



Annex 4

Rules of procedure for the jury

Article 1

Initial provisions

The jury is one of the bodies of the Czech Architecture Award (“the Award”). The jury is selected from the ranks of respected persons of note in the field of architecture and from fields having large impact on the work of an architect, overall majority of jurors is foreign.

Article 2

Activities of the jury

1. Among the primary purposes of the jury is:
 - a) selection of approximately 50 nominated works, which will be introduced during the nomination evening and will be a part of traveling exhibition and published in the catalogue of the Competition;
 - b) selection of the works and authors, who will receive honorary title the Finalist, with regard to balance and highest diversity of typology and categories of these high quality works;
 - c) selection of the winning work, which will receive the Award.
2. The jury is qualified to be in session when overall majority is present.
3. The jury decides during its session by simple majority of the present votes. For the purposes of per rollam voting the jury is always considered qualified to be in session. In the event of a split vote, the chairperson has a deciding vote.
4. The jury conducts its session as needed to properly discharge its obligations. Its session is called and conducted by the chairperson of the jury. The Committee will assign a secretary to the jury. The first session of the jury is convened by the Office of CCA on the directive of the Committee. The sessions of the jury are not public.
5. During the first session of the jury, its chairperson will ask from each juror written declaration, that they will perform their functions impartially, did not take part, directly or indirectly, in the realization of judged works, and are capable of evaluate the Authors unbiasedly.
6. The administrative procedures related to the activities of the jury, primarily the function of a secretary for the jury, is performed by the Office of CCA.

Article 3

Procedure for the nomination

1. The documentation for all the properly entered works, based on the registry form published on the web portal of the Competition, will be presented to the jury. From these works the jury will select approximately 50 works, which will be presented during the nomination evening, will be part of travelling exhibition, and will be published in the catalogue of the Competition.
2. The jury will determine the nominations by means of per rollam voting on the web portal of the Award.
3. During the voting process, each juror will allot his/her vote to 50 works for selection of the best realised projects in many different typologies and categories of realised works.
4. The chairperson of the jury will, after the voting process is finished, select an exact number of works, which will be nominated and which is effective for corresponding year of the Award.
5. Each juror can allot only a single vote to a single work.
6. Nominated works are those with the highest number of votes.



Article 4

Conferring the Award and the honorary title the Finalist

1. The jury will select approximately 5-10 works, from works nominated by the procedure specified in the Article 3 hereof, which will be given honorary title the Finalist, and from these 5-10 works, will further select a work, upon which will be the Award bestowed.
2. The jury will evaluate the works based on the uniformly prepared and presented visual and text materials. The jury has an obligation to inquire into all the nominated works.
3. The jury will evaluate nominated works by each juror allotting his/her vote to 10 works, which, by his/her opinion, deserve title the Finalist. The works with most votes will receive honorary title the Finalist.
4. The jury will decide upon giving the Award and honorary title the Finalist during a session (not by means of per rollam voting), and based on personal physical inspection of the works of the Finalists.
5. From the works awarded honorary title the Finalist, the jury selects a work, which will receive the Award, by each juror ranking said works. The work, which will receive the highest number of points when all the ranking lists of all the jurors are summed up, will receive the Award.
6. The decision of the jury of awarding honorary title the Finalist, and bestowing of the Award, is final.

Article 5

The record

1. The jury keeps a record of its activity, which contains primarily:
 - a. record of the jury meetings, including the results of all voting procedures;
 - b. assessment of all the works, which were awarded titles of the Finalist or the Award;
 - c. attendance list of the session, including signatures of the jurors.
2. The content of the record is confirmed by signature of all the jurors.
3. The secretary of the jury is responsible for proper drawing up of the record.
4. The record is always drawn up in two copies. One copy is kept by the chairperson of the jury, and second one is handed to the Committee.

Article 6

Membership in the jury

1. The jury has at least five members, and the number of members is always odd.
2. Overall majority of its members is foreign (not Czech nationals).
3. Membership in the jury is created by the appointment and is always for the corresponding year of the Award.
4. The jurors are appointed by the Board of the CCA on the proposal of the Committee. Members of the ACCA can also be approached to propose new jurors. The juror has to consent to the appointment.
5. The appointee is notified of the appointment through the Office of CCA, by a recommended letter.
6. Simultaneous membership in the ACCA, the Committee or WG CAA is not allowed.

Article 7

Rights and obligations of the jurors

1. The jurors have primarily these rights:
 - a) decide by per rollam voting on web portal of the Award on the nominated works;
 - b) participate in sessions of the jury;
 - c) vote during sessions of the jury;
 - d) appoint and dismiss chairperson of the jury.



2. The jurors have primarily these obligations:
 - a) in the organizational matters defer to the jury's chairperson and secretary;
 - b) follow directions of the Statute of the Award and these rules of procedure;
 - c) be impartial in evaluating the works;
 - d) silence in regards to the activities of the jury, primarily the selection of the Award and honorary title the Finalist, until official announcement of the results.

Article 8

Chairperson of the jury

1. The jurors will choose a chairperson from amongst themselves.
2. The chairperson is chosen immediately after appointment of the other jurors, by simple majority of votes from all jurors by means of per rollam voting.
3. Tenure of the chairperson is always corresponding year of the Award.
4. The chairperson outwardly represents the jury in relations to the other bodies of the Award. The chairperson also performs other activities stated in these rules of procedure or Statute of the Award.

Article 9

Effectiveness of these rules of procedure

1. These rules of procedure come into effect upon its approval by the Board of CCA.