



Item 252

**RESOLUTION NO 2
OF THE UNIVERSITY COUNCIL OF THE UNIVERSITY OF WARSAW**

of 17 September 2019

on the enactment of the Rules of the University Council

Pursuant to Article 22 s. 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), the University Council of the University of Warsaw resolves as follows:

§ 1

The University Council enacts the Rules determining the procedure for its functioning attached as an appendix to this resolution.

§ 2

The resolution shall enter into force on the date of its enactment.

Chairperson, University Council of the University of Warsaw:
J. Bujnicki

Regulations of the University Council of the University of Warsaw

General provisions

§ 1

The Regulations set forth the principles concerning the functioning of the university council of the University of Warsaw, hereinafter referred to as the "University Council" or the "Council."

§ 2

1. The University Council is a collegial body of the University of Warsaw.
2. Resolutions and other documents related to the University Council may be prepared in Polish and in foreign languages. The Polish language version is the basis for the legal interpretation.

Chairperson and members of the University Council

§ 3

When fulfilling their duties, members of the University Council shall act in the interest and for the University of Warsaw.

§ 4

1. Members of the University Council shall perform their duties personally.
2. Members of the University Council shall perform their duties in a collegial way.
3. Members of the Council shall be obliged to participate in the University Council's meetings. Council members shall provide reasons for their absence in writing.
4. The Senate of the University of Warsaw shall be responsible for selecting the Chairperson of the University Council, who may only be a member of the Council from outside the university community.
5. The University Council may select a Deputy Chairperson from among members of the Council. The Deputy Chairperson shall perform tasks of the Council Chairperson in the case of the Chairperson's absence or inability to fulfil the function.
6. A member of the University Council shall be obliged to maintain confidentiality of all information obtained in relation to his/her participation in works of the University Council. The confidentiality obligation shall apply regardless of whether the information was labelled as "confidential" or not. The confidentiality obligation shall not apply to information disclosed to the public, commonly known, or for the disclosure

of which a Member of the University Council has obtained a written consent of the Rector.

Responsibilities of the University Council and the role and responsibilities of the Chairperson of the University Council

§ 5

Responsibilities of the University Council shall include tasks required by law, in particular Article 18 sections 1 and 2 of the Act of 20 July 2018 – Law on higher education and science (Journal of Laws of 2018, item 1668, as amended), and those specified in the Statute of the University of Warsaw.

§ 6

1. The Chairperson of the University Council shall perform tasks in the area of labour law in relation to the Rector of the University of Warsaw.

2. The Chairperson of the University Council shall organise and coordinate the work of the Council, in particular:

- 1) shall convene and chair the meetings;
- 2) shall determine the meeting agenda;
- 3) shall maintain constant contact with the Chairperson of the Senate of the University of Warsaw.

3. The Chairperson of the University Council shall set the duration of the meeting of the University Council, as well as shall resolve all formal issues related to the meeting process and taking the minutes.

Appointment of Rector candidates

§ 7

The University Council shall appoint two candidates for the position of Rector of the University of Warsaw in a resolution.

Meetings of the University Council

§ 8

1. Meetings of the University Council shall be convened by the Chairperson of the Council or, in the situation referred to in § 4 s. 5, by the Deputy Chairperson.

2. The first meeting of the University Council appointed for the new term of office shall be convened by the Chairperson thereof at the earliest possible date.

3. Any member of the University Council shall have the right to request the Chairperson to convene an extraordinary meeting of the Council providing the date, place, start time and the proposed agenda.

4. The Chairperson of the University Council shall also convene a meeting of the Council at the request of the Chairperson of the Senate of the University of Warsaw or the Rector of the University of Warsaw, submitted in writing to the Chairperson of the University Council. In such a case, the meeting should be held at the earliest possible date, no later than within 30 days of submitting the request.

5. Physical meetings of the University Council shall be convened depending on the needs, no less frequently than three times in a calendar year.

6. Meetings may be held remotely via electronic means of communication.

7. A meeting of the University Council may also take place without prior formal convening if all members of the University Council attend the meeting and none of them objects to holding the meeting or to the proposed agenda.

8. Members of the University Council shall be notified of the Council meeting at least 10 days in advance. The Chairperson of the University Council can reduce this period, if needed.

9. Members of the University Council shall be obliged to provide the Council Chairperson with their correspondence addresses, telephone numbers or e-mail addresses, to be used to provide notification and information about Council meetings, as well as any other correspondence and other information sent by the University.

10. The notification of the meeting can be sent to a Member of the University Council by electronic mail if the Member granted his/her prior consent thereto, while providing the e-mail address for the purposes of sending the notification.

11. In the case of a change of address, telephone number or e-mail address, the member of the University Council shall immediately notify the Chairperson of the Council thereof, and the University Council Coordinator.

§ 9

The Chairperson of the University Council shall invite guests to the Council meetings on behalf of the Council.

Adopting resolutions

§ 10

The University Council's resolutions shall be valid if at least half of a number of its members are present at the meeting.

§ 11

1. Resolutions of the University Council shall be passed at meetings by a majority of validly cast votes in the presence of at least half of the statutory number of members of the Council. Votes cast shall be counted by the Chairperson of the Council.

2. In case of a draw the vote of the Chairperson of the Council prevails.

3. A member of the University Council voting against the resolution, may submit a dissenting opinion to the minutes.

4. Resolutions shall be signed by the Chairperson of the University Council.

5. When adopting resolutions, members of the University Council shall vote in an open manner. A secret ballot shall be held at instances referred to in § 26 s. 3 of the Statute of the University of Warsaw.

6. In matters not included in the agenda, no resolution may be adopted, unless all Members of the University Council participate in the meeting and none of them objects to adopting the resolution.

§ 12

The University Council may appoint committees or working team from among its members.

§ 13

1. The University Council may use services of advisors, experts or external consultants.

2. If it is necessary to have a legal contract to use the services referred to in Point 1, the University Council shall pass a resolution determining the subject matter of the contract.

3. The Chairperson of the University Council shall file a motion to the Rector for concluding the contract referred to in s. 2 by the University of Warsaw.

Minutes

§ 14

1. Meetings of the University Council shall be recorded in minutes.

2. The minutes approved by the University Council and signed by the Chairperson of the meeting shall constitute an official confirmation of the process of the meeting of the University Council.

3. The minutes should confirm the validity of convening the meeting of the University Council, reflect the meeting process and shall include:

- 1) first names and surnames of persons participating in the meeting;
- 2) agenda of the meeting;
- 3) information on the meeting process including, in particular:
 - a) number of votes cast “for” and “against” particular resolutions and abstentions;
 - b) dissenting opinions submitted by members of the University Council with a justification.

4. The University Council shall approve the meeting minutes with corrections at the next meeting.

5. After the meeting of the University Council, the draft minutes shall be submitted together with a notification of the next meeting.

6. Requests for corrections to the minutes shall be submitted to the Chairperson of the University Council in writing, until the minutes are approved by the University Council.

7. The Chairperson shall notify the University Council of the correction requested or of the fact that no corrections were requested.

8. The minutes, after their approval by the members of the University Council, shall be published, along with the agenda, on the website www.radauczelnii.uw.edu.pl.

9. Provisions of s. 4 shall not apply to information constituting a business secret.

10. Upon the consent of all members of the University Council present at the meeting, the meeting, or part thereof, may be recorded using audio or video recording devices.

Financing, functioning and running of the University Council

§ 15

1. The operational costs of the University Council shall be covered by the University of Warsaw.

2. The University Council shall have the use of offices, equipment and materials belonging to the University of Warsaw.

3. The administrative and technical support shall be provided to the University Council by the University of Warsaw, which shall include appointing the University Council Coordinator responsible for drawing up draft minutes of Council meetings and draft resolutions of the Council, and performing other tasks designated by the Chairperson of the Council.