

Göttingen Campus:

The Rules of Procedure (*Geschäftsordnung*) of the Bodies of the Göttingen Campus (GC), which came into force by virtue of the resolution of the Göttingen Campus Council (GCC) of 13 September 2018 (section 9 subsection 4) of the Statutes of the Göttingen Campus, published in the Official Announcements I of the University of Göttingen dated 27 October 2017/No. 52), are herewith published below:

Rules of Procedure of the Bodies of the Göttingen Campus (GC)

Section 1 Bodies of the GC; Secretariat

- (1) The Bodies of the GC shall be the Göttingen Campus Council (GCC) and the Göttingen Campus Executive Board (EB).
- (2) A Secretariat (Campus Office) shall be established at the University to provide administrative support to the Bodies of the GC.
- (3) Should the Chair of the GCC be unable to attend, he or she shall be represented by his or her deputy.

Section 2 Convocation of the GCC

- (1) The Chair shall convene the GCC as required, at least in text form; the GCC shall meet at least once per semester.
- (2) The Chair shall communicate the invitation together with the meeting documents to the members of the GCC at least ten (10) days prior to the beginning of the meeting; exceptions may be made if there is cause therefor.
- (3) The invitations shall be announced to the deputy members for information purposes.
- (4) Should any member be unable to attend, he or she shall be obliged to inform his or her deputy and the Campus Office, as well as forwarding the meeting documents to his or her deputy.

Section 3 Agenda

- (1) ¹The Chair shall prepare the provisional agenda. ²Any member of the GCC may request that an

item designated by him or her be placed on the agenda. ³Registrations by members of items for inclusion in the provisional agenda must be received by the Chair and the Secretariat no later than the fourteenth day (by 12:00 noon) prior to an ordinary meeting; this may be waived for cause if the Chair agrees thereto.

(2) The agenda shall be approved by the GCC at the beginning of the meeting.

(3) ¹Amendments to the agenda shall be adopted at the beginning of the meeting. ²They shall require the approval of the majority of the members of the GCC present.

Section 4 Chair of the meeting

(1) The sessions of the GCC shall be opened, chaired and closed by the Chair.

(2) At the opening of the session, the Chair shall establish whether the meeting is quorate and the invitation and the agenda have been communicated in proper form.

(3) ¹The GCC shall be quorate if a majority of its voting members is present. ²It shall also be deemed to be quorate if the number of members present who are entitled to vote decreases in the course of the meeting, unless a voting member claims that it is not quorate; such member shall also be counted among those present. ³Meetings may be held in whole or in part by means of video and/or audio transmission, whereby members attending via video and/or audio transmission shall also be deemed to be present.

Section 5 Non-public meetings

(1) ¹The GCC shall not meet in public. ²Confidentiality must be maintained.

(2) ¹The GCC may commission third parties to act in an advisory or supportive capacity. ²Such invitation shall be issued by the Chair.

Section 6 Passing of resolutions

(1) ¹Only those contents shall be subject to resolution by the GCC which are listed in the agenda as separate items. ²A resolution may only be passed on content that has been placed on the agenda without prior registration if no member objects to it. ³If the invitation and the agenda have not been made known to all members of the GCC in good time, resolutions on items on the agenda may not be adopted if at least two members of the GCC so request.

(2) ¹Voting shall be open as a matter of principle; the ballot shall be carried out in secret at the request of at least one member. ²A simple majority shall decide. ³Abstentions shall be deemed to be votes that were not cast. ⁴A resolution shall not be deemed to have passed if more than half the voting members present have cast an invalid vote or abstained. ⁵Resolutions of the EB shall

always require an absolute majority of its voting members.

(3) ¹Resolutions shall be taken within meetings or by way of circulation (in writing, by fax, telephone or electronic means). ²The deadline for the circulation period must be at least one (1) week; a secret ballot shall be ensured where necessary. ³A resolution shall only be passed in ballots that are carried out by way of circulation if it was adopted with the majority of the votes of all voting members and the chair has not received an objection to this procedure from any member during the deadline period for the circulation procedure; otherwise, the resolution may only be taken within a meeting. ⁴The right of objection shall be ruled out insofar as implementation by way of circulation was decided within the previous meeting. ⁵The Secretariat shall inform the members of the result of the passing of a resolution by way of circulation at least in text form.

Section 7 Minutes

¹Minutes on resolutions shall be prepared under the responsibility of the Chair regarding each GCC meeting. ²The minutes, which shall be signed by the Chair, shall be communicated to the members of the GCC, indicating that:

- the minutes shall be deemed to have been approved if no member expresses an opinion on the correction of the minutes within four weeks of the date of such communication, and
- applications for the correction of the minutes that were received in a timely manner shall be decided upon at the next meeting at which this is feasible.

Section 8 Amendments

Amendments to the present Rules of Procedure shall be adopted by an absolute majority of the voting members of the GCC.

Section 9 Entry into force

The present Rules of Procedure entered into force with the resolution of the GCC dated 13 September 2018 (section 9 subsection 4) of the Statutes of the Göttingen Campus, published in the Official Announcements I of the University of Göttingen of 27 October 2017/No.52).
