

## **Podkarpackie Science and Technology Park Council Regulations**

### § 1.

1. The document describes functioning of the organisation, rules and procedures concerning Science and Technology Park Council, hereinafter referred as „Council”.
2. The Council is an advisory body of The Rzeszow Regional Development Agency, which manages the Podkarpackie Science and Technology Park, hereinafter referred as „PPN-T”.

### § 2.

1. The Council members are appointed by the board of Rzeszow Regional Development Agency.
2. The tenure of the Council runs 2 years. The number of the Council members is defined by the Board.
3. A candidate for a Council member can be proposed by the signatories, who have signed an agreement concerning the creation of PPN-T, as well as current Board members.
4. The Council is composed by the representatives of scientific, economic and local-government circles. Each person, who understands how specific and complex the functioning of such a park is and who accepts the PPN-T mission may run as a Council candidate.
5. A council member may resign from their function by handing in a resignation in written.
6. A Council member perform his function voluntarily and honorary.

### § 3.

1. The Council is an advisory body for each and every matter linked to PPN-T management.
2. Competences:
  - The Council gives its opinion on new investment projects and ensures that they are in accordance with PPN-T profile
  - The Council gives its opinion on economic offer of the potential investors
  - The Council gives its opinion on initiation of new business ventures in PPN-T
  - The Council gives its opinion on the basis of proposals made by Council members
  - The Council gives its opinion on the basis of proposals made by Rzeszow Regional Development Agency as the managing unit of PPN-T.
3. The Council may seek legal advice or expert opinion.
4. The Council takes its decisions by voting or by reaching a consensus.

§ 4.

1. The first Council meeting is called and presided by the RARR Board until the Council Chairman is elected.
2. The Council shall elect the Chairman and two Deputy Chairmen of the Board from among its members..
3. The Chairman and the Deputy Chairmen are elected by the simple majority of votes, provided that the half of Council members are present.
4. The Chairman of the Council shall direct the works of the Council and represent the Council on other meetings and events.

§ 5.

1. Council meetings are held when necessary, however, at least once every three months.
2. No quorum for Council meeting.
3. Members of the Council participate in the meeting in person. If a Council member is unable to participate in a meeting, he may assign his representative.
4. Council members shall be informed about a meeting in an electronic-mail, which shall contain detailed description of a date and a place of a meeting, at least 7 days before the meeting.
5. A meeting is called by the Chairman, upon a request of the Board. The agenda shall be proposed by the Board.
6. If the Chairman agrees so, non-members may participate in a meeting, however, without voting rights.
7. A minutes form a meeting shall be prepared and signed by the Chairman
8. A minutes shall contain: an agenda, a list of participants, resolutions and voting results.
9. A minutes shall be made accessible to the Council members after a meeting and accepted at the next Council meeting. Agenda shall contain the item concerning the acceptance of a previous minutes. Any amendments to the minutes shall be recorded.

§ 6.

1. The Council gives its opinions and statements.
2. Opinions, statements and proposals made by the Council shall be adopted by the majority of votes at the Council meeting, provided that the half of its members are present.
3. Opinions, statements and proposals made by the Council may be also adopted at the „online meetings”. In such cases, each Council member on the motion of the Chairman may express his opinion on presented matter. The Chairman takes final decision after examination of statements made by the members.
4. In the event of an online meeting, written statements of the Council members constitute an official minutes from the meeting.
5. In the event of an online meeting, the rules concerning the form of voting shall be effective in accordance with the terms stipulated in paragraph 6 point 2.
6. Chairman of the Council shall present to the Board any accepted statements, proposals and declarations.

§ 7.

Any amendments here shall be accepted by the 2/3 majority of votes, provided that the half of the Council members are present.

§ 8.

Each Council member are required to confidentiality during performing they function, as well as 24 months after Council mandate expires. It is strongly forbidden to release any confidential information concerning company's activity, which may lead to detriment to the company.

§ 9.

These Regulations come into force on the day of adoption by the Council.