

**Rules of Procedure  
of the Government Council for Non-Governmental Non-Profit Organisations**

**Article 1  
Introductory Provisions**

- 1) The Rules of Procedure of the Government Council for Non-Governmental Non-Profit Organisations (hereinafter only the “Rules of Procedure”) are an internal regulation of the Government Council for Non-Governmental Non-Profit Organisations (hereinafter only the “Council”) that regulates Council meetings.
- 2) These Rules of Procedure have been issued pursuant to Article 11 of the Constitution of the Council, approved by Government Resolution of 15 October 2007 No. 1154.

**Article 2  
Calling a Council Meeting**

- 1) The Council shall meet according to need, but at least once every three months.
- 2) A Council meeting shall be called by its chair through the Council secretariat. In the absence of the chair a Council meeting shall be called by its vice chair or any member of the Council so charged by the chair.
- 3) A Council meeting shall be called in writing or in electronic form. Invitations to a Council meeting shall be prepared and distributed by the Council secretariat to ensure that members of the Council receive them at the latest 10 working days before the Council meeting in question. Apart from the location and time the invitation must also include the agenda of the meeting. The invitation shall also include any materials for discussion (unless these were delivered to the members earlier), and potentially also opinions and recommendations of committees or working groups, or expert opinions.
- 4) Extraordinary Council meetings must always be called on the basis of a task imposed by the government of the Czech Republic and also if so requested by at least one third of the Council members. In such a case the Council must be called at the earliest suitable date. Materials for discussion may then be submitted at the meeting itself.
- 5) The agenda of the meeting shall be stipulated by the Council chair in accordance with the tasks of the Council or according to the conclusions of its previous meeting.
- 6) Materials in written or electronic form for distribution with the invitation shall be submitted to the Council secretariat at the latest 15 days before the Council meeting.
- 7) Its members and, potentially, also members of committees and working groups and guests are invited to Council meetings.

### **Article 3**

#### **Course of Council Meetings**

- 1) Council meetings are regulated by the chair. In the absence of the chair the meetings are regulated by the vice chair or another member of the Council so charged by the chair.
- 2) The Council is competent to meet and adopt conclusions if more than half its members are present. Conclusions are adopted by vote. The method of voting is regulated in Article 4 of these Rules of Procedure.
- 3) Council meetings are not public unless the Council decides otherwise. The conclusions, including the results of votes, are public.
- 4) Written minutes are always prepared from a Council meeting. An audio recording may also be made. The Council secretary is responsible for the completion of the minutes. The minutes shall be signed by the Council chair or the member who chaired the meeting.
- 5) The written minutes must include the date and time of the meeting, the points of the agenda and concise conclusions (also opinions and recommendations relating to them), including the results of any votes. In addition, the minutes as a rule shall include the tasks for Council members (or members of committees and working groups) with an indication of the performance deadline and the names of the individuals responsible for the performance of those tasks.
- 6) An attendance sheet shall be attached to the minutes. In the event a member leaves a Council meeting before it ends, this must be indicated in the minutes. In the event a proxy of a Council member attended a meeting instead of that Member,<sup>1</sup> the written authorisation to represent that Council member must be attached to the minutes.
- 7) The officially certified minutes shall be distributed to the Council members, members of their committees and the individuals who attended the Council meeting, in electronic form. The Council secretariat is responsible for distributing the officially certified minutes. The officially certified minutes shall be published on the website of the Office of the Government of the Czech Republic.
- 8) Any amendments to the minutes shall be carried out at the start of the next Council meeting. In the event a Council member or another meeting attendee requests an amendment, that individual shall submit the new proposed wording at the start of the next Council meeting.

### **Article 4**

#### **Council Voting**

- 1) The Council carries out a separate vote as a rule for every point on the meeting agenda. In the event the meeting agenda contains only discussions or uncomplicated issues, a single vote may be held on the wording of the conclusions for all points.

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<sup>1</sup> See Article 5, paragraphs 4 and 5 of the Council Constitution.

- 2) As a rule voting is public. Voting is held in secret if the Council so decides in individual cases. The results of the votes are entered into the minutes, but not how any individual member voted. Any differing opinion of a Council member shall be entered into the minutes only if that member so requests.
- 3) Only Council members shall vote. In the event proxies of members are attending a meeting, they shall only vote if they have been expressly authorised to vote. A conclusion shall be adopted if a majority of the members present (including any proxies authorised to vote) voted for it. In the event of a tie, the vote of the chair shall be decisive.
- 4) Under exceptional circumstances the Council chair can require that voting is carried out electronically per rollam.

### **Article 5**

#### **Meetings of Council Committees**

- 1) Committee meetings shall be held according to need. The date for a meeting shall be set and the agenda stipulated by the committee chair. Committee meetings shall be called by the Council secretariat. The materials to be discussed shall be attached to the invitation.
- 2) Invitations in electronic form shall be sent to committee members, external collaborators and also guests invited by the committee chair. A Council member may attend meetings of any committee.
- 3) Upon request from the Council chair an extraordinary meeting must be called at the earliest possible date.
- 4) The committee chair must comply with a request to expand the agenda of a meeting if this request is submitted by at least one third of the committee members or the Council chair.
- 5) Attendance of meetings is compulsory for committee members. It is, however, possible in the case of need for an individual to excuse himself/herself from a meeting and send their statements on the matters to be discussed in electronic form and a sufficient time before the committee meeting is due to take place.
- 6) A committee shall adopt conclusions through a vote of its members. Article 4 of these Rules of Procedure shall be used to a reasonable extent.
- 7) Written minutes are always prepared from a committee meeting. The minutes shall be signed by the committee chair or the member who chaired the meeting. The Council secretariat is responsible for the completion and distribution of the minutes in electronic form. The officially certified minutes are published on the website of the Office of the Government of the Czech Republic.
- 8) The minutes of committee meetings shall be distributed to the committee members, to other participants of the meeting and to Council members.

### **Article 6**

## **Working Group Meetings**

As a rule, working groups meet informally and make consensus decisions. Only an informal record shall be made of such meetings unless the Council chair decides otherwise.

### **Article 7**

#### **Information on Council activities**

- 1) Materials accepted by the Council as well as the conclusions from Council meetings, including the results of votes, are public. Information on committee and working group activities is published within a reasonable scope.
- 2) Information on Council activities requested by citizens on the basis of Act No. 106/1999 Coll., on Free Access to Information, shall be prepared by the Council secretariat.
- 3) The Council chair shall submit to the government of the Czech Republic, after approval by the Council, a report on Council activities for the past calendar year always by 31 March. In the event the Council ceases its activities during a calendar year, it shall submit a final report within one month of the cessation of activities.

### **Article 8**

#### **Final provisions**

- 1) These Rules of Procedure became effective after approval by the Council on 6 December 2007.
- 2) Any amendments and supplements to the Rules of Procedure shall be subject to approval by the Council.
- 3) These Rules of Procedure are available to the public on the website and at the address of the Office of the Government of the Czech Republic. The full wording of the valid Rules of Procedure shall always be published on the website.