

# Rules of Order for the Council of Doctoral Candidates at the School of Social Sciences

(passed by the constitutive meeting of the Council on 21 October 2015)

## Section 1 - Scope

<sup>1</sup>The Council of Doctoral Candidates at the School of Social Sciences (hereinafter: the Council) carries this title in accordance with section 38 subsection 7(4) of the Act on Higher Education of the Land of Baden-Württemberg (LHG). <sup>2</sup>These Rules of Order apply to Council procedures.

## Section 2 - Tasks

<sup>1</sup>In accordance with section 38 subsection 7(4) LHG, the Council represents the interests of all doctoral candidates admitted to the School of Social Sciences.

## Section 3 - Members

<sup>1</sup>According to section 38 subsection 7(4) LHG and section 11 subsection 1 of the Constitution of the University of Mannheim, all doctoral candidates at the School of Social Sciences are members of the Council and are eligible to vote on Council matters. <sup>2</sup>This applies to all doctoral candidates who are recorded on the list of doctoral candidates at the School of Social Sciences.

## Section 4 - Meetings

(1) <sup>1</sup>A Council meeting is to take place at least once per semester. <sup>2</sup>A meeting must also be called if one third of members request it.

(2) <sup>1</sup>The board sends out a notice of meeting in written form via e-mail. The board also provides the agenda with this notice. There is a notice period of at least one week.

(3) <sup>1</sup>In urgent cases, the board can call a Council meeting at short notice. <sup>2</sup>The board is to give reasons for calling such a meeting. <sup>3</sup>Following a request by a member of the Council, a vote on the appropriateness of the meeting at short notice may take place at the beginning of a meeting. <sup>4</sup>Should a plurality of voters vote against the appropriateness of the meeting at short notice by a show of hands from the members present, no quorum is reached and the meeting must be rescheduled.

(4) The board decides on the time and place of the meeting.

(5) The board chairs the Council meeting.

(6) The board may consult experts on individual items on the agenda during Council meetings.

## Section 5 - Agenda

(1) <sup>1</sup>The board prepares the agenda and sends it to the Council members. <sup>2</sup>Written submissions and, if possible, proposed decisions are to be communicated with the agenda.

(2) <sup>1</sup>Motions for the agenda can be submitted up to the start of the meeting.

(3) At the start of the meeting and under the first point on the agenda, the Council approves the final agenda for the meeting.

## Section 6 - Quorum

(1) A quorum is reached when a Council meeting is called appropriately.

(2) Decisions require a simple majority of votes from members present to be passed.

(3) <sup>1</sup>Every member has one vote. <sup>2</sup>This vote is non-transferable.

(4) <sup>1</sup>Changes to these Rules of Order require a two-thirds majority from the members present.

## Section 7 - Right to Make a Motion and Right to Speak

(1) Only Council members have the right to make motions.

(2) Only Council members and persons who have been given the floor by the board have the right to speak.

(3) <sup>1</sup>Points of order are allowed at any time. <sup>2</sup>The motion must relate to an item for discussion or to the agenda. <sup>3</sup>A vote is to be held immediately on points of order.

## Section 8 - Votes, Elections

(1) <sup>1</sup>Votes usually take place through a show of hands. <sup>2</sup>In exceptional cases, the Council can choose to take a vote by secret ballot following a request from a member with a simple majority; the open vote on a secret ballot is to be carried out before voting on agenda items.

### PLEASE NOTE:

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(2) <sup>1</sup>Elections take place in secret; an open vote can only be carried out with consent from all Council members present. <sup>2</sup>All members of the Council have the right to put forward candidates for an election. <sup>3</sup>The winner of the election is the person who receives the plurality of votes from the members present.

(3) <sup>1</sup>Decisions require a simple majority of votes to be passed. <sup>2</sup>In the case of tie votes, the motion is considered lost.

(4) <sup>1</sup>Should the board ask for a decision by way of a written or electronic procedure (silence procedure), the procedure is considered approved, unless within one week from the dispatch of the relevant documents, at least 10 Council members ask for its discussion at a meeting. Council members are to be informed of this immediately. <sup>2</sup>The board can shorten this period in exceptional cases. <sup>3</sup>The board is to immediately inform Council members of the results from the silence procedure.

#### Section 9 - Board

(1) <sup>1</sup>The board consists of a spokesperson and a deputy spokesperson, in accordance with section 11 subsection 1(3) of the Constitution of the University of Mannheim. The term of office for board members is one year. <sup>3</sup>Should a member of the board end his or her duties early, the Council is to select a successor for the rest of the term.

(2) The board conducts the Council's affairs and acts as its representative externally.

(3) <sup>1</sup>The Council elects members to the board during the first meeting following the end of the term of office of the departing board. <sup>2</sup>Should a member of the board end his or her duties early, a Council meeting is to be called immediately to elect a successor. <sup>3</sup>The departing board conducts the Council's affairs and leads Council meetings temporarily until a new board is elected.

(4) <sup>1</sup>The board represents Council members and has an advisory function at the school council within the School of Social Sciences, in accordance with section 11 subsection 1(2) of the Constitution of the University of Mannheim. It also represents them throughout the University at the assembly of spokespersons as defined by section 11 subsection 1(3) of the Constitution of the University of Mannheim. The assembly of spokespersons is a meeting for spokespersons from all Councils of Doctoral Candidates at the University of Mannheim. <sup>2</sup>Should the spokesperson be unable to fulfill the above named duties, the deputy spokesperson is to take his or her place.

#### Section 10 - Minutes

(1) Council members are to elect a member to act as secretary at every meeting called.

(2) <sup>1</sup>The secretary is to produce minutes for the course of the meeting. <sup>2</sup>The minutes must include the date and

place of the meeting, the names of members present and absent, the items for discussion, the motions, the results from votes on items and elections as well as the wording of decisions. <sup>3</sup>Comments on dissenting opinions given and personal declarations are also to be recorded. <sup>4</sup>The minutes are to be signed by the board and the secretary responsible.

(3) <sup>1</sup>Members are to receive an electronic copy of the minutes no later than four weeks after the meeting. <sup>2</sup>Objections to the minutes are to be raised during the next meeting under the agenda item 'Approval of the Minutes' at the latest. <sup>3</sup>Should the Council decide to change the minutes, the changes are to be documented in the amended minutes.

#### Section 11 - Communication of Decisions and Election Results

Decisions and election results from the Council are to be shared with other bodies and institutions within the University by the board, provided they require this information to fulfill their tasks.

#### Section 12 - Breaches of the Rules of Order

<sup>1</sup>Objections to decisions or elections which did not conform to these Rules of Order are to be raised by the beginning of the next meeting at the latest. <sup>2</sup>If the objection is recognized by the Council as it has a simple majority of votes, the matter is to be discussed again in the meeting and the vote or election is to be repeated immediately.

#### Section 13 - English Language

<sup>1</sup>All relevant documents such as invitations, minutes, and the Rules of Order are to be made available in English.

#### Section 14 - Commencement

These Rules of Order come into effect on the day of their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

Mannheim, 21 October 2015

Constantin Schäfer  
Chair of the Council of Doctoral Candidates  
at the School of Social Sciences

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