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Rules of Procedure of the Board of Supporters of the Doctoral School NRW

in the version dated 14.12.2020

Based on Section 67b (1) sentence 1 and Section 77a (2) (3) (b) of the Higher Education Act of the State of North Rhine-Westphalia (Higher Education Act - HG) as amended by the Act Amending the Higher Education Act of July 12, 2019 and Section 15 (1) and (5) of the Administrative Agreement of the Doctoral School NRW (VV), the Board of Supporters of the Doctoral School NRW has adopted the following Rules of Procedure:

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§ 1 Composition, chairmanship and chairing of meetings

(1) In accordance with Section 15 (1) VV, the members of the Board of Supporters are the rectors or presidents of the supporting universities or the representatives appointed by them. The members of the Executive Board of the Doctoral School NRW and the Person in charge of Equal Opportunities Affairs participate in the meetings in an advisory capacity.

(2) The Board of Supporters shall elect one person with voting rights as Chairperson and up to two members with voting rights as Deputy Chairperson by a majority of its votes. The Board of Supporters may vote the chairperson out of office by the same majority if this also involves a new election in accordance with sentence 1. The same applies to the deputy chairperson. The chairperson and deputy chairpersons must be the rector or president of a supporting university.

(3) The term of office for the chair and deputy chair begins with the Acceptance of the election and ends after four years. Re-election is permissible.

(4) If the term of office of the Chairperson as Rector or President of a supporting university ends before the end of the term of office as Chairperson of the Board of Supporters, the Board

of Supporters shall elect a Chairperson in accordance with paragraph 2 for the remaining term of office. The same shall apply to the deputy.

(5) The chairperson is responsible for chairing the meeting; in his or her absence, the deputy chairperson is responsible for chairing the meeting.

(6) The Chairperson shall represent the Board of Supporters vis-à-vis the Doctoral School NRW, the supporting universities and the public.

§ 2 Convening of the Board of Supporters

(1) The Board of Supporters shall meet at least once a year in accordance with Section 15 (7) VV. The Board of Supporters shall be convened by the chair of the meeting in electronic form with a draft agenda at least five working days before the date of the meeting. The chair of the meeting shall include those items in the draft agenda that are communicated to it in electronic form by the Board of Supporters, the Executive Board or the Person in charge of Equal Opportunities Affairs at least ten working days before the date of the meeting. The members of the Executive Board and the Person in charge of Equal Opportunities Affairs shall receive a copy of the invitation including the agenda.

(2) In urgent cases or if at least three members with voting rights so request, the Board of Supporters must be convened immediately. In such cases, the invitation must be sent to the members five working days before the date of the meeting.

(3) The meetings of the Board of Supporters may also be held as video or audio conferences.

§ 3 Quorum

(1) The Board of Supporters shall constitute a quorum if at least half of its members with voting rights are present or connected electronically and the meeting has been duly convened.

(2) If a quorum is not present at a meeting, the chair of the meeting shall immediately convene a new meeting with the same agenda and a reference to the reason for the repeat meeting. A quorum is then present regardless of the number of voting members present.

§ 4 Agenda

The chair of the meeting puts the proposed agenda to the vote. Additional agenda items may be included if more than half of the voting members of the Board of Supporters present agree.

§ 5 Consultation and resolution

(1) Every member with voting rights is entitled to submit motions on the items on the agenda. The chair of the meeting shall decide on the order of voting.

(2) Unless otherwise stipulated, resolutions shall be passed by a simple majority of the members present or connected and entitled to vote. The majority of votes cast shall be decisive; abstentions shall be deemed votes not cast. In the event of a tie, the chairperson of

the meeting shall have the casting vote.

(3) Resolutions may also be passed in electronic form. If the chair of the meeting determines that the conditions for a secret ballot are also met in the case of an electronic vote, secret ballots may also be held in the case of video or audio conferences or with voting members connected.

(4) Resolutions of the Board of Supporters may also be passed by written or electronic circulation procedure with a deadline for voting. The circulation procedure is only permissible if the members agree on this.

§ 6 Public

(1) The meetings of the Board of Supporters shall not be public.

(2) The Board of Supporters may invite other persons to attend individual meetings or items on the agenda. In particular, the Board of Supporters may invite experts appointed by the State Rectors' Conference of Universities and other experts from scientific institutions to its deliberations.

§ 7 Commissions

The Board of Supporters may appoint commissions for certain tasks. The recommendations of a committee shall be reported to the Board of Supporters at its next meeting. The Board of Supporters shall make general determinations regarding the responsibilities of the commissions. The provisions of these Rules of Procedure shall apply accordingly to the work of the committees.

§ 8 Minutes of the meeting

(1) Minutes shall be taken of each meeting of the Board of Supporters.

(2) The minutes shall be signed by the chairperson of the meeting and the .

(3) The minutes of the meeting shall be sent to the members for voting by circulation within ten working days.

§ 9 Confidentiality

The members of the Board of Supporters are obliged to maintain confidentiality with regard to matters whose confidentiality is required or agreed. This obligation shall also apply after termination of their activity as a member of the Board of Supporters.

§ 10 Interpretation and amendment of the Rules of Procedure

(1) The person chairing the meeting shall decide on the interpretation of the Rules of Procedure. If the decision is objected to, the Board of Supporters shall decide; Section 5 (2)

and (3) on the passing of resolutions must be observed.

(2) An amendment to the Rules of Procedure shall require a majority of at least two thirds of the votes of the Board of Supporters.

§ 11 Transitional provisions; entry into force

These Rules of Procedure shall enter into force on the day following their publication in the Doctoral School NRW's electronic gazette.

Issued on the basis of the resolution passed by the Board of Supporters on December 14, 2020.

Bochum, the 14.12.2020

The Chairman of the Board of Supporters

signed. *Baumann*

(Prof. Dr. Marcus Baumann)