

R O M A N I A
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“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
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“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

**REGULATION ON THE ORGANIZATION AND FUNCTIONING OF THE
STANDING COMMISSION FOR HUMAN RESOURCES**

Approved in ANIMV Senate's meeting on March 29th, 2023

Bucharest
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1. Legal basis

- Law of National Education no. 1/2011, with subsequent amendments and additions;
- University Charter of “Mihai Viteazul” National Intelligence Academy;
- Regulation on the organization and functioning of the “Mihai Viteazul” National Intelligence Academy Senate.

2. General provisions

Art. 1

The Commission for Human Resources (The Commission) is a standing specialty commission of the “Mihai Viteazul” National Intelligence Academy, under Senate’s (the Senate) control, whose main object of activity is the analysis of projects and documents in the field of human resources.

Art. 2

- (1) The decisions and documents issued by the Commission (reports, materials, references etc.) are subject to the consultation and approval of the Senate and have advisory nature.
- (2) The Commission can act on its own initiative on problems under its competence and submit the matters in question to the Senate.
- (3) The members of the Commission have the following rights and obligations:
 - a) to participate to the meetings and all activities of the Commission;
 - b) to freely express their opinions on the issues subject to the analysis of the Commission;
 - c) to participate through open or secret vote, as appropriate, to the decision-making of the Commission;
 - d) to know the regulations and relevant legislation in the field of human resources.

3. Commission’s activity

Art. 3

- (1) The number of the members of the Commission, their designation and term of office are governed by the Senate’s organization and functioning Regulation.
- (2) From among its members, the Commission appoints, by voting, its chairman.

Art. 4

The chairman of the Commission has the following powers and responsibilities:

- a) to summon the members of the Commission to attend ordinary and extraordinary meetings;
- b) to establish the meeting agenda of the Commission;
- c) to lead the meetings of the Commission;
- d) to sign the authorizations, opinions, recommendations, decisions and other documents for the Commission and send them to the president of the Senate to be debated by the Senate.
- e) to represent the Commission in relation with the Senate and the executive and administrative management of the ANIMV (“Mihai Viteazul” National Intelligence Academy);
- f) Upon the demand of the Senate, to sustain and explain in its meetings the authorizations, opinions, recommendations, decisions and other documents issued by the Commission;
- g) to invite the representatives of the ANIMV executive or administrative structures to the meetings of the Commission or to send them written requests for clarification, documentation, justification etc. of some issues subject to the debate of the

Commission;

- h) to coordinate the activity of the Commission.
- i) to check compliance of all the documents submitted for approval with the relevant legal rules, with the provisions of the ANIMV University Charter and with the ANIMV regulations, decisions and internal rules.

Art. 5

In exercising its attributions, the Commission carries out the following activities:

- a) Meetings in ordinary and extraordinary sessions;
- b) Consultations with the representatives of various ANIMV executive and functional structures;
- c) Requests additional information and documentation related to the clarification of some issues on the work agenda of the Commission addressed to the ANIMV executive and functional structures;
- d) Under the Senate's organization and functioning Regulation, the Commission has the right to ask the ANIMV executive and administrative management for relevant information and documentary or logistic support;
- e) The Commission meets in ordinary or extraordinary sessions as often as needed;
- f) The Commission is convened by its chairman;
- g) The notification is individually done, in written, by email or by phone, to the address or phone number previously communicated by the members of the Commission;
- h) Once summoned, the members of the Commission will receive, by email, the agenda and the materials to be debated during the convened meeting;
- i) The Commission is considered convened if half plus one of its members are present;
- j) The work of the Commission is led by its chairman or, in his absence or unavailability, by one of the other members, appointed by consensus;
- k) Upon any member's request stated at the beginning of the meeting, the agenda can be completed with additional issues, with the approval of the majority of the present members;
- l) The chairman of the Commission can invite at the meeting, for consultation purposes, the Commandant (Rector) of ANIMV or other members of the ANIMV executive or administrative management structures;
- m) Throughout their activity, the members of the Commission make resolutions that are passed with the vote of half plus one of the present members;
- n) In urgent cases, the members of the Commission can consult each other and vote by written correspondence (email);
- o) The members of the Commission who could not attend one of the meetings of the Commission have the right to express their opinion on one of the agenda points, a debated issue, the content of a material, a report, an essay etc., by sending it in written to the chairman of the Commission not later than two days from the date of the meeting.

4. Membership of the Commission

Art. 6

- (1) The first meeting of the Commission, held subsequent to the Senate session during which the members of the Commission are appointed, is where the chairman of the Commission is elected.
- (2) The election is made by secret vote, with the majority of its members.
- (3) The membership of the Commission, including that of elected body, ceases in the following cases:
 - a) withdrawing for medical or conscience reasons;
 - b) revocation;

- c) employing relationship with ANIMV stops;
 - d) serious violation of the ANIMV ethical rules;
 - e) if a member of the Commission repeatedly and knowingly fails to fulfil his or her obligations.
 - f) on death.
- (4) The revocation procedure can be initiated, in written and with the indication of its reasons, by at least 1/3 of the number of members of the Commission, and the revocation is decided by a majority of at least 2/3 of the members of the Commission.

5. Final provisions

Art. 7

- (1) The Regulation is updated as often as necessary and when incidental legislative changes occur.
- (2) The Regulation was endorsed in the Commission meeting of November 28th, 2022 and approved in the Senate meeting of March 29th, 2023.