

**UNIVERSITY OF ZAGREB
FACULTY OF SCIENCE**

**RULES OF PROCEDURE OF THE
COUNCIL OF THE FACULTY OF SCIENCE,
UNIVERSITY OF ZAGREB**

Zagreb, January 2011

Pursuant to Article 22, paragraph 3, sub-paragraph 11, and Article 143, paragraph 4 of the Statute of the Faculty, in connection with Article 42, paragraph 4 of the Statute of the Faculty of Science, at the proposal of the Faculty Collegium of the Faculty of Science of 13 January 2011, the Dean of the Faculty of Science, University of Zagreb, adopted the following

RULES OF PROCEDURE OF THE COUNCIL OF THE FACULTY OF SCIENCE, UNIVERSITY OF ZAGREB

I. General provisions

Article 1

- (1) These Rules of Procedure of the Council of the Faculty of Science, University of Zagreb (hereinafter: Rules of Procedure) regulate the manner of work and operation of the Council of the Faculty of Science (hereinafter: Faculty Council).
- (2) The provisions of the Rules of Procedure are compulsory for all members of the Faculty Council, and for its committees and boards, and other persons participating in the work of the Council.
- (3) Gender-specific terms used in these Rules of Procedure, regardless whether they are used in the male or female gender, refer equally to both the male and female genders.

Article 2

The Faculty Council is organised according to the principle of delegation in accordance with the Statute of the Faculty of Science (PMF).

Article 3

- (1) The first session following the election of members to the Faculty Council is called by the dean.
- (2) The Faculty Council is constituted by establishing the presence of the majority of all members elected to the Council.
- (3) The term of representatives from the previous convocation terminates on the date of constitution of the Faculty Council.

Article 4

- (1) Sessions of the Faculty Council are public and are generally held according to the schedule defined at the first session of the current academic year, and where necessary may be held more often for justified reasons.
- (2) The dean of the Faculty must call a session of the Faculty Council when so requested by at least one-third of all Faculty Council members.
- (3) Faculty Council sessions may be attended, other than by Council members, by other interested persons of the Faculty and outside the Faculty at the invitation of the dean or a Faculty Council member.
- (4) The dean may also invite relevant experts to attend a session to present their expert opinion concerning specific issues on the agenda.

Article 5

- (1) The Faculty Council performs tasks from within its remit at its sessions.
- (2) Absence from a session must be justified to the dean.

Article 6

The dean of the Faculty chairs Faculty Council sessions and, in the event of his absence, he is substituted by a vice-dean based on the order defined in the PMF Statute.

II. Preparation of and calling Faculty Council sessions

Article 7

- (1) Activities related to the preparation of and calling sessions are organised and conducted by the Dean's Office.
- (2) The Dean's Office receives, processes, and submits to the dean all written materials for a particular Faculty Council session, with a view to determining the agenda for that session. Faculty departments must submit written materials for Faculty Council sessions to the Dean's Office at the latest within 10 days of the scheduled date of a particular Council session.
- (3) The dean sets the time and place of a Faculty Council session in the written invitation that is delivered to each Council member.
- (4) Session invitations are delivered to each member of the Faculty Council. Written materials for sessions, accompanying the invitation, are submitted to department heads and/or published in electronic form on the Faculty website, where technical conditions permit, at the latest four days before the session and, exceptionally, where justified by circumstances, on the date of the session. Access to materials on the Faculty website is permitted only to Faculty Council members.

Article 8

Prior to holding the Faculty Council session, all personnel issues submitted to the Faculty Council must be previously discussed at a session of the Faculty Collegium.

Article 9

- (1) Each Faculty Council member may submit a written query or proposal to the dean concerning an issue he holds should be discussed by the Faculty Council at its session.
- (2) If the dean does not accept the proposal or query referred in paragraph 1 of this Article, he shall notify the proposer accordingly in writing within 7 days.
- (3) A proposal or query must be discussed at the Faculty Council session if requested by at least 1/3 of the total number of Faculty Council members.

III. Conduct of sessions

Article 10

- (1) Faculty Council sessions may proceed if attended by a majority of all Council members.
- (2) The dean opens and closes the session, chairs the session, directs the discussion, determines attendance, proposes the agenda, and reports to the Faculty Council about the possible presence of persons referred to in Article 4 of these Rules of Procedure, who are not Faculty Council members.

Article 11

- (1) An addendum to the agenda may be adopted at a session, but only in cases occurring after the session is called.

- (2) Amendments to the agenda may also be acknowledged at a session whenever it is established that it is necessary to do so.
- (3) The member moving for an amendment to the agenda shall present and explain the content of the amendment to the agenda and, whenever necessary, pre-distribute materials to all Faculty Council members to allow for their participation in the discussion.
- (4) Voting concerning amendments to the agenda is held in an open ballot by a majority vote of present Faculty Council members.

Article 12

- (1) The dean gives the first member the word in the order of items on the agenda circulated to Council members. The speaker presents the subject matter clearly and concisely and proposes the content of the decision or conclusion that should be adopted.
- (2) In procedures for appointment to grades (ranks), the speaker must be one of the members of the Expert Commission for issuing opinions on candidates in vacancy announcements. Exceptionally, if no member of the Expert Commission is a Faculty Council member, the speaker may be head of the relevant faculty department or member of the Council of the relevant department and who holds the same or higher scientific grade (rank) in relation to the one to which the candidate is appointed. Presentations concerning procedures for appointment to grades (ranks) must include all relevant data on the candidate and, at the time of presentation, speakers must take into account the relationship between the duration of their presentation and grade (rank) with respect to which the procedure is conducted.
- (3) If an agenda item pertains to the procedure for appointment to grades (ranks), which is conducted by the Faculty, and one of the speakers from the previous paragraph of this Article is not present, the Faculty Council may render a decision at the proposal of the dean, in an open ballot by a majority vote of all members present, that the discussion and decision-making with respect to that agenda item be postponed for the following session.

Article 13

- (1) Other than Faculty Council members, invited experts have the right to participate in the discussion in the order in which they request to speak.
- (2) Participants in a discussion shall adhere to the content of the agenda to be discussed.
- (3) Participation in a discussion concerning an agenda item for all participants in the discussion, other than the dean and the speaker, may generally last no more than 5 minutes, with a rebuttal in the duration of no more than 2 minutes.
- (4) The dean may call the speaker to order or withdraw their right to speak, if the speaker insults or disturbs the work of the session.

Article 14

If, during a discussion concerning an agenda item, neither a decision nor discussion are possible, the dean may propose to Faculty Council members that the discussion and decision-making concerning that agenda item be postponed until the following Council session.

Article 15

During the session, the dean may request an individual statement from each Faculty Council member concerning issues that are decided in an open ballot.

Article 16

- (1) When the dean finds that the content of a particular agenda item has been discussed sufficiently, the dean moves for the conclusion of discussion on that item, or for a

decision to be rendered.

- (2) Each Faculty Council member may also exercise the right referred to in the previous paragraph.
- (3) Discussions are concluded by the dean and may not continue further.

Article 17

- (1) On the basis of the discussion referred to in the previous Article of these Rules of Procedure, the dean formulates a proposal of the conclusion or decision, which is then subject to voting after conclusion of the discussion.
- (2) Proposals of conclusions or decisions from the previous paragraph of this Article are subject to voting only once.
- (3) Repeated voting at the same session is null and void.

Article 18

- (1) The Faculty Council renders decisions in an open vote by a majority vote of Faculty Council members present, except in cases stipulated otherwise by law, University Statute, or the PMF Statute.
- (2) Other than in cases provided by law, University Statute, or PMF Statute, the Faculty Council may also render decisions in a secret ballot when the majority of Faculty Council members present accepts to do so at the proposal of the dean or any other Faculty Council member.
- (3) The secret ballot is performed on ballot slips, which include the subject matter of voting and the words “YES”, “NO” or “ABSTAIN”.

Article 19

- (1) A decision of the Faculty Council is deemed adopted if the dean confirms and publishes the vote results concerning a particular agenda item.
- (2) After the dean establishes and publishes the vote results, the decision becomes valid and produces legal effect.
- (3) Decisions of the Faculty Council are signed by the dean and, in his absence, by the vice-dean referred to in Article 6 of these Rules of Procedure if he chaired the session.

IV. Nullifying, quashing, and revising decisions

Article 20

The Faculty Council may nullify, quash, or revise its adopted decision if the decision is contrary to law or a general act of the Faculty, if it was adopted on the basis of incorrect data or when this would be in the interest of the Faculty.

V. Minutes of the Faculty Council sessions

Article 21

- (1) Minutes are taken of each session. Minutes are taken by the minutes-taker who is responsible for the orderly and truthful content of the minutes.
- (2) Minutes are signed by the dean, or by the vice-dean referred to in Article 6 of these Rules of Procedure if he chaired the session, and by the minutes-taker.
- (3) The signed minutes may not be corrected, changed, or supplemented.

Article 22

- (1) The minutes must include:
 - ordinal number of the session, counting from the commencement of the mandate of

- the Faculty Council,
- location, date and time of the session,
 - names of all Faculty Council members present,
 - names of all Faculty Council members absent, with a note of whether their absence is justified or not,
 - names of all persons attending the session other than Faculty Council members,
 - data on quorum,
 - summary of the discussion by agenda items, with the names of persons participating in the discussion,
 - merit of decisions or conclusions of the Faculty Council adopted by agenda items,
 - time of adjournment or termination of the session.
- (2) Session minutes must be drawn up within ten days of the held session, and circulated to each Faculty Council member with the invitation to the following Faculty Council session, while the original copy of the signed and authorised minutes is deposited in the official archives.

VI. Transitional and final provisions

Article 23

Any Faculty Council member may submit a substantiated proposal of amendments to the Rules of Procedure.

Amendments to the Rules of Procedure are adopted in the same procedure in which these Rules of Procedure were adopted.

Article 24

These Rules of Procedure shall enter into force on the eighth day following the date of its publication on the bulletin board of the Faculty.

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Zagreb, 13 January 2011

DEAN OF THE FACULTY

Professor Amir Hamzić, PhD, *manu propria*

These Rules of Procedure were published on the bulletin board of the Faculty on 14 January 2011 and entered into force on 22 January 2011.