

Rules of Procedure of the *[full name of the Governmental Council]*

Article 1 Introductory Provisions

- (1) The Rules of Procedure of the *[full name of the Governmental Council]* (hereinafter referred to as the “Rules of Procedure”) constitute an internal guideline of the *[full name of the Governmental Council]* (hereinafter referred to as the “Council”), regulating the procedural matters of the Council.
- (2) The Rules of Procedure have been issued pursuant to Article *11* of the Council’s Statute as adopted by the Government in the form of Resolution No. dated *[date, state month as word, not number]*.

Article 2 Convening Council Meetings

- (1) The Council’s meetings shall take place on a regular basis according to the work plan to be adopted by the Council at its first meeting in each calendar year.
- (2) Council meetings shall be convened by the Chairperson of the Council via the Secretariat of the Council. In the Chairperson’s absence, Council meetings shall be convened by the Vice-chairperson of the Council or, as the case may be, another member of the Council authorised by the Chairperson.
- (3) Council meetings shall be convened by means of a letter of invitation to be executed and distributed by the Secretariat of the Council so that the members of the Council receive it at least *10* business days prior to the date of the meeting. In addition to the place, date and time of the meeting, the invitation shall also state the agenda of the meeting. Enclosed to the invitation shall be documents to be discussed at the meeting (unless delivered to the Council members on an earlier date), and also opinions and recommendations of working committees or groups or expert opinions.
- (4) Extraordinary meetings of the Council shall be convened on the basis of a task assigned by the Government of the Czech Republic, and also if at least one-third of the members of the Council so require. In such a case, Council meeting must be convened at the earliest convenience. An extraordinary meeting may, in urgent cases, be convened by electronic mail or by phone or in another manner. The materials to be discussed may be presented in the course of the meeting.
- (5) The agenda of the meeting shall be determined by the Chairperson of the Council, as a rule in compliance with the work plan or according to the conclusions of the Council’s previous meeting.
- (6) Any documents to be distributed together with the letter of invitation shall be submitted to the Secretariat of the Council at least *[please state – e.g. 15 days prior to the date of the Council meeting]*.
- (7) Invited to the meeting of the Council shall be its members and, as the case may be, permanent collaborators of committees and working groups or guests. *Also invited will be: other persons – e.g. the representative of any authority as an observer – specify who, in paragraphs a) through ...)* as necessary.

Article 3 Course of Council Meeting

- (1) The meeting of the Council shall be directed and the agenda shall be set by the Chairperson of the Council. In the absence of the Chairperson, the meeting of the Council shall be

directed by the Vice-chairperson or, as the case may be, any other member of the Council authorised by the Chairperson.

- (2) The Council shall be qualified to transact business and adopt conclusions if a majority of its members are present at the meeting. Conclusions shall be adopted by vote. The voting procedure is provided for in Article 4 hereof.
- (3) Council meetings shall be non-public, unless agreed otherwise. Conclusions, including the voting ratios, shall be public.
- (4) If permanent collaborators of committees and/or working groups have been invited to the meeting of the Council, they shall attend for the entire duration of the meeting. As a rule, guests shall attend solely deliberations regarding the item of the agenda related to them.
- (5) Written minutes shall be taken of all meetings of the Council. *In addition, an audio recording may be made.* The Secretary of the Council shall be responsible for the taking of the minutes. The minutes shall be signed by the Chairperson of the Council or the person directing the meeting.
- (6) The written minutes shall state the date and time of the meeting, items of the agenda and summarised conclusions (including opinions and recommendations) thereto, including the voting ratio (in favour, against, abstained). As a rule, the minutes shall further specify the tasks assigned to Council members (or to permanent collaborators of committees and working groups), stating the deadline for completion and the name of the person responsible for the completion of the task.
- (7) An attendance list shall be attached to the minutes. If any of the members departed from the Council meeting before it was officially concluded, the minutes shall state so. If a member of the Council is represented at a Council meeting by a proxy, the written power of attorney issued by such member of the Council shall also be attached to the minutes.
- (8) The minutes shall be regularly distributed to the members of the Council and, if applicable, to other persons identified in the permanent distribution list, and also to the persons identified ad hoc in the minutes of the Council meeting. The Secretariat of the Council shall be responsible for distributing the minutes.
- (9) Any corrections to the minutes shall, as a rule, be made at the beginning of the next meeting of the Council. If a correction is required by a member of the Council or any other person attending the meeting, he/she shall submit the newly proposed wording within the deadline for the submission of documents for the meeting of the Council at the latest, or exceptionally at the beginning of the meeting of the Council. The Chairperson of the Council shall decide whether any suggestions for correction of the minutes received earlier are to be distributed immediately or attached to the invitation to the Council meeting.

Article 4 **Voting of the Council**

- (1) As a rule, the Council shall vote on each item of the agenda separately. If the agenda of the meeting only includes discussion or uncomplicated items, votes may be cast jointly on the wording of the conclusions regarding all items of the agenda.
- (2) As a rule, voting shall be effected by acclamation. Secret ballot shall be taken only where the Council decides so in respect of each separate voting (e.g. regarding tender proceedings or financial matters). Stated in the minutes shall be the ratio of votes, but not how individual members voted. Any dissenting opinion of a member or members of the Council shall be recorded in the conclusions only if the member in question so requests.
- (3) Only members of the Council shall have the right to vote; if any substitutes attend the meeting pursuant to Article 5(4) of the Council's Statute, they shall only vote if expressly empowered to vote. A conclusion shall be deemed adopted by the affirmative vote of a majority of the attending members (including any substitutes empowered to vote). In case of equality of votes, the Chairperson shall have the casting vote.
- (4) Any substitutes without authorisation to vote and other attending the meeting shall withdraw from the room for the time of voting if the Chairperson requests them to do so.

Article 5

Meetings of Council Committees

- (1) Meetings of committees shall take place as necessary. The date and the agenda of the meeting shall be determined by the chairperson of the committee. Meetings of a committee of the Council shall be convened by the Secretariat/Secretary of the Council by a written invitation. Attached to the invitation shall be documents to be discussed.
- (2) Invitations shall be distributed to the members of the committee and to permanent collaborators as identified in the regular distribution list, and also to guests invited by the chairperson of the committee. Members of the Council may attend meetings of any of the committees.
- (3) At the request of the Chairperson of the Council, an extraordinary meeting of a committee of the Council shall be convened for the earliest practicable date.
- (4) The chairperson of a committee shall comply with any request for extension of the agenda of the meeting made by at least one-third of the members of the committee of the Council or if the Chairperson of the Council so requests.
- (5) Members of the Council and permanent collaborators appointed to a committee shall be obligated to attend meetings in person and may not be replaced by a substitute. If necessary, however, a member of a committee may excuse him/herself and send his/her statement in writing regarding the matters on the agenda. The written statement shall be submitted to the Secretariat of the Council in advance in the appropriate number of copies. The Secretariat shall arrange for delivery of such statement to the members and permanent collaborators of the committee.
- (6) Committees shall adopt conclusions by the vote of their members. Members of the committee from among members of the Council and permanent collaborators shall be authorised to vote. The provisions of Article 4 hereof shall apply mutatis mutandis. here please state any different or detailed provisions regarding the voting procedure in committees.
- (7) Written minutes shall be taken of the meetings of committees. The minutes shall be signed by the chairperson of the committee or, as the case may be, by the person chairing the meeting. The *Secretariat/Secretary of the Council* shall be responsible for execution and distribution of the minutes.
- (8) Minutes of the meeting of a committee shall be distributed to all participants of the meeting; any guests invited to attend individual items of the agenda shall, as a rule, only receive an abstract from the minutes. and ... – specify whether the minutes are to be distributed on a regular basis to any person not attending the meeting.

or state any further provisions related to individual committees – paragraph (9) etc., if necessary

Alternative 2 – in justified cases only

Committees shall act according to their own rules of procedure, which are subject to approval by the Council. Until the issuance of the rules of procedure of committees, these Rules of Procedure shall reasonably apply.

Article 6

Meetings of Working Groups

- (1) As a rule, working groups shall meet informally and shall decide by consensus. Only informal minutes shall be taken of meetings of working groups, unless the Chairperson of the Council decides otherwise. In accordance with the Statute, the Chairperson of the Council shall decide as to which rules of procedure shall be used by a working group if necessary.

- (2) Members and permanent collaborators of a working group shall be obligated to attend meetings of their working group in person; such attendance in person may not be substituted by a proxy or a written statement. If a member of the Council is repeatedly unable to attend meetings of a working group, he/she shall have to be replaced by another member, or by an Expert.

Article 7

Information on Council's Activities

- (1) Any documents adopted by the Council as well as the conclusions adopted by the Council meetings, including the voting ratios, shall be available to the public. Information regarding the work of committees and working groups shall be published to a reasonable extent.
- (2) Any information regarding the work of the Council called for by the public pursuant to Act No. 106/2000 Coll. shall be provided by the Secretariat of the Council.
- (3) On or before 31 March of every year, the Chairperson of the Council shall submit to the Government, as soon as adopted by the Council, a report on the work of the Council for the previous calendar year. Such summary report shall also contain the plan of work of the Council for the current year. If the Council terminates its activities in the course of a calendar year, it shall submit the final report within one month of the termination of its activities.

Article 8

Final Provisions

- (1) These Rules of Procedure have become effective upon their adoption by the Council on *[date (state the month as word, not number)]* pursuant to Council Resolution No. *[number and year of the resolution]*.
- (2) Any amendments hereto shall be subject to adoption by the Council.
- (3) The Rules of Procedure shall be made available to the general public on the web site and at the seat of the Office of the Government of the Czech Republic. Posted on the web site shall always be the full version of the Procedural Rules, as amended and restated.

Prague, date: *[date]*

Name and title (Chairperson of the Council)