

Regulation

of the student council of the faculty of media
at Bauhaus-Universität Weimar

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Disclaimer: This is the English translation of the Student Council Regulation (Fachschaftratsordnung). It is only for the purpose of information for our international students. Please note that only the German version is legally binding.

8th of August 2021

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In accordance with §24 para. 4 of the statutes of the student body of the Bauhaus University Weimar of 18 June 2015 (MdU 07/2015 p.54), the student council of the Faculty of Media adopts the following regulations.

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§ I

Character and Tasks

- 1 The Student Council (FSR) of the Faculty of Media (M) at the Bauhaus Universität Weimar (BUW) is the representation of interests elected by the student body from among its own members, which exercises their right of co-determination and co-decision for all matters of student life with regard to the committees of the university and the faculty.
- 2 All registered students of the Faculty M form the student body of the faculty.
- 3 The FSR represents the interests of the faculty's student body and sees itself as its executive organ. It exercises the right of co-determination and co-decision-making towards the management and the committees of the university as well as in decisions of public bodies that affect the students.
- 4 The FSR has to fulfil the following tasks, among others:
 - a) Representation of students' interests,
 - b) Communication between the committees and the students,
 - c) Representation of the faculty's student body in public,
 - d) Invitation, preparation and follow-up of the meetings as well as the publication of the results for the students,
 - e) Enable the involvement and participation of the student council, especially international students, in decision-making processes of the university.

§2

Members and composition

- 1 Every member of the faculty M's student body can be elected to the FSR in accordance with the applicable election regulations.
- 2 The FSR consists of up to twelve voting members.
- 3 The FSR can involve non-elected students of the student council as advisory members without voting rights in the work of the FSR by resolution with a simple majority and can vote them out again.
- 4 The membership of elected members in the FSR ends
 - a) at the end of the period of office,
 - b) by resignation from office and confirmation by the FSR,
 - c) upon leaving the faculty M,
 - d) in the event of exclusion from the FSR,
 - e) in the event of incapacity and death.
- 5 Members may be excluded in justified cases.
- 6 In the event of a member's membership ending prematurely, the successor candidates on the electoral list shall move up according to their share of the votes.

If there are no successor candidates from the election list, the FSR has the possibility to appoint suitable candidates until the regular end of the term of office.

- 7 Both the exclusion and the subsequent appointment of a member shall be dealt with as separate agenda items and shall each be decided by a two-thirds majority of all voting members of the FSR.

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Offices and functions

- 1 In the FSR, at least the Executive Board and the Finance Minister must be filled.
- 2 The executive board is responsible for the external representation of the FSR. Of the voting members of the FSR, at least one person is to be elected as FSR Executive Committee and at least one person as their deputy.
 - a The executive board is responsible for the basic organisation of the FSR and ensures compliance with the rules and regulations. It invites to the meetings in time, appoints the speaker and ensures the preparation of the agenda items as well as the minutes. It notifies the responsible bodies in good time of candidates for commissions and committees.
 - b The Executive Board ensures that the FSR is informed about important developments within the university and, to this purpose, regularly invites student representatives from the relevant commissions and committees, in particular the Faculty Council.
- 3 The Minister of Finance is responsible for controlling the budget allocated to the FSR by the StuKo, as well as the accounting of any items that may arise, in cooperation with the Finance Department.
 - a Applications for funding and subsidies must be submitted in written form (informal).

- 4 Four of the voting members of the FSR are to be elected to the Student Convent (StuKo). The election shall take place at the constituent meeting. Further details are regulated by the rules of procedure of the committees.
- 5 Members and delegates of the FSR represent the interests of the student council. They report regularly in the meetings of the FSR about their work and the committees in which they are involved.
- 6 Members and delegates of the FSR shall inform the FSR in good time of their departure from the respective bodies so that the FSR can appoint a successor within a reasonable period of time.

Rules of meeting

4.1 Constituent meeting

- 1 At the beginning of the new legislature, the Executive Board of the old legislature shall organise the constituent meeting for the newly elected legislature. In this meeting the following takes place:
 - Introduction to the FSR's tasks and regulation
 - Election of the Executive Board
 - Election of the Minister of Finance
 - Election of the four StuKo representatives
 - Presentation of the handover report of the old legislature
 - Discharge of the old FSR by the new FSR
 - Determination of the next meeting date

4.2 Invitation/Convening

- 1 Meetings shall be held at least once a month during the lecture period. The respective following meeting date shall be fixed at the end of a meeting.
- 2 As a rule, the Executive Board shall invite the members to the meetings at least three days in advance (invitation period).

- 3 If the Executive Board is unable to attend, other members may also invite to an ordinary meeting. For extraordinary meetings, prior consultation with all members is required.
- 4 The regularity and date of the meetings shall be determined at the beginning of each semester and at the constituent meeting. These meetings shall be deemed to be generally convened, even if an invitation has been forgotten or sent out at very short notice. Meeting cancellations and special meetings may also be announced at short notice.
- 5 The invitation shall be accompanied by an agenda.

4.3 Quorum

- 1 At the beginning of each meeting, a quorum shall be established.
- 2 The FSR has a quorum if more than half of its voting members are present.
- 3 The number of members present shall be irrelevant for the adoption of resolutions if, due to the absence of a quorum, a second invitation has been sent out to deal with the same matter and express reference has been made to this fact in the second invitation.

4.4 Voting Right and Voting

- 1 All members eligible to vote according to §2 paragraph 2 are entitled to vote.

- 2 Each voting member shall have one vote, which shall be cast analogously, by a show of hands, or in writing, or electronically via video/audio link. The result of the vote shall be counted and recorded in the minutes.
- 3 A vote may be cast if
 - a it is to be interpreted unambiguously,
 - b it is possible to verify that the author has the right to vote,
 - c and manipulation of the vote can be excluded.
- 4 Any member of the FSR may request a secret ballot. The request shall be granted immediately.
- 5 Voting requires a simple or two-thirds majority of the voting members present. A two-thirds majority is required for changes to the regulation and for proposals on honorary contracts and the subsequent appointment of individual FSR members. Votes are decided by a majority of votes cast in favour or against. Abstentions do not count for or against a proposal, but must be recorded in the minutes. In the event of a tie between the yes and no votes, a resolution is rejected.
- 6 Members of the FSR must declare their prejudice if they personally benefit from resolutions. These members lose their voting rights in the vote. The FSR decides by a two-thirds majority if the question of prejudice is disputed. In case of rejection of an imputed prejudice, the discharge of prejudice shall be justified in writing and recorded in the minutes.
- 7 If the Executive Board determines that a matter is urgent and it is not possible to call a meeting in time, it may initiate a circular

procedure for the adoption of a resolution. In this case, the Chairperson shall announce the matter to be dealt with to the members and shall ask for consent by circulation procedure. Resolutions by circular procedure are invalid if at least one member raises a reasoned objection to the circular procedure in his or her feedback; feedback received late will not be taken into account. Voting shall take place via the university e-mail address within the framework of the provisions of data protection law.

4.5 Proposals

- 1 Every member of the FSR, including non-voting members, may submit proposals.
- 2 Proposals shall be dealt with in order, with the exception of the request for a point of order (GO-proposal) and the request for a secret ballot.
- 3 The proposal and the proposer as well as the resulting resolution with the distribution of votes shall be recorded in the minutes.

4.5.1 Request for a point of order (GO-proposal)

- 1 Each member of the FSR may submit proposals to the GO. A proposal to the GO shall be indicated by raising both hands. The announcement does not interrupt a speech. Proposers shall have the opportunity to speak next.
- 2 The GO-proposal shall be followed by no more than one counter-speech, which shall be indicated by the raising of both hands. Immediately after the counter-speech, the proposal shall be put to the vote. If there is no counter-speech, the GO-proposal shall be considered as accepted.

3 Proposals and majorities

- a) proposals to be granted immediately without a vote:
 - Request for a recount of the election or vote, whereby a recount may be requested a maximum of twice for each election or vote
 - Request for the determination of the prejudice of a member

- b) proposals decided by a simple majority:
 - Proposals to change the agenda or the order of business, in particular the following:
 - Request for the inclusion of new agenda items or Items for discussion
 - Request for non-treatment
 - Request for referral for preparation or decision to an individual, a committee or a working group of the FSR with their consent
 - Request for adjournment of an item of business
 - Request to recall an item on the agenda
 - Request for a specific procedure to be determined by the chair of the meeting (e.g. voting order)
 - Request for a roll call vote
 - Request to set a speaking time
 - Request for the end of a speaking list
 - Request to close the debate (immediate vote if necessary)
 - Request for transfer to the non-public part
 - Request for exclusion of the public in terms of § 4.7.3
 - Request to switch between German/English as language for the meeting

- c) Requests that are decided by a two-thirds majority:
- Request to call back a vote
 - Request for withdrawal of the right to speak
 - Request for exclusion of the public in terms of § 4.7.4

 - Request for exclusion from the meeting

4.6 Pattern of opinions

- I Pattern of opinions are non-deciding and serve only as a guideline.
In pattern of opinions, all those present are entitled to vote.

4.7 Public

- 1 Every student has the right to make requests to the FSR at any time.
- 2 The meeting is open to the public and may be attended by external guests. Members of the faculty M's student body have the right to speak, other guests may be granted the right to speak.
- 3 Non-publicity must be established for the protection of individuals, information mentioned in such meetings must be treated confidentially. The FSR shall decide on the participation of other persons, considering the regulations on personal rights and data protection.
- 4 If the ability to work is otherwise not guaranteed, the public may, in exceptional cases, be restricted to the FSR by a two-thirds majority vote.

- 5 At the end of its term, the FSR is obliged to submit a written report on its daily business to the student council.

4.8 Protocol

- 1 Minutes shall be kept of each meeting and of the General Assembly.
- 2 The minutes serve to ensure the transparency of the meeting.
- 3 The Executive Board is responsible for ensuring that these minutes are prepared and are available to all members at the latest when they are invited to the following meeting.
- 4 If no objections or proposals for amendments or additions are submitted within three days, the minutes shall be deemed accepted. At the beginning of the following meeting, the minutes shall be confirmed by the FSR. The confirmed minutes shall be made publicly available at the university. The confirmed minutes are published on the pinboard and on the FSR section of the StuKo website.
- 5 The minutes shall record on the cover sheet the presence and absence of members with apologies, the guests and proposers, and the actual agenda. Discussions and rough argumentation shall be recorded under the agenda items. Motions shall be marked with the name of the proposer. The expected date of the next meeting shall be noted in the minutes.

Fee conditions

- 1 The work within the context of the FSR is voluntary for its members.
- 2 The FSR may award fee contracts outside of its natural areas of responsibility in order to compensate for expenses and workload incurred on behalf of the FSR. The scope of the service (time frame, topic, type of work, etc.) and the billable result must be defined in the corresponding application.
- 3 The fee conditions regulated in §19 of the StuKo-GO apply to the FSR work.

Committee certificate

- 1 Committee certificates shall be awarded by the Executive Board in accordance with the table below. It refers to one full term of office in each case.
- 2 For members and delegates who have rendered outstanding services to the FSR, a special bonus of one or two semester hours (SWS) may be awarded. This must be decided by a two-thirds majority of the FSR members present.
- 3 Key:
 - FSR Member (2 SWS)
 - FSR Executive Board (1 SWS)
 - Commission / Committee (1 SWS)
 - Special Bonus (from 1 to 2 SWS)
- 4 The FSR can deny the granting of a committee certificate by voting with a two-thirds majority on the grounds of lack of participation in the meetings.

Final provisions

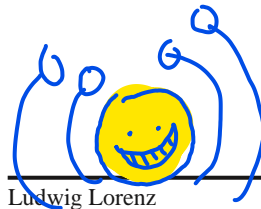
7.1. Salvatory clause

- 1 Should parts of these Rules be legally invalid, this shall not affect the remaining provisions of these Rules. They shall remain valid.
- 2 Legally ineffective provisions shall be interpreted in accordance with their meaning.
- 3 If these Rules of Procedure contain legally invalid provisions or if circumstances subsequently arise which result in provisions of these Rules of Procedure becoming legally invalid, the Rules of Procedure shall be amended accordingly at the next meeting of the StuKo at which a quorum is present after the legal invalidity becomes known.

7.2. Entry into force

- 1 These Rules of Procedure enter into force upon their adoption on 7th of May 2021.

Norina Grosch



Ludwig Lorenz

FsR 

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