

Pursuant to Article 63 of the Statute of the Faculty of Organization and Informatics of the University of Zagreb (hereinafter: the Faculty), the Faculty Council of the Faculty of Organization and Informatics, at its session held on 26 May 2022, adopted the amendments to the Rules of Procedure of the Faculty Council, and the Dean of the Faculty, on 26 May 2022, issued the consolidated text of the Rules of Procedure of the Faculty Council.

RULES OF PROCEDURE OF THE FACULTY COUNCIL (Consolidated text)

I INTRODUCTORY PROVISIONS

Article 1

The work and organization of the Faculty Council (hereinafter: the Council) of the Faculty of Organization and Informatics shall be regulated by these Rules of Procedure, in accordance with the provisions of the Statute.

Article 2

These Rules of Procedure contain provisions on:

- the organisation and composition of the Council,
- Council sessions and work at sessions,
- the work of the Council committees,
- elections and appointments at sessions.

II ORGANIZATION OF THE FACULTY COUNCIL

Article 3

The Faculty Council is an expert council of the Faculty.

The Faculty Council shall consist of all full professors, associate professors and assistant professors, representatives of teachers of the Faculty appointed in teaching positions, representatives of associates of the Faculty appointed in associate positions, and student representatives.

Representatives of teachers in teaching positions and associates in associate positions shall be elected to the Faculty Council at special meetings convened by the Dean of the Faculty, in such a way that one representative is elected for every five persons in a respective position.

If fewer than five persons are elected to one of the positions referred to in the previous paragraph, one representative shall be elected to the Faculty Council for that position.

The mandate of representatives of teachers of the Faculty in teaching positions and of associates in associate positions shall be two years.

The Student Union branch at the Faculty shall directly elect student representatives to the Faculty Council in the manner specified by the Student Union Act.

The Student Union branch of the Faculty shall elect four representatives and deputy representatives to the Faculty Council in such a way that each year of study elects one representative and deputy.

The mandate of student representatives and their deputies in the Faculty Council shall last two academic years.

Student representatives shall equally participate in the work of the Faculty Council with other members of the Faculty Council, except in the procedures of the acquisition of master's and doctoral degrees of science.

Article 4

The Council shall have its permanent and temporary committees.

The permanent committees of the Council shall be:

- Committee for Postgraduate Studies
- Committee for Publishing
- Conference Program Committee
- Journal Publishing Committee

Article 5

At the first session of the Council, at the beginning of each academic year, possible changes in the composition of the Faculty Council shall be established, i.e. the mandate of representatives of teachers, associates and students shall be verified.

The Dean shall be obliged, before the expiry of the mandate of representatives in the Council, to invite their structures to appoint new representatives.

If, at the invitation of the Dean, they do not appoint their representatives until the first session of the Council, the session will be conducted in a valid manner with previous representatives, whose mandate shall be extended until the election of new ones.

III COUNCIL SESSIONS

1. Preparing and Convening a Session

Article 6

The Faculty Council shall work in sessions.

Sessions of the Council shall be convened by the Dean on his or her initiative, or based on earlier conclusions of the Council.

The Dean shall be obliged to convene a session of the Council if so requested in writing by more than half of the total number of Council members.

If the Dean does not convene a session of the Council in the case when he or she is obliged to do so, the session shall be called by the members of the Council whose number is larger than half of the total number of Council members.

Article 7

The invitation to the session shall be circulated to each member of the Council no later than seven days before the date for which the session has been scheduled.

Together with the invitation, a proposal for the agenda, appropriate materials for the questions proposed for the agenda, and the conclusions of the previous session shall be submitted.

In the event of a sudden and urgent need to convene a Council session, or when delaying or postponing the resolution of matters within the authority of the Council would have adverse consequences for the work and interest of the Faculty, the session may be convened within a shorter period than the one referred to in the previous paragraph, and the

agenda may be proposed at the session itself. At a session thus convened, members shall decide at the very beginning whether there is a need for urgent convening and whether the session will be held.

Article 8

As a rule, council sessions shall be held once a month according to the calendar of Council sessions. If there is a need for it, or if the circumstances require it, a session may be scheduled for another date, and additional session(s) may be scheduled, but with timely notice.

A Council session may be held either in person or electronically, using an appropriate videoconferencing platform and the LMS system, in accordance with the invitation to the Council session. The Council shall decide if there are justified reasons for holding the session electronically at the beginning of the session convened as an online session.

Article 9

The Secretary of the Faculty shall be notified about each session and shall be obliged to attend the session.

Article 10

Any matter proposed for the agenda of the session must be processed and documented in such a way that it can be discussed and decided upon by members of the Council. A rapporteur shall be indicated for each item on the agenda.

The Chair of the Council session may order that supplementary documentation or the opinion of authorized bodies or persons be obtained on an issue proposed for the agenda and that the matter not be brought before the Council at that session. The Chair may also decide to bring the matter before the Council at that session but postpone the decision-making on it for the next session until the necessary documentation or opinion has been obtained.

2. Opening the Session and Setting the Agenda

Article 11

After the minute taker has counted the members of the Council present, the Chair shall inform the Council of the number of session attendees and shall also note whether the required majority is present.

If the Chair considers that the counting has not been conducted correctly, he or she will order that the presence be determined by a roll call.

A roll call shall also be conducted upon a request by a member of the Council supported by at least five other members.

A session of the Council may be held if it is attended by a simple majority of all Council members (hereinafter: quorum).

If a session of the Council is only informative and no decisions are to be taken, no quorum shall be required.

If no quorum has been reached, the Chair may decide to wait for the beginning of the session for no more than one hour after the scheduled beginning or to immediately postpone the session.

The minute taker shall keep records of attendance and justified and unjustified absences of Council members from the Council session. At the end of the academic year, the Council shall be given a report on the attendance of Council members in Council sessions in the previous academic year.

Article 12

The agenda of the session shall be established at the beginning of the session at the proposal of the convener of the session.

Any member of the Council may propose that an issue not included in the proposed agenda be placed on the agenda, and explain the need for adding the amendment to the agenda. The Council shall decide on this proposal without discussion, by a simple majority of all members of the Council present.

3. Chairing the Session and Participating in the Work at the Session

Article 13

The Faculty Council shall be presided over by the Dean.

In the event of his or her absence or incapacity, the Dean shall be substituted by a Vice-Dean.

Article 14

All members of the Council shall have the right and obligation to attend and participate in the work of the Council sessions.

Participation in the work of the Council sessions without the right to decision-making shall be entitled to:

- Secretary of the Faculty
- teachers who are not members of the Council
- persons invited to the session.

Article 15

No one can speak in a session before requesting and being given the floor by the Chair.

Requests for the floor shall be indicated after the discussion on a particular issue has been opened until the Chair concludes the discussion.

The speaker shall speak, as a rule, from the place where he or she sits.

The Chair shall ensure that the speaker is not disrupted or prevented from speaking.

The speaker may be warned about the rules of order and interrupted in speech only by the Chair.

Article 16

The Chair shall give the Council members the floor in the order in which they have applied for it.

The speaker who wishes to speak about a breach of the Rules of Procedure or a breach of the established agenda shall be given the floor by the Chair as soon as he or she requests it.

Speaking must be brief, and the Chair shall be obliged to explain the breach after the objection has been raised. If the member of the Council who raised the objection is not satisfied with the explanation, this matter shall be decided upon without discussion.

If a member of the Council requests a floor to correct an allegation that in his or her opinion was incorrectly stated and which was the cause of a misunderstanding or instigated the need for personal explanation, the Chair shall give the member the floor as soon as the speaker who caused the need for correction has ceased speaking. The response of the member of the Council must be short and limited to the correction or clarification.

Article 17

The speaker may only talk about an issue that is being discussed according to the established agenda.

If the speaker talks beside the point, the Chair shall invite him or her to stick to the agenda, and if he or she does not stick to the subject of the agenda even after the second invitation, he or she will be deprived of the floor.

Article 18

The duration of the speech of participants in the work of the session shall not be limited unless otherwise stipulated by these Rules of Procedure or a decision of the Council.

As a rule, the speaker shall discuss a particular subject only once, and the Chair may decide that it may be discussed several times by the same speaker, and may also limit the duration of the speech.

A member of the Council may request that his or her discussion and the proposed wording of decisions arising from the discussion be authorized, i.e. that they be fully recorded in the minutes according to his or her dictation. The decision on this shall be made by the Chair, taking into account the justification for asking for the authorization of speech.

4. Publicity of Work at the Session

Article 19

Council sessions shall be public within the meaning of the Right of Access to Information Act.

Persons who wish to be present at the Council session but are not members of the Council, are not invited to the Council session, and do not attend the session ex-officio, must request it in writing at least two weeks before the scheduled date of the Council session.

The publicity of the sessions shall be limited by technical and spatial preconditions. Public access may also be restricted based on an assessment of a possible conflict of interest relating to items on the agenda, or the impact on the decision-making procedure at the Council. A person who wishes to attend a session of the Council and is not one of the persons referred to in Article 14 of these Rules of Procedure may attend the session with a prior timely announcement to the Dean or the Chair of the Council session in which he or she should state the reason for wishing to attend the session of the Faculty Council. In case of inability to ensure the presence at the session of all persons announced, the order of precedence shall be formed according to the order of applications.

The decision on the right to attend shall be made by the Faculty Council. A decision on this issue shall be taken as a prior decision before the beginning of the session, that is, before the adoption of the agenda, without the presence of the person requesting his or her presence at the session.

Upon a proposal of the Dean or the Chair, the Council may decide to hold particular sessions or discussions on a certain item on the agenda without the presence of the public.

Persons who are not members of the Council may speak in the Council session only if they are given a floor by the Dean or the Chair.

When acts or materials are discussed that are labelled with an appropriate level of confidentiality or represent a trade secret, the Dean or the Chair shall inform the Council thereof, exclude the discussion from the minutes, if necessary, and issue a warning that the information may not be made public.

5. Keeping Order

Article 20

The order at the session shall be maintained by the Chair. The Chair may warn a participant in the session regarding a violation of order at the session or deprive him or her of the floor.

A warning shall be pronounced to the participant in the session who violates the order and the provisions of the Rules of Procedure by his or her behaviour or speech.

The participant in the session who repeatedly violates order at the session and the provisions of the Rules of Procedure, and has already been warned at the same session, shall be deprived of the floor.

If the Chair cannot maintain order at the session by regular measures, he or she shall call for the adjournment of the session.

Article 21

Persons who are not participants in the discussion, but attend the session as listeners, shall be obliged to execute the orders of the Chair regarding the maintenance of order.

The Chair may rule that any listener who disturbs the order be removed from the Faculty Council Hall, or that all listeners be removed if the order is severely disturbed.

6. Work at the Council Session

Article 22

After opening the session, the Chair shall provide the necessary introductory explanations regarding the work of the session and the previously raised issues, and inform the Council which Council members have informed him of their inability to attend.

Article 23

Before establishing the agenda, the Chair shall ask the members of the Council whether they have any objections to the minutes of the previous session.

The merits of the objections to the minutes shall be decided upon without discussion. If the objection is accepted, appropriate changes shall be made to the minutes.

Article 24

After the agenda is established, discussion on individual items on the agenda shall ensue.

During the session, the Council may, at the proposal of the Chair or a member of the Council, make changes in the order of consideration of individual matters set in the agenda along with a vote on these matters.

During the discussion, opinions can be expressed, explanations can be sought and questions raised regarding the proposed solutions, and amendments to the proposal can be discussed.

The Chair shall conclude the discussion when he or she determines that there are no more speakers and that the topic has been dealt with, or when it is established that the discussion is not related to the topic that is the subject of the discussion.

7. Adjournment of the Session

Article 25

The Chair can declare the Council session adjourned and determine when the session will be resumed.

The Chair shall adjourn the session due to lack of quorum, due to the need to carry out the necessary consultations or gather opinions in the meantime, and in other cases stipulated in these Rules of Procedure or when the Council concludes so.

If the session is adjourned due to lack of quorum, and the quorum is not reached in the continuation of the session, the Chair shall inform the members present that the work of the session cannot be continued and that he or she will reconvene the session.

8. Decision-Making in Sessions

Article 26

The Council shall take decisions by a majority vote of the members present, except in cases where the law, the Statute of the University or the Statute of the Faculty determine otherwise. If during decision-making the votes are equally divided, the vote of the Dean shall prevail.

Article 27

The Council shall adopt the following acts:

- decisions
- conclusions.

A decision shall resolve issues within the legal and statutory authority of the Council.

A conclusion shall resolve:

- issues concerning the procedure (procedural issues),
- issues which the Council has the authority to consider, but not to decide on, which it forwards to another body for decision-making
- issues in the field of work of the Faculty or its bodies on which the Council expresses its non-binding position or opinion

These acts of the Council shall be signed by the Dean.

Article 28

After the discussion on a particular item on the agenda, the Chair, in accordance with the proposed agenda as well as the proposals arising during the discussion, shall formulate the content of the decision or the conclusions to be voted on.

Before voting on a particular decision, the Chair shall verify that a quorum is present.

Article 29

Voting at the Council session shall be open unless a secret vote is stipulated by law, the Statute of the University of Zagreb, the Statute of the Faculty, these Rules of Procedure or the decision of the Faculty Council.

If decisions in the session are taken in a secret vote, and a majority of the votes of the Council members present are required to take a decision, this majority shall be determined based on the number of members of the Council who have taken the ballot papers

Voting shall always first be conducted according to the agenda, and further in the order of proposals.

Members of the Council shall vote openly in such a way that, after the Chair requests them to declare themselves regarding the subject matter of voting, they shall declare themselves "for" or "against" by raising their hand, or abstaining from voting. The Chair shall first invite those present to declare who is in favour of the proposal, then who is against it and after that who is abstained.

Exceptionally, if fewer than half of those present vote for the acceptance of the amendment, the Chair may immediately state that the amendment has been rejected.

Article 30

A roll-call vote shall be cast when so determined by the Chair to accurately establish the result of the vote.

A roll-call vote shall be conducted in such a way that each member of the Council whose name is called declares himself or herself "for" and "against", or abstains from voting.

The names of the members of the Council shall be called and their votes counted by the secretary of the Faculty.

Immediately after the vote, the Chair shall determine and publish the results of the vote.

Article 31

A secret vote shall be conducted by using ballot papers.

Ballot papers must be of the same size, same colour and shape, and certified by the seal of the Faculty.

The content of the ballot paper in each individual case shall be determined by the Chair of the session, depending on the content of the proposal to be voted on.

Each member of the Council shall receive one ballot paper, which he or she places in the ballot box after filling it out.

A ballot paper that has not been properly filled out, i.e. from which it cannot be determined what a member of the Council voted for, shall be considered void.

Article 32

Upon the completion of the vote, the Chair shall determine the results of the vote and announce whether the proposal voted on has been accepted or rejected.

Article 33

The Council shall, upon the proposal of the Chair, or if prescribed so by a general act of the Faculty, appoint the Committee for Conducting a Secret Vote and establish the rules for a particular vote.

Electronic Meeting Sessions and Electronic Voting

33a

Sessions of the Faculty Council may be conducted electronically in accordance with Article 8 of these Rules of Procedure and according to the instructions issued by the Dean.

The Dean of the Faculty shall appoint a Committee for Conducting Electronic Council Sessions, which shall oversee the conduct of the Council session as well as electronic voting.

33b

At electronic meeting sessions, the Council shall perform voting by electronic means.

The Council may also perform electronic voting at sessions held in person, in which case the provisions of these Rules of Procedure relating to electronic voting shall apply.

At an electronic Council session, the members of the Council logged in to the videoconferencing system through which the electronic session is conducted shall be deemed to be present, and only they may access electronic voting.

At the in-person session of the Council, the members of the Council who are physically present at the session shall be deemed to be present, and only they may access electronic voting.

In electronic voting, a decision on a particular proposal shall be taken by a majority vote in accordance with the provisions of the Statute and these Rules of Procedure, if a majority of the members of the Council is present at the session.

A record of the data on the electronic voting of the members shall be drawn up and adopted at the next session of the Council.

Electronic voting shall be held in a way that each member casts their vote electronically on a particular proposal by voting "FOR", "AGAINST" or "ABSTAIN".

A secret vote may be held electronically in such a way that no one can at any time directly or indirectly connect a particular vote with the person who voted.

For conducting the secret vote procedure referred to in the previous paragraph, the Committee for Conducting the Secret Vote Procedure shall be appointed, which, after the secret vote procedure, shall have access to the results of the secret vote, and shall sign the minutes concerning the regularity of the conducted secret vote procedure. A secret vote shall be held at the Council session itself and shall be locked in the system after the Chair concludes the secret vote on that item.

After the secret vote has been held, the Committee referred to in this paragraph shall determine the results of the secret vote from the electronic voting system.

33.c

Once the agenda of the Council session has been adopted by electronic vote, the session can be conducted according to the items on the agenda.

As a rule, electronic voting shall be opened after the end of the reporting and discussion part related to that item and closed by moving to the next item on the accepted agenda, with the announcement of the Chair that the voting on that item is closing.

The results of the electronic voting of the members of the Council shall be annexed to the minutes of the session.

Council members shall have access to the e-course Faculty Council in the learning management system (LMS), and Council members shall confirm their identity by logging into the e-course Faculty Council through their AAI@Edu account.

As a rule, voting shall be enabled in the LMS system through the e-course Faculty Council but an alternative system can also be used if necessary.

Electronic voting can only be accessed by members of the Council, or in case of their incapacity, by their replacements (if the information that they will participate in the Council session has been sent in a timely manner).

9. Concluding the Session

Article 34

When all items on the agenda have been dealt with and the work of the session is completed, the Chair shall conclude the session.

10. Minutes of the Sessions

Article 35

Minutes shall be kept on the work of the Council sessions.

The minutes shall contain basic information about the work at the session and the decisions taken.

The result of the vote on a particular subject matter shall also be entered in the minutes.

The minute taker shall be appointed by the Dean, i.e. the Chair of the session.

Article 36

The minutes shall be circulated to all members of the Council.

The minutes to which there were no objections or the minutes in which amendments were made by the conclusion of the Council, shall be deemed to have been adopted.

The minutes adopted shall be signed by the Chair of the session to which the minutes relate.

The originals of the minutes shall be deposited in the archives of the Council.

Article 37

Shorthand notes or an audio recording of the session may also be made of the work at the Council session.

11. Sessions of Council Committees

Article 38

Permanent and temporary committees, and other working bodies of the Faculty Council, shall as a rule also work at sessions.

Sessions shall be convened by the President or the first member of the Committee on his or her initiative, based on a conclusion of the Committee, or based on a conclusion of the Council.

A committee session may also be convened by the Dean.

Article 39

A committee session may be held if more than half of the total number of committee members attend the session.

Decisions at the committee session shall be made by a majority vote of the members present.

Article 40

Members of the Council who are not committee members, the Dean and the secretary of the Faculty may attend a committee session and express their opinions.

Committees and other working bodies may hold joint sessions to discuss issues of common interest.

A joint session shall be convened by the presidents of interested committees or the Dean of the Faculty.

A joint session shall be chaired, by agreement, by one of the presidents of those bodies, or by the Dean, if he or she has convened the session.

Article 41

Committees shall consider all issues that fall within their competence based on law, the Statute and general acts of the Faculty, and decisions of the Council.

The committees to which a particular issue has been submitted for consideration shall be obliged to consider it and give their position on it.

Committees may also consider issues within their competence on their own initiative.

Committees can have multiple Working Chairs, in accordance with respective groups of issues they are considering.

Article 42

When a committee submits a report to the Council, it shall appoint its rapporteur.

The rapporteur of the committee may withhold a statement to the Council only on matters on which the committee has not taken a position or given its opinion.

Article 43

Committees shall keep minutes of work at their sessions.
One copy of the minutes shall be kept in the archives of the Faculty Dean's Office.

Article 44

At their sessions, committees may apply the provisions of these Rules of Procedure relating to sessions of the Council.

If it is not possible to apply a certain provision of the Council's Rules of Procedure, the committee may, by a conclusion or a decision, establish a procedure for resolving that matter.

The committee may also adopt the rules of procedure for its work.

IV ELECTIONS AND APPOINTMENTS AT COUNCIL SESSIONS

1. Common Provisions

Article 48

The Council shall elect and appoint, as well as revoke and relieve of duty Deans, Vice-Deans, members of committees and working bodies, student leaders and mentors, and conduct other elections and appointments in accordance with the law and the Statute, and these Rules of Procedure.

Article 49

The election and appointment, or revocation and relief of duty, shall be conducted in an open vote, by a majority of the Council members present.

Exceptionally, the election and relief of the Dean of duty shall be conducted in a secret vote, by a majority vote of all members of the Council.

2. Procedure for Election and Relieving of Duty of the Dean at the Faculty Council Session

Article 50

The election of the Dean at the Faculty Council session shall be conducted in accordance with the provisions of law and the Statute of the Faculty.

Article 51

The session of the Faculty Council in which the Dean is elected or relieved of duty must be attended by a majority of the total number of members of the Council.

Article 52

The election of the Dean shall be held by a secret vote using "ballot papers".

A ballot paper shall contain:

- «I VOTE FOR» label
- the ordinal number of the candidate
- the candidate's name and surname.

On the ballot, candidates shall be listed in alphabetical order.
Ballot papers shall be prepared by the secretary of the Faculty.
A member of the Council may vote personally by only one ballot paper.

Article 53

The voting shall be managed by the Dean Election Committee, which has three members and is elected at the session at which the election is conducted.

The Dean Election Committee shall oversee the voting procedure, count the votes and determine their validity, as well as announce the results of the vote.

Article 54

Only those candidates whose names are listed on the ballot paper stamped by the Faculty's seal shall be voted on.

Voting for the proposed candidates shall be done by circling the ordinal number next to the name of one of the candidates.

The Dean Election Committee shall only consider the ballot papers that, after the vote is completed, it finds in the ballot box.

All the ballot papers that have been filled out in any way which is different from that prescribed by these Rules of Procedure, or which have not been filled out, shall be considered void.

Article 55

A member of the Council may, when electing the Dean, waive the right to secrecy of the vote and may sign a duly completed ballot paper, or openly state his or her vote choice.

Also, but only in the case where a quorum is present at the session at which the Dean is elected, a member of the Council whose absence is justifiable may submit his or her ballot paper with the candidate for whom he or she votes in a sealed envelope before the session.

Any other voting method shall not be permitted and shall not be taken into consideration, especially if the declaration is received after the beginning of the session or if it is not signed. This method of voting shall be taken into account only in the first round of voting.

Article 56

If, in the voting procedure, none of the candidates obtains a majority of votes of all members of the Faculty Council, a second round of voting shall be held.

In the second round of voting, the candidate who has received the highest number of votes in the first round of voting, or the candidates who received the same number of votes, shall stand for election.

Article 57

If even in the second round of voting, the candidate for whom the vote was cast does not receive a majority of votes of all members of the Faculty Council, the vote for the election of the Dean shall be adjourned and another session of the Council shall be scheduled within one month, at which the voting procedure will be repeated, including the entire election procedure that will also be repeated in the meantime.

Article 58

For each session of the Council, ballot papers shall be prepared according to the number of members of the Council.

In the event of a second round of voting, the session shall be adjourned for the preparation of new ballot papers.

Article 59

The President of the Dean Election Committee shall announce the results of the vote at the same Council session at which the vote was held.

The President of the Committee shall announce:

- how many members of the Council received the ballot paper,
- how many members of the Council in total cast their vote,
- the size of the required qualified majority,
- how many ballot papers were void and why,
- how many members of the Council waived the right to secrecy of the vote, i.e. legitimately exercised the right to state their vote,
- how many valid votes were received by each candidate, and
- declare which candidate has been elected, or declare that the vote shall be repeated.

Article 60

Members of the Dean Election Committee shall hand over ballot papers to the members of the Council, which is confirmed by the signature of a member of the Council on a special list.

The number of ballot boxes and places where voting will take place shall be determined by the secretary of the Faculty.

A member of the Committee shall be present at the vote at each ballot box.

FINAL PROVISIONS

Article 61

Amendments to these Rules of Procedure shall be adopted in the same way as the Rules of Procedure were adopted.

A proposal to amend the Rules of Procedure may be made by the Dean or a member of the Council.

Article 62

These Rules of Procedure shall enter into force on the day of adoption.

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Varaždin, 26 May 2022

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