

REGULATIONS OF THE SCIENTIFIC COUNCIL of the Institute of Plant Genetics of the Polish Academy of Science

General provisions

§ 1.

The Scientific Council of the Institute of Plant Genetics of the Polish Academy of Science in Poznań, hereinafter referred to “Council”, functions on the basis of the Act on Polish Academy of Science of April 30, 2010 (Law Journal of the 2010, pos. 619 with further changes) and the statute of the Institute.

§ 2.

1. The Council exercises ongoing supervision over the Institute's activities, taking under special care the high level of the scientific activity and development of people starting their scientific careers.
2. The Council in particular:
 - 1) defines the profile of the Institute, taking into account the directions of development of world science;
 - 2) accepts research programs, cooperation with foreign scientific institutions and publishing activities;
 - 3) approve the reports on the Institute's activities;
 - 4) evaluates the scientific activity of the Institute's scientific staff;
 - 5) conducts doctoral and habilitation conferral procedures and presents application for the title of professor, within the scope of Institute's entitlements;
 - 6) adopts the Institute's statute and its amendments;
 - 7) gives opinions on the candidacy for the post of deputy director for scientific affairs;
 - 8) gives its opinion on the Director's proposals of establishing or closing a scientific facility;
 - 9) gives its opinion on the Director's requests for appointment or dismissal of the head of a scientific department;
 - 10) adopts the manner and procedure of conducting competitions for particular scientific posts;
 - 11) gives opinion on the Director's applications for appointment to the position of full professor and associate professor and applications for the conclusion of a contract of employment as a full professor, associate professor and visiting professor;
 - 12) adopts the regulations for the management of copyright and related rights as well as industrial property rights and the principles of commercialization of the results of scientific research and development works;
 - 13) appoints a disciplinary commissaire at the Institute;
 - 14) appoints a disciplinary committee adjudicating on disciplinary matters of scientific and research and technical employees;
 - 15) nominate candidatures for members of the Polish Academy of Sciences;
 - 16) submits candidatures for members of the Academy of Young Scientists;
 - 17) submits candidates for scientific prizes;

- 18) elects two representatives from its members to the competition commission selecting the Director of the Institute;
- 19) adopt resolutions in other matters reserved for the competence of the Scientific Council in the Act, the Statute of the Academy or the Statute of the Institute.

§ 3.

1. The Council encloses constitutive votes:
 - 1) Persons with a scientific title or scientific habilitation degree, employed in the Institute for full time or chosen representatives – no more than 20 persons;
 - 2) Members of the Polish Academy of Science appointed by the Division II of Biological and Agricultural Sciences in PAS to participate in meetings of the Scientific Council
 - 3) Persons with a scientific title, scientific habilitation or doctor degree, experts of different areas of economic and social activity as well as practitioners of application of the science, who are not employed in the Institute or employed for part-time, chosen by persons enumerated in section 1, p. 1 and 2 – no more than 15 persons;
 - 4) Chosen representatives of scientific Staff of the Institute employed for full time, other than employees enumerated in section 1, p. 1 – three persons;
 - 5) Chosen representative of PhD students;
 - 6) The Director of the Institute and the Deputy Director for Scientific Affairs;
 - 7) Persons appointed by the Head of the of the center of the Polish Academy of Sciences, appropriate due to the Institute's scientific specialization; - no more than four distinguished persons from outside the Institute that have a significant scientific achievements in the scientific area, which is the area of functioning of the Institute. These persons must have at least the doctoral degree.
2. The number of Board members is no more than 50 people, including no less than 30% of people from outside the Institute.
3. The act of appointing the persons elected to the Council is performed by the vice-president supervising the Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences or a person authorized by him.
4. The term of office of the members of the Council lasts 4 years and starts at the beginning of the calendar year.

I. Functioning of the Council

§ 4.

1. The Council elects the Chairman of the Council and two Deputy Chairmen at the first meeting, Secretary and Deputy Secretary and Chairmen of permanent committees of the Council in a secret ballot, by a simple majority of validly cast votes, with at least half of the Council members present.
2. The Chairman of the Council, Deputy Chairmen and Chairmen of permanent committees of the Council constitute the Presidium of the Council.
3. Permanent committees of the Council are Commission for the Development of Scientific Staff, Committee for Scientific Research, Disciplinary Commission and Application Commission.
4. Members of permanent committees of the Council are elected in a secret ballot, by a simple majority of validly cast votes, with at least half of the Council members present.

5. The Chairman of the Council is responsible for the Council proceeding in accordance to the range of its responsibilities and the regulations.
6. The duties of the Chairman of the Council include in particular:
 - 1) organizing the work of the Council;
 - 2) representing the Council outside;
 - 3) convening and holding meetings of the Council;
 - 4) preparing and submitting the agenda for approval;
 - 5) appointing a counting committee and announcing the results of voting;
 - 6) signing protocols of Council meetings.
7. The tasks of the Secretary of the Council include, in particular:
 - 1) assistance in organizing the meetings of the Council;
 - 2) drafting resolutions on matters within the competence of the Council;
 - 3) organization and coordination of the course of adopting resolutions outside the meetings of the Scientific Council, in cases referred to in par. 9.3 of these Regulations;
 - 4) drawing up reports on the Council's activities and protocols of Council meetings;
 - 5) signing protocols of Council meetings;
 - 6) preservation of the Council's documentation.

§ 5.

The Council performs its functions until the first Council meeting of the new term.

§ 6.

1. The plenary sessions of the Council shall be held as needed, at least three times a year.
2. Meetings of the Council are convened by the Chairman or Deputy Chairman of the Council on their own initiative, at the request of the authorities of the Polish Academy of Sciences, Director of the Institute or at the request of at least one-fifth of the Council members, however not later than within 30 days from the date of receipt of the request.
3. The agenda and dates of meetings of the Council are determined by its Chairman or a Deputy appointed by the Chairman of the Council in consultation with the Director of the Institute.
4. The Chairman of the Council or the Deputy appointed by the Chairman of the Board informs the members of the Board about the date of the meeting no later than two weeks before the scheduled date of the meeting and sends the agenda along with the materials.

§ 7.

Meetings of the Council are conducted by the Chairman or by the Deputy Chairman authorized by him or the Board.

§ 8.

In the Council's meetings, they may participate, with an advisory vote:

- invited by the chairman of the Council specialists in various areas of economic and social life and the practical application of science,
- supervisor and reviewers of doctoral thesis as well as reviewers in habilitation proceedings and in proceedings for granting the title of professor.

§ 9.

1. Requests and opinions as well as decisions being within the competence of the Council are adopted in the form of resolutions.
2. Resolutions are adopted at meetings of the Council, subject to the provisions of paragraph 3 of this paragraph.
3. It is possible to adopt resolutions in the period between meetings of the Council at the request of the Council or Presidium of the Council:
 - a) in an open vote, in electronic mode, by means of electronic communication, on the terms specified in par. 10 of these Regulations,
 - b) in a secret vote in correspondence mode, on the terms set out in par. 11 of these Regulations.
4. Resolutions of the Scientific Council are adopted in an open vote, by a simple majority of validly cast votes, in the presence of at least half of the Council members, subject to the provisions of section 5 of this paragraph.
5. Resolutions of the Council regarding personal matters are adopted by secret ballot, by a majority of 50% + 1 valid votes cast.
6. Members of the Council who do not have the habilitation academic degree are not entitled to vote in the procedure for awarding scientific degrees and academic title.

§ 10.

1. Open voting in electronic mode, referred to in paragraph 9, par. 3a of these regulations shall be governed by and set by the Chairman of the Council or his Deputy appointed by the Chairman of the Council.
2. A resolution adopted in the mode indicated in par. 1 is valid when all Council members have been notified of the content of the draft resolution.
3. The date on which a member of the Council may express his opinion on adopting a resolution by e-mail to the e-mail address provided by the Secretary of the Council shall be determined by the Chairman of the Council.
4. Voting in electronic mode is organized and coordinated by the Secretary of the Council.
5. If a member of the Scientific Council does not cast his vote within the time limit set by the Chairman of the Council, he / she shall be treated as if he was not present at the meeting of the Council.
6. The day of delivery of documents by electronic means is considered to be the day of their submission (placing) on the server servicing the IPG PAS electronic mail, not the day of reading the information by the addressee.
7. After casting votes by all members of the Council or the deadline for casting votes, the Chairman of the Council or appointed by the Chairman of the Council, his Deputy finds the result of the vote.
8. The vote shall be reported in a protocol signed by the Chairman of the Council or his Deputy and Secretary appointed by the Chairman of the Council.
9. The day on which the resolution is adopted is the day on which the deadline for casting the votes referred to in par. 3.
10. The Secretary of the Council informs all members of the Council about the result of the vote without delay, by sending an electronic scan of the protocol referred to in paragraph 8. of this paragraph.

§ 11.

1. Secret ballot, in the correspondence mode referred to in paragraph 9, par. 3b of these Regulations, manages and determines its date the Chairman of the Council or his Deputy appointed by the Chairman of the Council.

2. A resolution adopted in the mode indicated in par. 1 is valid when all Council members have been notified of the content of the draft resolution.

3. The date on which a member of the Council may express his opinion on passing a resolution by correspondence, by sending a voting card to the address of the Institute of Plant Genetics of the Polish Academy of Sciences, determines the Chairman of the Council.

4. Voting in correspondence mode is organized and coordinated by the Secretary of the Council.

5. The Secretary of the Council shall deliver to all members of the Council, personally or via Polish post - with a receipt, a voting package with a written information, signed by the Chairman of the Council or his Deputy appointed by the Chairman of the Council, on the necessity of conducting a postal vote, an indication of the date by which the voting package should be sent, with the reservation that the date may not be shorter than 30 days from the date of sending the package.

6. The voting package referred to in para. 5 of this paragraph consists of:

a) return envelope, with the address of the Institute of Plant Genetics of the Polish Academy of Sciences and with the designation "correspondence voting";

b) a card or ballot papers, stamped and signed by the Chairman of the Council or his Deputy appointed by the Chairman of the Council;

c) a voting card envelope or voting card envelopes with a "voting card" label;

d) correspondence voting instruction;

e) a statement of a personal and secret vote on the ballot paper or voting cards, containing the full name of the member of the Council making the statement.

7. Uprawniony do głosowania członek Rady, po otrzymaniu pakietu do głosowania, o którym mowa w ust. 5 niniejszego paragrafu oraz po wypełnieniu karty do głosowania wkłada ją do koperty na kartę do głosowania, którą zakleja, a następnie kopertę tę wkłada do koperty zwrotnej, łącznie z podpisanym oświadczeniem, o którym mowa w ust.6 lit e) niniejszego paragrafu i przesyła ją na adres IGR PAN, za pośrednictwem poczty polskiej - przesyłką poleconą.

8. A member of the Scientific Council entitled to vote can personally provide a return envelope to IGR PAS Institute, to the secretariat.

9. The Secretary of the Scientific Council collects and records the signed statements referred to in paragraph 6e of this paragraph and on the day on which the deadline for casting the votes referred to in par. 5 of this paragraph, checks whether the necessary quorum was obtained in the vote.

10. Sealed envelopes for a voting card, removed from return envelopes sent or delivered to the headquarters of IGR PAN are put into the ballot box.

11. The opening of the ballot and then the conversion of cast votes is made by the Secretary of the Council in the presence of two members of the Council, immediately after delivery to the IGR PAS of all return envelopes or after the deadline for casting votes.

12. The Chairman of the Council or the Deputy appointed by the Chairman of the Council shall state the result of the vote.

13. The vote shall be reported in a protocol signed by the Chairman of the Council or his Deputy and Secretary appointed by the Chairman of the Council..

14. The day of adoption of the resolution is the day on which the deadline for casting the votes referred to in para. 5 of this paragraph.

15. The Secretary of the Council informs all members of the Council about the result of the vote without delay by sending an electronic scan of the protocol referred to in clause 12 of this paragraph.

§ 12.

The presence of members at meetings of the Council is obligatory. Council members are required to participate in the work of the Council's committees.

§ 13.

Meeting of the Scientific Council are reported in a protocol, which is accepted on the next meeting of the Council. The protocol is send to all members of the Council, as well as to the Chairman of the Council of Superintendents of the II PAS Department.

§ 14.

1. In the periods between plenary sessions, the Presidium of the Council shall meet.
2. The tasks of the Presidium are:
 - 1) preparation of plenary sessions;
 - 2) coordinating the ongoing work of the commissions;
 - 3) giving opinions on urgent applications or reports leaving the Institute;
 - 4) making decisions in urgent matters regarding habilitation conferral proceedings.
The Presidium informs the Council members in electronic form about the intention to take a decision and takes the final decision no sooner than three days after the notification is sent.
3. Meetings of the Presidium are conducted by the Chairman of the Council or the appointed Deputy Chairman.
4. Persons invited by the Chairman of the Council may participate in the meetings of the Presidium of the Council.
5. Voting at meetings of the Presidium of the Council is public, however, the Presidium of the Council may enter the secrecy of votes due to the nature of the matter under consideration.
6. The decisions of the Presidium are presented to the Council at the next plenary.

§ 15.

1. The council may appoint permanent committees and summary committees from among its members to perform specific tasks.
2. When establishing committees, the Council determines the scope and mode of their operation and appoints the Chairman.
3. The committees meet as required at the request of the chairman of the commission or Director of the Institute.
4. Committees are required to report to the Council on the tasks entrusted to them.
5. The commission's applications, with the exception of Disciplinary Board conclusions, require approval by the Council.

§ 16.

The Council's activities are financed from the Institute's budget.

§ 17.

The Director of the Institute provides technical support for the Council, the Presidium of the Council, the Council's committees and the secretary of the Council.

III. Final Provisions

§ 18.

The Regulations of the Scientific Council, which entered into force on January 22, 2015, lose their validity.

§ 19.

Regulations come into force upon adoption.