

Pursuant to article 31 of the Statute of the Faculty of Veterinary Medicine, the Faculty Council, at the 11th regular session held on 21st November, 2012, adopted

RULES OF PROCEDURE ON THE WORK OF WORKING BODIES OF THE FACULTY COUNCIL

I GENERAL PROVISIONS

Article 1

These Rules of Procedure regulate the election, constitution, jurisdiction and the work of the working bodies of the Faculty council of the Faculty of Veterinary Medicine (hereinafter: the Council), procedure for the adoption of general acts of the Faculty of Veterinary Medicine (hereinafter: the Faculty) and the manner of giving authoritative interpretation.

The working bodies are: standing and temporary committees (hereinafter: the Committees).

Article 2

Standing committees are:

1. The Committee for the Statute
2. The Committee for Integrated Undergraduate and Graduate Study Program
3. The Committee for Projects
4. The Awards Committee
5. The Committee for the International Cooperation
6. The Student Disciplinary Committee
7. The Staff Disciplinary Committee
8. The Committee for Ethics in Veterinary Medicine
9. The Committee for Library and Publishing
10. The Committee for the election to scientific, scientific-educational, educational and associate titles
11. The Quality Management Committee.

The Committees from Paragraph 1 of this Article have seven members unless the Council decides otherwise. The Committees must have an odd number of members.

The Faculty secretary is a member of the Committee for the Statute without a power of decision.

The Committees' members are proposed by the Dean and the Council makes a final decision on the election of the members.

The mandate of the Committees' members lasts for three years and is the same as the elected dean's mandate.

Article 3

In accordance with the Statute, the Council and/or the Dean may make a decision to establish temporary committees for considering issues important to the Faculty.

Duration of the mandate of temporary committees' members and jurisdiction shall be determined by the decision on the establishment.

Article 4

The Dean invites all Committees to the first constitutive session.

The Dean shall convene a Committee session until a chairperson is elected.

The committee chairperson is elected among committee members by a majority of votes.

Upon the election, the committee chairperson shall preside over the session.

II JURISDICTION OF COMMITTEES

Article 5

Jurisdiction of standing committees includes:

- 1. The Committee for the Statute:** drafts general acts of the Faculty, proposes adoption and amendments to the general acts of the Faculty, gives authoritative interpretations of the Statute and other general acts of the Faculty, determines irregularities in the application of acts, resolves conflicts relating to jurisdiction of working bodies, considers proposals of acts of other proposers, considers the application of a unique legal technique and linguistic and technical compliance of the Faculty general acts, adopts consolidated texts of the Faculty general acts when these acts have been amended at least three times, considers complaints relating to the violation of a Faculty act, notifies the Council and the Dean of the violation of the Faculty acts, laws and other regulations and proposes measures to prevent further violation, proposes measures against the Council members and the Council committees when prescribed conditions are met.
- 2. The Committee for Integrated Undergraduate and Graduate Study Program:** organizes and aligns teaching processes in integrated undergraduate and graduate study programs, considers and prepares proposals relating to monitoring teaching processes in terms of developing curricula and proposes acts and measures for a successful implementation of teaching processes.
The Committee chairperson is the vice-dean of academic affairs.
- 3. The Committee for Projects:** considers and prepares applications to register for public competitions for research projects and tasks, takes care of the implementation of competition for junior researchers and their inclusion into certain projects, monitors the preparation of proposals for the acquisition of research and scientific equipment, assists with managing preparation and control of quantity and control of property,

cares about keeping property in good condition and cares about the state and movement of scientific-research assets of the Faculty.

4. **The Awards Committee:** proposes candidates for awards and acknowledgements to be given to deserving teachers, scientists and other Faculty employees, individuals and institutions outside the Faculty, implements the award-giving process, monitors public awards competitions published by state authorities, institutions and other legal entities, especially in the fields of natural sciences, biomedical sciences and biotechnology, and promptly informs the Council about the abovementioned activities.
5. **The Committee for the International Cooperation:** proposes programs for the development of international cooperation, monitors opportunities for the teacher and student exchange programs, assists in carrying out study visits abroad and bringing foreign teachers, scientists and students to stay at the Faculty, assists with accomplishing international projects and organizing international conferences. The Committee chairperson is the vice-dean for international cooperation.
6. **The Student Disciplinary Committee:** implements disciplinary actions against students in accordance with separate Regulations.
7. **The Staff Disciplinary Committee:** implements disciplinary actions against employees in accordance with separate Regulations
8. **The Committee for Ethics in Veterinary Medicine:** makes decisions on ethical acceptability of a research and its scientific justification and on the approval to initiate proceedings for obtaining a decision from the Ministry of Agriculture in accordance with the Animal Protection Act. It also carries out other activities related to ethics in veterinary medicine.
9. **The Committee for Library and Publishing:** decides on proposers' requests for the approval of manuscripts, classifies manuscripts by type, proposes a reviewer, proposes to competent authorities the method of the renovation and additions to library holdings, discusses and proposes measures in the field of publishing and IT activities.
10. **The Committee for the election to scientific, scientific-educational, educational and associate titles:** proposes the appointment of expert committees during the procedure for the election to scientific, scientific-educational and educational titles, proposes the adoption of expert committees' reports during the procedure for the election into titles, proposes general acts and measures in the field of organization and job systematization at the Faculty.
11. **The Quality Management Committee:** encourages development programs in order to promote quality culture in accordance with international and national standards, criteria and processes, provides counseling and guidance and supervision of all bodies at the levels of leadership and decision-making, management and supervision, and the bodies at the level of the implementation of measures for the establishment and assurance of the control system, plans processes of an internal audit of the quality system at the Faculty, presents the Faculty in the national and international network for promoting quality culture and the system of assuring quality, developing quality indicators, providing support in meeting quality standards, encouraging self-analysis, implementation of measures to improve quality. The Committee chairperson is the vice-dean for quality.

III COMMITTEES' SESSIONS

Article 6

Standing and temporary committees work in sessions.

In exceptional cases, a committee session may be held by telephone conference call and/or via web conference.

The Committee chairperson shall decide on the type of a session.

The chairperson convenes a session on his/her own initiative and/or on the basis of the Council's conclusions.

The Dean may convene the Committee's sessions.

Article 7

A committee session can be convened if more than half of the total number of the committee's members is present.

Decisions and conclusions of a session shall be made by a simple majority vote of the members present.

Voting by raising hands is public. Committee members may, by a simple majority vote of the members present, decide to conduct a secret ballot.

Ballots signed by the committee chairperson and verified by the Faculty seal are used in secret ballot. Voting is done by circling 'for' or 'against' a proposition.

Article 8

Council members who are not a committee members, the Dean, vice-dean and secretary may be present at the session and voice their opinions but they do not have a right to vote.

Article 9

Committee members have a duty to participate in the committee's sessions.

In duly justified circumstances, a committee member may be absent from a session. The chairperson or the dean must be informed about the absence which has to be justified not later than three days before the session.

Article 10

Committees may hold joint sessions to discuss issues of common interest or those relating to joint jurisdiction.

Chairpersons or the dean convene a joint session.

The dean presides over a joint session.

Article 11

The committees, to which an issue has been submitted for consideration, have a duty to conduct a discussion on the issue and take a stand.

Committees may adopt the rules of procedure on the work. The rules of procedure on the work have to be approved by the Committee for the Statute.

Article 12

Committees have to keep the minutes of their sessions.

Minutes are kept in a written form.

Committees' sessions may be audio recorded if so decided by a simple majority of the members present.

Article 13

Committees appoint a rapporteur whose duty is to submit proposals for decisions or conclusions adopted at the committees' sessions to the Council and/or submit a report when the Dean or a majority of the Council's members request it.

IV ACTS OF COMMITTEES

Article 14

Working bodies make:

- proposals for decisions and decisions,
- conclusions,
- recommendations.

Article 15

Decisions address issues of statutory jurisdiction and jurisdiction prescribed by other regulations.

Article 16

Conclusions address issues relating to the procedure and issues that a working body is authorized to discuss about but not to make decisions.

Based on the condition in a particular area, a conclusion may be used to take a stand and express opinions.

Article 17

A recommendation is used to indicate complaints filed over irregularities and suggest measures to resolve irregularities.

Article 18

Proposals for decisions and decisions, conclusions, recommendations and committees' minutes are signed by the chairperson or, in his absence, by the deputy chairperson or some other committee member authorized by the chairperson.

In duly justified circumstances, the Dean may sign documents from Paragraph 1 of this Article.

The Faculty seal is affixed on the originals of documents from Paragraph 1 of this Article.

The original refers to the text that has been adopted at the session.

The originals are kept in the Secretariat and the Central archives.

The Faculty secretary and/or a person authorized by the secretary take care of creating the originals, affixing a seal and keeping records of the originals.

V PROCEDURE FOR THE ADOPTION OF GENERAL ACTS

Article 19

The procedure for the adoption of general acts of the Faculty is initiated by delivering a proposal of a general act to the Committee for the Statute.

Article 20

All members of the Faculty council, the dean, vice-deans and the Faculty secretary have the right to propose. Other employees may make proposals via bodies within departments and divisions.

Article 21

A proposal of a general act has to include:

- statutory and/or legal basis for the adoption,
- assessment of the situation and basic issues to be regulated and consequences that will ensue from the adoption,
- assessment and sources of funds needed for the implementation,
- text of the proposal accompanied with the explanation.

Proposers may, along with the proposal, submit relevant documentation, expert opinions and other acts in order to explain their proposal.

Proposers have to submit a proposal which is reviewed and/or corrected.

Article 22

Before discussing proposals of general acts at the session of the Faculty council, the Committee for the Statute has a duty to include a proposal into the agenda of the Committee session and conduct a discussion.

If the proposal includes the issues that belong to the scope of work of other working bodies, then those competent working bodies have to consider a proposal as well.

Article 23

When the Committee for the Statute has considered proposals, it submits a report along with the proposal of a general act to the Council for consideration and decision-making.

The Committee for the Statute appoints a rapporteur who submits a report to the Council.

Article 24

Discussion of the proposal includes the keynote speech of a rapporteur, general discussion of a proposal and decision-making process on the acceptance or rejection of the proposal of a general act.

A rapporteur is authorized to withdraw the proposal of a general act before the discussion is concluded at the Faculty council.

Adopted general acts are co-signed by the Dean and secretary.

VI AMENDMENTS

Article 25

Some Council members or a group of members may submit a proposal to amend a proposal of a general act before the end of a discussion.

At the end of a discussion and before making a final decision on the proposal, the session Chair puts submitted amendments to a vote.

Article 26

The amendments are voted upon in the order of articles of a proposal they refer to.

The amendment that is accepted becomes an integral part of the proposal of an act being decided upon.

VII AUTHORITATIVE INTERPRETATION

Article 27

Any member of the Council may submit a proposal for giving authoritative interpretation of the general acts of the Faculty.

A proposal for giving authoritative interpretation is submitted to the chairperson of the Committee for the Statute.

The chairperson of the Committee for the Statute has a duty to include a proposal into the agenda.

The Committee for the Statute and the secretary are not authorized for giving authoritative interpretations of legal and other regulations that are not adopted by the Council and other Faculty's bodies.

Article 28

After the discussion has been concluded, the committee adopts a conclusion by a majority of votes and submits it to a proposer and the Council.

The conclusion on authoritative interpretation is published on the website and is mandatory from the date of publication.

VIII COUNCIL MEMBERS' QUESTIONS

Article 29

Council members may, through mediation by the Committee for the Statute, submit written questions relating to the Faculty's activities.

The Committee for the Statute decides on the justifiability of questions asked by a majority of votes.

If the question has been justified, it shall be delivered to the competent Faculty authority which has a duty to send a written reply to the Committee for the Statute within 15 days.

Within the next eight days of receipt of the answer, the Committee for the Statute has to deliver the answer to the Council member who submitted the question.

The Committee for the Statute may decide by a simple majority of votes to deliver some questions to the Council's session.

IXTRANSITIONAL AND CONCLUDING PROVISIONS

Article 30

These Rules of Procedure come into force on the day of their adoption.

Article 31

On the day of the entry into force of these Rules of procedure, provisions of the Rules of procedure on the work of the Faculty Council and working bodies (committees) of 21

December, 2005, cease to be valid in the part relating to jurisdiction and the rules of procedure of working bodies (committees).

Article 32

The Committee for the Statute is responsible for the interpretation of these Rules of Procedure.

Article 33

These Rules of Procedure shall be published on the Faculty's website.

Secretary:

Dean:

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Zagreb, 27 November, 2012