

This is the English translation of an original German legal text. In the event of a discrepancy, the German text shall prevail.

# Rules and Regulations of the Annual General Meeting, the Full Staff Meeting, and the Network Committee of the National Educational Panel Study (NEPS)

## § 1 Scope and Task of the Rules and Regulations

- (1) The Rules and Regulations apply in connection with the NEPS Network Charter. It is the task of the Rules and Regulations in particular to safeguard the mutual cooperation of the interdisciplinary, multilocational network (NEPS network), which has been established to implement the NEPS, and to define structures of consultation and advice.
- (2) In particular, the Rules and Regulations define
  - a) the NEPS Annual General Meeting (§ 2),
  - b) the NEPS Full Staff Meeting<sup>1</sup> (§ 3),
  - c) the NEPS Network Committee (§ 4).
- (3) The Rules and Regulations can be amended by the Annual General Meeting with a two-thirds majority of members present (including delegation of voting rights). Amendments to the Rules and Regulations are only admissible if the proposed modification, alongside the meeting agenda, has been sent out, reaching all members of the Annual General Meeting.

## § 2 NEPS Annual General Meeting

- (1) The NEPS Annual General Meeting advises the LIfBi Board of Directors on fundamental questions regarding NEPS. At the center are plans for the research- and service program of LIfBi (program plan), provided that these are related to NEPS. The scope of tasks of the Annual General Meeting also encompasses advice on aspects of the publication strategy, public relations, transfer of knowledge, conference appearances, and plans for further education of the NEPS network.

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<sup>1</sup> All terms for official titles and roles shall refer to both male and female gender.

- (2) Members with voting rights of the Annual General Meeting are:
- a) the members of the LfBi Board of Directors,
  - b) all NEPS network partners from the University of Bamberg that have signed the Network Charter,
  - c) all NEPS network partners from cooperation partners outside the University of Bamberg that have signed the Network Charter,
  - d) and staff representatives elected by the Full Staff Meeting in compliance with § 3 subsection 4 of the Rules and Regulations,
  - e) and the Department Heads of LfBi.
- (3) The Annual General Meeting elects from among its members with voting rights a chairperson and his deputy for the duration of three years in accordance with § 2 subsections 2 b) and 2 c). The chairperson has concurrent membership of the LfBi Board of Trustees as a representative without voting rights and of the Network Committee, of which he is the chair. In case of absence, the deputy will take over all these tasks. Should the chairperson resign from office prematurely, the deputy may take over as chair. If the deputy does not take over as chair, or resigns prematurely, a by-election for the vacant position has to be conducted for the rest of the term.
- (4) The Annual General Meeting convenes at least once a year. As a rule, meetings shall take place on-site in Bamberg. Invitations and the agenda are drawn up by the chair of the Annual General Meeting in consultation with the Board of Directors. Invitations, including the agenda, are issued electronically (by e-mail) giving a one month's notification period. At each meeting the dates of the Annual General Meeting for the next two years shall be fixed. Guests without voting rights can be invited by the chair of the Annual General Meeting—also at the suggestion of the members of the Annual General Meeting.
- (5) Representation by proxy is not permissible at the meetings of the Annual General Meeting. Written delegation of voting rights is admissible, whereby each member in attendance may represent one vote only. The Annual General Meeting has a quorum when at least half of the votes cast are represented in person or by delegation of voting rights. Resolutions can only be passed in relation to items listed on the agenda beforehand.

(6) The Annual General Meeting further elects from among its members the NEPS Network Committee for the duration of three years:

- Network partners according to § 2 subsection 2 b) of these Rules and Regulations shall elect four persons from their midst. This number is reduced to two or three given that one or two NEPS network partners at the University of Bamberg has or have been chosen as representative(s) on the Board of Trustees or as his deputy according to § 2 subsection 3 and hence are automatically acting on the Network Committee.
- Network partners according to § 2 subsection 2 c) shall elect four persons from their midst. This number is reduced to two or three given that one or two NEPS network partners of the members of the Consortium from outside Bamberg has or have been chosen as representative(s) on the Board of Trustees or as his deputy according to § 2 subsection 3 and hence are automatically acting on the Network Committee.

If a person elected as stated in these paragraphs resigns prematurely, the person with the next highest number of votes will take over for the rest of the term. This person has to belong to the same group (§ 2 subsection 2 b) and § 2 subsection 2 c)) as the resigning person, and must not already be a member of the Network Committee. If there is no person left on the voting list, the position in the Network Committee remains vacant.

(7) It is the duty of the Board of Directors to record the minutes of meetings in consultation with the chair of the Annual General Meeting, whereupon the minute taker appointed by the Board of Directors is given permission to attend the meetings. The minutes of meetings are approved by participating members by way of silence procedure lasting at least two weeks. The approved minutes are sent to the Scientific Advisory Board and to the Board of Trustees in preparation of the next meeting of each board, respectively.

(8) The Annual General Meeting takes places, as a rule, in temporal connection with the Full Staff Meeting. As a rule, the Annual General Meeting shall precede the Full Staff Meeting.

## § 3 NEPS Full Staff Meeting

- (1) Members with voting rights of the Full Staff Meeting are all employees of the institute (LifBi staff) as well as all employees of the network partners at the University of Bamberg and at partners with an existing cooperation contract (network staff), provided that these employees are actively engaged in NEPS.<sup>2</sup> Representation by proxy at these meetings is not admissible. The members of the Board of Directors are allowed to attend meetings as guests without voting rights. Further guests without voting rights can be invited by the chair of the Full Staff Meeting following the proposal of the members of the Full Staff Meeting and in consultation with the Board of Directors.
- (2) The NEPS Full Staff Meeting convenes at least once a year. Meetings take place, as a rule, on-site in Bamberg. The staff representative chairs the Full Staff Meeting according to § 3 subsection 5. Invitations and the agenda are drawn up by the elected staff representative according to § 3 subsection 5 in consultation with the Board of Directors. In doing so, the group of participants may be limited to discuss individual items on the agenda. Invitations to the Full Staff Meeting, including the agenda, are issued electronically (by e-mail) giving a one month's notification period.
- (3) The Director reports to the Full Staff Meeting on the development of NEPS.
- (4) The Full Staff Meeting elects for the duration of three years three staff representatives who are members of the Annual General Meeting and of the NEPS Network Committee.
  - a) From among the members of scientific staff employed by LifBi in Bamberg and assigned to NEPS (scientific LifBi staff) one representative (as well as two deputies) of scientific NEPS staff at LifBi in Bamberg.
  - b) From among the members of nonscientific staff employed by LifBi in Bamberg and assigned to NEPS (nonscientific LifBi staff) one representative (as well as two deputies) of scientific NEPS staff at LifBi in Bamberg.

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<sup>2</sup> The terms "staff" and "employee" do not include those employees who are Scientific Heads of a project at LifBi and are at the same time not employed by LifBi. Furthermore, members with voting rights of the Annual General Meeting (with the exception of staff representatives elected by the NEPS Full Staff Meeting according to § 3 subsection 4 of the Rules and Regulations) do not fall under the definition of NEPS staff. Attendance at the NEPS Full Staff Meeting is only admitted to NEPS employees engaged in NEPS with at least 25% of their regular working hours of a full-time employment; it is immaterial in this regard whether or not they are being financed through NEPS funds. Student and scientific assistants are excluded.

- c) From among the members of scientific staff employed by cooperation partners or in relation to professorships at the University of Bamberg directly employed by the University of Bamberg and assigned to NEPS (scientific network staff) one representative (as well as two deputies) of staff employed outside of LfBi.
- (5) At the Full Staff Meeting, employees elect from among the two elected scientific staff every three years with a simple majority according to § 3 subsections 4 a) and c) of the Rules and Regulations one representative to sit on the Board of Trustees with advisory status in compliance with § 8 subsection 3 of the LfBi Statutes (the second person acts as deputy).

## § 4 NEPS Network Committee

- (1) The Network Committee advises on current and medium-term questions regarding the research- and service activities of NEPS. It also deals with contentious issues in connection with the implementation of the research and service planning of NEPS.
- (2) The Network Committee consists of:
- the members of the LfBi Board of Directors,
  - the elected representative of the network partners on the Board of Trustees as well as her/his deputy according to § 2 subsection 3, and
  - elected representatives of the network partners according to § 2 subsection 6, as well as
  - elected staff representatives according to § 3 subsection 4.
- (3) As a rule, the Network Committee convenes three times a year. Invitations and the agenda are drawn up by the chair of the Network Committee in consultation with the Board of Directors. Items for the agenda or demands for supplementary meetings can be proposed by all network partners and all employees qua their representatives as defined in § 4 subsection 2. As a rule, meetings of the Network Committee take place on-site in Bamberg; if necessary, they may be held as a telephone, online, or video conference, or at a different place. Should consultations be required at short notice, they may also be held by electronic means. For this, invitations, including the agenda, are issued

electronically (by e-mail), giving a two weeks' notification period. In exceptionally urgent cases, this notification period may be shortened; it must be at least one full working day.

- (4) The Network Committee may set up subcommittees.
- (5) Contents of meetings of the Network Committee are confidential. The Director promptly presents a written report to the NEPS network on relevant aspects and consultations of the Network Committee, in particular on all results and resolutions.