

## Standing Orders of the Student Parliament (StuPa) of Universität der Künste Berlin (UdK)

Based on § 3 point 2 of the statute of the student body of Universität der Künste Berlin (UdK) of June 14, 2004 the student parliament (StuPa) of UdK has decided upon the following standing orders:

### § 1 Constitution

- (1) After a new election, the student parliament is summoned by the student election committee. Members of the student parliament receive a postal invitation until the seventh day before the meeting.
- (2) The student election committee opens the constitutional meeting of the student parliament and conducts until the election of the chair. It assesses the presence of a quorum by calling up the names of the members of the student parliament.
- (3) During the constitutional meeting, a protocol of the vote and quorum is made by the student election committee.

### § 2 Election of a Chair, Election of Personnel

- (1) The student election committee conducts the election of the chair until the moment of overtaking of the newly elected chair. The chair appoints the proposition of candidates, secures an orderly procedure of the election of the chair, and announces the election result.
- (2) The student parliament elects from within its members three equitable chairpersons in a bare majority election. All members eligible have three votes. An accumulation of votes is not permissible.
- (3) In case of a voting tie between two or more candidates a runoff-election is scheduled as far as the entry into the chair is decided between these two respective candidates. In case of a second voting tie, the decision is drawn by lot.
- (4) The newly elected chair takes over the further conduct of the constitutional meeting after it has been elected.
- (5) If not stated otherwise, the student parliament proceeds, in the election of personnel in which several positions are to be appointed, according to the model defined in Par. 2 and 3. Elections of personnel in which only one position is to be appointed are conducted as singular votes with a bare majority.
- (6) The student parliament can recall members of the chair through the simultaneous new election.

### § 3 Duties of the Chair

- (1) According to § 6 of the statute of the student body, the chair conducts the meetings and writes the protocols; it coordinates the work of the student parliament and represents the student parliament to the outside. It is bound to the grounds for decisions of the student parliament. The chair can appoint further personnel for its consultations.
- (2) Decisions of the chair can only, with exception of the scheduling of meeting dates and the determination of the daily agenda, be made unanimously. If the chair cannot come to an agreement, the student parliament takes the decision.
- (3) Furthermore, the chair has the following duties:
  1. Coordination and consultation of the committees of the student parliament,
  2. Regular participation in the meetings of the general student committee,

3. Regular participation in the meetings of the conference of student representatives,
4. Treatment of motions, requests, and complaints from the student body,
5. Implementation of inclusive measures for the equal participation of non-privileged members of the student parliament.

#### § 4 Protocol

- (1) A protocol must be made for each meeting. According to § 7 Par. 1 of the statute of the student body, the chair is responsible for this task. The protocol must document all decisions, including potential voting results, unambiguously and should sketch the trajectories of the discussions.
- (2) Protocols should be submitted to the members of the student parliament by the minute keeper at least 14 days after the respective meeting and seven days before the following meeting to approve of the factual accuracy.
- (3) In the following meeting a vote is to be held about the protocol. Objections against the protocol can be voiced before the vote. The student parliament decides upon these objections.
- (4) In consideration of potential changes and additions, a vote on the accuracy is held in the presence of the minute keeper. The protocol that has been voted for is to be signed by the minute keeper and by the chair of the student parliament and is to be made accessible for future review. Furthermore, it is to be handed out upon request of each member of the student body.
- (5) Matters of data protection are to be considered.

#### § 5 Meetings

- (1) The student parliament meets once a month during the lecture period. It meets at least two weeks after the beginning of the lecture period and/or before a new election. Additionally, it meets
  1. upon decision of the general student committee
  2. upon request of a quarter of the members of the student parliament,
  3. upon request of two, ordinarily elected councils of student representatives,
  4. upon request of 5 % of all members of the student body
- (2) The invitation is orderly if it has been sent at least seven days before the meeting. In case of extraordinary meetings, the invitations must be sent at least four days in advance.
- (3) The student parliament acts publicly; it can decide upon the exclusion from the public.
- (4) § 4 Par. 4 of the statute of the student body states that, in case a quorum cannot be reached, and the student parliament is summoned a second time to decide upon the same matter, it can constitute a quorum if noted in the invitation and if at least ten members of the student parliament are present. The members must be eligible to vote.
- (5) Legal protection for the claim of one's administration can be granted to every member of the student parliament upon decision of the student parliament.

#### § 6 Participants in Meetings

- (1) Besides the members of the student parliament eligible to vote and the members of the general student committee obliged to participate according to § 10 Par. 6 of the statute of the student body the following positions can participate in meetings with right to speak and petition right:
  - Members of the orderly elected councils of student representatives,

- the chairperson of the autonomous student proposals (ASV).

These persons are part of the non-public according to § 50 BerlHG.

- (2) Members of committees and advisory boards, according to § 8 of the statute of the student body, and members of commissions, according to § 16 of the standing orders of the student parliament, that are not considered in point 1, can participate in respective items of the agenda after being called up.
- (3) The student parliament can decide on a hearing of experts for singular advisory matters.
- (4) Orderly elected student representatives and representatives of the councils of UdK can participate in meetings of the student parliament with the right to speak.
- (5) Members of the student body of UdK can participate in meetings after being called up by the chair for singular items of the agenda.
- (6) The student election committee may participate in the discussion of public and non-public matters that regard the election of the political organs of the student body and has the right to speak and a petition right.

#### § 7 Publicity

- (1) § 4 Par. 3 of the statute of the student body applies. § 50 Par.3 of the BerlHG remains untouched.
- (2) If a disturbance is not able to be resolved otherwise, the chair can exclude the public or certain members of the audience after a warning. If an orderly progression of the meeting is still not possible, the meeting can be terminated or relocated upon decision of the chair.

#### § 8 Invitation to Meetings and Agenda

- (1) According to § 4 Par. 2 of the statute of the student body the chair of § 2 sends out the invitations to a meeting to the members of the student parliament, the members of the general student committee, the chairperson of the autonomous student proposals and the orderly elected councils of student representatives of UdK at least seven before the respective meeting. In case of extraordinary meetings, the invitations are to be sent at least four days before the meeting. This may happen digitally. Invitations are considered timely if they have been sent by the chair at least seven days in advance to the email address stated by the respective person.
- (2) The chair according to § 2 compiles the agenda until four days before the meeting. Subsequently, the chair sends out the agenda, documents regarding the quorum and advisory documents to the members of the student parliament as well as to the members of the general student committee, the chairperson of the autonomous student proposals and the orderly elected councils of student representatives of UdK. This may happen digitally. Invitations are considered timely if they have been sent by the chair at least four days in advance to the email address stated by the respective person. Furthermore, the agenda is to be published on the website of the general student committee until the third day prior to the meeting.
- (3) Agenda item 0 should always be the vote on the protocol of the previous meeting or other protocols of previous meetings. If possible, motions to reach a quorum are to be scheduled before items of discussion. Items for which members of committees and commissions are present according to § 6 Par. 2 and 3, should be discussed at the beginning of the meeting.

- (4) In case of urgency, other items, regulations on the quorum and other advisory matters to a respective item can be added to the agenda, based on the decision of the chair or of the student parliament, before beginning with the general agenda. Decisions on the urgency and order of the items on the agenda are made by the chair or are voted on by the present members of the student parliament eligible to vote. In order to vote, documents on the urgency of respective items have to be at hand.
- (5) Requests for including an item in the agenda can only be made by members of the student parliament, members of the general student committee and participants with the right to speak and petition right according to § 6 Par. 1.
- (6) The time for dealing with an item on the agenda can be limited based on the decision of the chair of the student parliament. The minimum amount of time is ten minutes. If the item on the agenda cannot be resolved within this short period, the item may be adjourned.
- (7) A meeting can be terminated before completion of the agenda based on the decision of the student parliament.
- (8) Adjourned items will be dealt with in the next meeting.

#### § 9 Personal Declarations

After the discussion and vote on a certain matter, members of the student parliament can make personal declarations on the respective issue. Declarations are to be registered with the meeting administration. The time for speaking is three minutes maximum. Upon request of the person making the declaration, the declaration will be included in the protocol. The declaration is to be sent to the chair in written form within 72 hours (date of the postal stamp or sending time of the email). Further statements must not be made. In case of doubt, the sent version as well as a comment by the chair are included in the protocol.

#### § 10 Quorum

- (1) The student parliament can constitute a quorum if at least half of the members eligible to vote are present and have been invited orderly. If single positions are abandoned or members of the student parliament do not carry out their mandate, their votes are not counted in the assessment of a quorum.
- (2) If the number of votes cast is less than the number of members required to be able to constitute a quorum, the vote is invalid.
- (3) In case a quorum cannot be reached the discussion on the respective agenda item is to be rescheduled and to be readdressed the next time a quorum can be reached according to Par. 1. If the student parliament is summoned once again to discuss the same matter, it can constitute a quorum according to § 4 Par. 4 of the statute of the student body, if mentioned in the invitation.
- (4) If a member of the student parliament does not attend a meeting without giving valid reasons, the chair must request an immediate written declaration of whether this member is taking up their mandate. The student parliament must be informed on the matter. If the declaration is not submitted or the member fails to attend the second ordinary meeting in a row, the student parliament can decide to exclude the member from the parliament.
- (5) If a member of the student parliament does not attend a further meeting without giving valid reasons and has been requested to take up its mandate according to § 4

Par. 6 of the statute of the student body, they will be excluded from the student parliament.

- (6) If a member of the general student committee does not attend an ordinary meeting of the student parliament without giving valid reasons, the chair has to request an immediate written declaration of whether this member is taking up their position. The student parliament must be informed on the matter. If the declaration is not submitted or the member fails to attend the second ordinary meeting in a row, a motion of no-confidence, according to § 9 Par. 4 of the statute of the student body, can be brought forward at the same meeting and be handed to the chair for discussion in the next meeting.
- (7) If a member of the general student committee does not attend a further meeting without giving valid reasons and has been requested to take up its mandate according to § 10 Par. 6 of the statute of the student body, they will be excluded from the student parliament. a motion of no-confidence, according to § 9 Par. 4 of the statute of the student body, is brought forward at the same meeting and is handed to the chair for discussion in the next meeting.
- (8) Additionally, § 2 Par. 1 and 2 of the statute of the student body applies.

#### § 11 Consultation

- (1) The chair opens the consultation of every item on the agenda. First to the floor is the correspondent who has the right to justify the proposed decision. Otherwise, the order is determined by requests to speak. Requests concerning the standing orders are prioritised over requests to speak.
- (2) Before every vote, a right to argument and counterargument is given. This right remains untouched by Par. 4.
- (3) If no one requests to speak, the chair declares the end of the consultation and opens the vote.
- (4) The chair determines the length of the discussion regarding each item on the agenda. The chair may request precision from speakers that deteriorate from the subject. It may request ordinance from members of the student parliament if they violate ordinance. The call for ordinance and its reasoning must not be addressed by the following speakers.
- (5) If a speaker has been called to ordinance or precision three times during their contribution and, after the second time, is warned about the consequences of a third call, the chair is obliged to ask the speaker to give up the floor. The speaker will not be able to speak for the rest of the discussion on this matter.
- (6) The student parliament can terminate or postpone a consultation. A request for ending the debate can be brought forward any time during the discussion without necessary reasoning. A request for postponement is prioritised over a request for ending the debate.

#### § 12 Decision-making

- (1) Obligatory for voting are all decisions concerning the budget of the student body, the budget related to the semester ticket and the determination of its fee, questions of personnel, as far as they are part of the student parliament's duties, as well as changes of the standing orders according to § 17, changes of the statute of the student body, changes of the election procedure of the student body, changes of the statute of social funding for the student semester ticket, decisions concerning the

conduct of a strike vote according to § 16 of the statute of the student body and decisions concerning open calls for departments of the general student committee.

- (2) Additional to Par. 1, further decisions of the student parliament can be taken through a request for a vote.
- (3) The vote should be conducted in the following order:
  1. Requests regarding the standing orders,
  2. Requests for Changes,
  3. Additional Requests,
  4. Vote on the subject itself.

The vote on the continuing request should be held first. If the matter regards terms, the vote concerning the longer term will be held first; if the matter regards budget, the vote concerning the higher budget will be held first.

(4) Decisions are based on the majority of eligible votes cast. When calculating the majority, abstentions are not considered. In case of a voting tie a motion is denied, unless stated otherwise.

(5) Votes are to be conducted and protocolled in the following order: yes / no / abstentions.

(6) If Par. 1, 2, 3, and 4 are complied with, a second vote on a decision with identical wording or content, within a small timeframe, is not permissible.

(7) Votes can be conducted secretly if at least one member of the student parliament requests it. In this case, the counting of the votes must not be done by the person formulating the motion.

(8) Decisions of the student parliament are binding until revocation. They are to be represented to the outside by the chair and members of the general student committee.

### § 13 Motions Regarding the Standing Orders

(1) Motions regarding the standing orders must be concerned with the progression of the meeting only and are addressed by acclamation. Motions regarding the standing orders are dealt with immediately unaffected by the list of speakers. They can only be brought forward by members of the student parliament or of the general student committee. Before the vote, one member of the student parliament and one member of the general student committee has the floor to argue either in favour or against the motion.

(2) Motions regarding the standing orders are:

1. Request to assess a quorum,
2. Request to postponement prior to the opening of the meeting agenda,
3. Request to include an item in the agenda,
4. Change of the order of the consultation,
5. Ending the meeting,
6. Interrupting the meeting,
7. Combination of the consultation on two agenda items,
8. Conduct of two readings regarding one item on the agenda,
9. Postponement of an invoked agenda item,
10. Ending of the consultation,
11. Request for closure of the list of speakers,
12. Limitation of the speaking time,
13. Exclusion of the public,
14. Separated votes,
15. Secret votes (upon request of a member),

#### 16. Election without casting votes (members must not object)

(3) If several motions regarding the standing orders are brought forward simultaneously, they are put up for vote in the order determined by this list.

#### § 14 Amendments

Upon request of the chair, amendments are to be submitted to the chair in written form. Only members of the student parliament as well as the general student committee are eligible to bring forward amendments. The chair presents the amendments to the student parliament and puts them up for vote. Extensive amendments are to be presented to the student parliament in written form for consultation and decision-making. The proposer may declare the adoption of an amendment.

#### § 15 Urgent Decisions

- (1) Urgent decisions with a special priority that regard the totality of the student body of UdK, are to be communicated to all members via email with an objection period of two days. If most parties agree according to § 12, the decision is considered confirmed. Differently than in § 12 missing statements are considered agreements.
- (2) Urgent decisions are to be validated and protocolled in the next meeting of the student parliament.
- (3) Budget requests must not be treated as urgent decisions.

#### § 16 Commissions and Committees

- (1) For the handling of certain duties and for the preparation of the consultations the student parliament may assign commissions and committees. These consist of a minimum of three people. The members of the commissions and committees are to be consensually determined by the student parliament.
- (2) The student parliament decides upon the duties and the extent of the given tasks. Decisions that require a vote are only to be made by the student parliament.
- (3) Members of the student parliament have the right to join the meetings of the commissions and committees that have been appointed by the student parliament.
- (4) Members of the commissions and committees have the right to speak and petition right at the meetings they have been invited to. A regulation for the chair is determined by the task force themselves.
- (5) The student parliament assigns a budget committee. Its members must be members of the student parliament. The budget committee assesses the proposals regarding the budget of the student body and of the semester ticket, the accounting reports of the budget of the student body and of the semester ticket as well as the adherence to the guidelines of project funding and social funding through the general student committee. The documents, needed for its assessment, are to be made available to the budget committee at least four weeks before the consultation and decision in the student parliament. This also applies to protocols of non-public consultations of the general student committee. The members of the budget committee are obliged to confidentiality. After the assessment, the budget committee formulates a recommendation for a vote in the student parliament. If the reports to the student parliament contain procedures that are subject to data protection, these to be anonymised.
- (6) If possible, meetings of the budget committee should be scheduled in accordance with the budget advisor of the general student committee. The budget committee can

invite the budget advisor of the general student committee to its meetings. The invitation of the budget advisor is binding. In case they stay absent from the meeting of the budget committee without giving reasons, even if they have been invited at least seven days before the meeting, the situation will be handled according to § 10 Par. 6 and 7.

- (7) The terms of commissions and committees end with the terms of the student parliament or beforehand.

#### § 17 Changes of the Standing Orders

Changes of the standing orders can only be decided upon if they have been discussed in the two previous meetings or have been developed by a commission according to § 16. A change in the standing orders requires the majority of the present members of the student parliament eligible to vote.

#### § 18 Deviation from the Standing Orders

Except for cases regarding §§ 1, 2, 3, 4, 5, 7, 8, 10, 12, 16, 17, 18, and 19, a deviation from the standing orders is not permissible if an objection has not been voiced within the respective meeting.

#### § 19 Coming into Effect

These standing orders are coming into effect after their passage in the student parliament and will be published in the journal of Universität der Künste Berlin.