

Rules of Procedure of the Student Parliament of TU Dortmund University

Section 1 Tasks of the Executive Committee

- (1) The Presidium conducts the business of the StuPa.
- (2) On the basis of the approved minutes according to Section 9 (2), the Presidium prepares the official minutes of the StuPa meetings. These are made available online to all StuPa members, the AStA, the student councils and the Rectorate of TU Dortmund University.
- (3) The Executive Committee shall keep the resolution book, which contains the final wording of all resolutions and all election decisions. The resolution book must be kept under lock and key.
- (4) The Executive Committee is responsible for forwarding all resolutions and election decisions to the relevant bodies.
- (5) The AStA must support the Executive Board in every way possible.
- (6) The last meeting-related expense allowance of the Executive Committee is only paid out with the handover protocol, which lists the exact tasks and the central deadlines, processes, account data and contact persons that are necessary for the work of the Executive Committee.

Section 2 Preparation of the StuPa meetings

- (1) The Executive Committee is responsible for preparing the StuPa meetings. It sets the provisional agenda.
- (2) When drawing up the provisional agenda, the Presidium is bound by StuPa resolutions and takes into account suggestions, questions and requests for the inclusion of an agenda item.
- (3) Motions to include an item on the agenda that have been rejected or not yet considered by the Presiding Committee are listed individually in the invitation, together with the reasons and the documents submitted.
- (4) The Presidium ensures that discussion papers or draft resolutions are prepared for all agenda items as far as possible. In the case of motions, the proposer is responsible for this.

Section 3 Motions on the agenda

- (1) Requests to add items to the agenda must be received by the Executive Board at least three days before the StuPa meeting. In exceptional cases, a deadline of one day is sufficient for justified urgent motions.
- (2) Motions for the inclusion of an agenda item that are not submitted on time will be dealt with under the agenda item "Determination of the final agenda". Inclusion on the agenda requires a majority of the StuPa members present. Resolutions can only be passed on these agenda items if the motion for inclusion receives a majority of the StuPa members present in accordance with the statutes.
- (3) One of the applicants must be given the floor to state their reasons. A counter speech is permitted.

Section 4 Convening of StuPa meetings

- (1) The meeting is convened at least ten days before the meeting. If the StuPa Presidium receives urgent motions, the deadline is three days. The meeting is convened via the

university public e-mail distribution list of the StuPas.

- (2) Public submissions must be made available on the Internet and via the university's public e-mail distribution list with the agenda. Further updates on motions and agenda items must be published on the Student Parliament homepage. Non-public documents must be made available to StuPa members in the AStA at least two days before the meeting or, in the case of emergency meetings, one day before the meeting.
- (3) The Executive Board ensures that the date, location and agenda of StuPa meetings are made public at the university and that special invitations are distributed to the student councils. Both must take place at least three days before the meeting.

Section 5 Sustainability

- (1) After the end of the term of office, the StuPa Executive Committee must make the official minutes including the annexes as well as the election results and the resolution book including the index available to the University Library for archiving within 6 weeks in bound form. Additional digital publication is permitted in accordance with the procedure in paragraph 2.
- (2) The University Library stores the non-public documents separately from the public documents. Only members of TU Dortmund University are granted access to the public documents by the University Library. Access to non-public documents is only granted by the University Library to current StuPa members, AStA officers and persons authorized by the StuPa. A corresponding certificate from the StuPa Presidium must be presented.

Section 6 Quorum

- (1) The StuPa has a quorum if the meeting has been duly convened and at least half of the voting members are present.
- (2) The quorum is determined by the Executive Committee at the beginning of the meeting. Furthermore, the Presiding Committee can determine the quorum once during the meeting if the meeting has started without a quorum.
- (3) Agenda items that could not be conclusively dealt with due to the lack of a quorum cannot be postponed in the agenda item "Determination of the final agenda" and will be dealt with first at the next StuPa meeting. The StuPa has a quorum regardless of the number of members present. This fact must be indicated in the invitation. For these agenda items, breaks for deliberation and interruptions of the meeting in accordance with Section 13 of a maximum of 60 minutes are available.

Section 7 Duration of StuPa meetings

- (1) As a rule, the meeting lasts no longer than four hours, including breaks for deliberation and interruptions to the meeting in accordance with section 12.
- (2) If the meeting lasts longer than four hours, it shall be interrupted after four hours and continued at a later date, which may not be on the same day. If the StuPa is in a voting or election procedure at the time the meeting is interrupted in accordance with sentence 1, this shall be terminated beforehand in accordance with the provisions of these Rules of Procedure.
- (3) Paragraph 1 and paragraph 2 sentence 2 apply accordingly to the second part of the meeting. A further adjournment is not possible. The date for the second part of the meeting must be announced in the invitation to the meeting. It must be within a period of 10 days after the actual date of the meeting. The StuPa members do not need to be notified again in writing. At the beginning of the second part of the meeting, the quorum is established. The meeting then continues with the agenda item for which the meeting was interrupted.

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Section 8 Entry into the deliberations

The provisional agenda usually begins as follows:

1. Regulations
 - 1.1. Opening
 - 1.2. Determination of the quorum
 - 1.3. Determination of the final agenda
 - 1.4. Approval of the minutes of the last meetings or approval of the minutes of the last meeting
2. Reports and discussion
 - 2.1. AStA
 - 2.2. Other bodies
 - 2.3. Working groups of the StuPa
3. Decision execution control

Section 9 Management and order of the deliberations

- (1) A member of the Executive Board chairs the meeting in accordance with the provisions of these rules of procedure and the student body statutes, in particular Sections 43 ff.
- (2) The minutes are usually kept by the Presidium. At a minimum, it contains all resolutions, voting and election results, as well as all special votes and personal statements by StuPa members.
- (3) The reimbursement of expenses for the StuPa Presidium and the respective meeting will only be made after the StuPa has published preliminary minutes of the meeting internally and electronically. This must be done within two weeks of the meeting. The AStA speaker, the financial officer or one of their deputies will check these minutes and then approve the payment. They can also grant an extension of the deadline in exceptional cases. The release and transfer of the funds or the rejection of the payment must be made within 14 working days of receipt of the minutes.
- (4) The chair of the meeting keeps a list of speakers and gives the floor in the order in which they have registered. If a person speaks for the first time in a discussion, sentence 1 shall not apply and the chair of the meeting shall give them the floor next. The chair of the meeting may also give the floor for a direct response.
- (5) Applicants and rapporteurs may request the floor both before the start and after the end of the list of speakers.
- (6) The chair of the meeting can call speakers or participants in the meeting to order if they do not speak to the point or disrupt the meeting. After being called to order three times, the chair of the meeting can withdraw the speaker's right to speak for the current speech. After being called to order four times, the chair of the meeting may exclude the speaker from the meeting. An objection to these measures is permissible in each case; the StuPa decides on this without discussion by a simple majority of the voting members present. In the event of a sixfold call to order, the chair of the meeting can expel the speaker or participant from the meeting.
- (7) After the conclusion of an agenda item, each StuPa member has the opportunity to make a personal statement, which must be submitted to the Presidium in writing and during which the debate may not be continued. If the personal statement is already available in writing during the meeting, the Presidium must immediately post it in a suitable place that is visible to those present. These personal statements should be read out after the item on the agenda.

- (8) If non-publicity is established in accordance with Section 13(4)(12), this is defined by the Presidium at the proposal of the applicant and confirmed by the StuPa with a simple majority. Individual persons or groups of persons may be included in the further deliberations.
- (9) In the case of interviews prior to elections of persons, reports on the rules of procedure in accordance with Section 12 are permitted.

Section 10 Majorities and special votes

Unless otherwise prescribed by law, the statutes of the student body or one of its supplementary regulations, a motion is deemed to have been accepted if the majority of the StuPa members present and entitled to vote approve it. In the event of a tie, the motion is deemed to have been rejected. Abstentions and invalid votes are not counted when calculating the majority.

Section 11 Voting

- (1) If several motions are submitted on a single issue, the most far-reaching motion is voted on first. If one motion achieves the required majority, the other motions are deemed to have been rejected.
- (2) Amendments take precedence over the original application.
- (3) All motions that are not withdrawn or that are not deemed to have been rejected in accordance with paragraph 1 must be put to the vote.
- (4) In cases of doubt, the chair of the meeting shall decide.
- (5) If the result of a non-secret vote is clear, the chair of the meeting can accept the result without counting the exact distribution of votes, unless this is explicitly requested by Parliament. The minutes are recorded in accordance with the scheme "with a clear majority [accepted/rejected]".

Section 12 Notification of the rules of procedure

- (1) Points of order interrupt the list of speakers but do not interrupt a vote or ballot. They are to be dealt with immediately after the actual speech.
- (2) Points of order may be raised without a vote.
- (3) A motion on a point of order is deemed to have been adopted if there is no dissenting speech. Otherwise, after hearing a maximum of two speakers for and against the motion, a vote on the motion must be taken immediately. The vote shall be by show of hands. A secret ballot is not permitted.
- (4) The following points of order are admissible:
 1. End of the debate and immediate vote
 2. Conclusion of the list of speakers
 3. Limitation of speaking time
 4. Adjournment of the meeting
 5. Postponement of the agenda item
 6. Interruption of the meeting
 7. Verification of voting rights
 8. Deletion of the agenda item
 9. Change in the order of the agenda items
 10. Consultation break (this should be used to reach agreement!)

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11. Immediate repetition of a vote or election (in the event of justified doubts)
12. Exclusion of the public
13. secret ballot or vote
14. Referral of the application to a committee or commission
15. Extension of the meeting part by one hour
16. roll call vote; a motion pursuant to no. 13 has priority
17. Quotation of the list of speakers
18. Exact count of the vote.

Motions under no. 7 and 13 and 18 are approved without a vote. Motions under no. 11 shall be granted at the discretion of the chair of the meeting after good reasoning and without a vote. The meeting may be extended by motions in accordance with no. 15 a maximum of twice per part of the meeting. If agenda items are further subdivided into sub-items at the latest when they are determined, motions on points of order are only valid for the duration of the current sub-item. The Presiding Committee decides on the admissibility of slight amendments to motions.

- (5) Obvious misuse of points of order may be punished with a call to order in accordance with Section 9 (6).

Section 13 Final provisions

- (1) These rules of procedure apply to all StuPa meetings.
- (2) Deviations from these rules of procedure are only possible in individual cases and by consensus, provided they do not contradict overriding law.
- (3) All StuPa members will be provided with a copy of the relevant sections of the applicable law governing the internal organization of the student body of TU Dortmund University, as well as the statutes and their supplementary regulations.
- (4) The validity of the rules of procedure is not affected by the end of the legislative period. The rules of procedure only lose their validity when new rules of procedure are adopted.

These rules of procedure were adopted at the second meeting of the 16th Student Parliament on 11 July 2022.