

APPROVED  
By Resolution No (1.1.)  
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TP-8 (628)-2  
of 31 August 2017  
of the Council of the Faculty  
of Medicine of Vilnius  
University

**REGULATIONS  
OF THE COUNCIL OF THE FACULTY OF MEDICINE  
OF VILNIUS UNIVERSITY**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Regulations of the Council of the Faculty of Medicine of Vilnius University (hereinafter Regulations) define the operating procedure and powers of the Council (hereinafter Council), the frequency and the procedure for convening the meetings of the Council, the procedure for considering agenda issues at the meetings of the Council, and the procedure for the adoption and entry into force of its resolutions.

2. The Council ensures cultural and academic freedom at the Faculty of Medicine (hereinafter Faculty), the collegial consideration of the general academic affairs of the Faculty and of other issues related to the academic activities of the Faculty and the University, and the adoption of necessary legal acts for their implementation. It also ensures that the activities of the Dean are consistent with the mission of the university and the objectives, goals, principles, and general academic interests of the Faculty. In the exercise of its powers, the Council adopts resolutions that are binding on all Faculty staff, students, and non-degree students.

3. The work of the members of the Council must be based on the principles of collegiality, impartiality, objectivity, legality, openness, and academic freedom.

**CHAPTER II  
ELECTION OF THE CHAIR, RIGHTS AND DUTIES OF THE CHAIR AND  
MEMBERS OF THE COUNCIL AND THEIR TERM OF OFFICE**

4. The date of the first meeting of a new Council is set by the chair of the outgoing Council at least 2 weeks before the expiry of the term of office of the outgoing Council.

5. After being introduced by the chair of the electoral committee, the oldest member of the Council present at the meeting chairs the first meeting of the new Council.

6. At the first meeting of the new Council, the new chair is elected by a simple majority using a secret ballot of the members of the Council present at the meeting and remains in this role for the duration of the term of office of the Council in accordance with the following procedure:

6.1. Candidates for the office of chair of the Council may be nominated by any member of the Council and must be supported by at least one other member of the Council. The dean of the Faculty, vice-deans of the Faculty, and members of the Council who are student representatives may not be nominated for chair of the Council.

6.2. All candidates who are nominated must declare their willingness to stand before the vote;

6.3. Each candidate, in alphabetical order of surnames, is allowed up to 15 minutes to speak and the same amount of time to answer questions, after which, if members of the Council so wish, a discussion will follow.

6.4. If required, an adjournment may be made by decision of the acting chair to prepare the ballot papers.

6.5. The names of all the persons who have been nominated and have agreed to stand are entered in alphabetical order on the ballot paper.

6.6. Each voter marks on the ballot paper the name of the candidate for whom they are voting. Ballots with more than one candidate marked are declared invalid.

7. If more than one candidate for the office of chair obtains the same number of votes, there will be another vote. The candidate with the highest number of votes is deemed to be elected.

8. In the event of the resignation of the chair or the removal from office by a majority of at least two-thirds of all members of the Council, the election of a new chair must be held at the next meeting of the Council in accordance with the procedure laid down in Paragraph 6 of this Regulation. This meeting is chaired by the oldest member of the Council present at the meeting.

9. Following the election of the chair, the Council, at the recommendation of its chair and by a simple majority using an open ballot of the members of the Council present at the meeting, approves a deputy chair. The dean of the Faculty, vice-deans of the Faculty, and members of the Council who are student representatives may not be nominated for the position of deputy chair. If, due to illness or other significant reason, the Chair cannot fulfil his/her duties, they are fulfilled by the deputy chair.

10. When the mandate of a member of the Council expires, new elections for vacant posts are held for the remainder of the term of office of the Council.

11. The provisions of Article 36(5) of the Statute of Vilnius University apply *mutatis mutandis* to the expiry of the mandate of the chair of the Council.

12. Members of the Council have the right to:

12.1. attend meetings of the Council, speak, raise questions, and vote on all matters discussed at meetings of the Council.

12.2. submit reasoned proposals regarding the agenda of the Council meeting orally at the meeting or in writing.

12.3. propose that experts and other specialists be invited to Council meetings.

12.4. express opinions on the activities of the Council both publicly and at Council meetings without prejudice to the duty of loyalty to the Faculty.

12.5. prepare and submit for the Council's consideration documents regulating the activities of the Faculty, the approval of which, by the Statute, is within the competence of the Council, and to submit and propose comments on the documents the Council has prepared.

12.6. obtain the necessary information and material relating to matters discussed at Council meetings.

12.7. propose amendments to the agenda of the meeting in writing or orally at the Council meeting and request that items be included on the next agenda.

12.8. require voting on a reasoned proposal made by a member.

12.9. vote on a proposed resolution in writing (including by email and fax), after due

consideration of the draft resolution, indicating whether they are *for* or *against* the resolution of the Council concerning a particular item on the agenda.

12.10. familiarise themselves with the minutes of the Council meeting.

12.11. provide a separate written opinion should it not coincide with the majority opinion of the members of the Council when voting and adopting a final resolution. A separate opinion of a member of the Council must be written up and submitted to the secretary of the Council not later than the time the minutes of the meeting are written up. Any separate opinion of a member of the Council must form an integral part of the minutes of the Council meeting.

12.12. resign as a member of the Council at any time by providing written notice to the chair of the Council.

12.13. exercise all other rights of a member of the Council.

13. Members of the Council have the duty to:

13.1 attend Council meetings in person or, if unable to attend, notify the secretary of the Council in advance in writing or by email at least one day before the meeting.

13.2. vote (including by email) on Council resolutions.

13.3. be guided at all times exclusively by the interests of the Faculty.

13.4 notify the Council of a potential conflict of interest that may arise from any resolution of an item on the agenda and to withdraw from the consideration of that item. A member of the Council has the duty to withdraw in any of the following circumstances:

13.4.1. The matter is directly related to the member of the Council.

13.4.2. The matter is related to persons with whom the member of the Council has close links of kinship, affinity, marriage, partnership or guardianship.

13.4.3. The member of the Council, their spouse (cohabitant), or their close relatives have a direct or indirect interest in the outcome of the resolution of a matter.

13.4.4. There are other circumstances that may call into question the impartiality of any member of the Council.

14. In addition to the duties specified in paragraph 13 of this Regulation, the chair of the Council has the duty to:

14.1. direct the work of the Council and represent the Council within and outside the University.

14.2. plan, initiate and chair Council meetings.

14.3. submit a proposal to the Council to form and approve dispute settlement, academic ethics, election, and other committees necessary for the activities of the Faculty.

14.4. announce the results of the voting at the Council meeting.

14.5. sign the resolutions of the Council and together with the secretary of the Council sign the minutes of Council meetings after ensuring that they correctly reflect the decisions taken at the Council meeting.

14.6. report to the Council regularly on the implementation of its resolutions in accordance with the procedure specified in this Regulation.

14.7. cooperate with the dean of the Faculty in matters relating to the management of the Faculty, including the coordination of the items on the agenda of meetings and other issues, to maximise the effectiveness of the management of the Faculty.

### **CHAPTER III**

#### **PROCEDURE FOR ORGANISING THE WORK OF THE COUNCIL**

**SECTION ONE  
ENSURING THE WORKING CONDITIONS OF THE COUNCIL**

15. The material and organisational conditions required for the work of the Council must be ensured by the dean of the Faculty.

16. The dean must ensure that a person performing the functions of secretary of the Council is appointed to:

16.1. ensure that there is proper technical preparation for the meetings, that written proposals and requests are collected from the members of the Council, and that the chair of the Council is notified about those proposals and requests.

16.2. ensure that the material required for the meeting is made available to the members of the Council in a timely manner.

16.3. register the members of the Council present at the meeting.

16.4. write up the minutes of Council meetings.

16.5. sign the minutes of the Council meetings together with the chair and write up extracts from the minutes of the Council meetings.

16.6. publish the resolutions adopted by the Council on the website of the Faculty.

**SECTION TWO  
AGENDA FOR COUNCIL MEETINGS**

17. Draft agendas for Council meetings (except for the first meeting) must be prepared by the chair together with the secretary of the Council and administration of the Faculty. The agenda must include items proposed by the dean and the members of the Council.

18. At a meeting of the Council, only those matters that are included on the agenda of the Council meeting and on which draft Council resolutions have been drawn up are normally considered and decided on.

19. A speaker must be indicated for each item on the agenda.

20. If it is necessary to adopt a decision of the Council without delay, the Chair has the right to submit this item to the Council for consideration at a meeting despite it not being included on the agenda and even if a draft resolution of the Council has not been prepared for that item.

21. At the beginning of each Council meeting, a decision must be taken on the adoption of the agenda for the meeting.

22. Following a motion made by any member of the Council, the agenda of any meeting may be amended or supplemented by a simple majority vote of the Council members present at the meeting.

**SECTION THREE  
COUNCIL MEETINGS**

23. The format of the work of the Council is Council meetings. Meetings, other than the first meeting of the newly elected Council, must be convened by the Chair or by at least one-quarter of the Council members. The meetings are to be convened according to the regulations of the Faculty whenever it is necessary to consider matters falling within the competence of the Council; meetings must take place at least once per semester. In the exercise of its powers, the

Council adopts resolutions.

24. At least 5 business days before the date of the meeting, all members of the Council must be notified by email of the time and place that the Council meeting is to be convened and of the items prepared and included on the agenda of the meeting. Material relating to the matters to be discussed at the meeting must be sent at least 2 business days before the meeting. Meetings of the Council are valid if attended by at least two-thirds of the Council members. Council meetings are open. The Council may decide to discuss certain issues in private. In such a case, the minutes of the meeting must be marked *confidential*. At the request of at least one-fifth of its members and in other cases specified in this Regulation, voting on a matter under discussion may be by secret ballot.

25. Meetings of the Council are chaired by the chair and in that person's absence by the deputy chair.

26. The Chair of the meeting:

26.1. announces the beginning and end of the meeting and if necessary, may declare a recess not provided for in the agenda.

26.2. ensures compliance with the procedure of the Council meetings, gives the floor to members of the Council and to other persons with the consent of the Council members, and presides over deliberations and discussions.

26.3. based on the outcome of the deliberations, formulates the questions to vote on, establishes the voting procedure, announces the start of the vote, and announces the results of the vote.

26.4. controls the duration of speeches and if they are excessive or if speakers deviate from the substance of the matter under discussion, the chair warns the speakers that their speech may be terminated after a second warning.

27. One keynote address is to be heard for each item on the agenda. The length of the presentation is determined by the chair in agreement with the Council. Answers to questions and the debate are closed when the Council so decides. A motion to close the debate must put to a vote when seconded by at least one other member of the Council.

28. The Council adopts resolutions by a simple majority vote of the Council members present, using an open ballot, barring the exceptions provided for in this Regulation. Each member of the Council has one vote. A simple majority of the members of the Council present at a meeting is normally determined by the chair of the meeting asking: "Are there any objections?" If there are none, the Chair declares: "Approved". If there is at least one objection, the members should raise their hands to determine the majority. When the question is put to a vote, the Chair must put the question to a vote *for* and *against* and must ask: "Who has abstained?" If the number of votes in favour is greater than the number against, the chair declares the resolution *approved*, and if the number of votes in favour is less than the number against the chair declares the resolution *not approved*.

29. Depending on the nature and urgency of an issue, the Chair may hold a Council vote by email. In this case, the Chair must provide the draft resolution to Council members, specify the reasons for the vote, and explain the draft resolution. Resolutions adopted by voting by email are valid if at least two-thirds of Council members participate in the vote within a period of at least 3 business days and if a majority of votes are cast in favour of the resolution. At the request of one-quarter of the members of the Council, a Council meeting to vote on the proposed draft resolution

may be convened instead of an electronic vote.

30. At the request of at least one-fifth of Council members, a secret ballot may be organised.

31. A specimen secret ballot paper is provided in Annex 1 to this Regulation.

32. A ballot box must be provided at the location the vote takes place. If there is a secret ballot, the minutes recording the counted votes must be signed by the chair and members of the counting committee and the results must be announced by the chair of the counting committee.

33. Each time there is a secret ballot, the members of the counting committee are appointed by the Council from among the members of the Council after being nominated by the chair of the Council. The counting committee elects a chair from among its members.

#### **SECTION FOUR COUNCIL RESOLUTIONS**

34. The resolutions of the Council are adopted by a simple majority of the members present at a meeting, barring the exceptions specified in the Statute of Vilnius University. In the event of a tie, the chair of the meeting has the deciding vote.

35. The chair of the Council must sign the resolutions of the Council.

36. Resolutions of the Council enter into force on the day following their publication, unless the Council establishes another date. A resolution of the Council must be published on the website of the Faculty no later than 7 days after it is adopted.

#### **SECTION FIVE ELECTION OF DEAN AND DECLARATION OF NO CONFIDENCE**

37. The election of the dean must be conducted according to the following procedure:

37.1. The Council meeting must be opened with an announcement by the chair of the electoral committee about the candidates who have registered for the position of dean. Subsequently, the chair of the electoral committee answers questions from the participants of the meeting.

37.2. Following the announcement by the chair of the electoral committee, the candidates (in turn alphabetically) present their electoral programme and answer the questions of the members of the Council. Each candidate is given 30 minutes for a presentation. The Council may decide to extend the duration of the presentation.

37.3. After the introduction of the candidates and any answers to questions, a secret ballot is announced. The votes are counted and the election results will be announced by the election committee of the Faculty. If the dean is not elected during the first ballot, a second vote can be held at the same Council meeting. The ballot paper must include the two candidates with the greatest number of votes. If more than two candidates share the greatest number of votes, they must all be included in the ballot paper. If the dean is not elected during the second ballot, a new election must be announced.

38. A resolution expressing no confidence in the dean must be adopted in accordance with the following procedure:

38.1. A declaration of no confidence in the dean may be initiated by a minimum of one-fifth of the members of the Council. A written declaration specifying the reasons for initiating the procedure of no confidence must be submitted to the chair of the Council.

38.2. The declaration of no confidence must be submitted to the office of the dean, and a written response is required within 10 days. A meeting of the Council must be convened no later than 2 weeks after the receipt of the dean's reply or the expiry of the term for submitting a reply. Together with the notification on the Council meeting, the texts of the declaration of no confidence and the response to it are also submitted to the members of the Council.

38.3. At the Council meeting, both the representative of the members of the Council initiating the process and the dean present their positions. The duration of speeches are determined by the Council based on a proposal made by the Chair. Following the presentations by the parties, the dean may be asked questions. Subsequently, a secret ballot regarding the motion of no confidence is announced. A resolution regarding the removal of the dean is deemed to have been adopted if at least two-thirds of the Council members vote for it, and it takes effect at the moment it is announced. Another motion of no confidence in the dean may be discussed by the members of the Council a minimum of half a year after the preceding motion.

38.4. If the procedure of no confidence in the dean is initiated by the Rector, the provisions of this article apply *mutatis mutandis*, and the resolution is adopted by a simple majority vote of the members of the Council.

## **SECTION SIX MINUTES OF MEETINGS**

39. Minutes must be kept of the meetings of the Council. An audio and/or video recording may be made during a meeting of the Council based on the decision of the Chair.

40. The minutes of the Council meeting must be written up within five business days of the Council meeting.

41. The minutes of the Council meeting must be prepared and recorded in accordance with the rules for the preparation of documents of Vilnius University approved by Order of the Rector No. R-323 "On the approval of the rules for the preparation of documents of Vilnius University" of 20 July 2017. A list of participants must be included with the minutes.

42. The minutes of the Council meeting must be signed by the chair and the secretary of the Council.

43. The minutes of the meetings of the Council, together with all the material discussed at the meetings of the Council, must be kept according to the procedures specified in the legal acts of the University.

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Annex 1  
V to the Regulations of the Council of  
the Faculty of Medicine of Vilnius  
University

**VILNIUS UNIVERSITY**  
**SECRET BALLOT PAPER**  
**OF THE MEETING OF THE COUNCIL**  
**OF THE FACULTY OF MEDICINE**

The meeting of the Council of the Faculty of Medicine of Vilnius University dated \_\_\_\_\_  
2022. Minutes No.\_\_\_\_\_.

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(item about which secret ballot is being held)

<i>The vote by the Council member</i>		
For	Against	Abstain

Note: please mark an X in the appropriate column of the vote.

<sup>1</sup> Specify as many items as necessary to vote in a secret ballot.

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