Bylaws PC-CS

Article 1: Range Regulations

1. These regulations are applicable to the Program Committee Computer Science (further referred to as PC-CS);
2. These regulations cannot be in conflict with the board regulations of the University of Twente, the Faculty Regulations of the Faculty of Electrical Engineering, Mathematics and Computer Science (EEMCS) or the Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (WHW, Law on Higher Education). A clause written in this document that is in conflict with the WHW or other in this clause mentioned regulations, is to be regarded as not written.

Article 2: Chairman and Registrar

1. The PC-CS is entitled to a registrar which is not a member of the PC-CS;
2. The chairman of the PC CS drafts, in consultation with the vice-chairman and registrar the agenda of the meeting. The chairman presides the meeting;
3. The PC-CS appoints a vice-chairman which in case of absence of the chairman will act as a replacement for the chairman;
4. The registrar is responsible for sending the agenda, the meeting documents and the minutes of the previous meeting in due time before the meeting. The registrar takes minutes and puts them on the website of the PC-CS. In case of absence of the registrar, the program director arranges a substitute.

Article 3: Working Groups

1. The PC-CS appoints working groups which prepare meetings;
2. Experts outside of the PC-CS can be asked to take part in a working group;
3. The following tasks are divided among the working groups:
   a. Judge and propose adjustments to the Teaching Examination Regulations (TER) as stated in Article 9.18 WHW;
   b. Judge and propose adjustments to evaluation of education, reports of quality assurance and educational communication;
   c. Judge and propose adjustments to course adjustment proposals in relation to the current curriculum and formulate proposals for curriculum development proposals in relation to learning outcomes;

Article 4: Annual Circle and Planning

1. The PC-CS will draft an annual circle and planning.

Article 5: Preparation Working Groups meeting PC-CS

1. In preparation, each working group receives relevant documents at least one week before the PC-CS meeting from the registrar;
2. In preparation, members of the PC-CS can state a subject they want to have on the agenda of the PC-CS meeting.

Article 6: Meeting PC-CS

1. The PC-CS meetings are public;
2. The PC-CS meets at least 9 times annually;
3. Members of the PC-CS will receive the agenda and corresponding documents at least four working days before the PC-CS meeting
4. The PC-CS can only decide on an advice when at least half plus one of the total number of members are present;
5. Every member of the PC-CS has a vote. A PC-CS member can authorize another member to vote on behalf of him or her, if and only if the subject which has to be voted on is put on the agenda prior to the meeting and the authorizing member has taken knowledge on the subject and has sent a written authorization to the registrar. A member of PC-CS cannot be authorized by more than one other member;
6. Decisions made by PC-CS are done via a majority vote.

Article 7: Minutes

1. As stated in Article 2, clause 4, the registrar drafts the minutes of the meeting. These will be discussed in the next meeting. Any agreed changes will be adopted in the minutes of the last-mentioned meeting;
2. The registrar makes the minutes public.

Article 8: Enactment and Commissioning

These regulations are enacted by the PC-CS. These regulations are introduced since 23 April 2019.