

Revision of the Rules of Procedure of the Senate of the University of Potsdam

from December 17, 2014

The Senate of the University of Potsdam adopted the following new version of the rules of procedure on December 17, 2014:

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I. Preparation of the meeting

§ 1 Convocation of the Senate

(1) The Chairperson shall convene the Senate to its meetings.

(2) If a request to convene the Senate is made by one-fourth of the voting members, a group, or the President, the Senate shall be convened immediately at the earliest possible date. The request must be made in writing and must contain a specific request with reasons.

(3) The Chairperson shall set the meeting dates for each semester on the basis of a schedule. The dates are to be announced publicly.

§ 2 Form and deadlines of the convocation

(1) The Senate shall be convened in writing by the Chairperson. The invitation must reach the members of the Senate no later than 5 days before the date of the meeting. The Senate may be convened without observing the invitation period if

- a) the convocation has been requested in accordance with § 1 (2),
- b) two-thirds of its voting members are present at the meeting and a majority of the voting members present approve the short notice.

(2) The invitation and agenda shall be made public to the university. Letters of invitation shall be sent by official mail to members of the Senate who have a meeting room available, otherwise to the address to be specified by them. The invitation letter shall be accompanied by the agenda of the meeting and the discussion documents. Documents may be submitted subsequently in exceptional cases. The Senate may decide that individual discussion documents shall not be sent out, but shall be kept available for inspection by the members of the Senate. Dispatch by e-mail is permissible.

§ 3 Preparation of the agenda

(1) The Chairperson shall draw up the agenda in consultation with the President. All motions received no later than 10 days before the meeting shall be taken into account.

(2) Motions to include items on the agenda shall be submitted in writing to the Chairperson. The motions shall be accompanied by a submission for resolution or for information, in which the subject matter is described, the reporting person is named and a draft resolution, a statement of reasons and a reference to the legal basis are included. If motions do not meet these requirements, the Chairperson may refuse to include them in the agenda.

(3) The agenda shall indicate which items are to be discussed in public and in closed session. The agenda shall regularly include the following agenda items:

- Approval of the agenda,
- Approval of the minutes,
- Report of the Chairperson,
- Report of the President,
- Report of the Vice Presidents,
- Report of the Equal Opportunities Officer,
- Miscellaneous.

This shall not apply to convocations pursuant to § 2 (1) sentence 3.

II. Public participation

§ 4 Public participation in Senate meetings

In order to avoid disturbances, the Senate may decide to exclude the public at the request of the Chairperson or one third of the members present. This shall not affect the right of the house. Motions to exclude the public may only be justified, discussed and decided on in the non-public part of the meeting.

§ 5 Commission and committee meetings

The meetings of the commissions and committees are not open to the public; the members can decide on exceptions in individual cases (2/3 majority). Senate members and their alternates are not part of the public. Alternate commission and committee members may attend meetings at any time. Commissions and committees may call upon other persons to participate in their deliberations. Chairs are authorized to call members of the university administration to participate in deliberations. In non-public meetings, the President, Vice Presidents, Chancellor, and university administration employees called in by the President as experts, alternate voting members of a committee, persons with the right to speak and make motions for the committee in question, as well as experts called in and other persons invited to hearings shall not be considered members of the public.

III. Meetings of the Senate

§ 6 Management of the meetings

(1) The Chairperson shall chair the meetings of the Senate. He/she shall ensure that the deliberations are organized in an appropriate and expedient manner, taking into account the legitimate interests of the groups represented in the Senate.

(2) The Chairperson may either report on items on the agenda himself/herself or delegate this to one or more members of the Senate or to a person who is not a member of the Senate.

(3) The final version of a Senate report or Senate resolution shall be made by the Chairperson unless the version has been adopted verbatim by the Senate.

§ 7 Representation

The Chairperson shall be represented by his/her deputy.

§ 8 Record keeping

(1) Minutes shall be taken of the meetings of the Senate. Audio recordings require a resolution by the Senate. The Senate may resolve to make audio recordings of meetings for the duration of the election period.

(2) The minutes shall be accessible to all members of the University in the Senate office after their approval, and the audio recordings shall be accessible from the day after the meeting. The audio recordings shall be deleted on the day following the approval of the minutes.

(3) The minutes must contain the wording of the motions and resolutions, the results of voting and the main course of the proceedings.

(4) The person taking the minutes shall be appointed by the Chairperson. The minutes shall be signed by both.

(5) The minutes shall be sent to the voting and advisory members of the Senate as well as to the group of persons participating in the meeting. A decision on approval shall be taken at the following ordinary meeting.

§ 9 Interpretation of the Rules of Procedure and Deviations

(1) The Chairperson shall decide on the interpretation of these Rules of Procedure. If a voting member objects, the Senate shall decide on the interpretation of the Rules of Procedure.

(2) Deviations from the provisions of these Rules of Procedure may be decided in individual cases by a two-thirds majority of the voting members of the Senate present. If the course of proceedings otherwise deviates from the provisions of these Rules of Procedure, an objection to this may be raised by voting members only during the discussion of the agenda item in which the deviation occurred. Subsequent objections shall not affect the validity of the resolutions adopted.

§ 10 Quorum and consequences of the absence of a quorum

(1) The Senate shall constitute a quorum if at least two-thirds of its voting members are present.

(2) The quorum shall be determined by the Chairperson at the beginning of the meeting. The Senate shall be deemed to have a quorum unless the obverse has been determined. If, before the start of a vote or election, a quorum is doubted by a member, the quorum shall be established by counting the members present who are entitled to vote. The same shall apply if, in the case of votes and elections, the number of votes cast is less than the number of members required for a quorum. The Chairperson may interrupt the meeting to restore the quorum.

(3) If it is determined that the Senate does not have a quorum, the Chairperson shall immediately adjourn the meeting and announce the date of the next meeting.

(4) If the absence of a quorum comes to the Senate's attention during a vote or election, these shall be conducted at the next meeting. A request for a roll call vote shall remain in force.

(5) If a matter has been postponed due to the absence of a quorum and the Senate is reconvened to discuss the same matter, it shall have a quorum regardless of the number of members present. This shall be expressly stated in the invitation.

§ 11 Agenda

(1) At the beginning of the meeting, the Senate shall set the agenda.

(2) Items not on the agenda may be discussed only if two-thirds of the voting members of the Senate present resolve that they are urgent. A resolution on the matter shall be admissible only if no voting member of the Senate present objects.

(3) If the members of the Senate have not received the discussion documents for an item no later than 5 days before the day of the meeting, the item shall be adjourned to the next meeting of the Senate if a quarter of the voting members so request.

(4) The Senate may remove an item from the agenda by a two-thirds vote of the voting members present.

§ 12 Suspension and postponement of the meeting, postponement of individual items

(1) Any member may request an interruption of the meeting, stating the duration. The Chairperson may

interrupt the meeting for a certain period of time in order to ensure that the meeting proceeds in an orderly manner or to ensure that decisions are made in an appropriate manner. If the proper conduct of the meeting can no longer be ensured, the Chairperson may close the meeting and in this case decide that it will be continued at another time or place.

(2) Before the agenda has been dealt with, the meeting may be adjourned only if the Senate so decides by a two-thirds vote of the voting members present. Agenda items not dealt with shall be included as a matter of priority in the agenda of the next Senate meeting.

(3) The Senate may resolve to postpone an individual item of business. In this case, the postponed item of business shall be placed on the agenda of the next meeting of the Senate, unless another date is set.

§ 13 Consultations

(1) Deliberations and votes concerning the personal affairs of a member shall take place in the absence of the member.

(2) Faculty bylaws on which the responsible central commissions have made unanimous recommendations shall be voted on in a block without deliberation. A deliberation shall take place before the vote only if a member of the Senate or a member of the University entitled to speak and propose in the Senate so requests.

§ 14 Speaking time and speaking list

(1) The Chairperson may set a limit on speaking time. If a voting member of the Senate objects, the objection shall be put to the vote. Likewise, a restriction on speaking time may be decided upon at the request of a voting member of the Senate. If the speaking time is exceeded in a contribution, the Chairperson shall withdraw the right to speak after a single reminder.

(2) The Chairperson may close the speaking list. If a voting member of the Senate objects, the objection shall be put to the vote. Likewise, the closing of the speaking list may be decided upon request. The resolution to reopen the speaking list requires a majority of two-thirds of the voting members present.

(3) The Chairperson shall close the discussion when the list of speakers has been exhausted or when the discussion has been closed by resolution. If a motion is made to close the discussion, the list of speakers shall be read out before the vote.

§ 15 Request to speak and allocation of the floor

(1) The members of the Senate may speak on the matter and submit motions at any time during the deliberations after the Chair of the Senate has given the floor. At the request of a member, the Senate may grant other participants in the meeting and representatives of the public the right to speak on a specific item on the agenda or on a specific question.

(2) As a rule, the Chairperson shall give the floor in the order in which the floor is requested. Applicants and rapporteurs may be given the floor both at the beginning and after the end of the discussion of the item in question.

§ 16 Procedural motions

(1) On a point of order, the floor must be given immediately outside the speaking list. This shall interrupt the list of speakers, if necessary after the person who has the floor at that time has finished speaking. Points of order are in particular requests for

- Suspension or postponement of the meeting,
- Postponement of an item or non-referral,
- Amendment of the agenda and removal from the agenda,
- Granting the right to speak,
- Exclusion of the public,
- Establishment of the quorum,
- Referral to a commission or committee,
- Joint consultation,
- Closing or reopening the speaking list,
- Split or secret ballot,
- Conclusion of the consultation.

(2) On a point of order, the Chairperson shall give the floor in the order in which the floor is requested.

(3) A point of order may only be raised until the start of a vote or election. It shall be adopted if it is not opposed. In the event of an objection, the point of order shall be put to the vote without further deliberation after the dissenting votes have been heard.

§ 17 Right to ask questions

Voting members of the Senate and persons with the right to make motions and speak may submit questions to the President. The questions should be submitted in writing at least 10 days before the meeting and answered at the following regular meeting.

§ 18 Interposed questions, replies

(1) The Chairperson may allow interposed questions during a discussion. The questions shall be asked directly and without comment. The Chairperson shall

not permit more than two interposed questions in the same context.

(2) Outside the speaking list, the Chairperson may also give the floor for direct reply.

(3) The Chairperson may allow interposed questions on the agenda items "Report of the Chairperson", "of the President", "from the Commissions and the Equal Opportunities Officer" and give the floor for direct reply. There shall be no deliberation.

§ 19 Subject call

If a speech deviates from the subject matter of the discussion, the Chairperson may refer to the matter. If this occurs twice in the same speech, the Chairperson of the Senate may withdraw the floor.

§ 20 Non-referral

The Senate may decide, up to the point of entering into the vote on an item on the agenda, that it does not wish to deal with it or does not wish to deal with it further, unless there is a legal obligation to do so. If the motion not to refer is rejected, it may not be repeated in the course of the meeting.

§ 21 Reconciliation

(1) If an item requires a vote, this shall in principle take place following its discussion. The Chairperson shall put the question on the voting item in such a way that it can be answered yes or no. As a rule, it shall be worded in such a way as to ask whether consent is given.

(2) The Chairperson shall announce the wording or the essential content of a motion, the method of voting and the required majorities and shall determine the order of voting. Any member may request the division of a motion for separate voting. § 13 (2) sentence 2 remains unaffected.

(3) Voting shall be by show of hands. At the request of one third of the members entitled to vote, voting shall be by secret ballot. This shall not apply to votes on motions of order. Decisions on personnel matters shall always be taken by secret ballot.

(4) The Senate may, by a majority vote of the members present and entitled to vote, resolve to vote by roll call.

(5) If there are several motions on the same item, the motions of order shall be voted on first. Subsequently, amendments, supplementary motions and the original motions on the item shall be voted on in

this order. In each case, the more far-reaching motion shall be voted on first. In case of doubt the Chairperson decides. If a member objects, the Senate shall decide.

(6) If a voting member of the Senate doubts the correctness of the result of the vote immediately after the Chairperson has established it, the vote shall be repeated in the event of justified doubts.

§ 22 Resolution

Resolutions are passed by a majority of the valid votes cast, unless otherwise specified. Abstentions and invalid votes are not taken into account in the calculation. In the event of a tie, the motion shall be rejected.

§ 23 Special votes

(1) Any member may express his or her dissent in a written special vote, provided that this has been expressly reserved at the meeting. The special vote may only reflect those arguments that were also put forward at the meeting. It must be sent to the Chairperson within a reasonable period to be determined by the Chairperson.

(2) The Chairperson shall reject special votes that do not meet the above requirements or are submitted late.

(3) The announcement of a special vote, the grounds on which it is to be based and the deadline for its submission shall be recorded in the minutes of the meeting.

(4) A special vote shall be annexed to the Senate minutes. Resolutions to be submitted to other bodies shall also be accompanied by the special vote.

§ 24 Issuance of declarations

The Chairperson may at any time give the floor for factual corrections or personal statements. The personal statement shall be recorded in the minutes at the request of the respective person concerned and must be submitted to the Chairperson in writing without delay.

§ 25 Elections

(1) Elections in the Senate shall in principle be by secret ballot. With the consent of all eligible voters present in the Senate, elections may also be held by open ballot.

(2) The person who receives the majority of the votes shall be elected. If more than one person is standing for election in the third ballot, the person who has received the most votes shall be elected.

(3) If the Senate sends representatives of the groups in this capacity to a body of the Senate, the members of the Senate shall elect their representatives separately by group.

(4) Members of a body may only be voted out by electing a successor. Paragraph 3 shall apply mutatis mutandis to group representations. The decision that a deselection should take place shall in this case require the consent of the majority of the voting members of the Senate.

(5) During the personnel debate in connection with elections, the public and the persons concerned shall be excluded. A motion to close the personnel debate is not permitted. Minutes shall not be kept.

(6) If a voting member of the Senate doubts the correctness of the election result immediately after it has been determined by the Chairperson of the Senate, the election shall be repeated in the event of justified doubts.

§ 26 Publication of resolutions

Resolutions adopted in public session shall be announced in an appropriate form.

IV. Final provisions

§ 27 Notification of termination of mandate

The members and their deputies shall immediately notify the Chairperson in writing of the resignation of the mandate or the loss of eligibility in their group. They shall continue to hold office until new elections are held or a successor is appointed.

§ 28 Senate Representative

The Senate may appoint Senate officers to support specific tasks. The task and term of office shall be specified in the appointment resolution. The office ends at the latest with the term of office of the Senate.

§ 29 Amendment of the Rules of Procedure

The Senate shall adopt amendments to these Rules of Procedure by a two-thirds majority of its voting members.

§ 30 Entry into force, expiry

The rules of procedure enter into force on the day following their publication in the official announcements of the University of Potsdam. At the same time, the Senate's rules of procedure of June 19, 2013 (AmBek. UP No. 14/2013 p. 926) shall expire.