

## **Section 5**

# **Statutes and rules of procedure of the standing committees of the Academic Board of FH Upper Austria**

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## 1. Purpose of the committees

- (1) The primary duty of the committees is to prepare related decisions of the Academic Board by thoroughly examining circumstances and the legal situation and by submitting, within the time specified by the Academic Board or the Head of the Academic Board, a detailed written proposal for resolving the matter in question.
- (2) Committees are also entitled to carry out analysis or investigation on their own initiative regarding tasks (issues) to be dealt with by the Academic Board or the Head of the Academic Board, and to submit proposals or recommendations to the Academic Board on this basis.
- (3) Committees do not have any powers of decision or direction.
- (4) If after addressing the issue the Academic Board desires further investigations or tasks to be carried out by the committee, the committee in question must carry these out.
- (5) The Academic Board may at any time assume responsibility for examination of a matter with which a committee has been entrusted; the Academic Board itself and the Head of the Academic Board have the power to do this.

## 2. Rules of procedure of committees

In principle the rules of procedure of the Academic Board of FH Upper Austria apply. As the primary duty of committees comprises preparation of proposals for resolving issues and recommendations for the Academic Board, the following specific rules also apply for proper origination of these.

- (1) Membership of committees  
A committee is made up of at least:
  1. Two members of the Academic Board from among the representatives of programme directors
  2. Two members of the Academic Board from among the representatives of teaching and research staff
  3. One member of the Academic Board from among the representatives of students
- (2) Where possible, care must be taken in the composition of membership of committees to ensure balanced representation of individual faculties.
- (3) If required for examination of a particular issue, the chair of a committee may temporarily expand membership of the committee to include external individuals without voting rights. The members of the committee must be informed of this in the invitation to the relevant meeting.
- (4) External individuals must confirm in writing that they will observe confidentiality.
- (5) Appointment of committee members
  1. Members of a committee from among representatives of individual groups are elected by simple majority by the members of the Academic Board representing the respective group.
  2. If an insufficient number of members of the Academic Board stand for election, the respective members of the committee are determined by drawing lots; if possible, care must be taken to ensure an equal distribution of members representing different groups on all committees.
  3. Election to a committee, or appointment by other means, is for the entire term of office of the Academic Board.
  4. If a member of a committee leaves the Academic Board, they also lose any functions on committees. A replacement member who succeeds them does not automatically take over the functions of the member who left the Academic Board; the positions made vacant on committees must be filled again by election.
  5. A member of a committee may transfer their vote to another member of the same committee by written proxy with reference to the specific voting item; each member of the committee may cast a proxy vote for a maximum of one other member.
- (6) Committee chairperson

1. Each committee must elect by simple majority a chairperson and deputy chairperson from among its members. A minimum of two-thirds of members of the committee with voting rights must be present for the election; transfers of votes and abstentions are not permitted. If a simple majority is not reached, a run-off vote between the two highest-placed candidates must be held. In case of a tie, lots are drawn to determine the result of the election.
  2. The chairperson of the committee is elected for the entire period of office of the Academic Board and can be recalled by the members of the committee by a simple majority vote.
- (7) Convening and chairing meetings
1. The chairperson of the committee has a duty to invite the members to meetings. All other members of the Academic Board must also be invited to attend at the same time (without voting rights).
  2. Committee meetings are always chaired by the chairperson of the committee; if the chairperson is unable to attend, the deputy chairperson chairs the meeting.
- (8) Quorum and votes
1. A committee can only produce outcomes – proposals for resolving issues and recommendations – if more than half of the members of the committee are present. If this is not the case, the chair sets a half-hour grace period. After expiry of the grace period, the committee is able to provide proposals for resolving issues and recommendations to the Academic Board, irrespective of quorum.
  2. Proposals for resolving issues and recommendations are adopted by simple majority. In case of a tie in voting, the chairperson of the committee has a casting vote.
- (9) Outcomes of committees
- The chairperson of each committee must ensure that the outcomes of every committee meeting are recorded in written minutes. The minutes must be kept on file in chronological order by both the chairperson of the committee and the Head of the Academic Board. Members of the Academic Board must be granted access to the minutes.

### 3. Entry into force

- (1) Pursuant to the Academic Board resolution of 28 April 2021, and following approval by the provider, FH Upper Austria Studienbetriebs GmbH, represented by the University President, the “Statutes and rules of procedure of the standing committees of the Academic Board of FH Upper Austria” section of the statutes will enter into force on 1 May 2021.