



**Rules of Procedure
of the
Advisory Board of the Faculty of Business, Economics and Social Sciences**

as per November 2016

§ 1

Tasks, Organization

- (1) The Faculty of Business, Economics and Social Sciences receives external guidance and support from its Advisory Board (AB). The AB performs its tasks in accordance with these rules of procedure, based on the Procedural Order for Committees and Commissions of the University of Hohenheim published as Official Notice No. 1029 on 03.03.2015.*
- (2) The tasks of the AB extend to the following in particular:
 - a. Providing an independent, external perspective and review of academic programs and the research agenda to ensure that the Faculty achieves a high impact; i.e., they meet the current and future demands for academic knowledge in industry, government and society.
 - b. Advising the Faculty on issues that have the most significant impact on the accomplishment of its mission and strategy.
 - c. Acting as a sounding board to the Dean on issues pertaining to the advancement of the Faculty and the achievement of its vision.
 - d. Assisting in the development and on-going review of the Faculty's long-term planning and initiatives.
 - e. Linking the Faculty to individuals and organizations with the financial resources, knowledge, and contacts it requires to achieve its objectives and to fulfil its mission.
 - f. Enhancing the Faculty's profile as an academic institution for business, economic and social sciences.
 - g. Facilitating student and faculty interactions with the research and business community, as well with the public and non-profit sectors, through the advancement of cooperative research and educational activities.
- (3) To exercise these tasks, the AB should include different external stakeholders of the Faculty, e.g. international institutional partners, research and business partners as well as alumni. The composition of the board aims for a balanced participation of all external stakeholders.
- (2) The members of the AB should collectively be in possession of the information, skills and professional experience required to perform their tasks correctly. In addition, the members shall ensure that they have sufficient time to fulfill their mandate. Considering the diversity of the board's composition, it should consist of at least 25% females and at least 10% should have an international background.
- (3) The AB shall consist of up to 10 members. Although the board can bring forward suggestions on potential further members, the Faculty Board decides upon the suggestions and appoints the members for a period of four years. The terms of office may vary; re-appointment is possible. Members may resign even without cause, by submitting four weeks' notice in writing to the Dean. An amicable reduction of the notice period is admissible.

* For reasons of readability, the male form is used with personal names in this document, however the female form is also always intended.

- (4) The AB elects a speaker out of its members for a period of two years. The terms of office may vary; re-election is possible. If the speaker resigns prior to the end of his term of office, a successor shall be elected immediately for the remainder of his term of office.
- (5) The speaker acts as chairperson of the meetings and is supported in all administrative matters by the Dean's Office of the Faculty.

§ 2

Appointment and Calling of Meeting

- (1) The AB usually meets twice a year. Additional meetings can be held, but the appointment and calling of the meeting always have to be decided upon by the speaker in accordance with the Dean.
- (2) Meetings shall be appointed by the speaker in agreement with the Dean at least six weeks in advance. The official invitation at least two weeks before the meeting includes the agenda, date and time of the meeting as well as the place. The Dean's Office prepares the meetings and sends out the documents in advance.

§ 3

Agenda, Hindrance

- (1) Possible items of the agenda can be announced via the Dean's Office to the speaker of AB.
- (2) If members are not able to attend, they should immediately inform the Dean's Office.

§ 4

Moderation, Course of Meeting, Course of Business

- (1) The meetings are not open to the public. The speaker opens, conducts and closes the meeting.
- (2) The participation of the Faculty Board, the Dean's Office or other members of the Faculty as experts on specific matters is welcomed.
- (3) Only members of the AB have the right of petition. Petitions can only be brought forward on items of the agenda.
- (4) Entitled to speak are the members of the AB and persons acting as experts participating in the meeting.

§ 5

Resolutions

- (1) Resolutions of the AB can be passed on regular meetings or by circular resolution.
- (2) The AB is quorate, if the regulations for calling the meeting were observed and there is at least majority of the members are attending the meeting.
- (3) The AB decides by open vote. Resolutions require a simple majority of the votes cast. In case of a tied vote, the speaker has the decisive vote.
- (4) Resolutions of the AB are non-binding for the Faculty's boards, but the Faculty Board shall take them into consideration.

§ 6

Minutes

- (1) The major issues of the discussions and all issues brought forward during the meetings of the AB shall be documented in written minutes, including a summary listing of the board's recommendations and actions to be taken by the Faculty Board. The minutes include the place, date and duration of the meeting, as well as the name of the speaker, the names and functions of all members participating and absent with valid excuse. The minutes is to be signed by the keeper of the minutes and the speaker.
- (2) The members of the AB approve the respective minutes at the next meeting. An approval by written consent in lieu of a live meeting is permitted. Each member has the right to issue a statement on the minutes, to demand changes or additions. The speaker decides on the acceptance of changes or additions.
- (3) The AB can decide upon the electronic transmission of documents via e-mail or the use of digital documents.
- (4) The minutes should note be made publicly available and are only to be used by members of the AB, the Faculty Board and the Executive Management of the Dean's Office.

§ 7
Validity

These rules of procedure enter into force immediately after their adoption by the AB. They shall remain in force until the AB resolves otherwise. In individual cases, the AB may resolve by a simple majority to permit deviations from the rules of procedure.

Stuttgart, November 21, 2016