



**THE SEMMELWEIS UNIVERSITY**

**ORGANISATIONAL AND OPERATIONAL RULES**

**BOOK I**

**ORGANISATIONAL AND OPERATIONAL ARRANGEMENTS**

**I.2. SPECIFIC PART**

**SENATE RULES OF PROCEDURE**

**BUDAPEST**

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## **PART I.2. SENATE RULES OF PROCEDURE<sup>1</sup>**

### *§ 1 [Rules of Procedure of the Senate]*

- (1) The meetings of the Senate are convened and chaired by the President of the Senate.
- (2) The Senate
  - a) meets as necessary, but at least every two months during the academic year,
  - b) shall carry out its work by a semi-annual schedule of meetings and work (hereinafter referred to as the "work schedule"),
  - c) members of the Senate have the right to vote at Senate meetings, while invited members - connected by videoconference - have the right to participate in the deliberations,
  - d) meetings of the University are open to members of the University's medical staff and students and closed to others,
  - e) hold a public meeting on ceremonial occasions, where the senior officers wear their badges of office.

### *§ 2 [Work plan, agenda]*

- (1) The draft work plan is drawn up by the Rector based on written proposals and approved by the Senate at the last meeting of the previous semester or the first meeting of the current semester. The Senate shall decide on the modification of the work plan and the agenda of the meeting.
- (2) The work plan includes the following:
  - a) the dates of the scheduled meetings,
  - b) the agenda of the planned sessions,
  - c) the name of the rapporteur(s) responsible for preparing each item.
- (3) They may propose in writing the agenda for Senate meetings and propose changes to the adopted work plan accordingly:
  - a) a rector,
  - b) the Chancellor,
  - c) members of the Senate,
  - d) the faculty councils,
  - e) the Student Self-Government, in matters directly affecting students, and in cases provided for by law, in matters concerning the organization and operation of the Student Self-Government,
  - f) the Doctoral Students' Self-Government in matters directly concerning doctoral students, and in cases specified by law, in matters concerning the organization of the Doctoral Students' Self-Government,
  - g) the University Doctoral Council,
  - h) 200 university students,

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<sup>1</sup> Amended by Senate Resolution 20/2022 (IV.25.), Annex 1. Effective: 25.04.2022

- i) with the approval of the Rector, the Chancellor, the Deputy Rector in charge of the subject area, the Director General of the central department, or the Director of the central department in the area of their specialization.
- (4) The Rector shall be informed of the initiation of a proposal for the amendment of the TOR, organizational restructuring, or comprehensive revision of the Rules of Procedure outside the Staff Senate by the 5th working day following the initial Senate meeting, through the Secretary General of the Senate. The initiative shall contain a brief and concise summary of the content of the proposed proposal, the proposed regulatory solution, the justification, the proposal for the person responsible for preparing the proposal, and the expected date of the draft proposal. Based on the initiative, the Rector shall decide at which meeting he proposes to place the matter on the agenda and designate the person responsible for its preparation, informing the parties concerned of the decision directly or through the Secretary-General of the Senate.

### § 3 [*Preparation of the Senate meeting*]

- (1) The items to be placed on the agenda of the Senate meeting may be written or oral. They may be classified according to their purpose and content as follows:

- a) Decision-making,
- b) expression of opinion, position, agreement,
- c) information.

<sup>2</sup>Unless otherwise decided by the Senate, the oral presentation shall be for information only.

- (2) The proposal contains the following:

- a) the executive summary, which shall include the background, content, reasons, and purpose of the proposal, the relevant provisions of law or university regulations, if any, and an indication of the voting method and the proportions of votes,
- b) a presentation of the budgetary implications of the proposal (specifying the level of fiscal expenditure or revenue and the source of cover),
- c) Indication of the need for additional agreements (Student or Doctoral Student Council, maintaining body)
- d) in the case determined by the President of the Senate, the opinion of the Semmelweis College of Professors, as an annex to the proposal,
- e) a draft resolution prepared following the model issued by the Secretary General of the Senate,
- f) a text, if necessary, as an annex to the proposal, which goes beyond the summary of the content,
- g) in the case of the adoption or amendment of internal rules, the rules and the amending provisions (in a separate document or consolidated in the case of a comprehensive revision of the regulations or, with the authorization of the Secretary General of the Senate, in other justified cases), as an annex to the proposal.

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<sup>2</sup> Text established by the Board of Trustees of the National Foundation for Health and Medical Education, Resolution 2/2022 (16 May). Effective from 16.05.2022

- (3) A certificate of legal adequacy must accompany the submission or, if not provided, the necessary justification, the opinion of the Director-General for Economic Affairs on the presentation of the budgetary implications.
- (4) The proposed Senate resolution shall be drafted to include
  - a) - if possible or necessary, the alternatives to the decision,
  - b) - if necessary for the implementation of the decision, the time limit for its implementation, and the person responsible for its implementation,
  - c) the proposal for the entry into force of the decision, if different from the date of publication.
- (5) Based on the proposal to be discussed at the Senate meeting, the agenda of the meeting shall be drawn up by the Secretary General of the Senate at least two weeks before the meeting, according to which he shall open the Senate Database preparation interface. The draft proposal shall then be uploaded to the Senate Database at least 3 days before the Rectors' meeting. The consultation of the draft proposal, as referred to in paragraph 9, shall be carried out with the support of the Senate Database in such a way that it is completed by the time of the Rectors' meeting. This deadline may be waived in particularly duly justified cases. If the Rectors' panel decides to place a proposal on the agenda, the proposal, which is available in electronic form after the consultations have been held, shall be uploaded by the Secretary-General of the Senate to the "proposals" section of the Senate Database, taking into account the deadline set in paragraph 11.
- (6) At the time of uploading the submission, as specified in paragraph 5:
  - a) designate a contact person or persons to facilitate the necessary consultations; and
  - b) identify, as appropriate, the other persons, bodies, departments, and committees, as defined in these Rules, whose functions are affected by the proposal and whose opinion on the proposal is therefore recommended; and
  - c) upload the faculty council decision or other body decision and other annexes relating to the proposal, which are a condition for its adoption.
- (7) In the case of regulations, the time limit referred to in paragraph 5 may be met by uploading a proposal drawn up after consultation under the rules laid down in the limitations on the management of regulations. The Rector shall be informed of the initiation of a proposal for the amendment of the Statutes, organizational restructuring, or comprehensive revision of the Statutes by the Rector via the Secretary General of the Senate by the 5th working day following the preceding Senate meeting. The initiative shall contain a brief and concise summary of the content of the proposed proposal, the proposed regulatory solution, the justification, the proposal for the person responsible for preparing the proposal, and the expected date of the draft proposal. Based on the initiative, the Rector shall decide at which meeting he proposes to place the matter on the agenda and designate the person responsible for its preparation, informing the parties concerned of the decision directly or through the Secretary-General of the Senate.

- (8) Only an adequately prepared proposal, which has been agreed upon with persons, bodies, departments, and committees competent for its subject, and contains the suggestions for amendments and corrections raised during the consultation and accepted by the proposer, may be submitted to the Senate. The consultation and the processing of the comments received during the consultation shall be carried out on the digital interface of the Senate Database, which the proposer shall ensure by uploading the draft proposal to the "preparations" section of the Senate Database. The participants in the conciliation shall submit their comments on the draft proposal via the digital interface of the Senate Database within the time limit set by the proposer.
- (9) All proposals, except those of a personal nature, must be agreed upon the following before the Rector's meeting:
- a) the Rector, the Chancellor, and the vice-rectors,
  - b) with the President of the Clinical Centre,
  - c) with the Dean,
  - d) with the Director-General for Legal Affairs and Administration, who will examine the legal conformity of the proposal during the conciliation procedure,
  - e) with the Director-General for Economic Affairs,
  - f) with the Director-General for Human Resources Management,
  - g) the President of the Doctoral Council,
  - h) the Semmelweis Interest Group, the Employee Council,
  - i) the heads of the other departments concerned by the subject of the proposal.
- (10) The conciliation procedure provided for in paragraphs (3), (8), and (9) of this Section shall not apply in the case of an extraordinary meeting. The Rector shall approve the agenda of the special session. The Chancellor shall be informed of the schedule at least 2 working days before the meeting.
- (11) Written material to be placed on the agenda of the Senate shall be made available to the members of the Senate via the Senate Database at least 3 working days before the meeting or 1 working day in case of an extraordinary meeting. Suppose the agreed final material is unavailable at the time specified in this paragraph. In that case, it may be uploaded to the Senate Database at a later date, except for an extraordinary meeting. Still, it shall be made available to the members of the Senate at least 1 working day before the meeting. The General Secretariat of the Senate shall make the final proposal to be placed on the agenda of the Senate available to the members of the Senate by uploading it to the Senate Database. Access to the Senate Database shall be granted to all members of the Senate. Only a proposal the proposer has approved has undergone a legal conformity check and has received the opinion of the Director-General for Economic Affairs and may generally be submitted to the Senate.
- (12) To ensure prudent and informed decision-making, the Senate members should avoid receiving the agenda items at the meeting, except in very justified cases.

§ 4 [Senate meeting]

- (1) The Senate shall constitute a quorum when at least sixty percent of its members are present. Decisions of the Senate shall be taken by a simple majority of its members present unless a qualified majority of two-thirds of the votes cast by its members is required by law or by internal rules.
- (2) An open vote shall be taken on a matter which does not concern a personal question.
- (3) The President of the Senate, acting on their authority or the basis of a decision of more than fifty percent of the members present, shall order a closed session, voting by secret ballot. In all cases, a secret ballot shall be held on personnel questions. A roll-call vote shall be taken on non-personal and non-correspondence matters if more than fifty percent of the members of the Council are present at the meeting and have the right to vote so request.
- (4) The President of the Senate shall have the right to convene an extraordinary meeting of the Senate. An extraordinary meeting shall be called within 3 days of the initiative, with an agenda, if it is requested by the Chancellor, a faculty council, or at least one-third of the members of the Senate, indicating the question to be discussed.
- (5) President of the Senate:
  - a) opens the meeting,
  - b) establishes the quorum of the Senate and announces the excuses,
  - c) invite the members of the Senate present to certify the minutes,
  - d) proposes the approval of the agenda as previously circulated or its amendment if justified,
  - e) opens and chairs the debate,
  - f) summarises and concludes the discussion on the item, presents the draft decision, any amendments, and the voting procedure,
  - g) orders the vote,
  - h) announces the decision of the Senate, taking into account the presentation,
  - i) closes the meeting.
- (6) The Senate members participate in the College's work in person. Members shall sign an attendance sheet. Members shall notify the Secretary General of the Senate of any absence no later than the day before the meeting.
- (7) The Senate shall discuss the agenda items individually, but the President of the Senate may also order the combined discussion of related articles. The proposer indicated in the schedule may add an oral supplement to the written submission.
- (8) Keeping the debate directly relevant and to the point is desirable to work effectively. The President of the Senate shall permit comments to be made by those invited to speak. The President of the Senate shall withdraw the floor if the comments do not comply

with the conditions in this paragraph. Speakers shall not be disqualified from speaking if the intervention relates to the item on the agenda.

(9) Proposers shall notify the Secretary General of the Senate of any request for multimedia equipment by the day before the meeting.

(10) The Senate meetings are simultaneously audio-recorded and summarised in written minutes.

(11) The minutes of the meeting include the following:

- a) the names of those present (attendance sheet),
- b) the agenda,
- c) the distribution of votes,
- d) and a concise summary of the contributions and comments made at the meeting.

Comments made by a member of the Senate or by a person invited to a Senate meeting at the request of a member of the Senate shall be recorded verbatim in the minutes. A member of the Senate may request that their dissenting opinion and the opinion of a person invited to a meeting of the Senate and the reasons for it be recorded in the minutes of the Senate meeting. The minutes of a closed meeting shall contain only the text of the proposed resolutions, the proportions of votes cast, and the resolutions adopted. The sound recordings of the closed session shall be kept private by the Secretary General of the Senate and shall be accessible only to those attending or otherwise entitled to attend the closed meeting.

(12) The Secretary General of the Senate shall draw up the minutes within 15 days. The Rector shall sign the minutes after the signature of the Secretary General of the Senate and the two authenticating members of the Senate appointed by the Rector. Only persons who have attended the Senate meeting may be asked to certify the minutes. The certifying persons shall be chosen so that they vary from meeting to meeting.

(13) The audio recording of Senate meetings must be preserved. No audio or video recordings may be made of Senate meetings other than the official recording, nor may sessions be recorded or transmitted by technical means.

(14) Citizens of the University have the right to attend the meeting, to see the minutes, and to listen to the audio recording. Subject to data protection rules, this cannot be restricted.

#### *§ 5 [Procedure for taking decisions]*

(1) The amendment to the agenda must be uploaded to the Senate Database before the start of the meeting or presented orally at the meeting. Amendments sent before the meeting shall be uploaded to the Senate Database by the Secretary General of the Senate. The President of the Senate shall introduce the amendment(s) proposed orally during the debate and those submitted in writing. The Senate shall then vote on adopting the amendment(s) not accepted by the proposer unless the proposer withdraws it. The



President of the Senate shall give their consent to the adoption of the amendment, which shall be deemed to have been granted if the President of the Senate does not indicate its absence when the item is discussed. The vote shall be taken first on the amendment(s) individually and then on the resolution as a whole. The Senate may also vote on a proposal for a resolution consisting of several items item by item. On the Senate president's initiative, the Senate may vote on a single proposal for a resolution as a whole, as amended.

- (2) Voting - using the electronic voting system - is by 'yes,' 'no,' or 'abstain,' and on personal matters by 'yes' or 'no.'
- (3) The ordered roll-call vote takes precedence over the regular motion for a secret ballot, i.e., in the case of two mutually exclusive motions on the same question, the latter shall be carried out.
- (4) If the electronic voting system does not take the vote, the President of the Senate shall verify the counting of the votes.
- (5) Suppose a Counting Committee carries out the counting of votes. In that case, a vote shall be invalid if it cannot be established beyond doubt that the voter's position is correct or the vote cannot be interpreted concerning the proposal.
- (6) A majority of votes shall be determined by the number of homogenous votes in proportion to the number of voting members of the Senate present.
- (7) In the case of a decision requiring a simple majority, a proposal put to the vote shall be considered adopted if more than half of the Senate members present and vote "aye." If more than half of the Senate members present and voting vote "nay," the Senate has rejected the proposal. No resolution shall be passed if neither of the above proportions is reached due to abstentions.
- (8) In the case of a resolution requiring a qualified majority - not including the recall of the Rector - the proposal put to the vote shall be considered adopted if the number of "aye" votes reaches 2/3 of the number of Senate members present entitled to vote.
- (9) The vote on the adoption of the committees shall be taken by secret ballot, in blocks, for all members of each committee. If the composition of the committees is not adopted as a result of a vote, the Senate shall vote on the members separately.
- (10) In the event of a tied vote, in the absence of an adopted decision
  - a) the President of the Senate or the continuation of the debate and order of a new ballot,
  - b) or postpone the proposal for further discussion at a forthcoming or special meeting, with the proposer holding further consultations on the proposal's content.

- (11) The proposal discussion shall be postponed if a second vote at the same meeting fails to produce a decision. In such a case, the Senate shall decide on the aspects and questions to be included in the proposal.

*§ 6 [Decisions of the Senate]*

- (1) The decision promulgated by the President of the Senate shall be recorded in a resolution within 15 days of the meeting, or the draft resolution prepared under paragraph (4) of Article 3 shall be sent for signature. By derogation, the decision shall be scheduled as soon as possible in urgent cases at the Rector's discretion. The decision shall state in a clear and sufficiently detailed manner the essential elements of the decision, the deadline for its implementation, and the name(s) of the person(s) responsible for it.
- (2) If the decision's importance, scope, or complexity so warrants, the Senate may request a working group with the participation of the proposer to draft the text of the decision.
- (3) The Rector signs the decisions of the Senate. The decisions of the Senate shall be published by the Secretary General of the Senate on the University's website within 5 working days of their signature if they are in several parts together with each position.
- (4) If the decision of the Senate contains economic consequences, it is valid only if the Chancellor financially countersigns it. The financial countersignature shall be entered on the back of the decision and placed in the file by the Secretary General of the Senate.
- (5) If the Senate's decision amends the Rules of Procedure, the Rules of Procedure, consolidated with the amendments, shall be published on the University's website within 15 days of the entry into force of the Senate's decision.

*§ 7 [Administrative tasks related to the functioning of the Senate]*

- (1) The Secretary of the Senate shall be the Secretary General of the Senate, who shall perform the duties set out in these Rules, as well as those relating to the preparation and conduct of meetings, the preparation of minutes, and the publication of decisions.
- (2) The Director General of Legal and Administrative Affairs and the Secretary General of the Senate may, at the request of the President of the Senate, express an opinion on the content, interpretation, and application of the rules of procedure of a law or regulation at a meeting of the Senate, and may, in the preparation of meetings of the Senate, take a position in the event of a dispute concerning the interpretation of the Rules of Organisation and Operation and the University's regulations.

8. §<sup>3</sup>

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<sup>3</sup> Established by Senate Resolution 95/2022 (XI.02.), § 6. Effective from 02.11.2022

The provisions governing the procedure for the adoption of the draft text of the call for applications in connection with the election of the rector-designate, as well as the provisions governing the Senate's particular decision-making procedure in connection with the election of the rector-designate, are set out in the Annex to Part I.2 of the Statutes.