



GAZETTE

Official Newsletter of the Corporation and the Foundation

- Second Amendment of the Rules of Procedure of the Student*innenparlament der Studierendenschaft der Universität Lüneburg
- New announcement of the rules of procedure of the student parliament of the student body of the University of Lüneburg

Second Amendment of the Rules of Procedure of the Student*innenparlament der Studierendenschaft der Universität Lüneburg

The 15th Student*innenparlament of the student body of the University of Lüneburg has, in accordance with § 20 para. 3 sentence 2 of the Lower Saxony Higher Education Act (NHG) in the version of 26 February 2007 (Nds. GVBl. p. 69), last amended by Art. 4 of the Act of 16 March 2021 (Nds. GVBl. p. 133), adopted on 01 September 2021 the following second amendment to the Rules of Procedure of the Student* Parliament of the University of Lüneburg dated 08 May 2019 (Leuphana Gazette No. 32/19 of 12 June 2019), last amended on 29 July 2020 (Leuphana Gazette No. 123/20 of 18 September 2020).

SECTION I

1. § Section 3 (3) is replaced by the following:

- (3) Applications for the chairmanship of the Student*innenparlament are possible, if
 - 1. fewer than three chairmen are elected.
 - 2. the student parliament is constituted.

In the case of sentence 1 item 1, the acting chairpersons shall give an opinion to the Student*innenparlament.

2. § Section 10 is replaced by the following:

- (1) Every member of the student body is eligible to apply. Members of the student body who have formed or have been formed into a specific group of people (e.g. student initiatives) are also eligible to apply.
- (2) Motions must be submitted to the Chair in text form (e.g. by e-mail).
- (3) For ordinary meetings, motions should be submitted by 2:00 p.m. on the day on which the invitation is sent out in accordance with § 9 (1), or their discussion should be announced. Motions must be submitted no later than 2:00 p.m. on the fifth day before the ordinary meeting. If necessary, an updated invitation pursuant to § 9 para. 1 shall be sent out on the same day.
- (4) After the invitation to extraordinary meetings has been sent out, motions must be submitted as soon as possible or their handling must be announced. Announced motions according to sentence 1 are to be submitted at the latest by 2:00 p.m. on the second day before the extraordinary meeting. If motions are submitted later in accordance with sentence 2, the chair shall send these motions to the Student Parliament on the same day. Two days before the extraordinary meeting, if necessary, an updated invitation according to § 9 paragraph 1 is to be sent. If extraordinary meetings take place according to § 6 para. 4, all submitted motions are to be treated as urgent motions according to § 11 para. 6.
- (5) Motions not received in due time may be treated as motions of urgency pursuant to § 11 (6).

3. § Section 15 (3) is replaced by the following:

(3) The minutes shall be submitted to the Chair of the Student Parliament within 14 days of the meeting and shall be approved at the next ordinary meeting of the Student Parliament. For the purpose of approving the minutes, the minutes of the non-public part of the meeting shall also be sent to deputy members with the invitation pursuant to § 9 para. 3 sentence 2, if they have exercised the mandate therein in the case of representation.

4. The following paragraph shall be added to § 15:

(6) If individual persons are admitted to non-public parts of the meeting pursuant to § 7 (4), the non-public minutes shall be sent to these persons upon request for the purpose of reviewing their own speech; the transmission shall be documented in the minutes. If the non-public minutes also cover parts of the meeting at which the respective person was not present, separate non-public minutes must be prepared.

5. A new § 23 shall be inserted:

§ 23 Confidentiality and data protection

- (1) The members and deputy members of the Student Parliament are obliged to keep personal data and confidential data of the student body, of which they gain knowledge in the course of their duties, secret.
- (2) Persons admitted according to § 7 para. 4 are obliged to keep personal data as well as confidential data of the student body, of which they gain knowledge on the occasion of their participation in the meetings of the Student Parliament, secret.
- (3) Insofar as the data as defined in para. 1 or para. 2 is stored or otherwise processed, the members and deputy members of the Student*innenparliament or the persons approved in accordance with § 7 para. 4 shall ensure the safekeeping of the data transmitted to them in digital or paper form.
- (4) The Student Parliament is subject to the data protection regulations according to DSGVO. In particular, the Student Parliament only processes personal data under the provisions of these regulations and only for the purpose for which the data was provided. The Student Parliament is not authorized to process the personal data obtained in the course of its ordinary activities for other purposes or to transfer them to third parties without legal authorization.

6. The current § 23 becomes

§ 24. SECTION II

The amendment in Section I shall take effect on the day following its publication in the official University Bulletin of

Lüneburg in force.

Re-announcement of the Rules of Procedure of the Student Parliament of the Student Body of the University of Lüneburg

Pursuant to Section 46 (2) of the Statutes of the Student Body of the University of Lüneburg dated May 8, 2019 (Leuphana Gazette No. 31/19 of June 12, 2019), the Presidential Board of Leuphana University of Lüneburg hereby announces the wording of the Rules of Procedure of the Student* Parliament of the University of Lüneburg dated May 8, 2019 (Leuphana Gazette 32/19 of June 12, 2019) in the version now in effect, taking into account the

- First Amendment of July 29, 2020 (Leuphana Gazette No. 123/20 of September 18, 2020) and the
- Second Amendment of September 1, 2021 (Leuphana Gazette No. 143/21 of September 16, 2021) announced:

Official abbreviations

| | |
|-------------|---------------------------------------|
| AStA | General StudentCommittee |
| FGV | Subject Group Representative |
| FGV Council | Council of Section Representatives |
| GO | Rules of Procedure |
| StuPa | StudentParliament |

§ 1 - Scope

These rules of procedure regulate the functioning of the Student Parliament of the Student Body of the University of Lüneburg as well as the bodies and committees to which these rules apply mutatis mutandis.

§ 2 - Members

Members of the Student Parliament are the elected members of the Student Parliament. Substitutes are only considered members of the Student Parliament if they exercise the mandate in case of substitution.

§ 3 - Chair and election of the chair

- (1) The Student Parliament elects two to three members of the student body to chair the Student Parliament. The chair should not be occupied by members of the same list running for the election of the Student Parliament.
- (2) The candidate with the absolute majority of the members of the Student Parliament is elected. If there is no majority in one ballot, new candidates can be proposed for a further ballot.
- (3) Applications for the chairmanship of the Student*innenparlament are possible, if
 1. fewer than three chairmen are elected.
 2. the student parliament is constituted.

In the case of sentence 1 item 1, the acting chairpersons shall give an opinion to the Student*innenparlament.

- (4) A vote out of office of one of the chairpersons or the chairperson is possible at any time by secret ballot with a majority of two thirds. Only members of the Student Parliament are entitled to make a motion.
- (5) If the entire chairmanship is no longer occupied, the General Student Committee shall perform its task until a new chairmanship is elected. The election shall be held immediately at the next meeting of the Student Parliament.
- (6) One member of the chair is an advisory member of the council of departmental representatives according to § 29 para. 3 of the statutes of the student body of the University of Lüneburg.

§ 4 - Focus of work

- (1) At the beginning of the term of office, the Student Parliament determines the focal points of the work with an absolute majority and makes them known to the university. The focal points of the previous legislative period can be taken over.
- (2) The focal points of the work define bindingly which topics the Student Parliament should deal with during its term of office.
- (3) The General Student Committee is to be involved in the development of the focal points of the work.

§ 5 - Ordinary meetings

The dates for the regular meetings of the Student Parliament are decided by the Student Parliament. In urgent cases, the chair can postpone these dates or set new dates.

§ 6 - Extraordinary meetings

- (1) The Chair may convene extraordinary meetings in urgent cases.
- (2) Extraordinary meetings are
 1. at the request of at least five members of the Student* Parliament,
 2. By unanimous vote of the student members of the Academic Senate,
 3. Upon majority motion of the student members of all faculty councils,
 4. by decision of the General Student* Committee,
 5. by decision of the Council of Section Representatives,
 6. by resolution of a plenary meeting or
 7. to be convened as a result of a ballot.
- (3) Extraordinary meetings shall not be held on the same day and not within three working days after an ordinary meeting. The exact date shall be determined by the Chair, taking into account the required deadlines.
- (4) In exceptional cases, if the majority of the members of the Student Parliament so decides, a meeting may also be held on the following day. This does not apply if a member of the Student Parliament vetoes this decision. In this case, the invitation period is reduced to one day; § 8 applies accordingly.

§ 7 - 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. Members of the student body have the right to speak in the student parliament. The right to make motions is governed by § 10 para. 1.
- (2) The university public may be excluded upon request, which requires a two-thirds majority vote of the members present.
- (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 in the Student*innenparlament. They can also be granted the right to make a motion.
- (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) If the university public is excluded according to para. 2, the exclusion does not apply to the chair of the student parliament according to § 3 para. 1, the chair of the meeting according to § 12 para. 1 and the minute taker according to § 12 para. 1.
§ 15 par. 3 and 4.

§ 8 - Convening of the Student Parliament

- (1) The chairperson shall call a meeting of the Student Parliament at least every four weeks during the lecture period, if possible, and send out an agenda.
- (2) The Student Parliament meets for the first time at the beginning of the legislative period. This first meeting is open to the public and is held under the leadership of the current chair of the Student Parliament. It serves to prepare the newly elected members of the Student Parliament for their basic and current tasks and to introduce them to the structure of student self-government. The current chair calls for proposals for the election of the new chair of the Student Parliament and for the election of the General Student Committee until the constituent meeting.
- (3) The chair of the previous Student Parliament shall convene the new Student Parliament for the constituent meeting. The constituent meeting is the first public meeting following the pre-meeting. The previous chair establishes the quorum and initiates the election of the new chair directly afterwards. The meeting is chaired by the previous chair until a new chair is elected.

§ 9 - Invitation

- (1) The chair shall invite the members at least one week before each meeting. The invitation shall be in text form (e.g. by e-mail). The invitation shall be accompanied by the provisional agenda and the motions already submitted for the meeting in question and the minutes of the previous meeting for adoption.
- (2) The invitation as well as the printed matter shall be made public at the university. Sentence 1 does not apply to confidential printed matter pursuant to § 7 (4).
- (3) Elected members of the Student Parliament receive the invitation together with the printed material and the confidential contents. Substitute members of the Student Parliament receive the invitation together with the printed material. In case of substitution, the elected members have to ensure that the substitute members receive the confidential contents before the meeting of the Student Parliament.
- (4) The invitation of the Student Parliament should be sent in text form (e.g. by e-mail) to the General Student Committee, the representatives of the student groups and the student bodies as well as the Council of the student groups. The Student Parliament can decide that further members or groups of persons of the student body (e.g. student initiatives) receive the invitation with or without printed material (without confidential content). This decision is effective until the end of the legislative period in which it was made. A request in text form (e.g. by e-mail) from the corresponding member or group of persons is a prerequisite for the passing of a resolution.
- (5) In urgent cases, the chair can convene in a shorter period of time and demand that certain items be discussed and decided upon. In this case, the Student Parliament is only quorate if the majority of the members subsequently agrees to the shortened invitation period.

§ 10 - Applications

- (1) Every member of the student body is eligible to apply. Members of the student body who have joined or have joined together to form a specific group of people (e.g. student initiatives) are also eligible to apply.
- (2) Motions must be submitted to the Chair in text form (e.g. by e-mail).
- (3) For ordinary meetings, motions should be submitted by 2:00 p.m. on the day the invitation is sent out, in accordance with § 9 para. 1, or their discussion should be announced. Motions must be submitted no later than 2:00 p.m. on the fifth day before the ordinary meeting. If necessary, an updated invitation pursuant to § 9 para. 1 shall be sent out on the same day.
- (4) After the invitation to extraordinary meetings has been sent out, motions must be submitted as soon as possible or their discussion must be announced. Announced motions according to sentence 1 are to be submitted at the latest by 2:00 p.m. on the second day before the extraordinary meeting. If motions are submitted later in accordance with sentence 2, the chair shall send these motions to the Student Parliament on the same day. Two days before the extraordinary meeting, if necessary, an updated invitation according to § 9 paragraph 1 is to be sent.

shall be sent. If extraordinary meetings are held pursuant to § 6 (4), all motions submitted shall be treated as motions of urgency pursuant to § 11 (6).

- (5) Motions not received in due time may be treated as motions of urgency in accordance with § 11 (6).

§ 11 - Agenda

- (1) The provisional agenda shall be drawn up by the Chair and sent out together with the invitation to the meeting. Proposals received by the Chair in text form by that time must be included in the provisional agenda.
- (2) The agenda shall in principle contain the agenda items listed here:
 - Greeting and regularities,
 - Reorganization of the agenda,
 - Approval of Minutes,
 - Communications and Inquiries,
 - Current Hour,
 - Miscellaneous.
- (3) The final agenda shall be adopted after a quorum has been established. This agenda may only be deviated from by a resolution passed by an absolute majority of the members present.
- (4) No resolutions can be passed under the agenda items "Welcome and regularities", "Announcements and inquiries" and "Miscellaneous".
- (5) Under the agenda item "Topical hour", topics can be discussed for a maximum of one hour by resolution, irrespective of motions and draft resolutions.
- (6) Emergency motions for the agenda may be submitted until the agenda has been finalized in accordance with Paragraph 3; a decision on the inclusion and position of the motion is taken at the meeting by an absolute majority of the members present.
- (7) Items on the final agenda pursuant to Para. 3 may not be deleted, but only postponed. The same item may be postponed a maximum of two times.

§ 12 - Chairing the meeting

- (1) A maximum of two members of the chair direct the meeting. The chair of the meeting opens, leads and closes the meeting in agreement with the Student*innenparlament. If all or part of the chair is absent or does not wish to direct the meeting, a chair should be appointed from among the members of the Student Parliament who are present. There is no financial compensation for the chair of the meeting according to sentence 3.
- (2) 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. At the end of a request to speak, the chair of the meeting may give the floor to a member who deviates from the list of speakers:
 1. For immediate correction,
 2. To a reply of a person directly addressed or

3. To clarify questions of understanding.

- (3) The meeting management can limit the speaking time per speech on a discussion point or agenda item. The Student Parliament can cancel this measure.
- (4) At the end of an agenda item and in the event of a vote after it, members may make a personal statement and record it in the minutes. This is possible regardless of the speaking list.
- (5) Before the end of the meeting, the chairperson of the meeting shall announce the date of the next meeting.

§ 13 - Regulatory rights

- (1) The chairperson of the meeting may call the meeting to order and / or to order, as well as bar a person present from speaking for the duration of the discussion of the respective agenda item. If the person concerned does not comply with this request, he or she may be expelled from the meeting room for the duration of the discussion of the agenda item.
- (2) In the event of persistent unrest, the chair of the meeting may interrupt the meeting for an appropriate period of time.
- (3) The Student* Parliament can cancel these measures.

§ 14 - Resolutions

- (1) The Student Parliament has a quorum if the meeting is properly convened and the majority of its members are present. The Student Parliament shall continue to have a quorum even if the number of members present decreases in the course of the meeting, unless a member or the chair of the meeting claims that a quorum is not present; this member shall be counted among the members present when determining whether the Student Parliament still has a quorum.
- (2) The number of members present shall be irrelevant for the adoption of resolutions if, due to the absence of a quorum, a second invitation is issued to deal with the same matter. This must be expressly stated in the second invitation.
- (3) Paragraph 2 shall not apply to the filling of elective offices and to the adoption of resolutions on the business plan.
- (4) Resolutions at a meeting held in accordance with subsection 2 shall be adopted by a majority of two-thirds of the members present. § Section 18 (3) shall remain unaffected by this provision.
- (5) Unless otherwise specified, resolutions shall be adopted by a majority of the valid votes cast. Abstentions shall be deemed to be votes not cast. A tie vote shall be deemed a rejection.
- (6) A resolution shall not be passed if more than half of the members present have not cast their vote or have abstained from voting.
- (7) 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 Student Parliament.
- (8) Definition of majorities:
 1. A simple majority exists if the number of votes in favor exceeds the number of votes against. Abstentions are deemed to be votes not cast.

2. An absolute majority exists if the number of votes in favor is greater than half of the members. Abstentions are deemed to be votes not cast.
3. An absolute majority of the members present shall be deemed to exist if the number of votes in favor is greater than half of the members present. Abstentions shall be deemed to be votes not cast.
4. A two-thirds majority shall be deemed to exist if two-thirds of the members vote "yes". Abstentions shall be deemed to be votes not cast.

§ 15 - Minutes of the meeting

- (1) Minutes shall be taken of each meeting. The minutes shall record the speeches 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 preparing the minutes, the chairperson of the meeting is entitled to make an audio recording of the meeting, to which the chairperson of the meeting shall draw attention at the beginning of the meeting. Confidential agenda items may not be recorded. The audio recording shall be kept by the meeting chairperson and deleted immediately after approval of the minutes.
- (3) The minutes shall be submitted to the Chair of the Student Parliament within 14 days of the meeting and shall be approved at the next ordinary meeting of the Student Parliament. For the purpose of approving the minutes, the minutes of the non-public part of the meeting shall also be sent to deputy members with the invitation pursuant to § 9 para. 3 sentence 2, if they have exercised the mandate therein in the case of representation.
- (4) The meeting management is entitled to appoint a member of the student body as minute taker for the respective meeting if the employed minute taker is prevented or the position is vacant. The minute-taker thus appointed shall receive an expense allowance 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 a suitable manner.
- (6) If individual persons are admitted to non-public parts of the meeting pursuant to § 7 (4), the non-public minutes shall be sent to these persons upon request for the purpose of reviewing their own speech; the transmission shall be documented in the minutes. If the non-public minutes also cover parts of the meeting at which the respective person was not present, separate non-public minutes shall be prepared.

§ 16 - Voting and elections

- (1) Voting shall be by voting cards. Each member present shall receive a voting card at the beginning of the meeting. The chair of the meeting may pass the voting card on to deputy members during the meeting.

- (2) Immediately after the head of the meeting has announced the result of the vote, it may be challenged and a new vote count may be requested. If the new count does not produce a qualitatively different result, no further challenge shall be admissible.
- (3) Elections of persons are generally conducted by secret ballot. At the request of a member, an open vote may be held provided that no member objects to this request.

§ 17 - Special majority requirements

- (1) Student bylaws, regulations and guidelines require a two-thirds majority, unless § 14 is applied.
- (2) The economic plan, motions exceeding a sum of 10,000.00€, main motions and elections of persons shall be voted on by absolute majority, unless § 14 is applied.

§ 18 - Main applications

- (1) The business plan and student bylaws, regulations, and policies are to be addressed as main motions.
- (2) These applications are subject to the following procedure during deliberation:
 1. Examination of the main application
The motion submitted in writing to each member can be justified in writing or orally by the mover of the motion. The Student Parliament can decide to refer the motion to a committee, to postpone the discussion, to not deal with the motion and to start individual discussion. The consideration of the main motion is optional and can take place in the same session as the first reading.
 2. First reading (individual consultation)
In the first reading, the proposer presents the motion in writing or orally, section by section, for discussion. Subsequently, amendments can be made, which will be incorporated into the motion by a simple majority vote. The proposer can take over amendments that have been made.
 3. Second reading (overall proposal)
In the second reading, the proposal, which is ready to be voted on, is presented by the proposer in writing or orally, and then discussed as a whole. Afterwards, a final vote is taken on the entire motion. In the second reading, amendments can be decided with the required majority for the final valid resolution.
- (3) First reading and second reading may only take place during the same meeting if a member requests this and two thirds of the members decide this in the case of student statutes, regulations and guidelines and the majority of the members decide this in the case of the business plan. In the event of a resolution in accordance with sentence 1, the second reading shall be called as an item on the agenda directly after the first reading, irrespective of the agenda adopted.
- (4) The Student Parliament can decide by an absolute majority of the members present to treat motions not listed in paragraph 1 as the main motion.

§ 19 - Committees and working groups

- (1) Committees and working groups are constituted by the chair of the Student Parliament. With an absolute majority of the members present, the Student Parliament can assign one of its members with the constitution.
- (2) Committees and working groups shall elect a chairperson and a deputy chairperson at least when they are constituted. The chairperson shall issue invitations to the meetings.
- (3) When setting up a working group
 1. a name is to be specified,
 2. work contents are to be defined,
 3. is to determine the duration of the existence.
- (4) The working group is dissolved when
 1. the period specified in accordance with Para. 3 No. 3 expires, or
 2. the Student Parliament so decides by an absolute majority of the members present.
- (5) In case of dissolution of the working group according to paragraph 4, it shall prepare a final report. The final report may contain a draft resolution for the student parliament.
- (6) In derogation of § 9 (1), committees and working groups may reduce the invitation period to three days.
- (7) In deviation from § 18, main motions are discussed as motions in committee. A working version will be submitted to the student parliament as a recommendation for a resolution.

§ 20 - Opinion

- (1) At the request of a member, the Student*innenparlament can ask for an opinion. If there is a dissenting voice, it must be put to a vote. The opinion may consist of
 1. members of the Student* Parliament present,
 2. present members and deputy members of the Student* Parliament,
 3. present members of individual committees or working groups,
 4. present elected members of the General Student* Committee,
 5. members of the General Student* Committee present,
 6. members of the student body present or
 7. of a group of persons defined prior to the opinion poll.
- (2) Opinions are always 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) The Chair of the Student Parliament shall ask the General Student Committee to give the Student Parliament an opinion on each candidate before electing AStA speakers during a current term of the General Student Committee.

- (4) A statement of opinion is not a recommendation for a resolution.

§ 21 - Points of order

- (1) Only members may raise points of order. A point of order must be indicated by raising both hands. The proposer shall be given the floor next. Speeches may not be interrupted by this.
- (2) The 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 rebuttal. If there is no counter-speech, the point of order shall be deemed to have been adopted.
- (3) The following motions are 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 resolution;
 5. Reopening the debate;
 6. Adjournment of an agenda item (§ 11 (7) applies accordingly);
 7. Exclusion of the public;
 8. Session Break;
 9. List Break;
 10. secret or roll call vote;
 11. Vote recount;
 12. Establishment of the quorum;
 13. Closing of the session.
- (4) A rebuttal to paragraph 3 items 9 to 12 is inadmissible.
- (5) Before the speaking list is closed in accordance with Paragraph 3 Item 3, each member of the student body must be given the opportunity to be placed on the list.
- (6) Each list and each individual candidate with a mandate is entitled to submit a point of order in accordance with Paragraph 3 Item 9. Each list and each individual candidate with a mandate may request a maximum of three breaks totaling a maximum of 15 minutes per meeting.
- (7) If both a secret ballot and a roll call vote are requested in accordance with para. 3 item 10, the secret ballot shall be held.
- (8) Points of order and questions may be raised at any time and shall be treated as points of order.
- (9) Points of order under subsection 3(1) to (6), (8) and (13) shall be decided by a simple majority. Requests for points of order pursuant to subsection 3 (7) shall be subject to § 7 (2). Requests for points of order pursuant to subsection 3 (9) to (12) shall be implemented without a vote.
- (10) A point of order may be withdrawn until the vote on it is opened.

(11) Points of order may not be raised on points of order. Paragraph 3 (10) is excluded from this rule.

§ 22 - Electronic meetings

- (1) The chair invites to an electronic meeting of the Student* Parliament if
 1. the Student*innenparlament decides this for its next meeting,
 2. the student parliament decides this for an extraordinary meeting by circulation procedure or
 3. Legislation does not allow a meeting in presence.
- (2) The electronic meeting shall be conducted using an appropriate conference program that has the equivalent modes of deliberation and voting that are imposed as a requirement under these rules and other law for a meeting in presence.
- (3) Only the chair of the meeting is responsible for verifying membership of the student body in accordance with § 7 para. 1 sentence 2.
- (4) The invitation pursuant to Section 9 (1) shall specify the conference program to be used for the meeting and the dial-in data as well as a declaration on the use of the conference program, if applicable.
- (5) All connected members and, in the case of a deputy, the deputy shall be deemed to be present.
- (6) In accordance with § 15 para. 1, in the event of an electronic meeting, the minutes shall indicate that it is an electronic meeting. The minutes shall state how votes, elections, opinions or motions on points of order were taken.
- (7) Notwithstanding § 16 (1), votes and elections shall be conducted 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 shall be communicated without delay.
- (8) In deviation from § 21 para. 3 no. 10, if applicable in conjunction with § 21 para. 7, secret ballots and elections shall be conducted by means of an anonymized 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 person of trust to be elected by the Student Parliament until the closing of the voting. The person of trust is to be committed by the chair of the meeting to the conscientious fulfillment of his/her tasks and may not be a member or deputy member. The representative shall immediately contact the data protection officer of the student body in order to obtain provisions for conducting secret ballots and elections. The result of secret ballots must be communicated immediately and filed analogously by the chairperson of the meeting.
- (9) In derogation of § 20, 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) In derogation of Section 21 (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 start of the meeting how points of order are to be raised.
- (11) A circulation procedure is only permissible if an extraordinary meeting is to be convened in accordance with para. 1 item 2. The circulation procedure shall be carried out by e-mail to the chair using the university e-mail addresses. A resolution by circulation procedure shall be deemed to be accepted if no member objects to the procedure within a period to be determined, which shall not be less than three working days. The general provisions of the Rules of Procedure shall apply to majorities. Paragraph 8 shall not apply.

§ 23 - Confidentiality and data protection

- (1) The members and deputy members of the Student Parliament are obligated to keep personal data and university-confidential data, of which they gain knowledge in the course of their duties, secret.
- (2) Persons admitted according to § 7 para. 4 are obliged to keep personal data as well as confidential data of the student body, of which they gain knowledge on the occasion of their participation in the meetings of the Student Parliament, secret.
- (3) Insofar as the data in the sense of para. 1 or para. 2 are stored and processed, the members and deputy members of the Student Parliament or the persons approved in accordance with § 7 para. 4 shall ensure that the data transmitted to them in digital or paper form are kept safe.
- (4) The Student Parliament is subject to the data protection regulations according to DSGVO. In particular, the Student Parliament only processes personal data under the provisions of these regulations and only for the purpose for which the data was provided. The Student Parliament is not authorized to process the personal data obtained in the course of its ordinary activities for other purposes or to transfer them to third parties without legal authorization.

§ 24 - Final provisions

- (1) The head of the meeting decides on the interpretation of these rules of procedure in individual cases; in the event of an objection to this decision, the Student*innenparlament decides.
- (2) The rules of procedure of the Student*innenparlament der Studierendenschaft der Universität Lüneburg shall enter into force on the day following their publication in the official gazette of the University of Lüneburg and shall be valid in their most recently amended version.

SECTION II

The amendment in Section I shall enter into force on the day following its publication in the official gazette of the University of Lüneburg. Thus, the resolution of the Student*innenparlament on the temporary adjustment of the rules of procedure of the Student*innenparlament of the University of Lüneburg of 08 May 2019 during the Corona crisis of 15 April 2020 (Leuphana Gazette No. 54/20 of 14 May 2020) loses its validity.