

Pursuant to Section 14(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended by Act No. 137/2016 Coll., I hereby approve on under ref. no. the Statutes of the Administrative Board of the Silesian University in Opava.

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Ing. Robert Plaga, Ph.D., v. r.
Minister of Education, Youth and Sports



Statute of the Administrative Board of the Silesian University in Opava

Article 1

The Statute of the Administrative Board of the Silesian University in Opava (hereinafter referred to as the "Administrative Board") regulates, in accordance with Section 14(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended by Act No. 137/2016 Coll. (hereinafter referred to as the "Act"), the election of the chairperson, vice-chairpersons and the manner of proceedings of the Administrative Board.

Article 2
Chair, Vice-Chairs and Secretary of the Administrative Board

(1) The Chair

- a) convenes meetings of the Administrative Board,
- b) chairs the meetings of the Administrative Board,
- c) proposes the agenda for meetings of the Administrative Board and prepares resolutions,
- d) signs the documents of the Administrative Board, in particular the prior written consent of the Administrative Board pursuant to Section 15(1) of the Act,
- e) is authorised to request documents and opinions necessary for the activities of the Board of Directors pursuant to Section 15 of the Act,
- f) acts on behalf of the Board of Directors as authorised by the Board of Directors,
- g) may invite guests to meetings of the Administrative Board,
- h) manages the activities of the Secretary of the Administrative Board,
- i) at the request of the rector pursuant to Section 14(4) of the Act, convenes an extraordinary meeting of the Administrative Board within three weeks of the date of the request.

(2) In his absence, the Chair shall be represented by a Vice-Chair appointed by him. In the event of the death of the Chair, the senior Vice-Chair shall take his place.

(3) The Vice-Chairpersons

- a) shall co-sign the written consent of the Administrative Board pursuant to Section 15(1) of the Act,
- b) may act on behalf of the Administrative Board on its behalf.

(4) Secretary

- a) The Secretary performs administrative and technical activities necessary for the activities of the Administrative Board.
- b) The Secretary is not a member of the Administrative Board, but always participates in meetings in an advisory capacity; the Administrative Board shall decide on his or her absence by vote.
- c) The Rector shall appoint a selected employee of the Silesian University in Opava to perform the duties of the Secretary after consultation with the Chair of the Administrative Board.

Article 3
Election of the Chair and Vice-Chairs

(1) The term of office of the Chair and two Vice-Chairs of the Administrative Board shall be two years; the same person may hold the office of Chair and Vice-Chair in the same Administrative Board for a maximum of two consecutive terms.

(2) The election of the Chair shall be held first, followed by the election of the Vice-Chairs.

(3) Before the election, the names of all members of the Administrative Board present shall be placed in a ballot box. The oldest member of the Administrative Board present shall draw the names of three members of the election committee from the ballot box. The oldest

member of the election committee shall invite all members of the Administrative Board present to propose candidates for the position of chairperson. The proposed candidates shall express their consent to their candidacy and shall be entered on the list of candidates. Voting shall be carried out in such a way that the name of the selected candidate remains uncrossed. A ballot paper with more than one name left uncrossed or with all names crossed out is invalid. A candidate is elected if a majority of the members of the Administrative Board present vote for them. If the chairperson is not elected in the first round, the two candidates with the highest number of votes proceed to the second round. If several candidates receive the same number of votes, all such candidates shall proceed to the second round. In the second round, the candidate with the highest number of votes shall be elected. If two or more candidates receive the same number of votes, the oldest member of the election committee shall draw the name of the chairperson from among these candidates.

(4) In the election of vice-presidents, the oldest member of the election committee shall invite all members of the Administrative Board present to propose candidates for the positions of vice-presidents. The proposed candidates shall be entered on the list of candidates. Voting shall be conducted in such a way that the names of two selected candidates remain uncrossed. A ballot paper with more than two uncrossed names or with all names crossed out shall be invalid. The two candidates with the highest number of votes shall be elected as vice-chairpersons.

Article 4 **Meetings of the Administrative Board**

(1) The Administrative Board shall meet four times a year as a rule, but at least twice a year.

(2) The participation of a member of the Administrative Board in a meeting is non-transferable.

(3) If requested by at least four members of the Administrative Board, the chairperson shall convene a meeting within three weeks of the request.

(4) The Administrative Board shall have a quorum if a majority of all members of the Administrative Board are present.

(5) The agenda of the Administrative Board meeting shall be proposed by its Chair, and members shall be informed of the proposal in advance, at the latest in the invitation to the Administrative Board meeting. The agenda shall be approved at the beginning of the meeting, after discussion of any proposals for changes. All members of the Administrative Board are entitled to submit proposals for amendments, and the secretary of the Administrative Board and invited guests may make recommendations for amendments and additions to the agenda.

(6) The chairperson gives the floor to the members of the Administrative Board and the rector in the order in which they have registered.

(7) The Board of Trustees shall decide on the conclusions of the meeting on individual items by vote. The approval of a submitted proposal requires the consent of a majority

of the members of the Administrative Board present. Amendments shall be voted on in reverse order to the order in which they were submitted. In the event of a tie, the chairperson shall have the casting vote.

(8) The Administrative Board may also adopt decisions outside its meetings, in the form of per rollam, in cases where the matter cannot be postponed. In such a case, the secretary shall prepare material, which shall first be submitted to the chair of the Administrative Board for his or her consent to resolve the matter in the form of per rollam. If the chairperson agrees, the material shall be sent to the individual members of the Administrative Board, who shall first express their opinion on the per rollam discussion in writing on the cover page of the material and, if positive, indicate their agreement or disagreement with the submitted material. If even a single member of the Administrative Board disagrees with this form of decision-making, the matter shall be submitted to the next meeting of the Administrative Board.

(9) The Bursar of the Silesian University in Opava may be present at the meetings of the Administrative Board if the Rector of the Silesian University in Opava is also present.

(10) Meetings of the Administrative Board are not open to the public. If the Administrative Board so decides by vote, some parts or the entire meeting may be open to the public.

(11) If any documents for the meeting of the Administrative Board are marked as confidential by their originator, the members of the Administrative Board, the secretary and guests are bound by the obligation of confidentiality in accordance with generally binding legal regulations.

(12) In justified cases, the Board of Directors may meet and vote by teleconference or videoconference, i.e. using technical means enabling real-time remote communication (hereinafter referred to as "remote meetings"), or by a combination of remote meetings and face-to-face meetings (hereinafter referred to as "hybrid form"). The Chair of the Administrative Board shall decide on remote or hybrid meetings.

(13) Any technical tool that allows the identification of members of the Administrative Board may be used for remote or hybrid meetings of the Administrative Board to ensure that it is indeed a member of the Administrative Board who is participating in the meeting and voting. In cases where a secret ballot is required, this must be ensured.

(14) Minutes shall be taken of remote or hybrid meetings in the same way as for face-to-face meetings. The minutes shall state the reasons for the remote or hybrid meeting.

Article 5

(1) The Administrative Board has the right to request expert opinions for its decisions. The assessors shall be approved by the Administrative Board and shall not have any interest in the matter. The opinions must be submitted in writing. The costs of preparing the opinions shall be borne by the Silesian University in Opava.

(2) The resolution of the Administrative Board must be published in an appropriate manner no later than five days after the date of the vote. In cases specified by law, the

Administrative Board is obliged to notify the Ministry of Education, Youth and Sports of its opinion within seven days of its issuance (Section 15(6) of the Act).

(3) The administrative costs associated with the activities of the Administrative Board shall be covered by the Silesian University in Opava.

Article 6

- (1) The Statute of the Administrative Board of 12 September 2016, as amended, is hereby repealed.
- (2) These Statutes were discussed and approved by the Administrative Board on 23 November 2020.

Mgr. Herbert Pavera, v. r.
Chairman of the Administrative Board