

Rules of Procedure Autonomous Queer* Department Uni Trier (Status: 15.06.2012)

Preamble

The Autonomous Queer* Department represents the interests of students who identify as queer* at the University of Trier. No student may be excluded from the work of the department on the basis of their sexual or gender identity. Its tasks include publicising and promoting queer* cultural work, the academic examination of sexual and gender identities, highlighting and intervening in discriminatory social processes and promoting anti-discrimination initiatives.

§1 Tasks of the General Assembly

The general assembly of queer* students is the highest decision-making body of the autonomous queer* department. It serves to inform about the work of the department, to control the department, and can serve to elect the main speaker.

§2 Convening of an Assembly

- (1) The Plenary Assembly may be convened
 - a) From the Autonomous Queer* Department
 - b) From the coordinating member of the AStA
 - c) Upon application by students who identify as queer*, in consultation with the existing department
 - d) If not filled, by the student parliament
- (2) The convocation shall be made in good time, i.e. at least 10 lecture days before the plenary meeting, by means of a university-public notice stating the place and time. The event should additionally be advertised with the help of social networks.
- (3) The General Assembly must meet at least once per semester.
- (4) At least 3 people with voting rights must be present at the Assembly.
- (5) The plenary assembly should be accessible to all specific students in terms of time and space.

§3 Management

The Plenary Assembly elects a meeting chair from among its members by simple majority. If possible, the meeting chair should not be part of the department.

§4 Procedure

- (1) The agenda shall be announced by the chair of the meeting. Amendments require a relative majority.
- (2) The agenda must include the following items:
 - a) Welcome and Formalities
 - b) Introduction of the current keynote speaker and co-presenters
 - c) Report from the previous semester
 - d) Planning the current semester
 - e) Other

- (3) The agenda may be supplemented:
- a) In advance by the unit when applying to the Assembly
 - b) At the request of a person entitled to vote during the current plenary assembly
- (4) The plenary assembly is open to the public.

§5 Gender and sexuality-specific plenaries

- (1) If discrimination against a gender or sexuality is identified, there is always the possibility of convening a gender- or sexuality-specific plenary. This shall meet to the exclusion of all non-members of the gender or sexuality.
- (2) There shall be no discussion or vote on the convening.
- (3) The gender- or sexuality-specific plenary shall inform the discussion leader of a non-binding estimated duration of the plenary so that further session management can be planned.
- (4) The groups excluded by the gender- or sexuality-specific plenary shall also convene plenaries outside the meeting room.

§6 Right to speak and vote

- (1) All registered queer* students at the University of Trier are entitled to vote and speak.
- (2) The chair of the meeting may grant other persons the right to speak.

§7 Protocol

The Assembly elects a recorder from among its members by simple majority. The records of the meeting can be consulted after the Assembly.

§8 Election of a Speaker

- (1) The Assembly may put the election of a speaker on the agenda.
- (2) Every queer* student at the University of Trier has the right to vote. All students enrolled at the University of Trier are eligible to vote.
- (3) Each proposed candidate will be given the opportunity to introduce themselves and answer questions from the Assembly.
- (4) The Assembly may temporarily exclude the candidate(s) from the Assembly in order to hold a non-public staff debate.
- (5) Before the election begins, an election chairperson is appointed. This person should not be one of the nominated candidates. The votes are counted by another person present who is not a candidate.
- (6) The election of the speaker shall be by secret ballot. The candidate requires an absolute majority of the valid votes cast.
- (7) The election can be conducted as a postal vote (see §8).

§8 Postal vote

(1) A postal ballot should only be held if it is preferable to a postal ballot at an Assembly.

(2) Procedure for a postal ballot as follows:

- a) The election is carried out by the existing department. If the department is not filled, it will be conducted by the Coordinating Member of the AStA or the Student Parliament.
- b) An election announcement is made two weeks before the start of the election period. This can be done via social media and the email distribution list. From then on, the registration period runs until three days before the start of the election period.
- c) Those entitled to vote must register; this registration can be done by email or post, for example. The name and address as well as the matriculation number must be stated.
- d) During the registration period, prospective speakers can also register.
- e) After the registration deadline, the election documents will be sent out. The election documents include the ballot paper for the main speaker, the ballot paper for the co-speakers, a stamped return envelope and, if desired, introductions of the nominated speakers.
- f) The date of receipt of the election documents shall be postmarked. Documents received more than 3 days after the end of the voting period will not be counted.
- g) The duration of the electoral period shall be set at the discretion of the electors.
- h) Before and during the election period, the nominated speakers can be introduced, for example via social media posts or at a general assembly.
- i) The ballot papers shall be counted by or under the supervision of a person who was not involved in the election.
- j) After the results have been counted, they are announced, for example via social media or at an assembly.

§9 Amendments to the Rules of Procedure

Amendments to the Rules of Procedure may be made by the General Assembly by simple majority, as well as by alignment with the amended Statutes of the Constituted Student Body.

§10 Enter into force

(1) These Rules of Procedure shall enter into force upon adoption by the General Assembly.

(2) Any previous Rules of Procedure shall cease to have effect upon the adoption of the Rules of Procedure.