



By-Laws of the WUSV



– Issue 04.09.2017 –

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§ 1
Scope of Application

- (1) For the convocation of assemblies, meetings, and conferences (hereinafter referred to as assemblies) the WUSV Board of Directors issues these By-Laws.
- (2) These By-Laws serve as a complement to the WUSV Statutes.

§ 2
Nature of Meetings

The assemblies held shall not be open to the general public. Upon decision of the Board of Directors visitors can be admitted.

§ 3
Convocation of Assemblies

- (1) The convocation of assemblies is subject to the WUSV Statutes, and the invitation along with an agenda is to be sent out on instruction of the respective WUSV Board of Directors.
- (2) Notwithstanding the stipulations of the WUSV Statutes, further assemblies can be convened on instruction of the WUSV Board of Directors.
- (3) In case that no deadlines for the mailing of invitation letters are provided for in the statutes, the deadline shall be two weeks. Relevant is the date of posting.

§ 4
Quorum

- (1) The rules of quorum are based on the respective stipulations of the WUSV Statutes. In as far as there are no special regulations in the WUSV Statutes, the relevant general law shall apply.
- (2) Quorum requires the meeting of the deadlines for the posting of invitations, and the attendance of at least half of the members entitled to vote. Transfer of votes shall not be permitted.
- (3) An assembly becomes inquorate in case that the minimum number of voting members is no longer present. In this case the lack of quorum has to be officially proposed and established. The subsequent establishment of lack of quorum is not permissible.
- (4) In case that an assembly needs to be dissolved for the lack of quorum, a new assembly shall be convened under consideration of the deadline as stipulated in the WUSV Statutes. Items on the agenda shall only be the topics from the previous agenda that still require the voting of the members of the assembly.

§ 5
Leadership of the Assembly

- (1) The assemblies shall be declared open, chaired, and closed by the respective chairman or chairwomen, hereinafter referred to as chairperson.
- (2) In case that the chairperson and his or her statutory substitute are not available, the most senior member of the Board of Directors shall chair the meeting. The same applies for debates and discussions that directly affect the chairperson.
- (3) The chairperson is entitled to all powers required to maintain law and order during the assemblies. In case that an orderly holding of an assembly is at risk he or she can impose a ban of speaking on the respective party, as well as temporarily or permanently ban the person from the assembly, respectively interrupt or dissolve the assembly.
- (4) For appeals that are to be submitted directly and without justification a simple majority of the vote without discussion is required.
- (5) After having opened the assembly the chairperson shall verify the orderly calling of the assembly, the presence of the members, the rights to vote; following this he or she announces the agenda. The chairperson can delegate this formality to a third party.
- (6) Appeals to the agenda or proposals for changes require a simple majority without discussion of the members to the assembly.
- (7) The individual items on the agenda shall be dealt with and voted for in the stipulated order.
- (8) The agenda shall include respectively guarantee sufficient reporting – preferably accompanied by written attachments.

§ 6
Speakers and Order of Speakers

- (1) Permission to speak shall be given by the chairperson. The chairperson is entitled to limit the speaking time.
- (2) Members of the organs and committees have no right to contribute, and shall leave the assembly room as far as decisions shall be taken that personally affect them in material terms.
- (3) Permission to speak shall be granted to rapporteurs and proposers at the beginning and at the end of the discussion regarding their respective item on the agenda. The chairman shall consider their request to speak.
- (4) The chairperson is entitled to rise to speak at any given moment, and without regard to the order of the list of speakers.

**§ 7
Proposals**

- (1) The entitlement to submit proposals is defined in the WUSV Statutes. Additional proposals to the committees are permissible according to § 1, clause 2 b and can be submitted by their members.
- (2) The deadline for the submission of proposals shall be stipulated in the WUSV Statutes, or if not available decided upon by the chairperson. The deadline for the posting of the invitation to the assembly shall be considered.
- (3) All proposals shall be submitted in written and require a detailed respectively sufficient justification. Proposals and justifications shall be separated from each other. For proposals that are supposed to be passed on after the voting, the decision making body, the venue, date, and result of the vote are to be recorded either by the chairperson or the keeper of the minutes. Proposals without signature and without confirmation shall not be considered.
- (4) Proposals submitted as the result of the discussion of a proposal, and which serve to improve, facilitate, or enhance the original proposal shall be admitted without the establishment of urgency.
- (5) Proposals of identical wording can be added to the agenda again after a period of three years as the earliest possible time.

**§ 8
Proposals to the By-Laws**

- (1) Proposals in terms of the By-Laws, the closing of a discussion, or limitation of speaking time shall be voted upon immediately and regardless of the list of speakers once the proposer and – if necessary – possible opponents have finished their speeches.
- (2) Speakers who contribute to the debate are not entitled to propose the termination of the debate or the limitation of speaking time.
- (3) Before the voting upon the termination of the discussion or limitation of speaking time, the remaining names on the list of speakers shall be read to the members of the assembly.
- (4) In case that the proposal is approved of, upon request the chairperson shall only grant the right to speak to the proposer or rapporteur.

**§ 9
Voting**

- (1) The order, and content of the proposals to be voted upon shall be clearly communicated.
- (2) Only the members to the assembly with voting power shall participate in the voting procedure.
- (3) In case that several proposals in terms of the same content have been submitted, the most extensive proposal shall be voted upon first.
- (4) Additional respectively enhancement proposals as well as subordinate proposals shall be voted upon separately.
- (5) Votes are conducted by open ballot, provided that nothing to the contrary is stipulated in the WUSV Statutes. If voting cards have been handed out, their presentation is required. The chairperson is entitled to either order a nominal vote as well as a secret ballot. The chairperson shall proceed in this fashion provided that the assembly votes accordingly by a simple majority.
- (6) Once the procedure of voting has been opened, no further discussion of the subject to be voted upon shall be permitted.
- (7) In case of doubt, however, the chairperson is entitled to rise to speak, and provide further information if required.
- (8) A simple majority of votes suffices, provided that nothing to the contrary is stipulated in the WUSV Statutes. A tie of votes is tantamount to a refusal of the proposal. Abstentions and invalid votes shall not be counted.
- (9) In case of doubt in terms of an open vote, the voting procedure shall be repeated as a secret ballot upon request which requires a simple majority of the votes cast.
- (10) Paragraphs 5 to 8 apply for all votes which require the formation of a majority, provided that nothing to the contrary is stipulated in the WUSV Statutes or in § 12 of the WUSV By-Laws.
- (11) Voting on the occasion of WUSV Board of Directors meetings require a majority of the valid votes cast. In case of a tied vote the chairperson – and in case of his or her absence the deputy chairperson – shall decide.

**§ 10
Elections**

- (1) Elections shall only be held in accordance with the respective stipulations and in accordance with the WUSV Statutes. Elections shall be announced upon the relevant convocation and have to be published as an item of the agenda.
- (2) On principle, elections shall be held as secret votes, in written, and in the statutory order,

provided that nothing to the contrary is decided by the members of the assembly.

- (3) In case of the absence of a candidate proposed for election, a vote on that person shall only be held provided that the candidate affected has presented a written confirmation that he or she accepts the candidacy, and – in case of his or her election – accepts the office he or she is supposed to be elected for.
- (4) Prior to the voting, the candidates shall be asked whether they would be willing to accept the election if they are voted for.
- (5) A presentation of the candidates, an interview, and a general discussion can be held upon request. The candidates have the right to take the floor prior to the opening of the discussion, and to claim the last word. In case that no agreement is obtained in terms of the order of the votes for the individual candidates the alphabetical order shall apply.
- (6) A candidate who obtains the majority of the votes cast is considered elected. Abstentions and invalid votes shall not be counted. In case that none of the candidates obtains the majority required the candidate who obtained the lowest number of votes shall be excluded from the elections. Additional votes shall then be cast for the remaining candidates until the majority required is obtained by one of the candidates.
- (7) The results of the elections shall be recorded in written, announced to the party present, and included in the minutes of the meeting.
- (8) Once the results of the votes are available the candidate shall be asked whether he or she accepts the office. Upon approval, the candidate shall be considered effectively elected.

§ 11 Minutes of the Meeting

- (1) Minutes of the meetings (MoM) shall be kept for all assemblies. The minutes of meeting shall include the date of the meeting, the venue, the names of attendants, the wording of the decisions as taken in their respective order, and the results of the votes.
- (2) The minutes of the meeting shall be signed by the chairperson and the keeper of the minutes, and shall be presented to the attendants of the assembly four weeks after the date of the assembly at the latest.
- (3) The minutes of the meeting are considered approved of by the members of the assembly provided that no objections are submitted in written within a fortnight (14 calendar days).
- (4) Obvious mistakes that require corrective action shall be reported to the members of the assembly at short notice.

§ 12 Keeping of Deadlines

Unless otherwise agreed, verification for the keeping of the deadline is the date of posting.

§ 13 Changes and Amendments to the By-Laws

Changes and amendments to the By-Laws shall be decided by the WUSV Board of Directors.

Erstmalig beschlossen von der WUSV-Vollversammlung am 04. September 2017

.....
Professor Dr. Heinrich Meßler
Präsident

.....
Dr. Wolfgang Tauber
Vizepräsident