

Rules of Procedure for the Bylaws

of the Group Representative Council of Technical and Administrative Employees

at RWTH Aachen University

Dated April 25, 2018

Please note that the English version of this guideline is purely for your convenience and is not legally binding. Only the German version is legally binding.

Based on § 2 (4) of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the state of North Rhine-Westphalia p. 547), most recently amended by Art. 3 of the Act to Ensure the Accreditation of Degree Programs in North Rhine-Westphalia dated October 17, 2017 (Law and Official Gazette of the State of North-Rhine Westphalia p. 806) in conjunction with § 9 of the Constitution of RWTH Aachen University dated September 21, 2007, as amended by the sixth revised version of the Constitution dated April 4, 2018, published as a complete version, RWTH Aachen University has issued the following regulations:

§ 1 Validity

- (1) These rules of procedure apply to the Group Representative Council of Technical and Administrative Employees (GVB) and its bodies.
- (2) In principle, the Rules of Procedure of RWTH in the current version are to be applied, unless otherwise stipulated herein.
- (3) These rules of procedure shall be applied accordingly to the Group Representative Council of the Faculties. According to § 11 of the Bylaws of the GVB, the Group Representative Councils have the option to supplement the rules of procedure.

§ 2 Invitation

- (1) Invitations to meetings are issued in accordance with RWTH's rules of procedure.
- (2) For meetings of the Central Group Representative Council of Technical and Administrative Employees (ZGV BTV), invitations, agenda, and minutes are additionally sent to the respective 1st and 2nd deputies of the individual members.
- (3) A special meeting shall be called immediately at the request of one-fourth of the statutory voting members. The request must be made in writing, stating the subject of discussion.

§ 3 Agenda

- (1) The agenda is drawn up by the Board of Directors.
- (2) Items for discussion whose inclusion in the agenda is requested in writing by members of the Group Representative Council to the Executive Board before the agenda is sent out shall be included in the agenda.
- (3) Fixed components of the agenda are:
 - Approval of the agenda
 - Approval of the minutes of the last meeting
 - Miscellaneous as last item on the agenda
- (4) Under the item "Miscellaneous," the following motions are to be included in the order in which they were requested:
 1. Written requests for the inclusion of an item on the agenda received by the Executive Board after the agenda has been sent out
 2. Requests for the inclusion of an item on the agenda made by members of the Group Representative Council during "Approval of the agenda"
- (5) The order of the items proposed for negotiation may be changed at any time by resolution of the Group Representative Council.
- (6) An item of discussion, the inclusion of which in the agenda is requested only after the agenda was adopted, can be included in it only if the ZGV BTV so decides. If the request is rejected, the item shall be included in the agenda of the next meeting.

- (7) Motions in accordance with Paragraphs 5 and 6 shall be treated as motions for the Rules of Procedure. There is no debate on this.
- (8) Resolutions on agenda items that have been included in the agenda only after it has been sent out can only be passed with the consent of 3/4 of the present voting members of the ZGV BTV. If no resolution can be passed, the subject of discussion shall be included in the agenda of the next meeting.
- (9) The agenda of the following meeting shall be listed, in unchanged order, after the item "Approval of the minutes of the last meeting":
 1. Agenda items for which resolutions are to be made up in accordance with Paragraph 8, Sentence 2.
 2. Agenda items requested in accordance with Paragraph 6, Sentence 2.

§ 4 Public Meetings

- (1) The ZGV BTV meets in public.
- (2) If, in special cases, the public is to be excluded, a majority of 2/3 of the voting members of the ZGV BTV present is required for this. The deliberation on the exclusion of the public is not public.
- (3) If persons who do not belong to the ZGV BTV are called in to discuss matters for which the public is excluded, they must be sworn to secrecy.

§ 5 Quorum

A duly convened meeting of the ZGV BTV according to § 2 constitutes a quorum.

§ 6 Participation

Each member of the ZGV BTV is obliged to attend the meetings (see § 12 HG). In case they are unable to attend, the office of the GVB or the chairperson of the meeting have to be informed. The substitution takes place according to the rules of the Bylaws of the GVB.

§ 7

Request to Speak and Approval to Speak

- (1) A request to speak is made by raising one's hand.
- (2) The chairperson of the meeting shall give the floor to the members in the order of their requests to speak. If more than one person raises their hand at the same time, the chairperson of the meeting shall decide on the order in which they speak.
- (3) If the chairperson of the meeting wishes to participate in the discussion themselves, they shall add their name to the list of speakers.
- (4) At the request of a member, the ZGV BTV may grant the right to speak on certain agenda items to members of RWTH who are to be named, and in exceptional cases this right may also be granted to other persons.

§ 8

Motions and Votes

- (1) Requests must be made in such a way that they can be answered "yes" or "no."
- (2) In the event of several motions concerning the same subject matter, the most far-reaching motion shall be voted on first. The chairperson of the meeting shall determine which motion is the most far-reaching. Other motions are voted on in the order in which they were made.

§ 9

Personal Statement

- (1) A personal statement shall be made only after the end of the discussion, but before the vote on the relevant item of the agenda. If the proceedings are not concluded in the same meeting, the chairperson of the meeting must give the floor to those wishing to make a personal statement at the end of that meeting.
- (2) The speaker may not speak on the substance of the matter, but may only rebut attacks made against them in the debate or correct their own remarks.
- (3) The speaking time for personal statements shall not exceed 3 minutes.
- (4) If the statement is to be reproduced in the minutes, the text must be submitted in writing to the secretary.

§ 10 Minutes

- (1) The secretary has to take minutes of every meeting of the ZGV BTV.
- (2) The minutes of the meetings must contain:
 - Day, place, beginning, duration of any interruption, and end of the meeting
 - The names of the members present
 - The names of the guests
 - The names of absent members and a notation of whether they were excused absences
 - If possible, the times of arrival or departure of anyone who attended late or left the meeting early
 - The agenda in approved form
 - The text of the amendments of the last minutes
 - The general procedure of the meeting
 - The text of the proposed motions and the results of the votes on them
 - The results of elections with voting results
 - The personal statements made in writing
 - Any comments or observations that are requested to be included in the minutes
- (3) Insofar as the latter request is not made by the person who made the remark themselves, any inclusion shall only take place with their consent.
- (4) An attendance list to be kept and shall be attached to the minutes.

§ 11 Interpretation

The chairperson of the meeting shall decide on the interpretation of these Rules of Procedure; in the event of an objection to their decision, the ZGV BTV shall decide by simple majority.

§ 12 Amendments

An amendment of these rules of procedure is possible upon written request and requires the approval of 2/3 of the voting statutory members of the ZGV BTV.

§ 13 Entry Into Force

These Rules of Procedure for the Bylaws of the GVB were adopted by the ZGV BTV on April 11, 2018. In accordance with § 9 of the Constitution of RWTH Aachen University, it was submitted to the Senate for at the meeting on April 19, 2018 for their information. These regulations shall be published in the Official Announcements of RWTH Aachen University and shall enter into force on the day after publication.

Rector
of RWTH
Aachen University

Aachen,
dated

April 25, 2018

sgd. Schmachtenberg
Univ.-Prof. Dr.-Ing. E. Schmachtenberg