

RESEARCH COUNCIL OF LITHUANIA

RESOLUTION No. VII-34

**ON THE APPROVAL OF THE RULES OF PROCEDURE OF THE RESEARCH COUNCIL OF
LITHUANIA**

29 March 2010

Vilnius

Acting in accordance with the Regulations of the Research Council of Lithuania approved by Resolution No. XI-625 of 22 December 2009 of the Seimas of the Republic of Lithuania (Official Gazette, 2009, No. [153-6902](#)), the Research Council of Lithuania hereby resolves to:

1. approve the Rules of Procedure of the Research Council of Lithuania (attached).
2. declare void the Rules of Procedure of the Research Council of Lithuania approved by Resolution No. VII-1 of 9 June 2008 of the Research Council of Lithuania.
3. obligate the Committee of Humanities and Social Sciences and the Committee of Natural and Technical Sciences (hereinafter – the Committees), on the basis of Item 19, to propose to the Board, by 15 July 2010, five candidates for each member of the Committees recalled half way of their five year term of office (on 15 November 2010). When proposing the candidates their participation of the members in the activities of the Committees and their personal wishes shall be taken into account.

CHAIRMAN OF THE COUNCIL

EUGENIJUS BUTKUS

APPROVED

Resolution No. VII-114 of 1 October 2012
of the Research Council of Lithuania

by Resolution No. VII-34 of 29 March 2010

RULES OF PROCEDURE OF THE RESEARCH COUNCIL OF LITHUANIA

I. GENERAL PROVISIONS

1. The Rules of Procedure of the Research Council of Lithuania (hereinafter – Rules of Procedure of the Council) prescribes the procedure for activities of the Council, its Board and the Committees – the Committee of Humanities and Social Sciences and the Committee of Natural and Technical Sciences (hereinafter – the Committee).
2. The work of the Council is based on the principles of collegiality, objectivity, transparency and publicity. Activities of the Council are organised by the Chairman of the Council, his Deputies and the Research Secretary of the Council acting in accordance with the Regulations of the Research Council of Lithuania (hereinafter – the Regulations) approved by the Seimas of the Republic of Lithuania (hereinafter – Seimas).

II. MEMBERS OF THE COUNCIL

3. The Council shall be composed of its Members appointed by the Seimas. Members of the Council exercise their powers by working, on a collegial basis, in the Committees, the Board, or working groups set by the Council (expert panels, commissions, etc.).
4. A Member of the Council shall have the right to:
 - 4.1. propose issues to be included into agendas of meetings of the Council, the Board or the Committee;
 - 4.2. receive material related to the issues discussed by the Council;
 - 4.3. submit proposals concerning issues included in the agenda of meetings;
 - 4.4. submit proposals concerning the organisation of work of the Council;
 - 4.5. speak and vote regarding issues discussed at meetings of the Council;
 - 4.6. propose inviting to meetings of the Council persons related to issues at meeting of the Council;
 - 4.7. get familiar with minutes of meetings of the Council and submit comments related to them;
 - 4.8. receive remuneration for the work performed.
5. A Member of the Council shall be obliged to:
 - 5.1. participate constructively in the activities of the Council;
 - 5.2. act in accordance with legal acts of the Republic of Lithuania, the Regulations, Rules of Procedure, and any other resolutions passed by the Council;
 - 5.3. notify appropriately the responsible staff member of the Research Foundation in the event a Member of the Council is not able to participate at a meeting of the Council or the Board; or being not in a position to participate at a meeting of the Committee;
 - 5.4. familiarise himself, upon signed confirmation, with the rules of ethics of Members of the Council approved by the Council, the general rules for appointing experts of the Council and the general operational rules, sign the Undertaking of Confidentiality and the Declaration of Impartiality, fill in the questionnaire of a Council Member (expert), and other required documents;
 - 5.5. perform other duties of a Member of the Council prescribed in the Regulations and the present Rules of Procedure.

III. CHAIRMAN OF THE COUNCIL, DEPUTY CHAIRMAN OF THE COUNCIL AND THE RESEARCH SECRETARY

6. The Council shall be headed by the Chairman of the Council or his authorised Deputy.
The Chairman of the Council shall:

- 6.1. manage activities of the Council, act on behalf and in the name of the Council;
- 6.2. authorise another Member of the Council or an employee of the Research Foundation to represent the Council on specific issues;
- 6.3. convene meetings of the Council and its Board, propose agendas for meetings of the Board, chair meetings of the Council and the Board;
- 6.4. sign resolutions of meetings of the Council and of the Board, organise and control their implementation;
- 6.5. inform the Council of the work of the Board;
- 6.6. sign letters containing proposals concerning the resolution of tasks of the Council, also proposals to be submitted to the Seimas, the Government of the Republic of Lithuania and Ministries;
- 6.7. submit and present to the Seimas and the Government of the Republic of Lithuania annual activity reports of the Council;
- 6.8. perform other duties prescribed in the Regulations and the present Rules of Procedure.

7. The Deputy Chairman of the Council shall:

- 7.1. manage activities of the Committee, act on behalf and in the name of the Council;
- 7.2. authorise another member of the Committee to represent the Committee on specific issues;
- 7.3. convene meetings of the Committee, propose agendas of the meetings and chair the meetings;
- 7.4. sign Resolutions and minutes of the Committee, organise and control the implementation of the Resolutions and Decisions;
- 7.5. sign letters of the Council containing proposals and conclusions of issues assigned to the competence of the Committee;
- 7.6. inform the Council and the Board of the activities of the Committee, and the Committee about the performance of the Board and the other committee;
- 7.7. fulfil obligations of the Council, Chairman of the Council and the Board;
- 7.8. perform other duties of the Deputy Chairman of the Council prescribed in the Regulations and the present Rules of Procedure.

8. The Research Secretary of the Council shall:

- 8.1. organise the work of the Council and the Board, draw up and submit for discussion at the Board and the committees drafts of the most important work plans of the Council;
- 8.2. having agreed with the Chairman of the Council submit for consideration at the Board draft of the agendas and resolutions of meetings of the Council;
- 8.3. organise meetings of the Council and of the Board, inform by electronic mail of the meetings members of the Council and other persons invited to the meetings;
- 8.4. prepare information on any planned or previous meetings of the Council, their resolutions and other approved documents and submit them for publication in the website of the Council;
- 8.5. prepare for discussion draft Resolutions of the Council and the Board submitted by members of the Council and the Board, and, where necessary, for drawing up a legal conclusion;
- 8.6. announce the opinion of the Members of the Council who are not able to participate at meetings;
- 8.7. prepare the Resolutions passed by the Council and the Board for signing by the Chairman of the Council or his Deputy;
- 8.8. publish Resolutions and other documents of the Council;
- 8.9. retain minutes and the original copies of Resolutions of the Council and the Board, and, where necessary, submit their copies for enforcement to the Research Foundation;
- 8.10. record the attendance of Members of the Council at meetings of the Council and committees;

8.11. draw up the draft annual report of the Council;

8.12. perform other duties of the Research Secretary of the Council prescribed in the Regulations and the present Rules of Procedure.

IV. MEETINGS OF THE COUNCIL

9. The principal form of work of the Council is its meetings that are ordinarily convened once per quarter at the decision of the Board, or upon a request by not less than seven Members of the Council.

10. All meetings of the Council shall be open.

11. Meetings of the Council shall be chaired by the Chairman of the Council or his authorised Deputy. The minutes of a meeting of the Council shall be drawn up by the Research secretary of the Council or a Member of the Council authorised thereby.

12. The information about meetings of the Council shall be published in the internet website of the Council, and communicated by electronic mail to Members of the Council not later than within 5 working days from the date of the meeting.

13. The agenda of meetings of the Council shall be proposed by the Board. The agenda and the material of the meeting shall be communicated to Members of the Council within not later than 3 working days to the meetings of the Council. The agenda of the meeting shall be published in the internet website of the Council.

14. A Member of the Council not able to attend the meeting of the Council shall notify the Research secretary thereof indicating the reason for not attending the meeting. The non-attending Member of the Council may submit his opinion on issues discussed at the meeting by electronic mail to the Research secretary before the beginning of the meeting. The Research secretary shall announce the received opinion at the meeting and attach it to the minutes of the meeting.

15. The Member of the Council participating at a meeting shall sign in the attendees' sheet, and guests of the meeting shall sign in the guests' sheet.

16. Having opened the meeting Members of the Council shall approve the agenda of the meeting. Members of the Council shall have a right to propose to include into the agenda of the meeting some issues not provided for in the agenda.

17. The discussion of an issue of the agenda shall be completed by a Resolution of the Council, or a protocol Decision (hereinafter – the Decision).

18. The agenda of the meeting shall indicate the speakers on each issue of the agenda who shall introduce the issues to the participants of the meeting. Where concerning the issue being discussed the meetings intends to pass a Resolution or a Decision of the Council, the Speaker shall present the draft Resolution or the Decision. All participants of the meeting are entitled to participate in the discussion.

19. The procedure and the duration of the discussion of each issue included in the agenda, having regard to the complexity of the issue, shall be proposed by the Chairman of the meeting.

20. The Resolutions of the meeting shall be considered valid and legitimate where not less than half of the Members of the Council are present at the meeting. Resolutions of the Council (except the Resolutions referred to in Section IX of these Rules of Procedure) shall be passed by common consensus. In the event the consensus cannot be reached, the issue shall be placed for voting, and Resolutions shall be passed by absolute majority of votes of Members of the Council participating at the meeting, provided that not less than three Members of each committee vote in favour of the Resolution.

21. A Member of the Council objecting to a passed Resolution or Decision shall have a right to include his separate opinion into the Minutes of the meeting of the Council.

22. Where by way of voting the Council does not adopt the proposed draft Resolution, the Council may obligate the drafters of the Resolution to submit an amended draft Resolution at the same or the next meeting of the Council.

23. The Council may pass a Resolution by voting my electronic mail. In this case the draft Resolution shall be presented to Members of the Council by the Chairman of the Council who shall specify the reasons for the such voting and explain the draft Resolution submitted. The Resolutions passed by voting by electronic mail shall be considered valid where within the period allocated for voting (not shorter than 3 working days), more than half

of the Members of the Council voted in favour of the Resolution and there are no votes "against" the Resolution. When drafting the text of the adopted Resolution the Research Secretary shall take into account the editorial comments presented by Members of the Council.

24. The Minutes shall be signed by the Chairman of the meeting and the Secretary of the meeting. The following shall be attached to the minutes of the meeting: the sheets signed by participants and guests of the meeting, the agenda, the documents submitted to the meeting of the Council, voting protocols and the audio recording media.

V. MEETINGS OF THE BOARD

25. The Board of the Council is a collegial body of management of the Council coordinating its activities. The Board of the Council shall be headed by the Chairman of the Council. Meetings of the Board shall be ordinarily convened once per month. Meetings of the Board shall be convened by the Chairman of the Council. Meetings of the Board may be also convened in the cases where so is requested by not less than 3 Members of the Board. Meetings of the Board shall be chaired by the Chairman of the Council or his authorised Deputy.

26. Members of the Council shall be notified of meetings of the Board, and delivered the material of the meeting by electronic mail not later than 2 working days prior to the meeting.

27. The meeting of the Board shall be considered valid where it is attended by not less than half of all Members of the Board. Also, without a voting right, meetings of the Board may be attended by the Director of the Research Foundation, or an employee of the Research Foundation authorised thereby. Upon an approval of the Chairman, the Chairman of the Council or Members of the Board may invite employees of the Research Foundation and other persons related to the issues being discussed at the meeting of the Board.

28. Resolutions of meetings of the Board and the Minutes of the meeting shall be drawn up by the Research Secretary. In the absence of the Research Secretary, to perform the duties of the Secretary of the meeting by common consent shall be appointed one of the Members of the Board.

29. All Resolutions and Decisions of the Board shall be passed by common consent. The Board may also vote by electronic mail. In this case the draft Resolution shall be presented to Members of the Board by the Chairman of the Council who shall specify the reasons for such voting procedure and explain the draft Resolution submitted. The Resolutions passed by voting by electronic mail shall be considered valid where within the period allocated for voting (not shorter than 3 working days), more than half of the Members of the Board voted in favour of the Resolution and there are no votes "against" the Resolution.

VI. MEETINGS OF THE COMMITTEES

30. The issues assigned to the competence of the Committee of Humanities and Social Sciences are issues in the areas of humanities and social sciences, and the issues assigned to the competence of the Committee of Natural and Technical Sciences include issues in the area of physical, biomedical and technology sciences. Within the limits of the specified competence the Committees implement the functions assigned to them according to the Regulations of the Council.

31. The meetings of the Committees are ordinarily convened twice per month at the initiative of the Chairman of the Committee. Meetings of the Board may be also convened in the cases where so is requested by not less than 3 Members of the Committee or by the Chairman of the Council.

32. Meetings of the Committee shall be considered valid and legitimate where they are attended by more than half of the Members of the Committee. Meetings of the Committee shall be chaired by the Chairman of the Committee or a Member of the Committee authorised thereby. Members of the Committee attending the meeting shall sign in the sheet for participants of the meeting.

33. The agenda, time, venue and duration of a meeting of the Committee shall be determined by the Chairman of the Committee. The Chairman of the Committee shall communicate this information to Members of the Committee not later than 2 working days in advance. The Chairman of the Committee shall, not later than 2 working days in advance, notify the Chairman of the Council, Members of the Board and of the other Committee and the Director of the Research Foundation of the forthcoming meeting; the latter shall have a right to attend the meetings without a voting right.

34. All Resolutions and Decisions of the Committee shall be passed by common consensus. In case the attendees of the meeting cannot reach this kind of consensus, the issue shall be placed for voting, and the decisions shall be passed by a simple majority vote.

35. Decisions of the Committee are final:

35.1. when deciding on the competence of the Committee according to the Descriptions of procedures for the activities carried out by the Council;

35.2. when deciding on the competence of the Committee according to the Descriptions of the procedure for the implementation of National and other research programmes;

35.3. in setting up working groups within the competence of the Committee, and adopting and/or approving the reports of such working groups;

35.4. appointing representatives of the Committee into working groups set up by the Council or other institutions;

35.5. approving the funding of proposals within the competence of the Committee according to the funding provided in the budget of the Council.

36. In other cases the Committee shall pass decisions, and, if necessary, submit such decisions for approval by the Board or the Council.

37. The Committee may pass resolutions and decisions by voting and by electronic mail. In this case a draft Resolution shall be presented by the Chairman of the Committee who shall specify the reasons for such voting procedure and explain the draft Resolution submitted. A Resolution or a Decision shall be considered valid where within the period allocated for voting (not shorter than 3 working days), more than half of the Members of the Committee voted in favour of the Resolution and there are no votes "against" the Resolution.

38. Joint meetings of the Committees may be convened by a mutual agreement of the Chairmen of the Committees, or as requested by the Chairman of the Council. Joint meetings of the Committees shall be Chaired by the Chairman of the Council or by the Chairman of one of the Committees. Joint meetings of the Committees may discuss issues common to both Committees.

VII. DRAFTING OF RESOLUTIONS OF THE COUNCIL AND OF THE COMMITTEES

39. Resolutions of the Council and the Committees may be drawn up by Members of the Council, of the Board, also experts appointed by the Board or the Committees, working groups, Director of the Research Foundation or other persons authorised thereby.

40. A draft Resolution shall consist of the operative and the resolution part. The operative part of the draft Resolution shall include a description of the current situation and specify the basis for passing the Resolution. The resolution part of the Resolution shall present the conclusions and proposals, and, if necessary, specify the executors for each Item of the Resolution, as well as the time limits for the execution. In case a Resolution has been passed in order to approve or authorise large-scale documents (methodologies, concepts, studies, expert recommendations, etc.), such documents shall be submitted as Annexes to the Resolution. Attached to the draft Resolution shall be an explanatory letter explaining the essence of the Resolution and defining the objective, describing the status of the issue being considered, and, if relevant – possible outcomes of the proposals being submitted (both beneficial and adverse), also measures and the funds required for the implementation of the proposal.

41. All draft Resolutions submitted for consideration shall be communicated by electronic mail to the Chairman of the Council, Chairmen of the Committees and the Research Secretary not later than within 4 working days to the meetings of the Council, the Board or a Committee.

42. The Board or the Committees may propose to the Resolution drafters to have the submitted draft Resolution be amended. If necessary, the draft Resolution may be discussed at the Committees, and the Chairmen of the Committees shall present at a meeting of the Council their conclusions and proposals resulting from such discussions.

VIII. PUBLICATION OF RESOLUTIONS OF THE COUNCIL AND OF THE COMMITTEES

43. Resolutions of the Council and Annexes thereto shall be published in the internet website of the Council, where necessary, also in the Official Gazette, and by other means. If necessary, the Resolutions shall be

communicated to public authorities, higher education and research institutions by electronic mail and other ways.

44. Extracts of Resolutions and minutes of the Council, the Board or the Committees containing recommendations to higher education and research institutions or public authorities shall be communicated to them with a supporting letter attached.

45. Resolutions and Decisions of the Board and the Committees of general nature, also studies carried out or approved by the Council, research reports and presentations shall be published in the internet website of the Council.

IX. THE PROCEDURE FOR THE SELECTION OF A CANDIDATE SUPERVISOR OF ACADEMIC ETHICS AND PROCEDURES

46. Acting in accordance with Article 18(2) of the Law on Higher Education and Research of the Republic of Lithuania (hereinafter – the Law), the Council shall submit a candidate for the position of the Supervisor of academic ethics and procedures (hereinafter – the Supervisor).

47. The candidates to the position of the Supervisor shall be selected by way of competition having evaluated the compliance of the proposed candidates with the requirements prescribed in the Law, and their preparedness to carry out the duties of the Supervisor. The Council shall, by an established term, publish the call for proposals of candidates to the position in the media, the internet website of the Council, and shall communicate the call by mail to higher education and research institutions. Proposals concerning the candidate to the position of the Supervisor shall be accepted for not shorter than one month from the publication of the call.

48. The candidates may be proposed by Councils of higher education and research institutions, associations representing scientists and other researchers, also individual researchers. Researchers may also propose their own candidacies to the position. The Council shall be submitted a duly reasoned proposal of a candidate, or a Cover letter and the Curriculum Vitae describing the research and academic performance of the candidate, disclosing his expert and managerial expertise in the areas related to studies, research and education. Attached the Curriculum Vitae shall be a copy(-ies) of the academic degree of the candidates.

49. The Council shall set up a commission for the selection of the candidate to the position of the Supervisor consisting of 5 members (hereinafter – the Selection commission). One member to the Selection commission shall be proposed by the Board of the Council, and two members shall be motioned by the Committees. The Selection commission may also include members who are not Members of the Council. The composition of the Selection commission and its Chairman shall be approved by the Board of the Council.

50. The Selection commission shall, not later than within 2 months from the end of the proposal submission term, examine the information about all candidates proposed and shall make up a list of the candidates selected to the position of the Supervisor. Such list shall include only the persons whose candidacies were approved by all members of the Selection commission. The Selection commission shall invite to its meetings the Chairman of the Committee for Education, Science and Culture of the Seimas or a representative authorised thereby. The Selection commission may invite the candidates to the Supervisor's position for an interview.

51. The list of candidates to the position of the Supervisor made up by the Selection commission shall be published in the media. The internet website of the Council shall also publish the Curricula Vitae of the candidates. The public must be allowed to make its views known concerning the candidates for not less than one month after the publication of the list.

52. Having regard to the received comments and the submissions by the members of the Selection commission, the Selection commission shall, by a majority vote, select one, two or three recommended candidates to the position of the Supervisor. The results of the discussion and the recommended candidates shall be presented by the Chairman of the Selection commission or a representative authorised thereby at a meeting of the Council.

53. The Council shall elect the candidate to the position of the Supervisor from the candidates recommended by the Selection commission at its open meeting attended by not less than 2/3 Members of the Council. The candidates recommended by the Selection commission shall be invited to such meeting where they may present the guidelines for their planned activities. The Resolution concerning the candidate to the position of the Supervisor shall be passed by the Council by its secret ballot. The Supervisor shall be considered elected where more than half of the Members of the Council present at the meeting vote in favour of the candidate. In the event three candidates participate in the election to the position of the Supervisor, and none of them collects the

required number of votes, a second round of voting shall be announced concerning two candidates who have collected the largest number of votes. If none of the candidates collect a required number of votes, the procedure for the election to the position of the Supervisor shall be started anew.

X. EXPERTS AND WORKING GROUPS

54. The purpose of the experts appointed and the working group set up by the Council, the Board or committees is to evaluate draft pieces of legislation, applications of researchers and institutions, research programmes, research projects and other documents submitted to the Council, to consider the issues submitted to the Council, draw up studies and proposals on various issues related to the formation and implementation of research and development, also social development policy, and propose other solutions for different tasks assigned to the Council.

55. When appointing experts or setting up working groups and organising their activities the Council, the Board and the Committees, as well as experts at the working groups shall act in accordance with the *General rules for the appointing and activities of experts of the Council* approved by the Resolution of the Council.

56. The Leader of the working group shall organise the activities of the working group and be responsible for the discharge of the tasks in a timely and quality manner. The Leader of the working group shall assess the contribution of each member of the working group to the work performed, and shall determine the amount of the remuneration to each member of the working group within the limits of the copyright remuneration to a working group approved by the Board.

XI. FINAL PROVISIONS

57. Upon receipt from the Director of the Research Foundation to the effect that the funding allocated is not sufficient for the implementation of a Resolution of the Council, the Board or a Committee, or that a Resolution contradicts effective legislation, the Council, the Board or the Committees shall consider the Resolution and bring it in line with the financial capacities of the Council and the effective legislation of the Republic of Lithuania.

58. All procedural issues not covered by the present Rules of Procedure shall be by the Chairman of the meeting, proposed to be discussed at a meeting of the Council, the Board or a Committee. After the Chairman of the meeting presents the relevant motives, the decisions concerning the issue shall be passed by a majority of those present at the meeting.
