

LATVIAN COLLEGE OF CULTURE
AT THE LATVIAN ACADEMY OF CULTURE
REGULATIONS OF ACTION OF THE COLLEGE BOARD

Issued in accordance with Section 5.6 of the Latvian College of Culture at the Latvian Academy of Culture Statutes.

1. These regulations determine the procedures by which the members of the Board of Latvian College of Culture (hereinafter – College) at the Latvian Academy of Culture (hereinafter - Academy) are elected and dismissed. These regulations shall also determine the procedures for the appointment of the President and the Secretary of the College Board (hereinafter – Board) and shall define the competence of the Board and the procedures for actions of the Board.
2. The Board shall be a representation, management and decision-making body of the College, as well as a collegial management and decision-making body of the College personnel.
3. The term of office of the Board is three years.
4. The Board shall consist of 12 members:
 - 4.1. Director (according to the position to be held);
 - 4.2. Deputy Director in the course of studies (according to the position to be held);
 - 4.3. three persons elected to academic positions at College;
 - 4.4. one representative of the College's general staff;
 - 4.5. two representatives of the students self-government;
 - 4.6. two delegates authorized by the Academy Senate;
 - 4.7. two authorised representatives of employers or professional organisations.
5. The College Director and Deputy Director shall be included in the Board without election. Delegates authorised by the Academy Senate to the Board shall be included without election.
6. Members of the Board shall be approved by the Rector of the Academy.
7. The Board shall be elected by secret ballot. Representatives for work in the Board shall be elected from the academic, general staff and students of the College.

8. The Board elections are organised by the College Director. One month before the end of the previous term of office of the Board, the Director shall, by order, delegate the responsible persons entrusted with the task of holding elections within the staff group concerned within two weeks. Following the nomination of candidates for members of the Board, the Director of the College shall send a list of members of the Board for approval to the Rector of the Academy. Upon approval of the members of the Board, the Director of the College shall issue an order indicating the time and place of the first meeting of the Board, as well as any other matters concerning the commencement of the activities of the Board.
9. If the elected member of the Board terminates employment (or study) relations with the College or moves into another category of staff, the next person who gained the most votes after the elected person in the relevant staff group shall become a member of the Board or new elections to the vacant position of the member of the Board shall be held.
10. If an authorized representative of the Academy Senate terminates his working relationship with the Academy, the Academy Senate shall provide the next authorized representative to the Board.
11. The first meeting of the Board shall be convened by the Director of the College. At the first sitting, the President and the Secretary of the Board shall be elected by simple majority. College Director cannot take position of the President of the Board.
12. In order to ensure the functioning of the Board, the President of the Board:
 - 12.1. plan and organise the work of the Board;
 - 12.2. plan and organise the work of the Board;
 - 12.3. technically ensure the functioning of the Board and keep its records;
 - 12.4. convenes and chairs the meetings of the Board;
 - 12.5. invite other persons to participate in the Board meeting, if necessary;
 - 12.6. shall notify the members of the Board of the place, date, time, agenda and draft documents to be discussed at the regular Board meeting at the latest one week before the meeting.
13. In the absence of the President, the duties of the President shall be performed by a person authorised by the President.
14. In order to ensure the functioning of the Board, the Secretary of the Board:
 - 14.1. Minutes the meetings of the Board.;
 - 14.2. transmit to all members of the Board and to persons who have been invited (if requested) the signed minutes of the Board meeting, indicating also the decisions taken.
15. The Board meeting shall be convened by the President of the Board or the Director of the College on their initiative own initiative. The Board meeting may also be convened at the initiative of at least a third of the members of the Board.

16. Proposals on matters to be examined at the Board meeting are to be submitted by the President of the Board, the Director of the College, the Academy, as well as one quarter of the total number of the Board. The proposals shall be submitted to the President of the Board.
17. Board meetings shall take place at least every two months.
18. An emergency Board meeting shall be convened if so is requested by the President of the Board, the Director of the College, the Academy or not less than one third of the total number of members of the Board.
19. The Board:
 - 19.1. approve College Symbolism;
 - 19.2. discuss and submit for approval to Academy Senate College's medium-term strategy for action and development;
 - 19.3. draw up a draft budget of the College;
 - 19.4. approve the annual report of the College;
 - 19.5. determine the main directions of academic activity;
 - 19.6. approve the directions of College research;
 - 19.7. approve College study programmes and direct them for licensing or accreditation, approve their self-assessment reports;
 - 19.8. develop proposals regarding the implementation of new study programmes, the development and implementation of joint study programmes at the Academy and other universities;
 - 19.9. approve the procedures for drawing up and including in study programmes study courses, and approve the descriptions of study courses;
 - 19.10. co-ordinate with the rector of the Academy and approve the regulations regarding the procedures for studies and examinations at College;
 - 19.11. draws up proposals for the admission of students to College, coordinates with the Rector of the Academy and approves the College Student Admission Regulations;
 - 19.12. approve the regulations, decisions of the student self-government, support and promote the activities of the student self-government;
 - 19.13. approve the structure of the College, approve the regulations of the departments;
 - 19.14. approve the regulations regarding the academic and administrative positions of the College and the procedures for the election of these positions;
 - 19.15. approve the regulations by which the general staff of the institution of higher education shall be recruited and released from employment;

- 19.16. approve internal rules of the College;
- 19.17. proposes the Academy Senate to decide on the issue of the establishment, reorganisation and disposal of College departments, affiliates, representation offices;
- 19.18. take decisions on other matters which, in accordance with regulatory enactments, these regulations, the regulatory enactments of the Academy or the College, fall within the competence thereof.

20. The Board shall have the right to:

- 20.1. to nominate and elect representatives of the College in accordance with the procedures specified in the internal regulatory enactments of the Academy in the representation, collegial decision-making bodies, boards and commissions of the Academy;
- 20.2. make decisions on changes to College study plans, content, approval of study plans and schedules;
- 20.3. take decisions regarding the use of funds for technical purposes of the college study process;
- 20.4. elect persons in academic and administrative positions, in conformity with the College's regulations regarding elections in academic and administrative positions;
- 20.5. perform an assessment of the work of the academic staff of the College, to take decisions regarding the eligibility of the academic staff of the College for the position to be held;
- 20.6. propose the removal of the Director of College;
- 20.7. take decisions regarding the exmatriculation of College students;
- 20.8. accept, examine and within 30 days provide answers to the appeals submitted;
- 20.9. propose amendments to the College Statutes and to develop them;
- 20.10. raise a question regarding changing the name or legal status of a College
- 20.11. set up commissions for the resolution of individual matters and to approve their regulations;
- 20.12. perform other tasks related to the basic issues of the operation and development of the College.

21. The Board shall be entitled to decide if more than half of the members of the Board participate in the Board meeting. The Board shall establish the quorum once, after the opening of the meeting.

22. The Board shall make decisions by a simple majority, voting openly or by secret ballot. Voting by secret ballot takes place if at least a third of the members of the Board so request. If, when voting openly, the votes of the members of the Board split in a similar manner, the vote of the President of the Board shall be decisive. If, when voting by secret

ballot, the votes of the members of the Board split in a similar manner, a re-vote shall be held.

23. A Board decision shall enter into force if not less than two-thirds of the members of the Board present vote. The Director has a suspended veto over decisions of the College Board. Following the appearance of vetoing issues, a Conciliation Commission is set up by the College Board. It shall consist of the Director, the Chairman of the Board and one representative from academic, general staff and students. The decision of the Conciliation Commission shall be approved at the next meeting of the College Board. A decision of the Board on the approval of a decision of the Conciliation Commission shall take effect, if, voting by secret ballot, not less than two-thirds of the members of the College Board present a vote.
24. The Director of the College shall provide the College staff with the opportunity to get acquainted with the issues discussed in the Board meetings and the decisions taken.