

# **Rules of Procedure of the Ethics Committee of the Institute of Art History of the Czech Academy of Sciences**

## **I. Basic Provisions**

The Ethics Committee of the Institute of Art History of the Czech Academy of Sciences (hereinafter referred to as the “Committee” and the “IAH CAS”) is established for the purpose of assessing submissions concerning compliance with the Code of Ethics of the IAH CAS (hereinafter referred to as the “Code of Ethics”). The Committee is an independent and impartial permanent advisory body to the Director of the IAH CAS. It is not subject to influences that could compromise the objectivity of the assessment of individual submissions. In its conclusions, it relies on the Code of Ethics, the Code of Ethics of Scientific Research Activities of the Czech Academy of Sciences, and other relevant regulations. Where necessary, the Committee cooperates with the Commission for Ethics of Scientific Work of the Czech Academy of Sciences and the CAS Ombudsperson.

## **II. Members of the Committee**

The Committee consists of five members, at least one of whom is an external member. One of the members serves as the Chair. Members are appointed by the Director of the IAH CAS after approval by the Board of the Institute. The members elect the Chair at the first meeting of the Committee. The term of office of the members is five years. The list of Committee members is published on the website of the IAH CAS. Members of the Committee shall maintain confidentiality regarding the submissions discussed and the facts they became acquainted with in the course of the Committee’s activities, both during and after their membership. Membership terminates upon written resignation, death, or removal of a member by the Workplace Council.

## **III. Activities of the Committee**

1. The Committee meets as necessary. The first meeting is convened by the Director of the IAH CAS no later than 30 days after the appointment of the Committee members. After the Chair is elected, meetings are chaired by the Chair or a Committee member authorized by the Chair. The Chair is obliged to

convene the Committee if at least two members so request.

2. The Committee examines submissions by employees of the IAH CAS related to compliance with the Code of Ethics. Submissions shall be submitted to the Chair of the Committee in written form. The Chair shall promptly inform the members of the Committee of the content of the submissions. The Committee shall consider the submissions without undue delay and shall issue a written conclusion within three months. The Chair of the Committee shall send the Committee's statement to the submitter, the persons concerned, and the Director of the IAH CAS. The Committee may recommend further steps to the Director for resolving the matter. If the Committee is unable to meet the prescribed deadline, it shall inform the Director and propose further steps.

3. Committee meetings are not public. Minutes of the meetings are taken by the Chair. If necessary, the Committee may request additional materials, including opinions or statements. The Committee has the right to request cooperation from employees of the IAH CAS and bodies of the workplace, who shall – unless prevented by legal or serious personal reasons – provide their testimony.

4. If a member of the Committee is biased with regard to a specific submission, they shall declare such bias and be excluded from the consideration of the submission. This member shall be replaced at all meetings concerning the given submission by a person proposed by the Director and approved by the Board of the Institute.

5. The Chair and each member of the Committee has one vote. The Committee has a quorum if at least four members are present. Adoption of a position requires a majority of the votes of members present at the meeting. Upon the proposal of the Chair or any Committee member, voting may be conducted by secret ballot. The results of voting form part of the meeting minutes.

6. In justified cases and with the consent of all its members, the Committee may adopt resolutions by per rollam voting. The Chair shall send the draft resolution, voting form, deadline for response, and other necessary materials to the Committee members at least one week in advance. The deadline for responses may not be shorter than ten working days. The voting form shall include the name and surname of the voter and their choice (yes/no/abstain). The same

rules for adoption apply as in the case of voting at an in-person meeting. The Chair shall record the voting result in a voting protocol containing information on how many members voted in favor, against, abstained, or did not participate within the set deadline.

#### **IV. Final Provisions**

These Rules of Procedure of the Ethics Committee of the Institute of Art History of the Czech Academy of Sciences were discussed and approved by the Board of the Institute on 28 November 2025. They enter into force on 1 December 2025.

In Prague, 28 November 2025

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Director of the IAH CAS