

Meteorological Bulletin Statute

1. The Meteorological Bulletin is published by the Czech Hydrometeorological Institute (the publisher), as a bimonthly periodical focusing on expert essays and informative articles from the fields of meteorology, climatology, air quality and hydrology. The Meteorological Bulletin is intended for experts in the Czech Republic and abroad as a means of exchanging expert information, knowledge and scientific cooperation. Articles are published in the Czech and Slovak languages, and selectively also in English. The editor-in-chief, editor, editorial team and the Editorial Board participate in the professional and technical preparation of the Meteorological Bulletin. The Czech Hydrometeorological Institute sets the conditions for their work.
2. On behalf of the publisher, the Meteorological Bulletin is managed by the editor-in-chief. The Editorial Board also participates in managing the Meteorological Bulletin and in creating its profile. The Editorial Board members are appointed and removed by the publisher. Membership on the Editorial Board is honorary and unpaid; expenses associated with the discharge of an Editorial Board member's duties are borne by the submitting organization. The Editorial Board's activities are managed by the editor-in-chief, (and on his behalf, by the Meteorological Bulletin's editor). Other specialists may also be invited to any meeting of the Editorial Board in order to discuss professional issues.
3. The editor-in-chief is responsible to the publisher for publishing the Meteorological Bulletin and for the Editorial Board's work, which he/she should organize and manage. The editor-in-chief also inspects the progress of work at the editorial office, as well as during the preparation of an Editorial Board meeting, and approves the Editorial Board's meeting minutes. He/she submits the publisher's initiative proposals concerning the Meteorological Bulletin's management.
4. The editorial team ensures the Meteorological Bulletin's proper editorship (preparation of manuscripts for printing, expert editing and proofreading, correspondence with authors, providing proofreaders, etc.). They prepare documents for the payment of the authorial and proofreader fees. They ensure contacts with the graphic studio and printing office. The editorial team also prepares documents for the Editorial Board meetings and draws up the Editorial Board meeting minutes. They keep records of authors and also prepare inputs for the Meteorological Bulletin's distribution. The editorial team's work is managed by the editor, who also stands in for the editor-in-chief in his/her absence.
5. The Editorial Board members are obliged to make themselves familiar with submitted documents, attend meetings, and comply with adopted resolutions set forth in the minutes. The Editorial Board assesses individual contributions, comments on them, decides on the publication of articles or on any other procedure (editing, return). The Editorial Board makes its statements on the different opinions of the author(s) and proofreader, if any. The Editorial Board proposes suitable article topics, recommends potential authors, and provides proofreaders. Each member of the Editorial Board is entitled to express his/her views on the issues being discussed and to vote on their proposed solutions. The Editorial Board members may propose a meeting agenda and ideas for and comments on work performed by the editorial team and editor-in-chief, and they may make proposals for improvements in the Meteorological Bulletin's quality. All members of the Editorial Board shall receive the meeting minutes. The Editorial Board meeting shall constitute a quorum if the editor-in-chief (editor)

and an absolute majority of the Editorial Board members are present. The Editorial Board meeting shall adopt its resolutions by a simple majority of votes. In case of a tie, the editor-in-chief's (editor's) vote shall prevail.

6. Based on a tendering procedure, the Czech Hydrometeorological Institute, as the publisher, concludes a contract for work to ensure the Meteorological Bulletin's production (typesetting, printing) with a selected company. The Czech Hydrometeorological Institute pays the authorial and proofreader fees and distributes the Meteorological Bulletin in the Czech Republic and abroad.