

THE INTERNAL REGULATION OF JANÁČEK ACADEMY OF MUSIC AND PERFORMING ARTS IN BRNO

as of 26 May 2017

Rules of Procedure of the Arts Council

The Academic Senate approves the following internal regulations of Janáček Academy of Music and Performing Arts in Brno (hereinafter referred to as “JAMU”), on a proposal from His Magnificence Mister Rector prof. Ing. MgA. Ivo Medek, Ph.D.:

PART ONE ARTS COUNCIL

CHAPTER ONE LEGAL REGULATION

Article 1

Legislation and Rules of Procedure of the Arts Council

(1) The Arts Council of JAMU (hereinafter referred to as the “Arts Council”) is a self-governing academic body of JAMU pursuant to Section 7 (1) (c) of Act No. 111/1998 Sb., on higher education and on amendments and supplements to certain other acts (the Act on Universities), as amended (hereinafter referred to as the “Act”). Its composition and powers are regulated, in particular, by Section 11 and 12, Section 12a (3), Section 53 (2), Section 70 (2) and Sections 72 to 74 of the Act.

(2) The Rules of Procedure of the Arts Council summarize its powers, and regulate the mode in which the Arts Council may act. The details about the membership in the Arts Council are stipulated by the Statute of JAMU.

CHAPTER TWO THE POWERS OF THE ARTS COUNCIL

Article 2

Approval of intents in the area of accreditations

(1) On a proposal from the Arts Council, the Arts Council approves the intent of the Rector to file an application for

a) accreditation, extension of accreditation or prolongation of the validity of the accreditation of the study programmes;

b) accreditation of habilitation proceedings or proceedings for the appointment of Professors.

(2) On a proposal from the Rector, the Arts Council approves the intent

a) referred to in paragraph (1) above with respect to proceedings or study programmes which do not take place at the faculties;

b) to file an application for:

1. institutional accreditation for an area or areas of education; or

2. extension of institutional accreditation for another area or areas of education;

c) to abandon its institutional accreditation;

- d) to cancel a study programme, or
- e) to abandon the accreditation for habilitation proceedings and proceedings for the appointment of Professors.

Article 3

Approval of study programmes

The Arts Council approves study programmes submitted by the Rector on a proposal from the Arts Council of the relevant faculty; in case of study programmes which do not take place at the faculties, without such a proposal.

Article 4

Proposal and consideration of the members of the bodies

(1) The Arts Council proposes one third of the other members of the Council for Internal Evaluation.

(2) The Arts Council considers intents of the Rector to appoint or remove members of the Council for Internal Evaluation.

Article 5

Approval of specialists

(1) The Arts Council approves specialists who shall be entitled to examine in state examination which does not take place at the faculties.

Article 6

Consideration

(1) On a proposal from the Rector, the Arts Council considers on a proposal for:

- a) the strategy on educational and creative activities of JAMU and the annual strategy implementation plan;
- b) the rules of the system assuring the quality of educational, creative and related activities, and the system for internal evaluation of such educational, creative and related activities of JAMU;
- c) the report on internal evaluation of the quality of educational, creative and related activities and notes thereto;
- d) the annual activity report of JAMU.

(2) The Arts Council considers the filling of the post of adjunct professors.

Article 7

Proceedings for appointment of Professors

The Arts Council performs the powers stipulated by the Act for proceedings for the appointment of Professors. The details of the procedure in proceedings for appointment of professors are stipulated in the Rules of Habilitation Proceedings and Proceedings for the Appointment of Professors.

Article 8

Habilitation proceedings

The Arts Council performs the powers stipulated by the Act for habilitation proceedings. The details of the procedure in habilitation proceedings are stipulated in the Rules of Habilitation Proceedings and Proceedings for the Appointment of Professors.

Article 9

Opinions

The Arts Council gives its opinion on the matters submitted by the Rector.

CHAPTER THREE
CHAIRPERSON

Article 10

Chairperson

(1) The Rector is the Chairperson of the Arts Council.

(2) The Chairperson chairs the meetings and activities of the Arts Council and acts as the representative of the Arts Council towards third parties. The Chairperson may require another member of the Arts Council to chair the meeting of the Arts Council.

PART TWO
THE ACTING BY THE ARTS COUNCIL

CHAPTER ONE
THE MODE OF THE ACTING

Section 1

General provisions

Article 11

The form of the acting

(1) The Arts Council acts through the meetings it holds or remotely, outside the meeting (*per rollam*). The Arts Council may decide by letter unless the matter requires deliberation in a public meeting or unless the matter must be put to a vote conducted by secret ballot. If one third of the members of the Arts Council request the Chairperson to discuss a matter in the meeting although the Chairperson proposed remote voting (*per rollam*), such item shall be discussed in the meeting.

(2) The meetings of the Arts Council are not open to the public, except for meetings

- a) in which a habilitation lecture and/or a defence of a habilitation thesis takes place;
- b) in which a lecture takes place within the proceedings for the appointment of a professor; or
- c) with respect to which the Arts Council decided that the same would be or would not be open to the public.

Article 12

Costs of activities

(1) The costs of the activities of the Arts Council are paid by the Rectorate of JAMU.

(2) In duly justified cases, the Arts Council is entitled to request, through the Rector, for an opinion of an independent expert on arriving at an opinion.

Article 13

Reduction in time restrictions

In the event of an urgent matter arising, the Chairperson may reasonably reduce the time restrictions in place for calling a meeting or for remote voting (*per rollam*).

Article 14

Information for the members

Notification of a meeting, its agenda and any supporting materials, minutes of the meeting and any other documents and information relating to the activities of the Arts Council shall be sent to the email addresses last notified by such members; a message sent by email shall be deemed to have been received upon its sending.

Article 15

Derogatory procedure

(1) If the Arts Council derogates from Articles 12 to 14, Article 17, Article 18 (1), Article 19, Article 20, Article 24 or 25 (3), such procedure shall be considered compliant with the present Part herein unless a justified objection to such derogation is raised by a member of the Arts Council.

(2) Objections may be raised within 3 days from the day on which the Complainant learned about reasons to raise the same, however no later than 7 days from the day on which the given meeting ended or on which the time-limit for remote voting expired. Objections are lodged with the Chairperson to the filing office of the JAMU Rectorate.

Section 2

Meetings

Article 16

Calling meetings

(1) The meetings of the Arts Council, with the indication of the intended agenda, are called by the Chairperson whenever necessary, typically once per half calendar year. The dates of public meetings of the Arts Council in habilitation proceedings or proceedings for the appointment of Professors shall be posted in the public section of the JAMU website by the Chairperson without delay after the same is fixed.

(2) If requested in writing by at least a third of the members of the Arts Council, the Chairperson shall call an extraordinary meeting of the Arts Council, which shall take place within 3 weeks from the day on which they receive such an application.

Article 17

Notice of meeting

(1) The members of the Arts Council are notified of the date and hour of a meeting of the Arts Council by the Chairperson no later than 2 weeks before said meeting; such notice shall indicate the day, venue, time and agenda of the meeting, together with any supporting materials. In justified cases, such supporting materials may be provided at the start of the meeting.

(2) A member may request to add an item to the agenda of a meeting of the Arts Council. If the item requires any written supporting materials in order to discuss it, they should be provided in good time to the Chairperson, whose task it is to prepare such supporting materials for the meeting of the Arts Council.

Article 18

Attendance of meetings

(1) The members of the Arts Council are obliged to be present at meetings in person, unless compelling reasons prevent them from doing so; presence by proxy is not allowed. For the purposes of this internal regulation, the Participants of meetings shall mean members of the Arts Council who attend meetings.

(2) If necessary for an item up for discussion, the Chairperson may invite other persons to a meeting. The public has the right to be present at meetings of the Arts Council which are open to the public.

Article 19

Opening and chairing meetings

(1) The Chair opens the meeting with the announcement that the meeting has been called properly and duly, the Chair verifies the quorum of the Arts Council, appoints the taker of the minutes and presents the agenda of the meeting for approval, alteration or supplementation. If authorized to do so, the Chair may appoint the taker of the minutes among the employees of the JAMU Rectorate, otherwise among the members of the Arts Council.

(2) Each item on the agenda is presented by the Chair or a person authorized by the same as the rapporteur. Then a debate is opened for such an item on the agenda; any Participant of the meeting may claim the floor, either in advance or before the debate ends.

Article 20

Closing the meeting

(1) At the end of the meeting, the Chair reads the wording of the resolutions adopted and any other significant items in the minutes; objections by the Participants to any wording not withdrawn after the debate shall be included in the minutes.

(2) The meeting is closed when the Chair announces the end of the meeting.

Section 3

Remote voting (*per rollam*)

Article 21

(1) If a matter is deliberated remotely (*per rollam*), the Chair shall appoint a taker among the employees of the JAMU Rectorate and send the members of the Arts Council,

through such taker, any necessary supporting materials for the matter to be deliberated and a list of yes/no questions which must be answered in order to make a decision on the matter.

(2) The members of the Arts Council shall answer the questions, through the taker, and may give other comments on the matter within a fixed time-limit which may not be shorter than 1 week.

CHAPTER TWO RESOLUTIONS

Article 22

Quorum

A quorum exists if the majority of its members are present at the meeting or decided remotely (*per rollam*).

Article 23

Conflict of interests

If there are grounds to believe, regarding the relationship of any member of the Arts Council to an item under debate or to persons affected by the item, that the interests of such a member are in conflict with the interests of JAMU, said member of the Arts Council is obliged to notify of such a fact either in person in the meeting or in the first answer provided remotely (*per rollam*) without delay.

Article 24

Procedure before passing a resolution

(1) Draft wordings of resolutions are presented by the Chair. The vote is taken on draft wordings of resolutions in the order in which they were presented. The vote on the amendment is taken before the amended resolution. If any of the resolutions passed by the Arts Council excludes any other resolution, no vote is taken on such other resolution.

Article 25

Passing resolutions

(1) A resolution that qualifies as a resolution of the Arts Council necessitates the following:

- a) The majority of all members is required with respect to:
 1. remote voting (*per rollam*);
 2. a proposal to appoint a docent;
 3. a proposal to appoint a professor;
 4. a proposal to award the honorary degree of “doctor honoris causa”.

b) The majority of all members in all other cases.

(2) A member does not approve a proposal unless the same expresses approval.

(3) The Chair shall announce whether a resolution has been passed immediately after ascertaining the result of the vote.

Article 26

Voting

(1) Unless otherwise decided by the Arts Council, the vote is public. The vote is conducted by secret ballot:

- a) on a proposal whether a candidate should be appointed an associate professor (*docent*);
- b) whether a candidate should be appointed a an associate professor (*docent*);
- c) on a proposal whether a candidate should be appointed a Professor;
- d) on the submission of a proposal to appoint a Professor approved by the Arts Council of the faculty to the Minister of Education, Youth and Sports.

(2) The vote by secret ballot shall use ballot papers in which options are pre-printed. Each member votes by circling the option of their choosing; otherwise the ballot paper shall not be valid.

CHAPTER THREE
MINUTES OF A MEETING

Article 27

Taking minutes

(1) The minutes of each meeting of the Arts Council are taken by the minutes taker and the same are then sent by the minutes taker for verification and signature by the Chair of the meeting without undue delay after the meeting ends or in case of remote voting (*per rollam*) after the expiry of the last date for an answer. The taker shall then send the verified minutes to the members of the Arts Council.

(2) The minutes shall always indicate who called the meeting and how, when and where the minutes were taken, who was present in the meeting, who chaired the meeting and the approved agenda of the meeting, result of the votes, exact wording of passed resolutions and date of the minutes. The minutes of remote voting shall include the questions asked, the votes of the members, result of the votes and date of the minutes.

(3) The members of the Arts Council have the right to request their opinion be included in the minutes.

Article 28

Comments on the minutes

(1) The members of the Arts Council participated in the meeting have the right to make comments on the minutes without undue delay after the same has been sent. Such comments are presented to the Chair.

(2) The Chair shall accommodate the comments if they are justified, otherwise they are rejected. Any comments and methods of dealing with them are contained in an annex to the minutes.

Article 29

Final wording of the minutes

(1) The Chair shall send the final wording of the minutes to all the members of the Arts Council without undue delay. The minutes shall also be signed by the minutes taker.

(2) The Chair shall archive the minutes in both formats and publish them in electronic format in the public section of the JAMU website without undue delay.

**PART THREE
TRANSITIONAL AND CONCLUDING PROVISIONS**

Article 30

Transitional provisions

The meetings of the Arts Council called in accordance with the previous internal regulations of JAMU and any minutes thereof shall be governed by the previous internal regulations.

Article 31

Repealing provisions

The Rules of Procedure of the Arts Council of Janáček Academy of Music and Performing Arts in Brno of 21 February 2007 shall be repealed.

Article 32

Effective date

The present internal regulation shall come into force on the day of its registration by the Ministry of Education, Youth and Sports, and it shall become effective on the first day of the second calendar month following the month in which it came into force.

prof. Ing. MgA. Ivo Medek, Ph.D., m.p.

Rector

prof. PhDr. Silva Macková, m.p.

Chairperson of the Senate

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