

**APPROVED**

by Resolution No. T-2014-1-1 of 16 December 2014  
of the Council of Vilnius University  
(wording of Resolution No. TPN-12 of 30 April 2025  
of the Council of Vilnius University)

**THE RULES OF PROCEDURE OF THE COUNCIL OF VILNIUS UNIVERSITY**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Rules of Procedure of the Council of Vilnius University (hereinafter the 'Rules') determine the procedure for the exercise of the powers of the Council of Vilnius University (hereinafter the 'Council'), the frequency and procedure for convening meetings of the Council, the procedure for the consideration of issues at meetings of the Council and the procedure for the adoption and entry into force of the Council's resolutions, the rights and duties of the members of the Council and the chairperson of the Council, as well as govern the organisation of the activities of the Council in other matters.

2. The Rules were developed in accordance with the Statute of Vilnius University (hereinafter the 'Statute'), the Republic of Lithuania Law on Higher Education and Research (hereinafter the 'Law on Higher Education and Research'), the Republic of Lithuania Law on Public Establishments, the Civil Code of the Republic of Lithuania, and other legal acts of the Republic of Lithuania and the University.

3. The Council is a collegial governing body of Vilnius University (hereinafter the 'University'). The powers of the Council are defined in Article 38 of the Statute.

4. The activities of the members of the Council are based on the principles of collegiality, impartiality, legality, publicity, reasonableness and honesty, avoidance of conflicts of interest, loyalty, and confidentiality.

**CHAPTER II  
ELECTION OF THE CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE  
COUNCIL, EXPIRATION OF THE MANDATES OF COUNCIL MEMBERS**

5. The Council shall be composed of 11 members, following the procedure established in the Statute and the Description of the Procedure for the Election and Termination of the Powers of the Members of the Council of Vilnius University approved by the Senate of Vilnius University (hereinafter the 'Senate').

6. The term of office of the Council shall be five years.

7. The outgoing Council shall draw up a performance report covering its activities from the beginning of the current year until the end of its term and shall present its content and activities being carried out and planned by the outgoing Council to the elected members of the new Council. The mandates of the outgoing Council shall expire upon the first meeting of the new Council, which shall be convened no later than in five working days from the expiry of the outgoing Council's term of office. The Chairperson of the Senate shall determine the date of the new Council's first meeting at least two weeks before the expiry of the outgoing Council's term of office and shall publicly announce it in advance. If the first meeting of the new Council has not been convened within five working days of the expiry of the term of office of the outgoing Council, the members of the new Council shall convene it themselves on the next working day, having notified the Rector of the University (hereinafter the 'Rector') thereof.

8. Until the election of the Chairperson of the Council, the first meeting of the new Council shall be chaired by the eldest member of the Council present at the meeting, introduced by the Chairperson of the Central Electoral Commission of the University. At the first meeting of the Council, the Chairperson of the Council shall first be elected by secret ballot by a simple majority of all the members of the Council in the following procedure:

8.1. candidates for the position of the Chairperson of the Council may be nominated by any member of the Council from the members of the Council referred to in Articles 39(2)(3) and 39(2)(4) of the Statute;

8.2. all nominated candidates shall declare their acceptance to stand as a candidate before the vote;

8.3. each candidate, in alphabetical order of their surnames, shall be given up to 15 minutes for their speech and the same amount to answer questions; after that, if the members of the Council so wish, discussions begin;

8.4. if necessary, an adjournment may be declared for the preparation of the ballot papers on the decision of the Council member chairing the meeting of the Council;

8.5. the names of all Council members who were nominated and agreed to stand as a candidate shall be entered in alphabetical order on the ballot paper.

8.6. the voter shall mark in the ballot paper the full name of the candidate for whom they are voting;

8.7. ballot papers with more than one candidate marked shall be declared invalid.

9. If several candidates for the position of Chairperson of the Council received the same number of votes or no candidate received more than six votes from the members of the Council, a repeated voting shall be held with a maximum of two (except where more candidates received the same number of votes) candidates who received the most votes during the first vote participating. The candidate with the highest number of votes shall be deemed elected.

10. The Deputy Chair of the Council shall be elected by secret ballot, on the nomination of the Chairperson of the Council, by a simple majority of the members of the Council present at a meeting of the Council. Candidates for the position of Deputy Chair of the Council shall be nominated by the Chairperson of the Council from the members of the Council referred to in Articles 39(2)(1), 39(2)(3), and 39(2)(4) of the Statute. The Deputy Chair of the Council shall be elected in accordance with the provisions of Items 8(2) and 8(4)–8(7) of the Rules *mutatis mutandis*.

11. If several candidates for the position of Deputy Chair of the Council received the same number of votes or no candidate received a simple majority of votes of the members of the Council participating at the meeting, a repeated voting shall be held with a maximum of two (except where more candidates received the same number of votes) candidates who received the most votes during the first vote participating. The candidate with the highest number of votes shall be deemed elected.

12. The mandate of a member of the Council shall expire in the cases provided for in Article 39(18) of the Statute.

13. If the mandate of a member of the Council expires or is terminated before the expiry of the Council's term of office on the grounds set out in Articles 39(18) and 39(19) of the Statute and no less than six months remain until the expiry of the Council's term of office, another member shall be elected to the place of the member of the Council whose mandate has expired or has been terminated for the remainder of the Council's term of office in accordance with the provisions of the Description of the Procedure for the Election and Termination of Powers of the Members of the Council of Vilnius University.

14. The mandates of the Chairperson and the Deputy Chair of the Council shall expire on the grounds set out in Article 41(5) of the Statute.

15. After the expiry of the mandate of the Chairperson or Deputy Chair of the Council on any of the grounds provided for in Article 41(5) of the Statute, the election of the new Chairperson or

Deputy Chair of the Council shall be held at the nearest meeting of the Council following the procedure laid down in Items 8–9 or 10–11 of these Rules accordingly.

### **CHAPTER III**

#### **RIGHTS AND DUTIES OF THE MEMBERS OF THE COUNCIL AND THE CHAIRPERSON OF THE COUNCIL**

16. Each member of the Council shall have the following rights:

16.1. to initiate meetings of the Council in accordance with the procedure laid down in Item 34 of the Rules;

16.2. to propose amendments to the agenda for the meeting in writing or verbally at the meeting of the Council, as well as to submit written enquiries addressed to the Chairperson of the Council, the Chairperson of the Senate and/or the Rector;

16.3. to submit reasoned proposals on the item on the agenda for the meeting of the Council in writing or verbally at the meeting of the Council;

16.4. to vote in advance, when they are unable to attend a meeting of the Council;

16.5. to express themselves, raise questions on all matters discussed at the meetings of the Council;

16.6. within the scope of the powers conferred on the Council, to draft and submit for the Council's consideration documents regulating the activities of the University, the approval of which, following the Statute, falls within the competency of the Council, as well as to submit and propose comments on the documents being drafted by the Council;

16.7. to propose that experts and other specialists be invited to the meetings of the Council;

16.8. to have access to the documents of the University, except in cases when their restricted use is regulated by the Republic of Lithuania Law on Legal Protection of Personal Data, the Republic of Lithuania Law on State Secrets and Official Secrets, or other legal acts;

16.9. to receive the necessary information and material relating to the matters discussed at meetings of the Council in a timely manner;

16.10. to submit reasoned alternatives to the decisions to be voted on regarding matters discussed at meetings of the Council;

16.11. to express a separate written opinion if, when Council members vote and reach the final decision, it does not coincide with the majority view; a separate opinion of the Council member shall be drawn up and submitted to the secretary of the Council no later than in two working days after the meeting of the Council and shall form an integral part of the minutes of the meeting of the Council;

16.12. to have access to the minutes of the meeting of the Council and the resolutions of the Council;

16.13. to publicly express their opinion on the activities of the University and the Council in accordance with the principles set out in Item 4 of the Rules and following the Pledge of Commitment of the Council member to the University;

16.14. to resign as a member of the Council at any time, by giving written notice to the Chairperson of the Council and the secretary of the Council;

16.15. to receive remuneration for their activities on the Council following the Vilnius University Council Membership Agreement concluded with the University in a form approved by the Rector;

16.16. to exercise other rights arising from the Statute, the Law on Higher Education and Research, these Rules, and the Council resolutions.

17. The Chairperson of the Council shall have the following rights in addition to those referred to in Item 16 of the Rules:

- 17.1. to attend meetings of the Senate in an advisory capacity;
  - 17.2. to assign individual matters or their areas falling under the Council's competency to be supervised by specific members of the Council according to the areas of interest they represent;
  - 17.3. other rights arising from the Statute, the Law on Higher Education and Research, these Rules, and the Council resolutions.
18. Each member of the Council shall have the following duties:
- 18.1. to attend the meetings of the Council and, if they are unable to attend, to inform the Chairperson of the Council and the secretary of the Council at least two working days in advance of the meeting of the Council;
  - 18.2. to vote on all matters discussed in the Council, except in cases provided for in Item 18(7) of the Rules;
  - 18.3. to attend a meeting of the Council members convened at least once a year on the initiative of the Chairperson of the Council to discuss and evaluate the activities of the Council;
  - 18.4. to abide by the Pledge of Commitment of the Council member to the University;
  - 18.5. to declare private interests in accordance with the procedure established by law;
  - 18.6. to be guided by the Statute, the Law on Higher Education and Research, these Rules, and the Council resolutions;
  - 18.7. to notify the Council of any potential conflict of interest that may arise from the consideration of an item on the agenda for a meeting and withdraw from the consideration of that item. The Council shall accept the withdrawal or reject it by a reasoned decision. A member of the Council shall have a duty to withdraw in any of the following circumstances, when:
    - 18.7.1. the matter is directly related to the member of the Council themselves;
    - 18.7.2. the matter relates to persons with whom the member of the Council is related by a close relationship of consanguinity, affinity, marriage, partnership, or guardianship;
    - 18.7.3. there are other circumstances that call into question the impartiality of a member of the Council.
19. The Chairperson of the Council shall have the following duties in addition to those set out in Item 18 of the Rules:
- 19.1. to organise the Council's activities and lead the Council;
  - 19.2. to represent the Council;
  - 19.3. to plan the agendas for the meetings of the Council, convene and chair meetings;
  - 19.4. to submit to the Council for approval the nomination of the Deputy Chair of the Council;
  - 19.5. to announce the results of the voting at the meetings of the Council;
  - 19.6. to sign the Council resolutions;
  - 19.7. together with the secretary of the Council, to sign the minutes of the meetings of the Council, ensuring that they correctly reflect the decisions taken at the meeting;
  - 19.8. to prepare a draft estimate of the Council's operating expenses for the current year and, subject to the approval of the Council, propose to the Rector or their authorised person that the draft be included in the revenue and expenditure estimate of the University for the current year;
  - 19.9. prepare and submit to the Council for approval the draft annual performance report of the Council and ensure that the approved annual performance report of the Council to the University community is published by 1 April each year at the latest;
  - 19.10. to cooperate with the Rector, the Chairperson of the Senate, and other members of the Senate in matters relating to the governance of the University, including the coordination of items on the agendas for the meetings, the coordination of dates of meetings, and other matters, aiming for the most efficient governance of the University;
  - 19.11. to perform other duties arising from the Statute, the Law on Higher Education and Research, these Rules, and the Council resolutions.
20. If the Chairperson of the Council is unable to perform the duties laid down in these Rules, the rights and duties assigned to the Chairperson of the Council shall be exercised by the Deputy

Chairperson of the Council. If the Chairperson and the Deputy Chair of the Council are unable to perform their duties, the eldest member of the Council eligible to perform these duties shall take over.

21. Members of the Council shall be remunerated from the University's funds for their activities in the capacity of a member of the Council for the time actually worked following the conditions laid down in Article 39(21) of the Statute under the Vilnius University Council Membership Agreement concluded with the University.

22. A Council member's actual working time shall be calculated according to the following time standards:

22.1. attendance at a meeting of the Council, a commission, a committee and/or a working group, including preparation for the meeting – eight hours;

22.2. preparation for voting and voting following the procedures set out in Items 38 or 49 of the Rules – four hours;

22.3. preparation of a draft document – four hours.

23. By decision of the Council, these time standards may be supplemented or adjusted.

24. The Vilnius University Council Membership Agreement may provide for the reimbursement of other expenses incurred by a member of the Council in the performance of their duties.

25. A Council member's actual working time and other expenses incurred by a member of the Council shall be recorded in a report signed by the member of the Council and approved by the secretary of the Council, which shall normally be drawn up quarterly.

## **CHAPTER IV PROCEDURE FOR THE ORGANISATION OF THE COUNCIL'S ACTIVITIES**

### **SECTION ONE ENSURING THE COUNCIL'S OPERATING CONDITIONS**

26. The material and organisational conditions necessary for the operation of the Council shall be ensured by the Rector, including the appointment of the secretary of the Council and, if necessary, of any other support staff required for the operation of the Council.

27. The secretary of the Council:

27.1. prepares, together with the Chairperson of the Council, a draft agenda for the meeting of the Council;

27.2. ensures compliance with the procedure for preparing documents and drafts submitted to the Council;

27.3. provides members of the Council with information on the meetings of the Council, meeting material, and draft resolutions of the Council;

27.4. takes care of proper technical preparation for the meetings of the Council;

27.5. ensures that the material required for the meeting of the Council is made available to the Council members on time;

27.6. keeps a register of the members of the Council present at the meeting of the Council;

27.7. accepts written proposals and requests from members of the Council and informs the Chairperson of the Council thereof;

27.8. organises secret votes held during a meeting of the Council, prepares ballot papers;

27.9. drafts the minutes of the meetings of the Council and submits them to the Council for approval;

27.10. signs, together with the Chairperson of the Council, the minutes of the meetings of the Council, extracts from the minutes, and other Council documents, except for the Council resolutions;

27.11. organises the processing of documents addressed to the Council;

27.12. ensures that the Council resolutions signed by the Chairperson of the Council are registered and published following the procedure laid down in the Regulations for the Provision of Information on the Activities of Vilnius University;

27.13. publishes the annual performance report of the Council;

27.14. regularly informs the Council about the implementation of the Council resolutions;

27.15. advises the Council members on the functions, rights, duties, and responsibilities of the Council, the legislation applicable to its activities, and on other matters of the Council's activities.

## **SECTION TWO**

### **AGENDA FOR A MEETING OF THE COUNCIL**

28. The draft agenda for a meeting of the Council shall be prepared by the Chairperson of the Council together with the secretary of the Council. Matters proposed by the Rector, the Chairperson of the Senate, and members of the Council may be included in the agenda.

29. At its meetings, the Council shall consider and decide only on those matters that are included in the agenda of the meeting of the Council and on which draft Council resolutions have been prepared and all the information necessary for adopting the decision has been provided. In cases where a matter is submitted to the Council for consideration by the Rector in the exercise of powers bestowed on them by the Statute, the draft resolution of the Council provided to the members of the Council shall be accompanied by a proposal from the Rector explaining the substance of the matter to be considered, the reasons for the proposed decision of the Council, and the legal basis for the decision.

30. If a Council decision is urgently required, the Chairperson of the Council shall have the right to supplement the agenda for the meeting of the Council at the beginning of the meeting and submit the matter not on the agenda before the meeting to the Council for consideration.

31. Each item on the agenda shall indicate the speaker and the provisional time allowed for the presentation and discussion of the item.

32. At the beginning of each meeting of the Council, a decision shall be taken on the approval of the agenda for the meeting of the Council.

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

## **SECTION THREE**

### **PREPARATION FOR THE MEETING OF THE COUNCIL**

34. The activity of the Council shall take the form of meetings, which shall be convened as required, but no less than once every two months during an academic year. Regular meetings of the Council shall be held in accordance with the work plan of the Council approved for the academic year, usually on the same day of the week (typically on the last Wednesday of the month). Meetings, other than the first meeting of the newly elected Council, shall be convened by the Chairperson of the Council, either on their own initiative or on the proposal from at least four Council members.

35. All members of the Council, the Rector, Chairperson of the Senate, and the authors of the draft resolutions on items included on the agenda for the meeting of the Council shall be notified by email no later than five working days in advance of the time and place of the meeting of the Council to be convened and the items prepared to be considered and included on the agenda for the meeting of the Council, by sending them the agenda for the meeting of the Council and the material related to the items to be discussed at the meeting of the Council. The secretary of the Council shall ensure that information on the upcoming meeting of the Council is published on the University's website and on the internal network.

36. An extraordinary meeting of the Council shall be convened by the Chairperson of the Council, either on their own initiative or on the proposal from at least four Council members. The proposal, together with the items to be considered and the draft resolutions thereon, shall be submitted to the Chairperson of the Council in writing. An extraordinary meeting of the Council shall be convened no later than one week from the date the proposal was submitted to the Chairperson of the Council. All members of the Council shall be notified about the extraordinary meeting of the Council no later than two working days before the meeting. At the extraordinary meeting of the Council, only the items proposed by its initiators shall be considered. If the Chairperson of the Council fails to convene the meeting within the set time limit, the members of the Council shall convene it themselves on the following working day. In this case, the Deputy Chair of the Council shall chair the meeting. If the Deputy Chair of the Council is not attending the meeting or if, due to the circumstances referred to in Item 18(7) of the Rules, they withdraw themselves, the meeting shall be chaired by the eldest member of the Council present at the time of the meeting.

37. Meetings of the Council may also be convened without adhering to the time limits referred to in Items 35 and 36 of these Rules if there are duly substantiated reasons for doing so and no less than eight members of the Council agree to it.

38. A member of the Council who is unable to attend may, before the meeting of the Council, express their will by email, informing the Chairperson of the Council and the secretary of the Council in advance of their vote “for” or “against” each item on the agenda for the meeting of the Council. The vote of the member of the Council who has voted in advance shall be included in the voting results if the draft resolution of the Council has not been substantially amended.

39. A meeting of the Council may also be organised by videoconferencing or using other electronic means, if technically possible. A meeting of the Council may also be organised by a hybrid method, when some of the Council members attend the meeting in person, while others participate by videoconferencing or using other electronic means. The manner in which the meeting of the Council is organised shall be decided by the Chairperson of the Council.

## **SECTION FOUR MEETING OF THE COUNCIL**

40. A meeting of the Council shall be chaired by the Chairperson of the Council.

41. The chairperson of the meeting of the Council shall:

41.1. announce the beginning and the end of the meeting and, if necessary, declare an adjournment of the meeting of the Council;

41.2. ensure the order of the organisation and activities of the meetings of the Council, preside over the deliberations and discussions, and give the floor to members of the Council and to participants in the meeting of the Council who have the right of advisory vote, as well as to other persons with the permission of the Council members;

41.3. based on the results of the deliberations, formulate the questions to be put to the vote, determine the order of voting, announce the beginning of the voting, and announce the results of the voting based on the data provided by the Vote Counting Commission;

41.4. control the duration of speeches; if it is exceeded or if a speaker deviates from the substance of the matter under discussion, warn the speaker that their speech may be terminated after a second warning.

42. Meetings of the Council shall be valid if eight members of the Council are present. The Rector, Chairperson of the Senate, and the President of the Students' Representation (providing the latter is not a Council member) shall be entitled to participate in Council meetings with the right of advisory vote. Meetings of the Council may be attended by any member of the University community as observers; other persons shall need the Council's consent.

43. Subject to a decision of the Council, consideration of particular items on the agenda for a meeting of the Council may be conducted in a closed meeting. Only members of the Council and the secretary shall attend a closed meeting of the Council, whereas other persons may attend upon the Council's decision. The Rector, the Chairperson of the Senate, and the President of the Students' Representation (providing the latter is not a Council member) shall have the right to participate in closed deliberations, unless the Council decides otherwise. The minutes of a closed meeting of the Council shall be marked as "confidential".

44. One keynote speech shall be heard for each item on the agenda of the meetings of the Council. The duration of the speech shall be determined by the chairperson of the meeting of the Council or the secretary of the meeting, in agreement with the speaker. The presentation shall be followed by a question-and-answer period. Answers to questions and the debate shall be closed when the Council so decides. The deliberations on each item, other than information reports, shall be concluded by consensus among the members of the Council or by a decision adopted by a vote.

45. If, during a meeting of the Council, any Council member present at the meeting of the Council proposes to amend the draft resolution on a proposed decision, it shall be amended accordingly, subject to the agreement of a majority of the Council members present at the meeting of the Council.

46. Resolutions of the Council shall be adopted by a simple majority of the Council members attending the meeting, except resolutions on the election of the Rector and the termination of powers thereof, as provided for in Articles 44(9) and 44(20) of the Statute. Decisions shall be taken by open ballot, with the exceptions provided for in the Statute and these Rules. Each member of the Council shall have one vote. In the event of an equal distribution of votes, the chairperson of the meeting of the Council shall have the casting vote. A simple majority of the members of the Council present at a meeting shall normally be determined by the chairperson of the meeting asking, "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 Council shall raise their hands to determine the majority or express their will by electronic vote (by email or by other means, indicating whether they are for or against the resolution submitted for consideration). When a matter is put to the vote, the chairperson of the meeting of the Council shall propose to vote "for" or "against". If the number of "for" votes is greater than the number of "against", the chairperson of the meeting shall declare "Approved"; if the number of "for" votes is less than the number of "against", the chairperson of the meeting shall declare "Not approved". If there are circumstances referred to in Item 18(7) of these Rules due to which a member of the Council has a reasonable obligation to withdraw from the consideration of an item, they shall do so before the vote is taken and shall not participate in the vote.

47. If the members of the Council decide by simple majority, a vote may be taken by secret ballot or by roll-call vote on any matter, except in the cases provided for in Articles 44(10), 44(11), and 44(12) of the Statute. A model form of a secret ballot paper is provided in Annex 1 to these Rules. When holding a secret ballot, the members of the Vote Counting Commission shall be appointed by the Council from the members of the Council on a case-by-case basis on a proposal from the Chairperson of the Council. The Vote Counting Commission shall elect a chairperson from among its members. A ballot box shall be provided at the place of the secret ballot. The vote counting record shall be signed by all members of the Vote Counting Commission, and the results shall be announced by the chairperson of the Vote Counting Commission, unless otherwise provided in the Statute. In cases where a meeting of the Council is held by videoconferencing or using other electronic means, a secret ballot shall be organised and held in accordance with the procedure laid down by the chairperson of the meeting of the Council and made available to the members of the Council before the vote.

48. In those cases where an opinion of the Senate, the Rector, the Students' Representation, the council of a core unit or a University branch has been received on a matter under consideration, as well as if, acting under the procedure established by the Senate for meetings (conferences) of the



University community and/or a part thereof, the University community and/or a part thereof has expressed an opinion on a matter under consideration, the Council shall consider each argument of the opinion separately and either accept or reject it by taking a vote.

49. If the Chairperson of the Council, taking into account the drawn-up agenda, decides that no meeting is required for taking the decisions, they may instruct the secretary of the Council to send draft resolutions of the Council to each member of the Council by email with a call to vote. The members of the Council, within no later than two working days after the date of receipt of this invitation, shall inform the Council and the secretary of the Council by email by voting “for” or “against” each of the matters referred. Upon receipt of no less than eight replies from the members of the Council, the Council meeting shall be deemed to have taken place by email voting. The minutes of such a meeting of the Council shall be recorded in accordance with the procedure laid down in Section Six of the Rules.

50. The secretary of the Council shall regularly provide the members of the Council with information on the implementation of decisions taken at previous meetings of the Council. The Council shall take the necessary decisions, as and when required, to ensure the proper and effective further implementation of Council decisions.

## **SECTION FIVE RESOLUTIONS OF THE COUNCIL**

51. A draft resolution of the Council shall be drawn up following the model form of a resolution of the Council accompanying these Rules (Annex 2). Only those resolutions of the Council that approve legal acts of the University shall be formalised following the provided form of a resolution of the Council. Decisions of the Council of an organisational nature may not be formalised in a separate form but only entered in the minutes.

52. Resolutions of the Council shall be adopted following the procedure set out in Item 46 of the Rules. Adopted resolutions of the Council shall be signed by the chairperson of the meeting of the Council.

53. Resolutions of the Council shall be published on the University’s website. The publication of the resolutions of the Council shall be ensured by the secretary of the Council following the procedure laid down in the Regulations of Information Provision on Vilnius University Activities.

54. Resolutions of the Council shall enter into force on the day after their publication following the procedure set out in the Regulations of Information Provision on Vilnius University Activities, unless the Council establishes a different procedure for their entry into force.

55. Resolutions of the Council shall be registered and kept following the procedure established by the University’s legal acts.

## **SECTION SIX MINUTES OF A MEETING OF THE COUNCIL**

56. Minutes shall be kept of the meetings of the Council. An audio and/or video recording may be made during a meeting of the Council by decision of the chairperson of the meeting of the Council.

57. The minutes of a meeting of the Council shall be prepared by the secretary of the Council and sent, for coordination, by email to each member of the Council within three working days after the Council meeting. If members of the Council comment on errors or inconsistencies in the minutes of the meeting of the Council following the procedure laid down in the Rules, they shall be corrected and submitted for signature following the procedure laid down in Item 59 of the Rules.

58. The minutes of a meeting of the Council shall be prepared and formalised in accordance with the procedure laid down in Vilnius University Document Preparation Rules. The minutes of a

meeting of the Council shall include: the number of the minutes of the meeting of the Council, the date, place, and time of the meeting, the chairperson of the meeting of the Council and the secretary of the meeting of the Council, the members of the Council attending the meeting and other University staff or other persons present, the presence of a quorum, the items on the agenda, the results of the voting, the decisions taken. A list of participants shall accompany the minutes of a meeting of the Council. At the request of the members of the Council present at the meeting, the information specified by them shall be entered in the minutes of the meeting of the Council.

59. The minutes of a meeting of the Council shall be signed by the chairperson of the meeting of the Council and the secretary of the meeting of the Council in the University document management system. The signed minutes of the meeting of the Council shall be forwarded for acquaintance to the members of the Council, the Rector and the Pro-Rectors, the Chancellor, and the Chairperson of the Senate. The minutes of the meetings of the Council, other than the minutes of closed meetings, shall be published on the internal network of the University.

60. The minutes of the meetings of the Council, together with the video and/or audio recordings, shall be kept following the procedure laid down by the legal acts of the University.

## **CHAPTER V**

### **COMMISSIONS, COMMITTEES, AND WORKING GROUPS OF THE COUNCIL**

61. The Council or the Chairperson of the Council may set up Council commissions, committees, and/or working groups (hereinafter the 'Council's structural units') from among the members of the Council to draft resolutions of the Council or to examine other topical matters.

62. When forming the Council's structural unit, the Council or the Chairperson of the Council shall appoint the chairperson of the Council's structural unit. If the Council or the Chairperson of the Council decide not to appoint a chairperson of the Council's structural unit, the chairperson shall be chosen by the members of the Council's structural unit.

63. The Council's structural unit shall deal with the matters entrusted to it at its meetings, which shall be convened and chaired by the chairperson of the Council's structural unit. A meeting shall be deemed valid if more than half of the members of the Council's structural unit are present.

64. Decisions of the Council's structural unit shall be taken by a simple majority of the members present at a meeting of the Council's structural unit and shall be recorded in the minutes of the meetings, which shall be signed by the chairperson of the Council's structural unit. The signed minutes shall be submitted to the Chairperson of the Council.

65. The Council's structural unit shall operate *mutatis mutandis* by the general provisions set out in these Rules and shall not have separate provisions governing its activities, unless the Council decides otherwise. The conditions for the functioning of the Council's structural unit shall be ensured in accordance with the procedure laid down in Section One of Chapter IV of these Rules.

## **CHAPTER V**

### **FINAL PROVISIONS**

66. The Rules shall be approved and amended by the Council on the proposal from the Chairperson of the Council.

67. The members of the Council must familiarise themselves with the Rules and shall be informed of amendments thereof.

---

Annex 1 to  
the Rules of Procedure of the Council of Vilnius  
University



**THE COUNCIL OF VILNIUS UNIVERSITY  
SECRET BALLOT PAPER**

The meeting of the Council of Vilnius University of      (day)      (month) 202      (year).  
(Matter to be voted on)

FOR	AGAINST

Select and mark one of the voting options. Ballot papers with more than one option marked, with no option marked, or where the will of the voter cannot be determined for other reasons, shall be deemed invalid.

Annex 2 to  
the Rules of Procedure of the Council of Vilnius  
University



**RESOLUTION  
OF THE COUNCIL  
OF VILNIUS UNIVERSITY**

**ON .....**

No. TPN-... of ... (day) ..... (month) 202.. (year)

In accordance with Article 38(1)(...) of the Statute of the University of Vilnius, taking into account Proposal from the Rector of Vilnius University No. ... of ... (day) ..... (month) 202.. (year) “On.....” (*to be indicated when the Council adopts a decision following a proposal from the Rector*), and Resolution of the Senate of Vilnius University No. ... of ... (day) ..... (month) 202.. (year) “On .....” (*to be indicated when the Council adopts a decision after assessing the opinion of the Senate*), as well as ..... (*additional legal basis for the resolution may be included in the preamble, as well as the objectives of the actions expressed in phrases “with the aim to”, “for the purpose of implementing”, “in the exercise of”, etc.*), the Council of Vilnius University

hereby d e c i d e s:

1. ....;
2. ....;
3. .... .