



GAZETTE

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New version of the rules of procedure of the General Student Committee of the University of Lüneburg

Please note that the German version of the statutes is recognized as legally valid.

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The General Student Committee of the student body of the University of Lüneburg has, in accordance with § 5 para. 3 sentence 1 of the Statutes of the Student Body of the University of Lüneburg of 08 May 2019 (Leuphana Gazette No. 31/19 of 12 June 2019), the following new version of the rules of procedure of the General Student Committee of the University of Lüneburg was adopted on 12 January 2022.

SECTION I

Official abbreviations

AStA	General Student Committee
FGV	Student group representative(s)
FGV Council	Council of the Fachgruppenvertretungen
NHG	Lower Saxony Higher Education Act
HRG	Higher Education Framework Act
StuPa	Student*innenparlament

I. Part: General

§ 1 General

- (1) The General Student Committee maintains an office on the central campus "Universitätsallee". There, regular office hours are offered and the work of the General Student Committee is organized and carried out.
- (2) The General Student Committee maintains an internet presence on which, in particular, its positions and fundamental decisions, statutes and regulations of the student body as well as minutes of the meetings of the General Student Committee must be accessible.

§2 Membership

- (1) Associated members of the General Student Committee according to § 1 para. 5 of the statutes of the student body are:
 1. the deputy speakers, insofar as they do not exercise the deputy function,
 2. the other members of the units and
 3. the employees of the General Student Committee.
- (2) The members and deputy members of the General Student Committee must be registered students of the University of Lüneburg.
- (3) Deputy speakers are members of the General Students' Committee, as long as they act as deputies.

§ 3 Publications and external appearance

- (1) The AStA spokespersons organise and coordinate the external appearance and publications of the General Student Committee.
- (2) The speakers are responsible for the external appearance of their units independently.
- (3) Members of the student body as well as members and associated members of the General Student Committee may only be entrusted with tasks of external representation or public representation of the entire General Student Committee if the General Student Committee has so decided. The AStA spokespersons are excluded from the regulation according to sentence 1.

II. Part: Allocation of tasks

§ 4 Duties of the AStA Spokespersons

- (1) The spokesperson collective has the following tasks and duties in particular:
 1. Management and coordination of the General Student Committee,
 2. Conduct of regular business,
 3. Coordination and organisation of the administration of the General Student Committee,
 4. Coordination and support of the units,
 5. Rights and duties as employers, without prejudice to the tasks and duties of the personnel officer in accordance with § 5 Para. 3,
 6. Representation of the students towards the (university) public and the University of Lüneburg,
 7. Coordination and organisation of the external appearance of the General Student Committee towards the (university) public,
 8. Induction of the following AStA spokespersons and
 9. Work in areas of responsibility according to § 16 paragraph 4 of the statutes of the student body.
- (2) One member of the Spokesperson's Collective is an advisory member of the Council of the Departmental Representations in accordance with § 29 Paragraph 3 of the Statutes of the Student Body. The General Student Committee can decide to send another member as an advisory member to the Council of Section Representations.

§ 5 Duties of the Personnel Officer

- (1) In accordance with the statutes and the financial regulations of the student body, the personnel officer is responsible for personnel matters in consultation with the AStA spokespersons.
- (2) The Personnel Officer is the contact person for all employees of the General Student Committee and the Service Enterprises and supports them in all matters concerning their employment.
- (3) The personnel officer has the following tasks and duties in particular:
 1. Responsibility over personnel planning within the framework of student budgeting and economic planning,
 2. Advertisement and publication of vacancies,
 3. Preparing and conducting interviews,

4. Appointment of managing directors of a service company,
5. Drafting of employment contracts and
6. Preparation of overviews of hours worked.

§ 6 Tasks of the officers

- (1) The speakers coordinate the work of their units independently.
- (2) Speakers regularly take part in the meetings of the General Student Committee.
- (3) The advisor and the deputy advisors work collegially with each other. The representative exercises the right to vote in the meeting of the General Student Committee; by agreement, this can be exercised by a deputy representative.

§ 7 Right of objection of the AStA members

- (1) If at least three speakers or two speakers and one AStA spokesperson consider the actions of a member or associated member in accordance with § 2 Para. 2 Nos. 1 and 2 to be
 1. unlawful,
 2. not in compliance with the statutes or regulations,
 3. the resolutions of the student parliament or
 4. the decisions of the General Student Committee,then they have the duty to immediately object to the AStA spokespersons in text form. This immediately prohibits the member or associated member from acting in this matter.
Officers in the sense of sentence 1 are also the finance officer and the personnel officer.
- (2) If an objection has been lodged, an extraordinary meeting shall be convened without delay in compliance with the time limits. The objection shall be discussed and decided. The member or associate member is bound by the decision.

§ 8 Project positions and project officers

- (1) The General Student Committee can establish project positions. Each project position must be coordinated by a project officer. Any member of the student body can become a project officer.
- (2) If a project position is established
 1. a name is to be determined,
 2. work contents are to be defined,
 3. the duration of the existence is to be determined.
- (3) At least one week before the discussion about the establishment of a project position, the university must call for applications for the position of project officer. By decision, a call for applications can be dispensed with; this must be justified.
- (4) Project officers are accountable to the General Student Committee.

- (5) A project officer can receive an expense allowance by resolution of the General Student Committee. The expense allowance may only be financed from a cost centre of the business plan, for which only members are authorised to sign in accordance with § 23 Paragraph 2 of the Financial Regulations.

III. Part: Meetings of the General Student Committee

§ 9 Constituent meeting

The new AStA speakers invite you to the constituent meeting. The constituent meeting is the first meeting after the election of the General Student Committee. With the constitution of the General Student Committee, the previous General Student Committee is replaced.

§ 10 Invitation and chairing of meetings

- (1) The General Student Committee usually meets weekly. The meeting frequency is to be determined in the constituent meeting at the latest.
- (2) Every member of the student body as well as every member and associate member of the General Student Committee is entitled to speak and propose motions at the meetings.
- (3) The AStA spokespersons invite the members and the associated members at least two days before each meeting. The invitation is usually sent by e-mail. The provisional agenda as well as the motions already submitted for the meeting in question and the minutes of the previous meeting are to be enclosed with the invitation for approval. Confidential printed matter shall be sent only to members.
- (4) The invitation as well as the printed matter shall be made public at the university. Sentence 1 does not apply to confidential printed matter.
- (5) In urgent cases, the AStA spokespersons can call a meeting within a shorter period of time and demand that certain items be discussed and decided upon. In these cases, the General Student Committee only has a quorum if the majority of the members subsequently agree to the shortened deadline.
- (6) The AStA spokespersons open, chair and close the meeting in consultation with the General Student Committee. The chair of the meeting can also be taken by another person present by resolution.
- (7) The chair of the meeting shall give the floor in the order of requests to speak; first speakers on the respective agenda item shall be given priority. After the end of a request to speak, the chair of the meeting may give the floor to a person who deviates from the list of speakers:
 1. for immediate correction,
 2. to a reply from a person directly addressed, or
 3. to clarify questions of understanding.
- (8) At the end of an item on the agenda and in the event of a vote after this, members may make a personal statement and record it in the minutes. This is possible independently of the speaking list.

- (9) Paragraph 3 sentences 1 and 2 shall apply to the minute taker of the meetings of the General Student Committee.
- (10) Paragraphs 2 and 3 apply accordingly to the speakers and deputy speakers of the autonomous units.

§ 11 Agenda

- (1) The agenda shall in principle contain the following agenda items:
- Greeting and regularities
 - Approval of Minutes,
 - Communications and Inquiries,
 - Miscellaneous.
- (2) The final agenda shall be adopted after the quorum has been established. This agenda may only be deviated from on the basis of a resolution. No resolutions may be passed under the agenda items "Information and inquiries" and "Miscellaneous".
- (3) Agenda items on the final agenda pursuant to para. 2 may not be deleted, but only postponed. An adjournment of the same agenda item is possible a maximum of two times.

§ 12 Publicity and confidential documents

- (1) The meetings are generally open to the public, unless confidential matters are involved. The university public is limited to the members of the student body.
- (2) The university public can be excluded on request, an absolute majority of the members present is required for this.
- (3) Non-members of the student body can be admitted to meetings or individual agenda items with a simple majority. With the admission they receive the right to speak. The right to make a motion can also be granted.
- (4) With an absolute majority of the members present, individual persons may be admitted to a non-public meeting upon justified request, provided that this is compatible with the confidentiality of the subject matter of the meeting, in particular with the protection of personal rights. Admission may be revoked at any time by an absolute majority of the members present.
- (5) Discussions and resolutions on personnel matters are confidential; applications for elective positions within and outside the student body are excluded from this regulation.
- (6) The minute-taker may take part in the deliberation and adoption of resolutions on confidential matters in accordance with
§ 16 para. 2 as well as the chairperson of the meeting pursuant to § 10 para. 6 sentence 2 shall participate.

§ 13 Resolutions

- (1) The General Student Committee has a quorum if the meeting is properly convened and the majority of its members are present.

- (2) The General Student Committee shall continue to have a quorum even if the number of members present decreases in the course of the meeting, as long as no member claims an inability to pass a resolution; this member shall be counted among the members present when determining whether the General Student Committee still has a quorum.
- (3) The number of members present is irrelevant for the adoption of resolutions if, due to an inability to pass a resolution, a second invitation is issued to deal with the same matter. This must be expressly stated in the second invitation.
- (4) Unless otherwise provided, resolutions shall be adopted by a majority of the valid votes cast by show of hands. Abstentions are considered as votes not cast. A tie vote is considered a rejection.
- (5) A resolution shall not be passed if more than half of the members present have not voted or have abstained from voting.
- (6) If a certain majority is required for a resolution or an election, the chair of the meeting shall explicitly state this before the vote. This establishes the quorum of the General Student Parliament.
- (7) Definition of majorities:
 1. A simple majority exists if the number of votes in favour exceeds the number of votes against. Abstentions are considered as votes not cast.
 2. An absolute majority exists if the number of votes in favour is greater than half of the members. Abstentions are considered as votes not cast.
 3. An absolute majority of the members present shall be deemed to exist if the number of votes in favour is greater than half of the members present. Abstentions shall be considered as votes not cast.
 4. A two-thirds majority shall be deemed to exist if two-thirds of the members vote "yes". Abstentions shall be counted as votes not cast.
 5. A majority of two-thirds of the members present shall be deemed to exist if two-thirds of the members present vote "yes". Abstentions shall be counted as votes not cast.
- (8) Resolutions of the General Student Committee can also be passed by circulation. The circulation procedure is carried out by e-mail to the AStA spokespersons using the university e-mail addresses. A resolution passed by circulation is deemed to be accepted if no member objects to the procedure within a period to be determined, which should not be less than 48 hours. The general provisions of the Rules of Procedure apply to majorities. Elections of persons by circulation are not permitted.
- (9) As a rule, elections of persons shall be conducted by secret ballot. At the request of a member, an open vote may be taken, provided that no member objects to this request.

§ 14 Opinion

- (1) At the request of a member, the General Student Committee can ask for an opinion. If there is a counter-speech, it has to be put to the vote. The persons entitled to participate are to be determined before the opinion poll.
- (2) Opinions shall be expressed openly by a show of hands. The subject of the opinion must be stated in advance and need not include the options "yes", "no" or "abstention".
- (3) An opinion is not a recommendation for a decision.

§ 15 Decisions of principle

- (1) Decisions of principle define the goals of the General Student Committee and are decided in meetings of the General Student Committee with a majority of two thirds. They are binding for all members and associated members of the General Student Committee.
- (2) All fundamental decisions made so far must be taken into account in the decisions of the General Student Committee.
- (3) A decision of principle can be overturned in a meeting of the General Student Committee by a majority of two thirds.

§ 16 Minutes of the meeting

- (1) Minutes shall be taken of each meeting. In these minutes, the speeches are recorded at least in key points. The minutes shall include the final agenda, a list of members present and absent (without times), guests, if any, and the voting results (in the order of yes:no:abstain). If requested, statements, explanations of the minutes or minority votes are to be included in the minutes verbatim or in writing.
- (2) For the purpose of taking minutes, the chair of the meeting shall be entitled to make an audio recording of the meeting, to which the chair of the meeting shall draw attention at the beginning of the meeting. Confidential items on the agenda may not be recorded. The audio recording shall be kept by the chair of the meeting and deleted immediately after approval of the minutes.
- (3) The minutes are to be submitted to the AStA spokespersons within 14 days of the meeting and are to be approved at the next ordinary meeting of the General Student Committee.
- (4) The head of the meeting is entitled to appoint a member of the student body as minute-taker for the respective meeting if the employed minute-taker is unable to attend or the position is vacant. The appointed minute-taker shall receive compensation for the timely preparation of the minutes in the amount of the student work rate per hour paid by the AStA.
- (5) The minutes of the non-public part of a meeting shall be prepared separately and kept confidential. The minutes of the public part shall be digitally retrievable in an appropriate manner.

§ 17 Points of order

- (1) Only Members may raise points of order. A point of order shall be indicated by raising both hands. The proposer shall be given the floor next. Speeches may not be interrupted by this.
- (2) A point of order shall be followed by no more than one counter-speech, which may be substantiated. The motion shall be put to the vote immediately after the rejoinder. If there is no rebuttal, the point of order shall be deemed to have been adopted.
- (3) The following motions shall be considered points of order:
 1. Amendment of the adopted agenda;
 2. Limitation of speaking time;
 3. Closing of the speaking list;
 4. Closure of the debate and, if necessary, immediate adoption of a resolution;
 5. Reopening the debate;
 6. Adjournment of an item on the agenda (§ 11 para. 3 applies accordingly);
 7. Exclusion of the public;
 8. Session Break;
 9. secret ballot;
 10. Vote recount;
 11. Establishment of a quorum;
 12. Closing of the meeting.
- (4) A rebuttal to para. 3 items 9 to 11 is inadmissible.
- (5) Prior to the closing of the speaking list in accordance with Paragraph 3 Item 3, each member of the student body as well as each member and associated member shall be given the opportunity to be placed on the list.
- (6) Points of order may be raised at any time and shall be treated as points of order.
- (7) A motion on a point of order pursuant to para. 3 items 1 to 8 and 12 shall be decided by simple majority. Motions of order pursuant to para. 3 items 9 to 11 shall be implemented without a vote.
- (8) A point of order may be withdrawn until the opening of the vote on it.
- (9) Points of order may not be raised on points of order.
- (10) Paragraphs 1 and 5 apply accordingly to speakers and deputy speakers of the Autonomous Re-ferate.

§ 18 Electronic meetings

- (1) The AStA spokespersons invite to an electronic meeting of the General Student Committee when
 1. the General Student Committee decides this for its next meeting,
 2. legislation not to let a meeting in presence or
 3. the AStA spokespersons decide this.

- (2) The electronic meeting shall be conducted using an appropriate conferencing program that has the equivalent modes of deliberation and voting as are required of a meeting in presence under these rules and the other provisions of law.
- (3) Only the chairperson of the meeting is responsible for verifying membership of the student body in accordance with § 12 Paragraph 1 Sentence 2.
- (4) The invitation pursuant to § 10 para. 3 shall specify the conference program to be used for the meeting and the dial-in data as well as, if applicable, a declaration on the use of the conference program.
- (5) All connected members and, in the case of a deputy, the deputy are considered present. Sentence 1 applies accordingly to the speakers of the autonomous units and, in the case of a deputy, to the deputy speakers of the autonomous units.
- (6) In the case of an electronic meeting, the minutes shall indicate that it was an electronic meeting. The minutes shall indicate how votes, elections, opinions or points of order were taken.
- (7) In deviation from § 13 para. 4, voting and elections shall take place by show of hands, by recorded request to speak or by means of an electronic voting tool. The chair of the meeting shall announce before a vote how the vote will be taken. In deviation from sentence 1, voting may take place by e-mail to the chair of the meeting, in particular in the event of technical difficulties, using the university e-mail addresses until voting is closed. The result of votes must be communicated immediately.
- (8) In deviation from § 17 para. 3 no. 9, secret ballots and elections shall be conducted by means of an anonymous electronic voting tool. In deviation from sentence 1, the voting can take place, in particular in the case of technical difficulties, using the university e-mail addresses by e-mail to a representative to be elected by the General Student Committee until the voting is closed. The representative shall be obliged by the chairperson of the meeting to fulfil his/her duties conscientiously. The result of secret ballots must be communicated immediately and recorded analogously by the head of the meeting.
- (9) In deviation from § 14, opinions shall be expressed by a show of hands, by recorded requests to speak or by means of an electronic voting tool. The chair of the meeting shall announce how opinions are formed before an opinion is formed.
- (10) By way of derogation from § 17 (1), points of order shall be raised by raising both hands, by calling out to the chair of the meeting or by means of an electronic voting tool. The chair of the meeting shall announce at the beginning of the meeting how points of order are to be raised.

IV. Part: Final provisions

§ 19 Interpretation and amendment of the Rules of Procedure

- (1) The AStA spokespersons decide on the interpretation of these rules of procedure in individual cases; in the event of an objection to this decision, the General Student Committee decides. If the rules of procedure are interpreted outside of a meeting of the General Student Committee, then

the General Student Committee must be informed at the latest at the next regular meeting.

- (2) Amendments to the Rules of Procedure shall be adopted by a two-thirds majority of the members.

§20 Data protection

- (1) The members and associated members of the General Student Committee are obliged to keep personal data and university-confidential data of which they gain knowledge in the course of their duties secret. Before processing personal data, they are to be informed about the observance of data protection requirements and are to be obliged to comply with them.
- (2) Persons admitted in accordance with § 12 Para. 3 are obliged to keep personal data and confidential data of the student body, of which they gain knowledge during their participation in the meetings of the General Student Committee, secret. § 20 para. 1 sentence 2 applies accordingly.
- (3) Insofar as the data referred to in subsection 1 or subsection 2 is stored and processed, the members and associate members of the General Students' Committee or the persons approved in accordance with section 12 subsection 3 shall ensure the safekeeping of the data transmitted to them in digital or paper form.
- (4) The General Student Committee is subject to the data protection regulations according to DSGVO. In particular, it only processes personal data under the provisions of these and other regulations of the student body and only for the purpose for which the data was provided. The General Student Committee is not entitled to process personal data obtained in the course of its regular activities for other purposes or to transfer them to third parties without a legal basis.
- (5) Paragraphs 1 and 3 apply accordingly to speakers and deputy speakers of the Autonomous Re-ferate.

SECTION II

This new version of the rules of procedure enters into force on the day after its publication in the Official Gazette of the University of Lüneburg. At the same time, the rules of procedure of the General Student Committee of Leuphana University Lüneburg of 18.05.2016 (Leuphana Gazette No. 43/16 of 10 August 2016) shall expire.

