



Slovak Academy of Sciences Programme



Rules of procedure of the Board of the Programme SASPRO

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Rules of Procedure of the Board of the Programme SASPRO

(hereafter also as the "Rules of Procedure")

Article I

Introductory provisions

1. Rules of Procedure of the Board of the Programme SASPRO are the internal regulations, which governs the sessions of the Board of the Programme SASPRO (hereafter only "the Board") and are binding on its members.
2. Rules of Procedure of the Board of the Programme SASPRO are issued under the provisions of Article V of the Statute of the Programme SASPRO.

Article II

Date and place of the session of the Board

1. Terms of the Board sessions are given by the indicative timetable of SASPRO Programme activities, which is published annually under the provisions of Article X, paragraph 4 of the Statute of the Programme SASPRO.
2. The place of the Board session will ensure the Secretary of the Board.
3. Any changes to the Board session term versus the indicative timetable are to be announced to Board members not later than 14 days prior to the session. The Chairman of the Board shall notify any changes to the indicative timetable to Scientific Council of the SAS and the Presidium of the SAS too.
4. The Board session is summoned by the Chairman of the Board, if necessary by Vice-Chairman of the Board authorized by Chairman of the Board or by other authorized member of the Board. Invitation to the session with the session agenda must be received by members of the Board not later than 10 days prior to the session.
5. In order to have sufficient flexibility and speed of communication, all correspondence will be sent to Board members electronically to email addresses given by them.

Article III

The process of the Board meetings

1. The Board is capable to hold a meeting and accept resolutions if an absolute majority of its members is present at the meeting.
2. Board members express their opinion by voting. A resolution shall be accepted if it accepts an absolute majority of present Board members. In the event of a tie, the vote of the Chairman of the Board decides, if necessary the vote of substituting Vice- Chairman or the vote of the substituting Board member.
3. Board sessions shall not be public. Board sessions are attended by members of the Board and Secretary of the Board.
4. In case of a justified need, other persons may be invited to the Board meeting. Chairman of the Board decides about their invitation.
5. The Board session shall be summoned and chaired by the Chairman of the Board, in his absence by Vice-Chairman of the Board, or if necessary by another member of the Board authorized by Chairman of the Board.
6. At the beginning of the Board meeting, the Board approves the agenda, or if necessary, approves the changes of the agenda.
7. The process of the Board sessions, the conclusions reached and approved resolutions are entered in the minutes recorded by the Secretary of the Board, which is after verification and approval by the chairperson of the Board sessions electronically transmitted to the members of the Board.
8. In appropriate events and with the consent of members of the Board Chairman of the Board may declare *per rollam* vote. Such a vote is valid if it is attended by an absolute majority of all members of the Board.
9. Communication language of the Board session is Slovak. In the event of persons invited from abroad (according to Article III, paragraph 4 of the Rules of Procedure) the working

language of the Board is English. Correspondence sent to Board members may be in Slovak or in English.

Article IV

Minutes of the Board session

1. Written minutes of the Board session shall be elaborated in the Slovak language. The Secretary of the Board is the recorder. Minutes are verified by two members of the Board present at the Board meeting, the minutes of which were recorded and approved by the chairperson presiding at the Board meeting.
2. Minutes of the meeting of the Board must include the following details:
 - a) date;
 - b) the name and signature of the person presiding at sessions, approving the minutes;
 - c) the names of persons to verify the minutes;
 - d) the name of the recorder;
 - e) an attendance list;
 - f) the agenda;
 - g) accepted conclusions and resolutions, deadlines for their implementation and the persons responsible for their implementation.
3. In the case of *per rollam* session, Minutes shall be elaborated annex of which is the evidence of voting by members of the Board.
4. Minutes after verification and approval Secretary of the Board immediately electronically submits to all members of the Board, members of the Scientific Council of the SAS and members of the Presidium of the SAS.
5. Secretary of the Board keeps records of resolutions and provides documentation to check fulfilling of the resolutions.



6. If resolution cannot be achieved in the specified time period, the one who was imposed to perform the implementation is obliged to inform promptly the Chairman of the Board.

Article V

Final provisions

1. The Rules of Procedure shall enter into force after their approval by the Scientific Council and Rules of the Procedure become effective at the date of their publication.
2. Changes to the Rules of Procedure must be approved by the Scientific Council of the SAS.
3. Current version of the Rules of Procedure will be published on the SASPRO programme website.

In Bratislava, on 26 March 2014

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Prof. Dr. Jaromír Pastorek
Chairman of the Scientific Council of the SAS