

Rules of Procedure of the Bavarian Academy of Sciences and Humanities

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I. General

§ 1 Scope

These Rules of Procedure apply to all matters relating to the Academy, its bodies, committees, panels and organisational units that are not legally independent. In cases of doubt, they take precedence over the Rules of Procedure of the Academy's sub-divisions. Any new Rules of Procedure to be adopted for specific sub-divisions of the Academy must be consistent with the Academy's Statutes and these Rules of Procedure.

II. Membership

§ 2 Official attire, reimbursement of expenses, change of membership

- (1) Ordinary members and honorary members are entitled to wear the official attire.
- (2) Ordinary members residing outside the Munich metropolitan area are entitled to reimbursement of travel expenses for attending general and plenary meetings, as well as Section meetings.
- (3) If an ordinary member takes up residence and employment outside Bavaria, they shall become a corresponding member without being counted towards the maximum number of corresponding members. If they return to Bavaria, they shall once again assume the rights and obligations of an ordinary member, even if this results in the maximum number of Section members being exceeded. In the latter case, no further admissions shall be made until the number of ordinary members of the Section to which the person belongs has fallen below 30 again.
- (4) If a member who was originally a corresponding member takes up residence or a post in Bavaria, this does not affect the status of their membership.

III. Plenary meetings, general meetings and Section meetings

§ 3 Attendance at and preparation for meetings

- (1) Only ordinary members of the Academy may attend plenary meetings. In addition to the ordinary members, the general meetings are also attended by corresponding members, extraordinary members and honorary members. Ordinary members attend the Section meetings; corresponding members and extraordinary members also participate in the academic discussions of the meetings, provided they belong to the Section.
- (2) Plenary meetings are not open to the public. The general and Section meetings are generally closed to the public.

(3) Motions regarding the agenda may be tabled by any member of the Academy. They must be submitted to the President or the relevant Section chair at least one week before the meetings.

(4) Motions received after the deadline may still be included in the agenda by a resolution of the relevant body at the start of the meeting.

(5) Items on the agenda that could not be dealt with, or could not be dealt with conclusively, during a meeting should, where possible, be placed at the top of the agenda for the next meeting.

§ 4 Frequency of meetings

(1) The plenary meeting usually holds two meetings a year. General meetings are usually held three times a year. The President may also, at his or her discretion, convene plenary or general meetings; if requested by at least ten ordinary members, he or she must convene a plenary or general meeting. Guests may be invited to attend meetings to discuss specific items on the agenda, subject to the agreement of the committee and the approval of the President.

(2) Section meetings are usually held five times a year. Paragraph 1, sentence 3 applies *mutatis mutandis*.

§ 5 Invitations, attendance at meetings, chairing of meetings

(1) The President shall convene the general and plenary meetings. Invitations to the plenary meeting are sent to all ordinary members; invitations to the general meeting, including the academic part of the proceedings, are also sent to corresponding members, extraordinary members and honorary members. The President chairs the meetings.

(2) The Section spokesperson shall issue invitations to Section meetings. Where Sections meet jointly, the respective Section spokespersons shall issue the invitation to the meetings jointly. Invitations are sent to ordinary members and, for the academic part of the meetings, to corresponding members and extraordinary members, provided they belong to the relevant Section. The Section spokesperson chairs the meeting.

(3) The invitations referred to in paragraphs 1 and 2 must be issued in writing and in good time so that members receive them two weeks before the meetings. In urgent cases, the invitation deadline may be reduced to one week.

(4) In the event of an epidemic of national significance or similar circumstances, a meeting, or parts thereof, may be held via digital media (e.g. video conferencing), and members or other eligible persons may attend said meeting remotely. This is decided by the chairperson. Participants at the meeting who are entitled to vote must approve this procedure by a majority at the start of the meeting; otherwise, the resolutions passed at this meeting will not be valid. Notwithstanding the situation described in the first sentence, the participation of a member or any other person entitled to attend, as well as the conduct of a meeting or parts thereof, with the exception of the passing of resolutions, may also take place via digital means (e.g. video conferencing).

(5) Ordinary members who are absent but not formally excused must give timely notice of

their absence from meetings. Written statements from members who are unable to attend may be read out. Members attending the meetings shall sign the attendance register provided.

§ 6 Proceedings of the meeting

(1) At the start of the meeting, the agenda shall be adopted and, where applicable, a vote shall be taken on any motions received after the deadline. No further additions to the agenda may be proposed during the meeting.

(2) The individual items on the agenda shall be discussed and decided upon in the specified order. Any deviations shall be decided by the relevant body.

(3) The chairperson introduces the relevant agenda item or calls on a member to speak on it.

(4) On the recommendation of the chairperson, experts may be called upon to advise on specific items on the agenda.

(5) The chairperson keeps track of the list of speakers. He or she should, as a rule, call on speakers in the order in which requests to speak are made. A point of order may be raised to interrupt the list of speakers once a speaker has finished their remarks.

(6) The following motions may be moved regarding the Rules of Procedure: a) adjournment or temporary suspension of the meeting; b) postponement of an agenda item; c) closure of the debate; d) closure of the list of speakers; e) formulation of the question to be put to the vote; f) secret ballot. If no objection is raised to a point of order, the motion is adopted. Otherwise, a vote will be taken after hearing the opposing view.

(7) Once the agenda has been dealt with and any questions have been answered, the chairperson shall declare the meeting closed.

§ 7 Voting

1) A vote shall be taken once the discussion on an agenda item has concluded or following the adoption of a motion to 'close the debate'. If there are several motions to be put to the vote, they shall be voted on in the following order:

a) Motions concerning the Rules of Procedure;

b) More substantial motions: motions are to be regarded as more substantial if they require more extensive discussion or concern a more far-reaching measure;

c) Motions submitted first, provided that the later motion does not fall under either of the two preceding categories.

(2) Before any vote, with the exception of elections and appointments, the chairperson must, in consultation with the proposer, phrase the question to be put to the vote in such a way that it can be answered with 'yes' or 'no'.

(3) Resolutions are generally passed by a majority of the valid votes cast. In specific cases set out in the Statutes, the majorities specified therein shall apply. Abstentions shall not be counted as votes cast. In the event of a tie, the chairperson shall have the casting vote.

(4) The delegation of voting rights is not permitted, including in elections and appointments.

(5) Voting shall generally be by open ballot, unless the Statutes or these Rules of Procedure provide for a secret ballot. If requested by one third of the members present, the vote shall be taken by secret ballot. The secret ballot may be conducted by a ball ballot system or by ballot paper. In the event of a tie, the chairperson may order a second vote. In that case, he or she has two votes. If there is another tie, the motion is rejected.

(6) A vote on individual agenda items by postal ballot is possible subject to the conditions set out in Section 5(4). Voting members will receive by post an explanatory letter regarding the relevant agenda items, together with a ballot paper and a pre-paid envelope. Postal voting materials must be sent out in good time so that the results of the postal vote are available before the start of the relevant meeting. The votes shall be counted at the meeting by the General Secretary, under the supervision of another member of the Executive Committee.

§ 8 Voting rights of members

Ordinary members have the right to vote in the Section to which they belong as eligible voters, as well as in the plenary meeting.

Corresponding members, extraordinary members and honorary members do not have the right to vote or stand for election in the Sections or in the plenary meeting.

In addition, all members of the Academy have the right to vote and stand for election in all other bodies of the Academy of which they are members.

§ 9 Disqualification due to personal interest

(1) Members of the body may not take part in the deliberations or voting on a matter which may result in a direct advantage or disadvantage to themselves, their spouse or a close relative, or to a natural or legal person whom they represent by virtue of law or power of attorney.

(2) The relevant body shall decide whether the conditions referred to in paragraph 1 are met by a majority of the votes cast, without the participation of the person or persons concerned.

(3) If a member who is required to abstain from voting due to a personal interest takes part in the vote, the resolution shall be invalid if that participation was decisive for the outcome.

(4) Paragraphs 1 and 2 do not apply to elections and appointments.

§ 10 Minutes

(1) Minutes shall be kept of the meetings of the bodies referred to in Section 3(1), in which, in particular, the resolutions passed shall be recorded. Where the Statutes or the Rules of Procedure impose specific requirements regarding the voting ratio, the minutes must state whether these requirements have been met.

(2) The minutes shall be taken by the chairperson of the body or by a person appointed by him or her.

IV. Public meetings

§ 11 Public meetings

(1) The ceremonial annual meeting is the yearly public meeting of the Academy's members. It usually takes place on a Saturday in early December. Further public meetings may be convened by the Executive Committee or at the request of one third of the ordinary members.

(2) As a rule, the Sections take turns each year in choosing the speaker for the public ceremonial meeting. He or she is appointed by the Executive Committee on the recommendation of the Section spokespersons of the respective Section.

(3) As a rule, the Sections take turns each year in proposing the theme for the public ceremonial meeting. The Executive Committee shall decide on this matter in agreement with the proposing Section.

V. Meetings of the Executive Committee

§ 12 Meetings of the Executive Committee

(1) Meetings of the Executive Committee are not open to the public. They are chaired by the President. Minutes of the meetings are recorded. The invitation period is one week in each case; in urgent cases, it may be reduced to three days.

(2) Motions for the agenda may only be submitted by members of the Executive Committee. They must be submitted to the President at least two weeks before the meeting. Any additions to the agenda require the consent of all Executive Committee members present.

(3) The Executive Committee shall have a quorum if at least half of its members are present. Resolutions are passed by a majority of those present. In the event of a tie, the chairperson shall have the casting vote. Sections 5(4) and 7(6) shall apply mutatis mutandis to the convening and conduct of meetings.

(4) The President may take the necessary decisions in urgent matters in place of the Executive Committee. He or she must inform the Executive Committee of this.

(5) The President must convene the Executive Committee if two members of the Executive Committee so request.

VI. Project committee, project advisory board

§ 13 Project committee

(1) The project committee shall consist of the project director, usually three other specialist researchers, and at least one full-time member of research staff working on the project.

(2) The members of the project committee are appointed by the relevant Section on the recommendation of the project advisory board. The term of office is five years. Re-appointment of members is possible. Upon accepting their appointment, members of the project committees undertake to participate in the work and meetings of the project committee. Members must notify the project director if they are unable to participate. Members living outside the greater Munich area are reimbursed for their travel expenses when attending meetings.

(3) Any member may resign from the project committee to which they belong. Resignation must be sent in writing to the project director, the relevant Section spokesperson and the chair of the project advisory board, stating the reasons for it.

(4) The project director is elected by the relevant Section on the recommendation of the project committee. The same applies to the deputy project director. Upon taking office or being re-elected, the project director and their deputy must not be over 75 years of age. The project director and their deputy should, as a rule, be members of the Academy. The term of office is five years. Re-election is possible.

(5) The project director shall perform the duties set out in Article 18 of the Statutes. He or she chairs the project committee. He or she submits proposals to the project committee regarding the staff to be employed on the project. He or she ensures that these staff members are selected in accordance with the applicable regulations. The project committee decides on appointments. The decisions must be forwarded to the President.

(6) The President may, on the recommendation of the project advisory board or the relevant Section, relieve a project committee chair or a deputy chair of their duties. The decision requires the approval of the plenary meeting.

§ 14 Convening of project committee meetings

(1) The chairperson shall invite the project committee to a meeting (annual meeting) in accordance with Section 15 at least once a year by written notice, enclosing the agenda. The members of the Academy's Executive Committee are to be invited to the annual meeting. The invitation should be sent out so that members receive it no later than two weeks before the meeting. Further meetings of the project committee shall be convened by the chairperson as required; Section 15 shall apply mutatis mutandis to these meetings. Sections 5(4) and 7(6) shall apply mutatis mutandis to the convening and conduct of meetings.

(2) The chairperson is free to invite further experts and staff members to the meetings.

§ 15 Proceedings of the annual meeting of the project committee

(1) At the start of the meeting, the chairperson shall establish whether a quorum is present. This condition is met if the meeting has been duly convened and at least half of the project committee members are present.

(2) The staff members' written reports are submitted at the meeting. The report covers the research work carried out since the last report, income received and expenditure incurred, and the budgetary funds currently available to the project committee or expected to become available. In addition, the working plan submitted by the chairperson will be discussed, and a decision will be taken on whether to extend or amend it. In the case of externally funded projects, particularly those under the Academies Programme, the funding bodies' requirements must be strictly adhered to. The meeting will also consider a proposal for the election or re-election of members and, where applicable, the election or re-election of a deputy committee chair.

(3) Minutes shall be kept of the meetings, recording in particular the resolutions passed. The minutes shall be signed by the chairperson and forwarded to the committee members and the

Academy's Executive Committee within a reasonable period of time. Requests for corrections must be submitted to the chair of the committee within four weeks of receiving the minutes.

§ 16 Project advisory board

(1) The project advisory board comprises academically qualified members of the Academy and external researchers. The project director whose project is assigned to the relevant project advisory board shall sit on that board in an advisory capacity. Where a project advisory board oversees several project committees, the project directors involved shall sit on the project advisory board in an advisory capacity.

(2) The members of the advisory board are appointed by the relevant Section on the recommendation of a Section member. If a project advisory board oversees several project committees belonging to different Sections, the respective Sections shall decide by mutual agreement on the appointment of the advisory board members. The term of office is five years. Re-appointment of members is possible.

(3) The project advisory board is chaired by a chairperson, who is elected by the relevant Section by secret ballot for a term of five years, following a nomination by the project advisory board. Re-election is possible. A deputy chairperson is also elected. Upon taking office or being re-elected, the chairperson and the deputy chairperson must not be over 75 years of age. The chairperson must be a member of the Academy.

(4) Where a project advisory board oversees several project committees belonging to different Sections, the respective Sections shall, at a joint meeting, elect the chair of the project advisory board and the deputy chair. The invitation to the election meeting is issued jointly by the Section chairs concerned.

(5) The provisions of Section 13(2), sentence 6, and Sections 14 and 15 shall apply *mutatis mutandis*.

(6) The duties of the project advisory board may also be performed by another body, provided that the principles set out in this provision and in Article 19 of the Statutes are upheld.

VII. Focus area, ad hoc working groups

§ 17 Focus area

(1) The members of the respective focus area shall remain members for a period of five years. Re-appointment by the relevant project advisory boards is possible.

(2) The focus area meets as required and reports on the results of its work to the relevant Sections and, upon request, to the Executive Committee.

(3) Each focus area is headed by a spokesperson, who is elected from among the members by secret ballot for a term of five years. A deputy chairperson is elected to assist the chairperson. Re-election is possible.

(4) Sections 14 and 15 shall apply *mutatis mutandis* to the convening and conduct of meetings.

§ 18 Ad hoc working groups

- (1) Ad hoc working groups should generally be established for a period of 2 to 3 years.
- (2) Members shall remain part of the working group for the duration of its existence.
- (3) The working group meets as required and reports regularly to the relevant Sections and, upon request, to the Executive Committee on the results of its work.
- (4) Each ad hoc working group shall be chaired by a spokesperson elected from among its members for the duration of the working group. A deputy spokesperson is also elected. Re-election is possible.
- (5) Sections 14 and 15 shall apply mutatis mutandis to the convening and conduct of meetings.

VIII. Research committee, programme committee

§ 19 Research committee

- (1) The members of the research committee are elected by the plenary meeting for a term of four years.
- (2) The research committee shall report regularly to the Executive Committee, the plenary meeting and the Sections on the outcome of its deliberations.
- (3) The research committee shall elect a chairperson and a deputy chairperson from among its members for a term of four years. Re-election is possible.
- (4) The research committee shall meet at least twice a year. Sections 5(4) and 7(6) shall apply mutatis mutandis to the convening and conduct of meetings.
- (5) Minutes shall be kept of the meetings. The minutes shall be sent to the committee members and the Academy's Executive Committee in good time.

§ 20 Programme committee

- (1) The Sections shall appoint a higher-level programme committee to determine the content of and coordinate the general meetings. The President issues invitations to the meetings.
- (2) Each Section shall appoint one member to the programme committee for a term of four years. Members should represent the Sections appropriately. The programme committee elects a chairperson and a deputy chairperson from among its members for a term of four years.
- (3) The chairperson shall convene a meeting as required, but at least twice a year. Sections 5(4) and 7(6) shall apply mutatis mutandis to the convening and conduct of meetings.
- (4) Each Section may also set up a programme committee to organise and coordinate the Section's meetings. Paragraphs 1 to 3 apply mutatis mutandis.

IX. Committee of spokespersons

§ 21 Meeting of full-time research staff

- (1) The committee of spokespersons represents the interests of all full-time academic staff. Full-time research staff at the Academy spend at least 50 percent of their regular weekly

working hours at the Academy and are engaged in research work.

(2) Invitations to meetings pursuant to Section 32, sentence 3 of the Statutes shall be issued, together with the agenda, no later than fourteen days before the meeting, by notice displayed at the Academy and by written notification, which may be sent electronically. The committee of spokespersons first agrees on the date with the President and then issues the invitation. In consultation with the committee of spokespersons, the President may also convene meetings. Sections 5(4) and 7(6) apply mutatis mutandis to the convening and conduct of meetings.

(3) The committee of spokespersons shall elect a chairperson from among its members to chair the meetings. Minutes of the meetings shall be kept.

(4) The conduct of meetings and the work of the committee of spokespersons shall be governed by Rules of Procedure, which shall be adopted by the meeting and may also be amended by it.

§ 22 Election of the committee of spokespersons

(1) To conduct the election, the meeting shall appoint an election committee comprising at least three members from among the full-time research staff. The election committee shall commence the election process seven weeks before the end of the term of office of the elected committee of spokespersons; this process consists, in the first stage, of drawing up a single joint list containing the nominations for the research staff of Sections I and II, and Sections III and IV, and, in the second stage, of conducting the election. Research staff who were previously employed in interdisciplinary committees will be assigned to one of the four Sections for both stages of the election process, in accordance with their training or field of study and following consultation with them. The election will be held by secret ballot via postal vote.

(2) The two candidates from each of the two lists who receive the highest number of votes shall be elected. In the event of a tie, the decision shall be made by drawing lots. If an elected candidate does not accept the post, the candidate with the next highest number of votes on the list of the relevant Section takes their place. The same applies to the remainder of the term of office if a member of the committee of spokespersons steps down before the end of their term. The election results will be posted in the Academy's buildings and at the Sections.

(3) The term of office for members of the committee of spokespersons is two years. Re-election is possible.

(4) Further details are set out in election regulations, which are adopted by the meeting with the approval of the Academy's management and may be amended in the same way.

X. Election of the President and the Section spokespersons

§ 23 Election of the President

(1) The election of the President shall be presided over by a Vice-President.

(2) The date of the election, which is normally the date of the regular plenary meeting in October of the final year of the term of office, shall be determined by the Executive

Committee. Sections 5(4) and 7(6) shall apply mutatis mutandis to the convening of the meeting and the conduct of the election.

(3) The election shall be conducted by ballot paper. If necessary, the ballot will be repeated until an absolute majority of the valid votes cast is achieved for a candidate. The election minutes shall be signed by the chairperson and the minute-taker. The attendance list is attached to the minutes.

(4) The newly elected President shall, as a rule, take office at the start of the calendar year following the election, once confirmation has been received from the relevant State Ministry; otherwise, the President shall take office as soon as confirmation has been received from the relevant State Ministry in accordance with Section 33(1), sentence 5, of the Statutes.

§ 24 Election of a Section spokesperson

(1) The election of a Section spokesperson who also holds the office of Vice-President shall, as a rule, take place at the last Section meeting of the year in which the incumbent Section spokesperson's term of office expires. The returning officer is appointed by the Section. Sections 5(4) and 7(6) shall apply mutatis mutandis to the convening of the meeting and the conduct of the election.

(2) The Section spokesperson is elected for a term of three years. Re-election is possible.

(3) The date of the election shall be determined by the incumbent Section spokesperson. The invitation to the election meeting must be sent out in good time so that members receive it two weeks before the election. Section 23(3) applies mutatis mutandis to the election.

(4) Paragraphs 1 to 3 shall apply mutatis mutandis to the election of the deputy.

(5) The result of the election must be notified to the relevant State Ministry.

XI. Elections of members

§ 25 Candidate proposals

(1) A proposal to elect an ordinary, corresponding or extraordinary member may only be submitted by an ordinary member, and in each case only to the Section to which the ordinary member belongs with the right to vote and stand for election. The application must be submitted in writing and signed to the President by 1 July of each year at the latest. The President shall forward the election application to the relevant section spokesperson and the relevant preliminary election committee. Following their announcement and until the preliminary meeting in accordance with § 28(2), the election applications shall be made available in confidence on a secure digital platform for inspection by full members entitled to vote. The same applies to the statements of the preliminary election committees, the central election committee and the Executive Board regarding the submitted election proposals.

(2) The proposals are read out at the section meeting, which is usually held one meeting before the section meeting at which the preliminary elections take place. In addition, the relevant Section may decide to share further information with its members regarding the proposal, provided that strict confidentiality is maintained.

§ 26 Central election committee

(1) The central election committee makes recommendations regarding the election of members. It reviews the nominations submitted by all sections and, in making its recommendations, takes particular account of the Academy's overarching objectives (including the representation of all Bavarian universities and non-university research institutions, and interdisciplinary interaction with society and the political sphere). Its recommendations must be communicated to all preliminary election committees and to the Executive Committee.

(2) The central election committee consists of the President and eight other ordinary members, who are appointed by the plenary meeting for a term of four years. Each Section must be represented on the committee by at least one member.

(3) The central election committee has a quorum if more than two-thirds of its members are present. Its recommendations must be communicated to the preliminary election committees and the Executive Committee. Sections 5(4) and 7(6) shall apply *mutatis mutandis* to the convening of meetings and the conduct of the election.

(4) The central election committee shall appoint a chairperson and a deputy chairperson from among its members. Re-election is possible.

§ 27 Preliminary election committee

(1) The central preliminary election committee makes recommendations regarding the election of members. It compares the nominations submitted by section members and, in particular, comments on the intended range of disciplines and diversity within the section. Its recommendations must be communicated to the section members eligible to vote, as well as to the central preliminary election committee and the Executive Committee.

(2) In preparation for the preliminary elections, a preliminary election committee shall be established in each Section, comprising an appropriate number of members who reflect the Section's range of disciplines.

(3) The preliminary election committee shall appoint a chairperson and a deputy chairperson from among its members. The term of office of the members of the preliminary election committee, including the chairperson and the deputy chairperson, is four years. Re-election is possible.

(4) Section 26(3) applies *mutatis mutandis*.

§ 28 Preliminary elections

(1) The preliminary elections are normally held at a Section meeting during the first half of February; only ordinary members who are eligible to vote may attend the meeting. The number of ordinary members present must be at least half the number of eligible ordinary members of the Section. If the number of attendees is lower, a further meeting shall be held no sooner than one calendar week later, at which a quorum shall be deemed to exist regardless of the number of attendees. Once it has been established that a quorum is present, the election proposals will be read out. No new proposals may be put forward during the meeting.

(2) The preliminary discussion shall take place following the reading of the election proposals. The preliminary meeting should allow sufficient time for a detailed explanation and discussion of the proposals.

(3) At the preliminary meeting to discuss the election of ordinary and corresponding members, a decision shall first be taken on how many of the vacant positions are to be filled. If the number of nominations exceeds the number of seats to be filled, the number of nominations shall be reduced to the number of seats to be filled by means of an approval vote. To vote, those present are given pre-prepared ballots listing the names of all the candidates; they mark the names of those whose nomination they wish to support for one of the positions to be filled. Of the candidates with the highest number of supporters, as many candidates will proceed as there are places to be filled; in the event of a tie, the decision will be made by drawing lots.

(4) Following the preliminary discussion of each nomination, a vote shall be taken on it at the same meeting by a ball ballot system or by ballot paper. The candidate proposals currently before the meeting, or those remaining in accordance with paragraph 3, sentence 2, shall be dealt with in alphabetical order of the nominees. The approval of at least two-thirds of the members present is required for a nomination to be accepted. Sections 5(4) and 7(6) shall apply *mutatis mutandis* to the convening of the meeting and the conduct of the election.

(5) All voting results will be announced only after the final ballot has concluded. The minutes of the election meeting kept by the Section spokesperson must be forwarded without delay to the central election committee and the President.

§ 29 Elections

(1) Once the preliminary elections have been concluded, the President shall convene a plenary meeting (election meeting), at which the names of those elected in the preliminary elections and the proposer(s) shall be disclosed confidentially; this meeting shall normally take place in the second half of February. At the election meeting, the nominations put forward by the Sections, together with the reasons for them and the results of the preliminary election, are announced, and the election is then conducted by ball ballot system or by ballot paper. Sections 5(4) and 7(6) shall apply *mutatis mutandis* to the convening of the meeting and the conduct of the elections.

(2) A debate on a nomination is permitted prior to the vote. The candidate who secures at least two-thirds of the valid votes cast is elected.

(3) All voting results will be announced only after the final ballot has concluded. The minutes of the election meeting shall be signed by the President and by the General Secretary acting as minute-taker. The minutes of the election meeting shall be attached to the election records.

(4) Upon acceptance of the election, the elected person shall become a member of the Academy in the Section to which the candidate proposal was addressed in accordance with Section 25. If a candidate has been elected as an ordinary member of the Academy, he or she shall exercise his or her right to stand for election and vote in the Section to which he or she was elected. The decision regarding membership of other Sections without the right to stand for election or to vote rests with the elected member once they have accepted the election.

(5) The result of the elections shall be communicated to the relevant State Ministry and announced at the next public meeting.

§ 30 Election of extraordinary members

The members of the Young Academy and the leaders of junior research groups are, by right of their position, extraordinary members in accordance with Section 7(1), sentence 2, of the Statutes.

The provisions set out in Sections 25 to 29 apply mutatis mutandis to the election of directors of major scientific institutes in Bavaria as extraordinary members.

§ 31 Election of honorary members

The proposal to elect an honorary member must be put forward by the President to the plenary meeting. He or she will report on the Executive Committee's opinion regarding the nomination. A debate prior to the vote is permitted. Election requires a two-thirds majority of the valid votes cast; in all other respects, the provisions of Section 29 apply mutatis mutandis. The result of the election must be communicated to the relevant State Ministry and announced at the next public meeting.

XII. Quorum, form of resolutions

§ 32 Quorum, form of resolutions

At meetings of the Academy's governing bodies and committees, a quorum is deemed to be present regardless of the number of members present, unless the Academy's Statutes or these Rules of Procedure require a qualified majority. Resolutions of the Academy's governing bodies shall be adopted by a simple majority of the valid votes cast, unless the Statutes or these Rules of Procedure require a qualified majority.

XIII. Budget

§ 33 Budget plan

(1) The budget plan (annual budget), which also sets out the total subsidy from the Free State of Bavaria as determined by the state budget, is approved annually by the plenum. The basis for this is a draft budget drawn up by the General Secretary in accordance with the statutory body's two-year budget period. The plenum decides on amendments to the approved budget.

(2) Until the budget is approved by the plenum, the maximum expenditure limit shall be 75 percent of the previous year's expenditure estimates.

§ 34 Budget committee

(1) The budget committee advises the Executive Committee on its decision regarding the draft budget for the two-year budget period in accordance with Section 31 of the Statutes.

(2) The budget committee shall consist of: the President, two representatives from each Section, and the General Secretary.

(3) The representatives of the Sections are elected by the Section for a term of four years. Deputies are also elected to take over the duties of the representatives should they be unable to attend. Re-election is permitted.

- (4) The President chairs the meetings and issues the invitations to these meetings.
(5) Section 5(4) shall apply mutatis mutandis to the convening and conduct of meetings.

§ 35 Two-year budget

(1) In the run-up to the preparation of the state's two-year budget, the General Secretary shall draw up a draft two-year budget for the statutory body under public law in accordance with the relevant state guidelines.

(2) The draft budget shall be forwarded to the Executive Committee and the budget committee. The Executive Committee consults with the budget committee on the draft and draws up the final budget for the two-year budget period. The estimate is submitted to the relevant State Ministry. The plenary meeting must be informed about the budget estimate.

XIV. Remuneration of the members of the Executive Committee

§ 36 Remuneration

The President shall receive an appropriate allowance, provided that he or she does not hold the position on a full-time basis. The same applies to the Vice-Presidents.

XV. Deployment of Academy members to external organisations

§ 37 Deployment

The Executive Committee deploys Academy members to serve as representatives of the Academy at external and affiliated institutions for a term of three years. Re-appointment of members is possible.

XVI. General Secretary

§ 38 General Secretary

The General Secretary should not be a member of the Academy. The appointment is made by the relevant State Ministry on the recommendation of the Executive Committee.

XVII. Publications

§ 39 Project publications

The projects publish their research findings in an appropriate manner on behalf of the Academy. Support provided through third-party funding must be acknowledged in an appropriate manner; in the case of publications arising from research projects funded under the Academies Programme, the wording specified by the funding bodies must be used.

§ 40 Meeting minutes, studies

(1) Any paper presented or submitted at a general meeting or a Section meeting may be included in the meeting minutes or in the studies of the Academy. The decision on printing is taken by the plenary meeting or the Section, taking into account the budgetary resources available.

(2) Papers by non-members of the Academy may only be submitted by an ordinary member who is responsible for the academic supervision of the paper in question, and may only be included in the meeting minutes or the studies if they represent exceptional research

achievements and their inclusion does not prevent or delay the publication of papers by members.

§ 41 Publisher

The Academy is the publisher of all publications produced by it or using its resources. The same applies to publications produced on its behalf. The Executive Committee decides on the publication of new series or individual publications that are not directly related to a research project undertaken by a project committee.

§ 42 Distribution of publications

At least one copy of all publications issued with the support of the Academy or its project committees must be provided to the Academy. Project publications funded by third-party funds must provide the funding bodies with up to two complimentary copies upon request. A further copy, including an electronic version, must be supplied to the German National Library.

XVIII. Final provisions

§ 43 Transitional provision

The members of the Executive Committee in office at the time these Rules of Procedure come into force shall remain in office until 31 December 2016.

§ 44 Adoption of resolutions, entry into force

(1) The plenary meeting shall decide on amendments to the Rules of Procedure by a two-thirds majority of the members present.

(2) These Rules of Procedure shall enter into force on 1 October 2015. At the same time, the Rules of Procedure of 1 July 2010 shall cease to apply.