

Rules of procedure for the Faculty Council at the Ingolstadt School of Management of the Catholic University of Eichstätt-Ingolstadt

dated January 25, 2018

Section 1 Foundations

- (1) In accordance with Section 37 para. 2 sentence 1 of the Basic Rules of the Catholic University of Eichstätt-Ingolstadt dated September 27, 2011 as amended from time to time (in the following referred to as Basic Rules), the Faculty Council of the Ingolstadt School of Management (*Wirtschaftswissenschaftliche Fakultät, WFI*) issues for itself the following rules of procedure. Sections 37 to 39 of the Basic Rules shall apply for the general course of business, unless a deviating regulation is stipulated in the following.
- (2) The voting members to the Faculty Council are determined in Section 21 para. 1 of the Basic Rules. The persons listed in Section 21 para. 2 of the Basic Rules shall be advisory members to the Faculty Council. Permanent advisory guests to the Faculty Council are:
 1. The faculty manager,
 2. The officer for student advisory services and degree program coordination,
 3. The chairpersons of the boards of examiners.
- (3) The dean shall be the chairperson and managing director of the Faculty Council. The vice dean shall be the deputy chairperson; if two vice deans are elected, the dean shall determine the order in which the position as deputy chairperson is exercised.

Section 2 Calling meetings

- (1) As a rule, the Faculty Council is convened once a month during the lecture period. These meetings, as well as any additional meetings, are convened by the dean in writing or electronically at least five working days¹ before the meeting date.
- (2) A meeting of the Faculty Council must also be called when at least one quarter of its voting members or 50 % of all professors request a meeting in a letter or by e-mail specifying the matter to be discussed. The dean must send invitations for the meeting within five working days following receipt of the request.
- (3) The dates for the regular meetings are scheduled by the dean at the end of each semester for the following semester by taking into account the dates for meetings of the Senate and meetings of other University committees and are published in an appropriate form without undue delay.
- (4) The Faculty Council shall hold its meetings at family-friendly times.

¹ For the purposes of these rules of procedure, a working day shall be any day from Monday to Friday that does not fall on a public holiday.

- (5) Voting members are obliged to attend meetings and participate in votes; absence shall only be permissible for good cause. If a member cannot attend a meeting, it shall be in his or her own responsibility to inform their substitute or to transfer his or her voting right in writing or by e-mail. They must immediately inform the dean's office and the faculty management of the fact that they cannot attend, if applicable by stating the name of their substitute. A member may only accept one transferred vote. The voting right can only be transferred to elected members or substitute representatives within the same status group; unless the group of members only has one member, in which case the vote may also be transferred to a member of another group in accordance with Section 38 para. 5 sentence 3 of the Basic Rules.
- (6) The secretary at the dean's office or the faculty management shall send the invitation and all documents.
- (7) If the Faculty Council has received a motion for which all professors are eligible to vote in accordance with Section 21 para. 4 of the Basic Rules, the invitation must state this fact separately.

Section 3 Quorum

- (1) The Faculty Council is quorate when the majority of voting members are either present or have transferred their vote to a substitute representative or another member. The majority of votes shall be allocated to the professorial members.
- (2) The quorum is open to be questioned at any time. If the chairperson finds that the Faculty Council is not quorate when counting the votes, he or she shall cancel the meeting immediately. As a rule, previously adopted resolutions shall remain unaffected by the result of the determination.

Section 4 Agenda

- (1) Upon request of a faculty member, a topic for negotiation must be included in the agenda if it falls within the responsibility of the Faculty Council. Requests for the agenda must be submitted to the dean's office at least seven working days before the Faculty Council meeting. If the request includes a motion for a resolution to be taken by the Faculty Council, the resolution proposal must be submitted together with the request. The agenda shall be set by the chairperson.
- (2) Before being submitted, motions on issues regarding the teaching practice must be presented to the officer for student advisory services and degree program coordination and he or she must be given the opportunity to make a statement.
- (3) At the beginning of every meeting, the chairperson establishes that the meeting has been duly convened and that the council is quorate and the agenda is decided by the Faculty Council. During the meeting, voting and advisory members of the Faculty Council may only make motions on topics that are on the agreed agenda. Extensions of or additions to the agenda may only be made if unanimously agreed on.

Section 5 Discussion documents

- (1) The documents that are to be used as the basis of discussion are provided to the voting and advisory members of the Faculty Council and their respective substitute representatives as an attachment to the invitation either in writing or electronically or by using a suitable server solution.
- (2) Handouts may only be used in exceptional cases. All handouts must be distributed at the beginning of the meeting. At the beginning of the meeting, the chairperson shall establish which documents were distributed as handouts. This establishment is recorded in the minutes. The handouts must be sent to all absent members and substitute representatives at the latest together with the minutes.
- (3) Presentations shall be sent together with the invitation. For the rest, presentations shall be deemed to be handouts and must be distributed before the meeting and sent at the latest together with the minutes. Exceptions can be authorized by the Faculty Council.

Section 6 Resolution

- (1) If an item on the agenda requires a vote, the vote is generally taken after discussion of the item. The chairperson ends the discussion when there are no further requests to speak or if the Faculty Council has decided to close the discussion.
- (2) The applicant has the right to justify his or her motion in person before the Faculty Council and should make use of this right. If the applicant cannot appear in person, a substitute must be designated who will represent the motion. If the substitute cannot answer questions on the motion, the vote shall be postponed.
- (3) The chairperson shall open the vote. The most extensive motion must be voted on first; if it is passed, all other motions on the same topic shall be deemed to be settled. The wording of the motions that are brought to a vote as well as the order of votes will be announced by the chairperson before the vote. In case of doubt regarding the order, the Faculty Council shall decide.
- (4) The Faculty Council makes a decision on the basis of the majority of the votes cast. A resolution is not taken if more than 50 % of the votes were invalid or if more than 50 % abstained from voting. In this case, the vote shall be repeated after the issue was discussed again. If more than 50 % of the votes are still invalid in the second vote or if more than 50 % abstained from voting, no resolution will be taken.
- (5) In case of special urgency, urgent resolutions may be taken in accordance with Section 38 para. 7 of the Basic Rules. The dean shall present urgent resolutions to the Faculty Council by way of circulation procedure; the special urgency must be justified. If a voting member objects to it within the deadline of the circulation procedure, the decision will be deferred until the next meeting of the Faculty Council.
- (6) In accordance with Section 18 para. 3 of the Basic Rules and in consultation with the Presidium, the dean can take decisions and measures regarding matters that cannot be delayed instead

of the Faculty Council, which must, however, be informed without undue delay. The Faculty Council may rescind the decision; already accrued third-party rights shall remain unaffected.

- (7) Upon request of a voting member of the Faculty Council, a vote must be taken on whether to vote by secret ballot. In human resources matters, votes are always cast in a secret vote.

Section 7 Minutes

- (1) The results and resolutions of every meeting of the Faculty Council must be recorded in minutes. The minutes must specify the submitted motions and resolutions taken. Furthermore, the minutes must reflect the major contents of the meeting. The number of cast 'yes' and 'no' votes and abstentions must be documented. The minutes also include the final agenda and a list of the persons present.
- (2) Members and guests can submit a personal statement on the minutes. Upon request of the chairperson or the keeper of the minutes, the personal statement shall be submitted in writing within three working days.
- (3) The minutes will be distributed to the members as searchable PDF file either by e-mail or by way of an appropriate server solution. They must be delivered to the members within ten working days after the meeting.
- (4) The minutes are considered approved if, ten working days after they have been delivered, no objections have been submitted to the dean's office in writing or by e-mail. If an objection is made to the content of a resolution, a judgment on the text of the minutes is to be made in the next Faculty Council meeting. After an adaptation was made, the final minutes must be circulated again.

Section 8 Working groups and committees

- (1) The Faculty Council may set up individual committees and working groups to deal with individual tasks and to provide support. Committees are permanent, while working groups deal with a specific task that is limited in time. When setting up committees and working groups, work assignments and objectives as well as a timescale for working groups shall be determined.
- (2) Within committees and working groups, the different member groups shall be represented in the same ratio as in the Faculty Council and shall participate in appointing members of a committee or working group. The women and equal opportunity officer can participate in all committees and working groups.
- (3) The Faculty Council elects the members of the committees or working groups and appoints a person from among the elected members of the committee or working groups as acting chairperson, who will summon the first meeting immediately, at the latest within ten working days. Persons who are not members to the Faculty Council may also be elected. The committee or working group can appoint additional members at a later stage.
- (4) The committees or working groups shall elect a chairperson and a deputy chairperson from among their number. The chairperson shall inform the dean's office of the election result without undue delay. The chairperson summons the committee or working group and chairs the meeting. For cases in which the Faculty Council deals with motions, submissions or reports

of a committee or working group as a part of the meeting's agenda, the committee or working group shall appoint a reporter.

- (5) Working groups present their result before the Faculty Council. If a vote is to be taken on the result of the working group, such vote shall be taken in this, or, if additional amendments are necessary, in the next meeting of the Faculty Council. The vote shall mark the end of the working group, unless the Faculty Council takes a resolution to the contrary.
- (6) Committees must report to the Faculty Council regarding contents and participation at least once a year; working groups at least once per semester. This report can be made in writing (key points) and may, if applicable, be provided via an appropriate server solution.
- (7) The Faculty Management keeps a list of all active committees and working groups and their members. This list must be made available to the university public, e.g. by publication on the internet or intranet.

Section 9 Confidentiality

- (1) The Faculty Council convenes in non-public meetings. It can decide that individual items on the agenda are open to the university public. It shall be possible to call in guests or experts.
- (2) All participants are bound by the obligation of secrecy, insofar as the subject matter of the discussion is confidential. The obligation of secrecy shall continue to apply also after the member has left the Faculty Council.
- (3) Confidential matters in particular include meeting documents, discussions and voting results regarding appointments, staff-related measures and examination matters as well as statements and comments that were made regarding third parties during non-public discussions of the Faculty Council as well as any and all meeting documents and subject matters for discussion that were declared to be confidential by resolution of the Faculty Council.
- (4) Committees and working groups convene in non-public meetings. Additional participants can be called in by resolution. The members shall be authorized to use obtained information and discussed contents within the university public, provided that neither the identity nor membership of the speakers or other participants are disclosed. Discussions and voting results regarding appointments, staff-related measures and examination matters as well as statements and comments regarding third parties shall be exempt from this regulation; such information must always be treated confidentially.
- (5) Sharing information with successors within a status group shall be exempt from the obligation of secrecy, insofar as the information is necessary for being able to fulfill the tasks in the Faculty Council. The successors shall then also be bound by the obligation of secrecy.

Section 10 Final provisions

- (1) All deadlines stipulated in these rules of procedure shall be doubled during lecture-free periods.
- (2) The chairperson shall decide on the interpretation of these rules of procedure; in case of an objection against this decision, the Faculty Council shall decide.
- (3) Amendments to these rules of procedure can only be decided on by the Faculty Council and subject to a two-thirds majority.

(4) These rules of procedure enter into force with effect from December 1, 2017.

Issued on the basis of the resolution of the Faculty Council at the Ingolstadt School of Management of the Catholic University of Eichstätt-Ingolstadt dated November 22, 2017, and the approval of the president dated January 24, 2018.

Eichstätt/Ingolstadt Thursday, January 25, 2018

Prof. Dr. Gabriele Gien
President

These regulations were set down in writing at the Catholic University of Eichstätt-Ingolstadt on January 25, 2018. This fact was made known to members of the Catholic University of Eichstätt-Ingolstadt on the same day. The date of publication is therefore January 25, 2018.