

APPROVED BY
Resolution No. T-2014-1-1 as of 16 December 2014
of the Council of Vilnius University
(version of Resolution No. T-2017-12-1
as of 27 December 2017 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) shall determine the procedure for the exercise of the powers of the Council of Vilnius University (hereinafter – the Council), the frequency and convening of 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 shall govern the organisation of the work of the Council in other matters.

2. These Rules are adopted according to:

2.1. the Statute of Vilnius University (hereinafter referred to as the Statute);
2.2. the Law Higher Education and Research of the Republic of Lithuania (hereinafter referred to as the Law on Higher Education and Research) and the Law on Public Institutions of the Republic of Lithuania;

2.3. the Civil Code of the Republic of Lithuania.

3. The Council is a collegial governing body of the University, whose purpose is to take care of the University's autonomy and self-government, the quality of the University's activities, the implementation of long-term goals and experimental, social, cultural and technological development, the University's responsibility to the nation and the State of Lithuania, and the University's openness and accountability to the public. Following the competence set out in the Statute, the Council shall supervise whether the activities and management of the University are following the University's mission, objectives, goals and principles, general academic interests, and the requirements of openness and accountability to the public set out in the Statute. The powers of the Council are defined in Article 38 of the Statute. The work of the members of the Senate shall be based on the principles of collegiality, impartiality, objectivity, legality, publicity and academic freedom.

4. The work of the members of the Council shall be based on the principles of collegiality, impartiality, legality, openness, reasonableness and honesty, avoidance of conflicts of interest, loyalty and confidentiality.

CHAPTER II ELECTION OF THE CHAIRPERSON AND VICE-PERSON OF THE COUNCIL, EXPIRY OF THE TERM OF OFFICE OF COUNCIL MEMBERS

5. The Council shall be composed of 11 members following the procedure set out in the Statute and the Regulations on the Election and Termination of the Members of the Council of Vilnius University.

6. The term of office of the Council – 5 years.

7. The term of office of the outgoing Council shall expire when the Council of the new term of office holds its first meeting, which shall take place not later than 5 working days after the expiry of the term of office of the outgoing Council. The date of the first meeting of the new Council shall be set by the Chairperson of the Senate of the University (hereinafter referred to as the Senate) at least 2 weeks before the end of the term of office of the outgoing Council and shall be announced publicly in advance. If the first meeting of the new Council has not been convened within 5 working days of the expiry of the term of office of the outgoing Council, the members of the new Council shall

convene themselves on the next working day after notifying the Rector of the University (hereinafter referred to as the Rector).

8. The first meeting of the new Council shall be chaired by the oldest member of the Council present at the meeting, introduced by the Chairperson of the Central Electoral Commission of the University, until the election of the Chairperson of the Council. 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 order:

8.1. Candidates for the office of Chairperson of the Council may be nominated by any member of the Council from among the members of the Council referred to in Paragraphs 3–4, Part 2, Article 39 in the Statute.

8.2. All nominated candidates must declare their willingness to stand before the vote.

8.3. Each candidate, in alphabetical order of their names, 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, the debate will begin.

8.4. If necessary, an adjournment may be declared for the preparation of the ballot papers on the decision of the person presiding over the Council meeting.

8.5. The names of all persons nominated and who have accepted to stand shall be entered in alphabetical order on the ballot paper.

8.6. The voter shall mark on the ballot paper the name of the candidate for whom he/she is voting.

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

9. If several candidates for the office of Chairperson of the Council obtain the same number of votes, a re-vote shall be held. The candidate with the highest number of votes shall be deemed elected.

10. The Vice-Chairperson 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. Elections for the office of Vice-Chairperson of the Council shall be held by the following procedure:

10.1. Candidates for the office of Vice-Chairperson of the Council shall be proposed by the Chairperson of the Council from among the members of the Council referred to Paragraphs 1, 3–4, Part 2, Article 39 in the Statute.

10.2. All nominated candidates shall declare their willingness to stand before the vote.

10.3. If necessary, an adjournment may be declared for the preparation of the ballot papers on the decision of the person presiding over the Council meeting.

10.4. The names of all persons nominated and who have agreed to stand shall be entered in alphabetical order on the ballot paper.

10.5. The voter shall mark on the ballot paper the name of the candidate for whom he/she is voting.

10.6. Ballot papers with more than one candidate marked shall be invalid.

11. If several candidates for the post of Vice-Chairperson of the Council obtain the same number of votes, a re-vote shall be held. The candidate with the highest number of votes shall be elected.

12. The term of office of a member of the Council shall end in the cases provided for in Part 18, Article 39 in the Statute.

13. If the mandate of a member of the Council is terminated before the end of the Council's term of office on the grounds set out Part 19, Article 39 on the Statute, the seat of the member of the Council whose mandate has been terminated shall for the remaining period of the Council's term of office, another member of the Council shall be elected by the provisions of the Description of the Procedure for the Election and Termination of the Authority of Members of the Council of Vilnius University.

14. The term of office of the Chairperson and the Vice-Chairperson of the Council shall expire on the grounds set out in Part 5, Article 41 in the Statute.

15. In the event of the termination of the mandate of the Chairperson of the Council or the Vice-Chairperson of the Council on any of the grounds provided for in Part 5, Article 41 in the Statute, the election of the next Chairperson of the Council or the Vice-Chairperson of the Council shall be held at the next meeting of the Council, as appropriate, by the procedures set out in Paragraphs 8 or 10 of the Rules.

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 attend meetings of the Council, to speak, to put questions and to vote on all matters discussed at meetings of the Council;

16.2. to submit reasoned proposals on the agenda of the Council meeting orally or in writing at the meeting of the Council;

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

16.4. express publicly his / her opinion on the activities of the University and the Council, in accordance with the principles set out in Paragraph 4 of the Rules and following the Council member's commitment to the University;

16.5. within the scope of the powers conferred on the Council, to prepare and submit for the Council's consideration documents regulating the activities of the University, the approval of which, by the Statute, is within the competence of the Council, and to submit and propose comments on the Council's prepared documents;

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

16.7. propose amendments to the agenda of the meeting in writing or orally at the meeting of the Council, as well as submit written enquiries addressed to the Chairperson of the Council, the Chairperson of the Senate and (or) the Rector;

16.8. to receive the necessary information and material relating to the matters discussed at meetings of the Council;

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

16.10. to vote on the proposed decisions in writing (including by e-mail and fax) after having read the agenda and the draft resolutions of the Council meeting;

16.11. have access to the minutes of the Council meeting;

16.12. to deliver a separate written opinion if it did not agree with the majority opinion of the members of the Council when voting and taking the final decision; a separate opinion of a member of the Council shall be drawn up and submitted to the secretary of the Council not later than within 2 working days after the meeting and shall be an integral part of the minutes of the meeting of the Council;

16.13. resign as a member of the Council at any time by giving written notice to the Council and (or) to the Chairperson of the Council;

16.14. to receive remuneration for his (her) activities on the Council following a Council Membership Agreement in a form approved by the Rector and concluded with the University;

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

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

17.1. to represent the Council inside and outside the University;

17.2. to attend meetings of the Senate in an advisory capacity;

17.3. to assign individual issues or their areas of competence to the Council to supervise specific members of the Council according to the areas of interest they represent;

18. Each member of the Council shall have the following responsibilities:

18.1. to abide by the Council member's commitment to the University;

18.2. be guided by the Statute, the Law on Higher Education and Research, the Rules of Procedure and the resolutions adopted by the Council;

18.3. to attend Council meetings in person, or if unable to attend, to inform the Chairperson of the Council and the secretary of the Council in writing by hand delivery, e-mail or telephone text message at least 2 working days in advance of the Council meeting;

18.4. notify the Council of a potential conflict of interest which 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 Council shall have a duty to withdraw in any of the following circumstances:

18.4.1. the matter is directly related to the member of the Council himself;

18.4.2. 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;

18.4.3. there are other circumstances that call into question the impartiality of a member of the Council.

19. In addition to the duties set out in Paragraph 18 of the Rules, the Chairperson of the Council shall the following duties:

19.1. direct the work of the Council and represent the Council within and outside the Council;

19.2. plan, initiate and chair meetings of the Council;

19.3. submit to the Council for approval the nomination of the Vice-Chairperson of the Council;

19.4. to announce the results of the voting at the Council meeting;

19.5. to sign the resolutions of the Council and, 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;

19.6. 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 that the draft be included in the University's estimates of income and expenditure for the current year;

19.7. to report regularly to the Council on the implementation of its resolutions by these Regulations;

19.8. to publish once a year, not later than 1 April of each year, the annual report of the Council's activities, following the procedure laid down in the Statutes;

Paragraph Amendments:

Resolution No. T-2017-12-1 as of 27 December 2017 of the Council of Vilnius University

19.9. 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 of meetings, the coordination of dates of meetings and other matters, with a view to the most effective governance of the University;

19.10. to perform other duties arising from the Statute, the Law on Higher Education and Research, these Regulations and resolutions of the Council.

20. If the Chairperson of the Council is unable to perform the duties set out in Paragraph 19 of the Rules, they shall be performed by the Vice-Chairperson of the Council.

21. The Vice-Chairperson of the Council shall:

21.1. perform the functions of the Chairperson of the Council when instructed to do so;

21.2. deputise for the Chairperson of the Council who is temporarily unable to perform his / her duties.

CHAPTER IV PROCEDURES FOR THE ORGANISATION OF THE COUNCIL'S WORK

SECTION ONE ENSURING THE COUNCIL'S WORKING CONDITIONS

22. 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.

23. The Secretary of the Council:

23.1. Ensures that meetings are properly prepared technically;

23.2. is responsible for ensuring that the material required for the meeting is made available to the Council on time. The Council shall ensure that the information required for the meeting is given to the members of the Council at the appropriate time;

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

23.4. receives written proposals and requests from Members of the Council and shall inform the Chairperson of the Council thereof;

23.5. draws up the minutes of Council meetings;

23.6. ensures compliance with the documents and drafts submitted to the Council;

23.7. assists the Chairperson of the Council in the preparation of agendas for Council meetings;

23.8. provides members of the Council with information on Council meetings, shall keep the Council informed of Council proceedings and draft decisions;

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

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

23.11. ensures that Council resolutions signed by the Chairperson of the Council shall sign and publish the Council's resolutions on the activities of Vilnius University by the procedure laid down in the Regulations on the Provision of Information on the Activities of Vilnius University.

24. Members of the Council shall be remunerated for the time worked in their duties as members of the Council from the University's funds under the conditions set out in Part 21, Article 39 of the Statute, by the Council membership agreement concluded with the University.

25. The time worked by a member of the Council shall normally be calculated by the following time standards:

25.1. attendance at a meeting of the Council, a commission, a committee and (or) a working group, including preparation for the meeting – 8 hours;

25.2. preparation for voting and voting following the procedures set out in Paragraphs 43, 44 or 45 of the Regulations – 4 hours;

25.3. preparation of a draft document – 4 hours

26. By joint decision of the Council and the Rector, these time limits may be supplemented or adjusted.

27. The contract of membership of the Council may provide for the payment of other expenses incurred by a member of the Council in the performance of reimbursement of other expenses incurred as a member of the Council.

28. Time worked by a member of the Council 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 Chairperson of the Council, which shall normally be drawn up quarterly.

Paragraph Amendments:

Resolution No. T-2015-7-1 as of 27 May 2015 of the Council of Vilnius University

SECTION TWO AGENDA FOR THE COUNCIL MEETING

29. The draft agendas for the meetings of the Council shall be prepared by the Chairperson of the Council together with the secretary of the Council. The agenda shall include items proposed by the Rector, the Chairperson of the Senate or members of the Council.

30. The Council shall normally consider and decide only on those matters which are included in the agenda of the Council meeting and on which draft Council resolutions have been prepared. In cases where a matter is submitted to the Council for consideration by the Rector in the exercise of powers already conferred by the Statute, the draft resolution of the Council shall be accompanied by a submission 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.

Paragraph Amendments:

Resolution No. T-2015-7-1 as of 27 May 2015 of the Council of Vilnius University

31. If it is necessary to adopt a decision of the Council without delay, the Chairperson of the Council shall have the right to submit to the Council for consideration at a meeting an item not included on the agenda of the Council meeting, even if a draft resolution of the Council has not been prepared for that item.

32. A rapporteur (presenter) shall be indicated for each item on the agenda.

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

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

SECTION THREE COUNCIL MEETINGS

35. The Council shall meet as a body and shall be convened as required, but at least once every two months. Ordinary meetings of the Council shall be held following a calendar drawn up by the Chairperson of the Council at the beginning of the academic year, normally on the same day of the week. Meetings, other than the first meeting of the newly elected Council, shall be convened by the Chairperson of the Council, either on his / her initiative or on the proposal of at least four Council members.

36. Meetings of the Council shall be chaired by the Chairperson of the Council. If the Chairperson of the Council is prevented from attending a meeting of the Council, or if he/she withdraws due to the circumstances referred to in Paragraph 18.4 of the Rules, the Vice-Chairperson of the Council shall preside over the meeting. If the Vice-Chairperson of the Council is also prevented from attending a meeting or if, owing to the circumstances referred to in Paragraph 18.4 of the Rules, he/she withdraws, the meeting shall be presided over by the oldest member of the Council present at the time of the meeting.

37. Meetings of the Council shall be valid if eight members of the Council are present. The Rector, the Chairperson of the Senate and the President of the Students' Representative (if not a member of the Council) shall have the right to participate in meetings of the Council in an advisory capacity. Meetings of the Council may be observed by any member of the University community and by other persons with the consent of the Council. The Council may decide to discuss individual issues in private. In such a case, one of the members of the Council shall act as secretary of the Council. The minutes of the meeting drawn up by him/her shall be marked "confidential". The Rector, the Chairperson of the Senate, the President of the Students' Representative (if he/she is not a member of the Council) shall have the right to participate in closed deliberations unless the Council decides otherwise. Third parties shall only participate in a closed session of the Council if the Council decides that their participation in such a session is necessary.

38. The time and place of the Council meeting to be convened and the items prepared and included on the agenda of the meeting shall be notified by e-mail to all members of the Council and to the persons entitled to participate in the meetings of the Council in an advisory capacity at least 5

working days before the meeting by sending them the agenda and the materials related to the items to be discussed at the meeting.

39. An extraordinary meeting of the Council shall be convened by the Chairperson of the Council on his/her initiative or on the proposal of at least 4 members of the Council. The motion, together with the items to be discussed and the draft decisions thereon, shall be submitted in writing to the Chairperson of the Council. An extraordinary meeting of the Council shall be convened at the latest one week after the date of submission of the proposal to the Chairperson of the Council. Notice of an extraordinary meeting shall be given by telephone or e-mail to all members of the Council at least two working days before the meeting. Only items submitted by the initiators shall be considered at an extraordinary meeting. If the Chairperson of the Council fails to convene the meeting within the time limit, the members of the Council shall convene themselves on the following working day. In this case, the Vice-Chairperson of the Council shall chair the meeting. If the Vice-Chairperson is absent or withdraws from the meeting in the circumstances referred to in Paragraph 18.4 of the Rules, the meeting shall be chaired by the oldest member of the Council present at the meeting in terms of age.

40. Meetings of the Council may be convened outside the time limits referred to in Paragraphs 38 and 39 of the Rules if there are important reasons for not doing so and if at least eight members of the Council agree.

41. The Council shall adopt resolutions by a simple majority of the members of the Council present at a meeting, except for resolutions concerning the election and termination of the Rector's mandate as provided for in Parts 9 and 20, Article 44 in the Statute. Decisions shall be taken by open ballot, except for the exceptions provided for in the Statutes and these Rules. Each member of the Council shall have one vote. In the event of an equality of votes, the vote of the member of the Council presiding at the meeting shall determine the result of the vote. A simple majority of the members of the Council present at a meeting shall normally be determined by asking the Chairperson of the meeting: "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. When the question is put to the vote, the Chairperson shall put the question to the vote "for" or "against". If the number of votes in favour is greater than the number against, the Chairperson shall declare "Approved", if less than the number against, "Not approved".

42. In cases where the opinion of the Senate, the Rector, the Students' Representation or the Council of a core unit or a branch of the University has been obtained on the matter under consideration, as well as in cases where the opinion of the Senate on the matter under consideration has been obtained in the meetings of the University community and (or) part of the University community and (or) part of it (conferences) has been expressed by the University community or part thereof in meetings (conferences) following the procedures laid down by the Senate, the Council shall consider each argument for an opinion and shall vote to accept or reject it.

43. Members of the Council who are unable to attend a meeting of the Council shall have the right to express their will in a preliminary vote, which shall be organised by the Secretary of the Council after the publication of the agenda of the Council meeting and the relevant draft resolution of the Council to be voted on. The secretary of the Council shall issue and collect the ballot papers for advance voting.

44. If the draft Council proposal submitted in advance at the Council meeting has not been substantially amended, the votes of the Council members who have voted in advance in writing shall be counted as part of the result of the vote, and the minutes of the Council meeting shall indicate that the ballot paper has been received in advance of, or on the day of the Council meeting. A ballot paper signed by a Council member may be sent by fax or e-mail.

45. If the Chairperson of the Council, taking into account the agenda established, decides that it is not necessary to hold a meeting for the adoption of decisions, he/she may instruct the secretary of the Council to send the draft resolutions to each member of the Council by e-mail, specifying a time limit for the expression of objections of not more than 2 working days. If, within the time limit, at least one member of the Council objects to the adoption of the resolutions without a meeting, the

Chairperson of the Council shall inform the other members of the Council, in which case the meeting shall be held in the usual way. If no member of the Council objects within the time limit specified that the proposed resolutions do not require a meeting, the secretary of the Council shall send each member of the Council an invitation to vote by e-mail. The members of the Council shall send a completed ballot paper to the secretary of the Council by fax or e-mail no later than 2 working days after the date of receipt of this invitation. On receipt of the replies from the members of the Council, the meeting shall be deemed to have taken place. The minutes of the meeting shall be recorded following the procedure laid down in Paragraph 5 of the Rules.

46. A meeting of the Council may also be organised by videoconferencing or other electronic means, if technically possible. Where a meeting of the Council is organised by videoconference or other electronic means, it shall be ensured that all members of the Council can participate in such a meeting.

47. Voting may be by secret ballot or by roll-call vote on any question, except as provided for in Parts 10, 11 and 12, Article 44 in the Statute, if a simple majority of the members of the Council so decide.

48. A specimen secret ballot paper is set out in Annex 1 to this Regulation.

49. A ballot box shall be provided at the polling station. In the case of a secret ballot, the counting record shall be signed by all members of the counting committee and the results shall be announced by the Chairperson of the Counting Committee, unless otherwise provided in the Statute.

50. The members of the Counting Committee shall be appointed by the Council on a case-by-case basis from among the members of the Council, on a proposal by the Chairperson of the Council, in the event of a secret ballot. The Counting Committee shall elect a chairperson from among its members.

51. One keynote address shall be heard for each item on the agenda. The length of the presentation shall be determined by the Chairperson of the meeting in agreement with the speaker. It should not normally exceed 15 minutes. Speaking in a debate or a supplementary report on behalf of the Commission shall be limited to 10 minutes, and on behalf of oneself to 5 minutes. The presentation shall be followed by a question and answer period. A question shall not exceed 3 minutes per question and a question itself shall not exceed 1 minute. Answers to questions and the debate shall be closed when the Council so decides. A motion to close the debate shall be put to the vote if it is seconded by at least one other member of the Council.

52. If, during a meeting of the Council, any person present at a 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 members of the Council present at the meeting of the Council.

53. The Chairperson of the meeting:

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

53.2. ensures the order of business of the Council meetings, presides over the deliberations and discussions, and gives the floor to members of the Council and to participants in the meeting who have the right to vote in an advisory capacity, and to other persons, after hearing the Council members;

53.3. 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 announces the results of the voting based on the data provided by the Counting Committee;

53.4. controls the duration of speeches; if it is exceeded or if a speaker deviates from the substance of the matter under discussion, warns the speaker that he or she may be terminated after a second warning;

53.5. signs the Council's resolutions and, together with the secretary of the Council, signs the minutes of the Council meeting.

54. The Chairperson of the Council shall, at each meeting of the Council, 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 follow-up of Council decisions.

SECTION FOUR COUNCIL RESOLUTIONS

55. Draft resolutions of the Council shall be drawn up by the form of resolution. Only those resolutions approving legal acts of the University shall be formalised following the form of resolution provided. Decisions of an organisational nature may not be made in a separate form but only entered in the minutes.

56. Resolutions of the Council shall be adopted by the procedure set out in Paragraph 41 of the Rules. Resolutions adopted shall be signed by the Chairperson of the Council meeting. The publication of the Council's resolutions shall be ensured by the secretary of the Council by the procedure laid down in the Regulations on Provision of Information on the Activities of Vilnius University.

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

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

SECTION FIVE MINUTES OF MEETINGS

59. 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 Council.

60. The minutes of the Council meeting shall be prepared by the secretary of the Council and sent by e-mail to each member of the Council within three working days after the Council meeting.

61. The minutes of the Council shall be drawn up and filed following the procedures laid down in the University's Rules of Procedure. The minutes shall include: the number of the minutes, the date, place and time of the meeting, information on the convening of the meeting, the members of the Council and other persons present at the meeting, the presence of a quorum, the Chairperson and the secretary of the Council, the agenda items, the results of the voting, the decisions are taken. A list of participants shall be annexed to the minutes. 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. If members of the Council comment on errors or inconsistencies in the minutes following the procedure laid down in the Rules of Procedure, they shall be corrected and submitted for signature following the procedure laid down in Paragraph 62 of the Rules of Procedure.

62. The minutes of the Council meeting held shall be signed by the member of the Council who chaired the meeting, together with the Secretary of the Council, at the beginning of the next Council meeting.

63. The minutes of the meetings of the Council, together with all the material discussed at the meetings of the Council, shall be kept following the procedures laid down by the University's legal acts.

CHAPTER VI COMMISSIONS, COMMITTEES, WORKING GROUPS OF THE COUNCIL

64. The Council or the Chairperson of the Council may set up Council commissions, committees and (or) working groups (hereinafter referred to as Council formations) from among the members of the Council to draft decisions of the Council or to examine other topical issues.

65. When forming a Council formation, the Council or the Chairperson of the Council shall appoint the Chairperson of the Council formation. If the Council or the Chairperson of the Council decides not to appoint a Chairperson of the Council formation, the Chairperson shall be chosen by the members of the Council formation.

66. The Council formation shall deal with the matters entrusted to it at its meetings, which shall be convened and chaired by the Chairperson of the Council formation. A meeting shall be deemed to be valid if more than half of the members of the Council formation are present.

67. Decisions of the Council formation shall be taken by a simple majority of the members present at a meeting of the Council formation and shall be recorded in the minutes of the meetings, which shall be signed by the Chairperson of the Council formation. The signed minutes shall be submitted to the Chairperson of the Council.

68. The Council entity 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 operating conditions of the Council formation shall be assured following the procedure laid down in Section I of Chapter IV in the Rules.

(A specimen of a secret voting ballot paper)



**SECRET VOTING BALLOT IN THE MEETING
OF THE COUNCIL OF VILNIUS UNIVERSITY**

Meeting of the Council of Vilnius University on _____ 20____. Protocol No. _____

1

(a question on which a secret ballot is being held)

<i>The Will of Member of the Council</i>	
For	Against

Note: Indicate your preference by placing a “+” in the appropriate column.

¹ The number of questions to be included shall be as many as necessary for a secret ballot.