

Unofficial automatic translation.

APPROVED
by the Council of the Centre for Quality
Assessment in Higher Education
Resolution adopted at the meeting of
15 January 2010, Protocol No. 1-05-0-2
(new edition approved by Resolution
adopted at the meeting of 27 July 2023, Protocol No. TP-4)

RULES OF PROCEDURE OF THE COUNCIL OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION

I. GENERAL PROVISIONS

1. The Rules of Procedure of the Council of the Centre for Quality Assessment in Higher Education (hereinafter referred to as the Council) (hereinafter referred to as the Rules) establish the procedure for the organisation of the Council's activities.
2. The Council is the collegial governing body of the Centre for Quality Assessment in Higher Education (hereinafter referred to as the Centre), established and operating in accordance with the Statute of the Centre for Quality Assessment in Higher Education (hereinafter referred to as the Statute).
3. The Council consists of 11 members appointed in accordance with the procedure laid down in the Statute.
4. The work of the Council members is based on the principles of collegiality, impartiality, objectivity, legality and transparency.
5. Each year, the Council formulates and approves annual operational objectives, as well as the report on the previous year's activities.
6. The Rules of Procedure are drawn up and approved by the Council.

II. CHAIRMAN OF THE COUNCIL, VICE-CHAIRMAN AND SECRETARY

7. The Chair of the Council and the Deputy Chair are elected for a term of 3 years.
8. The Chair of the Council:
 - 8.1. convenes and chairs Council meetings;
 - 8.2. draws up the draft agenda for the meeting, taking into account the proposals of the Council members;
 - 8.3. determines the duration and order of speeches by those speaking at the meeting, and allows speakers to speak again;
 - 8.4. summarises the views of those who have spoken on the matter under discussion;
 - 8.5. calls for a vote;
 - 8.6. signs the minutes of the meetings together with the Council Secretary;
 - 8.7. assigns tasks to Council members;
 - 8.8. acts on behalf of the Council, represents the Council in higher education and research institutions and in bodies implementing higher education and research policy, associations and other legal entities, or authorises Council members to represent the Council.
9. In the absence of the Chair of the Council, his or her duties shall be performed by the Deputy Chair of the Council, and in the absence of the latter, by a person elected to chair the meeting by a majority of the votes of the Council members present.

10. The Secretary of the Council shall be appointed by the Director of the Centre upon the recommendation of the Council.

11. The Secretary of the Council:

11.1. coordinates the preparation of the draft agenda and materials for the Council meeting and their submission to the Council members;

11.2. drafts the minutes of the meeting and signs them together with the Chair of the Council;

11.3. organises the publication of information on the Council's activities and decisions on the Centre's website;

11.4. once a year, provides Council members, as required, with data on meetings that have taken place, those that did not take place due to a lack of quorum, and the Council members who attended them.

12. If the Secretary of the Council is temporarily unable to perform his or her duties, they shall be performed by another civil servant or employee of the Centre appointed by the Director of the Centre.

III. RIGHTS, DUTIES AND RESPONSIBILITIES OF COUNCIL MEMBERS

13. A Council member shall have the right:

13.1. to speak and vote at Council meetings on every matter under consideration;

13.2. propose the inclusion of an item on the agenda of a Council meeting;

13.3. propose that experts or other specialists be invited to Council meetings;

13.4. express an opinion on the Council's activities;

13.5. receive materials relating to the matters discussed at Council meetings;

13.6. to familiarise themselves with the minutes of the Council meeting and to comment on them;

13.7. to express a dissenting opinion on each issue under consideration in the event that a Council member's opinion differs from that of the majority of other Council members;

13.8. to provide information relating to matters discussed at Council meetings, received from the Ministry of Education and Science of the Republic of Lithuania, scientific and academic institutions, and other persons;

13.9. receive remuneration for attending Council meetings.

14. A Council member must:

14.1. comply with the Constitution of the Republic of Lithuania, international treaties of the Republic of Lithuania, laws and other legal acts of the Republic of Lithuania, the Statutes, the Rules of Procedure, and decisions adopted by the Council in the performance of the Council's functions;

14.2. if unable to attend a Council meeting, inform the Chair of the Council and the Secretary of the Council;

14.3. to notify the Council of any potential conflict of interest that may arise from the consideration of an item on the meeting agenda and to recuse themselves from the consideration of that item;

14.4. to attend Council meetings, to perform assigned tasks in a timely and proper manner, to comply with ethical requirements, to act independently, not to disclose confidential information, and not to comment publicly on the voting of individual Council members;

14.5. not to disclose to third parties any information obtained in the course of their duties, including personal data, except where such information is designated as public or where such disclosure is required by law;

14.6. to perform other duties of the Council as laid down in legislation.

14¹ If the Council member fails to attend three physical meetings or fails to vote in three consecutive electronic meetings without a valid reason, the Centre may, upon the

proposal of the Chair of the Council, inform the institution that delegated that member in writing.

15. The Chair and members of the Council are responsible for the performance of the Council's functions and compliance with laws and regulations in accordance with the procedures established by law.

IV. COUNCIL MEETINGS

16. Council meetings are the main form of the Council's work. Council meetings are usually held on the Centre's premises.

17. A Council meeting is valid if at least eight Council members are present. A Council member may attend a meeting remotely by connecting via electronic means of communication.

18. Council meetings are public. In specific cases, upon the proposal of a Council member, the Council may, by a vote, decide to hold a closed Council meeting.

19. Civil servants and staff of the Centre, experts, and representatives of state institutions, academic and research institutions, and other social partners may be invited to extended Council meetings. The Director of the Centre is a permanent participant in Council meetings.

20. Meetings are usually held at least once every three months. The Council usually plans its meetings for the current year in advance, setting its operational objectives. Should the need arise to organise additional Council meetings, the Council Secretary, acting on the instructions of the Council Chair, shall propose possible dates for the meeting(s) to Council members by email.

21. Items to be included on the agenda of a Council meeting may be proposed by the Chair of the Council, the Deputy Chair, other Council members, as well as the Director of the Centre or any other civil servant or employee of the Centre attending the meeting.

22. Information regarding a regular meeting is normally provided to Council members by email no later than 5 working days in advance. The Council Secretary shall provide the materials for the ordinary meeting of the Council and the draft agenda by email or upload them to the Council members' folder on Google Drive no later than 3 days before the meeting. Drafts of the documents to be considered at the meeting are provided together with the draft agenda. The draft agenda may be amended or supplemented in light of changed circumstances. In exceptional cases, with the approval of the Chair of the Council, documents may be provided to Council members at shorter notice.

23. Information regarding extraordinary meetings and their agendas may be provided no later than one day in advance by telephone and email to each Council member. In such cases, materials relating to the matters to be discussed at Council meetings shall be sent to each Council member by email no later than the start of the meeting or handed out during the meeting.

24. All Council members and other persons invited to the meeting who are involved in the consideration of the matter shall be entitled to speak on the matter under consideration.

25. Council meetings shall be minuted and recorded. The minutes shall be drawn up and signed no later than 7 working days after the end of the meeting. The minutes are stored at the Centre in a permanent archive. Audio recordings of the meeting are retained for 10 years from the date of the meeting.

26. The text of the minutes of a Council meeting shall state at the beginning the date and duration of the meeting, as well as the chair and secretary of the meeting. The minutes shall specify the Council members and invited persons attending the meeting, the matters discussed, the decisions adopted and the results of the voting.

27. The minutes shall be signed by the Chair of the Council and the Secretary of the Council. Separate opinions of Council members may be appended to a Council decision.

28. Council decisions are adopted by a majority of the votes of all members present at the Council meeting and are recorded in the minutes of the Council meeting. If a matter under consideration at a Council meeting does not require a formal decision, or if information is presented to the Council members for their information, no resolution section is drafted in the minutes with respect to such an item.

29. The Council adopts decisions by voting 'for' or 'against'. A secret ballot may be held on matters relating to individuals.

30. In the event of a tie, the vote of the Chair of the Council shall be decisive (in the absence of the Chair of the Council – the vote of the Deputy Chair of the Council; and in the absence of the Deputy Chair of the Council, by a majority of the votes of the Council members present at the meeting, cast by the person appointed to chair the meeting).

31. The Council may submit proposals, coordinate draft documents and discuss matters by email, provided that two-thirds of all Council members decide that it is not necessary to physically convene a meeting to adopt decisions. In such cases, decisions shall be recorded in minutes setting out the matters discussed and the decisions taken. The minutes shall be signed by the Chair of the Council and the Secretary of the Council.

32. The duration of a regular Council meeting shall not normally exceed 2 hours.

V. ELECTION OF THE DIRECTOR OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION

33. The Council shall elect the Director of the Centre in accordance with the procedure laid down in the Law on Civil Service of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania and the Procedure for Organising Competitions for Civil Service Positions.
