

Georgian Technical University
Regulation of the Representative Council (Senate)
Chapter I. General Provisions

Article 1. Representative Council (Senate)

1.1. The Representative Council (Senate) (hereinafter - the "Senate") of the Georgian Technical University (hereinafter - the University) is a representative body of the University, which carries out its activities in accordance with the Constitution of Georgia, the Law of Georgia on Higher Education, and the legislation of Georgia.

1.2. The manner and procedures of the work of the Representative Council (Senate) are determined by the University charter, this Regulation and other legal acts. This Regulation is adopted and, if necessary, amended by the Senate.

1.3. The work of the Representative Council (Senate) is based on the principles of publicity, fairness, transparency and personal freedom.

Chapter II. Election and Composition of the Senate

Article 2. The Procedure for Electing the Senate and its Composition

2.1. The Senate is elected on the basis of representation from the main educational units of the University - faculties, by students and academic staff separately, in proportion to their number in the faculties.

2.2. The composition of the Senate is determined by at least double the composition of the Academic Council. Students make up one-third of the full Senate.

2.3. Senate members are elected by faculties on the basis of direct, equal elections, by secret ballot. The procedure for the registration of candidates and voters for election to the Senate, as well as the conduct of elections, is determined by the Regulation on the Conduct of Elections of the Management Bodies (Governing Entities) of the Technical University of Georgia and the Faculty (hereinafter referred to as the "University Regulation on Conduct of Elections").

2.4. The term of office of the Senate coincides with the established duration of the basic level of education and amounts to four years.

2.5. The Senate includes the director of the library of the Georgian Technical University.

2.6. The authority of a member of the Senate is determined by the term of office of the Senate.

2.7. Representatives of administrative and support staff of the University, as well as members of the academic council, cannot be elected as part of the Senate.

Chapter III. Powers of the Senate

Article 3. Scope of Powers of the Senate

3.1. The Senate in accordance with the University Charter:

- a) develops the University charter with the participation of the academic council and submits it to the Ministry of Education and Science of Georgia for approval;
- b) develops and approves the internal regulations of the University, the code of ethics and norms of disciplinary responsibility;
- c) on the basis of the joint submission of the rector and the head of the administration (chancellor), approves the structure of the University by the majority of the members present at the joint meeting of the academic council and the Senate;
- d) approves the rule of drawing up the budget;
- e) approves the regulations of structural units of the University;
- f) elects the Speaker of the Representative Council (Senate);
- g) Approves the candidacy of the head of administration (chancellor) on the recommendation of the academic council;
- g¹) selects and submits to the academic council the candidature of the chairman (president) of the supervisory board of the University;

(Meeting of December 18, 2019 = 01-06-02/10 resolution = 01-06-02/89)

- h) approves the University's budget upon submission of the head of administration (Chancellor);
- i) approves the structure of the University administration based on the submission of the head of administration (chancellor);
- j) approves the annual report of the head of administration (chancellor);
- k) with a motivated proposal of the academic council or on its own initiative, it is authorized to terminate the authority of the head of administration (chancellor) before the deadline;
- l) approves the procedure for hiring support staff, the amount and terms of remuneration, upon submission of the head of the administration;
- m) approves the procedure for hiring academic staff, the amount and conditions of remuneration, as well as the maximum workload of academic staff upon submission of the academic council;
- n) approves the head of the quality assurance service of the University on the recommendation of the academic council;
- o) approves the University's symbols;
- p) listens to the manager's information regarding the implementation of the faculty's budget;

q) is entitled, in agreement with the rector of the University, to apply to the internal audit service of GTU with a request to study individual issues within its competence and to present a conclusion, if necessary to invite specialists in the relevant field;

r) is entitled to elect an honorary member of the Senate;

s) exercises other powers provided by the University charter and this Regulation.

3.2. The procedure for preparing and conducting the meeting of the Senates is determined by the charter of the Georgian Technical University and this Regulation.

Article 4. Forms of Exercise of Powers

4.1. An administrative-legal act of the Senate is a resolution of the Senate signed by the Speaker of the Senate.

4.2. The Senate has the right to receive appeals, statements, as well as to hear and take information as a reference, to develop recommendations, to submit petitions to management bodies and governing entities.

4.3. The Senate has a seal and letterhead with the inscription: "Senate of the Georgian Technical University".

4.4. The working language of the Senate is Georgian.

Article 5. Legal Address of the Senate

5.1. The legal address of the Senate is: Georgia, Tbilisi, M. Kostava st. #77; Georgian Technical University, administrative building.

Chapter IV. Powers of Senate Speaker and Members

Article 6. Powers of the Speaker of the Senate

6.1. The Senate's activities are organized and the Senate is chaired by the Speaker of the Senate, who is elected by the majority of the members of the Senate through open voting for a term of office of no more than the Senate.

6.2. Speaker of the Senate:

a) within the competence established by the University charter and this Regulation, acts on behalf of the Senate in official relations and performs other representative functions;

b) organizes the holding of the meeting of the Senates and presides over the meeting of the Senates;

c) signs the resolutions of the Senate, minutes of the meeting and other official documents;

d) ensures compliance with the procedures established by the charter of the Georgian Technical University and this Regulation;

e) ensures free expression of opinion and full, all-round discussion of the issue during the meeting of the Senate;

f) puts the issue to the vote and announces the results of the vote;

g) is authorized to raise the issue of extraordinary consideration and voting of the question provided for in the agenda;

h) is authorized to participate in the work of the permanent and temporary commissions of the Senate;

i) exercises other powers defined by the legislation of Georgia, the University charter and this Regulation.

Article 7. Termination of Powers of the Speaker of the Senate

7.1. The conditions and procedures for terminating the powers of the Speaker of the Senate shall be determined by the University charter and this Regulation.

Article 8. Rights and Duties of Members of the Senate

8.1. A member of the Senate is entitled:

a) to participate in the work of at least one permanent commission of the Senate;

b) to raise the issue for discussion at the meeting of the Senate;

c) to make comments and proposals on all matters within the competence of the Senate;

d) request and make a speech, address questions to the speaker and receive an answer;

e) to express an opinion about the candidacies of the officials approved by the Senate;

f) to participate in the discussion of the University budget and other issues belonging to the competence of the Senate;

g) to exercise other powers provided for by the University charter and this Regulation.

8.2. A member of the Senate has a certificate of a member of the Senate.

8.3. A member of the Senate is obliged:

a) to attend and participate in the work of the meeting of the Senate;

b) in case of joining the permanent or temporary commission, to attend the meetings and meetings of the commission;

c) not to use his/her authority and confidentially received information for personal interests;

d) to comply with the requirements established by the University charter and this Regulation, the internal regulations of the Georgian Technical University and the code of ethics.

Article 9. Early Termination of the Powers of a Member of the Senate

9.1. The grounds for terminating the status of a member of the Senate are:

a) termination of the corresponding academic and/or contractual relationship of the member of the Senate with the University;

b) personal application.

9.2. In the case of premature termination of the mandate of a member of the Senate, elections are held in the vacant place according to the rules established by the University regulations for conducting elections. A person in a vacant seat shall be elected for the remainder of the term of office of the incumbent Senate.

9.3. It is not allowed to elect a student instead of a member of the academic staff who has been terminated, and vice versa.

Chapter V. Organization of the Work of the Senate

Article 10. Secretariat of the Senate

10.1. Organizational, legal, documentary and informational services for the work of Senate members are provided by the Senate Secretariat.

Article 11. Permanent Commissions of the Senate

11.1. The Senate conducts its work through permanent and temporary commissions of the Senate. For this purpose, the Senate, from its composition, for the term of office of the Senate, creates permanent and temporary commissions, which consider and report to the Senate the results of consideration of relevant issues and submit relevant projects of decisions.

11.2. To create the following permanent commissions:

- a) Permanent Commission for Financial and Budgetary Issues;
- b) Permanent Commission for teaching and scientific-research issues;
- c) Commission for the implementation of control over the implementation of the adopted resolutions of the Representative Council (Senate);
- d) Permanent Commission of Social Issues;
- e) Standing Committee on Sports, Culture and Youth Affairs

(Decision No. 2 of Meeting No. 2 of February 3, 2016)

(Resolution No. 01-06-02/06 of the meeting No. 01-06-02/02 of February 28, 2020)

11.3. The Senate elects the chairman of the commission from the composition of each commission for the term of office of the commission, by open voting, by a majority of the composition of the Senate. According to the decision of the members of the commission, the deputy chairman of the commission may be elected.

11.4. The preparation of the issue to be discussed at the meeting of the Senate is completed by the commission not later than two working days before the meeting of the Senate, and the discussion materials together with the decision drafts are submitted to the speaker of the Senate.

Article 12. Rules of Work of the Permanent Commission

12.1. The activities of the permanent commissions are generally coordinated by the speaker of the Senate.

12.2. The composition of permanent commissions is determined by the Speaker in agreement with the members of the Senate and submitted to the Senate for approval.

The composition of the commissions is approved by the majority of the list of members of the Senate, by open voting.

12.3. Only a member of the Senate can be a member of the permanent commission. A member of the Senate is entitled to be part of at least one commission.

12.4. The first organizational meeting of the permanent commission will develop the commission's work plan and select the chairman of the commission by open voting for the term of the commission's authority, no more than from the composition of the commission's members, by the majority of the list of the commission's members.

12.5. The meeting of the commission is convened and conducted by the chairman of the commission, and in his/her absence by the deputy chairman of the commission, and if the commission does not have a deputy, one of the members of the commission at the request of the chairman of the commission.

12.6. The periodicity of the commission meeting is determined by the chairperson of the commission as a result of consultations between the commission members.

12.7. The meeting of the commission is valid if it is attended by the majority of the list of members of the commission.

12.8. An extraordinary meeting of the commission is called by the chairman of the commission or 1/3 of the members of the commission.

12.9. Any member of the Senate can attend the meeting of the commission with the right of deliberative vote.

12.10. The commission is authorized to invite qualified expert-consultants of the relevant field to discuss and study the issue and, if necessary, to sign fixed-term employment contracts in agreement with the speaker of the Senate and the rector.

12.11. The commission, on the initiative of the chairman of the commission or the majority of the commission's members, invites the speaker of the Senate and any official of the University to present the relevant information.

12.12. The work of the commission's meetings is public, and any employee and student of the University can participate in it, based on a prior agreement with the chairman of the commission.

12.13. Information about the holding of the commission meetings is provided to the commission members by the Senate Secretariat two days before the commission meeting.

Article 13. Temporary Commission and Rules of Work

13.1. Depending on the urgency of the issues to be considered by the Senate, the Senate is authorized to create a temporary commission (commissions) to consider any specific issue.

13.2. The speaker of the Senate or at least 1/3 of the composition of the Senate is authorized to raise the question of the creation of a temporary commission at the Senate meeting (where the basis for the creation of the temporary commission, the area of the issues to be discussed, the term of office of the group, the number of members and the deadline for nomination of candidates for membership should be indicated)

at the meeting of the Senate. The Senate will vote on the appropriateness of the mentioned proposal at the meeting.

13.3. The decision on the temporary commission is made by open voting, by the majority of the list of members.

13.4. A temporary commission is created only to study a specific issue and is abolished as soon as the study of the issue expires.

13.5. The ad temporary commission is accountable and responsible to the Senate.

13.6. The chairman of the temporary commission is elected for the term of office of the group, by open voting by the majority of the members of the group.

13.7. The composition of the temporary commission is approved by the Senate with the majority of the composition of the list by an open vote.

13.8. Only a member of the Senate can be part of the temporary commission.

13.9. The first organizational meeting of the temporary commission will develop the work plan of the commission and elect the chairman of the commission by open voting for the term of office of the commission, no more than from its members, by the majority of the list of members of the commission.

13.10. The meeting of the temporary commission is convened and led by the chairman of the commission, and in his/her absence by the deputy chairman of the commission, and if the commission does not have a deputy, one of the members of the commission at the request of the chairman of the commission.

13.11. An extraordinary meeting of the temporary commission is called by the head of the commission or 1/3 of the members of the commission.

13.12. The commission, on the initiative of the chairman of the commission or the majority of the commission's members, invites the speaker of the Senate to attend the meeting and any official of the University to present the relevant information.

13.13. The periodicity of the meeting of the temporary commission is determined by the head of the commission as a result of consultations between the members of the commission.

13.14. The meeting of the temporary commission is authorized if the majority of the members of the commission are present.

Chapter VI. Meetings of the Senate

Article 14. Convening and Conducting the First Meeting of the Senate

14.1. The first meeting of the newly elected Senate is called by the Rector of the University after the election of the Senate, within 5 days after the expiry of the term of office of the current Representative Council (Senate).

14.2. The first meeting is chaired by the senior member of the Representative Council (Senate). The meeting is authorized if the majority of the members of the list are present.

14.3. The Senate, in accordance with the rules established by the charter, recognizes its (newly elected members) authority at the very first meeting by a majority of its members.

14.4. At the first meeting, the Senate elects the speaker from among its members by open voting, with the majority of members. A member of the Senate or a group of members has the right to submit (nominate) a candidate for the position of speaker.

14.5. Voting is conducted by the vote counting commission elected by the Senate at the meeting.

14.6. A person who is voted for by more than half of the list of the Senate will be considered elected. In the event that there are more than two candidates and none of the candidates has received the required number of votes, on the same day, a repeat vote is held between the two candidates with the most votes. If even in this case the winner could not be identified, a meeting of the Representative Council (Senate) is appointed within 5 days and the procedure of selecting the Speaker is held again in the same manner. Candidates who participated in the previous elections will not be able to participate in the next elections.

Article 15. Appointment of the Meeting of the Senates

15.1. The meeting of the Senate is appointed by the speaker. Information about the date, place and agenda of the Senate meeting will be posted on the University's website no later than three days before the meeting. Members of the Senate are informed about it two days before the meeting.

15.2. Meetings of the Senate shall be convened at the initiative of the Speaker, or by at least 1/3 of the members of the Senate, no less than three times during the academic semester. If necessary, the Speaker of the Senate calls an extraordinary meeting. An extraordinary meeting can also be held at the request of 1/3 of the members of the Senate, to discuss a specific issue. The request for the appointment of the meeting of the Senate and the consideration of the issue, along with the issue materials and the draft decision, shall be submitted to the speaker 3 working days before the meeting of the Senate.

15.3. Meeting of the Senates are usually scheduled on Wednesdays.

Article 16. Drawing up the agenda of the Meeting of the Senate

16.1. The agenda of the Senate (except for the agenda of the extraordinary meeting) is drawn up by the speaker of the Senate at least 3 days before the meeting.

16.2. A group of 10 members of the Senate has the right to present to the speaker an additional item on the agenda no later than 5 days before the meeting.

16.3. Any member of the Senate during the discussion of the agenda at the meeting has the right to raise the issue of adding an additional issue to the agenda. The decision to include this issue in the agenda is made by the Senate by open voting, with the majority of those present.

16.4. The agenda of the Senate will be sent to the members of the Senate no later than 2 days before the meeting.

16.5. The organization of forwarding the date of the meeting for the members of the Senate is provided by the Secretariat of the Senate by e-mail.

Article 17. Conducting the Meeting of the Senate

17.1. Meeting of the Senates are organized and presided over by the speaker. In the absence of the Speaker, one of the members of the Senate leads the meeting by the order of the Speaker. In the absence of the speaker's instruction, the meeting will be chaired by the member of the Senate who is elected by a simple majority of the members present at the meeting of the Senate. In such a case, the selection of the chairman of the meeting will be included as the first item on the agenda and the selection procedure will be led by the oldest of the members present at the meeting.

17.2. The Secretary of the Senate is elected from the members of the Senate, by open voting, by the majority of those present, on the nomination of the Speaker, for the organization of convening the meeting and making the minutes. The Secretary of the Senate shall be elected for the term of office of the Senate.

17.3. The meeting is authorized if more than half of the full composition of the Senate members are present. Before opening the meeting and making decisions, members are registered with the secretary of the Senate. (Registration data is attached to the minutes of the meeting and is an integral part of the minutes).

7.4. The speaker (chairman of the meeting) presents the agenda to the Senate, which is adopted by the Senate by open voting, with a majority of those present.

17.5. The Senate is entitled to make decisions on procedural issues of the meeting by open voting by the majority of those present.

17.6. Adoption of the Regulation of the Senate and introduction of changes and additions to the Regulation is carried out by open voting, by the decision of the majority of the list of the composition of the Senate.

17.7. When approving the budget of the University, the nomination of the head of the administration, the annual report of the head of the administration, and personnel issues, the decision will be considered adopted if it was voted for by the majority of the list of members of the Senate, on other issues, the decision is taken by a simple majority of the members present.

17.8. The Senate makes a decision on the subject under discussion by open voting. A secret ballot is held for the procedure of approving the candidacy of the head of the University administration, as well as the head of the quality assurance service of the University.

17.9. 1/3 of the total number of members of the Senate has the right to request the resolution of any issue by secret ballot. The vote shall be secret if it is supported by a majority of the members present.

17.10. In case of urgent necessity, the Senate is authorized to make a decision based on the inquiry of the members of the Senate, taking into account the rules established by this article.

17.11. The speaker is given up to 20 minutes to report on the discussed issues; Speakers in debate - 3-5 minutes. One minute each for questioning and evaluation. The speaker can speak at any time.

Article 18. Drawing up the Minutes

18.1. On the meetings of the Senate are made minutes, the continuity of registration of which is ensured by the Senate Secretariat. All the materials related to the subject of discussion according to the agenda of this meeting are attached to the minutes.

18.2. The minutes include:

- a) the date of the meeting;
 - b) the list of members of the meeting;
 - c) agenda;
 - d) adopted decisions;
- c) in order to reflect the text of the speakers, the record of the meeting is attached to the minutes.

(Resolution No. 01-06-02/06 of the meeting No. 01-06-02/02 of February 28, 2020)

18.3. Written explanations on the subject under discussion will be given to the speaker as an appendix to the minutes.

18.4. The authenticity of the minutes is confirmed by the signature of the speaker and the secretary of the Senate. The seal of the Senate will be placed on the last page of the minutes. The minutes of the meeting of the permanent and temporary commission are signed by the chairman of the relevant commission.

18.5. Minutes of the meeting of the Senate are available to any interested person, except in special cases (in case of closing the meeting or its part).

Article 19. Attending the Meeting of the Senate

19.1. Meeting of the Senates are open. Matters that require secrecy are declared completely or partially closed by the majority of those present. The circle of persons present at the closed meeting is determined by the speaker of the council.

19.2. All students and employees of the University can attend the meeting of the Senate, who have submitted a relevant application to the Senate Secretariat in advance, no later than one day before the meeting of the Senate. The Secretariat of the Senate will give them a special pass to enter the meeting hall and attend the meeting of the Senate.

19.3. Any adult can also attend the meeting of the Senate, who submits a relevant application to the Senate Secretariat no later than three days before the meeting of the Senate, in which the reason why he/she wants to attend the meeting must be explained. The Senate Secretariat, in agreement with the Speaker, will review the application and determine whether it is appropriate for the applicant to attend the meeting. Not later than one day before the meeting, the Senate Secretariat will notify the applicant of the decision to attend the meeting of the Senate. In case of a positive answer, this person will be issued a special pass to enter the meeting hall and attend the meeting of the Senate. With this pass, the person takes the place reserved for such guests in the meeting hall and does not take part in the work of the meeting. In case of a negative answer, the person should explain the reason for the decision.

19.4. Guests invited to the meeting by the Senate will be given a different color pass to attend the meeting and they will occupy the row assigned to them in the meeting hall. With the approval of the speaker, they can participate (make a speech, give an explanation to the Council, etc.) in the discussion of the specific issue on which they were invited.

19.5. During the meeting, members and invited persons are obliged to observe the established norms of ethics and other requirements.

Chapter VII. Final Provisions

Article 20. Entry into Force of the Regulation

20.1. The Regulation of the Senate come into force upon approval at the meeting of the Senate.

20.2. The Regulation is published on the University website.