

# **Rules of Order for the Council of Doctoral Candidates at the School of Humanities**

**as at 25 January 2017**

<sup>1</sup>Based on section 38 subsection 7(4) of the Act on Higher Education of the Land of Baden-Württemberg (LHG) in the version from 1 April 2014 (p. 99 of the first book), the Council of Doctoral Candidates within the School of Humanities passed the following Rules of Order.

<sup>2</sup>In the German language version of these Rules of Order, this sentence deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

## **Section 1 – Scope**

These Rules of Order apply to the Council of Doctoral Candidates at the School of Humanities (hereinafter: the Council).

## **Section 2 – Members of Council of Doctoral Candidates**

<sup>1</sup>The Council consists of the doctoral candidates who are part of the list of doctoral candidates of the School of Humanities (hereinafter: the members).

## **Section 3 – The Board's Term of Office**

(1) <sup>1</sup>The chair and deputy chair's term of office is one year. <sup>2</sup>Should a member of the board end his or her duties earlier, the Council is to select a successor for the rest of the term. <sup>3</sup>The term is considered as terminated earlier if a board member resigns or her/his doctoral process has been completed.

(2) <sup>1</sup>Should at least 10 percent of the members request the dismissal of a board member, the request shall be put to the vote. <sup>2</sup>The procedure of dismissing board member is subject to the regulations on election according to section 8 of these Rules of Order.

## **Section 4 – Meetings**

(1) <sup>1</sup>The chair sends out a notice of meeting to the Council in written or electronic form. The chair also provides a provisional agenda with this notice. <sup>2</sup>The chair shall announce meetings at least three weeks in advance; this notice period may be shortened in urgent cases.

(2) <sup>2</sup>If at least 10 percent of the members specify an agenda item, they may request that a Council meeting be called. <sup>2</sup>The chair must call a Council meeting within one month of receiving the request for a meeting, provided that the agenda item falls under the responsibility of the Council. <sup>3</sup>Section 16 subsection 7(2) LHG remains unaffected.

(3) The chair decides on the time and place of the meeting.

(4) The Council may consult experts on individual items on the agenda.

### **Section 5 – Agenda**

(1) <sup>1</sup>The chair prepares the agenda and sends it to the members. <sup>2</sup>Written materials and proposed decisions are to be communicated with the agenda if possible.

(2) <sup>1</sup>Motions for the agenda are to be submitted in written or electronic form to the chair no later than two weeks before the meeting. <sup>2</sup>In exceptional cases, motions may be submitted last minute before the meeting begins. This exception does not apply to motions of points of order. <sup>3</sup>The board decides on the admission of those motions.

(3) At the start of the meeting and under the first point on the agenda, the members approve the final agenda for the meeting.

(4) Once the agenda has been approved, non-agenda items may only be discussed if not more than half of the members present object.

### **Section 6 – Chair, Quorum**

(1) The chair takes all measures and decisions necessary for an orderly meeting.

(2) The chair is to determine whether a quorum is reached before a meeting begins and upon request at any time.

(3) A quorum is reached if at least both chairs and two further members, who are to be appointed as secretaries, are present.

(4) <sup>1</sup>In the event that two consecutive meetings, which were announced in proper manner, were not attended by enough members to reach a quorum, the chair can give notice of a third meeting immediately, i. e., within three weeks time, during which the body makes decisions without taking the number of members present into consideration. <sup>2</sup>This also applies if a quorum is not reached for other reasons. <sup>3</sup>This should be indicated when giving notice of a second and third meeting.

### **Section 7 – Votes**

(1) <sup>1</sup>Votes usually take place by show of hands. <sup>2</sup>In exceptional cases, the members present may choose to take a vote by secret ballot following a request from a member with a simple majority; the vote on a secret ballot is to be carried out before voting on agenda items.

(2) <sup>1</sup>Decisions require a simple majority of votes to be passed. <sup>2</sup>In the case of tie votes, the motion is considered lost. <sup>3</sup>Withheld votes and invalid votes are counted when determining whether a quorum is reached, but not when calculating a majority.

(3) <sup>1</sup>Should the Council ask for a decision by way of a written or electronic procedure (silence procedure), approval is to be granted, unless within one week from the dispatch of the relevant documents, at least 10 percent of the members ask for its discussion at a meeting; members are to be informed of this immediately. <sup>2</sup>The board

can shorten this period in exceptional cases. <sup>3</sup>The chair is to immediately inform members of the results of the silence procedure.

### **Section 8 – Elections**

(1) <sup>1</sup>Elections take place in secret and with ballot papers; an open vote may only be carried out with consent from all members present. <sup>2</sup>The winner of the election is the person who receives more than half of the votes from the members present. <sup>3</sup>If, after a second round of voting, no majority is achieved, a third round of voting takes place. If there are several candidates, the third round of voting takes the form of a runoff election between the two candidates who received the most votes in the second round. A simple majority is needed to win the third round. <sup>4</sup>In case of a tie vote in the third round, a lottery draw takes place to reach a decision. <sup>5</sup>Withheld votes and invalid votes are not counted when calculating a majority.

(2) All members have the right to put forward candidates for an election.

### **Section 9 – Right to Make a Motion and Right to Speak**

(1) <sup>1</sup>Only members have the right to make motions. <sup>2</sup>Motions can only be made if they relate to an item on the agenda. <sup>3</sup>A motion is lost without discussion if it falls outside of the Council's scope.

(2) Only members and persons who have been given the floor by the chair have the right to speak.

(3) <sup>1</sup>Points of order are allowed at any time. <sup>2</sup>The motion must relate to an item for discussion or to the agenda. <sup>3</sup>A vote is to be held immediately on points of order.

### **Section 10 – Limitations of the Right to Make Urgent Decisions**

In accordance with section 12 subsection 6(1) of the Constitution of the University of Mannheim, the chair has the right to make decisions on urgent matters alone; this does not apply in the following cases:

1. motions of rules of order,
2. changes of regulations and procedures governing the doctoral dissertation,
3. decisions regarding the Council as a body.

### **Section 11 – Secretary, Minutes**

(1) <sup>1</sup>The secretaries are to be appointed among the members present at the beginning of a meeting. <sup>2</sup>They are to produce the minutes, read out documents, keep a list of speakers, collect and count ballot papers. <sup>3</sup>There must be at least two secretaries.

(2) <sup>1</sup>Minutes are to be produced for the course of the meeting. <sup>2</sup>They must include the date and place of the meeting, the names of members present, the items for discussion, the motions, the results from votes on items and elections as well as the wording of decisions. <sup>3</sup>Comments on dissenting opinions given and personal

declarations are also to be recorded. <sup>4</sup>The minutes are to be signed by the chair and the secretaries responsible.

(3) <sup>1</sup>Members are to receive a copy of the minutes no later than four weeks after the meeting. <sup>2</sup>Objections to the minutes are to be raised during the next meeting under the agenda item 'Approval of the Minutes' ('Genehmigung des Protokolls') at the latest. <sup>3</sup>Should the members decide to change the minutes, the changes are to be documented in the amended minutes.

### **Section 12 – Electronic Form**

(1) For sending invitations and other documents via e-mail or for a procedure in electronic form, a simple majority is needed.

(2) <sup>1</sup>In deviation from subsection 1, the chair may decide that decisions be made in part or in full by accepting votes via e-mail in exceptional cases. <sup>2</sup>The electronic procedure is to be immediately challenged should there be any doubts about its proper implementation.

### **Section 13 – Communication of Decisions and Election Results**

Decisions and election results from the Council are to be shared with other bodies and institutions within the university by the chair, provided they require this information to fulfill their tasks.

### **Section 14 – Absence of the Board**

Should the chair and his or her deputies not be able to fulfill their duties, the oldest member present shall take on the duties of the chair and the deputies.

### **Section 15 – Changes to the Rules of Order**

(1) Changes to these Rules of Order require a majority from the members present.

(2) Motions for the agenda are to be submitted in written or electronic form to the chair no later than two weeks before the meeting.

### **Section 16 – Breaches of the Rules of Order**

<sup>1</sup>Objections to decisions or elections which did not conform to these Rules of Order are to be raised by the beginning of the next meeting at the latest. <sup>2</sup>If the objection is recognized by the members present, the matter is to be discussed again in the meeting and the vote or election is to be repeated immediately. <sup>3</sup>Objections that relate to a member being absent from a meeting or taking part in a silence procedure are to be rejected, provided that the regulations in these Rules of Order regarding the invitation of members, the agenda and silence procedures were observed. <sup>4</sup>Objections that are rejected are to be recorded in the minutes.

### **Section 17 – Commencement**

These Rules of Order come into effect on the day of their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

Mannheim, 25 January 2017

A handwritten signature in black ink, appearing to read 'S. Lücke', written in a cursive style.

Sebastian Lücke

Chair of the Council of Doctoral Candidates