

Rules and Procedures of the Programme Committees Faculty Behaviour Management and Social sciences, adopted by the Programme Committee on 22 October 2019

Article 1 Definitions

The terms in this regulation have the meaning given to them in the Higher Education and Research Act (WHW) and in the Faculty Regulations of the BMS Faculty.

Article 2 Size and composition of the Programme Committee

1. In accordance with Art. 9.14(3) WHW, the Dean has stipulated in the Faculty Regulations which Programme Committee has been appointed for which programme(s) and how many members each Programme Committee shall have (Faculty Regulations BMS, Art. 8(2)). Half of the total number of members of the committee shall be chosen from among the students enrolled in the relevant programmes.
2. The Faculty Regulations (Art. 8(3-6)) also prescribe the method by which the members of the Programme Committee will be appointed (by election or by an alternative procedure) and the term of office of the members.
3. The composition of the Programme Committee and the names of the members will be published on the web page of the Programme Committee.

Article 3 Duties and rights of the Programme Committee

The duties and rights of the Programme Committee are laid down in Art. 9.18, Art. 9.38c and Art. 9.48 WHW. The duties and rights are also laid down in the Faculty Regulations BMS, Art. 8(9-16).

Article 4 Chair, Deputy Chair and executive secretary

1. The Programme Committee elects a Chair from among its members for a prescribed period. The Chair is immediately eligible for reappointment on expiry of his or her term of office.
2. The tasks of the Chair are to convene, chair and close the meetings, manage the activities of the Programme Committee and maintain order during meetings. The Chair is also responsible for coordinating the committee's activities.
3. The Programme Committee elects a Deputy Chair from among its members. The Deputy Chair replaces the Chair in his or her absence.
4. The Chair will be assisted in the performance of his or her tasks by an executive secretary.

Article 5 Schedule of meetings / annual plan

1. The Programme Committee meets at least eight times a year (Faculty Regulations BMS, Art. 8(8)).
2. At the start of each academic year, the Programme Committee, in consultation with the Programme Director, decides on an annual schedule of meetings with an indication of what subjects will be discussed at which meeting and at which meeting there will be consultation with the Programme Director.
3. The schedule of meetings is published on the Programme Committee's web page.

Article 6 Agenda

1. Members may submit subjects for discussion at a meeting up to seven working days before the date of that meeting. In urgent cases, the Chair may grant dispensation from this deadline.
2. The documents for the meeting, the agenda, the report of the previous meeting, the list of decisions/recommendations and a revised list of action points are made available at least five working days prior to the meeting.
3. The Programme Committee adopts the agenda at the start of the meeting

Article 7 Additional meetings

1. Additional meetings may be scheduled at the request of the Programme Director or at least two members of the Programme Committee, and should be accompanied by a statement of the reasons involved. The meeting takes place within three weeks of the submission of a written request to the Chair of the Programme Committee (Faculty Regulations BMS, Art. 8.3, see annex 1).

2. In urgent cases, the Chair of the Programme Committee may grant dispensation from the deadline referred to in the first paragraph.
3. The meeting is held at such a time that members of the Programme Committee are reasonably able to attend. Student members are enabled by teachers of courses to attend the meetings.
4. The Chair determines the time and venue of the meeting.

Article 8 Attendance

1. The meetings of the Programme Committee are attended by members and regular invitees. Guests may submit a request to attend a meeting to the executive secretary.
2. The Programme Committee may decide to invite other persons to participate in the deliberations.
3. The education secretary of the student association is always invited to attend.

Article 9 Deliberations

1. The chair ensures orderly deliberations during the meetings of the Program Committee

Article 10 Voting

1. Members of the Programme Committee can vote either 'for', 'against' or 'undecided' on an advice or proposal. They can also decide to abstain from voting.
2. The Programme Committee makes decisions on advice and proposals by a simple majority (a decision is adopted if the number of votes 'for' is larger than half of the number of votes). If there is no majority the advice or proposal is rejected.
3. Voting can only take place if at least 3 student members and at least 3 staff members are present.
4. Members of the programme Committee only vote on advice and proposals that are relevant for their own programme Committee.
5. Before a vote is taken, the Chair formulates the advice or the decision to be made.
6. The Chair may decide that the Programme Committee will decide by acclamation if no member demands a vote.
7. In principle, voting is by a show of hands. Votes are cast in writing if the Programme Committee so decides.
8. Upon request of a member of the Programme Committee an explanation of voting will be included in the report of the meeting.

Article 11 Reporting

1. The Faculty, in consultation with the Chair, ensures that reports of the meetings are made.
2. The meeting report contains at least the names of the members who attended and the results of the discussion of each item on the agenda, where applicable with reference to the document containing the decision.
3. A meeting report is adopted by the Programme Committee at its following meeting.
4. Final versions of the meeting reports will be made available on the website by the executive secretary.
5. The Programme Committee will produce an annual report on its activities. The report will be adopted in the second meeting of the Committee in the next academic year.

Article 12 Temporary committees and working groups

1. The Programme Committee may establish temporary working groups or sub-committees.
2. Non-members may also be appointed to a temporary working group or sub-committee as advisors.

Article 13 Amendment and adoption of rules of procedure

1. The Programme Committee decides on the rules of procedure at the start of each academic year.
2. The Programme Committee may not make any changes that are in conflict with the Higher Education and Research Act or the Faculty Regulations.

Article 14 Entry into force

These Rules of Procedure will enter into force on 1 November 2019 and replace earlier regulations.

Article 16 Notification

1. The Chair will send these Rules of Procedure to the Dean for his information.
2. The Rules of Procedure will be published on the web page of the Programme Committee.