

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

Chapter 1

Scope of application

§ 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 apply accordingly to meetings of collegiate bodies of the organizational units operating within the University.
3. The bodies referred to in Sec. 2 are entitled to adopt internal regulations for their meetings, which may not be in conflict with these Rules of Procedure.

Chapter 2

Convening meetings

§ 2

1. The Senate shall meet at ordinary and extraordinary meetings.
2. The Senate shall hold ordinary meetings as required, but at least 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.

§ 3

1. Meetings of the Senate are 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 14 days of the request.

§ 4

1. The date, place and agenda of a Senate meeting shall be notified to the members of the Senate and other persons invited to attend the meeting sufficiently in advance, but no later than 5 days before the date of the meeting.
2. The notice referred to in Sec. 1 shall be delivered in writing or in electronic form.
3. The notice referred to in Sec. 1 shall be accompanied by the documents to be the subject of the Senate meeting and draft resolutions of the Senate.

§ 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 resulting from the current work of the Senate 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 of 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.

§ 6

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

Chapter 3

Preparation of materials for the Senate meeting

§ 7

Materials for the Senate meeting shall be prepared by the Rector.

§ 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

§ 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 an associate professor.
2. The meetings evaluating the work of the Rector shall be chaired by the most senior member of the Senate employed as a professor or an associate professor.

§ 10

Individual matters shall be presented by the members of the Senate or persons holding leading positions who have requested that they be placed on the agenda. The remaining matters shall be presented by the Rector or a person appointed by them.

§ 11

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

§ 12

1. Members of the Senate shall have the right to submit questions to the Rector.
2. The Rector or a person appointed by them is obliged to answer the question at the latest at the next Senate meeting.

§ 13

1. Minutes shall be drawn up of the Senate meeting. The minutes shall contain a brief description of the proceedings, as well as – in appendices – the full texts of the adopted resolutions, submitted reports and other materials discussed by the Senate. The minutes shall be signed by the minutes secretary and the person chairing the meeting.
2. The minutes of the previous Senate meeting shall be available for review at the Office of the Rector seven 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, not later than by the start of the next Senate meeting. The Senate shall decide whether or not to adopt the amendment, without discussing it.
4. The minutes to which no amendments have been made shall be deemed adopted.
5. Adopted minutes of Senate meetings shall be made available for review by members of the University community.

Chapter 5
Adoption of resolutions

§ 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 the Senate members, unless the law or the Statutes provide otherwise.
2. An absolute majority of votes shall mean that, in order for a resolution to be adopted, more than half of the valid votes cast must be cast in its favor.
3. A Senate member affected by the resolution shall not take part in voting on the matter. They shall be included when a quorum is determined.

§ 15

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

§ 16

1. Voting at a Senate meeting shall be open and shall be conducted by a show of hands with 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 a show of hands and counting of votes by a Returning Committee appointed by the Senate.
3. Voting on personal matters and other matters when required by law shall be secret and shall be conducted by means of a vote-counting device.
4. In the event that secret voting by means of a vote-counting device is not possible, the Chairperson of the meeting may order voting on ballot papers and counting of votes by a Returning Committee appointed by the Senate.
5. The voting, referred to in Sec. 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 favor of the request,
 - 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 request,
 - 3) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "ABSTENTION", when the applicant abstains from voting.
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 outcome of the voting. The voting outcome shall be final and may not be discussed, subject to § 17.

§ 17

1. In the event that the correctness of the voting process raises a reasonable doubt, the Senate may decide to repeat the voting.
2. A request to repeat the voting again may be made only at the meeting at which the voting took place.
3. The Senate shall decide on repeating the voting at the request of a member of the Senate supported in voting by at least one-fifth of the statutory composition of the Senate.

Chapter 6

Meetings held remotely¹

§ 18

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

- 1) real-time broadcasting 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.

¹ Added by Resolution No. 61 of the Senate of the Nicolaus Copernicus University in Toruń of 27 October 2020 (Legal Bulletin of the Nicolaus Copernicus University in Toruń of 2020, item 379)