

**RULES OF PROCEDURE FOR MEETINGS
OF THE SENATE OF THE NICOLAUS COPERNICUS
UNIVERSITY IN TORUŃ**

Chapter 1

Scope of Application

Article 1

1. The Rules of Procedure for Meetings of the Senate shall regulate the procedure for convening meetings, preparing meeting materials, the conduct of Senate meetings and the rules for adopting resolutions by the Senate.
2. These Rules of Procedure shall apply accordingly to meetings of collegiate bodies of the organizational units operating within the University.
3. The bodies referred to in art. 1.2 shall be entitled to adopt internal regulations for their meetings, which shall not be in conflict with these Rules of Procedure.

Chapter 2

Convening Meetings

Article 2

1. The Senate shall meet at ordinary and extraordinary meetings.
2. The Senate shall hold meetings once a month, except for July and August.
3. The Rector shall determine the schedule of the planned ordinary meetings of the Senate for the academic year.

Article 3

1. Meetings of the Senate shall be convened by the Rector.
2. An extraordinary meeting shall be convened by the Rector on their own initiative or at the written request of at least 1/3 of the members of the Senate.
3. The extraordinary meeting shall be convened on a date falling within 7 days of submitting the request.

Article 4

1. The members of the Senate and other persons invited to attend the meeting shall be notified of the date, place and agenda of the Senate meeting in due time but no later than 5 days before the date of the meeting.

2. The notice referred to art. 4.1 shall be delivered in writing or in electronic form.
3. The notice referred to in art. 4.1 shall be accompanied by the documents to be the subject of the Senate meeting and draft resolutions of the Senate.

Article 5

1. The draft agenda for an ordinary meeting shall be drawn up by the Rector.
2. The draft agenda for an ordinary meeting shall include, in particular:
 - 1) matters arising from the current work of the Senate and proposed by the Rector,
 - 2) matters specified by the Senate at its previous meetings;
 - 3) matters referred to the Rector in a written motion submitted by at least 1/5 of the members of the Senate.
3. The agenda for an extraordinary meeting of the Senate shall be drawn up by the Rector, taking into account the matters indicated in the request to convene the meeting.

Article 6

1. The Senate shall approve the agenda after opening of the meeting.
2. The Senate may amend the agenda.

Chapter 3

Preparation of Materials for the Senate Meeting

Article 7

The Rector shall prepare the materials for the Senate meeting.

Article 8

Requests to place a matter on the draft agenda of the Senate meeting, together with a draft resolution and a factual and legal justification, shall be submitted to the Rector no later than 14 days before the scheduled Senate meeting.

Chapter 4

Proceedings of the Senate Meeting

Article 9

1. Meetings of the Senate shall be chaired by the Rector or, in their absence, by a member of the Senate appointed by the Rector, or by the most senior member of the Senate employed as a professor or professor of the University.
2. The meetings at which the Rector's performance is evaluated shall be chaired by the most senior member of the Senate employed as a professor or professor of the University.

Article 10

Individual matters shall be presented by the members of the Senate or the persons holding managerial positions who have requested that such matters be placed on the agenda. Other matters shall be presented by the Rector or a person appointed by them.

Article 11

The Chairperson of the meeting shall give every participant in the Senate meeting an opportunity to speak on matters on the agenda.

Article 12

1. Members of the Senate shall have the right to put questions to the Rector.
2. The Rector or a person authorised by the Rector shall be obliged to answer the question at the next Senate meeting at the latest.

Article 13

1. Minutes shall be drawn up of the Senate meeting. The minutes shall include a brief description of the proceedings and full texts, in appendices, of the adopted resolutions, submitted reports, and other materials considered by the Senate. The minutes shall be signed by the minute-taker and the person chairing the meeting.
2. The minutes of the Senate meeting shall be made available for inspection at the Rector's Office 7 days before the date of the next Senate meeting.
3. The members of the Senate taking part in the meeting shall have the right to propose amendments to the minutes as drawn up, no later than the opening of the next meeting of the Senate. The Senate shall decide whether or not to adopt the amendment.
4. The minutes to which no amendments have been made shall be deemed to have been adopted.
5. The adopted minutes of Senate meetings shall be made available for inspection to members of the University community.

Chapter 5

Adoption of Resolutions

Article 14

1. The Senate shall adopt resolutions by an absolute majority of votes in the presence of at least half of the statutory number of members of the Senate unless otherwise provided by law or the Statutes.
2. (repealed).

3. A member of the Senate affected by the resolution to be adopted shall not take part in the vote on the matter. They shall be taken into account when the quorum is established.

Article 15

1. Resolutions of the Senate may be adopted only on matters on the agenda.
2. The provision of art.15.1 shall not apply to resolutions of administrative and procedural nature.

Article 16

1. Voting at a meeting of the Senate shall be open and shall be by show of hands with the simultaneous use of a vote-counting device.
2. In the event that open voting by means of a vote-counting device is not possible, the Chairperson of the meeting may order voting by show of hands and counting of votes by a Returning Committee appointed by the Senate.
3. Voting on personal matters and on other matters where required by law shall be by secret voting and shall be conducted using a vote-counting device.
4. In the event that secret voting cannot be conducted by means of a vote-counting device, the Chairperson of the meeting may order voting to be taken on ballot papers and the votes to be counted by a Returning Committee appointed by the Senate.
5. The voting referred to in art. 16.4 shall consist in:
 - 1) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "YES", when the voter casts a vote in favour of the proposal,
 - 2) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "NO", when the voter casts a vote against the proposal,
 - 3) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "ABSTENTION", when the voter abstains from voting.
- 5a. In the case of a vote on a personal matter for more than one candidate, the vote is cast by putting an "x" in the box to the left of the names of the candidates for whom the voter is cast.
6. At the request of a member of the Senate supported in voting by at least 1/5 of the statutory composition of the Senate, the Chairperson of the meeting shall order secret voting.
7. The Chairperson of the meeting shall announce the results of the vote. The results of the vote shall be final, subject to art. 17.

Article 17

1. In the event that the regularity of a voting procedure raises a reasonable doubt, the Senate may decide to take a fresh vote.
2. A motion for the fresh vote may be made only at the meeting at which the voting took place.
3. The Senate shall decide on a fresh vote following a motion by a member of the Senate supported by a vote of at least 1/5 of the statutory composition of the Senate.

Chapter 6

Meetings Held Remotely

Article 18

In particularly justified cases, meetings of the Senate may be held, and resolutions may be adopted, by electronic means of communication, ensuring in particular:

- 1) real-time transmission of the meeting between its participants,
- 2) multilateral real-time communication enabling participants in the meeting to express their opinions in the course of the meeting,
- 3) conducting voting, including secret voting.