



**RULES OF PROCEDURE  
OF THE BOARD  
OF THE NATIONAL ACCREDITATION BUREAU FOR HIGHER EDUCATION**

dated July 1, 2025

**Article 1  
Subject matter**

The Rules of Procedure of the Board of the National Accreditation Bureau for Higher Education (hereinafter referred to as the "Board") regulate, in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, and Section 134(5) of Act No. 500/2004 Coll., the Administrative Procedure Code, as amended, details on the manner of the Board's proceedings, in particular the preparation, conduct, and recording of the meetings of this body and the voting of its members in accordance with the Higher Education Act, the Administrative Procedure Code, and the Statutes of the National Accreditation Bureau for Higher Education (hereinafter also referred to as the "Accreditation Bureau").

**Article 2  
Regular and extraordinary meetings of the Board**

(1) The schedule of regular meetings of the Board shall be drawn up by the Chair of the Accreditation Bureau, usually for a period of one year; regular meetings of the Board shall be held at least six times a year. The schedule of regular meetings shall be published.

(2) Regular meetings of the Board shall be convened by the Chair of the Accreditation Bureau in accordance with the schedule.

(3) Extraordinary meetings of the Board shall be convened by the Chair of the Accreditation Bureau on his or her own initiative or at the initiative of the members of the Board. Extraordinary meetings shall generally deal with matters that cannot be postponed.

(4) The date and place of a regular meeting shall be announced to the members of the Board and other persons who are to participate in the meeting at least 14 days in advance; the date and place of an extraordinary meeting shall be announced at least 5 days in advance.

**Article 3  
Board meetings**

(1) Board members shall attend Board meetings.

(2) A Board member is obliged to notify the chair of the Accreditation Bureau or the Office of the Accreditation Bureau in advance of their absence from a meeting and to state the reasons for their absence.

(3) Unless otherwise provided by the administrative rules or the Higher Education Act, employees of the Accreditation Bureau designated by the Chair of the Accreditation Bureau shall attend Board meetings without voting rights as recorders, and other persons invited by the Chair of the Accreditation Bureau or the Board may also attend.

(4) The chair of the Accreditation Bureau may invite representatives of the Ministry of Education, Youth and Sports, higher education institution representative bodies, social dialogue partners, or other organizations, depending on the nature of the matter. The chair of the Accreditation Bureau may invite representatives of the higher education institution or other legal entity whose matter is the subject of the meeting to participate in the part of the debate on matters discussed by the Board.

(5) The agenda of the Board meeting shall be proposed by the chair of the Accreditation Bureau. In urgent cases, the Chair of the Accreditation Bureau may subsequently amend the proposed agenda.

(6) After the start of the meeting, Board members may submit supplementary or amendment proposals to the proposed agenda. The Board shall decide on the proposed agenda and on any supplementary or amendment proposals.

(7) The meeting of the Board shall be chaired by the Chair of the Accreditation Bureau or by the Vice-Chair of the Accreditation Bureau authorized by the Chair.

(8) Individual items on the agenda shall generally be discussed on the basis of written supporting materials. The supporting materials shall be sent to the members of the Board in electronic form prior to the meeting.

(9) Each proposal submitted to the Board shall be voted on separately, unless the Board member who submitted the proposal withdraws it before the vote begins. Proposals that are factually related or proposals on the same agenda item may be voted on together.

(10) Motions shall be voted on in the order in which they were submitted. If a motion to withdraw an item from the agenda of the meeting has been submitted, it shall be voted on first. Supplementary and amendment motions shall generally be voted on before the original motion, in the reverse order in which they were submitted. In the case of alternative motions, the individual alternatives shall generally be voted on first, followed by a vote on the motion resulting from this vote.

(11) Voting shall be public, unless otherwise specified.

(12) Votes concerning a motion to dismiss a member of the Board shall always be secret.

(13) After the vote has been completed or the results of the vote have been determined, the result shall be announced by stating the number of votes cast for the proposal, against the proposal, and the number of Board members who abstained from voting. If a Board member was present but did not participate in the vote, they shall be deemed to have abstained.

(14) Any member of the Board may raise an objection to the conduct of the vote immediately after the vote. If the chair of the Accreditation Bureau upholds the objection, the vote shall be repeated.

(15) The discussion of an item on the agenda may be postponed to the next meeting at the proposal of the chair or a member of the Board, if the Board agrees.

#### **Article 4 Resolutions of the Board**

(1) The Board is competent to pass resolutions if a majority of all members of the Board are present.

(2) Unless otherwise provided by the Higher Education Act or the Statutes of the Accreditation Bureau, a resolution of the Board is adopted if a majority of the members of the Board present vote in favor of it.

(3) For the purposes of determining the quorum of the Board or the results of voting, the Board shall always be deemed to have the number of members specified by the Higher Education Act.

#### **Article 5 Minutes**

(1) The minutes of the Board meeting shall be approved by the Chair of the Accreditation Bureau. The minutes of the vote taken in the administrative proceedings conducted by the Accreditation Office or in the procedure

concerning the opinion issued by the Accreditation Office pursuant to Section 83(2)(f) of the Higher Education Act shall be signed by all members of the Board present and by the person authorized to take the minutes.

(2) The minutes of the Board meeting shall be sent to the members of the Board and published in the public section of the Accreditation Bureau's website.

#### **Article 6 Distance and hybrid meetings and voting per rollam**

(1) Board meetings shall be held remotely (in the form of remote videoconferencing or other forms of meeting and voting using technical means enabling remote participants to communicate in real time) or in a hybrid form (combining remote and face-to-face meetings), if so determined by the chair of the Accreditation Bureau. Any technical tool that allows the identification of Board members may be used for remote or hybrid Board meetings to ensure that it is indeed a Board member who participates in the meeting and votes.

(2) Voting by the Board shall take place per rollam if it is not possible to convene a meeting in another form and if so determined by the chair of the Accreditation Bureau. The supporting material and the text of the proposal, including the reasons, shall be sent to the members of the Board for discussion in a closed electronic conference. The resolution shall specify the deadline

for discussion and voting, which shall not be less than three days from the date of dispatch. Voting per rollam shall not be possible if at least one-third of all Board members have rejected voting per rollam within the voting period.

(3) Voting per rollam shall be public, using an electronic voting form.

(4) The result of the per rollam vote shall be communicated to the members of the Board without delay; when determining the result of the per rollam vote, all members of the Board shall be deemed to have been present at the vote. Each member shall confirm the electronic vote with their signature at the latest at the next meeting of the Board.

**Article 7**  
**Final provision**

These Rules of Procedure were approved by the Board of the Accreditation Bureau on July 1, 2025, and shall enter into force on the same day.

In Prague on July 1, 2025

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**prof. Mgr. Jaroslav Miller, M.A., Ph.D.**  
Chair of the National Accreditation  
Bureau for Higher Education