

CONFIRMED

At the Constitutional Council meeting of 20.03.2007.

Minutes No. 1/07

Senate Regulations

1. General terms and conditions

1.1. The Senate is a collegial management institution of academic staff members and a decision-making institution that approves the documents, which regulates the realms of academic and scientific activity of the Riga International University of Economics and Business Administration.

1.2. The composition of the Senate is recommended by the Rector, the Department and Student Council, and approved by the University's Constitutional Council for a three year period.

1.3. 75% of the composition of the Senate must be comprised of representatives of academic staff members.

1.4. In instances when senators elected by the Constitutional Council terminate their employment relations with the university or an objective need arises to replace a senator, elections are organised and their results are ratified by the Senate in accordance with a proposal from the relevant meeting of the group of academic staff members.

1.5. Senate decisions, which are made within the parameters of its mandates, are binding on the university's academic staff members and students.

A Senate decision regarding changes to the composition of the Senate shall be submitted to the Chair of the Constitutional Council.

2. The Main Working Directions of the Senate

2.1. The Senate:

2.1.1. Elects professors, associate professors, assistant professors, lecturers, assistants, lead researchers and researchers, with whom an employment agreement can be concluded after their election;

2.1.2. Approves study programmes, plans and calendar timetables;

2.1.3. Decides on academic and research working matters of the university and its structural units;

2.1.4. Approves the By-law regarding Academic Positions and the Procedure for Appointment to Such;

2.1.5. Approves documents regulating the study process;

2.1.6. Decides on the formation of a Board of Advisors and approves the By-law for the Operation of the Board of Advisors;

2.1.7. Also decides on other fundamental matters, which fall under the competence of the Senate.

2.2. The Senate appoints:

2.2.1. The Senate Chair and Secretary (for a three year period);

2.2.2. Academic staff members.

2.3. The Senate listens to reports on the work of individual academic staff member and student structural unites and other bodies, and reviews various submissions addressed to the Senate.

2.4. The Senate can form councils and committees.

3. Organisation of the Senate's work

3.1. The main working form of the Senate is Senate meetings.

3.2. Senate meetings are chaired by the Senate Chair. In his absence, senators appoint the meeting chair from among the senators present.

3.3. Senate meetings take place in accordance with the Senate's work plan for the academic year.

3.4. Senate meetings are open. Meetings can be closed if this is requested by the 1/3 senators present or the Rector.

3.5. Meetings are convened by the Senate Chair. Extraordinary meetings are convened if this is requested by 1/3 of Senators, or the Senate Chair, Rector or Board of Advisors.

3.6. A Senate meeting usually lasts for two hours. The duration of the meeting may only be extended if the majority of the Senators present agree to this.

3.7. The Senate Chair is responsible for drawing up the draft agenda.

3.8. Proposals for the Senate meeting agenda may be submitted to the Board of Advisors, Student Council, Senators and the Rector.

3.9. Proposals and materials regarding matters included in the agenda for a routine meeting shall be submitted to the Senate Secretary no later than two weeks before the meeting. The agenda for an extraordinary meeting shall be submitted by persons who requested the meeting.

3.10. Items shall only be included in the draft agenda if a draft decision has been prepared regarding them.

3.11. 10 days before the Senate meeting, the Senate Secretary will publish the draft meeting agenda and organise the preparation of the materials for the Senate meeting. In order for the material to be reviewed at a routine Senate meeting, it must be submitted to the Secretary together with the draft decision no later than three days before the meeting.

3.12. The Senate shall review the draft agenda and approve the meeting agenda at the start of the meeting. Matters not provided for in advance on the agenda shall only be reviewed by the Senate if 2/3 of the Senators present agree to this.

3.13. Corrections and additions to draft decisions proposed during debates shall only be put to a vote if they have been submitted in writing to the meeting chair.

3.14. Senate meetings shall be recorded in minutes. The most important debates can be recorded on audio cassettes. Minutes shall be signed by the meeting chair and the secretary.

4. Rights and duties of Senators

4.1. Senators are entitled to propose discussion of any matter subject to the competence of the Senate, participate in the discussion of any matter, and study all materials at the disposal of Senate meeting committees.

4.2. A Senator is obliged to participate in Senate meetings and the preparation of matters.

5. Senate Decisions

- 5.1. The Senate is entitled to make a decision if over half of the Senators participate in the Senate meeting.
- 5.2. Senate decisions are approved by a simple majority in an open vote. Votes are counted either by a specially formed vote counting committee or the Senate Secretary. Only Senators participate in voting.
- 5.3. In making decisions, the Senate adheres to the approved budget for academic and research work.
- 5.4. A Senate decision may be appealed within 10 calendar days from the date on which it comes into force. In order for a decision to be amended or repealed, it is necessary, when reviewing a matter once again, for 2/3 of the number of Senators present to vote in favour of this.
- 5.5. Student Council representatives in the Senate have veto rights in relation to matters that affect the interests of students. After the application of a veto, the matter in question will be reviewed by a harmonisation committee, which is formed by the Senate according to a principle of parity. The decision of the harmonisation committee will be approved by the Senate with a 2/3 majority of those present.
- 5.6. A decision by the Senate may be blocked if this is requested in writing by the majority of Senate members or by 2/3 of the number of Senators present. If there is a written application to block the execution of a Senate decision, the rationale for this must be reviewed at the next Senate meeting and a decision must be made for the period for the duration of which execution of the decision is suspended. If 2/3 of the Senators present propose the suspension of the execution of a decision, then this same meeting of the Senate must decide on the period for the duration of which execution of the specific decision is suspended.
- 5.7. Once a year, the Senate hears information about the execution of decisions.

6. Secret Ballots

- 6.1. All elections involving academic staff members shall be conducted by secret ballot.
 - 6.2. Before a secret ballot, the vote counting committee is elected by means of an open vote. This committee receives voting slips prepared according to a certain template from the Senate Secretary, which are distributed to Senators.
 - 6.3. The number of Senators who have participated in a secret ballot is determined by the number of voting slips in the ballot box. Delegation of voting rights is not permitted. A Senator, who has not voted at the time scheduled for voting, is not entitled to submit his or her vote later.
 - 6.4. The Senate shall make a separate decision regarding the inclusion on the voting slip of each candidate in an election appointing academic staff members.
 - 6.5. If more than two candidates take part in a competition for one position and neither of them receives the number of votes necessary, a second round of elections will be conducted during this same meeting in the which the participants will be the two candidates, who have received the most votes. If they cannot be determined due to their having received the same number of votes, a repeated vote regarding the relevant candidates will be held.
- If two candidates take part in the first or second round of voting and neither of them receives the number of votes necessary, a further round of elections will be conducted during this same meeting in the which the participant will be the candidate, who has

received the most votes. If both candidates receive an equal number of votes. In each specific instance, the Senate will make a decision on the further course of action.

6.6. The vote counting committee collates the voting results, records them in relation to each candidate on a separate protocol, signs it and announces the results to the Senate. Through a vote, the Senate approves the vote counting committee's protocols.

6.7. An interested party may submit a protest to the Senate Chair within seven days regarding voting procedure violations. Within seven days of their receipt, these shall be reviewed by a committee formed by the Senate Chair, whose report will be included in the agenda for the latest Senate meeting and regarding which the Senate will make decisions.

Constitutional Council Chair



Z. Fricberga