

## **Rules for Remote and Hybrid Meetings and Voting of the International Scientific Council of the University of Pardubice**

### **Introductory Provisions**

1. These Rules lay down the conditions for the organisation, conduct, verification of attendance, and voting at meetings of the International Scientific Council of the University of Pardubice (hereinafter the “Council”) held:
  - remotely; or
  - in hybrid form (i.e. a combination of in-person and remote participation).
2. These Rules follow on from the Rules of Procedure of the International Scientific Council of the University of Pardubice (hereinafter the “Rules of Procedure”), in particular Article 5 thereof, and specify the technical and organisational arrangements for remote and hybrid meetings.
3. Meetings of the Council shall be held via the Microsoft Teams platform (hereinafter “MS Teams”), which enables audio-visual transmission and synchronous communication.
4. These Rules shall apply to all remote and hybrid meetings of the Council conducted via MS Teams.

### **Technical Requirements for Participation**

1. Council members and other invited participants are recommended to use the MS Teams application installed on a computer, tablet, or mobile phone. Connection via a web browser may be functionally limited.
2. Participants joining remotely must have access to a device enabling simultaneous audio and visual transmission (microphone and speakers/headphones; camera recommended).
3. Each participant is responsible for the technical capability of their device and internet connection.

### **Invitation and Access to Meetings**

1. Invitations to Council meetings shall be sent electronically to Council members at least 10 days in advance, in accordance with the Rules of Procedure.
2. The invitation shall include:
  - the date and time of the meeting;
  - the form of the meeting (remote / hybrid);
  - the proposed agenda;
  - the link for joining MS Teams;
  - the venue, where an in-person component is involved.

3. Access to MS Teams shall be provided:
  - to Council members via the link included in the invitation;
  - to other invited participants via a link provided by the Secretary of the Council.
4. In view of the international composition of the Council, login via a University account (NetID) shall not be required. Participants may join as guests.
5. The Chairing Member or the Secretary of the Council may use the “Lobby” function to admit participants only after verifying their identity.

### **Verification of Identity and Recording of Attendance**

1. At the beginning of the meeting, the Chairing Member shall verify attendance.
2. Council members participating remotely shall confirm their presence verbally upon request by the Chairing Member. Such confirmation shall replace a signature on the attendance sheet.
3. The Secretary of the Council shall record the list of present and absent Council members and other participants for the purposes of the minutes.
4. If a Council member joins after the meeting has commenced or leaves before its conclusion, they shall notify the Chairing Member:
  - via the MS Teams chat; or
  - verbally using the microphone.

### **Conduct of Meetings and Quorum**

1. Meetings shall be conducted by the Chair of the Council or a member designated by them (hereinafter the “Chairing Member”), in accordance with the Rules of Procedure.
2. The Council shall constitute a quorum if a majority of all its members are present, in accordance with the Rules of Procedure.
3. A Council member shall be deemed present if they are:
  - physically present at the venue; or
  - connected remotely and identified by the Chairing Member.
4. If the required number of members does not attend or connect within a reasonable time after the meeting has commenced, the Chairing Member shall close the meeting.

### **Voting on Resolutions**

1. The Council shall take decisions by resolution. A resolution shall be adopted if approved by a majority of all Council members, in accordance with the Rules of Procedure.
2. Voting during remote or hybrid meetings shall be conducted in MS Teams in an open manner using the “Raise hand” function.
3. Before voting begins, the Chairing Member shall clearly read out the proposed resolution or, where appropriate, display it in the chat.
4. Voting procedure:

- the Chairing Member invites votes “FOR” by raising hands;
  - subsequently invites votes “AGAINST” by raising hands;
  - subsequently invites votes “ABSTAIN” by raising hands.
5. After each stage of voting, the Chairing Member shall announce the number of raised hands. The Secretary shall simultaneously record the result for the purposes of the minutes.
  6. A Council member who is unable to use the “Raise hand” function for technical reasons shall announce their vote verbally via the microphone. If this is not possible, the Chairing Member may allow voting via the chat.
  7. If a Council member does not vote by any of the above means during the voting process, their vote shall be deemed an abstention, unless the Chairing Member determines otherwise.

### **Technical Issues During Voting**

1. If a technical failure occurs during voting affecting a Council member, the Chairing Member may decide to:
  - repeat the vote; or
  - suspend the meeting for the necessary period.
2. If the Chairing Member loses connection, another designated member of the Council shall take over the conduct of the meeting.

### **Recording of Meetings**

1. The decision to record a meeting shall be made by the Chairing Member.
2. If the meeting is recorded, participants must be informed of this at the beginning of the meeting.
3. The recording may be used exclusively for internal purposes of the Council and for the preparation of the minutes, unless the Chairing Member decides otherwise.