

APPROVED
By decision of the Search
Committee
08 August 2022

REGULATIONS OF THE SEARCH COMMITTEE

I. GENERAL PROVISIONS

1. The purpose of the Regulations of the Search Committee (hereinafter - the “**Regulations**”) is to regulate work procedures of the Search Committee in more detail according to the requirements laid down in the Rules of procedure for the recruitment in 2022 of the Rector of the Public Institution European Humanities University, approved by decision of the General Assembly of Part-Owners of European Humanities University of 24 May 2022 (hereinafter - the “**Rules of Procedure**”).
2. The Search Committee is an *ad hoc* body, formed by the Governing Board of the Public Institution European Humanities University (hereinafter - the “**Governing Board**”) for conducting the identification and screening of candidates for the position of the Rector of the Public Institution European Humanities University (hereinafter - the “**University**”).
3. In its activities the Search Committee shall follow the laws of the Republic of Lithuania, the Statute of the University, the Rules of Procedure, these Regulations, decisions adopted by the Governing Board and other legal acts.
4. The Search Committee shall organise its work according to these Regulations. These Regulations shall be approved, amended and supplemented by the decisions of the Search Committee. If the General Assembly of the Part-Owners (hereinafter - the “**GAPO**”) decides to amend the provisions of the Rules of Procedure regulating the activities of the Search Committee, these Regulations shall be amended by the Search Committee accordingly.
5. These Regulations are mandatory for all members of the Search Committee and employees of the University, providing assistance to the Search Committee in organizing the recruitment of the Rector.

II. FUNCTIONS OF THE SEARCH COMMITTEE

6. The functions of the Search Committee shall be to conduct the identification and screening of the best candidates for the position of the Rector of the University with support from the executive recruiting firm (hereinafter - the “**Headhunter**”), contracted under the Rules of Procedure to assist in the recruitment process.
7. The competence of the Search Committee is defined in the Rules of Procedure.
8. The Search Committee shall regularly inform the Governing Board about the recruitment process.

III. COMPOSITION OF THE SEARCH COMMITTEE

9. Members of the Search Committee shall be appointed by the Governing Board *ad hoc* for the recruitment of the Rector if the University in year 2022. The powers of the Search Committee shall terminate after the Rector of the University is recruited in 2022.

10. The Search Committee shall consist of eleven (11) members: two (2) representatives from the GAPO; four (4) representatives from the Governing Board; two (2) representatives from the University, one of whom shall be a leader of the Senate of the University; two (2) representatives from the donors of the University, one of which shall be the Manager of the EHU Trust Fund; one (1) representative from the student body of the University.
11. The members of the Search Committee shall elect a president of the Search Committee from among its members.

IV. RIGHTS AND OBLIGATIONS OF THE SEARCH COMMITTEE MEMBERS

12. Members of the Search Committee (including the president) shall have the following rights:
 - 12.1. to participate in the meetings of the Search Committee;
 - 12.2. to familiarise him/herself with all the documents received from applicant for the position of the Rector, agenda issues, draft decisions and other related documents; propose additional issues for the agenda of the meetings;
 - 12.3. to initiate a meeting of the Search Committee by submitting a written proposal to the president, specifying agenda of the meeting;
 - 12.4. to express his/her opinion in every Search Committee meeting regarding any issue of its agenda;
 - 12.5. to make remarks to the president of the meeting regarding the procedure of the meeting and compliance with the Rules of Procedure and these Regulations;
 - 12.6. to comply with the other rights indicated in the Rules of Procedure.
13. Members of the Search Committee (including the president) shall have the following obligations:
 - 13.1. to act in good faith and reasonably in respect of the University;
 - 13.2. to avoid situations of conflict of interests between his/her personal interests and the interests of the University and to inform in writing the president of the Search Committee about such situations;
 - 13.3. not to use the information about the applicants for the position of the Rector for personal benefit or that of third persons;
 - 13.4. not to share the documents received from applicants for the position of the Rector with any other third persons who are not the members of the Search Committee;
 - 13.5. to participate in the meetings of the Search Committee;
 - 13.6. to be loyal to the University and keep all the information about the applicants for the position of the Rector and the discussions in the meetings of the Search Committee regarding the recruitment procedure as strictly confidential information;
 - 13.7. to perform duly other duties set by the Rules of Procedure, these Regulations and other legal acts of the University.

V. MEETINGS OF THE SEARCH COMMITTEE

14. The first meeting of the Search Committee shall be convened no later than 5 (five) working days after the deadline for the submission of documents of the applicants for the position of the Rector. The purpose of the first meeting is to evaluate the conformity of the documents submitted by applicants with the requirements specified in the Rules of Procedure and decide on which applicants meet the requirements and can be forwarded to the Headhunter

for further assessment and personal evaluation. The list of applicants and their documents shall be submitted to the Headhunter no later than after 3 (three) working days after the first meeting of the Search Committee.

15. The second meeting of the Search Committee shall be convened no later than 10 (ten) working days after the Headhunter presents the results of interviews and personal assessment of the applicants. The purpose of the second meeting is in consultation with the Headhunter to assemble a list of viable candidates to be invited to attend the meeting of the Search Committee.
16. As soon as practicable but no later than 20 (twenty) working days after the second meeting, the Search Committee shall convene a meeting with the selected candidates (hereinafter referred to as the "**Introductory Meeting**"). There may be more than one Introductory Meeting depending on the number of applicants.
17. Candidates shall be informed of the planned date, time and venue of the Introductory Meeting no later than 10 (ten) working days in advance. The staff of the University assisting the Search Committee in the recruitment process shall take care of the invitation of candidates to attend the Introductory Meeting.
18. The Search Committee shall have a right to decide to convene a special meeting of candidates with the University Community and/or an open academic lecture (hereinafter - the "**Special Meeting**").
19. As soon as practicable but no later than 5 (five) working days following the completion of the Introductory Meetings or the Special Meeting, if any was convened, the Search Committee shall convene a final selection meeting to prepare a shortlist with no fewer than 3 (three) selected candidates for the position of the Rector to be submitted to the Governing Board for preparation of the recommendations for GAPO on the finalist candidate to be appointed by GAPO to the position of the Rector, unless otherwise specified in the Rules of Procedure.
20. Meetings of the Search Committee shall be convened by the decision of the president of the Search Committee by sending a notice to each member of the Search Committee at least 3 (three) working days before the meeting.
21. Any notice about a meeting of the Search Committee may be sent by e-mail or similar means of communications that would enable to display text of the notice and sender.
22. The notice about a meeting of the Search Committee must indicate the date, time, venue, proposed issues of agenda to be discussed during the meeting, any related documents to be considered. Documents of the applicants must be attached to the notice.
23. An agenda of the meeting of the Search Committee and all related documents for the meeting must be sent by the staff of the University assisting the Search Committee in organizing the recruitment of the Rector at least 2 (two) calendar days before the meeting.
24. Members of the Search Committee participate in the meeting of the Search Committee. The member of the Search Committee shall notify the president if he/she can not participate in the meeting.
25. The meetings of the Search Committee shall be convened in person or by means of communication (e.g. *Zoom*, *Teams*, *Skype* or similar), or in hybrid mode, i.e. part of the members of the Search Committee meeting in person, part of them - via means of communications.
26. The meetings of the Search Committee are closed meetings. Only the members of the Search Committee, the applicants for the position of the Rector, staff of the University assisting in organizing the recruitment of the Rector and the Headhunter shall have a right to attend the

meetings of the Search Committee. All these attendants shall have the right to attend the meeting remotely by means of communication.

27. Member of the Search Committee have not the right to authorise any other person to attend the meetings of the Search Committee.
28. The president chairs all the meetings of the Search Committee if the Search Committee does not decide to elect another member of the Search Committee to chair the particular meeting.
29. The president of the meeting shall insure the order in the meeting and compliance with the Rules of Procedure and these Regulations, shall announce the beginning and the end of the meeting, the agenda of the meeting, shall lead the discussions, shall invite to speak the applicants for the position of the Rector and other participants of the meeting, may determine the duration of speeches and discussions before the commencement of discussions, may warn a speaker and stop the speech if a person deviates from the issue under discussion, shall generalize the results of discussions, shall remove from the meeting the invited persons or the members of the Search Committee who are disturbing the meeting, shall invite for voting and announce the voting results.
30. The Search Committee may adopt decisions and its meeting shall be deemed to have taken place when the meeting is attended by at least two thirds of the members of the Search Committee.
31. After the presence of a quorum has been established, the quorum shall be deemed to remain continuously throughout the meeting.
32. If there is no quorum, a new meeting must be convened not earlier than after 3 (three) calendar days and not later than within 10 (ten) calendar days.
33. The members of the Search Committee shall have equal voting rights. One member of the Search Committee shall have one vote.
34. Decisions of the Search Committee shall be adopted by a simple majority vote of the members of the Search Committee present at the meeting. In the event of a tie vote, the president shall have the casting vote.
35. Members of the Search Committee shall vote “for” or “against” the candidate for the position of the Rector and shall not have a right to abstain from voting.
36. The members of the Search Committee shall vote by participating in the meeting in person or by participating in a meeting by means of communication provided that confidentiality of the information transmitted through communications is guaranteed and there are means for verifying the identity of the person who votes.
37. As a rule, voting at the meeting shall be open. Open voting may be organized by show of hands or by common consent.
38. Minutes shall be taken at the meetings of the Search Committee.
39. The minutes shall specify: (i) venue, date and time of the meeting, (ii) agenda issues, (iii) members of the Search Committee and other participants who have the right to participate in the meeting under paragraph 26 of these Regulations attending the meeting (indicating whether any of the participants attend the meeting via means of electronic communication channels), (iv) chairperson and secretary of the meeting, (v) quorum, (vi) decisions adopted and the members of the Search Committee that voted “for” and “against” on each issue.
40. Minutes shall be taken by a secretary of a meeting, who is selected from the Staff of the University delegated to provide assistance in organizing the recruitment of the Rector.

41. Minutes shall be signed by: (i) the president of the Search Committee (who usually chairs all the meetings of the Selection Committee) or other member of the Search Committee, elected by the Search Committee to chair the particular meeting and (ii) the secretary of the meeting.
42. The minutes must be taken and signed within 7 (seven) working days as of the day on which a meeting was convened.
43. Decisions shall be written in Lithuanian and English. Minutes of the meetings of the Search Committee shall be handed to the Head of Rector's office of the University for safekeeping.
44. The meetings of the Search Committee can be audio recorded. The Introductory Meeting can be audio recorded only with the consent of the applicants for the position of the Rector attending the meeting.
45. The meeting of the Search Committee may be convened in deviation from the terms and other requirements of convocation of the meeting, and the Search Committee may decide to discuss and vote on issues and draft decisions that were not included in the agenda if all the members of the Search Committee participating in the meeting give consent thereto.

VI. FINAL PROVISIONS

46. All the minor procedural aspects of activities of the Search Committee not provided for by these Regulations shall be solved at the suggestion of the president and by the consent of the majority members of the Search Committee present in the meeting.
 47. The Regulations and its amendments shall become effective as of the day of adoption at the meeting of the Search Committee.
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