

APPROVED WITH
Ministry of Defence
18.03.2024
order No. 30-P

Regulations on the Council of the National Defence Academy of Latvia

Issued in accordance with the Cabinet of Ministers'
Regulation No. 643. Section 2.5 and Section 3 of
"Rules of Procedure of the National Defence
Academy of Latvia"

1. The Regulations of the Council (hereinafter-the Council) of the National Defence Academy of Latvia (hereinafter – the NDAL) determine the organization of the Council's work.
2. The Council is the highest collegial decision-making body of the NDAL, responsible for the sustainable development and strategic oversight of the NDAL, and for ensuring that the NDAL operates in accordance with the objectives set out in its Development Strategy.
3. The Council operates in accordance with the Law on Higher Education Institutions, the Cabinet of Ministers' Regulations on the Activities of the NDAL and these Regulations.
4. The Council shall elect the Chairperson of the Council from among its members.
5. In the absence of the Chairperson of the Council, a member of the Council designated by the Chairperson shall act as the Chairperson.
6. The Chairperson of the Council:
 - 6.1. plans and organizes the work of the Council;
 - 6.2. convenes and chairs meetings of the Council;
 - 6.3. sets the agenda for meetings of the Council and organizes the consideration of the items to be discussed.
7. The duties of a member of the Council are to participate in its meetings and in the preparation and adoption of its decisions.
8. The quorum for a meeting of the Council shall be at least four members.

9. Meetings of the Council shall be convened as necessary to deal with matters arising, but at least once a year.

10. The issues for consideration at the Council may be submitted by the Minister of Defence, the Commander of the National Armed Forces, the members of the Council and the Rector of the NDAL, as well as the NDAL Senate and the NDAL Student Council, informing the Rector of the NDAL about the submitted issue.

11. A decision of the Council is adopted if more than half of the members present vote in favor.

12. The Council may also adopt a decision under a procedure where the decision is deemed to be approved at the end of the prescribed time limit for responding if no member of the Council objects to the draft decision (hereinafter-silence procedure):

12.1. The Chairperson of the Council shall decide on the consideration of the matter under the silence procedure and determine the duration of the silence procedure;

12.2. if no written objections are received from members of the Council within the time limit set by the silence procedure, the decision shall be deemed to be approved and shall be submitted to the Chairperson of the Council for signature;

12.3. if written objections have been received from the members of the Council within the time limit set by the Chairperson of the Council under the silence procedure, the matter shall be referred to the Council for consideration, the members of the Council being informed thereof.

13. The Chairperson of the Council may decide to hold a meeting of the Council wholly or partly at a distance.

14. The Council may meet in an advisory or consultative capacity with persons recommended by the proposer of the matter or by members of the Council. The information on the persons to be invited shall be submitted by the proposer or by the member of the Council to the Secretariat of the Council. The Secretariat of the Council shall include information on the persons to be invited in the draft agenda of the meeting. If information on the persons to be invited is received after the adoption of the agenda, the attendance of the persons to be invited at the Council meeting shall be coordinated by the Secretariat of the Council with the Chairperson of the Council and the members of the Council shall be informed.

15. The activities of the Council shall be carried out by the Secretariat of the Council, a Department of the NDAL designated by the Rector of the NDAL.

16. Secretariat of the Council:

16.1. prepare the agenda for the meeting prior to the Council meeting and submit it to the Chairperson of the Council for approval;

16.2. inform the members of the Council of the forthcoming meeting by sending to the members of the Council not later than five working days before the meeting of the Council:

16.2.1. the approved agenda of the meeting,

16.2.2. the draft minutes of the meeting,

16.2.3. draft documents to be approved or a report on the matter under consideration, accompanied, as appropriate, by the necessary analytical documents;

16.2.4. information on the time and place of the meeting, the procedure for applying for a pass to enter the venue, information on connecting to the meeting remotely, and other administrative information;

16.3. keep minutes of the meetings of the Council;

16.4. if the Council adopts a decision under the silence procedure, it shall send the draft decision to the members of the Council and inform them of the duration of the silence procedure;

16.5. prepare the minutes of the meeting and submit them to the Chairperson of the Council for signature no later than five working days after the meeting;

16.6. on the next working day following the silence procedure, submit the decision to the Chairperson of the Council for signature;

16.5. after signing the minutes or the decision, send the minutes or the decision to the Minister of Defence, the Commander of the NAF and the Rector of the NDAL, as well as to all the members of the Council;

16.6. monitor the implementation of decisions taken by the Council;

16.7. at least once a year or at the request of the Chairperson of the Council, prepare information on the status of implementation of decisions adopted by the Council;

16.8. ensure that the Council's working documents are preserved and deposited in the archives.

17. The Secretariat of the Council may make audio or video recordings of the Council meetings, but the recordings shall be used only for the preparation of the minutes of the meeting.

17. The minutes of the Council meeting shall state:

17.1. the time and place of the meeting;

17.2. information on who is chairing the meeting;

17.3. The members of the Council who are present at the meeting and the members of the Council who are not present at the meeting;

17.4. the persons invited, indicating the matters on which they are participating;

17.5. the matter under consideration;

- 17.6. the person reporting the matter
- 17.7. persons taking part in the debate;
- 17.8 concise coverage of the debate;
- 17.9. the decisions adopted at the meeting, as well as the results of the voting, if any (number of votes in favor, against, abstentions);
- 17.10. a dissenting opinion on a matter, if a member of the Council so requests;
- 17.11. the persons responsible for the implementation of the decision and the deadlines for the implementation of the decision;
- 17.12. information on the decisions taken in the silence procedure during the period since the previous meeting.

- 18. The decision taken under the silence procedure shall state:
 - 18.1.the duration of the silence procedure;
 - 18.2. the matter to be considered;
 - 18.3. the decision taken;
 - 18.4. the person responsible for the execution of the decision and the time limits for the execution of the decision.

19. The minutes of the meeting of the Council and a decision taken under the silence procedure shall be signed by the Chairperson of the Council.