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## Statutes amending the Rules of Procedure of the Heidelberg University of Jewish Studies (HfJS)

Pursuant to Section 10 (8) and Section 19 (1) sentence 2 no. 10 of the State Higher Education Act (LHG) in the version dated April 1, 2014 (GBl. p. 99), the Rector of the HfJS adopted the following statutes amending the Rules of Procedure of the HfJS on May 11, 2020, by way of an urgent decision pursuant to § 11 of the Rules of Procedure.

### Article 1

#### Amendments

1. Section 9 (1) sentence 3 is replaced by the following wording:

"If a member entitled to vote objects to the wording of a specific resolution in a circular resolution or electronic resolution, the relevant agenda item shall be dealt with at a regular meeting of the body; this may also be held in the form of a video conference in accordance with § 9a."

2. The following Section 9a is inserted after Section 9:

#### Section 9a Telephone and video conferences in emergency situations

(1) In emergency situations, meetings may be held as telephone or video conferences. An emergency situation is defined as an exceptional situation in which a face-to-face meeting is not possible, proportionate, or permissible, in particular if laws or court or administrative decisions prevent a meeting from being held on site. The decision to hold a telephone or video conference is made by the chairperson. The chosen form must enable the committee to reach a decision simultaneously and jointly in a manner that is essentially comparable to a face-to-face meeting. The meeting may also be held with some members of the committee present and individual members joining by telephone and/or video.

(2) Unless otherwise specified in this paragraph, 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 invitation shall also include the dial-in details; the dial-in details shall be communicated no later than 12 noon on the working day preceding the telephone or video conference. The invitation and other documents shall be sent exclusively by electronic means. The selection of a suitable system is the responsibility of the chairperson, taking into account the legal requirements; the selection is limited to systems approved for use by the HfJS. When preparing for the telephone or video conference, the chairperson shall ensure that the measures provided for in accordance with the current state of the art to ensure technical functionality have been taken. He or she shall inform the members and other persons entitled to participate in good time about the system requirements for participation and operation so that they are in a position to take the necessary measures on their part.
- (4) Once a connection to the selected system has been successfully established, a member is considered to be present. 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, an additional real-time image, and if the member is able to communicate with the other participants. This also applies to other persons entitled to participate.
- (5) All participants are obliged to ensure that the telephone or video conference cannot be monitored by unauthorized persons at their respective locations. Participants are not permitted to record the meeting. The chairperson shall expressly point this out at the beginning of the telephone or video conference, along with the confidentiality requirements.
- (6) Before a vote, the chairperson shall check with all participants to ensure that a quorum is still present. The vote shall be conducted in such a way that the result of the vote can be determined beyond doubt and that multiple votes and votes cast by participants who are not entitled to vote are excluded; in particular, the chairperson may decide to hold a roll call vote. If a quorum is not present due to a loss of connection, the chairperson shall determine an appropriate interruption of the meeting so that the participants can reconnect to the system. If a quorum cannot be established due to a loss of connection even before the third attempt to vote, the chairperson shall decide whether to terminate the telephone or video conference prematurely and repeat it at a later date as a telephone or video conference, using a different system if necessary.
- (7) In the case of secret ballots (personnel decisions and matters in which a secret ballot has been requested), resolutions shall be passed by means of a written or electronic procedure in which secret voting by members entitled to vote is guaranteed; the chairperson shall be responsible for determining the procedure.

(8) Paragraph 7 shall apply mutatis mutandis to elections to committees.

(9) If, in exceptional cases, agenda items are to be dealt with in a public meeting, the university community may participate via suitable electronic systems for live broadcast of the telephone or video conference. In this case, it must be announced that the public meeting of the committee will be held in the form of a telephone or video conference; the announcement must include an explanation of how the public part of the meeting can be followed.

(10) If necessary, the minutes of the meeting shall also record the system used to conduct the telephone or video conference. The reasons for conducting the meeting as a telephone or video conference shall be documented. The location of the meeting does not need to be specified.

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

(12) If there is a reason for exclusion or bias, a person entitled to participate must inform the chairperson immediately and leave the virtual room. Once the reason for exclusion or bias no longer applies, the chairperson shall determine an appropriate interruption to allow the person concerned to successfully reconnect. The chairperson shall ask the person concerned to reconnect by telephone.

## Article 2

### Entry into Force

This amendment shall enter into force on the day after its publication on the website.

Heidelberg, May 11, 2020

signed Prof. Dr. Johannes Heil  
Executive Rector