

Rules of Procedure

Government Council for Non-State Non-Profit Organisations

Article 1

Introductory provisions

- (1) The Rules of Procedure of the Government Council for Non-State Non-Profit Organisations (hereinafter referred to as the "Rules of Procedure") is an internal regulation of the Government Council for Non-State Non-Profit Organisations (hereinafter referred to as the "Council"), which regulates the meetings of the Council.
- (2) The Rules of Procedure shall be issued in accordance with Article 12 of the Statute of the Council, which was approved by Government Resolution No. 767 of 30 October 2024.

Article 2

Convening of Council meetings

- (1) Meetings of the Council shall be convened by the President or the Chairperson of the Council (hereinafter referred to as "the President") or the Vice-Chairperson or the Vice-Chairperson designated by the President (hereinafter referred to as "the Vice-Chairperson") by electronic invitation sent through the Secretariat of the Council. The invitation to the Council meeting shall be sent to the members of the Council (hereinafter referred to as 'Member'), permanent guests and other invited guests or external collaborators at least 10 working days before the Council meeting.
- (2) In addition to the place and time of the meeting, the invitation shall also include the agenda, which shall be proposed by the President of the Council or, where appropriate, by the Vice-President of the Council, in cooperation with the Secretary/Secretary (hereinafter referred to as "the Secretary") of the Council and on the basis of proposals by the members of the Council. The invitation shall, as a general rule, also include the attached documents for the meeting. The written material to be sent out with the invitation shall be submitted to the Council Secretariat at least 15 working days before the Council meeting.
- (3) An extraordinary meeting of the Council must always be convened on the basis of a task imposed by the Government of the Czech Republic (hereinafter referred to as the "CR") or if at least one third of the members request it in urgent cases. In that case, the Council must be convened at the earliest convenient date, but not later than four weeks. The time limit referred to in paragraph 1 shall not apply in this case and the materials for the extraordinary meeting may then be submitted directly to the meeting.

Article 3 Conduct

of Council meetings

- (1) The meetings of the Council shall be chaired by its President. In the absence of the President of the Council or on his/her behalf, the designated Vice-President of the Council shall act in the full capacity of the President.
- (2) Meetings of the Council shall normally be held by attendance. In exceptional circumstances, the Council may meet remotely by means of a multilateral real-time transmission or certain Council members or guests may participate in the meeting in this way. Participants in such a meeting shall be identifiable and visibly identified by their name and the name or acronym of the institution they represent. Other rules, in particular those relating to communication, shall be specified by the Chairperson at the beginning of the meeting.
- (3) The Council shall be entitled to meet and adopt resolutions if a majority of its members or their representatives are present. Resolutions or other conclusions shall be adopted by vote in accordance with Article 4 of these Rules of Procedure. Meetings of the Council, a committee, a working group, a subsidy committee and a body thereof shall not be public unless the body concerned decides otherwise. Resolutions, including voting ratios, shall be public.

- (4) At a meeting of the Council, the Chair of a Committee or Working Group of the Council, or a person delegated by the Chair or the Committee, shall present a motion of the Committee or Working Group included on the agenda of the Council meeting. Invited members of Council committees or working groups may be present throughout the meeting. Other invited guests shall normally be present only during the meeting for the item to which they relate. Council meetings shall always be attended by staff of the Council Secretariat who shall be present throughout the meeting.
- (5) Minutes of the Council meetings shall always be taken in writing, and an audio recording may also be made. The minutes shall be drawn up under the responsibility of the Secretary of the Council and approved by the President of the Council or, where appropriate, by the Chairperson who chaired the meeting. The written minutes shall include:
 - (a) the date, time and place of the meeting,
 - (b) names of persons present and excused,
 - (c) agenda,
 - (d) brief conclusions on the items of the meeting, including the opinions presented, the results of the vote; a dissenting opinion of a member of the Council shall be given only at the request of that member; and
 - (e) recommendations adopted to the Government, tasks assigned to Council members and the Council Secretariat or to committees and working groups, indicating the person responsible and the deadline for implementation.
- (6) The draft minutes are prepared by the Council Secretariat and sent electronically to members and guests for comments within 15 working days. Members and guests shall have 5 working days to communicate their comments. If they can be accommodated, they shall be incorporated into the minutes. After the expiry of the comment period, the minutes shall be approved by the person who chaired the meeting and subsequently circulated by the Council Secretariat to the Council members and published on the website of the Government Office.

Article 4 Voting by the Council

- (1) Voting by the Council shall be open to the public unless the Council decides on an individual vote to be by secret ballot. Only members of the Council or their representatives shall vote. A resolution shall be adopted if a majority of those present vote in favour of it. In the event of a tie, the vote of the Chairperson shall prevail.
- (2) In exceptional circumstances, the Council may vote per rollam on the proposal of any member or the Secretary of the Council. The vote shall be taken by the Secretariat sending electronically to the members of the Council the draft resolution to be voted on and the reasons for it. The time limit for voting shall be at least 5 working days. Only members of the Council shall vote. If a Council member fails to vote within the time limit, he/she shall be deemed to have abstained. A resolution has been adopted if a majority of all Council members vote in favour of it. In the of an equality of votes, the vote of the Chairperson shall prevail. The Council Secretariat shall inform the members of the Council of the result of the vote.

Article 5 Council Committee meetings

These Rules of Procedure shall apply mutatis mutandis to meetings of a Committee of the Council unless the Committee has its own Rules of Procedure which shall be approved by the Council.

Article 6
Council working group meeting

- (1) The Council Working Party usually meets informally and takes decisions by consensus. If consensus cannot be reached, the Working Party shall decide by vote. Article 4 shall apply mutatis mutandis to the voting of the Working Party.
- (2) Articles 2 and 3 shall apply mutatis mutandis to other matters arising in the Working Party.

Article 7 Final
Provisions

- (1) These Rules of Procedure came into force upon approval by the Council on 19 December 2024.
- (2) Amendments to the Rules of Procedure in the form of a resolution are subject to approval by the Council.
- (3) The valid and complete version of these Rules of Procedure shall be published on the website of the Government Office.