



**RULES OF PROCEDURE OF THE GENERAL
ASSEMBLY OF OSA**

INTRODUCTORY PROVISIONS

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1. 1. The General Assembly has a quorum if at least 10 % of the members of the association are present and, at the same time, 10 % of members of each profession group.
1. 2. If the General Assembly does not have a quorum, the General Assembly takes place half an hour later and it has a quorum regardless the number of members present provided that each of the profession groups is represented.
1. 3. The General Assembly is the highest body of OSA.
1. 4. The decisions of the General Assembly have the form of resolutions that are binding for all the members of OSA.
1. 5. If the Articles of OSA do not require prior approval of the resolution in the profession groups, the resolutions of the General Assembly are approved in plenary sessions.
1. 6. An audio recording is taken from the General Assembly and it is archived.
1. 7. Minutes are taken from the meetings of the General Assembly and they are signed by the Chairman of the Board of Trustees of OSA, the Chairperson of the General Assembly and the members of the committee to verify the minutes.
1. 8. A legal advisor will be designated by the Supervisory Board for the meetings of the General Assembly.
1. 9. After the meeting is opened, the individual items on the agenda are discussed in such an order that is specified in the invitation to the General Assembly. Any deviations from such order shall be approved by the simple majority of present members.
1. 10. Only the members of OSA can participate in the General Assembly as well as other persons invited by the Board of Trustees or the Supervisory Board and a representative of the Ministry of Culture. Always one person can participate on behalf of members – legal entities.
1. 11. The plenary session means, for the purposes of the Articles and the Rules of Procedure, the present members as well as those who voted electronically.

DISCUSSION

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2. 1. Any proposals and contributions to a discussion shall be presented using a microphone after the presenting person mentions his name.
2. 2. When giving the floor, those members have priority whose contribution to a discussion has the character of a technical remark. Such contributions can interrupt the discussion about a certain item on the agenda.
2. 3. The time limit for a contribution to a discussion to individual items is restricted to ten minutes. The Chairperson can extend that time for a speaker on an exceptional basis. If the speaker exceeds his time limit for the presentation of a contribution and if he continues despite of being repeatedly called to terminate it, the Chairperson can request to terminate his presentation.
2. 4. Participants in the meeting can decide to terminate the discussion. In such case, it is necessary to give the floor also to these speakers that registered for a discussion. The time limit to present a contribution is reduced to five minutes.

VOTING

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3. 1. One votes:

3. 1. 1. in the course the meeting of the General Assembly, equally during the entire meeting either by the showing of hands with a ballot paper that was distributed to the members eligible for voting when checking attendance or via a voting system when each member eligible for voting receives a personal voting device when checking attendance,

3. 1. 2. the sixth to fourth working day prior to the opening of the meeting of the General Assembly electronically after logging in the system operated at websites that will be specified in an invitation to the General Assembly.

3. 2. It is voted in the following order:

- votes for
- votes against
- abstained from voting

3. 3. One votes only on the proposals that have been sent along with an invitation, except for procedural and organizational issues. One cannot submit any amendments to proposals sent along with an invitation due to the introduction of electronic voting.

3. 4. Voting shall be in written and shall have the form of secret ballot if it is proposed by at least 30 % of present members.

3. 5. In case of voting with simple and qualified majority, the number of votes for in the proportion to the number of voting members is decisive. In case of the equality of votes, proposals are deemed to be refused. The number of voting members includes also the members who voted on the issue that is subject to voting in compliance with par. 3. 1. 2. The members who have not chosen any of the possibilities in compliance with par. 3. 2. are not deemed to be voting members.

3. 6. Door to the meeting room shall be closed during the voting.

3. 7. Each result of voting shall be recorded. In case of voting with ballot papers and the result of voting is not apparent, votes shall be counted up.

3. 8. If the participants request that the discussion and voting on a proposal that has already been discussed is reopened, the Chairperson satisfies that request if it is supported by half of the members present or by three fourths of the present members of the profession group which the proposal concerns. This possibility is not applicable to the election of the Supervisory Board.

3. 9. The results of electronic voting are confidential. They are processed in the form of a notarial record and communicated in summary only along with the disclosure of the results of voting on individual proposals at the place where the General Assembly meets.

MEETINGS OF PROFESSION GROUPS

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4. 1. Prior to the opening of the meetings of profession groups, the participants in the meeting shall set, by voting, a time limit for the discussion of profession groups. The Presidium of the Supervisory Board is entitled to extend the discussion of any group at its request by not more than 15 minutes, even repeatedly. The joint session continues after the time limit is over.

4. 2. The meetings of the profession groups shall discuss the items of the agenda for which separate voting in the individual profession groups has been prescribed. The result of voting can be as follows:

- approved
- not approved
- equality of votes

4. 3. In case of a group proposal in compliance with Art. 6. 10. of the Articles of OSA, the proposer is entitled to present his proposal in another profession group unless any of its members is a co-participant in the submission of the proposal. A request for giving the floor shall be specified in the proposal.

4. 4. The meeting of a profession group shall be presided by a member of the Supervisory Board from the applicable profession group, usually its Chairman or Vice-Chairman.

4. 5. The provisions of Art. 2 hereof, except for Art. 2. 1. apply accordingly in the other cases.

4. 6. The Chairpersons of the profession groups shall inform each other about the course of the meetings. They shall inform the Chairperson of the General Assembly and the Chairman of the Board of Trustees about the results of voting.

ELECTIONS FOR THE SUPERVISORY BOARD

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5. 1. A three-member election committee is elected during the General Assembly, consisting of the representatives of all three profession groups.

5. 2. The election committee shall elect its chairman who announces the results of votes and secret ballot to the General Assembly.

5. 3. A written record shall be taken about the results of elections which shall be signed by all the members of the election committee.

5. 4. The members shall announce their candidacy to the Supervisory Board of OSA by a written notification sent to the address of OSA within eight weeks prior to the meeting of the General Assembly.

5. 5. Candidates are recorded in the ballot papers of the individual profession groups.

5. 6. Each voter can mark in his ballot paper not more than as many candidates as many representatives and substitutes that his profession group has in the Supervisory Board. A ballot paper with a greater number of marked candidates is invalid.

5. 7. The members vote in compliance with Art. 3. 1. 2. or through a ballot paper at the place of the meeting of the General Assembly at the moment of its opening up to the closing of the meetings of profession groups. The provisions of Art. 3. 9. apply accordingly.

FINAL PROVISIONS

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6. 1. Any amendments to the Rules of Procedures shall be decided by simple majority in the plenary session.

6. 2. The Rules of Procedure enter into force by their approval by the General Assembly on 23 May 2017 and into effect as of the day that follows.