

REGULATIONS

12.06.2007. **Riga** No. 16

Riga Technical College Regulations of Council Work

Issued in accordance with Section 11
of the Cabinet Regulations No. 147
of February 27, 2007
“Regulations of the Riga Technical College”

I. General terms

1. The Council of Riga Technical College (hereinafter – the Council) is a collegial management and decision-making body of the staff of Riga Technical College (hereinafter – RTC), which performs the tasks stipulated in the Cabinet Regulations No. 147 of February 27, 2007, “Regulations of Riga Technical College”.

II. Council composition and organization of work

2. The Council shall be elected and shall operate in accordance with the RTC Regulations and these Regulations. The persons authorized to serve on the College Council in accordance with Section 9.6 of the RTC Regulations shall be delegated by the heads of those institutions on the proposal of the RTC. The staff of the Council shall be approved by the Ministry of Education and Science. The term of office of the Council shall be three years.
3. If an elected member of the Council terminates his/her employment (study) relationship with RTC, the person who has obtained the most votes after the elected person shall become a member of the Council or a new election for the vacant seat of a member of the Council shall be held.
4. If an authorized representative of employers or professional organizations, or a representative delegated by the Tripartite Cooperation Sub-Council for Professional Education and Employment ceases to serve on the Council, the Council shall ask that body to delegate another representative. The Council shall inform the Ministry of Education and Science thereof.

III. Working procedure for Council meetings

5. The Council shall elect from among its members, at its first meeting, by a simple majority, in open or secret elections, a Chairman, Deputy Chairman and Secretary.

6. The Chairman of the Council shall:
 - 6.1. Plan and organize the Council's work;
 - 6.2. Draw up agendas for the meetings of the Council and organize the items to be discussed;
 - 6.3. Convene and preside at meetings of the Council;
 - 6.4. Invite other persons to attend the Council's meeting, if necessary.
7. In the absence of the Council's Chairman, the Deputy Chairman shall act as a Chairman.
8. The venue, date, time, agenda and draft documents to be discussed at a regular meeting of the Council shall be communicated to the members of the Council by the Chairman or Deputy Chairman of the Council not later than one week before the regular meeting.
9. An extraordinary meeting shall be convened if requested by the Council's Chairman, Director of the College or not less than one-third of the total number of members of the Council.
10. Proposals on matters to be discussed at a meeting of the Council can be submitted by the Council's Chairman, Director of the College, Ministry of Education and Science, as well as one-third of the total number of members of the Council. Proposals shall be submitted to the Council Chairman or Deputy Chairman.
11. Decisions of the Council shall be taken in accordance with paragraphs 13, 14, 15 and 44 of the RTC Regulations.
12. The RTC Secretariat shall provide technical support and keep the Council's records.

IV. Council decisions and their validity

13. The decisions of the Council shall enter into force by order of the Director of the College.
14. The minutes of the meetings of the Council shall be kept by the Secretary. The signed minutes of the meeting of the Council, including the decisions made, shall be sent to all members of the Council and to the Ministry of Education and Science, as well as to persons who were invited (if they so request) within five days after the meeting.
15. The minutes of the meeting shall be kept by the RTC Secretariat in accordance with the laws and regulations.
16. The Director of the College shall ensure that academic staff, general staff and students have access to the matters considered and decisions taken by the Council.

Minister

B.Rivža