

Rules of Procedure of the Government Board for People with Disabilities

Article 1 Introductory Provisions

(1) The rules of procedure of the Government Committee for People with Disabilities (hereinafter the “Rules of Procedure”) represent an internal directive of the Government Committee for People with Disabilities (hereinafter the “Committee”), which regulates the deliberations of the Committee.

(2) The Rules of Procedure are issued in accordance with Article 11 of the Statute of the Committee, which was approved by the Government Resolution No. 1323 dated 10 December 2001.

Article 2 Convening of the Committee Meetings

(1) The Committee holds its meetings as needed, but at least twice a year.

(2) Meetings of the Committee are convened by its president or, in the president's absence, its executive vice-president or any other member of the presidium of the Committee who has been authorized by the president.

(3) Meetings of the Committee are convened by way of an invitation, which is prepared and dispatched by the secretariat of the Committee so that it may be received by the Committee members not later than 10 working days before the date of the meeting. In addition to the place and time of the meeting, every invitation must include the agenda of the meeting, and usually also contains a review of the conclusions of the previous meeting. The invitation shall be accompanied with materials to be reviewed at the meeting (if not delivered before to the members) and also opinions and recommendations of expert teams or expert opinions (if any).

(4) An extraordinary meeting of the Committee shall be convened at all times based on a task assigned by the Government of the Czech Republic and also if so requested by any member of the presidium of the Committee. In such case, a meeting of the Committee shall be convened as early as possible. In emergencies, an extraordinary meeting may also be convened by electronic mail, by telephone or otherwise. In such case, the materials for review may be presented at the meeting.

(5) The agenda of meetings is determined by the executive vice-president of the Committee, usually in accordance with the work plan or with the conclusions of the previous Committee meeting.

(6) Written materials to be distributed with the invitation shall be submitted to the secretariat of the Committee not later than 15 days before the relevant Committee meeting.

(7) In addition to members of the Committee, permanent collaborators of expert teams and guests are also invited to Committee meetings.

Article 3

Course of the Committee Meetings

- (1) The Committee meetings are presided over by the president of the Committee or, in his absence, his executive vice-president or another member of the Committee authorized by the president.
- (2) The Committee has a quorum if a simple majority of its members are present. Conclusions are adopted by voting. The manner of voting is regulated by Article 4 of these Rules of Procedure.
- (3) Unless decided otherwise, the Committee meetings are not open to public. Their conclusions, including voting, are public.
- (4) In the case that permanent collaborators of expert work teams are invited to a meeting of the Committee, they shall be present during the entire course of the meeting. Guests shall be usually present at the time when the item of the agenda relating to them is being reviewed.
- (5) Written minutes shall be made of all Committee meetings. An audio recording of the meeting may be made too. The person responsible for the preparation of the minutes is the secretary and the minutes are signed by the president of the Committee or by the person who has presided over the meeting.
- (6) Every written minutes must include the date and hour when the meeting was held, all items of the agenda, a brief summary of the conclusions adopted with respect to each of them (including opinions and recommendations) and the result of voting (for, against, abstained). Furthermore, the minutes usually contain tasks assigned to members of the Committee (or to permanent collaborators of expert teams, if any) with the performance deadline for each such task and the name of the person responsible for its performance.
- (7) The attendance list shall be attached to the minutes. If any member leaves a Committee meeting before its closing, such fact must be recorded in the minutes.
- (8) The minutes are sent regularly to the Committee members or to any other persons included in the permanent distribution list and to persons stated ad hoc in the minutes of the relevant meeting. The responsibility for the distribution of the minutes rests with the secretariat of the Committee.
- (9) Corrections to the minutes are usually made at the beginning of the next Committee meeting. If a correction is requested by a member of the Committee or another participant of the meeting, such person shall submit in writing the draft new wording not later than at the time of submission of materials for the Committee meeting or, in exceptional case, at the opening of the Committee meeting. The decision whether to send out previously received draft correction immediately or only with the invitation to the Committee meeting.

Article 4

Voting of the Committee

- (1) The Committee usually votes separately on each item of the agenda. If the agenda contains only discussion or non-complicated items, the Committee may vote on the wording of the conclusions *en bloc*.
- (2) Voting is done usually by acclamation. Voting by ballot is used only if so decided by the Committee on a case-by-case basis (e.g. in the case of a tender or negotiations

about financial funds). The minutes shall contain the result of voting, not the vote cast by each member. A dissenting opinion of one or more Committee members shall only be stated in the conclusions if so requested by them.

- (3) Only the Committee members are entitled to vote. A conclusion is adopted by a simple majority of votes of the present members. In case of a tie, the chairman of the meeting has the decisive vote.
- (4) Guests and other persons present at a meeting shall leave the room during voting if so asked by the chairman of the meeting.

Article 5 **Deliberations of Expert Teams**

- (1) Expert teams usually deliberate in an informal manner and adopt decisions by consensus. Only an informal record is made of their sessions, unless decided otherwise by the chairman of the expert team. The decision on the rules of procedure used by the work team if necessary shall be taken by the president of the Committee in accordance with the Statute.
- (2) The attendance at sessions of expert teams is mandatory for their members and permanent collaborators and cannot be substituted by a proxy or a written statement.

Article 6 **Information about the Committee's Activities**

- (1) Materials adopted by the Committee and conclusions of its meetings, including the result of voting, are public. Information about the activities of the Committee and work teams is published to an adequate extent.
- (2) Any information about the Committee's activities that has been requested by citizens in accordance with Act No. 106/2000 Coll. shall be prepared by the secretariat of the Committee.
- (3) The executive vice-president of the Committee shall present to the Government by 31 March of every year a report on the Committee's activities for the past calendar year, which has been approved by the Committee. Such summary report shall also include a reference plan of action for the current year. If the Committee terminates its activities in the course of a calendar year, it shall present the final report within one month of the termination of its activities.

Article 7 **Final Provisions**

- (1) These Rules of Procedure became effective on 2 November 2001 based on their approval by the Committee.
- (2) Any amendments to these Rules of Procedure are subject to the Committee's approval.

(3) These Rules of Procedure are publicly available on the website and at the seat of the Office of the Czech Republic Government. The amended and restated version of the Rules of Procedure is published at all times on the website.

Prague, 2 November 2001

*Ing. Karel Březina
executive vice-president*