

## General Rules of Procedure of the Leibniz Association

*Adopted by the General Assembly on 24 November 2016 in accordance with § 5 (6) of the Statutes of the Leibniz Association.<sup>1</sup>*

**These General Rules of Procedure are binding for governing bodies and committees and their respective rules of procedure.**

### Disclaimer

This English translation of the General Rules of Procedure 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 of governing bodies and committees

The Statutes govern the duties of governing bodies. The duties and terms of office of the committees, where not governed by the Statutes, are determined by the governing body authorised to appoint the committee.

### § 2 Membership, chair and guests

- (1) Unless otherwise stipulated by the Statutes, membership is governed by the governing body that appoints the committee and by the rules of procedure of the governing bodies and committees.
- (2) Unless otherwise stipulated by the Statutes or by a resolution passed by the relevant governing body, governing bodies and committees elect their chairperson and, where relevant, a deputy; as a general rule, the term of office is two years. Re-election is possible.
- (3) Meetings of governing bodies and committees are called and chaired by the chairperson.
- (4) Guests may take part in meetings in an advisory capacity. Guests are invited by the chairperson. Governing bodies and committees decide independently on the participation of guests.
- (5) Due consideration is given to equality and diversity aspects when nominating candidates for election to governing bodies and committees of the Leibniz Association.

### § 3 Proceedings

- (1) Meetings of governing bodies and committees are called at least once a year.
- (2) Invitations are sent at least four weeks before a meeting with a draft agenda.

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<sup>1</sup> § 2 (5) added by resolution of the General Assembly on 30 November 2017.

- (3) Meeting documents should be sent at least two weeks before a meeting.
- (4) The distribution/provision of invitations and meeting documents usually takes place electronically via the mailing lists at Leibniz Headquarters or via the Leibniz Association's intranet.

#### **§ 4 Quorum and passing resolutions**

- (1) Unless otherwise stipulated by the Statutes, a meeting 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) A vote may be transferred to another member of a governing body or committee. 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. Unless otherwise stipulated by the Statutes, governing bodies and committees set the modalities for proxy voting and stand-in rules themselves.
- (3) Unless otherwise stipulated by the Statutes, resolutions are passed with a simple majority of votes. If the votes are tied, the chairperson decides.
- (4) Resolutions are generally passed by open ballot, unless a member objects.
- (5) As a general rule, elections are carried out by secret ballot.
- (6) A resolution may be passed by written circulation procedure with a period of silence, provided this was agreed during a meeting of the governing body or committee in question. 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) Meetings are minuted. The minutes should contain the main points, but at least the resolutions.
- (2) Minutes should be produced within a month and are then approved by the members of the committee.
- (3) As a general rule, resolutions take effect the moment they are passed.

#### **§ 6 Rules of conflict of interest**

- (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) Any potential bias must be reported.
- (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) Where a cause for bias is found to exist, the chairperson shall decide on the consequences.
- (5) 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 him/her.

## **§ 7 Rules of procedure of governing bodies and committees, Leibniz Headquarters**

- (1) Governing bodies and committees may draw up their own rules of procedure. The rules of procedure for the Senate committees are decided on by the Senate [§ 7 Statutes]. Putting the rules of procedure into effect is the responsibility of the Board [§ 10 (2) Statutes].
- (2) The Board passes public service, supervisory control and budget regulations for Leibniz Headquarters. It passes special regulations for the Evaluation Department of Leibniz Headquarters to ensure the complete independence of the work of the Senate Evaluation Committee.
- (3) Rules of procedure of governing bodies and committees should follow the structure of these General Rules of Procedure and make explicit reference to the Statutes and these General Rules of Procedure.