



Agency for
Quality Assurance
and Accreditation
Austria

Rules of Procedure of the Board of the Agency for Quality Assurance and Accreditation Austria

RoP Board

adopted at the 1st meeting on 16 January 2012,
amendments on 14 December 2012, 10 February 2016
and 31 March 2020,
last amended at the 63rd meeting on 11 November 2020

2020

Imprint:

Board of AQ Austria - Agency for Quality Assurance and Accreditation Austria

Franz-Klein-Gasse 5, 1190 Wien

office@aq.ac.at, www.aq.ac.at

Vienna, adopted by the Board at its 1st meeting on 16 January 2012,

amendments on 14 December 2012, 10 February 2016 and 31 March 2020,

last amended at its 63rd meeting on 11 November 2020, version 2.1

Rules of Procedure of the Board of the Agency for Quality Assurance and Accreditation Austria

(RoP Board)

Pursuant to § 9 para. 3 in conjunction with § 10 para. 5 of the Act on Quality Assurance in Higher Education (Hochschul-Qualitätssicherungsgesetz, HS-QSG), F. L. G. I no. 74/2011, last amended by the Federal Act published in F. L. G. I no. 77/2020, the Board of the Agency for Quality Assurance and Accreditation Austria (AQ Austria) adopts the following

Rules of Procedure of the Board of the Agency for Quality Assurance and Accreditation Austria

§ 1. Head of the Board

(1)

The Board shall elect a President as well as a Vice President from amongst its members. The election shall be announced no later than two weeks prior to the election date. The election shall be effective as soon as at least ten votes are cast for one candidate. The voting shall be carried out by secret ballot if a member makes a motion to that effect.

(2)

The President shall head the Board and the Secretariat and represent the Agency to external bodies.

(3)

The President may permanently delegate individual tasks to the Managing Directors. These tasks shall be defined in the Rules of Procedure of the Secretariat.

(4)

If the President is temporarily unavailable, the Vice President shall fill in for him/her. If the Vice President is also unavailable, the oldest Board member in terms of age shall fill in for him/her.

(5)

The President and the Vice President can be recalled from office if at least five Board members file a motion to that effect. Ten votes are required to pass a resolution for removal.

(6)

In the event of permanent unavailability, recall or resignation of the President or Vice President, a re-election shall take place without delay.

§ 2. Convening of meetings

(1)

Board meetings (plenary sessions) shall be convened in writing by the President at least twice a year, with the preliminary agenda being announced. Meetings shall be convened at least two weeks in advance.

(2)

A meeting shall also be convened if at least five Board members file a motion to that effect, with the agenda being announced.

(3)

The meetings shall not be open to the public and the topics discussed shall be treated confidentially. Opinions voiced by individual members and their voting behaviour must not be brought to the attention of third parties or the public.

§ 3. Chair and organisation of meetings

(1)

The meetings shall be chaired by the President. He/she shall determine the order of reports and issues to be discussed on the basis of the agenda, give the floor to the individual members, determine the quorum and proclaim the Board's decisions.

(2)

The Board may provide for the possibility to hold virtual meetings. In that case, the necessary procedures shall be made.

(3)

The Managing Directors shall be entitled to participate in the meetings. Other members of the Secretariat may be asked to participate in the meeting or may be called in on individual agenda items.

§ 4. Agenda

(1)

The President shall draft the preliminary agenda which shall be adopted at the beginning of the meeting.

(2)

In any case, the agenda shall include the following items: ascertaining a quorum, adoption of the minutes of the previous meeting, report of the President, other reports, any other business.

(3)

Each Board member may file a written motion for including items defined by him/her into the agenda at least one week prior to the meeting. The members shall be notified of the amended preliminary agenda without delay. It is permissible to add items to the agenda during the meeting by passing a resolution to that effect.

(4)

A decision on accreditations or certifications pursuant to § 9 para. 1 subpara. 1 HS-QSG must not be included in the agenda, unless this procedure has already been on the preliminary agenda.

(5)

With respect to individual agenda items, informants may be invited upon resolution of the Board or upon request of the President. The informants shall be bound to secrecy.

§ 5. Passing of resolutions

(1)

The Board shall have a quorum if at least ten members are present in person or, in the case of decisions taken in writing, if at least ten members submitted their written vote. A decision shall be passed if at least eight members vote in favour of a motion.

(2)

The voting right shall be exercised in person. It is not permitted to transfer one's right to vote. As a rule, resolutions are passed by open ballot.

§ 6. Resolutions in written form

(1)

Matters that need not be discussed specifically or urgent matters where decisions appear necessary prior to the next meeting can be taken in writing initiated by the President. At least one week's time shall be allowed to submit a written response.

(2)

The motion must be filed in writing (electronically or on paper) and contain a rationale. It must be worded in such a way that it can be voted on in favour or against.

(3)

Decisions can be taken only if at least eight members have voted in favour of a motion within the specified time period. There is no decision in writing possible if only one member requests a discussion or less than ten written responses have been submitted. In that case, the matter shall be put on the agenda for the next meeting.

(4)

The members shall be notified of the voting results in the next meeting.

§ 7. Setting up of committees

(1)

The Board can decide to set up standing and temporary committees and define their responsibilities. The committees may call in external experts. Those experts shall be bound to secrecy.

(2)

The committee shall elect a chairperson from amongst its members. The chairperson of the committee shall report to the Board on the committee's activities on a regular basis.

(3) The Board may issue separate Rules of Procedure for the committees. Otherwise, the Board's Rules of Procedure shall apply to the committees by analogy.

§ 8. Conflict of interest of a member

The grounds for conflicts of interest defined by § 7 of the General Administrative Procedure Act (Allgemeines Verwaltungsgesetz, AVG), F. L. G. 1991/51 shall apply to the members. In case of doubt, the Board shall decide on whether a ground for conflict of interest exists. In any case, a conflict of interest shall be presumed if a member itself declares to be biased. A biased member shall leave the meeting for as long as the respective matter is discussed.

§ 9. Minutes of meeting

(1)

Minutes shall be taken at each Board meeting. The minutes may be drawn up by the Secretariat.

(2)

The minutes shall be a results report of the meeting. In any case, it shall indicate the names of the members present, the motions filed and the resolutions passed as well as the results

of the votes, including a breakdown of votes. The contents of the reports and debates shall only be reported to the extent that seems necessary to understand the resolutions taken.

(3)

The minutes shall be signed by the President as well as the keeper of the minutes and shall be sent to the members together with the invitation to the next meeting at the latest. It may allow a specified period of time for submitting objections in writing. In such case, the minutes shall be deemed adopted if no objections are raised within the specified period. If no time period has been specified for raising objections in writing, any objections to the minutes shall be raised in the following meeting.

§ 10. Remuneration

(1)

The members of the Board perform their responsibilities in addition to their main occupations. The members are entitled to receive remuneration for their work, the amount of which shall be approved by the competent Federal Minister pursuant to § 7 para. 6 HS-QSG, and are to be reimbursed for their travel expenses.

(2)

They shall be entitled to receive attendance fees only if they stay from the beginning of a meeting to its end. The President shall decide on any substantiated exceptions.

(3)

Applications for attendance fees and the reimbursement of travel expenses shall be filed within two weeks after the meeting.

§ 11. Amendments of the Rules of Procedure

Amendments of the Rules of Procedure can be adopted by the Board and shall be presented to the General Meeting for a statement.

§ 12. Entry into force

(1)

These Rules of Procedure shall enter into force upon the Board's resolution.

(2)

Pursuant to § 12 para. 1 subpara. 3 HS-QSG, the Rules of Procedure shall be provided to the General Meeting for a statement.

