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*(Resolution No. SPN-18 of the Senate of Vilnius University, version of 21 March 2023)*

APPROVED

by Resolution No. S-2014-6-1 of 9 September  
2014 of the Senate of Vilnius University  
(Resolution No. SPN-18 of the  
Senate of Vilnius University,  
version of 21 March 2023)

## RULES OF PROCEDURE OF THE SENATE OF VILNIUS UNIVERSITY CHAPTER I

### CHAPTER I GENERAL PROVISIONS

1. The Rules of Procedure of the Senate of Vilnius University (hereinafter the ‘Rules’) shall determine the procedure for the exercise of the powers of the Senate (hereinafter the ‘Senate’) of Vilnius University (hereinafter the ‘University’), the frequency of meetings and the procedure for convening thereof, as well as the procedure for deliberating matters at the meetings of the Senate and the procedure for adopting and entry into force of the resolutions of the Senate.

2. The Rules were adopted in accordance with the Constitution of the Republic of Lithuania, the Republic of Lithuania Law on Higher Education and Research (hereinafter the ‘Law on Higher Education and Research’), the Statute of Vilnius University (hereinafter the ‘Statute’), the decisions of the Constitutional Court of the Republic of Lithuania, and the other legal acts of the University.

3. The Senate shall ensure the freedom of culture, science, research and teaching at the University, the collegial discussion of the University’s general academic affairs and other matters directly related to the academic activities of the University as a whole, and the adoption of the legal acts necessary to implement them, and shall verify that the activities of the Council of the University (hereinafter the ‘Council’) and the Rector (hereinafter the ‘Rector’), as well as the community’s proposals to the Council, the Rector, and the University’s internal organisational structures, and other initiatives comply with the University’s mission, goals, objectives, principles of its activities and the common academic interests. In the exercise of its powers, the Senate shall adopt resolutions which shall be binding on all employees, students, and unclassified students of the University.

4. The work of the members of the Senate shall be based on the principles of collegiality, impartiality, objectivity, lawfulness, publicity, and academic freedom.

5. For the purposes of these Rules, the following definitions shall apply:

5.1. The **Board of the Senate** means the structure responsible for organising the activities of the Senate, consisting of the Chairperson of the Senate, the Deputy Chair(s) of the Senate, the chairpersons of the Senate committees, and a member of the Senate appointed in accordance with the procedure laid down by Vilnius University Students’ Representation, i.e. a student representative.

5.2. A **committee** means a standing or temporary committee of the Senate.

5.3. A **standing committee** means a committee formed by a resolution of the Senate upon a proposal from the Chairperson of the Senate from among the members of the Senate for the entire term of office of the Senate, which shall coordinate the science, art, studies or other activities of the University, and which shall examine matters in those fields before they are considered at a meeting of the Senate.

**CHAPTER II**  
**ELECTION OF THE CHAIRPERSON AND DEPUTY CHAIR(S) OF THE SENATE,**  
**RIGHTS AND DUTIES OF THE MEMBERS OF THE SENATE AND THE**  
**CHAIRPERSON OF THE SENATE, EXPIRATION OF THE MANDATES OF MEMBERS**  
**OF THE SENATE**

6. The date of the first meeting of the new Senate shall be set by the Chairperson of the outgoing Senate at least two weeks before the end of the term of the outgoing Senate. The date, venue and agenda of the first meeting of the new Senate shall be made publicly available on the website of the University and shall be announced to the members of the new Senate by e-mail.

7. The first meeting of the new Senate shall be chaired by the oldest member of the Senate present at the meeting, introduced by the chairperson of the Central Electoral Commission of the University. The first step at this meeting shall be the election of the Chairperson of the Senate.

8. The Chairperson of the Senate shall be elected, for the full term of office of the Senate, from among the members of the Senate by secret ballot by a majority of more than half of the members of the Senate present at the first meeting of the new Senate by the following procedure:

8.1. Candidates for the office of the Chairperson of the Senate may be proposed by any member of the Senate by nominating themselves or another member of the Senate. The nomination must be seconded by at least one other member of the Senate. The Rector of the University and a student member of the Senate shall not be eligible to be nominated as a candidate for the office of Chairperson of the Senate.

8.2. All nominated candidates shall declare their acceptance to stand as a candidate.

8.3. Each candidate, in alphabetical order of their surnames, shall be allowed up to 15 minutes to present themselves as candidates and the same amount of time to answer questions. Discussion shall then commence if the members of the Senate so wish.

8.4. After the presentation of the candidates, the answers to questions, and the discussion, the Senate's secret ballot procedures (distribution, collection and counting of ballot papers) shall be carried out by the Counting Commission, composed of three members of the Senate nominated by the Chairperson of the Senate and approved by an open ballot of the Senate. One of the members of the Commission shall typically be appointed from among the student members of the Senate. A secret ballot of the members of the Senate for the election of the Chairperson of the Senate shall be carried out by members of the Senate filling in ballot papers and casting them in the ballot box. If necessary, an adjournment may be declared for the preparation of the ballot papers on the decision of the person chairing the meeting of the Senate.

8.5. All persons nominated and having agreed to stand as candidates shall be placed on the ballot paper in alphabetical order by surnames. The voter shall mark on the ballot paper the name of the candidate for whom they are voting. Ballot papers in which no candidate or more than one candidate is marked, as well as ballot papers in which the will of the voter cannot be ascertained for other reasons, shall be declared invalid.

8.6. After the votes of the members of the Senate have been counted, the Counting Commission shall announce the results of the election of the Chairperson of the Senate. The results of the election shall be recorded in the minutes of the Counting Commission, signed by the members of the Counting Commission, indicating the number of members of the Senate who voted, the number of invalid ballot papers, and the number of votes obtained by each candidate.

8.7. If the first meeting of the new Senate is organised by electronic means or by hybrid means, the Chairperson of the Senate shall be elected in accordance with the procedure laid down by the chairperson of the meeting, *mutatis mutandis* in accordance with the provisions of Item 8 of the Rules. Electronic voting may be exempted from the provisions of Items 8(4-6) of the Rules.

9. If several candidates for the office of Chairperson of the Senate obtain the same number of votes, or if no candidate obtains more than half of the votes of the members of the Senate present

at the meeting, a repeated voting shall be held, in which the candidate having obtained the highest number of votes shall be declared elected.

10. In the event of the resignation of the Chairperson of the Senate or their removal by a simple majority of the members of the Senate present at a meeting of the Senate, the election of a new Chairperson of the Senate shall be held at the subsequent meeting of the Senate following the procedure laid down in Item 8 of the Rules.

11. After the election of the Chairperson of the Senate, the Chairperson of the Senate shall take over chairing of the Senate meeting. The Senate, on the proposal of the Chairperson of the Senate, shall decide on the number and nominations of the Deputy Chair(s) of the Senate. The Chairperson of the Senate may have no more than three Deputy Chairs.

12. The Deputy Chair(s) of the Senate shall be elected, for the full term of office of the Senate, by secret ballot by a majority of more than half of the members of the Senate present at the meeting of the Senate, on the nomination of the Chairperson of the Senate. Elections for the office of Deputy Chair(s) of the Senate shall be held by the following procedure:

12.1. The Chairperson of the Senate shall nominate the candidates for the office. The Rector of the University may not be a candidate for the office of Deputy Chair of the Senate.

12.2. All nominated candidates shall declare their acceptance to stand as a candidate.

12.3. For the purpose of carrying out the secret ballot procedures for the election of the Deputy Chair(s) of the Senate, a Counting Commission shall be composed of three members of the Senate nominated by the Chairperson of the Senate and approved by an open ballot of the Senate. One of the members of the Commission shall typically be appointed from among the student members of the Senate. With the approval of the Senate, the procedures may be carried out by the commission referred to in Item 8(4) of the Rules, provided that its members are not candidates for the office of Deputy Chair of the Senate. A secret ballot of the members of the Senate for the election of the Deputy Chair(s) of the Senate shall be carried out by members of the Senate filling in ballot papers and casting them in the ballot box. If necessary, an adjournment may be declared for the preparation of the ballot papers by a decision of the Chairperson of the Senate.

12.4. All persons nominated and having agreed to stand as candidates shall be placed on the ballot paper in alphabetical order by surnames. In the ballot paper, the voter shall mark the name of the candidate(s) for and/or against whom they vote. Ballot papers on which no candidate is marked (for or against), as well as ballot papers on which the will of the voter cannot be ascertained for any other reason, shall be declared invalid.

12.5. After the votes of the members of the Senate have been counted, the Counting Commission shall announce the results of the election of the Deputy Chair(s) of the Senate. The results of the election shall be recorded in the minutes of the Counting Commission, signed by the members of the Counting Commission, indicating the number of members of the Senate who voted, the number of invalid ballot papers, and the number of votes for and against each candidate.

12.6. If the first meeting of the new Senate is organised by electronic means or by hybrid means, the Deputy Chair(s) of the Senate shall be elected in accordance with the procedure laid down by the Chairperson of the Senate, *mutatis mutandis* in application of the provisions of Item 12 of the Rules. Electronic voting may be exempted from the provisions of Items 12(3-5) of the Rules.

13. Where one Deputy Chair of the Senate is to be elected and the candidate fails to obtain the votes of more than half of the members of the Senate present at the meeting, the Chairperson of the Senate shall have the right to put the same nomination for the Deputy Chair for a repeated vote of the Senate; in accordance with the procedure laid down in Item 12 of the Rules, to propose a different nominee for the election of the Deputy Chair; or to propose that the matter of the election of the Deputy Chair of the Senate is postponed until the next meeting of the Senate. In cases where more than one Deputy Chair of the Senate is to be elected and the Senate elects by secret ballot fewer than the number of Deputy Chairs of the Senate provided for, the Chairperson of the Senate shall have the right to put the same nomination(s) for the Deputy Chair(s) of the Senate not elected by secret ballot

for a repeated vote of the Senate; to propose, in accordance with the procedure laid down in Item 12 of the Rules, a different nominee(s) for the election of the other Deputy Chair(s) of the Senate; or to propose that the matter of the election of the remaining Deputy Chairs of the Senate is postponed until the next Senate meeting. In the event that the election of the Deputy Chair(s) of the Senate is postponed until the next meeting in accordance with the procedure set out in this Item, the Senate shall have the right to consider other matters until then. In the event of the resignation or removal of the Deputy Chair(s) of the Senate by a simple majority of the members of the Senate present at a meeting of the Senate, an election for the office of Deputy Chair(s) of the Senate shall be held at the subsequent meeting of the Senate in accordance with the procedure laid down in Item 12 of the Rules.

14. The mandate of a member of the Senate shall expire on the grounds provided for in Article 34(13) of the Statute.

15. When the mandate of a member of the Senate expires on the grounds provided for in Article 34(13)(2-9) of the Statute, a new election shall be held to fill the vacancy for the remainder of the term of office of the Senate.

16. The mandate of the Chairperson of the Senate and the Deputy Chair(s) of the Senate shall expire on the grounds provided for in Article 36(5) in the Statute.

17. The members of the Senate shall have the right:

17.1. to speak, to ask questions and to vote on all matters considered at meetings of the Senate;

17.2. to make reasoned proposals in writing or orally at a meeting of the Senate on items on the agenda of a meeting of the Senate, and propose the inclusion of new items into the agenda of a meeting of the Senate;

17.3. to propose that experts and other specialists are invited to Council meetings;

17.4. to express opinions on the activities of the Senate, both in public and at Senate meetings;

17.5. to prepare and submit for consideration by the Senate documents regulating the activities of the University, the approval of which, in accordance with the Statute, is within the competence of the Senate, and to submit and propose comments on the documents prepared to be approved by the Senate;

17.6. to receive the necessary information and materials related to the matters under consideration at the meetings of the Senate;

17.7. to the extent necessary for the performance of their functions as a member of the Senate, to have access to all documents of the University and, if necessary, to use them in their work without prejudice to the requirements of confidentiality, the protection of personal data or any other requirements laid down by law;

17.8. to require that their reasoned proposals be put to the vote;

17.9. to have access to the minutes of the Senate meeting;

17.10. to express a separate written opinion if, when the members of the Senate vote and reach the final decision, it does not coincide with the majority view. The separate opinion of a member of the Senate shall be written down and submitted to the Secretary of the Senate no later than the minutes of the meeting are drawn. The separate opinion of a member of the Senate shall form an integral part of the minutes of the Senate;

17.11. to resign from the Senate at any time by giving written notice to the Chairperson of the Senate;

17.12. to use the material resources of the University to the extent necessary for the performance of the functions of a member of the Senate;

17.13. to exercise other rights provided for in the Law on Higher Education and Research, the Statute, these Rules, and the resolutions of the Senate.

18. Members of the Senate shall have the following duties:

18.1. to comply with the laws and other legal acts of the Republic of Lithuania, the Statute, these Rules, and the resolutions adopted by the Senate when performing their functions of a member of the Senate;

- 18.2. to comply with the Academic Ethics Code of the University;
- 18.3. to attend meetings of the Senate in person or, if unable to attend, to inform the Chairperson of the Senate in writing or by e-mail at least three days in advance of the Senate meeting;
- 18.4. to participate in the work of the committees;
- 18.5. to declare private interests in accordance with the law and the legal acts of the University;
- 18.6. to notify the Senate of any potential conflict of interest that may arise from the consideration of an item on the agenda of a meeting and withdraw from the consideration of that item. A member of the Senate shall have a duty to withdraw in any of the following circumstances:
  - 18.6.1. the matter under consideration relates directly to the member of the Senate;
  - 18.6.2. the matter under consideration relates to persons with whom the member of the Senate has a close relationship of consanguinity, affinity, marriage, partnership or guardianship;
  - 18.6.3. the member of the Senate, their spouse (cohabitant) or their close relatives have a direct or indirect interest in the outcome of the matter consideration;
  - 18.6.4. other circumstances call into question the impartiality of a member of the Senate.
19. The Chairperson of the Senate shall, in addition to the duties set out in Item 18 of the Rules, have the following duties:
  - 19.1. to head the work of the Senate and to represent the Senate within and outside the University;
  - 19.2. to plan, initiate and chair meetings of the Senate;
  - 19.3. to approve the draft agendas for the meetings of the Senate;
  - 19.4. to submit to the Senate for approval the nomination(s) for the office of the Deputy Chair(s) of the Senate;
  - 19.5. to submit to the Senate for approval the composition of the committees and the nominations for the office of the chairpersons thereof;
  - 19.6. to propose to the Senate the establishment of the Central Dispute Resolutions Commission, the Central Academic Ethics Commission, the Central Electoral Commission, the Emeritus, Affiliation and Honours Commission, the Academic Protocol Commission, and other commissions and working groups necessary for the general activities of the University, and to approve the regulations of these commissions and working groups;
  - 19.7. to submit to the Senate for approval the composition of the counting commissions for secret ballots held during the meetings of the Senate and to announce the results of votes (other than secret ballots) held during the meetings of the Senate;
  - 19.8. to sign the resolutions of the Senate, to sign the minutes of the meetings of the Senate together with the Secretary of the Senate, ensuring that they correctly reflect the decisions taken at the meeting, except in cases where the Deputy Chair of the Senate or another person chairing the meeting of the Senate chairs the meeting of the Senate;
  - 19.9. to prepare a draft estimate of the Senate's operating expenses for the current year and, subject to the approval of the Senate, propose to the Rector to include this draft in the draft estimate of the University's income and expenditure to be submitted to the Council for approval;
  - 19.10. to inform the members of the Senate of the proposals from the Rector and the members of the Council concerning the activities of the University or the draft documents submitted to the Senate for consideration;
  - 19.11. to regularly inform the Senate of the implementation of the resolutions of the Senate following the procedure laid down in these Rules;
  - 19.12. to publish the annual Senate activity report to the University community once a year, no later than by 31 January each year;
  - 19.13. to cooperate with the Council and the Rectorate on matters relating to the governance of the University, including coordination of items on the agendas of meetings, coordination of dates of meetings and other issues, to ensure the most effective governance of the University;

19.14. to attend meetings of the Council in an advisory capacity.

20. The Deputy Chair(s) of the Senate shall, on the instructions of the Chairperson of the Senate or in the event of the incapacity of the Chairperson of the Senate due to illness or other reasons, perform the functions of the Chairperson of the Senate, and shall carry out all the duties referred to in Item 19 of these Rules.

### **CHAPTER III PROCEDURES FOR ORGANISING THE WORK OF THE SENATE**

#### **SECTION ONE ORGANISING THE ACTIVITY OF THE SENATE**

21. The activities of the Senate shall be organised by the Board of the Senate in accordance with the procedure referred to in Item 5(1) of the Rules. The Secretary of the Senate shall attend the meetings of the Board of the Senate; while the Rector, Pro-Rectors, chairpersons of the commissions of the Senate, secretaries of the standing committees of the Senate, and other persons may be invited to attend meetings of the Board of the Senate as required by the decision of the Chairperson of the Senate.

22. Meetings of the Board of the Senate shall be convened and chaired by the Chairperson of the Senate.

23. The agenda for meetings of the Board of the Senate shall be set by the Chairperson of the Senate. The meetings of the Board of the Senate shall prepare and consider the draft annual work plan of the Senate, the agendas of the meetings of the Senate, and other matters related to organising the activity of the Senate, the activity of the committees and commissions established by the Senate, and the governance and activity of the University.

24. The Rector shall provide the material and organisational conditions necessary for the activity of the Senate (including the appointment of the secretaries of the Senate and of the committees established by the Senate).

25. Secretaries of the Senate and of committees set up by the Senate shall:

25.1. ensure proper organization of the meetings;

25.2. be responsible for ensuring that the material required for the meeting is made available to the members of the Senate and the committees within the terms and in accordance with the procedures laid down in these Rules;

25.3. prepare and coordinate draft resolutions of the Senate in accordance with the procedures laid down at the University in cases where, in accordance with the procedures laid down by the Statute and other legal acts of the University, matters are submitted to the Senate for consideration by the Chairperson of the Senate;

25.4. register the members of the Senate (or, in the case of meetings of committees set up by the Senate – members of the committees) present at the meeting;

25.5. in cases where the Senate or the committees established by the Senate hold votes at their meetings by electronic means, organise such votes and record and publish the results of the votes;

25.6. receive written proposals and requests from the members of the Senate and the committees, and inform the Chairperson of the Senate and/or chairperson(s) of the committee(s) thereof;

25.7. prepare the minutes of the meetings of the Senate and the committees and register them in the document management system of the University;

25.8. ensure that the procedures for the preparation of documents and drafts submitted to the Senate and the committees are followed;

25.9. assist the Chairperson of the Senate and the chairpersons of the committees in the preparation of draft agendas for the meetings of the Senate and of the committees;

25.10. provide the members of the Senate and the committees with information about the meeting of the Senate and the committees (time, place, format, agenda), draft resolutions to be considered, and other meeting materials;

25.11. inform the Senate or the committees of documents addressed to the Senate or a committee;

25.12. together with the Chairperson of the Senate or chairpersons of the committees (or, in the absence thereof at the relevant meeting, with the persons chairing the meeting of the Senate or of the committees), sign the minutes of meetings of the Senate or of the committee, extracts from the minutes, and any other documents of the Senate, except resolutions;

25.13. ensure the publishing of Senate resolutions signed by the Chairperson of the Senate in accordance with the procedure laid down in the Regulations for the Provision of Information on the Activities of the University.

## **SECTION TWO AGENDA FOR A MEETING OF THE SENATE**

26. The draft agendas for the meeting of the Senate (other than the first meeting) shall be drawn up by the Chairperson of the Senate in conjunction with the Secretary of the Senate. The agenda shall include items proposed by the Rector or the Council, as well as items proposed by members of the Senate for which draft resolutions have been prepared.

27. The Senate shall normally consider and decide only on those items which are on the agenda of the Senate meeting, and on which draft resolutions have been prepared. In cases where matters are submitted to the Senate for consideration at the initiative of the Rector, the draft resolution of the Senate shall be submitted to the Senate together with the Rector's proposal, which shall set out the substance of the decision to be taken, the rationale for the decision, the explanation of the decision, and, if necessary, other relevant information, and shall be accompanied by any other relevant documents for the adoption of a decision of the Senate. When draft amendments to regulatory acts are submitted for consideration, the draft amendment shall be accompanied by a comparative version of the draft showing the proposed changes to the regulatory act to be amended.

28. Each item on the agenda shall include the rapporteur and the provisional time allowed for the presentation and consideration of the item on the agenda.

29. If there is a clear need for immediate adoption of decisions of the Senate, and the draft resolutions to which they refer have not been prepared or agreed upon for objective reasons, the Chairperson of the Senate shall have the right to submit a matter to the Senate for consideration at a meeting and to propose to include it in the agenda of the meeting.

30. At the beginning of each meeting of the Senate, a decision shall be taken on the adoption of the agenda for the meeting of the Senate.

31. The agenda drawn up by the Chairperson of the Senate may be amended or supplemented by a simple majority of the members of the Senate present at a meeting on the proposal of any member of the Senate.

## **SECTION THREE MEETING OF THE SENATE**

32. The activity of the Senate shall take the form of meetings. Meetings of the Senate, except for the first meeting of the newly elected Senate, shall be convened by the Chairperson of the Senate or by at least one-quarter of the members of the Senate when a need arises to deal with matters within the competence of the Senate, at least once every two months.

33. No later than three working days before the date of the meeting of the Senate, all members of the Senate, persons entitled to participate in the meetings of the Senate in an advisory capacity, and the drafters of draft resolutions on the items on the agenda of the meeting of the Senate shall be notified of the time and place of the meeting of the Senate to be convened and of the items prepared and on the agenda of the meeting of the Senate by e-mail that shall include the agenda of the meeting of the Senate, together with the material relating to the matters to be considered during the meeting. If the material is submitted to the Senate less than three working days before the meeting, the Chairperson of the Senate shall have the right to exclude the item from the agenda of the subsequent meeting of the Senate and to propose the submitted item to be included on the agenda of the next Senate meeting.

34. A meeting of the Senate shall be deemed lawful if at least two thirds of the members of the Senate are present. Meetings of the Senate shall be open to the public. By a decision of the Senate, separate items may be deliberated at a closed meeting. Only the members of the Senate and the Secretary of the Senate shall be present during at a closed meeting of the Senate. The minutes of a closed meeting shall be marked as “confidential”. Unless the Senate decides otherwise, persons attending the meeting in an advisory capacity may also take part in the closed meeting.

35. An extraordinary meeting of the Senate shall be convened by the Chairperson of the Senate on the proposal of not less than one-quarter of the members of the Senate. The proposal along with the matters to be considered and the draft decisions thereon shall be submitted in writing to the Chairperson of the Senate. An extraordinary meeting of the Senate shall be convened not later than one week from the date on which the proposal is submitted to the Chairperson of the Senate. Notice on the extraordinary meeting shall be given by e-mail or other electronic means to all members of the Senate at least two working days before the meeting. Only items submitted by the initiators of the extraordinary meeting shall be considered at the extraordinary meeting. If the Chairperson of the Senate fails to convene the meeting within the time limit, it may be convened by at least one-quarter of the members of the Senate.

36. Meetings of the Senate may be convened outside the time limits set out in Items 33 and 35 of these Rules, provided that there are valid reasons for doing so.

37. Meetings of the Senate shall be chaired by the Chairperson of the Senate or, in their absence at a meeting of the Senate or when a meeting of the Senate is convened by at least one quarter of the members of the Senate, by their deputy (or, if there is more than one deputy, by the oldest Deputy Chair of the Senate), and, in the event of their absence or withdrawal, as provided for in Item 18(6) of these Rules, by the oldest member of the Senate present at the meeting

38. The chairperson of the meeting shall:

38.1. announce the beginning and the end of the meeting and, if necessary, declare an adjournment not provided for in the agenda;

38.2. ensure the work procedure of the meetings of the Senate, give the floor to the members of the Senate and other persons, lead the considerations and discussions;

38.3. based on the results of the deliberations, formulates the questions to be put to the vote, determine the order of voting, announces the beginning of the voting and the results of the voting;

38.4. supervise the length of speeches made by participants in the meeting of the Senate. If it is exceeded or if a speaker deviates from the substance of the matter under consideration, warn the speaker that they may be interrupted after a second warning;

38.5. together with the Secretary of the Senate, sign the minutes of the meeting of the Senate, extracts from the minutes, the resolutions, and other documents.

39. One keynote speech shall be heard for each item on the agenda. The length of the speech shall be determined by the chairperson of the meeting in agreement with the rapporteur. The speech shall be followed by a speech by the chairperson of the standing committee in which the matter was considered before it was referred to the Senate, presenting the position of the committee on the matter under deliberation. The speech shall be followed by time for questions and answers. The



consideration of each item on the agenda, with the exception of briefings, shall be concluded by a vote of the members of the Senate and a decision taken.

40. The Chairperson of the Senate shall, at each meeting of the Senate, provide information to the members of the Senate on the implementation of resolutions made at previous meetings of the Senate, and each person responsible for the implementation of a resolution shall inform the Senate of their actions concerning the implementation of a particular resolution of the Senate. The Senate shall take the necessary decisions, as required, for the proper and effective follow-up of the implementations of the resolutions of the Senate.

41. The Senate shall take its decisions by a simple majority of the members of the Senate present at the meeting, by open vote on a show of hands, with the exceptions provided for in the Statute or other legal acts of the University, or by electronic vote (by e-mail or other means indicating whether they are in favour of, opposed to, or abstaining from a resolution submitted for consideration). Each member of the Senate shall have one vote. A simple majority of the members of the Senate present at a meeting shall normally be determined by the chairperson of the meeting raising a question: "Are there any objections?". If there are no objections, the chairperson of the meeting shall declare "Approved". If there is at least one objector, the members of the Senate shall raise their hands to determine the majority. When the matter is put to the vote, the Chairperson shall put the question to the vote "for" or "against" and ask "who abstains". If a majority is counted, the Chairperson shall declare "Approved"; if there is no majority, "Not approved". If there are circumstances referred to in Item 18(6) of these Rules due to which a member of the Senate has a reasonable obligation to withdraw from the consideration of a matter, they shall do so before the vote is taken and shall not participate in the vote.

42. The Senate hearing may also be organised using videoconference or other electronic means, or in a hybrid format, whereby some members of the Senate participate in the meeting on-site, while others participate by videoconference or other electronic means, if technically possible. If the Senate meeting is organised using videoconference or other electronic means, or in a hybrid format, it shall be made accessible to all members of the Senate, and, in the case of an open meeting, also to the drafters of agenda items, to the persons who participate at the meetings of the Senate in an advisory capacity, and to community members who shall inform the Secretary of the Senate of their wish to attend the meeting at least two hours before the meeting. The members of the Senate who are present shall be those members of the Senate who, at the time of the meeting, are logged on to the electronic means of communication used for the organisation of the meeting, and the exact number of members of the Senate who are present shall be recorded by the Secretary of the Senate in the minutes of the meeting of the Senate. Votes (including secret ballots) shall be taken in accordance with the procedure laid down by the chairperson of the meeting of the Senate, which shall be made known to the participants of the meeting before the vote. The provision of Item 41 of these Rules concerning voting by show of hands, as well as items 46 and 47, shall not apply to the organisation of a meeting using videoconference or electronic means.

43. If the Chairperson of the Senate, taking into account the agenda drawn, decides that it is not necessary to convene a meeting of the Senate for the adoption of the resolutions, they (or, on their instructions, the Secretary of the Senate) may send the draft resolutions to each member of the Senate by e-mail or by any other electronic means, indicating the term for the vote on the draft resolutions that shall be not shorter than two working days from the day on which the draft resolutions were received. Members of the Senate shall vote by e-mail or other electronic means designated by the Chairperson of the Senate, indicating their vote "In favour of", "Against" or "I abstain" on each matter put, and, if they so wish, the reasons for or other comments on such vote. At the end of the term set by the Chairperson of the Senate, the Secretary of the Senate shall draw up the minutes of the meeting of the Senate held using electronic means, which shall include the matters considered, the results of the voting, the proposals and comments made by the members of the Senate, and the resolutions adopted. Such a meeting of the Senate shall be deemed to have taken place if at least two

thirds of the members of the Senate have expressed their opinion by e-mail or other electronic means within a term specified by the Chairperson of the Senate. In cases where less than two-thirds of the members of the Senate express their opinion within the specified term, as well as in cases where, in the course of the electronic voting, it becomes apparent that the matters submitted for consideration require a broader discussion among the members of the Senate, the Chairperson of the Senate shall inform the members of the Senate that the meeting of the Senate organised by electronic means shall be deemed to not have taken place, and that the matters discussed during the meeting (or part thereof) shall be held over to the agenda of the subsequent meeting of the Senate.

44. At the request of at least one fifth of all Senate members, voting by secret ballot may be called in which the members of the Senate shall vote “in favour of” or “against” the matter by completing a ballot paper. The Secretary of the Senate shall prepare the ballot papers. Where a secret ballot is conducted by electronic means, the provisions of Items 46 and 47 of these Rules shall not apply.

45. If the Senate decides by a simple majority, the discussions and vote may take place at a closed meeting of the Senate.

46. A ballot box shall be provided at the place of secret ballot.

47. A three-member Counting Commission shall be set up to organise the secret ballot, determine the results and announce them in each case. The members of the Counting Commission shall be appointed by the Senate from among the members of the Senate on the proposal of the Chairperson of the Senate. One of the members of the Commission shall typically be appointed from among the student members of the Senate. The Counting Commission shall elect a chairperson from among its members. The minutes of the Counting Commission shall be signed by all members of the Counting Commission. The results of the secret ballot shall be announced by the chairperson of the Counting Commission.

#### **SECTION FOUR RESOLUTIONS OF THE SENATE**

48. Resolutions of the Senate shall be adopted by a simple majority of the present members of the Senate, except in cases stipulated in the Statute. In the event of a tie, the member of the Senate who chairs the meeting shall have the casting vote.

49. Draft resolutions of the Senate shall be drawn up following the model form for the resolutions of the Senate, examples of which are available on the internal network of the University (the Intranet). Only resolutions approving the legal acts of the University and other documents must be formalised using the examples of the model form for the resolutions provided on the internal network of the University. Other decisions of the Senate may be formalised by minute resolutions (in such cases, the decision taken shall be recorded in the minutes of the meeting of the Senate, and distinguished by the word "DECIDED").

50. The resolutions of the Senate shall be signed by the chairperson of the Senate meeting.

51. Resolutions of the Senate shall be registered in the document management system of the University, and stored in accordance with the procedures established by the University.

52. The date of adoption of a resolution of the Senate shall be deemed to be the date on which the Senate held its meeting. The resolution of the Senate shall enter into force on the day following the meeting in accordance with the procedure laid down in the Regulations for the Provision of Information on the Activities of the University, unless the Senate determines a different date of their entry into force.

53. If the published resolution of the Senate contains obvious clerical and/or arithmetical errors, the correction of which does not alter the substance of the resolution of the Senate, the Chairperson of the Senate may, without the matter being reconsidered by the Senate, sign the rectified

text of the resolution of the Senate. Upon receipt of the rectified text of the Senate resolution signed by the Chairperson of the Senate, the Secretary of the Senate shall immediately send it by electronic means to the other members of the Senate for their information, and shall publish it in accordance with the procedure laid down in the Regulations for the Provision of Information on the Activities of the University. The Secretary of the Senate shall record the action taken to rectify a resolution of the Senate, and such record shall be deemed to be an annex to the minutes of the meeting at which the resolution was adopted.

## **CHAPTER FIVE THE MINUTES OF MEETINGS**

54. Minutes shall be kept of the meetings of the Senate. An audio and/or video recording shall be made of a meeting of the Senate.

55. The minutes of the meeting of the Senate shall be drawn up within three working days of the Senate meeting.

56. The minutes of the Senate meeting shall be prepared and formalised in accordance with the procedures laid down in the legal acts regulating the preparation of University documents. The minutes shall specify: the number of the minutes, the date, place and time of the meeting, the members of the Senate and other persons present at the meeting, the presence of a quorum, the Chairperson and the Secretary of the Senate, the items on the agenda, the results of the voting, the decisions taken. The minutes, except when the meeting is held by electronic means, shall be accompanied by a list of participants signed by the members of the Senate present at the meeting. At the request of the members of the Senate present at the meeting, the information specified by them shall be entered in the minutes of the meeting.

57. The minutes of the Senate meeting shall be signed by the Chairperson of the Senate, together with the Secretary of the Senate. The minutes of the meetings of the Senate shall be recorded by the Secretary of the Senate in the document management system of the University.

58. The minutes of the meetings of the Senate, their annexes, audio and video recordings of the meetings, and other documents of the Senate shall be kept in accordance with the procedures laid down by the legal acts of the University.

## **CHAPTER IV COMMITTEES OF THE SENATE**

59. The Senate, on the proposal of the Chairperson of the Senate, shall form Standing Committees, consisting of the members of the Senate (except for the Chairperson of the Senate, the Deputy Chair(s) of the Senate, and the Rector), and approve their chairperson and composition to address and analyse the most important matters related to the research, art, studies or other activities of the University. The Senate may also set up temporary committees to coordinate and supervise activities of research, art or studies.

60. Three Standing Committees shall be set up and approved: Research Affairs, Studies Affairs, and Quality and Development Affairs. The standing committees shall, in accordance with the provisions set out in these Rules and within the scope of their respective activities, examine the matters submitted to the Senate for its consideration, and shall submit proposals, conclusions and opinions thereon to the Senate at the time of the meeting of the Senate, as well as to the drafters of the documents to be considered. The committees shall not take final decisions on issues under consideration, apart from the exceptions provided for in the Rules or other legal acts of the University.

61. The chairperson of the committee shall propose to the committee for approval a deputy chair from among the members of the committee.

62. The committee shall deal with the matters entrusted thereto at the meetings of the committee. Standing committees typically meet two weeks before the meeting of the Senate. The meetings of the committee shall be chaired by the chairperson of the committee or their deputy.

63. A meeting of the committee shall be deemed lawful if it is attended by at least two thirds of the members of the committee. The provisions of Chapter III shall apply *mutatis mutandis* to the convening, organisation and recording of the meeting of the committee, and to the taking of decisions thereat.

64. Decisions of the committee shall be taken by a simple majority of the members of the committee present at the meeting, and shall be recorded in the minutes of the meeting. The minutes shall be drawn up by the secretary of the committee and signed by the chairperson of and the secretary of the meeting of committee no later than three working days after the meeting of the committee. The secretary of the committee shall communicate the signed minutes and the decisions taken by the committee to the Chairperson of the Senate, the Secretary of the Senate and the members of the committee.

65. The Committees shall operate in accordance with the general provisions set out in this Chapter and shall not have individual regulations governing their activities, unless the Senate decides that a Committee shall operate in accordance with individual regulations governing its activities approved by the Senate.

66. The Research Affairs Committee shall:

66.1. consider programmes and projects of scientific and artistic research, artistic, experimental, social, cultural and technological development, and make proposals to the Senate on their funding and priorities;

66.2. consider proposals for the determination of the share of indirect costs of commissioned scientific and artistic research, experimental, social, cultural, social and technological development work carried out at the University and submit its opinion to the Senate;

66.3. consider the Regulatory Framework for Research, Artistic Activity and Studies (hereinafter the 'Reguliaminas') and the matters regulated therein relating to the organisation of scientific activities, the formation of directions, the funding of research, the promotion of activity, the training of researchers (doctoral studies), the dissemination and promotion of the results of research activities, and shall submit its opinion to the Senate;

66.4. consider and propose to the Senate the qualification requirements for the positions of lecturers and researchers, as well as the procedures for the certification of lecturers and researchers, and for the organisation of competitions for the positions;

66.5. consider the Regulations on Emeritus, Affiliation and Honours and submit its opinion to the Senate;

66.6. consider and make proposals to the Senate on amendments to the legislation governing the granting of status of associate researcher or lecturer and on the nomination of associate researchers and lecturers;

66.7. consider the Rector's proposal to revoke a qualifying, doctoral degree in science or doctoral degree in arts (together with the relevant diploma) or a certificate of completion of non-degree studies and/or qualifications (together with the relevant certificate) awarded to a person, if the degree has been obtained or the studies have been completed (the qualifications have been obtained) in serious breach of the legal acts of the Republic of Lithuania or the University, including the the Code of Academic Ethics of the University, and submit its conclusions to the Senate;

66.8. supervise the functioning of the quality assurance system for studies, assess the quality and level of scientific and artistic research, experimental, social, cultural and technological development, the results of studies, and the quality and level of the University's activities as a whole, and submit its conclusions to the Senate;

66.9. consider letters and appeals submitted to the Senate within the scope of the Committee's work;

66.10. consider other matters relating to the scientific activities of the University falling within the competence of the Senate, and submit its opinion to the Senate.

67. Studies Affairs Committee shall:

67.1. consider concepts for new study programmes, the study programmes themselves, and submit proposals to the Senate for approval of such programmes;

67.2. consider proposals on the total number of study places and submit its opinion to the Senate;

67.3. consider the Reguliáminas and its provisions governing the development of study programmes, the management of their implementation and other provisions relating to studies at the University, and submit its opinion to the Senate;

67.4. consider and propose to the Senate the qualification requirements for the positions of lecturers and researchers, as well as the procedures for the certification of lecturers and researchers, and for the organisation of competitions for the positions;

67.5. consider the cost of studies at the University and the amounts of fees related to the implementation of study programmes, and submits its opinion to the Senate;

67.6. supervise the functioning of the quality assurance system for studies, assess the quality and level of scientific and artistic research, experimental, social, cultural and technological development, the results of studies, and the quality and level of the University's activities as a whole, and submit its conclusions to the Senate;

67.7. consider letters and appeals submitted to the Senate within the scope of the committee's activity;

67.8. consider other matters relating to the study activities of the University falling within the competence of the Senate, and submit its opinion to the Senate.

68. Quality and Development Affairs Committee:

68.1. consider and submit to the Senate an opinion on proposals to amend the Statute of the University;

68.2. consider draft legal acts on the change of the boundaries of the University's territory, on the change of the possessors of University buildings and objects of cultural heritage in State ownership, on a reform or reorganization of the University, its participation in reorganization or its liquidation (termination of activity), and shall submit its opinion to the Senate;

68.3. consider the draft Strategic Plan of the University and submit its opinion to the Senate;

68.4. consider the draft Regulations for Social Partnership of the University and submit its opinion to the Senate;

68.5. consider the Reguliáminas and the matters set forth therein relating to the regulation of the activity of the academic community and submit its opinion to the Senate;

68.6. consider and propose to the Senate the qualification requirements for the positions of lecturers and researchers, as well as the procedures for the certification of lecturers and researchers, and for the organisation of competitions for the positions;

68.7. supervise the functioning of the quality assurance system for studies, assess the quality and level of scientific and artistic research, experimental, social, cultural and technological development, the results of studies, and the quality and level of the University's activities as a whole, and submit its conclusions to the Senate;

68.8. consider the proposals from the Rector on the draft revenue and expenditure estimate of the University for a current year, a draft report on the implementation of the revenue and expenditure estimate for the previous year and the draft annual report of the University, revised drafts of the revenue and expenditure estimate of the University for a current year, a draft report on the implementation of the revenue and expenditure estimate for the previous year and a draft annual performance report of the University, and submit its opinion to the Senate;

68.9. consider the Code of Academic Ethics of the University and submit its opinion to the Senate;

68.10. consider the Protocol of Academic Ceremonies of the University and submit its opinion to the Senate;

68.11. consider the procedure for the meetings (conferences) of the University community and (or) a part thereof and organisation of surveys on issues of significance to the University, and submit its opinion to the Senate;

68.12. consider proposals for the establishment and dissolution of the University's core academic units and branch offices, consider their regulations and submit its opinion to the Senate;

68.13. consider proposals from the Rector for the adjustment of the structure of the University Library and the regulations of the University Library, and submit its conclusions to the Senate;

68.14. consider letters and appeals submitted to the Senate within the scope of the Committee's work;

68.15. consider other matters relating to the development activities of the University falling within the competence of the Senate, and submit its opinion to the Senate.

69. The Board of the Senate may decide that some important or complex matters may be considered by more than one committee before they are considered at the meeting of the Senate.

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