

Academic Council of NEWTON University: Rules of Procedure

- (1) These Rules of Procedure regulate the position and powers of the Academic Council as one of the academic bodies of NEWTON University (hereinafter referred to as „NEWTON University“ or simply "the University"; until 13 May 2021, operating under the trade name NEWTON College and the abbreviation NC), following the relevant provisions of the Statutes of NEWTON University as its internal regulations.
- (2) Meetings of the Academic Council (hereinafter referred to as the "AC") are convened and chaired by the Chancellor of the University (hereinafter referred to as the "Chancellor"), who is the Chairperson of the AC. The Chancellor has the right to invite other persons outside the AC members to attend the AC meeting.
- (3) The Chancellor shall determine the dates of the regular meetings of the AC well in advance.
- (4) The Chancellor has the right to convene an extraordinary meeting of the AC. The Chancellor shall be obliged to convene an extraordinary meeting of the AC if at least half of the members of the AC so request in writing.
- (5) Materials proposed for inclusion in the agenda of the AC meeting shall be submitted to the Chancellor at least 21 days before the AC meeting.
- (6) Members of the AC are invited by the Chancellor to attend the meeting via an electronic invitation sent out no later than 14 days before the meeting date. The invitation may be accompanied by electronic versions of the materials to be discussed at the AC meeting.
- (7) The invitation proposes a specific agenda for the meeting, which can be subsequently modified during the initial phase of the meeting according to the suggestions of the AC members.
- (8) A quorum of the AC shall be present if at least half of all members of the AC are present.
- (9) The AC decides in the form of a resolution. The adoption of a resolution of the AC shall be subject to a public vote in which at least a simple majority of all members present at the AC meeting express support for the resolution.
- (10) If amendments to the motion for a resolution are tabled, each amendment shall be put to the vote separately.

- (11) Members of the AC are obliged to attend AC meetings in person, membership is non-representative. A member of the AC who is unable to attend a meeting for serious reasons is obliged to apologise to the Chairperson of the AC in due and timely manner.

- (12) The presence of a member of the AC at the AC meeting by means of an appropriate means of remote electronic communication (e.g. Zoom video conferencing systems, Google Meet, etc.) is also considered as personal participation in an AC meeting.
- (13) An authorized member of the AC or a designated employee of the Chancellor's Office of the University prepares minutes of the meeting and the adopted resolutions of the AC, which include the date and place of the meeting, information on the members present and invited participants (attendance list), a statement on the quorum of the AC, a brief description of the meeting according to the individual agenda items and the full text of the adopted resolutions of the AC. The minutes are distributed electronically to all AC members after verification.
- (14) The AC may also take decisions "per rollam", i.e. outside its meetings, by correspondence or by means of predetermined means of remote electronic communication. The Chancellor shall invite the members of the AC to take decisions by "per rollam" method. In order for the AC to adopt a resolution by per rollam, it must be supported by at least a simple majority of all AC members. The Chancellor shall then inform all AC members whether or not the per rollam resolution has been adopted.
- (15) These Rules of Procedure shall be binding on the members of the AC.
- (16) These Rules of Procedure shall enter into force and effect on 1 September 2021.
- (17) The previous Rules of Procedure of the Academic Council of NEWTON College, dated 13 November 2017, shall be repealed upon the coming into force of these Rules of Procedure.



.....
MUDr. Jan Mojžíš, MBA
Chancellor and Chairperson of the Board of Directors
NEWTON University