

**DEAN'S MEASURE NO. 6/2023  
STATUTES AND RULES OF PROCEDURE  
OF THE INTERNATIONAL BOARD OF THE FACULTY OF EDUCATION,  
UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

**Article 1**

**Introductory Provisions**

1. The International Board of the Faculty of Education, University of South Bohemia in České Budějovice (hereinafter referred to as "IB FE USB" or "the board") is established by the Dean's Measure No. 6/2023.
2. IB FE USB is an independent advisory and evaluative body of the dean of the Faculty of Education, University of South Bohemia.
3. IB FE USB provides opinions, especially on the strategic planning and development of the Faculty of Education, University of South Bohemia, in the national and international context, on other matters according to the current situation and the needs of the leadership of the Faculty of Education, particularly in the main areas of faculty activities – pedagogical activities, scientific research, and social relevance.

**Article 2**

**Statutes of IB FE USB**

1. IB FE USB consists of a minimum of 5 members, predominantly comprising internationally recognised individuals from foreign universities and research institutions.
2. The dean of the Faculty of Education, University of South Bohemia, appoints the members of IB FE USB. The list of members is published on the faculty's website, [www.pf.jcu.cz](http://www.pf.jcu.cz).
3. The term of office of an IB FE USB member is five years.
4. A member of IB FE USB may be reappointed. Members of IB FE USB attend the meetings and actively participate in its activities.
5. An appointed board member has the right to resign from the board. The resignation must be made in writing and delivered to the dean of the faculty.
6. The dean of the Faculty of Education, University of South Bohemia, and a designated vice-dean may dismiss any member of IB FE USB after consultation with the dean's board.

7. The dean convenes meetings of IB FE USB through the designated vice-dean, who handles the organisational and administrative agenda. The dean and the designated vice-dean are not members of the IB FE USB.
8. Members of IB FE USB elect a chairperson and a vice-chairperson from among themselves if either of these positions is vacant.
9. In the case of a tie in the election of the chairperson, vice-chairperson, or substitute chairperson, the winning candidate is determined by drawing lots - all candidates who received the highest number of votes on the ballot move on to the drawing.
10. The chairperson and vice-chairperson are elected for a period of two years (they may be re-elected). The term of office of the chairperson or vice-person ends when the chairperson or vice-chairperson ceases to be a member of IB FE USB.
11. IB FE USB has the right to propose the removal of any board member. Approval of the proposal requires the consent of a majority of all members of IB FE USB. If the chairperson or vice-chairperson ceases to be a member of IB FE USB, an election for the chairperson or vice-chairperson will occur.

### **Article 3**

#### **Rules of Procedure of IB FE USB**

1. Meetings of IB FE USB may be conducted in attendance, hybrid, or distance format (through suitable means of remote communication, such as the MS Teams application or others). Minutes are taken at the meetings and handed over to the dean of the faculty.
2. The dean of the Faculty of Education, University of South Bohemia, or a designated vice-dean, convenes meetings. They also choose the form of the meeting.
3. Meetings of IB FE USB are not public, but guests may attend. Any board member, the dean of the Faculty of Education, University of South Bohemia, or authorised employees are entitled to invite guests. IB FE USB decides at any time to hold a public meeting.
4. IB FE USB holds sessions at least once every two years.
5. IB FE USB is quorate if more than half its members are present at the meeting (in person or through suitable remote communication).
6. In the absence of the chairperson and vice-chairperson at a meeting, the present board members elect a substitute chairperson from among themselves and only for the duration of the respective conference. The regular term of the duly elected chairperson or vice-chairperson remains unaffected.
7. Employees of the Faculty of Education, University of South Bohemia, are obligated to actively participate in IB FE USB meetings if requested by the dean of the faculty.
8. The dean of the Faculty of Education, University of South Bohemia (or designated representatives) may attend meetings of IB FE USB without restrictions but without the right to vote.

9. Voting in IB FE USB is not public in case of the elections of the chairperson or vice-chairperson and if requested by any member of IB FE USB. In other cases, voting is public.
10. Only members of IB FE USB are entitled to vote, with each member having one vote.
11. IB FE USB approves a proposal being voted on if it receives the consent of a majority of the present members of IB FE USB.
12. In the case of a tie in the election, the chairperson of IB FE USB decides. In the absence of the chairperson, the vice-chairperson decides. The substitute chairperson decides in the absence of both the chairperson and vice-chairperson.

#### **Article 4** **Final Provisions**

1. Any member of IB FE USB may request the dean of the Faculty of Education, University of South Bohemia, to provide the documentation needed for the board's meeting. The dean of the faculty will not provide such documentation if it violates legal regulations, internal norms of the faculty, other contractual agreements, or other legitimate interests of the faculty or the university.
2. The Statutes and Rules of Procedure of IB FE USB are issued in Czech and English versions. In case of doubt, the provisions stated in the Czech version are determinative.
3. In cases not covered by this measure, the dean of the Faculty of Education, University of South Bohemia, or a designated employee decides on further proceedings.

In České Budějovice, July 10, 2023

Assoc. Prof. RNDr. Helena Koldová, Ph.D.  
Dean of the Faculty of Education, University of South Bohemia