

RESOLUTION NO. 5/2019
OF THE COUNCIL OF THE UNIVERSITY OF WROCŁAW
of 26 November 2019

on adopting the Rules of Procedure of the Council of the University of Wrocław

Pursuant to Article 22, section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended), and § 45, section 3 of the Resolution No. 102/2019 of the Senate of the University of Wrocław of 29 May 2019 on adopting the Rules of Procedure of the University of Wrocław, it is hereby resolved as follows:

§ 1. The Council of the University of Wrocław adopts the Rules of Procedure that determine the mode of its operation, which constitute an appendix to this resolution.

§ 2. The resolution shall come into force on the date of its adoption.

Chairperson of the Council of the UWr
Jolanta Hoffman

RULES OF PROCEDURE of the Council of the University of Wrocław

adopted on the basis of Article 22, section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended), and § 45, section 3 of the Resolution No. 102/2019 of the Senate of the University of Wrocław.

§ 1

General Provisions

1. The Rules of Procedure of the Council of the University of Wrocław determine the mode of its operation, within the scope not regulated by provisions of the Act - Law on Higher Education and Science, as well as The Statute of the University of Wrocław.
2. The terms used in the following provisions have the following meanings:
 - 1) Member of the Council – Member of the Council of the University of Wrocław
 - 2) Chairman of the Council – Chairman of the Council of the University of Wrocław
 - 3) Council – Council of the University of Wrocław
 - 4) Rules of Procedure – Rules of Procedure of the Council of the University of Wrocław
 - 5) Rector – His Magnificence Rector of the University of Wrocław
 - 6) Senate – Senate of the University of Wrocław
 - 7) The Statute – Statute of the University of Wrocław
 - 8) University – University of Wrocław
 - 9) The Act – The Act of 20 July 2018 – Law on Higher Education and Science
3. Should the provisions of the Rules of Procedure conflict with the provisions of the Act or the Statute, the provisions of the Act or the Statute shall be applied.
4. Any amendment to the provisions of the Act or the Statute relating to the Council requires the amendment of the Rules of Procedure. The provision of section 3 shall apply accordingly.

§ 2

Membership in the Council

1. Members of the Council provide email addresses for delivering notices and all documents related to the performance of the Council's tasks.
2. In the event of absence from the meeting, a Member of the Council shall inform the Chairman of the Council about its reason in writing via postal operator or electronic mail, or orally for the record at the Council meeting. The provision of § 4, sections 5 and 6 of the Rules of Procedure shall apply accordingly.
3. Members of the Council have the right to submit:
 - 1) applications to the draft agenda and its changes,
 - 2) formal applications during the meetings concerning
 - a) ordering secret ballot
 - b) resumption of voting

§ 3

Cooperation of the Council with the University authorities

1. Council cooperates with other bodies of the University provided for by the Act and the Statute.
2. The Chairperson of the Council and other Members of the Council may participate in meetings of the collegial bodies of the University in order to present the attitudes of the Council and listen to the requests and opinions of the members of those bodies on matters falling within the competence of the Council.
3. As part of the cooperation with other bodies of the University, their representatives may participate in meetings of the Council in accordance with the terms set out in § 6 of the Rules of Procedure.

§ 4

Duties of the Chairperson of the Council

1. The Chairperson of the Council performs labor law activities in relation to the Rector.
2. The Chairperson of the Council organises and coordinates the tasks of the Council, in particular:
 - 1) convenes its meetings
 - 2) sets the agenda and chairs the proceedings
 - 3) maintains constant contact with the President of the Senate of the University of Wrocław
 - 4) represents the Council externally
3. The Chairperson of the Council is elected in accordance with the principles set out in § 17, section 2 of the Statute. The Council may present a candidate for the Chairperson of the Council to the Senate.
4. The Council elects two Vice-Chairperson among the Members of the Council coming from election. There are two separate elections for the I and the II Vice-Chairperson of the Council.
5. In the event of the Chairperson of the Council's absence, the meetings are chaired by the I Vice-Chairperson of the Council, and in his absence, by the II Vice-Chairperson of the Council
6. In the scope of replacing the Chairperson of the Council, the provisions of the Rules of Procedure specifying the Chairperson's rights and duties shall apply to the Vice-Chairperson of the Council.

§ 5

Council Meetings

1. The Council holds its meetings at least once a quarter.
2. The Chairperson of the Council notifies the Members of the Council and the persons referred to in § 6 of the Rules of Procedure about the date and place of the meeting via electronic mail or by delivering the notice directly to the Members of the Council and persons invited.
3. Meetings of the Council are convened on the initiative of the Chairperson of the Council or at least three Members of the Council.
4. The Chairperson of the Council also calls a meeting at the request of the Rector or the Senate. In such case, the meeting shall be held within 14 days from the date of submitting the request.
5. A meeting of the Council may also be held without being formally convened, if all Members of the Council participate in it and no one objects to the idea of holding the meeting, as well as to the proposed agenda.
6. The Chairperson of the Council, on his own initiative or at the request of at least three Members of the Council, orders to hold a meeting of the Council using means of direct remote communication, including video, telephone, internet or other links allowing for the identification of persons participating in the meeting of the Council.

§ 6

Participation in meetings of persons outside the Council

1. In accordance with the current needs and ad hoc arrangements, the meetings of the Council can be, without the right to vote, attended by:
 - 1) Rector and/or Vice-Rectors of the University,
 - 2) Deans of Faculties,
 - 3) other persons.
2. The invitation to participate, referred to in section 1, follows:
 - 1) on the initiative of the Chairperson of the Council,
 - 2) at the request of at least three Members of the Council,
 - 3) with the consent of the majority of the Members of the Council, at the request of the persons mentioned in section 1.

§ 7

Minutes of the Council meetings

1. The meetings of the Council are minuted.
2. The minutes are written by an employee of the University appointed by the Head of the Rector's Office.
3. The minutes should confirm the validity of the convening of the Council meetings, the adopted agenda, names and surnames of the Members of the Council present, the content of the adopted resolutions, voting results. Moreover, the minutes should contain the main points of statements formulated during the discussion, including dissenting opinions, as well as names and surnames of persons outside the composition of the Council present at the meeting pursuant to § 6 of the Rules of Procedure.

§ 8

Validity of the Council meetings

The conditions of validity of the meetings and resolutions adopted by the Council are the following:

- 1) effective notification of all Members of the Council about the convening of the Council meeting, in the manner prescribed, subject to § 5 Paragraph 5 of the Rules of Procedure and
- 2) presence at the meeting of the Council of at least half of its statutory composition, including the Chairperson of the Council or, respectively, the Vice-Chairperson of the Council, in the case of a situation referred to in § 4, sections 5 of the Rules of Procedure.

§ 9

Adopting Resolutions

1. Resolutions of the Council are adopted by simple majority vote, subject to the provisions of the Act, the Statute and § 10, section 2 of the Rules of Procedure.
2. In the event of an equal number of votes, the Chairperson of the Council has the casting vote.
3. Member of the Council voting against a resolution may come forward with a request for a reasoned dissenting opinion to be included in the minutes.
4. Resolutions of the Council are signed by the Chairperson of the Council.
5. Ordering a secret ballot may occur within a matter not covered by the legal or statutory procedure of secret ballot, after the Council accepts the formal application of the Member of the Council, referred to in § 2 paragraph, section 3, letter a of the Rules of Procedure.
6. To conduct a secret ballot, a returning committee of at least 3 members is appointed from among the Members of the Council, excluding the Chairperson of the Council.
7. In the event of a secret ballot, the Chairperson of the Council defines the specimen of the ballot and the conditions of validity of the votes, as well as the manner of casting ballots.
8. In the event of secret ballot, the provisions of section 2 do not apply.
9. Secret ballots are prepared by the person referred to in § 7, section 2 of the Rules of Procedure.
10. In particularly justified cases, the Chairperson of the Council may order adopting a resolution of the Council by voting via means of direct remote communication in the form of an email. The Chairperson of the Council is responsible for the preparation of voting documentation along with the preparation of the voting protocol.

§ 10

Final Provisions

1. The Rules of Procedure come into force on the day of their adoption.
2. Amendments to the Rules of Procedure may be adopted by an absolute majority of votes, at the request of at least two Members of the Council.