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Rules of procedure of the University Election Assembly of Rhine-Waal University of Applied Sciences

Dated 20 November 2024

Section 1 Function

The University Election Assembly is responsible for electing or recalling members of the Executive Board of Rhine-Waal University of Applied Sciences.

Section 2 Chairperson, appointment, agenda

(1) The University Election Assembly will convene at the invitation of the chairperson or deputy chairperson. If a chairperson or deputy chairperson has yet to be appointed, the University Election Assembly will convene at the joint invitation of the chairpersons of the Senate and the Board of Governors and elect from among its members a new chairperson and deputy chairperson by majority vote in separate ballots. The meeting will be led by the chairperson of the Board of Governors until a new chairperson has been elected. If the chairperson of the Board of Governors is unable to lead the meeting, the chairperson of the Senate will lead it as deputy chairperson.

(2) Invitations will be sent by email. They should be sent no later than 14 days before the meeting. Invitations must include a suggested agenda and all documents required for the meeting. Documents for the meeting can be sent later.

(3) The agenda will be confirmed by the University Election Assembly at the start of the meeting. Changes or further additions to the agenda can be made by simple majority vote of the present members.

Section 3

Public meetings, confidentiality, minutes

(1) Meetings of the University Election Assembly, including introductions of the candidates, are always open to other members of the university (Section 12 (2) sentence 1 HG NRW).

(2) Voting members of the University Election Assembly may request to close the introduction part of the meeting to other members of the university. The University Election Assembly will decide on this request by simple majority vote. The reasons, related discussion and decisions for requests to close the meeting to other members of the university may only be handled in a closed meeting.

(3) Questions and discussions relating to candidates' introductions will occur in a closed meeting. Members of the University Election Assembly are obliged to maintain confidentiality with regard to these questions and discussions.

(4) Minutes will be taken in every meeting of the University Election Assembly and include the adopted resolutions. The minutes must be signed by both the person who led the meeting and the minute-taker. A draft of the minutes will be sent electronically to members of the University Election Assembly usually within 14 days of the meeting. The minutes are considered approved if no objections are raised within 14 days of being sent out electronically.

Section 4

Electing new members to the Executive Board

(1) The chairperson of the selection committee (Section 7a of the HSRW Constitution) is responsible for justifying the recommendations of the selection committee. The University Election Assembly will then vote to elect the recommended candidates to the Executive Board, which requires both a majority of votes in the University Election Assembly as well as a majority of votes in each of its constituent halves. If no candidates were elected according to sentence 2, a second and, if necessary, third round of voting will occur. In the third round of voting, a candidate is elected if they receive a majority of votes from present members of the University Election Assembly as well as a majority of votes from the present members in each of its constituent halves.

(2) If no candidates were elected in accordance with subsection (1), the University Election Assembly must terminate the selection process and initiate a new open call for candidates.

(3) The University Election Assembly will elect new vice-presidents to the Executive Board based on the recommendation of the designated president. Professors at Rhine-Waal University of Applied Sciences are eligible for election as a vice-president. One vice-president position, however, may be filled by a candidate elected from the academic staff at Rhine-Waal University of Applied Sciences.

Section 5
Recalling members from the Executive Board

(1) The University Election Assembly may recall any member of the Executive Board with a five-eighths majority of votes.

(2) A successful recall vote ends the term in office of that member of the Executive Board with immediate effect. Section 20 (4) sentences 1 and 2 HG NRW apply.

(3) The election of a replacement member to the Executive Board, as outlined in Section 17 (1) HG NRW, should occur immediately and in cooperation with the selection committee.

(4) The Board of Governors can submit a motion to recall to the University Election Assembly with a five-eighths majority of voting members. The Senate can submit a motion to recall to the University Election Assembly with a five-eighths majority of its voting members. Motions to recall an Executive Board member must be initiated as a special agenda item in a regular meeting of the Board of Governors or the Senate. Members of the Executive Board whose recall is on the agenda must be given sufficient opportunity for a response.

Section 6
Supplementary application of the HSRW Constitution and the rules of procedure of the Senate and the Board of Governors

As supplementary documents and in the event of loopholes, the Constitution of Rhine-Waal University of Applied Sciences, as amended, will apply primarily and the rules of procedure of the Senate and the Board of Governors, as amended, secondarily.

Section 7
Entry into force; changes to the rules of procedure

(1) These rules of procedure will enter into force on 20 November 2024.

(2) Resolutions to enact or change these rules of procedure can only be passed with a majority of votes from voting members of the University Election Assembly.