

Please note that the following document is a non-binding convenience translation. Only the German version of the document has legal validity.

**Reading Version**

## Rules of Procedure of the Heidelberg University of Jewish Studies

The Senate of the Heidelberg University of Jewish Studies (HfJS) adopted the following Rules of Procedure pursuant to § 10 (8) in conjunction with § 19 (1), Sentence 2, No. 10 of the Heidelberg University Act (LHG) at its meeting on June 11, 2014, and the Rector of the HfJS adopted them on May 11, 2020, by way of an expedited decision pursuant to § 11 of the Rules of Procedure. All official, status, functional, and professional designations used in the masculine form in these bylaws apply equally to women and men and may be used in the corresponding feminine form. This also applies to the use of academic degrees, academic designations, and titles.

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## §1 Scope

These rules govern the procedures in bodies, committees, and commissions of the HfJS (hereinafter referred to as bodies) with the exception of the Rectorate. Deviations from these rules of procedure are only possible by means of a statute.

## §2 Convening of Meetings

- (1) The chairperson shall convene the committee for a meeting in writing, including by email, with one week's notice, stating the provisional agenda and sending the consultation documents. In urgent cases, the committee may be convened without notice and without formalities. If a decision is to be made in writing or electronically within the meaning of § 8 (1), the chairperson of the committee shall initiate the procedure and at the same time set the deadline for responses. The response period shall be at least three days. In urgent exceptional cases, this period may be reduced to at least one day.
- (2) The committee must be convened immediately if one-third of all voting members or the Rectorate pursuant to § 16 (7) LHG submit a written request to the chair of the committee, stating the subject matter to be discussed. The subject matter must fall within the remit of the committee.
- (3) An objection that a meeting has not been duly convened may only be raised at the latest by the beginning of the following meeting. If the committee recognizes the objection as justified, the meeting must be repeated, unless at least two-thirds of the voting members of the committee present declare the defect to have been remedied.
- (4) Members who are unable to attend the meeting shall notify the chairperson and the management of the respective committee immediately in writing or by email. If a substitute is provided for, the member who is unable to attend shall immediately notify his or her substitute and ensure that the invitation and meeting documents are sent to the substitute in good time.

## §3 Drawing up the provisional Agenda, inviting Experts and Informants / Questions to the Chairperson

- (1) The chairperson shall draw up the provisional agenda. In the case of meetings whose date has been set in advance, the chairperson shall take into account any motions received by the 10th working day prior to the meeting. Where appropriate, the motions shall be drafted in such a way that they are ready for decision and shall be accompanied by a brief statement of reasons.
- (2) When drawing up the provisional agenda, the chairperson shall consider which agenda items require the consultation and attendance of experts and/or informants.
- (3) The chairperson may call on staff from his or her administrative area for support and assign them to present on individual agenda items.

- (4) Questions to the chairperson may be submitted in writing before the meeting or asked during the meeting. They shall be answered by the chairperson in writing or orally during the meeting. The committee may decide by a two-thirds majority to include the subject of the question as the last item on the agenda.

#### §4 Closed Meetings

- (1) Committees shall meet in private, with the exception of matters concerning the Senate pursuant to § 19 (1) nos. 1 and 2, 12 to 14 LHG. The Senate may decide to exclude the public in the event of disturbances (§ 10 (4) LHG). The members of the committees are bound to secrecy in accordance with § 9 (5) LHG.
- (2) Resolutions, voting results, and election results may be disclosed to other university committees and institutions, unless the committee decides otherwise or the chair orders confidentiality; the members of the committee may have this decision by the chair reviewed in accordance with the applicable legal provisions.

#### §5 Conduct of Proceedings and Business

The chairperson opens, chairs, and closes the meeting. He or she ensures that the meeting proceeds in an orderly manner. Until a chairperson is elected – unless the chairmanship is already determined by virtue of office or appointment – and in the event that the chairperson and his or her deputy are unable to attend, the oldest member of the committee shall chair the meeting. He or she shall determine whether a quorum is present before opening the meeting and, if necessary, at any time during the meeting. In case of doubt, he or she shall interpret the rules of procedure.

#### §6 Determination of the Agenda

- (1) The first item on the agenda is its confirmation. Upon confirmation of the agenda, a decision may be made on the involvement of experts and informants.
- (2) In specially justified cases, motions to add further items to the agenda may be submitted at the beginning of the meeting. These motions shall be decided on separately; they require the approval of two-thirds of the members present.
- (3) Once the agenda has been adopted, no new items may be added. The reordering or removal of agenda items requires the approval of two-thirds of the members present.

#### §7 Right to submit Motions and speak

- (1) Only members and any committees and commissions of the body through their respective chairpersons have the right to submit motions in the committees.
- (2) Motions may only be made on an agenda item. If a motion does not relate to an agenda item or does not fall within the remit of the committee, the chairperson shall reject the motion without debate.

- (3) Motions on the rules of procedure may only concern the conduct of the proceedings. Points of order shall be considered before points of discussion. Before voting on motions to close the debate and/or to vote immediately, as well as to close the list of speakers, the list of speakers shall be announced. Motions on points of order shall be voted on immediately after the mover has given their reasons and any opposing arguments have been heard. If there are no opposing arguments, the motion shall be accepted.
- (4) Members of the committee, experts, and persons providing information, as well as those participating in the meeting on the basis of their right to information, shall have the right to speak.

## §8 Quorum

- (1) The committee shall constitute a quorum if at least half of the members who have the right to vote on the matter to be decided are present and the meeting is conducted in accordance with the rules. A resolution by written or electronic procedure requires the participation of at least half of the members entitled to vote on the matter in question. If a member is prevented from participating, this must be noted on the document or communicated in electronic form, stating the reason.
- (2) The meeting shall automatically be deemed to be inquorate if less than half of all members of the committee are present or participate in the written or electronic procedure within the meaning of § 8 (1). No separate determination is required in this case.
- (3) If, in two consecutive, duly convened meetings, the members are not present in the number required for the resolution to be passed, the chairperson may immediately convene a third meeting in which the committee shall pass the resolution regardless of the number of members present. The same applies if a quorum is not present for reasons other than bias. When convening the second and third meetings, reference shall be made to the consequences for the resolution.
- (4) If a committee is unable to pass resolutions due to the bias of its members, the chairperson shall take its place. Before making a decision, the chairperson shall hear the members who are not biased.

## §9 Decision-Making

- (1) The committees shall make decisions by means of resolutions, votes, and elections within the framework of a duly convened meeting. They may also make decisions by written procedure (including the transmission of written statements by simple electronic transmission) or in electronic form; this applies in particular to matters of a simple nature and the approval of minutes, or if no decision could be made due to a disruption of a meeting. If a member entitled to vote objects to the adoption of a specific resolution by electronic means, the relevant agenda item shall be dealt with at a regular meeting of the committee. If there are doubts as to the proper conduct of the written or electronic procedure, this must be reported immediately.

- (2) The chairperson shall declare the conclusion of the deliberations and formulate the motions submitted for a resolution. If there are multiple motions on the same matter, the chairperson shall determine the procedure and the order of voting.
- (3) The committees make decisions through votes and elections. Abstentions and invalid votes are counted when determining a quorum, but not when calculating the majority. §§ 20 and 21 of the State Administrative Procedure Act do not apply to elections to be held by committees or to nominations for such elections.
- (4) The committees generally vote by open ballot. Resolutions are adopted by a simple majority of votes. In the event of a tie, the motion is deemed rejected. Resolutions on personnel matters are adopted by secret ballot if a member requests a secret ballot.
- (5) At the request of a member of the respective body, elections are conducted by secret ballot. The candidate who receives more than half of the votes of the eligible voters present is elected. If such a majority is not achieved in the second round of voting, a third round of voting shall take place; if there are multiple candidates, this shall be a runoff between the two candidates who received the most votes in the second round; in this third round, a simple majority shall decide. In the event of a tie, the decision shall be made by lot.

### §9a Telephone and Video Conferences in Emergency Situations

- (1) In emergency situations, meetings may be held via telephone or video conference. An emergency situation is defined as an exceptional circumstance in which an in-person meeting is not possible, reasonable, or permissible, particularly if laws or judicial or administrative decisions prevent members from gathering on-site. The decision to hold a telephone or video conference is made by the chairperson. The chosen format must enable the committee to reach a simultaneous and joint decision in a manner essentially comparable to an in-person meeting. The meeting may also be conducted with some members of the committee present in person and others participating via telephone and/or video.
- (2) Unless otherwise provided in this section, the other provisions of these Rules of Procedure shall apply mutatis mutandis to telephone and video conferences.
- (3) If a meeting is convened as a telephone or video conference, the notice of the meeting must also include the dial-in information; this information must be provided no later than 12:00 p.m. on the business day preceding the telephone or video conference. The invitation and other documents shall be transmitted exclusively electronically. The selection of a suitable system is the responsibility of the chairperson in accordance with legal requirements; the selection is limited to systems approved for use by the HfJS. When preparing the telephone or video conference, the chairperson must ensure that the measures required by the current state of the art to ensure technical functionality are taken. The chairperson must inform the members and other persons entitled to participate of the

system requirements for participation and operation in a timely manner so that they are able to take the necessary measures on their end.

- (4) A member is considered present once a successful connection to the selected system has been established. A connection is considered successful if the chairperson can unequivocally verify the member's identity based on their voice and, in the case of a video conference, additionally based on a transmitted real-time image, and if the member can introduce themselves to the other participants. This also applies to other individuals authorized to participate.
- (5) All participants are required to ensure, at their respective locations, that the telephone or video conference cannot be monitored by unauthorized persons. Recording of the meeting by participants is prohibited; the chairperson shall expressly draw attention to this prohibition and to the confidentiality requirements at the beginning of the telephone or video conference.
- (6) Before a vote is taken, the chairperson shall verify, by polling all participants, that a quorum is still present. The vote must be conducted in such a way that the result can be determined beyond any doubt and that multiple votes or votes cast by participants who are not eligible to vote are prevented; in particular, the chairperson may order a roll-call vote. If a quorum is not present due to a loss of connection, the chairperson shall schedule an appropriate break in the meeting to allow participants to reconnect to the system. If a quorum cannot be established due to a loss of connection even before the third attempt at voting, the chairperson shall decide whether the telephone or video conference shall be terminated prematurely and repeated at a later date as a telephone or video conference, if necessary, using a different system.
- (7) In the case of secret ballots (personnel decisions and matters for which a secret ballot has been requested), the resolution must be adopted through a written or electronic procedure that ensures members eligible to vote may cast their ballots in secret; the chairperson is responsible for determining the procedure.
- (8) Paragraph 7 applies *mutatis mutandis* to elections in committees.
- (9) If, in exceptional cases, agenda items are to be addressed in a public meeting, the university community may participate via suitable electronic systems that provide a live broadcast of the telephone or video conference. In this case, it must be announced that the public meeting of the body will be conducted in the form of a telephone or video conference; the announcement shall include instructions on how the public portion may be followed.
- (10) If applicable, the meeting minutes should also note the system used to conduct the telephone or video conference. The reasons for holding the meeting as a telephone or video conference must be documented. The meeting location need not be specified.

(11) After the conference, the participants shall confirm to the chairperson via email that they participated in the telephone or video conference. The emails shall be attached to the minutes.

(12) If a ground for exclusion or a conflict of interest arises, any person eligible to participate must immediately inform the chairperson and leave the virtual meeting room. Once the ground for exclusion or the conflict of interest has been resolved, the chairperson shall schedule an appropriate break to allow the affected person to successfully reconnect. The chairperson shall instruct the affected person to reconnect by telephone.

### §10 Personal Statement / Personal Comment

After completing an agenda item, the chairperson shall give the floor for personal statements. These statements may not exceed three minutes in length. The statement shall be submitted in writing to the secretary and attached to the minutes. The personal statement may be submitted in writing as a personal comment, if necessary in a supplementary version, as close as possible to the relevant meeting. This shall be sent to the members of the committee together with the minutes of the meeting.

### §11 Right to Make Urgent Decisions

In urgent matters that cannot be postponed until a meeting of the committee, the chairperson of the committee shall decide in its place. The committees may exclude individual matters from the right to make urgent decisions in their rules of procedure. The reasons for the urgent decision and the manner in which it was made shall be communicated to the members of the committee without delay, at the latest at the next meeting.

### §12 Minutes

(1) Minutes shall be taken of the main proceedings of the committee. The chairperson shall appoint the minute-taker. The minutes must include:

- the date and place of the meeting,
- the name of the chairperson,
- the names of the members present and absent,
- the names of the other participants and their roles,
- the subjects of the negotiations,
- the motions,
- the results of votes and elections,
- the wording of the resolutions, and
- a note on any personal statements made.

(2) The minutes must be signed by the chairperson and the minute-taker.

(3) The minutes must be sent to the members of the committee immediately after completion. Objections to the minutes or the annexes must be raised in writing by the end of the response period.

If the chairperson does not agree to an amendment to the minutes in accordance with an objection, the committee shall decide. Once the objections have been dealt with, the minutes shall be deemed to have been approved.

### §13 Committees

- (1) The committee may form advisory or decision-making, permanent or temporary committees for individual subject areas or parts thereof or for specific special tasks, provided that the formation of committees is not prohibited by law or by the University Statutes. Unless a proposal for the establishment, composition, and membership of a committee has already been announced in the invitation to the meeting, two-thirds of the members present may also request the establishment, composition, and membership of a provisional committee without prior proposal. A final decision on the membership shall be made at the next meeting of the body or in writing or electronically within the meaning of § 8 (1).
- (2) The voting members of the decision-making committees must be members of the body; in decision-making committees of the Senate, university teachers must have a majority (§ 19 (1) sentence 4 LHG). If members from different groups are to be appointed to committees, the respective representatives of the group in the body have the right to make proposals.
- (3) The term of office of members of decision-making and advisory committees who are not students shall be two years, unless otherwise decided. The term of office of members of advisory committees shall always end with the term of office of the elected members of the body.
- (4) When appointing committees, the body may at the same time decide which member of the committee shall chair it. If no chair is appointed, the members of the committee shall elect a chair from among themselves.
- (5) Each committee member shall be granted access to the committee documents upon request. Each committee member is entitled to attend committee meetings without the right to speak or vote. Upon request, invitations to the meetings shall be sent to them.
- (6) A committee may be dissolved at any time by the convening body. The decision requires a majority of the members of this body.

### §14 Violations of the Rules of Procedure

Any objection that resolutions or elections have not been conducted in accordance with these rules of procedure must be raised at the latest at the beginning of the next meeting. If the objection is recognized as justified by the committee, the matter shall be discussed again at the meeting and a new resolution or election shall be taken.

## §15 Entry into Force

These Rules of Procedure shall enter into force on the day following their publication on the website.