

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

**of 11 July 2018**

## **Disclaimer**

This English translation of the Rules of Procedure of the Senate 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) The Senate's duties are governed by the Statutes § 6 (4), and the duties of the Senate Evaluation Committee (SAE) are governed by the Statutes § 8 (4).
- (2) The Senate sets up the Senate Competition Committee (SAW) to implement the Leibniz Competition.
- (3) The Senate sets up the Senate Strategic Committee (SAS), which prepares the Senate's position statements regarding the admission of new members to the Leibniz Association and major strategic expansions of existing Leibniz institutes. It gives its opinion on minor strategic institute expansions and prepares Senate position statements on overarching topics affecting a group of institutes. The SAS prepares the Senate's funding decisions for Strategic Networking formats.

## **§ 2 Membership, chair and guests**

- (1) Membership, chair and participation in the Senate are governed by the Statutes § 6 (1) and (2).
- (2) The membership of official members under the Statutes § 6 (1) i. and iii. starts with their nomination. The *Länder* agree on a procedure.
- (3) Among the elected members under the Statutes § 6 (1) v., where possible, the domains/specialist fields of each Section should be represented in the Senate by two Senate members.
- (4) [*General Rules of Procedure § 2 (3)*] If the President is unable to carry out their duties, the President appoints a member of the Board to act as their deputy.
- (5) [*General Rules of Procedure § 2 (4)*] Guests may take part in meetings in an advisory

capacity for individual items on the agenda. Guests are invited by the chairperson. The Senate decides on the participation of guests.

- (6) *[General Rules of Procedure § 2 (5)]* Due consideration is given to equality and diversity aspects when nominating candidates for election to the Senate and its committees.

### **§ 3 Proceedings**

- (1) *[wording of Statutes § 6 (3)]* The Senate meets at least once a year.
- (2) *[wording of General Rules of Procedure § 3 (2)]* Invitations are sent at least four weeks before a meeting with a draft agenda.
- (3) *[wording of 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) *[wording of General Rules of Procedure § 3 (4)]* The distribution/provision of invitations and meeting documents usually takes place electronically via the relevant mailing list at Leibniz Headquarters or via the Leibniz Association intranet.
- (6) Dates should be agreed well in advance.

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

- (1) *[wording of Statutes § 6 (3)]* The Senate is quorate if at least half of its members are present or properly represented.
- (2) *[General Rules of Procedure § 4 (1)]* The chairperson establishes whether the meeting is quorate.
- (3) *[General Rules of Procedure § 4 (2)]* A vote may be transferred to another member of the Senate. A Senate member who is present in a meeting and entitled to vote may vote on behalf of up to two other Senate members in addition to their own vote.
- (4) Transferred votes may not be transferred again (no double vote transfers).
- (5) A member of the Senate may arrange for another member to represent them. Ministers can be represented by state secretaries and by named representatives from their ministries. The chairperson of the Senate Evaluation Committee may arrange for a member of the Senate Evaluation Committee to represent them.
- (6) *[General Rules of Procedure § 4 (3)]* Resolutions are adopted by a simple majority of votes cast.
- (7) Abstentions and invalid votes are not counted when calculating the majority.
- (8) *[wording of General Rules of Procedure § 4 (4)]* Resolutions are generally passed by open ballot, unless a member of the Senate objects.

- (9) *[wording of General Rules of Procedure § 4 (5)]* As a general rule, elections are carried out by secret ballot.
- (10) As a general rule, elections within a Senate meeting should take place as a separate item on the agenda.
- (11) The Senate authorises the chairperson to use their discretion to decide whether an election should be carried out by postal ballot. In this case, the Senate members are sent the voting documents and the list of proposed candidates in good time. A postal ballot has been carried out successfully if at least half of the Senate members have taken part. The result of the successful postal ballot is announced at the Senate meeting following the election.
- (12) *[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 a meeting of the Senate. 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 contain the main points and the Senate resolutions.
- (2) The minutes are to be signed by the chairperson or their deputy and by the minute secretary.
- (3) *[General Rules of Procedure § 5 (2)]* Minutes are to be produced by the following Senate meeting and are to be approved by the Senate members.
- (4) *[wording of General Rules of Procedure § 5 (3)]* As a general rule, resolutions take effect the moment they are passed.
- (5) The chairperson of the Senate reports on the Senate resolutions to the Board and the Executive Board, ensures they are implemented and reports on their implementation to the Senate.

## **§ 6**

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

- (1) *[wording of 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) *[wording of General Rules of Procedure § 6 (2)]* Any potential bias must be reported.
- (3) *[wording of 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) *[wording of General Rules of Procedure § 6 (4)]* Where a cause for bias is found to exist, the chairperson shall decide on the consequences.
- (5) *[wording of General Rules of Procedure § 6 (5)]* If a Senate 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.

## **§ 7**

### **Entry into force**

- (1) *[Statutes § 10 (2)]* The Rules of Procedure are put into effect by the Board.
- (2) At the same time, the Rules of Procedure of 11 November 2013 and the Election Regulations of 27 November 2008 shall cease to apply.

President  
Berlin, 13 July 2018

Secretary General