

05.05.2026

Unofficial translation

Rules of procedure of the Student Parliament of the Georg-August-University of Göttingen (StuPaGO)

Table of contents:

I. PRESIDIUM

- § 1 Chair
- § 1a Allocation of tasks
- § 2 Constructive vote of mistrust
- § 3 Invitation
- § 4 Opening of the meeting, quorum, proper notice, adoption of the agenda
- § 5 Members and deputies of the Student Parliament
- § 6 Attendance

II. AGENDA

- § 7 Draw up
- § 8 Content
- § 9 Right to submit proposals and questions
- § 10 Submission and withdrawal of proposals
- § 11 Questions not included in the agenda

III. RULES OF NEGOTIATION

- § 12 Parliamentary breaks
- § 13 Acceptance of the proposal consultation
- § 14 Budget debate
- § 15 Proposals and motions with a financial burden
- § 16 1st reading
- § 17 2nd reading
- § 18 3rd reading
- § 19 Proposal for non-adjudication

IV. SPEAKING REGULATIONS

- § 20 Word allocation
- § 21 Limits on speaking time
- § 22 Closure of the speaking list
- § 23 Proposal to close the debate
- § 25 Personal statement
- § 26 The right to speak of advisory members and guests
- § 27 Regulations issued by the President
- § 28 End of the meeting, adjournment, suspension

V. VOTING

- § 29 Time of the vote
- § 30 Passing of Resolutions
- § 31 Simple majority
- § 32 Absolute majority
- § 33 Two-thirds majority
- § 34 Election of individuals
- § 35 Secret ballot and roll-call vote
- § 36 Majority of proposals
- § 37 Discharges

VI. MINUTES

- § 38 Preparation, content and publications of the minutes

VII. OTHER PROVISIONS

- § 39 Committees
- § 40 Budget committee
- § 41 Amendments to the Rules of Procedure
- § 42 Entry into force

I. Presidium

§ 1 Chair

- (1) ¹The Presidium of the Student Parliament comprises the President and two Vice-Presidents (§ 13 I S.1 OrgS). ²The Presidium chairs the meeting (§ 8 IV S.1 OrgS). ³Furthermore, the members of the Presidium represent the Student Parliament externally and, where necessary, in dealings with other bodies of the university's self-governing administration.
- (2) ¹It is the responsibility of the Presidium, without prejudice to any proposals concerning the Rules of Procedure, to interpret the OrgS, these Rules of Procedure and all other statutes of the Student Body in relation to all matters under discussion. ²The Presidium decides by a vote; in the event of a tie, the President has the deciding vote. ³This applies to the first or second deputy in accordance (§ 8 IV S.2-4 OrgS)
- (3) ¹Members of the Presidium may only take part in the discussion on matters of the Rules of Procedure. ²In order to be able to speak on other matters, the relevant member of the Presidium must arrange for a temporary replacement. ³Once a member of the Presidium has spoken on an item on the agenda, they may not resume their role as a member of the Presidium until the discussion has concluded.
- (4) In cases where a decision by the Student Parliament is to be taken by circulation, the President will make the necessary arrangements.
- (5) The President informs the Student Parliament of the outcome of the decision taken by circulation in an appropriate manner.

§ 1a Allocation of tasks

¹The members of the Presidium decide on the allocation of responsibilities within the Presidium by consensus. ²If consensus cannot be reached, decisions will be taken in accordance with § 1 II, with the tasks to be divided equally.

§ 2 Constructive vote of mistrust

¹The Student Parliament may pass a vote of mistrust against a member of the Presidium by electing a successor by a majority of its members; the provisions of § 11 III OrgS apply in this regard. ²In the event of such a proposal of mistrust another member of the Presidium chairs the proceedings. ³In all other respects, the provisions of §§ 8 III, 13 II of the OrgS apply.

§ 3 Invitation

- (1) The invitation to the Student Parliament session, together with the necessary attachments and the minutes of the last session, must be sent by the Presidium at least seven days before the session, at least in text form, to the members of the Student Parliament, the members of the AStA, the Sports Department, the spokesperson for the FSRV, the RIS (ISC) and the student councils.
- (2) The invitation includes the announcement of staff elections and the provisional agenda.
- (3) In the case of budget and supplementary budget deliberations, a draft of the relevant document should be provided as an attachment with the invitation.

- (4) During the semester, the Student Parliament has to meet at least once every four weeks or, upon a relevant request in accordance with § 13 IV a) to e) OrgS as soon as possible and no later than within 14 days.
- (5) The sessions within a parliamentary term are numbered consecutively, starting with 01 in two-digit decimal notation. The 01st session is the first session following the constituent session.

§ 4 Opening of the session, quorum, proper notice, adoption of the agenda

- (1) ¹At the start of each session, the Presidium checks attendance and determines whether a quorum is present. ²The two secretaries will then be appointed. ³Re-election is permitted.
- (2) Upon a point of order, the secretaries may be replaced even during a sitting.
- (3) ¹The Student Parliament has a quorum if the session has been duly summoned and a majority of the members entitled to vote are present. ²The sessions chair determines whether a quorum is present at the start of the session (§ 6 I OrgS).
- (4) ¹The Student Parliament is deemed to have a quorum even if the number of voting members present decreases during the session, provided that no member objects on the grounds that a quorum is not present; when determining whether the body still has a quorum, such a member may not be counted among the members present. ²If the sessions chair determines that a quorum is not present, they need to convene another session as soon as possible, at least to deal with the outstanding items on the agenda (§ 6 I OrgS).
- (5) Once attendance has been established, a quorum confirmed and the two secretaries appointed, the Student Parliament adopts the final agenda, taking into account any proposed amendments and additions.

§ 5 Members and deputies of the Student Parliament

- (1) ¹Members of the Student Parliament are all directly elected members of the Student Parliament in accordance with the official election notice (see § 7 III OrgS). ²If a member is unable to attend, they are obliged to arrange for a substitute and to notify the Presidium. ³When determining who is to act as a substitute, the order of the substitutes must be followed.
- (2) Substitutes are the candidates on a list of nominations who have not been elected but have received at least one vote, listed in the order specified in the official election notice (§ 7 IV 1 OrgS).
- (3) Advisory members of the Student Parliament are the student representatives, the spokesperson for the FSRV and the spokesperson for the RIS (ISC) (§ 12 VI OrgS).
- (4) ¹Guests from the student body are allowed to attend the session. ²Individuals who can assist with the consideration of a matter and who are not members of the student body may be invited to attend a session as guests, provided their attendance is deemed necessary or appropriate. ³The invitation is issued by the President.

§ 6 Attendance

- (1) ¹The members and deputies of the Student Parliament must sign into the attendance register provided by the Presidium. ²If a member or their deputy leaves the session early, they must sign out of the attendance register provided.
- (2) Guests must sign into a guest list provided by the Presidium. They may register using a pseudonym, provided they have previously submitted their real name to the Presidium. This is permissible on data protection grounds.
- (3) ¹If members of the AStA are unable to attend a session of the Student Parliament, they must notify the Presidium in advance of the session (§ 18 VI OrgS). ²The Presidium will announce this under the agenda item "Announcements by the Presidium".
- (4) ¹A person is considered present if they have signed the attendance register using their real name or a pseudonym and are in the parliamentary chamber. ²To register using a pseudonym, you must first provide your real name to the Presidium. ³This is permissible on data protection grounds. ⁴Self-chosen names must not be offensive, politically charged, vulgar, excessively long (more than 150 characters including spaces), racist, discriminatory, transphobic, misogynistic, or the names/self-chosen names of other attendees. ⁵The Presidium of the Student Parliament decides whether to approve or reject self-chosen names. ⁶If the application is rejected, a written explanation must be provided. ⁷If the person who has received a rejection of their chosen name considers this to be unjustified, they may request a decision from the Student Parliament, which will be taken by a simple majority.

II. Agenda

§ 7 Draw up

- (1) The Presidium shall give seven day's notice of the date on which the provisional agenda is to be drawn up.
- (2) ¹The provisional agenda is drawn up by the Presidium. ²To this end, proposals for resolutions must be submitted in writing to the AStA Secretariat or directly to the Presidium of the Student Parliament by the date the agenda is drawn up at the latest. ³Proposals may also be submitted up to and including the time when the final agenda is adopted.

§ 8 Content

- (1) ¹The agenda must include at least the following:
 - a. Confirmation that the session has been duly summoned and that a quorum is present;
 - b. Appointment of two secretaries;
 - c. Adoption of the final agenda;
 - d. Approval of the minutes of the last session;
 - e. Announcements from the Presidium;
 - f. Report from the AStA;
 - g. Questions for the AStA;
 - h. Debate on the report from the AStA;
 - i. Miscellanea.²If an interim AStA is in office in accordance with § 16 XIII OrgS, it will, in the first sentence, take the place of the AStA.

- (2) Where necessary, the following items shall be included on the agenda:
- a. Report from the Budget Committee;
 - b. Announcements;
 - c. Referrals for counselling;
 - d. Enquiries.
- (3) ¹The election of new members of the Presidium will take place immediately following the appointment of two secretaries. ²In all other cases, the items on the agenda referred to in paragraph 1 take precedence over other items on the agenda. ³This does not apply to paragraph 1 i), which is always the final item on the agenda. ⁴The report from the Budget Committee must follow immediately after the report from the AStA, the questions to the AStA and the debate on the report from the AStA. ⁵Proposals on the substance of the matter always precede elections.

§ 9 Right to submit proposals and questions

Every member of the student body has the right to submit proposals and questions to the Student Parliament (§ 5 II OrgS).

§ 10 Submission and withdrawal of proposals

- (1) The Presidium has to include proposals which, by their very nature, could not be submitted in writing prior to the drawing up of the agenda (urgent proposals) on the final agenda without a vote.
- (2) ¹Notwithstanding § 24 II, the Student Parliament decides by resolution whether proposals submitted in writing, which are not urgent proposals within the meaning of paragraph 1, are to be included on the agenda. ²The decision must be taken without any prior explanation or discussion of the proposal.
- (3) A proposal to remove an item from the agenda cannot be passed if at least 10 members or one third of the members present object.
- (4) ¹To ensure that the sessions runs smoothly and efficiently, where there are several proposals with similar content, a proposal may be tabled to remove them all at once (block vote). ²A block vote cannot take place if at least 10 members object.

§ 11 Questions not included in the agenda

¹At the start of every session at which a quorum is present, members of the student body may submit brief questions, at least in writing, the text of which must be received by the Presidium before the session begins. ²The President reads out the questions approved by the Presidium. ³These requests must be considered by the Students Parliament or included on the provisional agenda for one of the forthcoming sessions.

III. Rules of negotiation

§ 12 Parliamentary breaks

¹At the request of the parliamentary groups, the Presidium may, by way of derogation from § 24 II, authorise breaks for the parliamentary groups of a reasonable and appropriate duration. ²The approval may be revoked by a majority vote. ³If the Presidium does not approve a requested break for a parliamentary group, the Student Parliament may approve it by a simple majority. ⁴Once the authorised break has ended, the Student Parliament will reconvene. ⁵The session must be resumed within a period

of time identical to the previously approved duration, and no later than 15 minutes after that time has elapsed. ⁶If this does not happen, the Student Parliament is deemed not to have a quorum.

§ 13 Acceptance of the proposal debate

¹The Presidium puts main and subsidiary proposals forward for discussion by means of an explicit statement. ²They will then be considered in accordance with the provisions of this section.

§ 14 Budget debate

- (1) ¹During the debate on the budget or on supplementary budgets, proposals that result in additional expenditure or a shortfall in revenue compared with the budget or the supplementary budgets may only be tabled if they also include proposals to cover the resulting additional expenditure or shortfall in revenue. ²The proposal and the proposed settlement constitute a single, indivisible proposal for the debate.
- (2) The draft budget cannot be discussed in the Student Parliament unless the Budget Committee has had the opportunity to consider it beforehand and issue a recommendation (see § 6 I FinO).

§ 15 Proposals and motions with a financial burden

- (1) If motions or proposals are tabled in the Student Parliament that are likely to place a financial burden on the student body, either now or in the future, and if, according to the Financial Officer, this additional expenditure would result in the budget being exceeded, or if, according to the Financial Officer, the funds allocated in the budget are insufficient to cover the costs, the proposal may only be considered if it complies with the provisions of the FinO.

§ 16 1st reading

- (1) ¹During the initial consultation (first reading), the applicant sets out the grounds for their application. ²The Student Parliament may decide to refer the proposal to a committee, not to proceed to a detailed debate, or to adjourn the debate.
- (2) ¹If a procedural proposal to consider and discuss this agenda item in English has been adopted, the proposal will be considered and discussed in English. ²Provided that a person with a legitimate interest is present at the student parliament and that this interest is clearly apparent to the student parliament. ³If members of Parliament require a translation, this will be provided by a member of the student body who is present. ⁴Alternatively, volunteers may be appointed for this purpose; otherwise, this task falls to a member of the Presidium.

§ 17 2nd reading

- (1) ¹During the individual debate (second reading), the President puts the proposal to the House section by section. ²This is the latest point at which amendments and additions may be tabled and considered. ³These must be submitted in writing to the Presidium.
- (2) ¹Amendments may be accepted by the applicant. ²This is not the case if an amendment relates to content that has already been amended by a vote.
- (3) The rules governing the conduct of business and discussion in English, as set out in § 16, also apply to this reading.

§ 18 3rd reading

- (1) ¹During the final debate (third reading), the proposal ready for a vote will be presented. ²If there are no further comments on the matter as a whole, the applicant will be given the floor for closing remarks.
- (2) During the final debate, proposals may be tabled to adopt the resolution in sections, to adjourn the debate, or to refer the matter to a committee.
- (3) The rules governing the conduct of business and discussion in English, as set out in § 16, also apply to this sitting.

§ 19 Proposal for non-adjudication

- (1) ¹A proposal to decline to consider a proposal is only admissible before the first reading begins. ²It cannot be raised in relation to procedural proposals.
- (2) If a debate is held on a proposal to dismiss, the applicant for the proposal to dismiss has to be given the opportunity to make a closing statement before the original applicant; the proposal will then be put to the vote.

IV. Speaking regulations

§ 20 Word allocation

¹When allocating speaking time, the Presidium takes into account the frequency of a speaker's contributions as well as the gender balance on the list of speakers.

²Otherwise, the president calls upon members to speak in the order in which they have requested the floor.

§ 21 Limits on speaking time

- (1) ¹A request to limit speaking time may be made at any time. ²The restriction applies, depending on the proposal, until the next vote or until the next item on the agenda, but no later than the next item on the agenda. ³The closing remarks cannot be restricted.
- (2) ¹A request to limit speaking time may also be made to the Presidium whilst a speaker is speaking. ²The Presidium grants this request, provided it considers a restriction to be appropriate. ³If there is an objection, the proposal will be put to a vote.
- (3) Speaking time must not be limited to less than one minute.

§ 22 Closure of the speaking list

- (1) During the debate on a matter, the list of speakers may be closed by a resolution of the Student Parliament, notwithstanding § 24 II. If it is decided to close the list of speakers, there is still an opportunity to be added to it.
- (2) The provision set out in paragraph 1 applies mutatis mutandis to elections of staff; it does not apply to the agenda item „Questions to the AStA“.

§ 23 Proposal to close the debate

- (1) ¹If a proposal to close the debate is moved, notwithstanding § 24 II, a vote has to be taken immediately after hearing an opponent; the resolution requires a two-thirds majority of the members. ²A reasoned objection takes precedence over a formal objection. ³If the proposal is carried, only the mover of the proposal under discussion is entitled to make a closing statement.

- (2) In the case of elections to the student council and the agenda item „Questions to the AStA“, a proposal to close the debate is not permitted.

§ 24 Proposals and statements regarding the procedure and the rules of procedure

- (1) ¹Members and deputies of the Student Parliament who wish to comment on the proceedings or table proposals regarding the rules of procedure will be given the floor outside the speaking order. ²To this end, the Presidium will interrupt current speeches after five minutes at the earliest. ³A member or deputy of the Student Parliament who has been granted the floor on a point of order may only speak on the procedural handling of the agenda item currently under discussion or on the point of order that has been raised.
- (2) ¹Unless otherwise provided for in these Rules of Procedure, a procedural motion is deemed to have been adopted unless an objection is raised. ²If an objection is raised, a vote must be taken on whether to hear an opposing speaker before the discussion on the matter at hand continues with regard to the current agenda item.
- (3) Proposals regarding the rules of procedure are:
- a. Proposal to change the secretaries [§ 4 II StuPaGO].
 - b. Proposal to establish a quorum [§ 4 IV StuPaGO].
 - c. Proposal to add an item to the agenda [§ 10 I StuPaGO].
 - d. Proposal for a break of the parliamentary groups [§ 12 StuPaGO].
 - e. Proposal to decline to consider a proposal [§ 19 StuPaGO].
 - f. Proposal to limit speaking time [§ 21 StuPaGO].
 - g. Proposal to close the list of speakers [§ 22 StuPaGO].
 - h. Proposal to close the debate [§ 23 StuPaGO].
 - i. Proposal to adjourn the session [§ 28 II StuPaGO].
 - j. Proposal for a secret vote [§ 35 StuPaGO].
 - k. Proposal for a vote by name [§ 35 StuPaGO].
 - l. Proposal to revoke a disciplinary measure imposed by the presidium [§ 27 StuPaGO].
 - m. Proposal for the right to speak for guests [§ 25 III StuPaGO].
 - n. Proposal to postpone an agenda item [§ 28 III StuPaGO].
 - o. Proposal for a hearing between two rounds of voting [§ 34 III StuPaGO].
 - p. Proposal to exclude the public, restrict attendance to the university community, or restrict attendance to the student body regarding an item on the agenda.
 - q. Proposal for an item on the agenda to be dealt with and discussed in English [§ 16 II StuPaGO].
 - r. Proposal to strike out items on the agenda in blocks where their content is similar [§ 10 IV StuPaGO].

§ 25 Personal statement

- (1) ¹Once an item on the agenda has been dealt with, those present may be given the floor to make a personal statement. ²Speakers may not address the matter at hand, but may only refute remarks made about them during the debate or correct their own statements. ³They must not speak for longer than three minutes.
- (2) If the statement is at least in text form, its wording must be included in the minutes.

§ 26 The right to speak of advisory members and guests

- (1) Advisory members under § 12 VI OrgS may always take part in the deliberations.

- (2) ¹All students have the right to speak during Student Parliament sessions under the agenda items „Announcements“, „Enquiries“, „Questions to the AStA“, „Discussion of the AStA report“ and „Various things“. ²You also have the right to speak when the minutes are approved if the matter concerns you personally.
- (3) ¹Guests wishing to speak must first sign the attendance register provided by the Presidium. ²Notwithstanding paragraph 2, the Presidium may grant guests the right to speak. ³If there is an objection, a vote must be taken.

§ 27 Regulations issued by the President

- (1) ¹The President may call for order or ask members to stick to the point, and may withdraw the floor after two warnings, whilst the item in question is being discussed. ²If a person present behaves inappropriately, he or she is entitled to order that person to leave the room.
- (2) ¹Upon proposal, the Student Parliament may decide to reverse such a measure. ²In this case, the person concerned is not entitled to submit a proposal or to vote.

§ 28 End of the session, adjournment, suspension

- (1) The session will be closed once all items on the agenda have been dealt with.
- (2) The Student Parliament may, upon proposal, decide to adjourn a session, in particular to facilitate the formation of an opinion regarding the matter under discussion or to be put to a vote.
- (3) ¹The Student Parliament may, upon proposal, postpone the consideration of an agenda item if new issues have arisen during the discussion that require detailed debate, or if there is another valid reason for the postponement. ²A matter shall not be postponed if it has already been postponed once.

V. Voting

§ 29 Time of the vote

Once negotiations on all main and subsidiary motions have been concluded, a vote has to be taken in accordance with the provisions of this section.

§ 30 Passing of Resolutions

Unless otherwise provided for in the statutes, the Student Parliament passes its resolutions by a simple majority of votes, provided that a majority of its members are present.

§ 31 Simple majority

A simple majority means that the number of „yes“ votes exceeds the number of „no“ votes.

§ 32 Absolute majority

„By a majority of its members“ means that the number of votes in favour is more than half the number of members of the student parliament.

§ 33 Two-thirds majority

A two-thirds majority of members means that the number of votes in favour must be at least two-thirds of the total number of members of the student parliament.

§ 34 Election of individuals

- (1) The provisions of the OrgS and these Rules of Procedure regarding resolutions apply to elections of individuals.
- (2) ¹Candidates are invited to introduce themselves to the student parliament. ²After that, questions may be put to the candidate.
- (3) ¹Upon proposal, questions may be put to the candidates before each new round of voting. ²Newly nominated candidates are always interviewed.
- (4) ¹If an elected representative announces their resignation, a session to hold a by-election must be summoned no sooner than seven days later. ²This does not apply if the resignation is declared in connection with an election for which notice has been duly given, or if the declaration of resignation is intended to pre-empt a vote of no confidence that is due to take place at the same time.

§ 35 Secret ballot and vote by name

- (1) ¹On the proposal of a member or a deputy of the Student Parliament, the vote has to be taken by secret ballot or by name. ²There is no need to vote on such a proposal. ³The proposal for a secret ballot takes precedence.
- (2) In the event of a vote by name, the names and voting records of all members taking part in the vote have to be recorded in the minutes.

§ 36 Majority of proposals

¹Where several proposals relating to a single item on the agenda are tabled, the proposals, which vary in scope, have to be put to the vote one after the other, starting with the most far-reaching one. ²In all other cases, proposals must be put to a vote in turn.

§ 37 Discharges

The Student Parliament may not approve the discharge of liability unless it has first heard the opinion of the Budget Committee, the auditor's report and, where applicable, a statement from the AStA whose liability is to be discharged.

VI. Minutes

§ 38 Preparation, content and publications of the minutes

- (1) ¹The secretaries have to draw up minutes of the proceedings of the Student Parliament. ²The minutes will be checked by the Presidium and amended if necessary. ³The minutes will be made publicly available to the university community within 14 days where possible, but no later than 7 days before the next meeting of the Student Parliament.
- (2) These minutes contain:
 - a. a summary of the reports or a copy of the written report submitted for the session, and the answers to the questions raised;

- b. the names of the candidates standing for election to staff positions, the (list-) names of the nominating members or deputies of the Student Parliament, and the result of the election;
 - c. the wording of all main and subsidiary motions, the (list-) names of the proposers, and the result of the vote;
 - d. Explanatory notes to the minutes, which must be submitted to the Presidium in writing at the very least;
 - e. The attendance registers.
- (3) Once approved by the Student Parliament, the minutes will be made publicly available to the student body on the Student Parliament's website.
- (4) The minutes should use gender-neutral language.
- (5) If a procedural proposal to conduct business and hold discussions in English regarding an agenda item has been adopted, this has to be noted in the minutes and any interpreters must be identified by name or pseudonym.

VII. Other provisions

§ 39 Committees

- (1) ¹The committees and commissions decide amongst themselves who will chair them, unless the Student Parliament decides otherwise. ²Until a chairperson is elected, a member of the Student Parliament's Presidium will take on this role.
- (2) ¹The committees and commissions hold their sessions in camera. ²These Rules of Procedure apply to their proceedings, unless the committee or the commission adopts its own rules of procedure. ³§ 6 VI 2 OrgS (Exclusion of Circulation Procedures) does not apply to committees and commissions of the Student Parliament.
- (3) The FSRV may appoint one advisory member to the Budget Committee and to all committees and commissions of the Student Parliament that deal with university and academic matters, as well as with student representative body matters (§ 15 I OrgS).

§ 40 Budget committee

- (1) The members of the Budget Committee are appointed during the constituent meeting of the Student Parliament in accordance with §§ 10 IV, 15 III OrgS.
- (2) The chair of the Budget Committee should come from the opposition.

§ 41 Amendments to the Rules of Procedure

These Rules of Procedure may only be amended by a two-thirds majority of the members, as defined in § 31 StuPa GO.

§ 42 Entry into force

¹These Rules of Procedure enter into force upon their adoption and will be published in the official communications (Amtliche Mitteilungen I) of the Georg-August-University of Göttingen. ²At the same time, the previous version of the Rules of Procedure of the Student Parliament of the Georg-August-University ceases to apply.