
Rules of Procedure of the Bodies of the MD.H

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Section 1 Scope of Application

These regulations apply to all committees of the Media Design University of Applied Sciences (MD.H), unless they have set their own rules of procedure.

Section 2 Convening Meetings

- (1) The chairman calls the meeting in writing (by email) with the agenda at least two weeks before the meeting.
- (2) In urgent cases, a committee can be convened informally and without notice. In this case, the meeting is only deemed to have been properly convened if the urgency of the matter is recognised by resolution at the beginning.
- (3) A committee must be convened immediately if at least one third of its members entitled to vote, stating the status of the negotiations, so request. The subject of negotiation must belong to the area of responsibility of the body concerned.
- (4) Draft resolutions are to be sent to the members in writing, at least one week before the start of the meeting.

Section 3 Attendance Obligations

- (1) The members of the committees are fundamentally obliged to attend the meetings. If they are unable to attend, they must inform the chair of this.
- (2) They must inform the chair if they can only attend part of the meeting.

Section 4 Public

- (1) As a rule, the committees meet in the public domain. A meeting may be closed to the public if the majority of the members so decide.
- (2) Personnel matters are dealt with in closed meetings. Decisions on personnel matters are made by secret ballot.

Section 5 Agenda

- (1) The agenda is to be decided at the beginning of each meeting. Items to be discussed can be grouped into blocks. This is to be voted on separately.
- (2) The committee can change the order of the agenda. It can add new agenda items or remove agenda items. In the case of newly added agenda items, a resolution may only be passed if no member objects.
- (3) The agenda must contain at least the items "Approval of the agenda", "Approval of the minutes of the previous meeting" and "Miscellaneous".
- (4) No resolutions can be passed under the agenda item "Miscellaneous".

Section 6 Management of the Meeting

- (1) The chair opens, leads and closes the meeting of the body. They keep order. They can take or order the measures that are necessary and appropriate for the proper course of the meeting.
- (2) The meeting should general not exceed two hours.
- (3) Applications must be submitted in the form of a template for resolution or a template for information.
- (4) Only members, deputy members and participants with the right to speak and submit proposals are authorised to submit templates and register items for consultation.

Section 7 Resolutions

- (1) The committee has a quorum if at least half of the voting members are present, and the meeting has been properly convoked.
- (2) The procedure for consultation and coordination is as follows:
 1. The chair must open the discussion on every item that is on the agenda, unless the summary in blocks has been decided in advance.
 2. The panel can decide not to deal with a matter.
 3. The chair closes the deliberation if no member or other participant speaks, the speech list is exhausted, or the deliberation has been terminated by resolution.
 4. Thereafter, a vote is taken on each application on the subject of the consultation.
 5. In addition to the motion not to be involved, only the following procedural motions are permitted for the item to be voted on: Motion for adjournment, motion for split vote and motion for secret ballot.
 6. All motions are generally voted on in the order in which they were made. In the case of competing proposals, however, the further proposal will be voted first. In the case of adversarial motions, the later application will only be put to the vote if the previously submitted application has been rejected. Amendments come to the vote before the main one.
 7. Motions to the rules of procedure will be dealt with outside the list of speakers. Before voting on a point of order, participants must be given the opportunity to express their opposition.
 8. Personal statements will be made after the relevant item on the agenda has been concluded and will be recorded in writing.
- (3) Resolutions are passed with a majority of the valid votes cast. Abstentions will not be taken into account when determining the majority.
- (4) Votes are made openly unless at least one member of the committee requests a secret vote.
- (5) Elections are generally conducted in secret.

Section 8 Written Resolution Procedure

- (1) In exceptional cases, a committee can make resolutions in writing.
- (2) The chair forwards the submissions directly to the members so that a resolution can be made in writing. The dispatch is linked to the request to make a written statement within 10 working days after the submission has been sent. If a member does not respond within this period, this counts as an abstention. The date of dispatch must be noted on the submission.
- (3) The written advisory procedure is not permitted if a member of the committee objects to it within the period of paragraph 2 sentence 2.
- (4) The written advisory process also takes place on matters that could not be dealt with due to the termination of a session.

Section 9 Protocol

- (1) A resolution protocol must be drawn up for each meeting. It must be approved at the beginning of the next meeting of the relevant body.
- (2) Every member of the committee has the right to make statements for the record.

Section 10 Entry into Force

- (1) The rules of procedure come into force once it has been published in the university bulletin.