

Rules of procedure

Article 1

Introductory provisions

1. The Rules of Procedure of the Government Council on Equal Opportunities for Women and Men (hereinafter referred to as 'Rules of Procedure') are an internal regulation of the Government Council on Equal Opportunities for Women and Men (hereinafter referred to as 'Council') regulating meetings of the Council.
2. The Rules of Procedure are issued in accordance with Article 11 of the Committee Statutes approved under Resolution of the Government of the Czech Republic No 1386 of 12 December 2007.
3. The term 'chairman' in the text below shall mean the chairman or chairwoman, depending on whether the post is held by a man or a woman. The first sentence shall apply mutatis mutandis to the terms 'Council member', 'committee member', 'working party member', 'Council member representative', 'associate', 'expert' and 'meeting attendee'.

Article 2

Convening a Council meeting

1. The Council shall meet at least three times a year.
2. The Council's plan of work for the calendar year shall be approved by the Council at its first meeting in the calendar year.
3. Council meetings shall be convened by the chairman of the Council via the Council secretariat.
4. The invitation to a Council meeting shall contain the date, time and place of the meeting and the agenda of the meeting; the agenda of the meeting shall be proposed by the chairman of the Council, as a rule in accordance with the plan of work or further to the conclusions of the previous Council meeting. The minutes of the previous meeting and materials for discussion, including any relevant opinion of a working committee, working party or external associate.
5. Materials which are to be attached to an invitation to a Council meeting shall be sent to the Council secretariat electronically no later than 15 days prior to the meeting.
6. Invitations to Council meetings shall be sent to Council members, permanent guests and other guests or external associates whom the Council chairman decides to invite. Invitations shall be sent electronically no later than 10 working days prior to the meeting.
7. An extraordinary Council meeting shall be convened in respect of duties arising from resolutions of the Government of the Czech Republic or if requested by at least a third of Council members, such being at the earliest possible date.

Article 3

Course of a Council meeting

1. The Council shall have the capacity to meet and adopt conclusions provided that an absolute majority of its members is present.
2. Council meetings shall be private, unless the Council decides to make a meeting or part thereof public.
3. The Council shall adopt conclusions on the items discussed by means of a vote. The voting method is regulated in Article 4.
4. Written minutes of meetings shall be drawn up, containing

- a) the date, time and place of the meeting,
 - b) the names of those present and excused,
 - c) the agenda of the meeting,
 - d) the Council's conclusions, including the opinions presented, the results of votes cast by Council members, and the adopted recommendations for the Government; any differing opinion of a Council member shall be noted only at that Council member's request,
 - e) the tasks imposed on Council members or external associates of committees or working parties, with a specification of the name of the responsible person and the time limit.
- The attendance list shall be attached to the original minutes; if a meeting is attended by a Council member's representative instead of that Council member, the Council member's written authorization shall also be attached to the minutes.

5. The minutes of Council meetings shall be drawn up by the Council secretariat. The draft minutes shall be sent electronically to Council members and guests for their comments and suggestions. The modified and approved minutes, signed by the Council chairman or other person chairing the meeting, shall be posted by the Council secretariat on the website of the Office of the Government. If it is impossible to comply with comments and suggestions, the Council secretariat shall submit any variances to the Council for discussion at the next meeting.

Article 4

Voting by the Council

1. The Council shall vote on individual items, unless the Council decides to combine voting on several items together.
2. Voting by the Council shall be public, unless the Council decides to hold a secret vote in a particular case. Persons not entitled to vote shall leave the room over the duration of the vote if asked to do so by the chair.
3. A Council conclusion shall be adopted if a majority of those Council members present vote in favour of it. In the event of a tie in voting, the chairman shall have a casting vote.

Article 5

Council committee meetings

1. Meetings of the Council committee shall be held as and when required. The date and agenda of a meeting shall be proposed by the committee chairman. Meetings shall be convened electronically by the Council secretariat. In other respects the provisions of Article 2(5) to (7) shall apply *mutatis mutandis*.
2. The chairman of the Council committee shall comply with a request to expand the meeting agenda if that request is made by the Council chairman or by at least one third of committee members.
3. Members of the Council committee shall attend committee meetings in person; in their absence they shall excuse themselves and send their comments on the matters to be discussed to the Council secretariat electronically at least one working day in advance. The secretariat shall pass on those comments to other committee members.
4. Article 4 shall apply *mutatis mutandis* to voting by members of the Council committee.
5. The Council secretariat shall draw up written minutes of Council committee meetings. The draft minutes shall be drawn up by the Council secretariat and signed by the committee chairman. Article 3(4) and (5) shall apply *mutatis mutandis* to minutes of committee meetings.

Article 6

Meetings of a working party of the Council

1. As a rule, a working party of the Council acts informally and takes decisions on a consensual basis.
2. A delegated member of the working party shall draw up informal minutes of meetings, unless decided otherwise by the Council chairman. Minutes of working party meetings shall be signed by the chairman of the working party.
3. Where a working party member is repeatedly unable to attend a working party meeting, he shall be replaced by another member.

Article 7

Information about the Council's activities

1. Information about the activities of the Council, Council committees and Council working parties shall be posted by the Council secretariat on the website of the Office of the Government.
2. Information about the activities of the Council requested by members of the public in accordance with Act No 106/1999 on free access to information shall be drawn up by the Council secretariat.
3. The Council chairman shall submit a report on the Council's activities for the previous calendar year, approved by the Council, to the Government by 31 March of the current year. This summary report shall also include the Council's plan of work for the current year. If the Council terminates its activities during the calendar year, the Council shall submit a final report within one month of the winding-up of activities.

Article 8

Final provisions

1. These Rules of Procedure shall enter into effect on 29. January 2008 pursuant to approval thereof by the Council.
2. Amendments to these Rules of Procedure shall be subject to approval by the Council.
3. The current consolidated version of these Rules of Procedure shall be posted on the website of the Office of the Government.