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I.

Introductory provisions

- (1) The Director of the University Institute (hereinafter referred to as "UNI") establishes the Industrial Board of the OP JAK project - Development of the application potential in the field of polymer materials in the context of implementing circular economy principles (POCEK), registration number: CZ.02.01.01/00/23_021/0009004, as an advisory body.
- (2) The Industrial Board of the POCEK project (hereinafter referred to as the "Industrial Board") acts as an advisory and consulting body of the Project Manager in the area of directing research activities within the implementation of the POCEK project, the aim of which is to increase the potential for cooperation between the Centre of Polymer Systems (hereinafter referred to as the "CPS") and the application sphere and to strengthen long-term relationships with the application sphere in the Czech Republic and abroad.
- (3) This "Statute and Rules of Procedure of the Industrial Board" defines the activities of the Industrial Board, its composition and manner of proceedings.

II.

Scope of the Industrial Board

- (1) Industrial Board:
 - a) consults the portfolio of research and development activities within the POCEK project in accordance with the requirements of cooperating partners from the application sphere.
 - b) consults the results and directs the course of the project's research components to enhance the cooperation potential between CPS and the application sphere.
 - c) initiates new strategic plans and sub-projects based on the requirements of partners from the application sphere.

- d) presents its views on the results achieved by the project “Development of the application potential in the field of polymer materials in the context of implementing circular economy principles (POCEK)” during both the implementation phase and the sustainability period.

III.

Composition of the Industrial Board

- (1) The number of members of the Industrial Board is determined by the UNI Director, and the Industrial Board always consists of a Chairperson and at least 6 members. The members of the Industrial Board include representatives from the CPS expert teams, the Technology Transfer Centre of Tomas Bata University in Zlín, and external partners from practice and other research organisations.
- (2) The composition of the Industrial Board is proposed by the Project Manager.
- (3) Members of the Industrial Board are appointed and dismissed by the UNI director on the proposal of the Project Manager. Members of the Industrial Board are appointed until the end of the POCEK project sustainability period.
- (4) The Chairperson of the Industrial Board is the Project Manager.
- (5) Membership in the Industrial Board is free and is not compensated.
- (6) Membership in the Industrial Board is irreplaceable, meaning that a member cannot send a substitute and must always participate in person (or via remote communication).
- (7) A member of the Industrial Board has the right to participate in meetings of the Industrial Board, propose topics for discussion, engage in the work of the Industrial Board, propose recommendations for the management of the POCEK project, and participate in the preparation of resolutions from Industrial Board meetings.
- (8) A member of the Industrial Board is obliged to actively participate in the board's activities and to provide his or her professional opinion.
- (9) The Chairperson of the Industrial Board shall, in particular:
 - a. convene and chair meetings of the Industrial Board,
 - b. propose the agenda for the Industrial Board meetings,
 - c. prepare the supporting documents for the Industrial Board meetings,
 - d. be entitled to invite guests to the Industrial Board meetings,
 - e. prepare minutes of the Industrial Board meetings.
- (10) The Chairperson of the Industrial Board is represented during absences by the Vice-Chairperson, who is appointed by the Chairperson.
- (11) Membership in the Industrial Board shall be terminated:
 - a. by appeal by the UNI director to the proposal of the Project Manager,
 - b. by resignation of membership submitted to the UNI Director,
 - c. by termination of employment with TBU (in the case of members who are employees of TBU) or termination of membership in a statutory body or termination of the position of a member of the company that the member of the Industrial Board represents or termination of employment with it,

d. by death.

IV. Rules of procedure

- (1) The Industrial Board meets regularly, at least twice a year. The Industrial Board always determines the planned date of the next meeting at the end of its meeting. If necessary, the Chairperson of the Industrial Board convenes a meeting of the Industrial Board outside of the scheduled dates. The Chairperson convenes a meeting of the Industrial Board if at least one- third of Industrial Board members make a request. He/she convenes the meeting no later than one month after receiving the request.
- (2) The meeting is convened by the Chairperson of the Industrial Board by sending an invitation, usually 14 calendar days before the scheduled meeting date, stating the form of the meeting, time, agenda, and meeting location. For remote meetings, the invitation also includes a link to connect. Written materials for the meeting are sent electronically, usually 7 calendar days prior to the specified meeting date. The invitation is sent by the Chairperson to all members of the Industrial Board and also to the UNI Director, who is entitled to participate in all meetings of the Industrial Board in an advisory role.
- (3) The quorum for meetings of the Industrial Board shall be the presence of a majority of its members. If a majority of members do not attend a duly convened meeting, the Chairperson shall convene a substitute meeting, subject to the deadlines specified in the previous paragraph. At a substitute meeting, the Industrial Board has a quorum regardless of the number of members present.
- (4) The meeting agenda is approved at the beginning of the meeting. All members of the Industrial Board present may propose additions or changes to the agenda. Any member may submit additions and changes to the Industrial Board agenda, either in writing or orally, up until the beginning of the meeting.
- (5) Meetings of the Industrial Board are closed to the public; the participation and speech of a guest, upon invitation by the Chairperson, is permissible.
- (6) The adoption of a resolution of the Industrial Board requires the consent of an absolute majority of the members present. In the event of a tie, the Chairperson's vote shall be decisive.
- (7) The content of the Industrial Board's meetings is based on the current needs for consulting research and development activities, consulting the results and progress of partial activities of the project “Development of the application potential in the field of polymer materials in the context of implementing circular economy principles (POCEK)”, and initiating new strategic plans and partial projects based on the current requirements of partners from the application sphere.

- (8) The Industrial Board may also decide by voting outside of meetings (hereinafter referred to as “per rollam” voting). The Chairperson of the Industrial Board shall decide on the application of this method of decision-making. In such cases, the Chairperson shall send the supporting documents for the decision to all members of the Industrial Board, who are obliged to provide their opinions in writing. For this purpose, an e-mail message shall also be considered as a written form. The period for the expression of views of the members of the Industrial Board shall not be shorter than 5 days. If members of the Industrial Board do not express their views during this period, they will be considered to have abstained from voting. In the case of per rollam voting, an absolute majority must vote for the adoption of the resolution.
- (9) Minutes are taken during the meetings of the Industrial Board. These minutes include the agenda, the progression of the meeting, and the recommendations made by the Industrial Board. The minutes are accompanied by an attendance list. They are verified by the Chairperson of the Industrial Board. The signed minutes of the Industrial Board meeting will be sent by the Chairperson to all members by e-mail within 15 working days after the meeting date.

V. Confidentiality

- (1) Members of the Industrial Board are obliged to maintain confidentiality regarding the facts they acquire while performing their duties as members of the Industrial Board, even after their membership ends.

VI. Final provisions

- (1) Changes to the Statute of the Industrial Board for the POCEK project are made by the UNI Director through a directive after discussions by the Industrial Board.
- (2) This Statute shall take effect on 1 June 2025.

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