

Rules of Procedure Scientific Advisory Board

According to §11 section 5 of GESIS' statutes (as of 01.07.2016) the Scientific Advisory Board has set out its rules of procedure; the Board of Trustees has approved these rules according to §7 section 4 o) of GESIS' statutes on 02.12.2016.

§ 1 Duties of the Scientific Advisory Board

The Scientific Advisory Board evaluates GESIS' long-term development. In accordance with the recommendations of the Senate of the Leibniz-Association it advises the President and the Board of Trustees . In particular the Scientific Advisory Board has the following assignments (cf. GESIS Statutes §11):

- (1) issue a statement on the long-term research and development planning and on the annual programme budget.
- (2) issue a statement on the tendering texts and the appointment recommendations for the President and the positions of the scientific directors. The Board furthermore nominates one of its members for the respective search committees,
- (3) to audit the departments,
- (4) to report to the Board of Trustees.

§ 2 Chairperson

Out of its members the Scientific Advisory Board elects a chairperson and a vice chairperson by simple majority of vote for a term of four years. A single and direct re-election shall be permissible (cf. GESIS Statutes § 11, 3).

- (1) The chairperson convenes the Board's meetings and chairs them. In consultation with her or his deputy she or he sets up an agenda.
- (2) The chairperson acts as representative of the Board.

§ 3 Members

Members of the Scientific Advisory Board are appointed by the Board of Trustees for a term of four years. A single re-election shall be permissible. The President of GESIS and the members of the Scientific Advisory Board may make nominations.

- (1) The Board consists of up to twelve external, internationally renowned and actively employed scientists.
- (2) The composition shall reflect GESIS' main activities.
- (3) At least two members of the Scientific Advisory Board need to be employed at institutions abroad.
- (4) Nominations for re-election or new members are determined during the last session of a member's term. These nominations are subsequently forwarded to the Board of Trustees for approval.

§ 4 Board Meetings

- (1) The chairperson convenes a meeting at least once every year, and more often if required. At the request of at least one-third of its members or at least one third of the Board of Trustees a meeting of the Board can be summoned at any time.
- (2) The board meetings are chaired by the chairperson or her or his deputy.

- (3) The agenda is submitted together with the invitation and the meeting documents no later than two weeks before a meeting. At the request of any individual member but with the consent of the majority, the agenda may be amended or modified at the beginning of a meeting.
- (4) The board members and the President attend the meetings. The chairperson has to be informed in time of a member's substantiated non-attendance. In substantiated cases the Board may hold a meeting without the President.
- (5) The board may invite guests (particularly external experts) when on a case-by-case basis.
- (6) Meetings are non-public. Discussions, decisions and the minutes are confidential.

§ 5 Rules of Procedure

- (1) The Board has a quorum if at least half of its members are present. The chairperson or his or her deputy has to be present.
- (2) The chairperson and his or her deputy shall be elected by secret ballot. All other votings are performed by open ballot. On a member's request voting may be taken by secret ballot.
- (3) Board resolutions are passed with the majority of votes. At a parity of votes an additional vote of the chairperson may tip the balance. The President has no voting right.
- (4) Unpublished documents provided to the Scientific Advisory Board of GESIS shall be treated confidentially.
- (5) All voting results (including those adopted by written consent in lieu of a meeting) have to be recorded.
- (6) Statements and resolutions may be obtained by written consent in lieu of a meeting. Measures adopted by written consent shall be documented in the minutes of the following meeting.
- (7) In urgent cases the chairperson may decide on his own if prior consultation with the board is not possible due to substantial reasons. If time permits the chairperson will inform the board members in advance that he or she has to decide this way. In any case, the chairperson must inform the board about her or his decision without delay .

§ 6 Minutes

For each meeting of the Scientific Advisory Board confidential minutes have to be kept. They have to be signed by the keeper of the minutes and the chairperson. The minutes must at least document:

- venue, beginning and end of the meeting,
- attendees and chairperson,
- the agreed agenda,
- essentials on session topics and the course of the session,
- the exact wording of all decisions reached as well as all formal motions tabled on issues on the agenda.

- (1) The chairperson is responsible for keeping the minutes. She or he may delegate to another keeper of the minutes.
- (2) Members can request their vote being documented in the minutes.
- (3) The minutes will be submitted to the Board for approval in the following meeting or by written consent.
- (4) The minutes approved by the Scientific Advisory Board will be forwarded to the Board of Trustees and the President.

§ 7 Audits and Audit Reports

Accompanying evaluation through the Scientific Advisory Board's regular audit is indispensable component of GESIS' quality management and complements the external evaluation by the Senate of the Leibniz-Society.

- (1) The Board's statements shall be based on written reports by the President and the scientific departments as well as on discussions with the President, the scientific directors, and the scientific staff on ideas, objectives and results of their work.
- (2) Audits shall be conducted at regular intervals. They meet the requirements of the Leibniz-Society of at least one audit within the regular seven-year evaluation intervals.
- (3) Audits comprise both GESIS in its entirety and its individual scientific departments or programmes.
- (4) The audits' conclusions are documented in a written report after meeting with the President and an internal session of the Scientific Advisory Board. The report is submitted to the President and subsequently to the Board of Trustees together with a statement of the President.
- (5) Audit reports as well as the minutes of the Board's meetings are submitted to the Senate of the Leibniz-Society as part of the evaluation.
- (6) The Scientific Advisory Board may also intermediately comment particular GESIS projects or strategies. These statements are to be made within six months after finalization of the project in accordance with the application guidelines of the Leibniz Competition.

§ 8 Administration / Expenses

- (1) Appropriate support will be provided to assist the chairperson in her or his administrative tasks.
- (2) GESIS actively supports the Scientific Advisory Board in the fulfilment of its duties.
- (3) The members of the Scientific Advisory Board may receive an appropriate expense allowance. At the suggestion of the President the Board of Trustees decides on the amount of the expense allowances.
- (4) Travel and accommodation expenses are reimbursed according to the provisions of the Travelling Expenses Law of the federal state of Baden-Württemberg.

§ 9 Changes to these Rules of Procedure

Changes to these rules of procedure statutes may be placed on the agenda at any board meeting. They require approval by two-thirds of the members entitled to vote. According to the GESIS Statutes, any changes need to be submitted to the Board of Trustees for approval.

This translation is non-binding. If in doubt, please refer to the German version.