

Rules of Procedure

for the Faculty Board of the Faculty of Humanities of the University of Bern

The Faculty Board of the Faculty of Humanities of the University of Bern, based on Article 42 letter a of the Statute of June 7, 2011 of the University of Bern (University Statute, UniSt) and on Article 5 paragraph 4 letter a of the Regulations of March 12, 2019 on the Organization of the Faculty of Humanities (“Fakultätsreglement”), decides:

A General Provisions

MEETINGS

Art. 1¹ The Faculty Board meets at least three times during the semester.

² If business requires, the Dean shall schedule additional meetings

³ The Dean's Office shall announce the dates of the regular meetings of a semester before the end of the preceding semester.

⁴ The Dean shall chair the meetings. They may be represented by the Vice Dean.

CONVOCAION, MOTIONS AND PROCEEDINGS OF THE MEETINGS

Art. 2¹ The Dean convenes the meetings of the Faculty Board. The Dean's Office shall send the agenda and meeting documents to the members of the Faculty Board at least four days before the meeting.

² The Dean shall compile the agenda. Each member of the Faculty Board has the right to have items added to the agenda for the next meeting. Justification must be given for postponements. At the meeting itself, the agenda can only be extended at the proposal of the Dean.

³ Only items on the agenda may be the subject of resolutions.

⁴ If items on the agenda contain motions from the Collegium decanale, commissions or faculty members, the motion must be accompanied by a statement of reasons in the meeting documents.

⁵ Handouts shall be indicated on the agenda.

⁶ Countermotions to commission motions shall be submitted in writing to the Faculty Board.

⁷ Permanent items on the agenda are:

a approval of the agenda. A two-thirds majority of the members present may decline to consider agenda items. The Dean may cancel agenda items with justification,

b the approval of the minutes of the previous meeting,

c announcements,

d current items,

e Varia. The Faculty Board may not pass resolutions under Varia.

⁸ The following items shall be discussed by the Faculty Board only upon motion and shall otherwise be passed without deliberation and, if appropriate, en bloc:

- a* Evaluation reports.
- b* Revisions of faculty regulations and guidelines, for example, study programs, disciplinary conventions, Rules of Procedure, framework regulations, concordance lists.
- c* In consultation with the Collegium decanale, applicants shall preface the documents with brief summaries outlining the most important changes.

MINUTES

Art. 3 ¹ Minutes shall be kept of the meeting. The minutes shall be limited to the reproduction of the items on the agenda and the resolutions.

² At the request of a member of the Faculty Board, a verbatim record shall be made of an item on the agenda.

RECUSAL

Art. 4 ¹ In matters in which members have a direct personal interest, members must recuse themselves.

² In matters of structure or appointment, departing professors shall recuse themselves.

B Consultation and decision-making

GENERAL PROVISIONS

Art. 5 ¹ The Faculty Board is always capable of making resolutions. It shall pass resolutions by a majority of the votes cast, unless otherwise provided for in the Rules of Procedure.

² The Dean does usually take part in votes. However, in the event of a tie, he/she shall have the casting vote.

MOTIONS OF ORDER

Art. 6 ¹ Motions of order pertain to the way items are processed, their postponement, the limitation on speaking time, the termination of the discussion or the handling of the Rules of Procedure.

² The floor shall be given out of order if a member of the Faculty Board wishes to raise a point of order or make a personal statement. If a point of order has been raised, discussion of the items shall be suspended until the point of order has been dealt with.

SUBSTANTIVE MATTERS

Art. 7 ¹ Typically, the following steps occur sequentially:

- a* Discussion of admissibility,
- b* Decision on admissibility,
- c* Detailed discussion,
- d* Final vote.

² If admissibility is undisputed, detailed discussion and final vote follow.

RECONSIDERATION

Art. 8 ¹ After the final vote, any member of the Faculty Board may propose a reconsideration of the item. A brief justification for the proposal is permitted. The board shall decide without further discussion.

² A two-thirds majority of the votes of the attending members is required for a

decision on reconsideration.

³ If the Faculty Board decides to reconsider, the initial consideration of the matter and the related votes are deemed nullified. The dean presents the matter to the board again in the following meeting.

STIMMABGABE

Art. 9 ¹ As a rule, voting shall be conducted openly.

² Voting shall be by secret ballot upon request.

³ A simple majority shall apply.

⁴ Blank ballot papers and abstentions shall not be taken into account in the calculation.

C Elections

C 1. Elections to Faculty and University Committees

PROCEDURE AND
DETERMINATION OF RESULTS

Art. 10 ¹ The Faculty Board shall elect delegates to university committees, chairs, and members of faculty commissions and committees, usually through open voting.

² The procedure shall be governed by the provisions of Article 9, mutatis mutandis.

C 2. Elections of the Dean, Vice Dean, and Faculty Representative in the Senate

PROCEDURE AND
DETERMINATION OF RESULTS

Art. 11 ¹ An election committee composed of the three immediate predecessors of the current Dean shall prepare the election of the Dean, Vice Dean, and Faculty Representative. If, for reasons of departure or retirement, the committee is no longer complete on the effective date, the faculty shall appoint a substitute member from among the former deans, former vice deans, or the longest-serving faculty members.

² The election shall be completed one semester before the commencement of the term of the elected individuals.

³ Nomination proposals shall be submitted to the election committee from within the Faculty Board. The committee may also invite individuals to stand for election. Eligible candidates include full ("ordentliche") and associate ("ausserordentliche") professors.

⁴ The election committee shall prepare a proposal for election with a recommendation for each of the positions up for election for the attention of the Faculty Board and shall announce it at the faculty meeting preceding the election. At this meeting, candidates shall be given the opportunity to elaborate orally or in writing on their substantive ideas for office. This shall be followed by a discussion.

⁵ The election shall be in writing and by secret ballot.

⁶ An absolute majority (majority of the votes of those present who are entitled to vote) is required for the election.

⁷ Once the Vice-Dean has been elected, the Faculty Board grants him or her the mandate to represent the Faculty in the Senate.

C 3. Elections of the Faculty Planner

PROCEDURE AND
DETERMINATION THE
RESULTS

Art. 12 ¹ An election committee, according to Art. 11, para. 1, shall prepare the election of the Faculty Planner. The election should be completed one semester before the commencement of the term of the elected individual.

² Nomination proposals shall be directed to the election committee from within the Faculty Board. The committee may also invite individuals to stand for election. Eligible candidates include full (“ordentliche”) and associate (“ausserordentliche”) professors.

³ The election committee shall prepare a proposal for the election with a recommendation for the position, to be presented to the Faculty Board. The proposal shall be announced during the faculty meeting preceding the election. In this meeting, candidates shall be given the opportunity to orally or in writing elaborate on their substantive ideas for the position. A discussion shall follow.

³ The election shall be in writing and by secret ballot.

⁴ An absolute majority (majority of the votes of those present who are entitled to vote) is required for the election.

D Habilitations and Honorary Doctorates

HABILITATION

Art. 13 ¹ The Habilitation Regulations of the Faculty of Humanities apply to habilitation procedures.

² The Rules of Procedure shall apply in addition.

HONORARY PROMOTIONS

Art. 14 ¹ The Faculty confers the honorary title of Doctor of Philosophy (honoris causa) on individuals who have distinguished themselves through outstanding scholarship or contributions to intellectual life. Proposals for honorary doctorates shall be submitted to the Dean's Office upon request.

² Two-thirds of the votes of the present voting members of the Faculty Board are required for the acceptance of the proposal.

E Final Provisions

APPLICATION OF THE RULES
OF PROCEDURE

Art. 15 These Rules of Procedure shall apply mutatis mutandis to the commissions and working groups.

F Transitional Provisions

ENTRY INTO FORCE

Art. 16 ¹ The Rules of Procedure of May 4, 2015 are repealed.

² The new Rules of Procedure shall enter into force on 5 October 2022.

Bern, October 5, 2022

On behalf of the Faculty Board:

The Dean:

Prof. Dr. Gabriele Rippl