

**RULES OF PROCEDURE AND ELECTORAL REGULATIONS OF THE GRANT AGENCY OF
THE ACADEMY OF SCIENCES OF THE CR**

**Article 1
Opening Clause**

These Rules of Procedure and Electoral Regulations shall:

1. regularize the principles of procedure and decision-making by the bodies of the Grant Agency of the Academy of Sciences of the CR (hereinafter only "GA AS"), namely the board of directors of GA AS (hereinafter only "Board of Directors"), the department councils of GA AS (hereinafter only "Department Councils") and the supervisory board of GA AS (hereinafter only "Supervisory Board") and their relations towards other bodies of the Academy of Sciences of the CR (hereinafter only "Academy")
2. determine the principles of electing the members of the Department Councils.

**SECTION 1
RULES OF PROCEDURE OF GA AS BODIES**

**Article 2
Sessions of GA AS bodies**

1. The GA AS bodies shall be in session in compliance with the approved schedule or as needed. A session of the GA AS session is convened by its chairman or a duly authorized member. The chairman of the GA AS body shall convene a session upon request of at least a third of the relevant body members, doing thus within ten days after receipt of such request.
2. The members of the GA AS body shall receive an invitation to the session together with the agenda and written materials relating to the separate items of the agenda at least six days before the meeting.
3. A GA AS body shall have quorum if an absolute majority of its members is present in time of voting.
4. The membership in a GA AS body is irreplaceable, except for the session of the expanded Board of Directors, where the chairman of a Department Council may be represented by its vice chairman or by the Department Council secretary. Such representative of the Department Council shall have right to vote at the session upon written authorization of the chairman.
5. The meeting of the GA AS body shall be coordinated by its chairman or by a member duly authorized by the chairmen, who shall also propose the agenda of the meeting. Each member of the relevant body may propose modification or amendment of the agenda.
6. Upon decision of the meeting chairman any further persons may be invited to comment on the specific agenda items.
7. The chairman shall have right to halt the meeting whenever it overpasses the sphere of action of the GA AS body, in which case the reasons of such measure shall be listed into the minutes. Each and any member shall have right to enter objection(s) against such measure.

8. Any objections against decisions of the Department Councils may be lodged to the Board of Directors. Any objections against decisions of the Board of Directors may be lodged to the Supervisory Board.
9. The members of the GA AS bodies are bound upon written declaration to preserve discretion about the data and information contained in the discussed documents as well as about the contents of the GA AS bodies' meetings. A documented breach of the written declaration shall become the ground for withdrawing of the relevant member from his position in the GA AS body.
10. All and any materials to be discussed, marked as confidential and being printed documents, shall be returned for archiving or destruction to the GA AS Secretariat (hereinafter only "Secretariat"). The Secretariat staff is the only authorized to provide photocopies of such documents.
11. The members of the Department Councils shall have right to form smaller specialized groups (hereinafter only "Panels"). In such event, the Department Council shall:
 - a) decide according to the specialization of the discussed proposals on the grant projects about splitting of the Department Council into Panels and shall appoint their conveners,
 - b) determine the scope of activities and competences of the Panels complying with the principles stipulated by the Board of Directors,
 - c) approve the Panels' decisions, at its meeting.

Article 3 Voting

1. The GA AS body shall decide about the separate and discussed agenda items and shall accept resolutions thereto by voting. Only the members of the relevant GA AS body shall have right to vote, except for the cases as specified under Article 2, paragraph 4.
2. Each and any member of the GA AS body shall have right to propose separate voting about the specific parts of the discussed agenda items. If this kind of voting does not result in the approval of all parts of the discussed item it is necessary to vote about the approved parts en bloc.
3. The voting shall be either public or secret. The secret voting shall decide about:
 - a) the issues concerning the members of the GA AS body,
 - b) the complaints about the GA AS bodies or their members,
 - c) any other issues if asked for by at least one member of the GA AS body.
4. The discussed item shall be approved by voting if agreed by the absolute majority of votes of the attending GA AS body members. In case that the number of different votes equals, the vote of the chairman shall be decisive.

Article 4 Minutes of the GA AS body meeting

1. The minutes shall be taken about the GA AS body meeting. Such minutes shall contain the date and place of the meeting, the name of the chairman, the list of attendants, all the discussed agenda items, substantial contents of the discourses and resolutions thereto, information on whether the resolutions have been approved, the issues submitted for voting, results of voting, objections and appeals. Each and any attendant at the meeting shall have

right to ask for his/her speech to be recorded. In the event that a member of the GA AS body asks for such recording the minutes shall also indicate the way he/she voted and the reasons that he/she gave for his/her opinion. All and any appendices shall be attached to the minutes.

2. The minutes shall be taken by the authorized minutes clerk, in case of a Department Council its secretary. The chairman shall be responsible for the accuracy of the minutes. The minutes shall be verified at the next meeting of the same GA AS body.
3. The minutes shall be delivered within 14 days after the meeting to all members of the relevant GA AS body, to the members of the Board of Directors, to the head of the Secretariat and any other persons as determined by the chairman. Relevant persons, bodies and institutions shall be informed in a suitable way (in written, by electronic mail or by publishing on GA AS websites) about the specific decisions and resolutions.

SECTION 2

PROCEDURE OF ELECTING DEPARTMENT COUNCILS' MEMBERS

Article 5 Slate

1. The proposals on membership in a Department Council may be filed by the departments and divisions of the Academy, by universities and their faculties, further institutions involved in research, and the members of the academia. The proposal shall be filed in written on the prescribed forms to the Secretariat. It shall contain the elementary personal data of the candidate (name, degree, date of birth, structured CV, organization and contact address, name of the Department council that is the candidate proposed for, professional specialization of the candidate and characteristic of the most important results of his/her scientific activities in recent years documented by the list of the most important publications and/or other scientometric and bibliographic data). The proposal shall also include a signed agreement of the candidate with the nomination, with the requirements expected from a Department Council member (as listed in the cover letter from the GA AS chairman accompanying the request for the proposition of the new Department Councils' members), and with publishing of the provided personal data.
2. The Secretariat shall develop slates based on the received proposals. The number of candidates on a slate must be higher than the number of the filled-in vacancies in the Department Council, separately for the candidates being the employees of the Academy and for the candidates from other organizations. Each of the proposed candidates may be listed on a single slate.
3. The Board of Directors shall determine scientific specialization to be filled-in with priority according to the proposition of the Department Council. The required specialization for each of the Department Councils shall be indicated in the cover letter from the GA AS chairman in re requests for the proposition of the new Department Councils' members sent to all potential proponents.
4. The number of vacancies in the separate Department Councils to be filled in shall be proposed by the Board of Directors upon agreement with the relevant Department Council. The repeated nomination of a member for the second term shall be also proposed by the Board of Directors upon agreement with the relevant Department Council. These data are indicated on the relevant slates. Nominal lists of the Department Councils' members, whose

terms in office are terminating and the members, whose terms in office are continuing, shall be attached to the slates too.

5. Each slate of a Department Council shall indicate in the header its number and name. Further on, the slate shall include the names of all candidates provided with their actual sequence numbers, their academic degree, organization and professional specialization. The list of candidates is organized in the manner listing firstly the candidates being the employees of the Academy in the alphabet order and secondly, in a separate block, the other candidates in the alphabet order. The name of each candidate shall be also completed with the information whether it is his/her first or immediately consequential term in office.
6. The list of candidates with their sequence numbers, academic degrees, organization and scientific specialization, characteristic of the most important results of their scientific activities in the past years documented by the list of the most important publications and/or other scientometric and bibliographic data shall be immediately upon termination of the proposals acceptance published on the GA AS websites.

Article 6 **Procedure of electing Department Councils' members**

1. The election is secret and the right to elect shall be awarded to the members of the Academy Council and the Scientific Council of the Academy of Sciences of the CR and the GA AS Board of Directors.
2. The election is carried out either at the common meeting of all the authorized electors or by mail vote.
3. The Academy President shall appoint 4- to 5-member election committee and its chairman, typically a member of the Academy Council of the Academy of Sciences of the CR responsible for the Grant Agency of the Academy of Sciences of the CR.
4. The election is coordinated and the date of election is determined by the chairman of the election committee.
5. The election into the Department Councils is carried out annually, always before the date of termination of the deadline for the public competition in the field of research and development of the relevant year.
6. The Secretariat shall deliver the slates to all the authorized electors at least 14 days before the date of election. The elector shall award his/her vote to a candidate listed in the slate by encircling the sequence number in front of his/her name. The election is carried out separately for the candidates who are employees of the Academy and for those who are not.
7. The electors shall have right to designate the maximum number of the candidates from the Academy employees and from outside of the Academy that equates to the number of vacancies in the relevant Department Council.
8. The elector shall apply his/her vote by inserting all the slates received, modified or not, into the designated ballot box or by sending them by the determined deadline to the address of the Secretariat in accordance with the instructions of the election committee's chairman.
9. The election shall be valid if at least two thirds of the authorized electors take part therein.

Article 7 Scrutiny

1. Within 7 days after the election is completed the chairman shall convene the election committee to carry out the scrutiny. The election committee produces a report about the course and results of the election, the integral part of which form the score sheets. The committee seals the collected slates together with one copy of the report and submits them to the Secretariat.
2. The scrutiny is carried out by counting up all valid votes for each of the elected candidates. The slates shall be deemed invalid in case that:
 - a) the election has not been carried out in the original slate documents bearing the stamp of GA AS,
 - b) the numbers of designated candidates exceed the numbers of vacancies indicated in the slate of the relevant Department Council.

No other modifications besides indication of the candidates' sequence numbers shall effect validity of the submitted slates.

3. The report on the course and results of the election shall obligatorily include the date and place of the election, the type of election and the numbers of issued, submitted, valid and invalid slates per each Department Council.
4. The election committee shall draw up a score sheet for each of the Department Councils. Such score sheet shall have the same header as the slate and shall indicate two lists of candidates in the descending order according to the number of the gained votes – one for the Academy employees and the other for the candidates from outside the Academy.

Article 8 Appointment of Department Councils' members

1. The Board of Directors shall propose to the GA AS Chairman the appointment of the new Department Councils' members from the list of candidates who have received the highest number of votes in the relevant scientific fields.
2. Upon the suggestion of the Board of Directors, the GA AS Chairman appoints the new Department Councils' members and hands over to them the letters of appointment indicating the Department Council and the term of office.
3. The composition of the Department Councils shall be published on the GA AS websites.
4. The Board of Directors shall convene the first session of the Department Council composed of the new members within one month after the results of election is announced. The meeting of the Department Council can be attended only by the new elected members of the Council who have undersigned the declaration of impartiality, discretion and preservation of the information protection complying with the Government Decree No. 461/2002 Coll.
5. The Department Council shall elect a chairman, a vice chairman and a secretary at its first meeting.

6. If a membership in the Department Council is cancelled in course of the term of office, a candidate included in the score sheet with the same or similar professional specialization as the retiring member can be appointed on the vacancy.

Article 9

Appointment of Council members for interdepartmental projects

1. Each Department Council shall suggest to the Board of Directors suitable representatives into the Council for the interdepartmental projects, considering the specific proposals of the interdepartmental character.
2. Upon the suggestion of the Department Councils, the Board of Directors shall appoint Council members for interdepartmental projects for a one-year term.

SECTION 3

FINAL PROVISIONS

Article 10

These Rules of Procedure and Electoral Regulations of the Grant Agency of the Academy of Sciences of the CR was approved by the 27th session of the Academy Council of the Academy of Sciences of the CR on January 30, 2007 and came into force on the same day. At the same time, the Rules of Procedure and Electoral Regulations of the Grant Agency of the Academy of Sciences of the CR from January 14, 2003 (in-home regulation of the Academy of Sciences of the CR, item 1/2003) abated.