

# Rules of Procedure of the Student Parliament of the Rhine-Waal University of Applied Science

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## § 1 Scope

- (1) These Rules of Procedure (RoP) apply to the Student Parliament (StuPa) of the Rhine-Waal University of Applied Sciences.
- (2) Provisions entailed in these RoP are binding upon all Members of the StuPa (MPs) and other Persons referred to in these RoP within their jurisdiction.
- (3) If not regulated otherwise by their own rules of conduct and procedure, these RoP shall also apply to the proceedings of the Committees of the StuPa. Exemptions shall be outlined in these RoP.
- (4) The assembly hereafter referred to as “the House” refers to both the Plenary, and any Committee or Working Group of the StuPa if not excluded according to (3).

## § 2 Language

- (1) The working language of the StuPa shall be English.
- (2) Resolutions, publications, and statutes shall be passed in a German version and only these German versions take binding effect.
- (3) Presentation of the Motions, Resolutions, publications, and statutes shall be made in both German and English language. In case of doubt, the German version takes precedence.

## § 3 Structure of the StuPa

- (1) The StuPa shall comprise the Plenary and subsidiary Committees and Working Groups.
- (2) The Plenary shall comprise every Member. Decisions and business of the Plenary shall take precedence over the decisions and business of subsidiary Committees and Working Groups.
- (3) The Committees and Working Groups shall constitute specialised assemblies of the Plenary.
- (4) Where the Plenary shall be the place of formal approval and Debate on business of superior gratitude, the Committees and Working Groups shall be the institutions in which Members prepare and Debate business before presenting it to the Plenary.

## § 4 Members of the StuPa (MPs)

- (1) Voting Members of the StuPa shall be elected by university-wide elections which shall be regulated more specifically in the Election Order of the Student Body. In the following, these voting Members of the StuPa shall be referred to as “Members” or “MPs”.
- (2) Additionally, the Board of the General Student Committee (AStA) and the Coordinator of the Faculty Student Board Conference (FSRK) shall be non-voting Members of the StuPa. Though in case of procedural voting, they shall have voting rights.
- (3) Members may resign with giving written notice to the Presidency of the StuPa. Upon confirmation of receipt of said notice, the resignation may not be revoked by that Member.
- (4) In case of resignation, the next Person on the list of the effected Faction shall become a Member. If there is no such next Person on the list, the total number of Members gets reduced by one without compensation for the effected Faction.
- (5) Every Member as well as every other Member of a Committee or Working Group of the StuPa has got a claim to a certificate proving their engagement. These certificates shall comprise the following information:
  - a. Complete name of the Member,
  - b. Date of birth,
  - c. Place of birth,
  - d. Term of office,
  - e. Information on exclusion from a meeting according to §29,
  - f. Information on presence at meetings, as well as excused and unexcused absence, and times of inactivity according to §5.

## § 5 Activity and Inactivity of Members of the StuPa (MPs)

- (1) Whenever a Member is not found to be inactive, they shall be deemed active. In doubt, the status quo shall prevail.
- (2) A Member who is inactive shall not be taken into account for determination of the quorum and for voting.
- (3) An active Member shall gain a status of inactivity if they a. Missed the second Meeting of the House in a row,
  - b. Missed the second Meeting of the House on one Campus (in this case they shall only be deemed inactive in Meetings of the House at that Campus),
  - c. Extended a written note to the Chair declaring their wish to gain such a status.
- (4) An inactive Member shall re-gain a status of activity if they
  - a. Participate in a Meeting of the House,

- b. Participate in a Circulatory Vote,
- c. In the case of inactivity outlined in (3) c., participate in a Meeting of the House at the Campus at which they are inactive. (In this case, activity at that Campus cannot be re-gained by participating in a circulatory vote.)

## § 6 Quorum

- (1) A quorum shall be given if the invitation to the Meeting of the House has been according to the RoP and if at least half of the active Members of the House are present.
- (2) A complaint as to the erroneous determination of the quorum shall be presented as a Point of Order and may only be raised after the determination of the quorum through the Chair and prior to adjournment of the House. Outside this period, the complaint shall neither be recognised nor take any effect.
- (3) If a Meeting of the House does not have a quorum according to this Article, the House may not vote on substantive matters (i.e. votes regarding content of Debate, substantive Motions, and Resolutions).
- (4) If the Chair at a point in the Meeting establishes the absence of a quorum, they shall suspend the Meeting for a duration they deem adequate, which shall not exceed thirty minutes. If after that suspension, still there is no quorum present, the Meeting shall immediately be adjourned. Remaining and unfinished business shall be added to the Agenda of the next Meeting taking precedence over new business of the House.
- (5) Business adjourned or unfinished due to (4) shall not require a quorum to be debated and voted upon at the next meeting.

## § 7 Constitutional (The First Meeting) of the Plenary

- (1) With the convening of the Constitutional Meeting of the newly-elected StuPa, the new term shall officially begin, and it shall end with the convening of the Constitutional Meeting of the following then newly-elected StuPa.
- (2) After the elections of the StuPa, the Constitutional Meeting of the Plenary shall be convened by the Student Election Committee.
- (3) The Student Election Administrator or any appointee of them shall preside over the Plenary's Constitutional Meeting until the Presidency of the Plenary has been elected.
- (4) The quorum of the Constitutional Meeting shall be determined by roll call.
- (5) There shall be Minutes of the Constitutional Meeting.

## § 8 Elections

- (1) Elections as to appointments shall be made by secret ballot. They can be made by other means of voting if no Member objects. Members of the Presidency of the Plenary and the Board of the AStA shall always be elected by secret ballot. In these specific cases, en bloc election shall be out of order.
- (2) Ballots shall be found inadmissible if they fail to without doubt express an intention of voting. In case of doubt or invalid ballots, the vote shall be repeated. Empty ballots shall be found inadmissible, as well.
- (3) The election of the Presidency of the Plenary shall be presided over by the Student Election Administrator or their appointee.

## § 9 Presidency of the Plenary

- (1) The Presidency shall serve as the official representative of the House.
- (2) It shall comprise:
  - a. The Presiding Officer (PO) of the StuPa (one Member),
  - b. The Deputy Presiding Officer(s) (DPO) of the StuPa (one Member or two Members).
- (3) The Chair of the Meeting of the Plenary shall either be the PO of the StuPa or one of their Deputies. In case of absence of the whole Presidency (or for another adequate reason), the PO of the StuPa shall determine a PO pro tempore who should be a Member of the StuPa. The PO pro tempore shall perform as a substitute for the Presidency where applicable.
- (4) The duties of the Presidency/the Chair shall entail but shall not be limited to:
  - a. Adequate preparation of the Meetings of the House,
  - b. Production of the preliminary Agenda for the Meetings of the House,
  - c. Convocation of the Meetings of the House,
  - d. Presiding over Debate when in session,
  - e. Securing order at Meetings,
  - f. Interpretation of the RoP according to §30,
  - g. Securing the production of orderly Minutes for the Meetings of the House,
  - h. Securing the production of a Record of Presence,
  - i. Checking Motions handed in for being in accordance with these RoP,
  - j. Production of the Certificates of Participation in accordance with §4.
- (5) Special Rights of the Presidency/the Chair shall include:
  - a. Right to Interrupt a Speaker on the floor (if concerning a procedural matter),
  - b. Suspend the Meeting for a maximum of fifteen minutes without majority vote,

- c. Rights necessary to preside over Debate,
  - d. Adjourn the Meeting at the end of a Meeting without a majority vote,
  - e. Attend every Meeting of a subsidiary Committee or Working Group even when the public shall be excluded (where admissible).
- (6) The Chair shall execute their duties free from fear and favour.
  - (7) These provisions shall apply to Chairpersons of Committees and Working Groups where applicable except for that there shall only be one Deputy Chairperson per Committee or Working Group.
  - (8) The Members of the Presidency of the Plenary shall be compensated for their effort according to the House's Resolution and the Finance Order.

## § 10 Minute Takers of the House

- (1) At every Meeting of the Plenary, there shall be two Minute Takers. At Meetings of Committees and Working Groups there shall be one Minute Taker.
- (2) The Permanent Minute Taker(s) shall be elected by simple majority in the House.
- (3) In case of absence, the House shall find an adequate substitute.
- (4) The Minute Taker(s) need not be Members of the House but should command reasonable understanding of the workings of the House or present reasonable forecast of commanding said understanding in due time.

## § 11 Convocation of Meetings of the House

- (1) The Meetings of the House should be convened regularly at least once per month excluding lecture-free times.
- (2) Meetings shall be possible even in lecture-free times.
- (3) There shall be established a preliminary schedule for Meetings of the House published once a semester.
- (4) The Meetings shall be convoked by the Presidency. The convocation shall happen at least three days prior to the Meeting if this Meeting had been announced in a schedule prior to convocation. Otherwise, the Meeting shall be convoked at least five days in advance. This convocation shall make available to the Members the preliminary Agenda, covered Motions, and relevant additional documents using e-mail or another adequate substitute. The general student body shall receive the preliminary Agenda of the Meeting.
- (5) The deadline for convocation shall count backwards from the day of the Meeting, given that the last day prior to the Meeting shall be day one for calculating the deadline for convocation.
- (6) If at least one quarter of all active Members request the Presidency to convoke a Meeting of the House before the next scheduled one with appropriate reasoning, the Presidency shall (if possible) give way to this ask.
- (7) An excuse for absence of a Member shall be sent to the Presidency of the House at least five hours prior to the scheduled opening of the Meeting. Under exceptional circumstances, an excuse may be deemed admissible even if received less than five hours prior to the opening of the Meeting. The excuse shall be valid even without giving a specific reason and shall be seen as prior notice for absence.
- (8) Meetings of the Plenary shall be convened at both Campuses, in Kleve and Kamp-Lintfort alternately. In the case of cancellation of a scheduled meeting or the declaration of wrongful convocation, the next meeting of the Plenary shall also be convened at that Campus. In the case of missing quorum, the schedule shall remain unaffected.
- (9) Meetings of the House shall be open to all Students and Postgraduates enrolled at the University.

## § 12 Agenda

- (1) Business shall be added to the preliminary Agenda of the Meeting of the House by any member of the student body.
- (2) Business shall be listed on the Agenda under "Old Business" or "New Business" respectively in an order at the discretion of the PO of the StuPa.
- (3) New Business shall only be addressed after Old Business had either been debated and concluded, or otherwise tabled.
- (4) At the beginning of every Meeting of the House, the present Members shall be granted adequate time to debate, amend, and approve by majority the preliminary Agenda to become the Agenda of the Meeting.
- (5) The Agenda shall comprise the following business advisable in that order:
  - a. Opening of the Meeting
  - b. Determination of the Quorum
  - c. Approval of Minutes of the Previous Meeting(s)
  - d. Approval of the Agenda of the Meeting
  - e. Individual Reports (according to §32)
  - f. Old Business
  - g. New Business
  - h. Miscellaneous
  - i. Adjournment
- (6) The Agenda may (even after it has been approved) be amended by a Motion.

## § 13 Voting, Speaking, and Proposal Rights at Meetings of the House

- (1) Every elected Member shall have full Voting, full Speaking, and full Proposal Rights (Motions and Resolutions). These rights may not be delegated.
- (2) Non-voting Members (AStA Board, FSRK Coordinator) shall have full Speaking and full Proposal Rights but shall only be granted Voting Rights, when the vote is of procedural (Motions) not substantive (Resolutions) nature. They shall have one vote per institution represented.
- (3) Every enrolled Student, undergraduate or postgraduate, of the University shall have Speaking Rights, which may be withdrawn by a Motion. The Right to propose a Resolution shall be granted to any member of the student body.
- (4) Every other Head of an AStA Department or one collective Faculty Student Council (by majority decision) shall have Proposal Rights as to Resolutions.
- (5) Further Guests may be admitted to Meetings of the House and be granted speaking rights according to Resolution of the House.

## § 14 Debate, Order of Debate, and Points of Debate

- (1) Generally, the PO of the StuPa/Chair shall preside over Debate.
- (2) Time available for individual Speakers may be defined/limited/extended by Motions.
- (3) Speakers addressing the House generally shall rise to their feet except for the Chair. When the Chair rises to their feet, the Speaker has to take their seat and remain silent.
- (4) Speakers shall address the Chair in their speeches and shall refrain from addressing other Members of the House directly.
- (5) One shall distinguish between three types of Debate:
  - a. Formal Debate
  - b. Informal Debate
  - c. Personnel Debate
- (6) Formal Debate shall have the following governing principles:
  - a. In Formal Debate, there shall be established a General List of Speakers (GLS). On the GLS, the Chair shall list all Persons present with Speaking Rights in the order that they indicated their desire to contribute. They may indicate by raising their placard, one hand, or pass a written note to the Chair. This GLS shall if possible be displayed to the House during Debate. Every Person may only be on that GLS once at a time.
  - b. The Chair shall then assign the floor to Speakers according to the order established by the GLS.
  - c. Participants who were not assigned the floor are strongly prohibited from addressing the House under the exception of incidental Points of Debate.
- (7) Informal Debate shall have the following governing principles:
  - a. One shall distinguish between two types of Informal Debate:
    - (i) Moderated Debate
      - aa. This type of Informal Debate shall resemble the Formal Debate in overall character except that there shall not be a GLS but that the Chair shall assign the floor to an indicating Person after the previous Speaker has concluded, allowing for a more interactive Debate. The Chair shall allow contributions from all sides of the argument to share as equal as possible.
      - ab. The introduction of Moderated Debate requires a Motion. This Motion shall also set out the topic of this Debate, overall time allocated for this Debate, and individual time per Speaker for this Debate. This Motion shall be debatable to the extent of one Speaker in favour and one against the Motion.
      - ac. Points of Debate without connection to the topic of Debate may be deemed inadmissible by the Chair. Appeal to this decision shall not be in order.
      - ad. With no further Speakers wishing to contribute, the House shall immediately return to Formal Debate.
      - ae. Motions to Extend Time for the Moderated Debate shall be in order before its initial time has elapsed. Debate on this Motion shall follow (i) ab. The time for extension shall not exceed the amount of time allocated to Moderated Debate in the first instance.
    - (ii) Unmoderated Debate
      - aa. This type of Debate shall be without the assigning of the floor by the Chair. The Persons present may move and talk freely.
      - ab. The introduction of Unmoderated Debate requires a Motion. This Motion shall set out the overall time allocated for this Debate. This Motion shall be debatable to the extent of one Speaker in favour and one against the Motion.
      - ac. Motions to Extend Time for the Unmoderated Debate shall be in order and shall follow provisions outlined in (i) ae.
- (8) Personnel Debate shall have the following governing principles:
  - a. It shall be moved for in need for an extensive Debate on appointment, nomination, or election.
  - b. It generally takes place under the exclusion of the public. What is being debated is strictly confidential and must not be shared with Persons not party to the Debate. Disregard is subject to sanctions. In cases where the inclusion of the public is requested by the interviewee, such inclusion of the public is possible.
  - c. It shall be divided into two parts:

- (i) Firstly, every applicant/candidate shall be heard at the discretion of the House. This shall happen in the way of an interview. The interviewee shall not be obliged to answer any of the questions put to them.
  - (ii) Secondly, the House shall deliberate in private session in the way outlined under (6).
- (9) Incidental Points of Debate shall be raised by stating aloud the intend to raise such a Point of Debate to the Chair. These Points shall be called upon immediately by the Chair. They may interrupt a Speaker on the floor who shall be adequately compensated for the loss of speaking time caused. Misuse is subject to sanctions. These incidental Points of Debate may be raised in cases such as but not limited to express a:
- a. Point of Personal Privilege to raise an urgent personal discomfort seeking remedy,
  - b. Point of Order to raise awareness for an immediate and substantial breach of the RoP,
  - c. Point of Inquiry to raise an urgent question as to parliamentary procedure,
  - d. Point of Information to the Chair to raise any other urgent matter to the Chair's attention.
- (10) Whenever a Point of Debate need not be raised immediately, it shall not be deemed incidental. They shall still be raised the same way as outlined in (6) but may not interrupt a Speaker on the floor.
- (11) The Chair is the ultimate adjudicator as to when to hear a Point of Debate and as to how to respond to it.
- (12) The provisions for Orderly Conduct of Members (see §28) apply to all Persons present.

## § 15 Interventions to Speeches

- (1) When there is an Individual Speakers' Time defined, and when in either Formal or Moderated Debate, a Person present may seek to intervene into the Speaker's contribution.
- (2) This may be done so by asking if the Speaker would give way.
- (3) Upon request, the Speaker may decide freely whether or not to give way.
  - a. If the Speaker has given way, the Intervener may speak for no more than thirty seconds, which will be deducted from the Speaker's time. The Speaker at any time may withdraw the floor from the Intervener, who then has to immediately return to silence.
  - b. If the Speaker denies giving way, the Intervener may neither pressure for nor insist on their intervention. They may not seek to disturb or confuse the Speaker, which shall be subject to sanction.
- (4) It shall be convention, which shall not be binding though, that a Speaker who referred to another Member present give way to the referred to Member if they request an intervention.
- (5) An intervention shall refer to the subject of Debate and may contain a question, which the Speaker has no obligation to answer in their speech later on.

## § 16 Questions to Speakers

- (1) Questions shall seek to obtain information from the Speaker or another Member.
- (2) There shall be a question time after every individual report, when the Chair asks for questions, or when a Motion to Enter into Question Time has been approved by the Chair.
- (3) Persons wishing to present a question shall be entered into a List of Speakers for that purpose in the order they indicated their intent to present a question and shall be called upon in that order. Every Person may only once at a time be on that list.
- (4) When being recognised by the Chair, the Questioner may present one question in the following format:
  - a. A short perambulatory may introduce to the topic of the question if necessary. It shall not exceed two sentences or roughly thirty seconds.
  - b. A question must be put in the grammatic format of a question.
  - c. The whole presentation shall not exceed sixty seconds.
- (5) Questions must
  - a. Not contain allegations of misconduct,
  - b. Not contain arguments to Debate,
  - c. Follow other provisions of Orderly Conduct of Members.
- (6) The Chair decides as to admissibility of questions. Their judgement may not be contested. The Chair may ask Persons to rephrase their questions if necessary.
- (7) The Questioned shall reply to that question as they deem adequate not exceeding 180 seconds.
- (8) When the Questioner feels their question not being replied to adequately, they may raise either
  - a. A Point of Order to Direct Relevance if the Questioned fails to recognise the topic of the question completely, (which may interrupt the Questioned in their reply,) or
  - b. A Motion to Follow Up if they wish to redirect their question and put a follow-up question to the Questioned (which need to be put immediately after the Questioned completed their reply).
 The acceptance of this Point or Motion shall be at the discretion of the Chair and may not be contested.
- (9) Questions to the Chair may be put
  - a. As Points of Parliamentary Inquiry if concerning parliamentary procedure and these RoP,
  - b. As Points of Information to the Chair if concerning other issues.
 They may be incidental but need not be.
- (10) Prior notice of questions may be put to the Questioned if concerning technical or otherwise complicated matters, and if adequate.



## § 17 Voting

- (1) Proxy voting shall be out of order.
- (2) One shall distinguish between procedural and substantive voting.
  - a. Substantive voting shall be voting on Resolution, Appointment, and Amendment.
  - b. Procedural voting shall be the remaining business.
- (3) Members can either cast their vote in the affirmative (in favour of the proposal), the negative (against the proposal), or abstain from voting (neither in favour nor against).
- (4) There shall be no abstentions in procedural voting.
- (5) If the total count of votes cast does not add up to the number of voting Members present, the vote shall be repeated.
- (6) Voting shall generally take place by show of hands. Upon the signal of intent by one Member seeking a vote by secret ballot, the vote shall be taken by secret ballot. Procedural voting must not be done by secret ballot. If adequate, the Chair may also use other subsequent means of voting such as but not limited to:
  - a. Voting by Objection, and
  - b. Voting by Voice.
- (7) If not defined otherwise, a vote shall be deemed resolved in the affirmative, if there were more votes cast in the affirmative than in the negative. The same votes cast in the affirmative and the negative results to the question being resolved in the negative.
  
- (8) Circular Voting shall be possible given the following circumstances:
  - a. No (further) vocal exchange required,
  - b. No objection according to (6),
  - c. All relevant documents were available to all Members,
  - d. Resolution and the deadline for casting votes had been published with the voting instructions,
  - e. At least half of all active Members have orderly replied to the question.
- (9) The Circulatory Voting shall be deemed inadmissible if, before the conclusion of time for casting votes, at least one quarter of all Members gave written notice to the Presidency containing an expression of discontent and a reason to it. Furthermore, if the Circulatory Voting resulted in the affirmative, may a Motion to Dismiss the Circulatory Voting be moved in the next Meeting after conclusion of the Voting, which shall be debatable to the extent of two Speakers for each side of the argument. If this Motion is resolved in the affirmative, the Resolution passed by the Circulatory Voting shall be void.
- (10) A vote cast in Circulatory Voting shall be considered admissible if the e-mail reached the Presidency in time before conclusion of the Voting and entailed a distinct expression of intent to vote in either the affirmative, negative, or to abstain from voting.
- (11) A record of that Circulatory Voting shall be presented by the Chair at the following Meeting of the House and shall then be attached as an annex to the Minutes of that Meeting.

## § 18 Personal Declaration of Members

- (1) Under exceptional circumstances, the Chair may allow a Member to deliver a Personal Declaration either in writing or vocally.
- (2) In writing, the Personal Statement shall be added as an annex to the Minutes of that Meeting. If approved by the Chair, said Personal Declaration must not be amended or discarded through amendments to the Minutes at the next Meeting when seeking to approve the Minutes.
- (3) If granted leave to deliver the Personal Declaration vocally, the Members may do so with neither interjection, commentary, or any other expression of content or discontent. However, the Chair may intervene if they feel the Declaration to be falling short of being a Personal Declaration. (2) applies in this case as well.
- (4) A Personal Declaration may not be contributing substantively to Debate and may be of personal nature only.
- (5) It shall only be delivered outside Debate and Voting, and need to be indicated to the Chair before rising to deliver it.
- (6) An objection to being denied opportunity to deliver a Personal Declaration may be raised in the Plenary through a Point of Order but shall then be referred to, deliberated on, and voted on by the Bylaw Committee after the Objector was being heard by the Committee. Until leave is granted by the Committee, presentation is denied.

## § 19 Motions

- (1) Motions shall only regard procedural matters.
- (2) Members wishing to propose a Motion shall indicate by either rising both hands at the same time or saying aloud that they wish to propose a Motion.
- (3) Motions shall be dealt with outside a General List of Speakers and shall be addressed in the order they arise or in what order the Chair deems adequate.
- (4) Motions may not be proposed when there is a Speaker on the floor.

- (5) Debate on a Motion proposed shall be limited to two Speakers per side of the argument. The speeches shall be heard alternately beginning with the submitter of the Motion. If there is only one Speaker for either side of the argument, there also shall only be hear one Speaker on the other side, as well.
- (6) If there is no Speaker against the Motion, the Motion immediately is resolved in the affirmative.
- (7) Voting on the Motion is considered procedural voting.
- (8) If not stated otherwise, a Motion shall require more votes in the affirmative than in the negative to be resolved in the affirmative. A tie in votes shall resolve the Motion in the negative.
- (9) Generally, all proposals as to procedure and the application thereof in Debate shall be considered Motions if the Chair deems them admissible. The Chair may ask the submitter to rephrase a Motion if necessary.
- (10) Established Motions include but shall not be limited to:
  - a. Determination of the Quorum
  - b. Premature Adjournment of the Meeting (requires two-thirds majority)
  - c. Suspension of the Meeting for a Break
  - d. Tabling of Item of Business
  - e. Expungement of Item of Business (requires two-thirds majority)
  - f. Calling the Question
  - g. Closure of Debate on Business without Concluding Vote (requires two-thirds majority)
  - h. Changing the Individual Speakers' Time
  - i. Closure or Re-opening of the General List of Speakers
  - j. Voting by Secret Ballot (upon request by one Member)
  - k. Voting by Division/Roll Call Vote
  - l. Tasking a Committee/Working Group/AStA
  - m. Exclusion of the Public
  - n. Suspension of Formal Debate for (Un-)Moderated Debate
  - o. Suspension of Debate for a Faction Break (upon request by the majority of Members of one Faction; suspension may not exceed ten minutes and may only be moved once per item of business per Faction)

## § 20 Resolutions and Amendments (to Governing Statutes)

- (1) Voting on Resolutions shall be considered substantive voting.
- (2) In order to adopt a Resolution, it requires more votes in the affirmative than in the negative.
- (3) Resolutions shall be presented to the Presidency for formal clearance at least five days in advance of the Meeting at which they shall be considered.
  - a. Exemptions shall be admissible in case of urgent matters. The status of urgency needs to be confirmed by the Plenary before approving the Agenda for that Meeting in that same Meeting.
  - b. Resolutions seeking to amend these RoP or any other governing statute of the Student Body shall be submitted nine days in advance of the Meeting, and shall require a two-thirds majority of all present Members for them to pass.
- (4) Resolutions shall at least comprise the following items:
  - a. Complete name of the Person(s) submitting the Resolution,
  - b. Appealing short title to refer to this Resolution,
  - c. Date of submission to the Presidency,
  - d. Sentence(s) of Resolution,
  - e. Additional explanation (if required).
- (5) Resolutions requesting funding shall additional to items listed in (4) also entail:
  - a. Amount of fund sought,
  - b. Calculation for funds sought,
  - c. Number of participants expected (if applicable),
  - d. Times for the event/project (if applicable).
- (6) Resolutions shall be produced in both English and German.
- (7) The Presidency shall reject Resolutions falling short of these requirements and shall ask the submitter(s) to rephrase their Resolution.
- (8) Resolutions should be debated in the relevant Committee or Working Group before introduction to the Plenary if applicable.
- (9) Debate on Resolutions shall be divided into three readings:
  - a. First Reading shall see one Person present formally moving that Resolution so that it can be considered. Then the mover shall receive adequate time to introduce their Resolution and explaining it further if required. After that, Members shall receive adequate opportunity to ask questions as outlined in §16.
  - b. Second Reading shall be Debate of the Resolution as a whole which shall follow the principles outlined in §14. In this period, amendments may be handed in with the Chair. After Debate on the Resolution has concluded, the House shall deal with the Amendments as outlined in (10ff).
  - c. Third Reading shall be the final voting on the Resolution as (un-)amended. The question shall be put in such a way that every Member understands it.
- (10) Amendments shall be presented to the Chair in written format ready to be dealt with.
- (11) The following Persons shall be allowed to present amendments to the House:
  - a. Members of the StuPa,
  - b. Submitter of the Resolution,



- c. Mover of the Resolution (if not the submitter),
  - d. Members of Committees and Working Groups of the StuPa.
- (12) Debate on amendments shall take the format outlined for Debate on Motions as outlined in §19 (5).
- (13) Amendments to amendments under consideration shall not be admissible.
- (14) Amendments to previously amended sections shall be admissible in accordance with §20.
- (15) If carried, the submitter of the Resolution shall receive a Certificate of Approval by the Chair.

## § 21 Same Question Offered Twice

- (1) A question that is the same or substantially the same shall not be presented twice to the House for consideration if it had already been resolved in either the affirmative or the negative in the same session of the same House. (2) The Chair shall be the adjudicator on this matter.
- (3) The House shall have the opportunity to rescind their decision by a Motion to Rescind. The Motion requires the affirmative vote of two-thirds of the present Members. If resolved in the affirmative, the House shall enter into Debate on the matter again. The intent to present a Motion to Rescind to the House shall be indicated to the Members at least three full days in advance of the Meeting at which the Motion shall be put.

## § 22 Minutes

- (1) For every Meeting of the House, there shall be a record of results and important events in Debate referred to as the Minutes.
- (2) Those shall be taken by the Minute Taker(s).
- (3) The Minutes shall be produced in German and English.
- (4) The Minutes shall be confirmed by the House at the succeeding Meeting. Upon approval, these Minutes shall become the official record of Debate.
- (5) They shall at least comprise:
- a. Time and place of the Meeting
  - b. List of Members present, absent with excuse, absent without excuse, inactive Members
  - c. Items of Business in order of appearance
  - d. Votes taken and results thereof
  - e. Important work products of the House
  - f. Other items as outlined in these RoP
  - g. An annex, which shall at least include:
    - (i) Resolutions (as they were presented to the House)
    - (ii) Signed list of Members present
    - (iii) Personal Declarations according to §18
    - (iv) Other tabled documents
- (6) The approved Minutes shall be signed by the Minute Taker(s).

## § 23 Subsidiary Committees and Working Groups of the Plenary

- (1) Next to the Plenary, there shall be subsidiary Committees and Working Groups.
- (2) Those shall be, but need not be limited to:
- a. The Presidency of the Plenary,
  - b. The Student Election Committee,
  - c. The Bylaw Committee,
  - d. The Budget Committee
  - e. The Social Committee.
- (3) The Plenary can by means of a Resolution create additional Committees and Working Groups.
- (4) The Plenary can by means of a Resolution revoke additional Committees and Working Groups.
- (5) Members of Committees and Working Groups need not be Members (except for the Presidency of the Plenary).
- (6) Committees shall be a more rigid structure for work than Working Groups.
- (7) Members of Committees are appointed by the Factions according to the d'Hondt system of allocation. The Plenary by means of Resolution formally approves these Appointees but shall not deny the righteous appointees of Factions access to the Committees. They may resign their position with written notice to the Chair of the relevant Committee who then duly informs the Presidency of the Plenary about their resignation. Resignations may not be revoked or denied acceptance.
- (8) Members of Committees may be removed by the Plenary by the affirmative vote of two-thirds of all Members for gross misbehaviour and after being heard as to the matter.
- (9) Members of Working Groups may join and resign their position without formal appointment but need to notify the Chair of the relevant Working Group who then duly informs the Presidency of the Plenary.
- (10) Committees and Working Groups shall determine a Chairperson and one Deputy Chairperson by majority vote (except for the Presidency of the Plenary).

- (11) Committees and Working Groups may give themselves governing statutes pending approval by the Bylaw Committee. Wherever such provisions do not exist, these RoP shall take effect. The Committees and Working Groups may decide to exclude provisions of these RoP from effect. Deadlines as to convocation and the presentation of Resolutions shall not take effect if not decided otherwise.

## § 24 Student Election Committee

- (1) The Student Election Committee shall be a permanent Committee of the Plenary.
- (2) It shall be tasked with oversight and execution of the university-wide Student Elections.
- (3) It shall also be tasked with other specific tasks assigned by these RoP.
- (4) It shall be governed by the Election Order of the Student Body and by these RoP where applicable.
- (5) Its Members shall be elected in either the Constitutional or the following Meeting of the Plenary.
- (6) The Committee shall at least meet once a semester.

## § 25 Bylaw Committee

- (1) The Bylaw Committee shall be a permanent Committee of the Plenary.
- (2) It shall be tasked with oversight and maintenance of these RoP and other relevant governing statutes of the Student Body where applicable.
- (3) It shall also be tasked with other specific tasks assigned by these RoP.
- (4) Its Members shall be elected in either the Constitutional or the following Meeting of the Plenary. One of the seats in the Committee shall be taken by the Presiding Officer, their Deputy, or any other appointee of them.
- (5) The Committee shall at least meet once a semester.

## § 26 Budget Committee

- (1) The Budget Committee shall be a permanent Committee of the Plenary.
- (2) It shall be tasked with oversight and maintenance of financial business of the Student Body where applicable.
- (3) It shall also be tasked with other specific tasks assigned by these RoP.
- (4) It shall be governed by the Finance Order of the Student Body and these RoP where applicable.
- (5) Its Members shall be elected in either the Constitutional or the following Meeting of the Plenary.
- (6) The Committee shall at least meet once a semester.

## § 27 Special positions

- (1) The student body shall have the following special positions:
  - a. two auditors according to § 25 Financial Order
  - b. one representative of the StuPa on the selection committee for the Deutschlandstipendium (German Scholarship)
  - c. one representative of the student body in the Förderverein Hochschule Rhein-Waal e. V. (support association Rhine-Waal University of Applied Sciences)
  - d. one representative of the student body on the board of directors of the Düsseldorf Student Union.
- (2) The Presidency shall propose two auditors at the beginning of each financial year. The Presidency shall be free to decide how to find suitable persons. The rest is regulated by § 25 Financial Order.
- (3) The StuPa shall appoint a representative from among its members to the selection committee for the Deutschlandstipendium.
- (4) A representative in the Board of Directors of the Studierendenwerk Düsseldorf shall be appointed upon a proposal. Terms of office are regulated by the Statutes of the Studierendenwerk Düsseldorf.

## § 28 Archives

- (1) The StuPa shall have two Archives:
  - a. The Public Archives shall be accessible to all Students of the university, and shall comprise at least:
    - (i) Minutes of the Meetings of the Plenary (approved versions)
    - (ii) Minutes of the Meetings of the Student Election Committee
    - (iii) Results of the Student Elections
    - (iv) Publications by the StuPa
    - (v) Links to relevant governing statutes
    - (vi) Aids for presenting Resolutions
    - (vii) Schedule of Meetings of the Plenary
  - b. The Internal Archives shall be accessible to Members of the StuPa only, and shall comprise at least:
    - (i) Resolutions to be presented
    - (ii) Minutes of the Meetings of the Plenary (unapproved and approved ones)
    - (iii) Aids for Members
    - (iv) Other relevant documents
- (2) The prime responsibility for maintenance of these Archives lays with the Presidency but may be delegated.

## § 29 Orderly Conduct of Members

- (1) It is a fundamental understanding that Members behave in an orderly way and serve as role models for participants in respectful and democratic Debate.
- (2) It shall be the prime responsibility of Members to act in favour of the Student Body's virtue as combinable with their conscience.
- (3) Members must at any time respect the Office of the PO of the StuPa/the Chair of the Committee or Working Group and the extent of their powers. They shall follow judgements of the Chair according to these RoP.
- (4) Members at all times in office must refrain from calling names on another Member, using offensive words in Debate where inadequate, reflecting personally on another Member, and/or disrespecting provisions of these RoP.
- (5) In Debate, every Member shall bear responsibility to maintain a calm, factual, and constructive manner of Debate.

## § 30 Sanctions for Misbehaviour

- (1) Sanctions for Misbehaviour of a Member or other Persons present shall be according to these provisions.
- (2) Generally, it shall be the Chair's responsibility to identify Misbehaviour, though Members shall assist in this task by means of raising Points of Order to the Chair's attention.
- (3) The Sanctions shall be chosen according to the severity of the Misbehaviour. The Sanction chosen shall be more restrictive if the Misbehaviour has been practised repeatedly.
- (4) Firstly, the Chair shall point Misbehaviour out to the House and the misbehaving Person. The Chair may interrupt a Speaker on the floor to do so.
- (5) Furthermore, the Chair may withdraw the floor from the Speaker misbehaving and ask them to regain their seat.
- (6) Furthermore, the Chair may warn a Person present by calling their name which shall not be taken note of in the Minutes.
- (7) Furthermore, the Chair may call the House collectively or certain Persons present to order. Calling certain Persons to order shall be noted in the Minutes. A reason for the calling to order shall be given by the Chair but need not be taken note of in the Minutes.

- (8) After having called a Person present, who is no Member, to order, the Chair may exclude them from the remainder of the Meeting. The Person must follow the order of the Chair immediately.
- (9) After having called a Member to order at least twice, the Chair may move to Suspend the Member from Service of the House. If answered in the affirmative, the Member shall leave the House for the remainder of the Meeting and shall be taken inactive for the time being. This Motion shall not be debated. The suspension shall be taken note of in the Minutes but shall not be reflected on in their Certificate of Participation.
- (10) The Chair may if deemed necessary to maintain order in a Meeting without the affirmative vote of the House suspend the Meeting for a time not to exceed fifteen minutes.

## § 31 Interpretation of the RoP

- (1) Interpretation and application of these RoP shall in first order be the responsibility of the Chair. In doing so, they shall act free from fear and favour. They shall take into account their knowledge on parliamentary procedure and other documents on parliamentary working, as well as previous judgements of the Chair.
- (2) The Chair may add written note on their judgement to the internal archives of the StuPa.
- (3) Permanent interpretations shall be added permanently to these RoP.
- (4) The Chair shall only interpret the provisions of these RoP if they do not serve as explanation sufficiently by themselves.
- (5) After presenting their judgement to the House and having given way adequately to resulting questions by Members, there can be introduced to the House a Motion to Appeal the Decision of the Chair according to §31.

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## § 32 Appeal the Decision of the Chair

- (1) If a Member is not content with the decision of the Chair, it shall be convention for the Member to firstly raise a Point of Order to the Chair's attention.
- (2) If the Member still is not content with the decision of the Chair and feels it to substantially violate provisions of these RoP, they can raise a Motion to Appeal the Decision of the Chair. Procedure to deal with this Motion shall be as follows:
  - a. After raising that Motion, the submitter shall receive 120 seconds to explain their reason for appeal. At this point, interventions, questions, and Points of Debate shall be out of order. After conclusion of their presentation, the Motion shall be voted upon immediately.
    - (i) If the question to introduce the Motion to Appeal the Decision of the Chair is answered in the affirmative, the House shall enter into a Moderated Debate with the submitter of the Motion to be the Chair pro tempore for that Debate. Previously, the Chair of the House shall determine the overall time allocated to this Debate no less than five minutes and no more than fifteen minutes. Motions to extend the time for Debate shall be out of order. After the conclusion of Moderated Debate, the Chair of the House shall put the question whether to appeal the decision of the Chair.
      - aa. If answered in the affirmative, the matter shall be referred to the Bylaw Committee for further deliberation. Its judgement shall be presented to the next Meeting of the House and shall be binding and final. Until that decision has been presented to the House, the Business concerning shall be tabled.
      - ab. If the question is answered in the negative, the judgement of the Chair shall prevail, and both the judgement and the vote count shall be entered into the Minutes.
    - (ii) If the question to introduce the Motion to Appeal the Decision of the Chair is answered in the negative, the judgement of the Chair shall prevail, and both the judgement and the vote count shall be entered into the Minutes.

## § 33 Individual Reports

- (1) Individual reports heard by the Plenary shall at least include in that order reports by:
  - a. The Presidency of the Plenary,
  - b. The AStA Board,
  - c. The Permanent Committees of the Plenary (in alphabetical order),
  - d. Other subsidiary Committees of the Plenary (in alphabetical order),
  - e. Other subsidiary Working Groups of the Plenary (in alphabetical order),
  - f. Other institutions/Persons the House finds suitable to report by Motion.

- (2) The time available for individual reports including questions by those present in the beginning of the meetings of the Plenary shall be twenty minutes per report.
- (3) The Chair shall recognise Motions to extend the time available for individual reports. They shall only allow one such Motion per report. Said Motion may only seek to extend the time allocated to the report in an amount not to exceed twenty minutes.
- (4) The Motion shall only be in order before the time for the respective individual report has elapsed.
- (5) Questions shall be according to §16.

## § 34 Concluding Remarks

- (1) In case of contradiction or doubt, the German version of these RoP takes precedence.
- (2) The term "House" may refer to any assembly under the jurisdiction of these RoP if adequate.
- (3) The term "university" refers to the Rhine-Waal University of Applied Sciences only.
- (4) The term "Person" refers to any natural person involved in proceedings of the StuPa including its Members.
- (5) The term "Chair" refers to the Chairpersons of all assemblies under the jurisdiction of these RoP if adequate.
- (6) The terms "Member(s)" and "MP(s)" shall be interchangeable.

## § 35 Entry into Force

- (1) These provisions as well as amendments thereof enter into effect after adjournment of the Meeting at which they have been agreed to.