

# **Rules of Procedure of the Senate Strategic Committee of the Leibniz Association**

9 July 2019<sup>1</sup>

The provisions in these Rules of Procedure are based on provisions in the Statutes and General Rules of Procedure of the Leibniz Association in the applicable versions.<sup>2</sup>

## **Disclaimer**

This English translation of the Rules of Procedure of the Senate Strategic Committee is provided for information purposes only. In the event that the English and German versions permit different interpretations, the German text shall prevail.

## **§ 1**

### **Duties**

- (1) *[see Rules of Procedure of the Senate § 1 (3)]* The Senate Strategic Committee (SAS) prepares the Senate's position statements regarding the admission of new members to the Leibniz Association and major strategic expansions of existing Leibniz institutes.
- (2) The SAS gives its opinion on minor strategic institute expansions and prepares Senate position statements on overarching topics affecting a group of institutes.
- (3) The SAS prepares the Senate's funding decisions for Strategic Networking formats. The SAS takes note of the status reports of Leibniz ScienceCampi and Leibniz Research Alliances and makes recommendations where appropriate.

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<sup>1</sup> Put into effect on 25 September 2019 by the Board of the Leibniz Association.

<sup>2</sup> The current Rules of Procedure are based on the Statutes of 27 November 2015 (with additions from the General Assembly of 2017) and the General Rules of Procedure of 24 November 2016 (amended on 30 November 2017).

## **§ 2**

### **Membership, chair and guests**

#### Membership

- (1) The Senate Strategic Committee comprises the following members:
  - a) the President of the Leibniz Association
  - b) the two Vice Presidents of the Leibniz Association responsible for the Senate Competition Committee and the Senate Evaluation Committee,
  - c) two representatives appointed by the Executive Board from among the Section spokespersons of the Leibniz Association,
  - d) up to twelve external scientists appointed by the Senate; the President proposes candidates to the Senate,
  - e) one representative of the federal government,
  - f) two representatives of the *Länder*.
- (2) The member under a) has 4 votes; the members under b) and c) have two votes each. The members under d) have one vote each. The member under e) has six votes; the members under f) have three votes each.
- (3) Deputies may be appointed for the members under b), c), e) and f).
- (4) The term of office for the members under c) and d) is four years (renewable once).
- (5) The Secretary General of the Leibniz Association is a non-voting member of the SAS.
- (6) The Secretary General of the Joint Science Conference is a guest member of the SAS.
- (7) *[see General Rules of Procedure § 2 (5)]* Due consideration is given to equality and diversity aspects when appointing members of the SAS.

#### Chair

- (8) The President of the Leibniz Association is the chairperson of the Senate Strategic Committee. The SAS is represented externally by the chairperson.
- (9) *[see General Rules of Procedure § 2 (3)]* Meetings of the SAS are called and chaired by the chairperson.

#### Guests

- (10) *[see General Rules of Procedure § 2 (4)]* Additional guests may take part in meetings in an advisory capacity. Guests are invited by the chairperson. The SAS decides on the participation of guests.

## **§ 3**

### **Proceedings**

- (1) The frequency of SAS meetings is determined by its duties (see § 1).
- (2) *[General Rules of Procedure § 3 (2)]* Invitations are sent at least four weeks before a meeting with a draft agenda.

- (3) *[General Rules of Procedure § 3 (3)]* Meeting documents should be sent at least two weeks before a meeting.
- (4) Leibniz Headquarters, in consultation with the chairperson, prepares the meeting and produces the meeting documents.
- (5) *[General Rules of Procedure § 3 (4)]* The distribution/provision of invitations and meeting documents usually takes place electronically.
- (6) The meetings of the SAS and the documents sent to members and guests are confidential.

## **§ 4**

### **Quorum and passing resolutions**

- (1) *[see General Rules of Procedure § 4 (1)]* The SAS is quorate if the members have been properly invited and the majority of the members entitled to vote are present, or the majority of votes are represented by those present. The chairperson establishes whether the meeting is quorate.
- (2) *[see General Rules of Procedure § 4 (2)]* A vote may be transferred to another member of the SAS. A member who is present in a meeting and entitled to vote may vote on behalf of up to two other members in addition to their own vote.
- (3) Transferred votes may not be transferred again (no double vote transfers).
- (4) *[see General Rules of Procedure § 4 (3)]* Resolutions are adopted by a simple majority of votes cast. If the votes are tied, the chairperson decides.
- (5) *[General Rules of Procedure § 4 (4)]* Resolutions are generally passed by open ballot, unless a member objects.
- (6) *[see General Rules of Procedure § 4 (6)]* A resolution may be passed by written circulation procedure with a period of silence, provided this was agreed during the meeting of the SAS. In particularly urgent cases, the chairperson may introduce a written circulation procedure to pass resolutions, provided they justify the necessity and no member raises an objection immediately.

## **§ 5**

### **Minutes and resolutions**

- (1) *[General Rules of Procedure § 5 (1)]* Meetings are minuted. The minutes should contain the main points, but at least the resolutions.
- (2) The minutes are signed by the chair of the meeting and the minutes secretary.
- (3) Minutes should be produced promptly and approved by the SAS members.
- (4) *[General Rules of Procedure § 5 (3)]* As a general rule, resolutions take effect the moment they are passed.

## **§ 6**

### **Rules of conflict of interest**

- (1) *[General Rules of Procedure § 6 (1)]* When dealing with matters that could be advantageous or disadvantageous to individual Leibniz institutes or individuals, the rules of conflict of interest must be observed.
- (2) *[General Rules of Procedure § 6 (2)]* Any potential bias must be reported.
- (3) *[General Rules of Procedure § 6 (3)]* Bias and potential conflicts of interest may arise from:
  - close academic collaboration in the past seven years or direct academic competition,
  - current or previous (less than seven years ago) membership of an institution under discussion,
  - membership of a committee, especially the scientific advisory council and/or supervisory board, of an institution under discussion,
  - a current or failed job application for a position at an institution, or
  - a close personal connection to people at an institution under discussion.
- (4) *[General Rules of Procedure § 6 (4)]* Where a cause for bias is found to exist, the chairperson shall decide on the consequences.
- (5) *[General Rules of Procedure § 6 (4)]* If a member is excluded from the voting, they may not transfer any votes to another member and may not make use of any votes that others have transferred to them.
- (6) A conflict of interest affecting one or more members of the SAS does not affect whether a meeting is quorate.

## **§ 7**

### **Reimbursement of travel costs and expense allowance**

- (1) Travel costs are reimbursed to SAS members in accordance with the provisions of Germany's Travel Expenses Act (*Bundesreisekostengesetz*), provided they do not already receive reimbursement in their official capacity.
- (2) The members of the SAS under § 1 (2) d) receive an expense allowance for attending meetings (day rate).

## **§ 8**

### **Adoption and entry into force**

- (1) *[Statutes § 7 and General Rules of Procedure § 7 (1)]* The Rules of Procedure are adopted by the Senate of the Leibniz Association on the basis of a proposal by the SAS.
- (2) The SAS adopts the proposal for its Rules of Procedure with a majority of two-thirds of votes cast (abstentions do not count as votes cast). The same procedure applies to amendments to these Rules of Procedure.

- (3) *[Statutes § 10 (2)]* Putting the Rules of Procedure into effect is the responsibility of the Board.