

Rules of Procedure of the Government Council for the Information Society

Article 1 Introductory provisions

- (1) The rules of procedure of the Government Council for the Information Society (hereinafter referred to as Rules of Procedure) is an internal regulation of the Government Council for the Information Society (hereinafter referred to as Council), which regulates its proceedings.
- (2) The Rules of Procedure are issued in accordance with the Article 12 of the Council's Statute approved under the Government Resolution No. 373 of 24 May 2010.

Article 2 Convening of the Council Sessions

- (1) The Council's plan of work, in which there are stated dates of Council's sessions, shall be approved by the Council at its first session in a calendar year.
- (2) Meetings of the Council shall be convened by the Council Secretary.
- (3) Meetings of the Council shall be convened through written invitations in a documentary and electronic form. The invitations shall be prepared and dispatched by the Council's secretariat in such a way to ensure that the Council members receive them not later than seven days before the session. Apart from the place and time of the session, the invitation shall contain also the draft agenda of the session or the agenda if it is approved. The materials to be discussed at the session (unless they were not sent to members before) and, as appropriate, statements and recommendations of working groups or expert opinions shall be attached to the invitation.
- (4) An extraordinary Council session shall be convened by the Council Secretary upon the assignment of the Government upon the request of the Steering Committee or upon the request of at least one third of Council's members. The Council session shall be convened no later than two weeks after the assignment of the task or submission of the request, unless otherwise ordained by the Government. An extraordinary session shall be convened by the Council Secretary through written invitation which shall be dispatched in a documentary or an electronic form. In urgent cases an extraordinary session may also be convened by telephone. In such events materials for the discussion may be submitted at the session itself.
- (5) Draft of the agenda of the Council session shall be submitted by the Council Secretary in compliance with the tasks of the Council, Council's plan of work and in compliance with its previous session. Members of the Council shall have right to propose amendments to the agenda of the Council.
- (6) Written materials to be distributed with the invitation shall be submitted to the secretariat of the Council no later than five days prior to the Council session. Materials submitted after this date shall not be discussed. The Steering Committee shall decide on exceptions from this rule upon the suggestion of the Council Secretary.
- (7) The Council members and/or collaborators of working groups and/or experts and guests shall be invited to the Council sessions.

Article 3

Course of Council Sessions

- (1) The Council session shall be conducted by its Chairperson. In the event of the Chairperson's absence, the above shall be the responsibility of a member of the Steering Committee authorised by the Chairperson.
- (2) The council shall be competent to act and adopt conclusions if an absolute majority of its members is present. Conclusions shall be adopted by vote. The method of voting is specified under the Article 4 hereof.
- (3) The Council sessions shall be closed to the public unless decided otherwise. Its conclusions including the voting results shall be public.
- (4) In the event that collaborators of working groups are invited to the session, as a rule, they shall be present during the entire course of the session. Invited experts (Art. 9 of the Council Statute) and /or guests (Art. 6 letter (h) of the Council Statute), shall be usually present at the discussion on items relevant to them.
- (5) Written minutes shall always be made of Council sessions. An audio recording of the session may be made too. The person responsible for the preparation of minutes shall be the Council Secretary. Minutes shall be signed by the Council Chairperson or by the person who has presided over the session.
- (6) Every written minutes must include the date and hour when the session was held, all the items of the agenda and brief summary of the conclusions (also standpoints and recommendations relating to them), including the results of voting. Furthermore, the minutes usually contain tasks assigned to Council's members (or to members of working groups) with the performance deadline for each such task and the name of the person responsible for the performance.
- (7) The attendance list shall be attached to the minutes. If any member leaves a Council session before its closing, such fact must be recorded in the minutes. If a Council session was attended by a proxy of a Council member (see Article 7, paragraph 3 of the Council Statute), a written authorisation of such representation shall be attached to the minutes. If a Council session was attended by collaborators of working groups and/or experts and guests, this fact shall be also recorded in the attendance list and session minutes must include information what part of the session they attended.
- (8) Minutes shall be sent to the Council members or to other persons who attended the session. The responsibility for the distribution of the minutes rests with the secretariat of the Council.
- (9) Corrections to the minutes are usually made at the beginning of the next Council session. If a correction is requested by a member of the Council or another participant of the session, such person shall submit in writing the draft new wording not later than at the time of submission of materials for the next session of the Council; this rule shall be applicable if the minutes were dispatched at least two weeks prior to the next session of the Council. The Council Chairperson shall decide whether to send out previously received proposals for correction of the minutes or only with the invitation to the Council session.

Article 4
Voting of the Council

- (1) As a rule, the Council shall vote on each item of the agenda separately. Should the session agenda only contains discussion or routine items to be dealt with, a single vote can be held on the wording of conclusions pertaining to all the items.
- (2) As a rule, an open vote shall be held. Vote by ballot shall be carried out if the Council so decides in relation to the individual items. The vote ratio, not the votes cast by each member, shall be entered into the record. A dissenting opinion of a council member shall be stated in the conclusions if so requested by them. The invited collaborators of working groups, invited experts or guests shall leave the room during voting if asked by the Chairperson of the session.
- (3) The vote is taken only by Council members. The right to vote shall also have representatives the Council's members who are members of the Government. A Council conclusion shall be adopted if a majority of those Council's members (including representatives, if any, authorized to vote) present vote in favour of it In case of an even division of votes, the vote of Chairperson shall prevail.

Article 5
Meetings of the Steering Committee of the Council

- (1) Meetings of the Steering Committee of the Council shall be held as and when required. The date and the agenda of the meeting shall be proposed by the Council Chairperson. Meetings of the Steering Committee shall be convened by the Council Secretary on request of the Council Chairperson. Materials to be discussed at the meeting shall be attached to the invitation.
- (2) An extraordinary meeting of the Steering Committee must be convened upon the request of any member of the Steering Committee for the nearest suitable date, however within ten days from the date of request.
- (3) The Steering Committee members' attendance at meetings shall be compulsory and it may not be substituted by the attendance of their proxies. However, if necessary, it shall be possible for a member to excuse his/her absence at a meeting and send his/her written statement on the issues to be discussed. The written statement shall be submitted beforehand to the secretariat of the Council. The secretariat shall ensure that the committee members receive the statement.
- (4) The Steering Committee is competent to act and adopt conclusions if majority of its members is present. The Steering Committee of the Council shall adopt conclusions by vote among the committee members. Article 4 hereof shall be applied to a reasonable degree.
- (5) Written records of the Steering Committees' meetings shall be made. The record shall be signed by the Council Chairperson or a member of the Steering Committee authorized by the Chairperson who chaired the meeting. The secretariat of the Council shall be responsible for execution and distribution of the record.
- (6) The record of the Steering Committee shall be sent to all participants of the Steering Committee of the Council and is available to the Council members at the secretariat of the Council.

Article 6
Meetings of Working Groups

- (1) Meetings of working groups shall be held in compliance with the adopted plan of work and as and when required. Dates of meetings and the agenda shall be determined by chairmen of working groups. Meetings of working groups shall be convened by the chairperson of a working group. Materials to be discussed at the meeting shall be attached to the invitation.
- (2) Invitations shall be sent to the committee members and experts invited by virtue of a working group chairperson. Council member may attend the meeting of any working group.
- (3) Upon the request of the Council Chairperson, an extraordinary meeting of a working group must be convened for the nearest suitable date.
- (4) The chairperson of a working group must comply with a request to extend the meeting agenda if at least one third of the working group members or the Council Chairperson so request.
- (5) The working group members' attendance shall be compulsory and it may not be substituted by the attendance of their proxies. However, if necessary, it shall be possible for a member to excuse his/her absence at a meeting and send his/her written statement on the issues to be discussed. The written statement shall be submitted to the chairperson of a working group who shall ensure that the working group members receive the statement. In the event that a member of a working group is repeatedly absent from meetings, the chairperson of a working group may suggest his/her removal.
- (6) A working group is competent to act and adopt conclusions if majority of its members is present. A working group shall adopt conclusions by vote among the committee members. Article 4 hereof shall be applied to a reasonable degree.
- (7) Written records of a working group meeting shall be made. The record shall be signed by the Chairperson of the working group or a member who chaired the meeting. The chairperson of the working group shall be responsible for execution and distribution of the record.
- (8) The record of the working group meeting shall be sent to all working group members, other participants of the meeting and members of the Council.
- (9) In well-founded cases, working groups may have their own rules of procedure. Such rules of procedure are subject to the approval of the Steering Committee of the Council.

Article 7
Information on the Council's Activities

- (1) Materials adopted by the Council as well as conclusions from the Council's sessions including the results of voting shall be public. Information about activities of working groups shall be published to an adequate extent.
- (2) Any information about the Council's activities that has been requested by citizens in accordance with the Act No. 106/2000 Coll. shall be prepared by the secretariat of the Council.

- (3) The report on Council's activities shall be presented to the Government by the Council Chairperson according to need after previous approval of the Council. Should the Council terminate its activities in the course of the year, the final report shall be presented within one month of such termination of its activities.
- (4) . According to need, the Council Chairperson shall submit to the Government materials approved by the Council as well as the Council's recommendations and reports on the state of the information society.

Article 8 **Final Provisions**

- (1) This Rules of Procedure was adopted by the Steering Committee on 17 March 2010. It became effective on 24 May 2010.
- (2) Any amendments or supplements to these Rules of procedure are subject to the approval of the Steering Committee of the Council.
- (3) The Rules of Procedure shall be available to the public on the websites and at the seat of the Office of the Government of the Czech Republic. On the websites there is always published consolidated text of the effective Rules of Procedure.

.Prague, 11 June 2010

Ing. Jan Fischer, CSc., in his own hand
Prime Minister and
Chairman of the Government Council for the Information Society