

## **INTERNAL REGULATION NO. 3/2019**

### **RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE**

### **SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION**

**RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE  
SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION  
approved by the Executive Board on 17 April 2019**

as amended (agreed by the Executive Board on 13 June 2020)

(hereinafter referred to as 'the Rules of Procedure')

**Article 1  
Subject matter**

1. These Rules of Procedure shall govern:
  - a) preparation and conduct of the Executive Board meeting,
  - b) voting method at a meeting of the Executive Board,
  - c) the terms of reference and conduct of the Executive Board in preparation, during and after the meeting.

**Article 2  
Convening of a meeting of the Executive Board and its agenda**

1. The Executive Board shall meet at least four times a year.
2. A meeting of the Executive Board shall be convened by the Chairman of the Executive Board.
3. The executive board shall not be held in private. The Chairman of the Executive Board may declare part or, where appropriate, the entire session as a public session.
4. The Executive Board may be attended by the Head of the Agency's Office, the Agency Controller, a staff member of the Agency's Board of Appeal and a member of the Review Panel.
5. Other persons may be invited to attend meetings of the Executive Board as necessary.
6. A meeting of the Executive Board shall be convened by sending invitations to the members of the Executive Board by e-mail.
7. The invitation shall be sent at least five working days before the date of the Executive Board meeting.
8. If a member of the Executive Board so requests in advance, the invitation shall also be sent to him or her in writing by post within the period referred to in point 7 of this Article, by registered letter sent to the address of permanent residence or to another address specified by the member of the Executive Board in his or her request.
9. The sending of invitations to all members of the Executive Board shall be deemed to have been duly convened, regardless of whether each member of the Executive Board has accepted the invitation or has read the invitation. The invitation is deemed to have been received three days after its sending, even if the addressee has not read it.
10. The invitation to a meeting of the Executive Board shall contain at least the following:
  - a) Date of meeting,
  - b) start time and place of the meeting,

- c) program of the meeting,
  - d) notification if the meeting is to be held online
11. Supporting documentation on items on the agenda of an Executive Board meeting shall be submitted to the members of the Executive Board by the Chairman of the Executive Board.
  12. The supporting documentation of the meeting shall be sent in writing by post, electronic mail or made available to the members of the Executive Board in the Agency's electronic system at least five working days before the meeting.

### **Article 3**

#### **Secretary of the Executive Board**

1. The Secretary of the Executive Board shall, in cooperation with the Chairman of the Executive Board and on his instructions, organise the agenda relating to the activities of the Executive Board and carry out the activities laid down in these Rules of Procedure.
2. The Secretary of the Executive Board shall, in particular,
  - a) organizationally and administratively ensures the operation of the Executive Board,
  - b) supervise compliance with the time limits laid down in these Rules of Procedure or by law;
  - c) ensure that the Agency's decisions are properly drafted
  - d) ensure the safekeeping of documents which are not archived electronically within the Agency's information system.
3. The Secretary of the Executive Board shall not have the right to vote
4. The Secretary of the Executive Board shall participate in a meeting of the Executive Board, the course of which he/she shall draw up minutes in accordance with the provisions of these Rules of Procedure.

### **Article 4**

#### **Proceedings of the Executive Board meeting**

1. The Executive Board shall, as a general rule, meet at the seat of the Agency.
2. The Executive Board may also meet online on a proposal from the Chairman of the Executive Board. The Chairman of the Executive Board shall determine the holding of a meeting of the Executive Board in online form. The technical and organisational arrangements of the meeting shall be carried out by the Agency's office. Each member of the Executive Board shall be obliged to provide the Office of the Agency with all necessary assistance to enable him/her to attend properly the meeting of the Executive Board held online.
3. Members of the Executive Board present at a meeting of the Executive Board shall be entered in the attendance list of the members present at the session of the Executive Board ('attendance list'). The following particulars must be written down in the attendance list:
  - a) name of the agency,
  - b) date and place of the Executive Board meeting,
  - c) full names of all members of the Executive Board,

- d) a designated place for signature where each member of the Executive Board present signs by hand;,
- e) signature of the Chairman of the Executive Board
- f) signature of the registrar.

The correctness of the attendance list shall be certified by the signature of the appointed registrar of the meeting and shall be verified by the Chairman of the Executive Board or a member of the Executive Board authorised by him. In the case of a meeting held online, the presence of the member(s) of the Executive Board shall be indicated on the attendance list instead of their handwritten signature. The presence of a member of the Executive Board at a meeting shall be irreplaceable – a member of the Executive Board may not grant any person a power of attorney to represent him or her at a meeting of the Executive Board.

- 4. The Registrar for a meeting of the Executive Board shall be appointed by the Chairman of the Executive Board.
- 5. The Executive Board shall be chaired by the Chairman of the Executive Board or a member of the Executive Board designated by him or her
- 6. Each member of the Executive Board shall have the right to comment on the item under discussion and on the document submitted. The order of the individual statements made by the members of the Executive Board shall be determined by the Chairman of the Executive Board.
- 7. Matters which have not been included on the proposed agenda of the Executive Board may be discussed and decided upon if more than half of the members of the Executive Board vote in favour of their inclusion in the deliberations.
- 8. If an absolute majority of the members of the Executive Board requests that a matter should be discussed at a meeting, the Chairman of the Executive Board may place it on the agenda for the current session of the Executive Board; otherwise, it must put the matter on the agenda for the next Executive Board meeting.

## **Article 5**

### **Decisions of the Executive Board**

- 1. The Executive Board shall decide whether or not to adopt a resolution by vote.
- 2. The Executive Board may adopt resolutions on the establishment of a review panel outside its meeting.
- 3. A resolution of the Executive Board shall be adopted if at least seven members of the Executive Board vote in favour.
- 4. The members of the Executive Board may propose amendments to the proposals submitted by the Chairperson. The adoption of amendments shall be decided by a vote in the reverse order in which the proposals were tabled.
- 5. A decision on technical matters and in amendments shall be taken if more than half of the members vote in favour.

## **Article 6**

### **Voting methods**

- 1. Each member of the Executive Board shall have one vote.
- 2. The vote of the Executive Board shall be public. In justified cases, voting may be by secret ballot.

3. In public voting, voting shall take place by show of hands.
4. The Chairperson of the Executive Board may decide to vote by means of ballot papers. When voting by ballot paper, the members of the Executive Board must be informed of how the ballot papers are adjusted before voting begins. Incorrectly modified ballot papers are invalid. Ballot papers and ballot papers with illegible or contradictory data are also invalidated or otherwise invalidated.
5. Voting by secret ballot is always carried out by means of ballot papers.
6. Where a vote is taken at a meeting of the Executive Board held in online form, the vote shall be by show of hands and, where appropriate, by the verbal expression of each member of the Executive Board, so as to make it a clear and comprehensible method of voting. Voting by secret ballot cannot be carried out in online form.
7. The Executive Board may also vote outside the meeting by voting per rollam, unless they are conclusions adopted by resolution.
8. A resolution may be adopted by the Executive Board by a vote per rollam only if it concerns the formation of a working group within the meaning of the second part of the first sentence of Section 12 of the Act.
9. The call for a vote per rollam shall be submitted by the Chairperson of the Executive Board to all members of the Executive Board in the same way as by sending an invitation to a meeting of the Executive Board.
10. The call for votes per rollam shall specify a period of not less than five days from the date on which the draft vote in question per rollam is sent to the member of the Executive Board for its opinion. Within that period, the members of the Executive Board may deliver their comments on the proposal for a vote per rollam in question by electronic mail to the e-mail address specified in the proposal for a decision per rollam.
11. If a member of the Executive Board does not deliver his or her observations even within the additional period set by the Chairperson of the Executive Board, he or she shall be deemed to have disagreed with the proposal in question.

## **Article 7**

### **Minutes of the Executive Board meeting**

1. Minutes of the meeting of the Executive Board shall be drawn up.
2. The minutes of the Executive Board meeting shall contain:
  - a) name of the Agency and its seat;
  - b) the date of the Executive Board meeting and the duration of the meeting. Where the meeting was held outside the seat of the Agency or in online form, this fact shall be stated in the minutes;
  - c) the name of the Chairperson of the Executive Board and, in the case of replacement, the name of the Vice-Chairperson of the Executive Board and of the registrar
  - d) a description of the discussion of each item on the agenda of the Executive Board meeting; each member of the Executive Board shall have the right to request that his or her comments on any item of the meeting be recorded in the minutes; if the statement is longer than five sentences, the member of the Executive Board concerned shall make his statement in writing and the statement shall become annexed to the minutes;

- e) a resolution of the Executive Board, together with an indication of the outcome of the vote for each item on the agenda of an Executive Board meeting; the total number of votes validly cast, the number of votes cast for and against each motion for resolutions shall be indicated, including information on the number of abstentions of the executive board members; any member of the Executive Board who has not voted in favour of the proposal shall have the right to request that his or her vote be indicated in the minutes with his or her name;
  - f) the signatures of the Chairman of the Executive Board, in the case of his or her replacement, the Vice-Chairman of the Executive Board and the Registrar
3. The original minutes of the Executive Board meeting shall be accompanied by the attendance list and written statements of the members of the Executive Board. For archiving purposes, the documents submitted and approved shall also be annexed to the minutes.
  4. The Agency's Office shall submit draft minutes of the meeting to the members of the Executive Board within five working days of the end of the meeting for its approval. The members of the Executive Board may comment on the draft minutes to the Chairman of the Executive Board within five working days of the transmission of the draft minutes. The Agency's office shall then modify the draft minutes as instructed by the Chairman of the Agency. The revised minutes shall be approved without delay by the Chairman of the Executive Board by signing them.
  5. The Chairman of the Executive Board shall ensure that the minutes of the Executive Board meeting are drawn up within fifteen calendar days of the date of its closure.
  6. The minutes of the meeting of the Executive Board of the Executive Board shall be archived and accessible for inspection at the seat of the Agency.
  7. A copy of the minutes of the Executive Board, together with its annexes, shall be transmitted electronically to each member of the Executive Board by the Agency's Office without delay.

## **Article 8**

### **Common and final provisions**

1. In the absence of the Chairman of the Executive Board, all the responsibilities of the Chairman of the Executive Board in relation to these Rules of Procedure shall be assumed and exercised by the Vice-Chairman of the Executive Board.
2. Amendments to these Rules of Procedure shall be adopted by the Executive Board on a proposal from the Chairman of the Executive Board.
3. These Rules of Procedure shall enter into force at the time of their approval by the Executive Board.

In Bratislava, on 23 september 2021

**prof. Ing. Robert Redhammer, PhD.**  
Chairman of the Executive Board