



**Rules of procedure
for the Senate
of the Catholic University of Eichstätt-Ingolstadt**

Dated November 20, 2007

Last amended by the statutes dated January 29, 2014

On the basis of Article 37 (2) of the Basic Rules of the Catholic University of Eichstätt-Ingolstadt (GrO) dated September 27, 2011, amended by the statutes dated October 1, 2013, in conjunction with Article 41 (1)(3) of the current version of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*, BayHSchG) dated May 23, 2006 (GVBl p. 245, BayRS 2210-1-1-WFK), the Senate of the Catholic University of Eichstätt-Ingolstadt issues for itself the following rules of procedure:

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Section 1 Formation

- (1) The Senate is called to its first meeting by the Presidium no later than on the 30th day after the end of the term of office of the previous Senate.
- (2) ¹The Senate's term of office is two years. ²It ends at the end of the summer semester in which the elections for the Senate of the Catholic University of Eichstätt-Ingolstadt are held.
- (3) The composition of the Senate is regulated by Section 15 GrO.

Section 2 Tasks of the Senate

The tasks of the Senate are regulated in particular by Section 15 (5) GrO.

Section 3 Calling meetings

- (1) Meetings of the Senate are called and headed by the chairperson.
- (2) ¹A meeting of the Senate must also be called when at least one quarter of its members request a meeting in a letter or e-mail specifying the matter to be discussed. ²The meeting must be called within two weeks of the date on which the chairperson received the request.

Section 4 Invitation to meetings

- (1) ¹Invitations to the Senate's meetings are issued by letter or e-mail specifying the agenda and the place and time of the meeting. ²As a rule, the documents that are to be used as the basis of discussion are attached to the invitation. ³In justified exceptional cases, the chairperson may allow a small number of documents to be handed out during the meeting instead.
- (2) The invitation is considered to have been sent in time if it was sent no later than one week before the meeting.

Section 5 Agenda

- (1) The chairperson determines the agenda.
- (2) The agenda should include the items 'report by the president' and 'report by the chairperson'.
- (3) ¹Motions that are to be included in the agenda must be submitted to the Senate's secretary in writing by the Presidium, dean, or a member of the Senate no later than eight working days before the meeting. ²Reasons for the motions must be provided. ³Motions that are submitted too late are generally included in the agenda for the following meeting; the chairperson may only grant exceptions to this rule in justified urgent cases.
- (4) ¹The Senate may decide to expand upon, remove, or defer items of the agenda, add items to the agenda, or change the order of the agenda. ²Items may generally only be expanded upon or added if all members are present and agree to this, unless there is an urgent issue, in which case the agreement of two thirds of the members is sufficient.

Section 6 Opening the meeting

- (1) ¹The chairperson opens the meeting. ²He or she checks that all members have been properly invited to the meeting and that the Senate is quorate. ³The Senate is quorate when all members have been properly invited to the meeting and the majority of the members are present and eligible to vote; votes that have been transferred in a letter or e-mail are counted when determining whether a sufficient number of members are present and eligible to vote.
- (2) ¹Before the first item of the agenda is discussed the chairperson asks whether anyone wishes to put forward a motion to amend the agenda according to Section 5 (4). ²A vote is held on such motions without debate.
- (3) After discussion of the first item of the agenda has begun, motions to add items to the agenda are no longer permitted.

Section 7 Discussion

- (1) The items of the agenda are generally discussed in the order in which they are given on the agenda.
- (2) After the report has been given on an individual item of the agenda, the chairperson opens the discussion and gives the floor to speakers in the order in which they request to speak.
- (3) The chairperson may speak at any time without regard to the order of speakers.
- (4) The chairperson gives the floor to a speaker for a procedural motion immediately after the person speaking has finished.

Section 8 Procedural motions

- (1) ¹If a speaker is given the floor for a procedural motion, he or she is not permitted to make any statements on the subject of discussion. ²The speaker may only draw attention to a violation of the rules of procedure or put forward a procedural motion and explain the reasons for doing so. ³The explanation of the reasons is considered the statement in favor of the motion.
- (2) Only motions for the following are permitted:
 1. Closure of the speakers list
 2. Closure of the debate
 3. Return to the agenda
 4. Limitation of speaking time
 5. Recess of a maximum of 15 minutes
 6. Deferral of items of the agenda
- (3) ¹For procedural motions, only one statement in favor of and one statement against the motion are permitted. ²A vote must then be held.

Section 9 Motions

- (1) The person who puts forwards the motion must formulate the question on which a vote is to be taken in a way that enables it to be answered with yes or no.

- (2) ¹Motions of more than 15 words in length must generally be presented to the chairperson in writing. ²They are read out again immediately before the vote is held.

Section 10 Voting rules

- (1) ¹After the end of the discussion the chairperson holds a vote. ²The Senate makes a decision on the basis of the majority of the votes cast. ³Abstentions are counted as cast votes. ⁴In the event of a tied vote, the vote of the chairperson of the Senate is decisive.
- (2) Votes are cast using hand gestures.
- (3) ¹In human resources matters where it is not agreed unanimously to hold an open vote and in cases where at least one third of the voting members request it, votes are cast in writing in a secret vote. ²In the event of a tied vote, the chairperson may repeat the vote; when a vote is repeated he or she has two votes. ³If the second vote is also tied, the motion is rejected.
- (4) If several motions are to be voted on, the most extensive one must be voted on first.
- (5) After a motion has been voted on, the same motion may only be discussed again in the same meeting with the agreement of two thirds of those present.
- (6) ¹The result of the vote is determined by the chairperson immediately after the vote has been held. ²He or she declares whether the motion has been passed or rejected.

Section 11 Transfer of votes

¹In the case of absence, a member may transfer his or her vote for an individual meeting or parts of a meeting to another member in a letter or e-mail. ²In the case of member groups with several representatives, the vote may be transferred to another voting member or the same group or to an elected substitute representative. ³In the case of member groups with only one member, the vote may be transferred to the elected substitute representative; if the substitute representative is unable to attend, the vote may be transferred to a voting member of another group. ⁴A member may only accept one transferred vote. ⁵Clause 1 does not apply to votes in which a person is elected to an office or in which the chairperson is appointed according to Section 15 (4) GrO.

Section 12 Publicity and enlistment of guests

- (1) ¹The Senate's meetings are not public. ²In accordance with Section 39 (1)(2) GrO, the Senate may open up certain items of the agenda of a future meeting to the university public.
- (2) In justified cases, the chairperson may permit individual persons to attend a meeting.
- (3) ¹The chairperson may invite expert advisors to attend the discussion of individual items of the agenda. ²All members of the Senate also have the right to request that an expert advisor is invited to attend the discussion of individual items of the agenda.
- (4) The chairperson of the Senate generally invites the chairperson of the appointment committee to attend the discussion of the items of the agenda relating to an appointment procedure.

Section 13 Calling to order

¹If a speaker departs from the subject of discussion, the chairperson may call him or her to order. ²After issuing a warning, the chairperson may forbid him or her to continue speaking.

Section 14 Minutes

- (1) ¹Minutes are produced for each meeting. ²They include the final agenda and a list of the persons present.
- (2) ¹The minutes are distributed to all members of the Senate by e-mail. ²They should be delivered to the members within ten working days after the meeting.
- (3) Each member of the Senate may submit a personal statement on the minutes.
- (4) The minutes are considered approved if, ten days after they have been delivered, no written objections have been submitted to the secretary.
- (5) If an objection is made to the content of a decision, a judgment on the text of the minutes is to be made in the Senate's next meeting.

Section 15 Committees and working groups

- (1) ¹The Senate may set up individual committees and working groups to deal with individual tasks and to provide support. ²Work assignments must be determined when setting up committees and working groups.
- (2) ¹Committees exist for the length of time determined by the Senate. ²The chairperson of a committee is determined in a resolution by the Senate and should generally be a member of the Senate; he or she must report to the Senate on the committee's work at regular intervals. ³The members of the committee are appointed in accordance with Article 25 (4) BayHSchG.
- (3) Working groups are temporary groups that are set up to prepare or handle a specific topic.

Section 16 Notarization, implementation, and publication of resolutions

- (1) The president implements the Senate's decisions.
- (2) The Presidium is responsible for ensuring that members of the University and the public are informed of the Senate's activities to the extent necessary.

Section 17 Final provisions

- (1) The chairperson makes the decision in any cases where doubt arises during a meeting with regard to the interpretation of these rules of procedure.
- (2) The Senate makes the decision in cases involving an interpretation of a provision in these rules of procedure that applies beyond the individual case.

- (3) Amendments to these rules of procedure require the approval of at least two thirds of the Senate's members.

Section 18
Entry into force

¹These rules of procedure enter into force with effect from October 1, 2007. ²At the same time the rules of procedure for the Senate of the Catholic University of Eichstätt-Ingolstadt dated October 1, 2004, cease to be in force.