



**NATIONAL UNIVERSITY
OF PUBLIC SERVICE**
FACULTY OF MILITARY SCIENCES AND OFFICER TRAINING
FOR OUR COUNTRY TILL DEATH!

DOCTORAL SCHOOL OF MILITARY SCIENCES

Founded in 1996

NATIONAL UNIVERSITY OF PUBLIC SERVICE
DOCTORAL SCHOOL OF MILITARY SCIENCES
DOCTORAL COUNCIL OF THE DISCIPLINE

ORDER OF OPERATION

2019

1. General provisions

Based on Section 12, Paragraph (1) of the National University of Public Service's (hereinafter: University) Doctoral and Habilitation Regulations (DHR) the University Doctoral and Habilitation Council (UDHC) regulates the order of operation of the Doctoral Council of the Discipline (DCD) at the Doctoral School of Military Sciences as follows.

2. Purpose of the order of operation

The purpose of the order of operation is to secure the commonality, regularity and transparency of the workings of the DCD. The DCD serves as the council of the Doctoral School of Military Science.

3. Personal scope of the order of operation

The personal scope of the order of operation covers the members of the DCD, and those individuals, who are connected to the tasks of the DCD.

4. Objective scope of the order of operation

Objective scope of the order of operation covers all roles and tasks served by the DCD.

5. Tasks of DCD

The DCD serves those tasks that are set out in Section 12, Paragraph (8) of the DHR.

6. Composition of the DCD

6.1. Composition of the DCD and the election of members is regulated by Section 12, Paragraphs (1)-(2) of the DHR.

6.2. Members of the DCD:

Sessions of the DCD is lead by the president. The president's function covers:

- a) opening the session;
- b) declaring its quorum;
- c) putting to vote the points on the agenda and their order, and is furthermore entitled to expand the agenda of the session with any new points, or take points off it;
- d) informing the council about events of paramount importance, and the execution of pervious decisions;
- e) heading the session and taking care of maintaining its order;
- f) providing, or if necessary, taking away the rights of comments, remarks, suggestions or questioning;
- g) ordering a vote;
- h) deciding on postponement of a decree;
- i) ordering a break;
- j) informing about current tasks and events;
- k) closing the session.

The substitution of the president is set out in Section 12, Paragraph (4) of the DHR.

6.3. Based on Section 12, Paragraph (3) of the DHR, the DCD asks somebody to fulfil the role of scientific secretary.

The scientific secretary of the DCD:

- a) plans and organizes the sessions, and provides the technical requirements for the conduction of them;
- b) coordinates the submitted proposals inside the university;
- c) sends the agenda and the proposals to DCD members and invited guests;
- d) organizes an electronic vote if necessary;
- e) constantly examines if the session has a quorum;
- f) takes care that the proposals conform to both the applicable laws and the internal regulations of the university;
- g) takes care of the required voting rate in case of proposal acceptation;
- h) complies, records and publishes the decrees and the minutes;
- i) examines the execution of decisions.

6.4. DCD members are obliged to take part in DCD sessions. If they are prevented from doing so, they must inform the secretary, either in writing or on the phone two days before the session.

7. Assembling the DCD

- a) The DCD has a session when required. President of the DCD proposes the annual session plans in the first session of the year, and the DCD accepts it;
- b) An extraordinary session of the DCD has to be called within 10 days, if the president or 1/3 of the members with voting rights requests this in writing, with the agenda and the motivation stated;
- c) Sessions of the DCD are public for university citizens.
- d) If more than half of the member with voting rights requests it, or in the case of handling classified information a closed session has to be held. Only the secretary of the DCD, the minutes taker, the members with voting and consultation rights and those affected may take part in a closed session. Participants of a closed session are required to handle the information shared there confidentially.
- e) The secretary of the DCD sends the invitation as well as the proposals and their annexes to DCD members and the invited participants at least three days before the session in an email.
- f) The invitation must contain the exact date and location of the session, the subject of the proposals and the name and position of the submitters.

8. The order of submitting a proposal

- a) A signed paper copy as well as an electronic version of the proposal must be submitted eight days before the session to the DCD secretary;
- b) the agenda contains only those proposals that the DCD secretary had sent to the members in advance - unless the order of the session does not rule otherwise;
- c) Where appropriate, the president of the session may submit an extraordinary proposal, which must be announced in speech at the beginning of the session and the council must decide on whether rejecting it or taking it on the agenda;

9. The order of the sessions

- a) the president opens, conducts and closes the sessions;
- b) after determining that a quorum exists, the president shall put to vote the agenda and order of the points on the agenda;

- c) then the presidents gives the word to the submitters in the same order as the points on the agenda and provides and opportunity for them to expand the written proposal in words;
- d) DCD members may comment, make remarks or proposals and ask questions from the submitter;
- e) for the sake of session efficiency, the president - in accordance with the members - may limit the length of comments;
- f) if the speaker diverges from the subject the president may warn the speaker; After a second warning the president may take the right to speak away from that person; If the discussion takes too much time, the president may issue a break, and either the president or 1/3 of those present may suggest the conclusion of the discussion;
- g) if the order of the session is disturbed, the president may expel the audience from the room; If the audience does not comply, the president may suspend the session or may postpone it to a date determined by the president, but within 8 days;
- h) if there are no further comments, remarks or questions, the president may close the discussion and order a vote.

10. The decision making of the DCD

- a) The DCD has a quorum if most of the members with voting rights are present; If there is no quorum, the session disbands, and the repeated session with the same agenda has a quorum regardless of the number of participating members;
- b) the DCD decides via open voting and simple majority (more than half of the members present); Open voting may take place by raising the hand. A vote may be a yes, a no or abstention. The votes are calculated by the president;
- c) a secret ballot is cast in the case of personal issues. A secret ballot may only be a yes or a no. A secret ballot takes place on a voting paper. A vote is invalid if it does not contain any kind of marking or if it is not determinable how the individual wanted to vote;
- d) individuals absent may not vote in writing (except in the case of electronic voting);
- e) in the case of a tie, the vote of the president counts; in the case of a tie in secret ballot questions, the president may postpone the formulation of a decree until the next session of the DCD;
- f) when appropriate, the DCD may make decision via electronic voting, except in the case of a secret ballot. The electronic voting is conducted by the secretary. In such cases, DCD member may only submit their vote from their own professional email address provided by the university. (External members may vote from an email address that they have certified with their signature on a form submitted to the secretary of the DCD.) Electronic vote may be a yes, a no or abstention.

11. DCD decrees, minutes

- a) minutes must be created of DCD session, and their decrees formulated;
- b) the numbering of DCD decrees is continuous and the date of the session is also indicated in brackets;

- c) upon the request of a DCD member, the members comment must be recorded to the letter in the minutes. Every member may ask for their individual opinion to be recorded in the minutes as well;
- d) only the participants and those affected may access the minutes of the session;
- e) the minutes and the decrees are certified by the secretary and the president. The secretary takes care that the decrees are published on the University's website within 15 days.
- f) the complete materials of a DCD session (invitations, attendance sheet, proposals and their annexes - if voting took place than voting papers - minutes, etc.) are stored and archived by the Doctoral School of Military Sciences.

12. Closing provisions

- a) This current order of operation was accepted by the University Doctoral and Habilitation Council (UDHC) on its opening session with its 3/2019 (VII.09.) resolution on 9 June 2019.
- b) The order of operation comes into effect with its acceptance.

Budapest, 9 July 2019.

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President of the DCD at DSMS

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UDHC secretary

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UDHC President