

**Rules of Procedure**  
of the  
**48. student parliament**  
of the  
**university of Siegen**

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## § 1 Principle

These rules of procedure shall apply as a supplement to the statutes of the student body of the University of Siegen.

## § 2 General

The meetings of the Student Parliament (StuPa) are generally open to the public and held bilingually (German and English). Guests have the right to speak and make motions.

## § 3 Quorum

- (1) The Student Parliament has a quorum if it has been duly convened and at least half of the members are participating.
- (2) Absence from a meeting shall be notified in writing to the Presidium by the beginning of the meeting.

## § 4 Presidium

- (1) The student parliament elects a presidium from among its members, consisting of a speaker and a deputy speaker for the current term of office.

- (2) In addition to inviting and chairing the meetings, the two persons jointly have the following tasks, among others:
  - a Collecting and collating the protocols of the meetings,
  - b Maintenance of the homepage (especially meeting dates, agendas, protocols and, if possible, motions),
  - c Maintenance of a publicly accessible folder in the AStA (incl. at least agendas, attendance lists, minutes and motions),
  - d invitation to and chairing of the constituent meetings.
- (3) The Presidium shall receive an expense allowance, the amount of which shall be decided at the constituent meeting.

### **§5 Protocols**

- (1) <sup>1</sup>StuPa shall employ a minute-taker. <sup>2</sup>If the minute-taker is not present, a protocol-taker shall be elected by lot at the beginning of the meeting from among the mandate-holders. <sup>3</sup>Volunteers shall have priority. <sup>4</sup>The Presidium is exempted from taking the minutes.
- (2) <sup>1</sup>A summary of the resolution shall be made available to all mandate holders within 3 days. <sup>2</sup>If no objection is received by the Presidium within 5 days of publication, the resolution shall be deemed to have been adopted.
- (3) <sup>1</sup>The protocols shall be made available to the mandate holders within 21 days. <sup>2</sup>The minutes committee shall meet up to 14 days after the protocol is finalised.
- (4) Approved protocols shall be published by notice board or adequate means.

### **§6 Translation**

- (1) The Student Parliament employs a translator. Should the translator not be present, the presidium will take over the tasks of the translator for the meeting.
- (2) All speeches shall be bilingual, if desired. If it is only in one language, it will be translated if necessary.
- (3) In the first hour of each meeting a demand shall be made regarding the necessity of the translation. As soon as a person requires it, the translator shall remain and be paid for each hour or part thereof. If the request for a translation is expressed after the end of the first hour of the meeting, it shall be fulfilled by a person with a mandate or by an AStA officer.

### **§7 Meeting schedule**

- (1) The StuPa meets at irregular intervals, but at least four times per semester.
- (2) The StuPa should set the meeting dates in its constituent meeting, taking into

account the dates for the semester ticket and the budget.

- (3) The StuPa must be convened at least 7 days in the non-lecture period and 14 days in the lecture period before a meeting with the provisional agenda.
- (4) The meeting is convened by the speaker.
- (5) At the request of at least one person holding a mandate, the Speaker shall immediately convene a StuPa meeting, observing the deadlines for invitations.
- (6) <sup>1</sup>The agenda proposed by the Speaker may be amended if necessary and shall be adopted at the beginning of the meeting. <sup>2</sup>Elections and amendments to statutes and regulations must be announced in the provisional agenda.
- (7) The relevant agenda item (0. Regularities) shall be structured and executed as follows:
  - a) Election of a minute taker
  - b) Determination of resignations and announcement of successors
  - c) Determination of attendance by list of names
  - d) Establishment of the quorum
  - e) Approval of the agenda

### **§8 Duration of the meeting**

- (1) The maximum duration of the meeting is 5 hours.
- (2) Upon request, a one-time extension of the meeting duration by one additional hour is possible with a simple majority.
- (3) <sup>1</sup>The session shall be interrupted at least once within two hours for a fifteen minute break. <sup>2</sup>This shall also apply if there were caucus breaks during the period.

### **§9 Voting mode**

- (1) Voting shall in principle be open; at the request of a member, voting shall be by secret ballot.
- (2) If a simple majority of those present and entitled to vote are in favour of a motion, it shall be adopted.
- (3) Minority votes shall be recorded in the minutes upon request.
- (4) A vote requires presence or at the beginning of the vote.
- (5) The Presidium shall open and close the voting.
- (6) Elections shall in principle be by secret ballot.

### **§ 10 Requests to speak and motions**

- (1) <sup>1</sup>The Presidium shall maintain a publicly accessible list of speakers, quota-ranked according to the number of requests to speak and the distinction

between FLINT (female, lesbian, inter, non-binary, trans) and non-FLINT.  
<sup>2</sup>The number of requests to speak is treated as a priority criterion.

- (2) Interposed questions are permitted with the consent of the speaker.
- (3) <sup>1</sup>Motions must be received by the Speaker at least six days before the meeting and made available to the mandate holders. <sup>2</sup>Motions received later can only be considered, if they are of an initiative nature.
- (4) <sup>1</sup>Applications submitted should be bilingual, in English and German. <sup>2</sup>The Presidium reserves the right to withhold applications until the application has been submitted in English.
- (5) <sup>1</sup>Motions on point of order shall be made orally. <sup>2</sup>Motions on points of order shall be admissible:
  - a) Referral of the matter to a committee
  - b) Conclusion of the debate
  - c) Closing of the list of speakers
  - d) Postponement of the discussion or the item on the agenda
  - e) Speaking time limit
  - f) roll call
  - g) Other
- (6) <sup>1</sup>After a point of order has been raised, the Presidium shall immediately admit one person in favour and one person against. <sup>2</sup>In the following immediate vote, a simple majority shall decide. <sup>3</sup>If there is no counter-speech, the motion shall be deemed adopted without a vote.

## **§ 11 Standards of Conduct "Netiquette"**

- (1) In order to maintain respectful and decent behaviour towards each other, mandate holders as well as guests agree to abide under the following standards of conduct:
  - (a) Speakers shall not be interrupted during their speech. If they exceed the speaking time limit, the Presidium reserves the right to terminate the speech.
  - (b) Everyone shall have the opportunity to express his or her opinions, fears and concerns without other participants expressing and/or displaying their possible amusement. and/or display their amusement.
  - (c) The list of speakers will not be bypassed.
  - (d) Insults will not be used.
  - (e) Inappropriate visual and audio content shall be avoided.

- (2) In case of violation of the norms, a reprimand will be issued, in case of three violations, the person will be dismissed for the rest of the meeting. Incorrect genderin can also be reprimanded.

## **§ 12 Financial Resolutions of the AStA**

<sup>1</sup>The student parliament must be consulted before the distribution of a sum of 501.00 € or more, the motion must be put to the vote and can be approved by a simple majority. <sup>2</sup>This regulation refers to the following cost centres in the budget (the cost centres may not be changed, nor may new cost centres be opened that fulfil the same or a very similar purpose):

- 0101 (business supplies),
- 0102 (Office printing costs),
- 0103 (equipment and devices),
- 0104 (books and periodicals),
- 0107 (travel expenses),
- 0114 (Further training/staff development AStA),
- 0116 (Production costs calendar VS),
- 0120 (own events),
- 0121 (external events),
- 0941 (Project Unit).

<sup>3</sup>The sum of 501 € refers to the total amount that can arise from a single project/event. <sup>4</sup>Obligations arising from current contracts do not require approval. <sup>5</sup>If a new contract is to be concluded, it must be approved by the student parliament. <sup>6</sup>The above list does not have to be complete, but the student parliament must be consulted in any case. <sup>7</sup>In principle, every event and every project/project position that costs more than 501 € requires the approval of the student parliament. <sup>8</sup>In case of doubt, the presidium of the student parliament is responsible for interpreting the approval. <sup>9</sup>When a new account is opened by the financial officer, the student parliament and the budget committee must be informed. <sup>10</sup>They can demand, that the account be added to the above list and decide to do so with a 2/3 majority.

## **§ 13 Amendment of the Rules of Procedure**

- (1) Amendments to the Rules of Procedure may be adopted by a majority of two thirds of the voting members of the Student Parliament.
- (2) In case of doubt, the Presidium shall decide on the interpretation of the Rules of Procedure.

## **§ 14 Validation**

These rules of procedure come into force on the day of their adoption by the StuPa.

Every speech that is made only in German is to be interpreted by a translator, if desired. Speeches that are held exclusively in English are to be interpreted by a translator, if necessary.

All speeches should be bilingual, if desired. If it is only in one language, it will be translated if necessary.