

**Rules of Procedure of the Foundation Council of the
Foundation for the Accreditation of Study Programmes in Germany**

§ 1 Mission and composition

- (1) The Foundation Council monitors the legal compliance and efficiency of the management of the Foundation's business through the Accreditation Council and the Board.
- (2) Pursuant to § 9 para. 2 of the foundation law, six representatives of the Länder and five representatives of the German Rectors' Conference are members of the Foundation Council. Members of the Foundation Council may not be members of the Accreditation Council or personal members of an accreditation agency.

§ 2 Chair

- (1) The Foundation Council elects a chairperson and a vice-chairperson for a term of four years. Chairperson and vice-chairperson may not both belong to the group of the representatives of the Länder or the group of representatives of the German Rectors' Conference.
- (2) The chairperson heads the meetings of the Foundation Council and represents the Foundation Council internally and externally. In the case of hindrance, the chairperson is represented by the vice-chairperson.

§ 3 Meetings

- (1) The Foundation Council meets as required, however at least twice annually.
- (2) Two weeks prior to the meetings of the Foundation Council, written invitations are sent by the chairperson. The dates for the meetings are set by the Foundation Council.
- (3) The meetings of the Foundation Council are not public. Expressions of opinions and voting of individual members may not be shared with third parties or the public.
- (4) The Foundation Council constitutes a quorum when at least half of the members including possible delegations of votes are present.
- (5) Should a matter be adjourned due to the absence of a quorum, the Foundation Council constitutes a quorum in the newly summoned meeting for consultation of the same matter regardless of the number of members present. Express reference is to be made to this in the invitation.
- (6) Decisions of the Foundation Council require the majority of the votes of present members. Acceptance of the business plan requires the majority of the representatives of the Länder. Proxy voting is possible. With the exception of elections, abstention from voting is considered a non-cast vote. In the case of a voting tie, the vote of the chairperson decides.

(7) To prepare its decisions, the Foundation Council may employ working groups.

(8) The chairperson of the Accreditation Council or his/her vice-chairperson participates in the meetings with an advisory vote. Members of the head office of the Foundation, as well as further individuals invited by the chairperson, may participate in the meetings of the Foundation Council with an advisory vote.

(9) The head office is to prepare meeting minutes for the meetings of the Foundation Council, which are then to be signed by the head office and the chairperson, and approved in the respective subsequent meeting of the Foundation Council. The approved meeting minutes are made available to the Accreditation Council.

§ 4 Adoption of resolutions outside of meetings

(1) By resolution of the Foundation Council, decisions on individual matters or certain types of matters may also be taken by circulation procedure.

(2) The chairperson may also initiate decisions by circulation procedure, provided a voting member of the Foundation Council does not object to the procedure.

(3) In matters that may not be postponed and in which a decision of the Foundation Council cannot be reached in time, the chairperson decides. The chairperson is to immediately inform the members of the Foundation Council of the urgent decision, its reason, and the manner in which it was performed.

§ 5 Reporting

Decisions of the Foundation Council are reported in the appropriate manner to the Accreditation Council by the chairperson or, if this person is unavailable, by his/her vice-chairperson, or an individual commissioned by the chairperson.

§ 6 Amendments of the Rules of Procedure

Amendments require a majority of two-thirds of the members.

§ 7 Entry into force

The Rules of Procedure enter into force on 23 June 2006.