

Rules of Procedure of the Autonomous Women's*

Department of the AStA University of Trier

§1 Convocation of an Assembly

- (1) The Plenary Assembly may be convened
 - (a) From the Women* Unit
 - (b) From the coordinating member of the AStA
 - (c) Upon application by students entitled to vote, in consultation with the existing Women's* Department
 - (d) If not appointed 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) The plenary assembly can be held either in presence or via an online platform. Participation must be made possible and accessible to all students in terms of space and time.

§2 Agenda

- (1) The agenda must include the following items:
 - (a) Welcome and Formalities
 - (b) Introduction of the current main and co-presenters
 - (c) Report from the previous semester
 - (d) Planning the current semester
 - (e) Other
- (2) The agenda may be supplemented
 - (a) In advance by the unit when applying to the Assembly
 - (b) by the unit in the top Welcome and Formalities
 - (c) At the request of a*/one* person entitled to vote* during the current General Meeting
- (3) The agenda must be adopted at the beginning by a simple majority of the eligible voters present.

§3 Management

The chair is taken by the main speaker in office at the beginning. In the event of absence, a co-speaker shall chair the plenary session. If the General Assembly is convened by the coordinating member or the Student Parliament, the coordinating member or the Presidium will chair the meeting.

§4 Protocol

At the beginning, the General Assembly elects a minute taker from among its members with a simple majority. The minutes can be viewed in both German and English on the website or during the regular office hours of the Women's* Department.

§5 Right to speak, vote and be elected

- (1) All students of the University of Trier are entitled to speak.
- (2) Only students of the University of Trier who identify as female or non-binary are entitled to vote.

§6 Staffing of the Unit

- (1) The unit is composed of a main speaker and the co-speakers.
- (2) The number of co-lecturers is decided by the main lecturer.

§7 Election of a speaker

- (1) The plenary assembly elects a main speaker with a simple majority of the eligible voters present, who is confirmed at the following meeting of the student parliament.
- (2) Co-presenters can
 - (a) at the Assembly
 - (b) at a meeting of the General Students' Committee (AStA).
be elected by a simple majority of the eligible voters present. In the event of an election at the AStA meeting, the election of the co-deputy must be confirmed by a simple majority at the following plenary meeting.
- (3) The election of a speaker may be called by
 - (a) the women's* department
 - (b) the coordinating member of the AStA
 - (c) Voting participants of the General Assembly
- (4) Elections shall be held by combined individual ballot. In exceptional cases, voting by postal ballot is possible.
- (5) Elections of persons during an online general assembly are not possible.
- (6) Each proposed candidate must introduce him/herself and may be questioned by the Assembly.
- (7) Each new officer must introduce him/herself at an AStA meeting as soon as possible.

§8 Postal vote

- (1) A postal vote can only be carried out in those cases in which such a postal vote at a General Assembly is preferable. The decision shall be publicly justified.
- (2) The postal vote must be conducted according to the following scheme:
 - a. 10 working days before the elections begin, the election must be publicly announced. In particular, the internal e-mail distribution list of the University of Trier, as well as the social media channels of the unit are to be used for this purpose.
 - b. Voting for persons entitled to vote in the sense of §5 II is only possible upon application. Such a request must be received by the department in writing at least 3 working days before the election and must include the name, address and matriculation number of the person entitled to vote.
 - c. Election proposals can also be submitted in writing to the unit up to 3 working days before the election.
 - d. After the application deadline, the election documents will be sent out. These must contain the ballot paper (separate ballot papers for the election of co-speakers and the election of the main speaker), an affidavit, an envelope for the ballot papers and

a stamped return envelope addressed to the unit. Upon request, a presentation of all election proposals can be enclosed with the election documents.

- e. a presentation of the election proposals can also be made through posts on social media or an assembly.
- f. The postmark is decisive for the time of receipt of the election documents. Documents received more than 3 working days after the end of the election will not be considered.
- g. the duration of the election is at the discretion of the unit, but it must be at least 5 working days.
- h. the counting of the ballot must be done by, or under the supervision of, a person from Trier University who is not standing for election.
- i. After the results have been counted, they must be announced via the University of Trier's e-mail distribution list or a plenary meeting. In addition, an announcement on other channels is desired.

§9 Name of the unit

The name of the unit can be changed during the Assembly upon request of an eligible voter by 2/3 of the voting participants of the Assembly.

§10 Tasks of the Unit

- (1) Counselling and support for all students at the University of Trier who identify as female or non-binary.
- (2) Promoting gender equality and the visibility of feminist issues at the university through various events, such as lectures, workshops, etc.
- (3) The department represents an inclusive feminism. In detail, the work of the department is shaped by the ideas of the elected officers, including suggestions from the voting students.

§11 Rules of Procedure

- (1) Rules of procedure can only be adopted in General Assemblies that have been invited in accordance with the rules of procedure.
- (2) Only the unit can put amendments to the Rules of Procedure to the vote.
- (3) The proposal of the unit to amend the rules of procedure must be approved by the plenary assembly with a 2/3 majority.
- (4) The rules of procedure must be available on the unit's website and in the unit itself on request in German and English versions.
- (5) These Rules of Procedure shall enter into force upon adoption by the General Assembly. Any previous Rules of Procedure shall cease to be in force upon adoption of the Rules of Procedure.

Entered into force on

15.06.2021