

# **Rules of Procedure for the Academic Senate of the International Psychoanalytic University Berlin**

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## **Preamble**

These rules of procedure regulate the work of the Academic Senate of the International Psychoanalytic University Berlin. The Academic Senate is the highest democratically elected self-governing body of the university. Its members represent the status groups in the university.

## **Section 1 Chairperson**

The chairperson of the Academic Senate and the related matters are conducted by the President. The deputy chairperson is conducted by the Vice President.

## **Section 2 Convening**

The Academic Senate is convened by the chairperson. It is to be convened when at least half of the members entitled to vote request same. The invitation to attend shall be sent to the senate members and their deputies at least one week prior to the meeting. No separate invitation to attend is required for those meeting dates which the Academic Senate has agreed and resolved.

## **Section 3 Quorum**

(1) The Academic Senate constitutes a quorum when at least half of the elected members are present and the meeting is convened in a proper and orderly manner. In the event that individual groups have

either elected none or not all of their members, these places are disregarded when determining the quorum.

- (2) An attendance list is to be kept. Any senate members who first appear after the start of the meeting or who leave the meeting before it ends have to sign in or sign out respectively with the minute keeper.
- (3) The quorum can be contested at all times. In the event that the chairperson determines by counting that the Academic Senate does not constitute a quorum, they are to annul the meeting without delay. Any resolutions taken prior to this remain unaffected by said determination on the part of the chairperson.

#### **Section 4 Agenda**

- (1) The chairperson proposes the provisional agenda. It must be sent out at least three days prior to the meeting. For those meetings where the dates are set in advance, applications (i.e. motions) which are received at least 15 days prior to the meeting are to be taken into consideration when drafting the provisional agenda.
- (2) The Academic Senate decides on the final agenda. Agenda points not on the agenda are not heard and discussed.

#### **Section 5 Applications for Inclusion on Agenda**

Applications for the inclusion of matters on the agenda can be submitted until the final agenda is decided. Those applications which are not included on the agenda can only be discussed when the Academic Senate resolves same; prior to the resolution on same, the pros and contras for same can be addressed in an oral comment in each case. However resolutions on applications which have not yet been submitted prior to the sending of the agenda cannot be taken when at least three senate members object.

#### **Section 6 Announcement of Agenda**

The provisional agenda is to be made known within the university.

#### **Section 7 Open to the Public**

- (1) The meetings of the Academic Senate are open to university members, subject to the availability of places. The chairperson of the Academic Senate can permit further persons to attend who are not members of the university.
- (2) On application, the public can be excluded for specific items on the agenda.
- (3) Personnel and examination-related matters as well as personal evaluations of lectures and seminars are to be treated and discussed in meetings not open to the public.
- (4) The deputy senate members can also participate in the part of the meetings not open to the public.

## **Section 8 Right to Speak**

- (1) The members of the Academic Senate are entitled to speak based on when they have the floor.
- (2) Individual persons who are not members of the Academic Senate can be issued the right to speak by the chairperson or on application by a member of the Academic Senate. Doing so, proportionality is to be respected with regard to their number and speaking time when the complete amount of time intended on the agenda for talks and discussions is considered.

## **Section 9 Conducting of Meetings**

- (1) At the beginning of the meeting, the chairperson decides which submissions are to be distributed as handouts. Said decision is to be recorded in the minutes.
- (2) Once the existence of a quorum has been determined by the chairperson, the meeting's talks and discussions shall initially be open to the public.
- (3) The president shall report at regular intervals on ongoing matters of which the members of the senate merely need to be informed.
- (4) The chairperson makes the applications submitted known at the beginning of a related point on the agenda being treated and discussed.
- (5) Any applications on individual points on the agenda introduced during the meeting are to be submitted in writing or provided to the minute keeper.

## **Section 10 Applications on Rules of Procedure**

- (1) The list of speakers is interrupted by points of order (requests to speak about the rules of conduct).
- (2) Procedural motions (applications on the rules of procedure) can be argued orally and are indicated by the raising of both hands.
- (3) Procedural motions are especially: Applications to postpone or suspend the meeting, to leave an item on the agenda unresolved or delayed, to make a referral to a committee, to effect an end to the discussions, to effect an end to the list of speakers, to effect a restriction on the time permitted to speak, to provide a factual rectification or personal statement.
- (4) In the event that no objections are raised to the procedural motion, said application is accepted. Otherwise a vote is to be taken following the hearing of objections to same.

## **Section 11**

### **Voting**

- (1) In the event that an item on the agenda, or a part of same, requires a vote, as a rule this occurs following the discussions on said item. The chairperson concludes the discussions when no further requests to speak arise or the Academic Senate resolves that the discussions are completed.
- (2) The chairperson commences the voting. The most extensive application or motion is to initially be voted on; if this is approved, all other applications submitted with the same facts and circumstances are also resolved. The wording of the applications to be voted on, as well as the sequence of the votes, are announced by the chairperson prior to the voting. In the event of doubts about the voting sequence, the Academic Senate decides on same.
- (3) On application, the Academic Senate can resolve to hold secret or roll-call votes. With roll-call votes, the minute keeper reads aloud the names of the senate members who then declare their vote by saying "yes", "no" or "abstention". Said vote is then entered by the minute keeper in the list of names.
- (4) The chairperson ascertains the result of the vote. In the event that the result is doubted, a crosscheck occurs.
- (5) The application is accepted when it receives more than half of the valid votes cast by the members present. For votes on matters related to research and teaching, a majority of the professors must be a given among those voting. Voting abstentions are not taken into account.
- (6) Votes on decisions related to personnel matters are to be held in secret. This is also applicable to comments and statements on decisions in personnel matters. Votes do not constitute personnel matters.

## **Section 12**

### **Minutes**

- (1) Minutes are to be recorded of the meetings of the Academic Senate. The minutes must include the wording of the resolutions, the results of votes as well as the wording of questions submitted in writing to the president's office and the response to same in terms of their meaning. They can reproduce the course of the discussions and the contributions of individual speakers by name.
- (2) Each senate member present can request that a personal statement, or their opinion which differs from that of the majority, be noted in the minutes. Those contributions are only permitted as personal statements through which attacks or other comments are rejected or corrected that refer to the person of the speaker. A deviating opinion can also be clarified in a personnel matter after a vote.
- (3) The chairperson can request that the senate member provide their personal statement or deviating opinion in writing to the minute keeper. In this case, a personal statement or deviating opinion must be announced within the agenda item concerned and be received in writing by the minute keeper at the latest by the expiry of the third day after the meeting; it is then enclosed with or attached to the minutes of the meeting in which the agenda item concerned was discussed.

(4) The minutes are taken by a minute keeper determined by the chairperson. They are signed by the chairperson and the minute keeper.

(5) The minutes are forwarded to the members of the Academic Senate and their deputies.

### **Section 13** **Committees and Commissions**

(1) The Academic Senate appoints the following permanent committees and commissions:

- Research Committee,
- Study Commission,
- Examination and Admissions Committee,
- Placement Commission,
- Library Committee,
- Structure and Development Committee,
- Ethics Committee,
- Committee for International Affairs.

(2) In order to prepare its resolutions, the Academic Senate utilises further committees and commissions as required. The Academic Senate can transfer decision-making powers to said committees. In this case, the professors must have at their disposal the absolute majority of the votes.

(3) The committees may only deal with those tasks assigned to them. In the event of foreseeable overlapping of tasks, the Academic Senate decides on a committee with overall responsibility.

(4) The committees are obligated to achieve early completion of the tasks assigned to them.

### **Section 14** **Composition of the Committees and Commissions**

The committees and commissions of the Academic Senate are as a rule utilised in the following composition:

- Four representatives of the university teaching staff,
- Two representatives of the students, who share one vote,
- One representative of the academic personnel,
- One representative of the technical and administrative personnel.

**Section 15**  
**Deviations**

In individual cases, deviations from these rules of procedure can occur when more than two-thirds of the senate members present with a professorial majority are in agreement with same. This is not applicable in cases of Section 4(2) Sentence 2 as well as Section 11 Sentence 5 of these rules of conduct and to the extent that they are in conflict with the Berlin Higher Education Act (BerLHG).

**Section 16**  
**Applicability**

These rules of conduct become applicable on their being adopted by the Academic Senate as of 13.07.2018.