



Item 22

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

dated 26 January 2022

on amending the University Council Rules of Procedure

Pursuant to the provisions of Article 22 section 2 of the Law on Higher Education and Science Act of 20 July 2018 (Polish Journal of Laws of 2021, item 478, as amended) and paragraph 27 section 5 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), the University Council of the University of Warsaw hereby resolves as follows:

§ 1

The following changes are introduced in the appendix to the Resolution No. 2 of the University Council of the University of Warsaw of 17 September 2019 on the adoption of the Rules of Procedure of the University Council (Monitor UW of 2019, item 252):

1) under paragraph 2 section 2 shall be replaced with:

“2. Resolutions and other documents of the University Council are drafted in Polish. If an instrument is drafted in Polish and in a foreign language, the Polish version shall be the basis for interpretation.

2) under paragraph 4:

a) section 3 shall be replaced with:

“3. Members of the Council shall be required to participate in the University Council’s meetings. Should they be absent, a member of the Council shall inform University Council Chairperson of their absence in writing or by e-mail sent to the Chairperson's address.”

b) section 7 shall be added after section 6, with the following wording:

“7. Where there exists a conflict between the interests of the University and personal interests of a member of the member of the University Council, his spouse, relatives or relations up to the second degree, the member shall

withhold from deciding such matters and request that this be recorded in the minutes.”;

3) under paragraph 6 section 2 shall be replaced with:

“2. The Chairperson of the University Council shall coordinate the work of the Council, including, but not limited to:

1) convening meetings and determining their venue and manner of conducting the proceedings;

2) establishes the agenda and serves as a chairperson, including provides the right to speak, accepts applications, opens voting, counts votes and approves the adoption of resolutions;

3) maintains contact with the chairperson of the Senate of the University of Warsaw and if necessary with a designated person.”;

4) paragraph 8 shall be replaced with:

“§ 8

1. Council Meetings are convened as needed, not less often than three times per calendar year.

2. The members of the University Council are informed about the meeting at least 10 days before its date. At the same time, materials are provided for the meeting. For important reasons, the Chairperson of the University Council may shorten this deadline.

3. The notice convening a meeting of the University Council shall specify the date, place and mode of the meeting and the proposed agenda.

4. Meetings of the Council shall be convened by the Chairperson of the University Council.

5. The first meeting of the University Council of a given term of office is convened by the Chairperson as soon as possible.

6. Any member of the Council may request the Chairperson of the University Council to convene an extraordinary meeting of the Council, specifying the date, place and mode of the meeting and the proposed agenda. The application should be submitted in writing and/or sent via e-mail to the Chairperson’s address. The Council meeting shall take place on the nearest possible date, no later than within 30 days from the request submission.

7. The Chairperson of the University Council shall also convene a Council meeting upon the request of the Chairperson of the Senate of the University of Warsaw. The Chairperson of the Senate of the University of Warsaw shall indicate the reasons for convocation of the meeting and propose its agenda in the request. The Council meeting shall take place on the nearest possible date, no later than within 30 days from the request submission.

8. The University Council meetings may be conducted remotely, i.e. via means of electronic communication.

9. The University Council meetings conducted via means of electronic communication shall ensure in particular:
 - 1) real-time transmission of the meeting between its participants,
 - 2) multilateral communication in real time whereby the meeting participants may speak in its course

– maintaining the necessary safety rules.
10. A meeting of the University Council may also be held without being formally convened in advance if all members of the University Council participate and no one raises objections to the holding of the meeting, the manner of conducting the proceeding and the proposed agenda.
11. Each member of the University Council shall provide their correspondence address, telephone number and e-mail address. Should their correspondence address, telephone number or e-mail address change, a member of the Council shall immediately inform the Chairperson of the University Council.
12. Notices and materials relating to meetings and other documents and information may be transmitted or made available to members of the University Council by means of direct remote communication.

5) paragraph 9 shall be replaced with:

“ § 9

Meetings of the Council may be attended, without the right to vote, by persons invited by the Chairperson of the University Council.”;

6) paragraph 10 shall be replaced with:

,“§10

Resolutions may be adopted if all members of the University Council have been notified of the meeting, including its agenda, unless all members of the University Council attend the meeting and no one has objected to the adoption of the resolution.

7) under paragraph 11:

a) sections 1 and 2 shall be replaced with:

“1. The University Council shall adopt resolutions by a simple majority of votes in the presence of at least half of the statutory number of members.

2. The number of votes cast and the outcome of voting shall be ascertained by the Chairperson, and in the case of an equal number of votes, the vote of the Chairperson of the University Council shall prevail.”;

b) section 7 shall be added after section 6, with the following wording:

“7. During a meeting conducted via means of electronic communication, the University Council may adopt resolutions, where the votes are given using means of remote instantaneous communications.”;

8) under paragraph 13 section 3 shall be replaced with:

“3. The Chairperson of the University Council shall file a motion to the Rector for the University of Warsaw to conclude the contract referred to under section 2 hereinabove, in compliance with the public procurement regulations.

9) under paragraph 14:

a) section 3 shall be replaced with:

“3. The minutes shall state the valid convocation of the University Council meeting, reflect its course and include:

- 1) date, venue and manner of proceedings;
- 2) full names of the persons participating in the meeting;
- 3) agenda;
- 4) overview of the meeting course, including, but not limited to:
 - a) number of votes cast “for” and/or “against” particular resolutions, as well as of abstaining votes,
 - b) dissenting opinions submitted by the members of the University Council

b) sections 6 and 7 shall be replaced with:

“6. The requests to amend or supplement the minutes may be submitted until the minutes are approved by the University Council. The request concerning this subject shall be submitted in writing or via e-mail sent to the address of the Chairperson.

7. The Chairperson of the University Council shall inform the Council of the requests referred to under section 6.”;

c) section 10 shall be replaced with:

“10. The Chairperson of the University Council may make the decision on recording the meeting or its part using sound or image recording devices. The recording of the meeting shall be immediately destroyed upon the approval of the minutes by the University Council.”,

d) section 11 shall be added after section 10, with the following wording:

“11. Records of the University Council shall be stored by the University of Warsaw.”

§ 2

The Resolution enters into force as of the moment of its adoption.

Chairman of the University Council of the University of Warsaw:
M. Ząbek