

Approved  
Rector of the Art Academy of Latvia

Approved  
on 11 February 2022, at the meeting of the Senate  
of the Art Academy of Latvia, Minutes No. 8



Prof. Kristaps Zariņš  
30 December 2021

Chairman of the Senate  
Prof. Andris Vītoliņš  
*With editorial corrections in Clause 2.17*

*Developed in accordance with  
the establishment and tasks  
of the special Working Group established during the  
Senate meeting  
of the Art Academy of Latvia on 7 October 2021  
(Minutes No. 3)  
for the development of these Regulations*

## **REGULATIONS ON THE COMMENCEMENT OF ACTIVITIES OF THE COUNCIL OF THE ART ACADEMY OF LATVIA**

### **1. Basic principles of the regulation**

- 1.1. The Regulations on the Commencement of Activities of the Council of the Art Academy of Latvia (hereinafter referred to as – AAL) determines the procedure and rules according to which the AAL Council shall commence its activity. The regulations are valid until the AAL Council has itself approved the regulations of its operation after its creation.
- 1.2. The regulations have been issued in compliance with Section 62 of the Transitional Regulations of the Law on Higher Education Institutions.
- 1.3. The AAL council shall consist of 5 (five) council members. The composition of the council shall be established in accordance with the regulations set forth in Section 14.<sup>1</sup> of the Law on Higher Education Institutions.

### **2. Competence and initial tasks of the AAL Council**

#### 2.1. Competences of the AAL Council:

- 2.1.1. approve the Constitution of the AAL and its amendments and forward them to the Constitutional Assembly for approval (if such is provided for in the Constitution of the university);
- 2.1.2. approve the AAL development strategy and monitor the progress of its implementation;
- 2.1.3. approve the AAL budget, financial plan and annual reports;
- 2.1.4. monitor the operation of the AAL and the state cooperation and financing agreement;
- 2.1.5. monitor the operation of the AAL's internal control and risk management systems, review their adequacy and effectiveness;
- 2.1.6. approve policies defining AAL management processes and general principles of their operation;
- 2.1.7 upon the Rector's proposal:
  - a. decide on the structure of the AAL;
  - b. creation, reorganisation and liquidation of structural units;
  - c. establishment and liquidation of branches and institutions;

- d. membership in commercial companies, foundations and associations;
- e. personnel remuneration policy;
- f. investment attraction;
- g. credit liabilities;
- h. real estate development plan;
- i. selection of an auditor;
- 2.1.8. approve the regulations for the election of the Rector;
- 2.1.9. in accordance with the provisions of Section 17, paragraph four of the Law on Higher Education Institutions, to direct one or more Rector candidates to the election of the Rector at the Constitutional Assembly;
- 2.1.10. determine the Rector's work duties and remuneration, conclude an employment agreement with the Rector and evaluate the Rector's performance, delegate rights and duties to the Rector that do not contradict the legislation of the Republic of Latvia;
- 2.1.11. initiate the removal of the rector from his/her position, as well as decide on the removal of the Rector from his/her position, in compliance with the provisions of Section 17, paragraph nine of the Law on Higher Education Institutions;
- 2.1.12. perform other functions provided for in external regulatory enactments.
- 2.2. Other administrative bodies of the AAL – the Senate, the Rector, the Constitutional Assembly and the Academic Arbitration Court, as well as the employees of the AAL, independently execute the decisions of the AAL Council made within the scope of the Council's competence or organise the execution of the Council's decisions in accordance with the specifics of the particular decisions and the tasks of the relevant administrative body or employee.
- 2.3. The initial tasks of the AAL Council within one month after the commencement of the activity:
  - 2.3.1. familiarise itself with the existing AAL Constitution and the new draft Constitution developed by the AAL working group;
  - 2.3.2. familiarise itself with the AAL structure, heads of structural units and functions, structural units, incl. visit study and scientific activity locations;
  - 2.3.3. familiarise itself with the AAL budget for 2022;
  - 2.3.4. develop the work plan of the AAL Council for 2022 and present it to the Senate, the Rector and Vice-Rectors;
  - 2.3.5. within two months after the start of operation, to submit specific proposals to the Rector and the Senate for improving the AAL's operation and fundraising in 2022, as well as in the long term.

### **3. Election of the Chairman and Deputy Chairman of the AAL Council**

- 3.1. The first meeting of the AAL Council after the final approval of the composition of the AAL Council is convened by the Chairman of the AAL Senate, the first meeting of the Council is recorded by the secretary of the Senate.
- 3.2. The first meeting of the AAL Council until the election of the Chairman of the AAL Council is chaired by the Chairman of the AAL Senate. After the election, the chairmanship of the meeting is handed over to the newly elected Chairman of the AAL Council.
- 3.3. At the first AAL council meeting:
  - 3.3.1. members of the Council from among themselves, but observing the additional conditions specified in Clause 1 of this regulation, nominate candidates for the positions of Chairman and Deputy Chairman of the Council. A council member has the right to nominate himself/herself for this position;

3.3.2. before the election, candidates for the position of the Chairman of the Council present their vision and programme for the future work of the Council, work organisation, priorities, cooperation with other council members and AAL administrative bodies, etc., and also answer the questions of other council members, the Chairman of the Senate, Rector and Vice-Rectors;

3.3.3. The Chairman of the AAL Senate, Rector and Vice-Rectors, after listening to the candidates' presentations and answers, have the right to give their opinion on the most suitable candidate for the position of Chairman of the Council;

3.3.4. The secretary(s) of the AAL Council is appointed for the technical design of the documentation of the AAL Council, including the minutes of the meetings and for managing the records.

3.4. For the first time, one of the members of the Council nominated by the President or the Cabinet of Ministers is elected as the Chairman of the AAL Council, and a member of the Council nominated by the AAL Senate as the Deputy Chairman.

#### **4. Organisation and implementation of the work of the AAL Council**

4.1. The work of the AAL Council, incl. meetings are organised and led by the Chairman of the Council. In the absence of the Chairman, these functions are performed by the Deputy Chairman of the Council with all the powers of Chairman of the Council.

4.2. The meetings of the AAL Council have a quorum, if at least 4 (four) council members participate in them, including voting on decisions, of which at least one is the Chairman or Deputy Chairman of the Council.

4.3. Council members do not have the right not to attend a council meeting without a document justifying the absence and justification submitted to the Council.

4.3.1. If a member of the Council does not attend at least three out of five convened meetings of the Council or if the member of the Council does not fulfil any of his/her other duties, the other members of the Council shall have the right both together and individually to inform the institution that appointed the Council member to work in the Council about this situation, prompting the removal of this Council member from his/her position and the promotion of another suitable Council member to work in the Council.

4.3.2. Council meetings are convened at the initiative of the Chairman of the Council. The Chairman of the Council shall also be obliged to call a meeting of the Council in the event that it is requested by at least 2 (two) members of the Council, or by any other administrative body of the AAL.

4.4. The Chairman of the Council shall convene a meeting of the Council by first contacting all members of the Council and mutually agreeing on a common meeting time available to the majority, and then by sending a letter of invitation to all members of the Council by e-mail. At least one day in advance, the Chairman of the Council shall send information on the agenda to all members of the Council by e-mail.

4.5. The decision of the AAL Council shall be adopted if the majority of the Council members present vote for it.

4.6. Voting on decisions is organised by the AAL Council and takes place as an open vote. In exceptional cases, if the decision affects specific personalities, the Council can decide to conduct secret voting.

4.7. The Chairman of the AAL Council represents the Council without special authorisation and signs documents on behalf of the Council. The scope of powers of other Council members in relations with other natural or legal persons is determined by the Council itself.

- 4.8. AAL council meetings are held in person or remotely, with digital tools available to all Council members, which ensure fully-fledged work. Certain less important decisions can be agreed by e-mail vote, if no member of the AAL Council objects.
- 4.9. Agenda proposals can be submitted to the AAL Council by any member of the Council, as well as other AAL administrative bodies. If the AAL Council rejects the inclusion of an agenda proposal submitted by another AAL administrative body into the agenda, the AAL Council shall specifically justify such a decision.
- 4.10. The AAL Council may also invite AAL employees, experts, other natural or legal persons to its meetings in accordance with the specifics of the issue under consideration and in order to improve the decision-making process.
- 4.11. The AAL Council may request the documentation available to other administrative bodies of the AAL according to the specifics of the issue under consideration and in order to improve the decision-making process.
- 4.12. Meetings of the AAL Council are open, unless the Council at a particular meeting, explaining such a decision, votes to hold the meeting or part of it in a closed format. An open meeting means that representatives of the AAL administration, as well as third parties, can participate in it as observers. This does not apply to the exceptional cases mentioned in this regulation regarding the first meeting of the Council.
- 4.13. Decisions of the AAL Council are open and made public, unless the Council at a specific meeting, explaining such a decision, does not vote to recognise a specific decision or part of it as restricted information.

## **5. Final Provisions**

- 5.1. Other issues related to the activity of the AAL Council can be resolved in accordance with external or internal regulatory acts of the AAL.