

Universität Hamburg Academic Staff Council (WIPR) (not including staff from the University Medical Center Hamburg-Eppendorf, UKE) Rules of Procedure

The Academic Staff Council appointed on 29 May 2019 has adopted the following rules of procedure in accordance with Section 45 of the Hamburg Staff Representation Act (Hamburgisches Personalvertretungsgesetz, HmbPersVG) in the session held 29 November 2022.

Preamble

The Academic Staff Council is responsible for appropriately representing the interests of academic staff at Universität Hamburg. In accordance with its legal mandate, it must both ensure labor law provisions are observed as well as maintain peaceful operations. It fosters transparency and participation. In achieving these goals, the Academic Staff Council works together as a whole. Its actions are always governed by the principles of respectful interaction and trusting collaboration. Its decisions are made democratically and based on mutual appreciation.

1. Validity

- 1.1 By council resolution, these rules of procedure apply for the duration of the current term of office. They may be amended at any time.

2. Board and management

2.1 Current operations

- 2.1.1 The board leads current operations (Section 34 subsection 1 HmbPersVG).

- 2.2 Generally, the board meets once monthly, as called by the chairperson (or their deputy where the chairperson is unavailable). The dates will be announced in the committee meeting. The chairperson may invite members of the Academic Staff Council to the meetings. The same applies for the representative for disabled members of staff.

- 2.2.1 The chairperson reports to the committee on the meetings.

2.3 Chair and deputy

Section 33 HmbPersVG applies, the necessary changes having been made.

3. Specific and general release from duties, distribution of duties

- 3.1 Academic Staff Council members decide on exemptions from regular duties pursuant to Section 50 HmbPersVG. Academic Staff Council members submit written proposals, listing the duties related to their involvement in the work of the Academic Staff Council and the amount of time required for release (minimum 25 percent). The resolution on the exemption from duties for Academic Staff Council staff should be made within six weeks of the constitutive meeting. Resolutions on subsequent exemptions from duties should occur within three weeks of their proposal.
- 3.2 The Academic Staff Council decides on the sending of its members to events pursuant to Section 49 HmbPersVG.
- 3.3 The Academic Staff Council decides on the participation of its members in selection procedures pursuant to Section 49 HmbPersVG

4. Working groups

- 4.1 The Academic Staff Council establishes responsibilities for specific areas of labor, social, and staff representation law (or other subject areas). The responsible Academic Staff Council members must independently fulfill their assigned tasks and report to the Academic Staff Council at regular intervals.
- 4.2 To satisfy comprehensive tasks, the Academic Staff Council may form working groups that meet at regular intervals. The Academic Staff Council determines which members should work in which working groups.
- 4.3 The Academic Staff Council decides whether to post its members in departmental committees, project groups, etc.

5. Meetings

- 5.1 Scheduling and invitation
 - 5.1.1 Ordinary meetings (Section 35 subsection 2 HmbPersVG) occur on a weekly basis.
 - 5.1.2 Meetings are scheduled and called by the chairperson.
 - 5.1.3 The standing members are invited to the meetings by the chairperson or their deputy. Members who cannot attend must inform the chairperson or the deputy (via the Academic Staff Council inbox or vacation list) immediately. The invitation and agenda must be sent in a timely fashion, usually three working days before the meeting.
 - 5.1.4 Invitations are usually sent in writing via email. In urgent cases, a meeting may be called orally or by telephone.
 - 5.1.5 On the suggestion of individual members, the Academic Staff Council may decide to conduct the meeting entirely online or by teleconference. Special or exceptional meetings must use the existing facilities that have been approved for use, and the Academic Staff must take appropriate steps to ensure that third parties cannot know or become aware of the content of the meetings. In particular,

participation from public spaces (e.g. from public transport) is not permitted. Proceedings may not be recorded. Members attending via video or teleconference are deemed present according to the meaning of Section 39 subsection 2 sentence 1 HmbPersVG. Section 43 subsection 1 sentence 3 HmbPersVG being satisfied by the chairperson identifying each member logging in and entering their name into an attendance list.

- 5.1.6 The Academic Staff Council can decide to conduct meetings by video or teleconference. The resolution must be made in a regular meeting or, in urgent cases, by email circulation procedure the day before the meeting in question at the latest.
- 5.2 Agenda
 - 5.2.1 The chairperson determines the agenda.
 - 5.2.2 Items for the agenda may be submitted to the chairperson at any time. They must be addressed at the meeting after next at the latest. Section 35 HmbPersVG must be observed.
 - 5.2.3 Additional items for the agenda not raised until the meeting can only be addressed when the attendees resolve to include the new agenda item into the agenda.
- 5.3 Participation of department management, union representatives, external experts, and other respondents
 - 5.3.1 Union representatives who are entitled to participate in the meetings in an advisory capacity pursuant to Section 36 HmbPersVG will be invited by the chairperson.
 - 5.3.2 The Academic Staff Council decides on the invitation of external experts or other respondents. They are invited by the chairperson.
 - 5.3.3 Where necessary, representatives from department management can also be invited.
- 5.4 Meeting procedure
 - 5.4.1 All matters will be discussed jointly.
 - 5.4.2 The chairperson or, where they are unable to attend, their deputy opens, leads, and closes the meeting.
 - 5.4.3 At the beginning of each meeting, a list of attendees must be made, in which the participants write their own names. For digital meetings, the attendance list of logged-in attendees must be documented in the minutes. Quorum must be ascertained and determined.
 - 5.4.4 Objections to the minutes of a previous meeting may be made orally or in writing. Objections are attached to the minutes.
 - 5.4.5 The chairperson of the meeting or their deputy must provide a brief outline of each item on the agenda. Written advisory documents should be provided ahead of time.
 - 5.4.6 The chairperson creates the speaker list after receipt of speaking points. The chairperson may delegate the moderation of the meeting and the running of the speaker list wholly or in part to a member. Members' speaking times on individual agenda items may be limited to a specific amount of time.
 - 5.4.7 An opportunity to speak outside of the speaking list order may be

granted to union representatives, external experts, and members of department management participating in the meeting.

5.4.8 The Academic Staff Council may withdraw the right to speak if, despite warning, speakers depart from the topic at hand or these rules of procedure.

5.4.9 Calls for an end to a debate or the closing of the speaker list is permitted.

5.5 Votes

5.5.1 As a rule, voting is conducted by open ballot. Voting on the chairperson, deputy chair, board, and exemptions from duty are voted by secret ballot. Upon request by a voting member, voting must be conducted by secret ballot.

5.5.2 The resolutions made by the Academic Staff Council are binding for all members and must be observed.

5.5.3 For presentations to external parties (e.g. staff meetings or departmental discussions), due care must be taken to ensure any personal views or specific interests expressed are clearly recognizable as such and not as the view of the Academic Staff Council as a whole.

5.6 Meeting minutes

5.6.1 Minutes for Academic Staff Council meetings must include, at a minimum:

- city/town, date, and duration of the meeting
- the attendance list, into which each attendee has written their name
- the agenda
- all resolutions made for each agenda item, the exact wording of the resolution, and the voting results.

5.6.2 The minutes must be signed by the chairperson and one other attendee.

5.6.3 The minutes of the meeting must be made available to all meeting attendees and to any Academic Staff Council members who have excused themselves from attending.

5.6.4 Objections to the minutes must be corrected by the meeting after next at the latest.

6. Education planning, conferences

6.1 All Academic Staff Council members have a duty to attend workshops, conferences, and seminars. The Academic Staff Council advises and determines education planning.

6.2 When attending special seminars, priority is given to the individual Academic Staff Council members who are responsible for that area.

6.3 The Academic Staff Council conducts a workshop twice annually, more frequently if required.

7. Office hours

7.1 The Academic Staff Council creates opportunities for advisory sessions as required. Contact persons and opportunities for making appointments are

published on the home page and through posted notices.

8. Effective date

8.1 These rules of procedure become effective on 1 December 2022.

8.2 Adopted by the Academic Staff Council on 29 November 2022