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.
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

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

Section 14
Minutes

(1) 1 Minutes are produced for each meeting. 2 They include the final agenda and a list of the persons present.

(2) 1 The minutes are distributed to all members of the Senate by e-mail. 2 They 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) 1 The Senate may set up individual committees and working groups to deal with individual tasks and to provide support. 2 Work assignments must be determined when setting up committees and working groups.

(2) 1 Committees exist for the length of time determined by the Senate. 2 The 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. 3 The 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

These rules of procedure enter into force with effect from October 1, 2007. At 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.