Rules of Procedure of the Scientific Advisory Board

Please note: Only the German version of the Rules of Procedure is binding.

The Scientific Advisory Board adopted the following rules of procedure on April 19, 2024 in accordance with §11 (5) of the GESIS Statutes. The Board of Trustees approved by resolution in accordance with §8 (3) n) of the GESIS Statutes on June 14, 2024 and put these rules of procedure into effect.

§ 1 Tasks

(1) The Scientific Advisory Board evaluates the long-term development of the institute and advises the Executive Board and the Board of Trustees on the fulfillment of their tasks in accordance with the recommendations of the Senate of the Leibniz Association. In particular, the Scientific Advisory Board has the following tasks:
   a. issuing a statement on the long-term research and development planning and the program budget,
   b. commenting on job advertisements and the appointment recommendations for the positions of President and Vice President and the directors of scientific departments as well as nominating a member for the respective appointment committees,
   c. conducting audits of the institute as a whole and the departments in accordance with the requirements of the Leibniz Association together with the User Advisory Council.

§ 2 Members

(1) The Scientific Advisory Board consists of eight to twelve internationally renowned external and actively employed scientists. Its composition shall reflect the main areas of work of GESIS. The Scientific Advisory Board must include at least two scientists who work at institutions outside of Germany. The Scientific Advisory Board should be appointed gender sensitive. A member of the Scientific Advisory Board cannot be a member of the Board of Trustees or the User Advisory Board at the same time.

(2) The Board of Trustees appoints the members of the Scientific Advisory Board for four years. Members may be reappointed once. The right of nomination lies with the Scientific Advisory Board, the Board of Trustees and the Executive Board of GESIS.

(3) The Scientific Advisory Board decides on the proposals at its meetings or submits the proposals to GESIS in writing at least three weeks before the Board of Trustees meeting.

(4) The Scientific Advisory Board elects a chairperson and a deputy chairperson from among its members for a term of four years. One-time and immediate re-election is possible.

§ 3 Meetings

(1) The Scientific Advisory Board meets at least once a year. The chairperson shall convene the meetings with a notice period of at least two weeks in text form, including a draft agenda. A meeting may be convened at any time at the request of at least one third of the members of the Scientific Advisory Board or at least one third of the Board of Trustees.

(2) The chairperson or deputy chairperson is responsible for chairing the meeting.

(3) The meetings are attended by the members of the Scientific Advisory Board as well as the responsible member of the Executive Board of GESIS as a guest without the right to vote. In justified cases, the Scientific Advisory Board may meet without the Executive Board of GESIS being present.
(4) The meetings are not open to the public. Discussions and votes are confidential.
(5) The Scientific Advisory Board can meet virtually. The aim is to alternate between on-site and virtual meetings.
(6) Travel and accommodation expenses will be reimbursed in accordance with the provisions of the Baden-Württemberg State Travel Expenses Act.

§ 4 Adoption of resolutions
(1) The Scientific Advisory Board has a quorum if at least half of its members are present. Voting is performed by open ballot. At the request of at least one member, voting shall be by secret ballot.
(2) The Scientific Advisory Board passes its resolutions by a majority of the votes cast. In the event of a tie, the chairperson has the casting vote.
(3) Unpublished documents made available to the Scientific Advisory Board must be treated confidentially.
(4) The voting results (including those cast by circulation) must be recorded.
(5) Opinions and resolutions can also be obtained by circulation between meetings. Resolutions passed by circulation are recorded in the minutes of the following meeting.
(6) In urgent cases, the chairperson may decide alone if circulation is not possible for serious reasons. If time permits, the chairperson shall inform the members in advance that they must decide in this way. In any case, they shall inform the members of the decision without delay.

§ 5 Minutes
(1) Minutes shall be kept of each meeting of the Scientific Advisory Board. As a minimum, the minutes must include:
   ▪ place, start and end of the meeting,
   ▪ attendees and chairperson of the meeting,
   ▪ the agreed agenda,
   ▪ essentials of the topics and course of the session,
   ▪ all formal motions on the individual agenda items as well as the wording of the resolutions adopted.
(2) The chairperson is responsible for taking the minutes. They may call in a minute taker.
(3) Members may request that their vote be recorded in the minutes.
(4) The minutes are submitted to the Scientific Advisory Board for approval at the following meeting or by circulation procedure.
(5) The minutes are forwarded to the Board of Trustees and the Executive Board. To publish the recommendations of the Scientific Advisory Board within the institute, the minutes or parts of the minutes may be published within the institute with the consent of the Scientific Advisory Board members.

§ 6 Amendments to these Rules of Procedure
Amendments to these Rules of Procedure may be proposed at any meeting and adopted by a two-thirds majority of the member of the Scientific Advisory Board. In accordance with the Statutes of GESIS, the Rules of Procedure are then submitted to the Board of Trustees for approval.