## THE CODE OF PROCEDURE FOR THE ACADEMIC SENATE OF THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY<sup>1</sup>

Under sections 27 (1) (c) and 33 (2) (c) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, the Academic Senate of the Faculty of Physical Education and Sport of Charles University has adopted this Code of Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University as its internal regulation:

## Part One Meetings

## Article 1 Schedule of Meetings

- Meetings of the Academic Senate of the Faculty of Physical Education and Sport of Charles University (hereinafter referred to as the "Senate") are held at least six times per academic year, but usually once a month except for the months of July and August. The schedule for Senate meetings is prepared by the Senate Board (hereinafter referred to as the "Board") for the period of one academic year.
- 2. The meeting schedule is sent to:
  - a) to all members of the Senate,
  - b) to the Dean, Vice-Deans, Secretary, and other members of the Dean's Board.
- 3. The schedule for meetings is published in the publicly accessible part of the website of the Faculty of Physical Education and Sport of Charles University (hereinafter referred to as the "Faculty").

#### Article 2 Regular and Special Meetings

- 1. Regular meetings of the Senate are convened by its President in accordance with the approved schedule. The Board may decide to change the date of a regular meeting.
- 2. A special meeting is convened by the President of the Senate within ten days of receiving a request for a special meeting from the Dean or from at least one-fifth of all members of the Senate, unless the request requires a longer time limit. The subject of the request must concern only matters which cannot be delayed; the request must be accompanied by documentary materials.
- 3. The date and place of the regular meeting must be announced to the persons and bodies referred to in Art. 1 (2) and, where appropriate, to other persons who are to attend the

<sup>&</sup>lt;sup>1</sup> Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

meeting, at least ten days in advance; the date and place of the special meeting must be announced at least three days in advance.

#### Article 3

## Opening and Management of the Meetings

- 1. The meeting may be opened if an absolute majority of all members of the Senate are present. If, during the course of the meeting, it is established (Art. 9 (5)) that the number of members present has fallen below this threshold, the meeting will be terminated after this situation has lasted for 15 minutes.
- 2. The meeting will be presided over by the President of the Senate or by a member of the Board authorized by the President of the Senate (hereinafter referred to as the "Presiding Officer").

#### Article 4

#### Agenda of the Meeting

- 1. The Board proposes the agenda for each meeting. In doing so, the Board proceeds primarily on the basis of the internal regulations of the Faculty and the internal regulations of Charles University (hereinafter referred to as "the University"), of the resolutions of the Senate, and of the motions of the members of the Senate.
- The proposed agenda of the meeting must be announced in the manner provided for in Art.
  2 (3). In urgent cases, the Board may subsequently amend or alter the proposed agenda in a different way.
- 3. After the meeting has been opened, the Presiding Officer allows the members of the Senate to submit motions to amend or alter the agenda of the meeting. The Dean also has the right to submit such motions. The person submitting the motion to amend the agenda is required to justify the urgency of the motion.
- 4. The Senate decides by resolution on the proposed agenda and on any motions to amend or alter it under paragraphs 2 or 3. Later amendments to the agenda are not admissible.
- 5. The Senate may decide on the maximum duration of each meeting or, by a single resolution, set the maximum duration for each of the scheduled meetings.

## Article 5

#### Adjournment

- 1. If the approved agenda has not been completed during the time set for the meeting of the Senate in accordance with Art. 4 (5), the Board may decide to adjourn the meeting. The meeting may also be adjourned if it could not be opened due to the lack of quorum of members of the Senate 45 minutes after the announced opening of the meeting or in lieu of termination in accordance with the second sentence of Art. 3 (1). The Board will decide on an adjournment whenever it is not possible to defer the remaining items on the agenda until the next regular meeting.
- 2. The meeting may also be adjourned if the order of the meeting has been grossly disrupted.

3. The meeting may be adjourned for a maximum of 14 days. The date and place of the meeting at which the adjourned meeting is to be continued must be announced to the persons and bodies referred to in Art. 1 (2) only if those persons or representatives of the bodies were not present at the adjourned meeting. The announcement will be made without delay.

#### Article 6 Consideration of the Individual Items on the Agenda

- 1. Individual items on the agenda are usually considered on the basis of documentary materials.
- 2. The documentary materials are submitted to the Board by the person who submits a motion for their consideration and they are submitted no later than ten days before the date of the meeting of the Senate; this time limit does not apply to special meetings or to cases for which a different time limit is set out in this Code. The documentary materials are made available to the members of the Senate without delay via the publicly inaccessible part of the Faculty's Internet or intranet website and they are sent to the members of the Senate together with the notice of the date and place of the meeting in accordance with Art. 2 (3). The documentary materials and documents referred to in Art. 1 and 4 may be sent electronically, unless a member of the Senate has, in justified cases, specified that some or all of them should be sent to him in a hard-copy format; details of the Senate's electronic communication must be available from the Secretary to the Senate and made available in accordance with the preceding sentence. In simple cases, with the agreement of the Board or, during a meeting, with the agreement of the Senate, an item on the agenda may be considered without documentary materials. If at any time during the meeting the Senate decides not to consider the matter without the documentary materials, it will decide to place the matter on the agenda for the next meeting of the Senate or will decide on a different procedure.
- 3. The opening statement during the consideration of an item on the agenda item will be made by the mover or by a member of the Board or a member of a Senate commission.
- 4. Apart from the mover, the Board may also invite the author of the motion and other persons to participate in the consideration if it is appropriate for the proper consideration of the matter. The persons who must be invited to the meeting are also set out in the provisions of part two.
- 5. If the requested opinions of Faculty bodies are submitted in writing, they must be submitted to the Board at least three days before the meeting of the Senate.
- 6. If, at any time during the meeting, the Senate decides that the documentary materials are insufficient, it will request that they be amended and decide to place the relevant item of the agenda on the next meeting of the Senate or will decide on a different procedure.

## Debate

- 1. A debate is held on each item on the agenda. The persons referred to in Art. 1 (2) and other persons pursuant to s. 26 (4) of the Higher Education Act may participate in the debate.
- 2. Other persons may also claim the floor in the debate. The Senate may refuse to allow such persons to take the floor.
- 3. Claiming the floor in a debate is made during the meeting by raising one's hand or in any other manner decided on in advance by the Senate.
- 4. The Presiding Officer gives the floor to the speakers in the order in which they requested to speak. The Senate may decide to restrict the time for speakers to three minutes.
- 5. A member of the Senate has the right to make a comment regarding facts through which he responds to the course of the debate. He will be given the floor as soon as the speaker who speaks at that moment has finished. A comment regarding facts may not exceed one minute.
- 6. Except for the consideration of the motions referred to in Art. 12, and unless the special provisions of this Code indicate otherwise, members of the Senate may, during the debate, submit motions to amend or alter motions contained in the documentary materials or made in the opening statement under Art. 6 (3).
- 7. A mover may amend or alter his motion in accordance with the course of the debate, unless the Senate has agreed not to allow amendments to the motion submitted.
- 8. At the end of the debate, the floor will be given to the mover, if he so requests.
- 9. The Presiding Officer may move that the debate be closed if it is clear that its continuation cannot contribute to clarifying the matter under debate.
- 10. No one may be interrupted by anyone while speaking in a debate; this does not apply to the Presiding Officer's warning that a speaker may be ordered to discontinue his speech. In exceptional cases, the Presiding Officer may order a speaker to discontinue his speech if the speaker:
  - a) despite prior notice, fails to speak on the matter under consideration or abuses the right to make a comment regarding facts; any member of the Senate may raise an objection to such action, which will be decided on by the Senate without delay,
  - b) exceeds the time for speakers set under paragraph 4 or the time limit set under paragraph 5.
- 11. No debate is held on items on the agenda in which the subject concerns information which the Senate should take into account if the documentary materials (Art. 6 (1) and (2)) have been made available and if no member of the Senate requests a debate.

## Article 8

## Resolution

- 1. The Senate expresses its will by resolution.
- 2. The Senate has a quorum if an absolute majority of its members are present. Unless the Higher Education Act stipulates otherwise, a resolution is adopted if a majority of those present, but at least one-third of all members of the Senate, have voted in favour of it; in the case of resolutions concerning the internal regulations of the Faculty and organizational

change (Article 12 (1)), at least two-thirds of those present, but at least an absolute majority of all members of the Senate, must vote in favour of it.

3. The full text of the resolution must be transcribed verbatim in the minutes. If it is necessary to execute the resolution separately in writing, the President of the Senate or a member of the Board authorized by him will sign the document.

### Article 9

### Voting

- 1. A separate vote is held on each motion submitted to the Senate, unless the mover of the motion withdraws it before the vote is held. In the case of a meritorious motion, the Senate may decide not to allow the withdrawal of the motion; this does not apply in the case of a vote on a draft internal regulation of the Faculty.
- 2. Motions which are related in terms of their substance or motions on the same agenda item may be voted on together. This does not apply if the mover has raised an objection to the motion during the consideration, or if a member of the Senate requests a separate vote.
- 3. Motions are voted on in the order in which they have been submitted, with the following exceptions:
  - a) if a motion to withdraw an item from the agenda is submitted, it will be voted on first,
  - b) motions to amend and to alter are voted on before the vote on the underlying motion, and they are voted in the reverse order to that in which they have been submitted,
  - c) in the case of motions formulated with alternatives, the individual alternatives are voted on first and this is followed by a vote on the resulting motion; the best alternative is determined by a simple majority of votes, and in the event of a tie vote, the vote will be repeated after a brief additional debate on the alternatives; if an alternative receives the number of votes required for the adoption of the motion, no further voting will take place.
- 4. Motions to amend are adopted if a majority of those present votes in their favour, this is regardless of the result required for the adoption of the original motion.
- 5. Before each vote, the Presiding Officer will announce that a vote is to be held and, if necessary, he will ascertain the number of members of the Senate actually present. When ascertaining the number of persons present, it is possible to use equipment which will facilitate the ascertainment of the number.
- 6. Voting is public, unless the Higher Education Act states otherwise. A vote which concerns persons identified by their names is always held by secret ballot; this does not apply to the appointment of election commissions or commissions to ascertain the results of a vote or to vote under Art. 7 (2). Upon a proposal of a member of the Senate and with the approval of at least one-third of the members of the Senate present, voting will also be done by secret ballot in other cases; however, if the vote concerns a motion to amend, the Senate must decide by resolution on secret ballot.
- 7. If the vote is public, voting is held by a show of hands or, where appropriate, using aids which facilitate the determination of the results of the vote, for example by means of mechanical or electronic voting machines.

- 8. If the vote is by secret ballot, voting is done by placing the ballot paper in the ballot box. The result of the ballot is determined by a three-member commission which may be composed only of members of the Senate.
- 9. Voting may not be interrupted.
- 10. After the close of the voting or after ascertaining the result of the vote, the Presiding Officer or a member of the commission referred to in paragraph 8 authorized by him will announce the result by stating the number of votes cast in favour of the motion, the number of votes cast against the motion, and the number of members of the Senate who have abstained. If a member of the Senate who is present does not take part in the vote, he is deemed to have abstained.
- 11. Procedural issues may be voted on by tacit consent. In this case, there is no need to ascertain the numerical results of the vote. This vote may not be taken if a member of the Senate raises an objection to it.
- 12. Any member of the Senate may raise an objection to the conduct of the vote immediately after it has taken place. The Senate will decide on such objection without debate. If the Senate sustains the objection, the vote will be repeated.

## Article 10 Remote Consideration and Voting

- 1. In cases where the Board is empowered to decide on the opinions of the Senate (Art. 17 (4)) and in questions of the organisation of the work of the Senate, the matter may be considered and voted on remotely on the basis of a resolution of the Board.
- 2. The resolution referred to in paragraph 1, the documentary materials, the text of the motion, and the voting form will be sent to the members of the Senate by means of a closed electronic conference. The resolution will specify the time limit for consideration and for voting, which must not be less than five working days from the date of sending. If a member of the Senate so requests, the motion will also be sent to him in writing.
- 3. Voting is public. The filled-in voting form contains the name of the voter and his vote (yes/no/abstain), otherwise it is invalid.
- 4. A motion which is voted on remotely will be deemed to be approved if a majority of all members of the Senate have voted in favour of it. In matters concerning the organization of the work of the Senate, the Board may, if a member of the Senate so requests within three days of the announcement of the results of the vote, suspend the effectiveness of the resolution thus adopted and decide to reconsider the motion at the next meeting of the Senate.
- 5. Remote voting may not be used when a matter must be decided by secret ballot. Remote voting may also not be used if at least one-third of the members of the Senate object to it no later than within the time limit for consideration and voting.
- 6. The minutes of remote vote are approved by the Senate at its next regular meeting. The minutes of the remote vote include a list of the names of the members of the Senate, indicating how each of them voted. The third sentence of Art.17 (4) does not apply.

### Article 11 Minutes and Records of Meetings

- 1. Minutes are taken of each meeting of the Senate, and an audio, audio-visual, or written record is made as a basis for the minutes.
- 2. The minutes state the date of the meeting, which members of the Senate were present, who was excused or who was absent, who was invited to the Senate meeting, which member of the Board acted as the Presiding Officer, what the agenda of the meeting was, who gave the opening statement on each item on the agenda, who took part in the debate, what the content of the motions presented was, what resolutions were adopted, and what the numerical results of the vote were. A participant in the debate is obliged to introduce himself if he is requested to do so by the person recording the meeting.
- 3. If written materials have not been submitted for certain items on the agenda which require the adoption of a resolution, the minutes will also include basic characterization of the content of those items.
- 4. Upon the express request of the person who delivered the motion, opinion, or other communication, or on the basis of a resolution of the Senate, the minutes will also include the required verbatim wording from such presentation. The request must be made during the consideration of the question.
- 5. The minutes are taken by the Secretary to the Senate. In his absence, a written record of the meeting is made by a person authorized by the Presiding Officer.
- 6. The correctness of the written record of the meeting and the minutes is verified by the Presiding Officer.
- 7. The minutes are sent to the persons and bodies referred to in Art. 1 (2). The resolution of the Senate will be sent to other bodies or persons if it directly concerns them.
- 8. The Senate reviews the minutes at its next meeting as a separate item on the agenda. Any necessary correction will be made if a member of the Senate so requests. If the matter is controversial, the Senate will decide by resolution on the correction of the minutes.
- After the review, any corrections will be sent to the persons and bodies referred to in Art. 1 (2). The minutes will also be published on the publicly accessible part of the Faculty's website after the review.

#### Part Two Meetings on Certain Issues

#### Article 12

Decision-Making on the Organization of the Faculty

- 1. A motion to establish, merge, consolidate, subdivide, or dissolve (hereinafter referred to as "organizational change") Faculty units is submitted to the Senate by the Dean.
- 2. The deadline for the submission of documentary materials is three weeks before the date of the Senate meeting.

- 3. A motion for an organizational change must include reasoning. It must be accompanied by documentary materials containing a concept of the newly established Faculty unit, a concept of its organizational structure, and an economic analysis. In the case of a motion for a different organizational change, the provisions of the previous sentence apply with the necessary modifications.
- 4. The heads of the Faculty units affected by the organizational change will present their opinions in the debate on the motion.

## Approval of Internal Regulations of the Faculty

The draft of an internal regulation of the Faculty, together with the reasoning, is submitted in a hard-copy and electronic format through the Senate Board.

#### Article 14

#### Election of the Dean

- 1. The election is carried out by a five-member election commission appointed by the Senate upon a motion of the Board. The commission is appointed only from among the members of the Senate; the members of the commission must include at least one member of the academic staff and at least one student. A person who has been nominated as a candidate for the office of the Dean may not be a member of the election commission.
- 2. In accordance with the decision of the Senate, the election commission:
  - a) notifies members of the academic community of the Faculty of the principles of preparation, organization, and schedule of the election,
  - b) receives nominations, compiles a list of candidates, and continuously informs the academic community of the Faculty of its composition,
  - c) ensures the proper conduct of the election campaign and assists in the organization of pre-election assemblies,
  - d) takes the minutes of the conduct and results of the elections.
- 3. Nominations are submitted according to paragraph 2 (b) within fifteen days of the date of the election.
- 4. Nominations of candidates for the office of the Dean must be submitted together with
  - a) a written consent of the candidate to his nomination,
  - b) a brief curriculum vitae of the candidate with a description of his work at the faculty,
  - c) a brief outline of the candidate's election platform,
  - d) a signed nomination from at least ten members of the academic community of the Faculty.
- 5. After the expiration of the period referred to in paragraph 3, the candidates may speak at a pre-election meeting of the Senate which will be held at least seven days before the day of the election. Speeches by candidates at the election meeting of the Senate are not admissible.
- 6. The date of the election meeting of the Senate is announced at least sixty days in advance. The documentary materials referred to in paragraph 4 (b) and (c) are sent to all members of the Senate at least ten days before the date of the election meeting.

- 7. The election is held by secret ballot.
- 8. The candidate who receives an absolute majority of the votes of all members of the Senate is elected.
- 9. In the event that no candidate is elected, the two candidates who received the highest number of votes will advance to another round of the election. If there is a tie in the first place between more than two candidates or if there is a tie in the second place, all candidates who have received the same number of votes will also advance to the next round. A next round of the election will be also held if there is a tie in a round in which only two candidates were voted on. If neither of the two candidates voted on in the round receives a majority of the votes of all the members of the Senate, the candidate who obtained the higher number of votes advances to the next round.
- 10. If the only candidate voted on in a given round does not receive an absolute majority of the votes of all members of the Senate, the election will be terminated. In that event, a reelection will be held within one month from among new candidates. New nominations must be submitted within fourteen days.
- 11. A person who has been nominated twice in succession and has not been elected may not stand for re-election or for election within three years of the date of the first unsuccessful election in which he stood.
- 12. During an election, any candidate may withdraw their candidacy before the start of the relevant round.
- 13. The result of the election is announced to the candidates by the President of the Senate or by a member of the Senate Board if the President of the Senate is not present.
- 14. The election commission informs the academic community of the Faculty of the result of the election immediately after the completion of the election.
- 15. The President of the Senate sends the minutes of the election together with the request to appoint the elected candidate as the Dean of the Faculty to the Rector within seven days.

#### Motion to Remove the Dean from Office

- 1. Any member of the Senate or at least one hundred members of the academic community of the Faculty may submit a motion to the Senate to remove the Dean from office; the motion must include a written statement of the reasons for the removal. The reasons must be clearly specified, must be related to the performance of the Dean's office, and must relate to circumstances in which the Dean seriously fails to perform his duties or seriously harms the interests of the Faculty or the University.
- 2. The Dean is informed of the motion to remove him from office at least 10 days before the regular meeting of the Senate. The Dean has the right to take the floor and defend himself at the relevant meeting of the Senate.
- 3. A motion to remove the Dean from office is approved if at least three-fifths of all members of the Senate have voted in favour of the motion. The motion to remove the Dean from office, together with the reasons for the motion, the verbatim wording of the resolution, the results of the vote, and any other information necessary for assessment of the validity of the resolution must be signed by the President of the Academic Senate of the Faculty.

## Article 16 Depriving a Member of the Senate of his Mandate

- 1. A member of the Senate may be deprived of his mandate because of his absence on at least three consecutive meetings of the Senate without prior excuse.
- 2. The member of the Senate who is to be deprived of his mandate must be duly invited to the meeting of the Senate at which the vote on his mandate is to be taken. He may use this meeting of the Senate to explain the reasons for his unexcused absence in previous meetings, he may also give such explanation in writing.

## Part Three Bodies of the Senate and the Secretary

# Article 17

# Board

- 1. The Board consists of the President of the Senate and three Vice-Presidents of the Senate, two of whom are from the Curia of the Academic Staff and one from the Curia of the Students. The members of the Board are elected by the Senate by secret ballot for a threeyear term of office or until the end of their term of office as members of the Senate, and they may be removed from office by secret ballot.
- 2. The President of the Senate convenes the meetings of the Senate and represents the Senate. He is represented by the Vice-President of the Senate, who is designated by him.
- 3. The Board prepares the meetings of the Senate.
- 4. If a matter cannot be postponed, the Board is authorized, in the period between meetings of the Senate, to take a decision on Senate opinions for which a secret ballot is not stipulated by an internal regulation of the Faculty. The Board may adopt such opinions only after it has informed the members of the Senate and after it has received the opinion of the relevant Senate commission. A debate is held on the opinion adopted by the Board at the next meeting of the Senate; if the Senate so decides, the opinion will cease to have any further validity. This does not affect the provision concerning special meetings of the Senate.
- 5. The Board also performs the tasks set out in the Code of Electoral Procedure for the Academic Senate.

## Article 18 Election of Members of the Board

- 1. The regular election of the Board of the Senate is held at the first meeting of the Senate during the given term of office of its members.
- 2. The election of the President of the Senate is announced by the oldest member of the Senate who presided over the first meeting until the election of the President.
- 3. The election to fill a vacancy in the office of President of the Senate during the term of office is announced by the Board.

- 4. Only a member of the Senate or a group of members of the Senate may submit nominations for the President and Vice-Presidents of the Senate.
- 5. For the purpose of the election, the Senate will appoint a three-member election commission during the meeting at which the election will be held. The election commission may be composed only of members of the Senate. Both the Curia of the Academic Staff and the Senate Curia of Students must be represented in the commission. A member of the election commission may not stand for election as a candidate.
- 6. The election of the President of the Senate precedes the election of the Vice-Presidents of the Senate.
- 7. Voting in the election is by secret ballot. For an election to be valid, the number of valid ballots cast must exceed half the number of members of the Senate present.
- 8. The candidate who receives the highest number of votes is elected. In the event of a tie vote, the election will be decided by drawing lots.

#### **Board Meetings**

- 1. The Board meets as required.
- 2. Meetings of the Board may be attended by the Dean, Vice-Deans, the Secretary, and the Chairs of the Senate commissions, as well as other persons invited by the Board or the President of the Senate.
- 3. Minutes of Board meetings are signed by the President of the Senate. The minutes are published within ten days of the meeting in the publicly accessible part of the Faculty website and they are sent to all members of the Senate and the Dean together with an invitation to the next Senate meeting.
- 4. The President of the Senate or a member of the Board authorized by him presents information on the meeting of the Board and its conclusions at the next meeting of the Senate.
- 5. The provisions of part one apply with the necessary modifications to the meeting of the Board.
- 6. If the Vice-President of the Senate cannot stand in for the President of the Senate or if the Vice-President of the Senate cannot perform the vacant office of the President, the oldest member of the Board will perform the duties of the President.

## Article 20

#### Senate Commissions

Senate commissions are initiating and auditing bodies in the individual areas of the Senate's competence.

### Article 21 Establishment of Senate Commissions

- 1. Commissions are established by the Senate; the following commissions are always established: an Economic Commission, a Legislative Commission, and a Study Commission. A member of the Senate or the Dean may submit a motion to establish or dissolve another Senate commission.
- 2. Any member of the Senate may apply to be a member of a Senate commission at a meeting of the Senate; outside a meeting of the Senate, any member of the Senate may be appointed by the Board as a member of a Senate commission upon his request. Membership in a Senate commission may be resigned at any time, and such resignation is effective on the date of announcement to the Board. The Board will ask members of the Senate to apply to be members of a commission if the number of its Senate members is lower than three.
- 3. The term of office of the members of a commission is the same as the term of office of the members of the Board.
- 4. The chair of a Senate commission is elected and removed from office by its members. The election of the chair of a Senate commission is held at the first meeting of the Senate commission. The Secretary to the Senate arranges the convening of the first meeting of a Senate commission.

# Article 22

## Meetings of Senate Commissions

- 1. All members of a Senate commission must be invited to the meeting. The Senate commission may adopt a resolution if at least three of its members who are members of the Senate are present.
- 2. A resolution is adopted by a majority of votes of the Senate commission members present.
- 3. If the Senate commission so decides or if the President of the Senate is aware of it and the matter cannot be postponed, the commission may meet with fewer members in the presence of the chair of the Senate commission or a member of the Senate commission appointed by him from among the members of the Senate. The provision of the second sentence of paragraph 1 is not affected by such a procedure.
- 4. The provisions of part one apply to the meetings of the Senate commissions with the necessary modifications. The details are decided by the Senate commission and the Board must be notified of the resolution.

#### Article 23 Secretary

- The Secretary to the Senate is appointed by the Board from among the members of the Senate for a term of office coinciding with the term of office of the members of the Board. A member of the Board may not be appointed to the position of the Secretary to the Senate.
- 2. The Secretary to the Senate attends Senate meetings, meetings of the Board, and meetings of Senate commissions and takes minutes of these meetings; in Senate meetings, he supervises the making of audio or audio-visual recordings or makes written records of the meetings.

#### Article 24

#### Archiving Documents and Other Records

The Secretary is responsible for archiving documents related to the activities of the Senate. The archiving of documents is governed by special regulations.

#### **Part Four**

#### **Final Provisions**

#### Article 25

- 1. Parts I and III of the Code of Procedure and the Code of Electoral Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University in Prague of 13 April 1999 are repealed.
- 2. This Code was approved by the Academic Senate of the Faculty of Physical Education and Sport of Charles University on 14 June 2017.
- 3. This Code comes into force on the date of its approval by the Academic Senate of the University.<sup>2</sup>
- 4. This Code comes into effect on the first day of the calendar month following the day on which it came into force.

<sup>&</sup>lt;sup>2</sup> Section 9 (1) (b) of the Higher Education Act.

The Academic Senate of the University approved this regulation on ...

Doc. MUDr. Jan Heller, CSc. President of the Academic Senate of the Faculty of Physical Education and Sport of Charles University Doc. MUDr. Eva Kohlíková, CSc. Dean of the Faculty of Physical Education and Sport of Charles University

PhDr. Tomáš Nigrin, Ph.D President of the Academic Senate of Charles University