic Council by the Academic Senate of the Academy of Performing Arts in Prague (hereinafter the "AS AMU"), the Rector shall call upon the nominees to verify their personal information and to state whether they agree to become members of the Artistic Council.

Article 3 Chair, Authorised Representative and Secretary of the Artistic Council

1. The Chair of the Artistic Council is the Rector, who:
 - a) shall convene meetings of the Artistic Council;
 - b) shall chair meetings of the Artistic Council;
 - c) shall draft the agendas of Artistic Council meetings, prepare resolutions;
 - d) shall sign Artistic Council documents, in particular the results of proceedings to appoint professors;
 - e) shall be entitled to solicit materials necessary for the activities of the Artistic Council;
 - f) shall be able to invite guests to meetings of the Artistic Council;
 - g) shall direct the activities of the Secretary of the Artistic Council.
2. The Chair shall be represented during periods of absence by an authorised representative, who is the designated Prorector.
3. The Secretary shall not be a member of the Artistic Council, but shall participate in Artistic

Council meetings. The Rector shall task a selected employee with performing the office of Secretary. The Secretary shall carry out the administrative and technical activities necessary for the activities of the Artistic Council.

4. The Bursar may participate in Artistic Council meetings without the ability to cast votes.

Article 4 Meetings of the Artistic Council

1. The Artistic Council shall generally meet four times per year, but no fewer than two times per year.

2. A member of the Artistic Council cannot participate in a session by proxy.

3. The Artistic Council shall have a quorum if more than half of its members are present.

4. The agenda for deliberation shall be drafted by the Chair of the Artistic Council, and members shall be informed of the agenda in advance, no later than with the invitation to the Artistic Council meeting. Background materials for the meeting will be available for viewing no less than one week prior to the Artistic Council meeting in the faculty libraries and in the Office of the Rector. Materials will be sent in advance by post to members of the Artistic Council who are not AMU employees. The meeting agenda shall be approved at the commencement of the meeting, following deliberation of any proposed amendments. All members of the Artistic Council shall be entitled to propose amendments.

5. The Chair shall recognise members of the Artistic Council in the order in which they announced their desire to speak. If there are time constraints, the Chair shall have the right to set time limits or to terminate the discussion even if certain members have announced their desire to speak but have not been recognised. Unpresented contributions can be published in written form in the faculty libraries.

6. The Artistic Council shall decide on conclusions regarding individual points of the deliberation by vote. This can be done by acclamation or in secret in cases set out by the Act or if the Artistic Council agrees in advance on this form of voting. If a single member wishes for voting to be secret, then this wish shall be granted. To approve a presented motion, more than half of the present members of the Artistic Council must vote in favour, unless stipulated otherwise by the Act.

7. Unless the Chair decides otherwise, Artistic Council meetings shall not be open to the public. A public or expanded session of the Artistic Council shall take place on festive occasions (in particular conferral of the DOCTOR HONORIS CAUSA degree or other distinction).

8. If certain materials for the Artistic Council's deliberations have been marked by their originator as confidential, members of the Artistic Council, the Secretary and guests shall be bound by the requirements of confidentiality under special legislation.

9. The Artistic Council shall have the right to solicit expert opinions for purposes of its decision-making. Such experts must not have any relationship with the entity being assessed, nor may they have an interest in the matter in question. Expert opinions must be submitted in writing. The costs for the elaboration of such opinions shall be covered by AMU.

10. Members of the Artistic Council shall receive Artistic Council resolutions in written form.

11. Administrative expenses connected with the activities of the Artistic Council shall be covered by AMU.

Article 5
Final Provisions

1. These Procedural Rules were approved under Section 9(1b) of the Act by the Academic Senate of the Academy of Performing Arts in Prague on 7 April 1999.

2. These Procedural Rules shall become valid under Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

Prof. Peter Toperczer, m.p.
Rector