

Statutes and Rules of Procedure of the Scientific Advisory Board of the Czech Social Science Data Archive (CSDA-SAB)

Article 1. Legal status and powers of the CSDA-SAB

- 1.1. The Scientific Advisory Board of the Czech Social Science Data Archive (hereinafter referred to as "CSDA-SAB") is an advisory body to the Director of the Institute of Sociology (further as "director").
- 1.2. CSDA-SAB:
 - a) Discusses a long-term orientation of scientific, research, technical development and other creative activities carried out at CSDA
 - b) Issues recommendation on further heading of CSDA
 - c) Provides an independent advices on organisational and service quality issues
 - d) Responds to further questions submitted by the Director

Article 2. Commencement and termination

- 2.1. A member of the CSDA-SAB may become an independent scientist, professional or science administrator experienced in the field of social science research infrastructures and coming from countries worldwide.
- 2.2. CSDA-SAB members are appointed and removed by the Director's decision. The membership of the CSDA-SAB is irreplaceable. The CSDA-SAB consists of at least 4 members with the right to vote.
- 2.3. Director name the Chairperson from the members.
- 2.4. The Head of CSDA is permanent guest in the CSDA-SAB meetings. Other guests welcomed to participate in the CSDA-SAB meetings are the Director, the Deputy Directors of the Institute and representatives from the funding institutions. CSDA-SAB may invite further guests or decide to discuss in closed session on specific items.
- 2.5. Sessions of the CSDA-SAB are private. CSDA-SAB guests may participate in the sessions. Permanent as well as other invited guests have advisory votes.
- 2.6. The term of office of the CSDA-SAB members is four years with the possibility of reappointment.
- 2.7. The membership of the CSDA-SAB member is terminated by the member's resignation announced in writing to the Director.

Article 3. Rules of Procedure of the Scientific Board

- 3.1. The CSDA-SAB activities are governed by a schedule with the session agenda. The Head of CSDA summons the regular session at least once a year. Upon the request of at least one third of members with the right to vote, or upon his/her own initiative, the Chairperson, the Director or the Head of CSDA may summon an extraordinary session.
- 3.2. The Chairperson is in charge of the CSDA-SAB meeting.
- 3.3. CSDA-SAB members are required to participate in the session. If a member is unable to attend the session, an excuse must be submitted stating the reasons for absence. The

excuse shall be sent well in advance. The CSDA-SAB has a quorum if at least half of its members with the right to vote are present.

- 3.4. Documents regarding sessions are usually submitted in a written form and handed over to the CSDA-SAB members a week prior to the session.
- 3.5. Every member can be present at a meeting with the use of video conference or any other way if this is not rejected by majority of present members.

Article 4. Per Rollam meeting

- 4.1. In the event of emergency or if for the proposed agenda cannot be or is not effective to call regular meeting, the Director, the Chairman or the Head of CSDA may request the CSDA-SAB's standpoint by post (per rollam).
- 4.2. Agenda is sent to all CSDA-SAB members by e-mail in advance of at least 1 week.
- 4.3. Every CSDA-SAB member express the opinion in e-mail answer and states explicitly if voting for the proposal, against the proposal or abstains from voting.
- 4.4. The report of per rollam meeting is confirmed during next regular meeting.

Article 5. Minutes

- 5.1. The minutes of a meeting and passed resolutions are written by the CSDA-SAB Secretary.
- 5.2. The Secretary is appointed by the Head of CSDA.
- 5.3. The draft minutes is sent to all members for their comments or modification proposals.
- 5.4. After requested modification are concluded or no requirements for modifications were received, the final report is signed by the Head of CSDA and presented to the Director.