

University of Rijeka

FACULTY OF DENTAL MEDICINE

**RULES OF PROCEDURE OF THE FACULTY COUNCIL  
FACULTY OF DENTAL MEDICINE**

Rijeka, June 2020

Based on Article 26 of the Statute of the Faculty of Dental Medicine of the University of Rijeka (Class: 003-01/20-03/02 Number: 2170-57-01-20-80 of 31<sup>st</sup> March 2020 and the Decision on the adoption of the Statute CLASS: 011-01/20-01/10 NUMBER: 2170-57-006-20-1 from 28<sup>th</sup> May 2020, the Faculty Council, at the session held on 25<sup>th</sup> June 2020 presents

## **RULES OF PROCEDURE OF THE FACULTY COUNCIL**

### **GENERAL PROVISIONS**

#### Article 1.

The Rules of Procedure of the Faculty Council of the Faculty of Dental Medicine of the University of Rijeka (hereinafter: the Rules of procedure) regulate in detail the way of work and deliberation of the Faculty Council.

#### Article 2.

These Rules of procedure regulate:

- the assembly of the Faculty Council, commencement of duties as a member of the Faculty Council, dismissal and termination of the term of office of a member of the Faculty Council,
- the rights and duties of the Faculty members,
- the procedure for making decisions and considering issues under the jurisdiction of the Faculty Council,
- the scope, composition and mode of work of the professional bodies of the Faculty Council,
- publication of the work of the Faculty Council

#### Article 3.

The Faculty Council is assembled by confirming the election results and determining the term of office of the members of the Faculty Council in the new assembly.

#### Article 4.

On the day of assembly of the Faculty Council, a member of the Faculty Council assumes the duty and until the end of the term of office, has the rights and duties of members of the Faculty Council determined by the law, the Statute of the University of Rijeka, the Statute of the Faculty of Dental Medicine in Rijeka and these Rules of procedure.

#### Article 5.

The reconstitution of the Council is carried out every time a change of the hands of the Council must be made due to changes in the regulations.

The reconstitution of the Council is carried out in such a way as to verify the terms of office of the members of the Council according to the amended regulation.

#### Article 6.

At the first session of the Council, at the beginning of each academic year, possible changes in the membership of the Council are determined, that is, the term of office of representatives of teachers, associates and students is verified.

The dean is obliged, before the expiration of the term of office of the representatives in the Council, to invite their colleagues to appoint new representatives.

In the event that, upon the invitation of the dean, they do not appoint their representatives by the first session of the Council, the session will be validly held with the old representatives, whose term of office will be extended until new ones are elected.

During each first election of an employee to a scientific-teaching position, his/her membership is verified in the Council.

Student membership in the Council ends on the day their student status ends.

A representative of undergraduate students whose membership in the Council ends is replaced by his/her deputy.

Membership verification is also carried out on every other occasion when there is a change in membership.

#### **RIGHTS AND DUTIES OF MEMBERS OF THE FACULTY COUNCIL**

#### Article 7.

Members of the Faculty Council have the right and duty to attend sessions and participate in the work of the Faculty Council, discuss issues on the agenda and make decisions.

Members of the Faculty Council have the right to submit initiatives and proposals for consideration on issues within the jurisdiction of the Faculty Council.

The following can participate in the work of the Council session without the right to make decisions:

- secretary of the Faculty;
- heads of services;
- persons invited to the meeting.

#### Article 8.

The Dean:

- prepares, convenes, presides and leads sessions of the Faculty Council,
- proposes the agenda of the session and ensures that the session takes place according to the established agenda, maintains order at the session and gives order to the speakers, refers to the discussion and decision-making of the Faculty Council, makes proposals for acts, decisions, reports, information, analysis and other things in the jurisdiction of the Faculty Council,

- determines and publishes the voting results,
- ensures that the work of the Faculty Council respects the provisions of the law and general acts of the University of Rijeka and the Faculty,
- signs decisions and general acts passed by the Faculty Council,
- performs other tasks in accordance with the law, the Statute, the general acts of the University of Rijeka and the Faculty and these Rules of procedure.

## **METHOD OF WORK AND DECISIONS CONVENING THE SESSION**

### Article 9.

The work of the Faculty Council takes place in sessions. The sessions of the Faculty Council are held as needed. A session of the Faculty Council is convened by the dean on his/her personal initiative.

The dean is obliged to convene a session of the Faculty Council upon a written, reasoned request of more than half the number of members of the Faculty Council.

### Article 10.

Sessions of the Faculty Council are convened by means of a written invitation indicating the date and time of the session and a proposal for the agenda.

Along with the invitation to the session, the Faculty Council is also sent materials with items on the agenda, explanations of submitted proposals and proposals for decisions.

The invitation and attachments can also be sent by e-mail.

The invitation to the session is delivered to the hands of the Faculty Council, as a rule, no later than 7 (seven) days before the day for which the session is scheduled. If there are justified reasons, the deadline from this paragraph may be shorter.

## **ELECTRONIC SESSIONS**

### Article 11.

In urgent and justified cases, the dean may convene an electronic session of the Council.

For a valid decision to be made in an electronic session, the dean must submit a proposal for a decision by electronic mail on which the members of the Council are deliberating and set a deadline for voting by electronic mail, which cannot be shorter than 24 hours within a working day for its implementation.

At the electronic session, the Faculty Council makes decisions and conclusions by public vote, with more than half of the votes cast, unless otherwise determined by law, the Statute of the University of Rijeka or the Faculty.

All decisions of the Council, which are made by a majority of the votes of all the members of the Council, cannot be the subject of electronic voting and the electronic session of the Council itself.

Voting at the electronic session is carried out so that each member of the Council votes "FOR", "AGAINST" or "ABSTAIN" by sending an electronic message to the secretary or the Dean's Office of the Faculty for each decision.

Minutes are drawn up about the work of the Council and the voting itself at the electronic session and adopted at the first following session of the Council.

#### **OPENING AND COURSE OF THE SESSION**

##### Article 12.

The session of the Faculty Council is chaired by the dean, and in his/her absence or inability, the session is chaired by a vice dean authorized by the dean.

If the dean's dismissal is on the agenda, the session is chaired by the most senior member of the Council present in the highest scientific-teaching position.

##### Article 13.

After the opening of the session of the Faculty Council, the dean determines the presence of the necessary number of members of the Faculty Council for holding the session (quorum).

The session of the Faculty Council can be cancelled if more than half of all members of the Faculty Council are not present.

At the session of the Council, each participant must sign the list of those present and hand it to the record keeper, immediately upon arrival at the session.

##### Article 14.

The presence of more than half of all members of the Faculty Council must be determined at the beginning of the session. If necessary, attendance can also be determined during the session, when the dean judges that a sufficient number of members of the Faculty Council are no longer present or when at least two members of the Faculty Council request it.

If the dean determines at the beginning of the session that the required majority of members is not present, the session of the Faculty Council is postponed after fifteen minutes from the scheduled time of the beginning of the session.

If the dean determines during the session that the required majority of members are not present at the session, he/she interrupts the session and reschedules the continuation of the session.

##### Article 15.

The agenda of the session of the Faculty Council is determined at the beginning of the session.

The agenda is proposed by the dean.

Each member of the Faculty Council has the right to propose changes and additions to the agenda.

The proposal of the agenda is accepted by a majority of the votes of the members of the Faculty Council.

#### Article 16.

After determining the agenda of the session, the discussion of individual items of the agenda is started, in the order established in the agenda.

Applications for participation in the discussion are submitted to the dean before the discussion and during the discussion until its conclusion.

No one can speak at the session before asking for and receiving permission from the dean.

The dean gives the members of the Faculty Council an audience in the order in which they applied.

Regardless of the agenda, if the Faculty Council wants to speak about the violation of the Rules of Procedure and the violation of the established agenda, the dean will give permission.

#### Article 17.

The speaker can be warned or interrupted only by the dean. The dean makes sure that the speaker is not interrupted or hindered in his/her speech.

#### Article 18.

The dean closes the discussion when he determines that there are no more registered speakers.

The dean closes the session when the set agenda of the session is exhausted.

### **DECISION-MAKING**

#### Article 19.

The Faculty Council makes decisions and conclusions by public vote, with a majority of the votes cast, unless otherwise determined by the law, the Statute of the University of Rijeka or the Faculty.

In case of a split number of votes, the dean's vote is decisive when making decisions of the Faculty Council.

#### Article 20.

When the Faculty Council decides on issues of special interest to students, student representatives have the right of suspensory veto.

Questions of particular interest to students are those related to:

- changing the study system,
- quality assurance of studies,
- adoption of study programs,
- determination of study plans and student standards.

Student representatives can use the suspensive veto if requested by more than half of the student representatives in the Faculty Council.

After the suspensive veto, the Faculty Council discusses the above issue again 8 (eight) days later at the earliest. In the case of a repeated decision, the decision is made by more than half of all the members of the Faculty Council and a suspensive veto cannot be used on it.

#### Article 21.

The Council adopts the following acts:

- Decisions;
- Conclusions.

Decisions resolve issues from the legal and statutory competence of the Council.

Conclusions are made on:

- issues related to procedure;
- issues that the Council is authorized to consider, but not to make a decision on but forwards them to another body to make a decision.
- issues on which the Council expresses its non-binding position or opinion on, issues on the area of work of the Faculty or its bodies.

The aforementioned acts of the Council are signed by the dean or the chairman of the session at which the act is passed.

#### Article 22.

The rules on the required number of votes of the Faculty Council for the commencement of the work of the session as well as for decision-making (Articles 13 and 14 of these Rules of Procedure) are applied when the Faculty Council decides on scientific issues, in order to take into account only the number of teachers elected to scientific-teaching positions.

#### Article 23.

Voting at the session is public, unless the law, the Statute of the University of Rijeka or the Faculty, and these Rules of Procedure stipulate that voting is to be done in secret.

#### Article 24.

Public voting is carried out by a simultaneous show of hands or by declaring by name.

Voting by show of hands is done in such a way that the dean first invites the members of the Faculty Council to declare "FOR" the proposal, then who is "AGAINST" the proposal, then who "ABSTAINED".

Roll-call voting is carried out so that each member of the Faculty Council declares "FOR" or "AGAINST" the proposal, or "ABSTAINED". The Dean cannot abstain from voting.

Article 25.

After voting, the dean determines whether a particular decision received the required majority of votes and announces the voting result.

**MAINTAINING ORDER AT THE SESSION**

Article 26.

The order of the session is ensured by the dean.

For disturbing order at the session, the dean may issue a warning to the Faculty Council member or take away his/her right to speak.

**COURSE OF THE SESSION AT WHICH THE DEAN IS ELECTED**

Article 27.

The Dean is elected by the Faculty Council by secret ballot with more than half of the votes of the total number of members.

Article 27.

Secret voting is carried out through ballots.

The ballot list contains: serial number, name and surname of the candidate.

The ballots are of the same size, colour and shape; each one is certified by the Faculty stamp.

Candidates are listed in alphabetical order of last name on the ballot paper.

A member of the Faculty Council can vote with only one ballot and that in person.

Ballot lists are prepared by the secretary or an employee of the dean's office of the Faculty according to the number of members of the Faculty Council.

Article 28.

The Committee for the Conduct of Voting is responsible for the legality and regularity of voting.

The Committee has a chairman and two members who are elected by the Faculty Council by public vote, at the session where the election is held.

Any member of the Faculty Council can submit a proposal to the Committee.

The members of the Committee elect a chairman from among themselves. A member of the Committee cannot be a candidate for dean.

Article 29.

Voting is done only for those candidates whose names are filled in on the ballot paper and certified by the faculty.



Voting is done by marking the serial number in front of the name of one of the candidates.

The voting Committee will take into account only the ballots that are in the ballot box after the voting is finished.

A ballot on which the number is circled in front of a greater number of candidates than the number being elected is considered invalid.

Voting lists that are incomplete or filled in such a way that it cannot be determined with certainty which candidate was voted for will not be considered valid.

Names written on the ballot are considered irrelevant.

Each member of the Faculty Council has the right to request an inspection of the election materials and to give their comments on the regularity of the voting, but only immediately after the results of the voting have been announced at the session of the Faculty Council.

#### Article 30.

Based on the submitted ballots, the Voting Committee determines the voting results and submits a report to the Faculty Council.

The report contains:

- how many members of the Faculty Council are present at the session,
- how many members of the Faculty Council received ballots,
- how many members of the Faculty Council voted,
- how much is the required qualifying amount,
- how many invalid ballots there were and why they were invalid,
- how many valid votes did any of the candidates get, and which candidate was elected as dean.

#### Article 31.

The dean determines the results of the voting and declares the candidate who received the highest number of votes and a qualified majority as the new dean of the Faculty.

After the end of the voting, the entire election material together with the report of the Committee is stored in the office of the Faculty Secretary or in the dean's office.

### **COURSE OF THE SESSION AT WHICH VICE DEANS OF THE FACULTY ARE ELECTED**

#### Article 32.

Vice-deans are confirmed by the Faculty Council by public vote, on the proposal of the dean, by a majority of the votes of the total number of members of the Council, in accordance with the provisions of the Faculty Statute.

## **MINUTES**

### Article 33.

Minutes are kept of the work of the Faculty Council sessions.

The minutes of the Faculty Council include: the number of the session, the place, time and day of the session, the members of the Faculty Council, the names of others invited and present at the session, and the text of the decisions and conclusions. Some debates are not recorded in the minutes, unless the dean decides to do so at the express request of the participants in the debate. In cases where an individual discussion is entered into the minutes, the member of the Faculty Council at whose request the discussion is entered into the minutes, must submit the authorized text of his/her discussion.

### Article 34.

Each member of the Faculty Council has the right to comment on the minutes of the previous session at the beginning of the session.

The merits of objections to the minutes are decided at the session without discussion. If the objection is accepted, appropriate changes will be made in the minutes.

Minutes to which no comments were made, or minutes in which changes were made in accordance with accepted comments, are considered adopted.

### Article 35.

The adopted minutes are signed by the dean and the record keeper.

The transcripts are permanently stored in the Faculty's archives.

## **PUBLIC WORK**

### Article 36.

Council sessions are public.

The council may decide, on the proposal of the dean, that certain sessions or discussions on a certain agenda item be held without public attendance. The exclusion of the public does not apply to the secretary of the Faculty.

If acts or materials which are marked with the appropriate level of confidentiality or that represent a business secret are discussed, the dean informs the Council about this, excludes the discussion from the minutes if necessary and warns that the information cannot be disclosed to the public.

## **EXPERT AND ADVISORY BODIES OF THE FACULTY COUNCIL**

### Article 37.

The Faculty Council can establish and authorize expert and advisory bodies and committees of the Faculty to carry out certain tasks within its scope in accordance with the Statute of the University of Rijeka and the Faculty.

#### **TRANSITIONAL AND FINAL PROVISIONS**

##### Article 38.

These Rules of procedure enter into force on the day of their presentation.

Class: 003-01/20-01/35      Number: 2170-57-006-20-1

Rijeka 25<sup>th</sup> June 2020

Acting dean's office

Prof prim Sonja Pezelj-Ribarić PhD

These Rules of Procedure were published on the bulletin board of the Faculty of Dental Medicine of the University of Rijeka on 25<sup>th</sup> June 2020 when they entered into force.