

Government Council for Non-Governmental Organisations' Rules of Procedure

Article 1

Introductory Provisions

1. The Rules of Procedure of the Government Council for Non-Governmental Organisations (hereinafter only "Rules of Procedure") is an internal regulation of the Government Council for Non-Governmental Organisations (hereinafter only as "Council"), which regulates the proceedings of the Council.
2. The Rules of Procedure are issued pursuant to Article 12 of the Statute of the Government Council for Non-Governmental Organisations, approved by the Government Resolution of 29th August 2012 No. 630.

Article 2

Calling of the Council meetings

1. The Council shall meet as needed, however at least four times a year.
2. Council sessions shall be called by its Chair via the Council Secretariat. If the Council Chair is not present, the meetings are called by the Council Board or by one of its Vice-Chairs.
3. Council sessions shall be called through written invitations prepared and distributed by the Secretariat in such a way as to ensure that the Council members receive them no later than 10 working days before the session. The invitation must include the place, time and the agenda of the meeting. The materials to be considered and, as appropriate, statements and recommendations of committees or working groups or expert opinions shall be attached to the invitation.
4. Extraordinary Council meeting can be called based on a task from the Czech Government or if requested by at least one third of the Council members. In this case the meeting must be scheduled at the earliest possible date. The materials to be discussed may be presented at the meeting.
5. The meeting programme is presented by the Council Board and approved by its Chair in accordance with the Council's tasks or the conclusions of its previous meeting.
6. Materials in a written or electronic form to be sent along with the invitation shall be submitted to the Secretariat not later than 15 days prior to the Council meeting
7. Invitations to the Council meetings are given to its members or their permanent representatives, possibly also to members of Council Committees and working groups and guests

Article 3

Course of the Council meetings

- 1) Council meetings are presided by the Council Chair, in his absence by one of its Vice-Chairs.
- 2) The Council is competent to act and adopt conclusions if a majority of its members or their permanent representatives is present. Conclusions shall be adopted by vote. The method of voting is specified under Article 4 hereof.
- 3) Council sessions shall be closed to the public unless decided otherwise. Its conclusions, including the voting results, shall be public.
- 4) A written record of Council sessions shall always be made. An audio recording may also be made. The Council Secretary is responsible for the record. The written Council meeting record shall be signed by the Council Chair or the Vice-Chair who presided over the meeting.
- 5) The written record must include the date and time of the meeting, agenda items and concise conclusions (as well as opinions regarding those) and voting results. The record also includes tasks for individual Council members (or members of Committees or working groups) along with their deadlines. The attendance sheet is attached to the record.
- 6) The record shall be sent to all Council members and other persons that took part in the meeting in an electronic form. The Council Secretariat is responsible for the distribution of the record. The signed record shall be published on the website of the Office of the Government of the Czech Republic.
- 7) Corrections of the record are made at the beginning of the following Council meeting. If a Council member or another meeting participant requests a correction, he submits the proposed version at the start of the next Council meeting.

Article 4

Council voting

- 1) As a rule, the Council shall vote on each item of the agenda separately. Should the meeting agenda only contain discussion or routine items to be dealt with, then a single vote can be held on the wording of conclusions pertaining to all the items.
- 2) As a rule, an open vote (by acclamation) shall be held. Vote by ballot shall be carried out if the Council so decides. The vote ratio, not the votes cast by each member or the appropriate permanent representative, shall be entered into the record. Any opposing standpoint of a member or a permanent representative of the Council shall be mentioned in the conclusions only should they request so.
- 3) The vote is taken by the Council members or their permanent representatives. A conclusion shall be deemed adopted if the majority of the members present vote for it. In the case of an even division of votes, the vote of the person chairing the meeting shall prevail.
- 4) In extraordinary situation it is possible, upon the Council Chair's request, to vote electronically "per rollam".

Article 5

Council committee meetings

- 1) Committee sessions shall be held as needed. The date of the meeting and its programme shall be set by the Council committee Chair in cooperation with the Council Secretariat. The Council Committee meetings are called by the Council Secretariat. Attached to the invitation shall be the materials to be discussed.
- 2) Electronic invitations shall be sent to Committee members, Council members, external co-workers as well as guests, whose attendance has been approved by the Council Committee Chair in cooperation with the Council Secretariat. A Council member may attend the meetings of any Committee. In this event he is obliged to inform the Secretariat in advance.
- 3) Upon the Council Chair's request an extraordinary Committee meeting must be called at the earliest possible date.
- 4) The Committee's meeting is presided by its Chair. If the Chair is not present, the meeting is presided by its Vice-Chair, if one has been appointed.
- 5) The Committee's Chair must grant the request to extend the meeting's programme, if the proposal is submitted by at least one third of the Committee's members or if the Council Chair requested it.
- 6) The committee members' attendance at sessions shall be compulsory. If necessary it is possible for a member to excuse himself from the meeting and send his opinion regarding the discussed topics in an electronic form well ahead of the meeting. In extraordinary cases and after an agreement with the Council Chair and Secretariat a committee member can be represented by his deputy. A representative must receive a written authorization from the Committee member to attend the meeting and to vote.
- 7) The approval of the meeting's conclusions shall be decided by the members' vote. Article 4 of these Rules of Proceedings shall be applied similarly.
- 8) A written record of Committee sessions shall be made. The written Council meeting record shall be approved by the Committee Chair or the person who presided over the meeting. The Council Secretariat is responsible for the creation and distribution of the electronic version of the record.
- 9) The record shall be sent to all Committee members and other persons that took part in the meeting in an electronic form. The approved record shall be published on the website of the Office of the Government of the Czech Republic.

Article 6

Working groups meetings

- 1) The working groups usually meet informally and decide consensually. Only an informal written record is made from their meetings unless the Council Chair decides otherwise.

Article 7

Information about Council activities

- 1) Materials adopted by the Council, as well as conclusions from the Council sessions, including the results of voting, shall be public. Information about the activities of the committees and working groups shall be made available to the public to a reasonable extent.
- 2) Following its approval by the Council the Council Chair submits to the government the Annual Report on Council's Activities for the previous calendar year by 31st May. If the Council ceased its activities during the calendar year, the Council Chair submits the final report within one month after the Council's activities ended.

Article 8

Concluding provisions

- 1) These Rules of Procedure came into effect upon the Council's approval on 23rd April 2013.
- 2) Any changes and amendments hereto shall be subject to approval by the Council.
- 3) The Rules of Procedure shall be available to the public on the website of the Office of the Government www.vlada.cz in the Council section. The website shall always provide the full wording of the valid Rules of Procedure.