



## SCIENTIFIC COUNCIL RULES OF PROCEDURE<sup>1</sup>

Under By-Laws § 12, paragraph 6, the Scientific Council adopts the following Rules of Procedure. Upon approval of the administrative board, these go into effect on July 1, 2005<sup>2</sup>.

### § 1

#### Duties and Responsibilities

1. Under Foundation By-Laws § 12, paragraph 1, a Scientific Council consisting of outside members shall collaborate on scientific matters of fundamental importance.
2. Elections to the Scientific Council under By-Laws § 12, paragraph 2, shall be held in accordance with the then-current version of the election regulations for members of the Scientific Council.
3. The Scientific Council and its activities shall be presided over by the Council's chair and, should he be unable to do so, by the vice-chair.
4. Scientific Council members shall make no use of, or disclose to others, any third-party commercial or trade secrets of which they become aware in the performance of their duties and obligations.

### § 2

#### Conduct of Business

1. The Scientific Council generally meets on site at the research facilities.
2. Meetings of the Scientific Council shall be called by the chair, giving at least two weeks' notice. The Scientific Council may also meet at short notice, if no member objects, upon request of at least three of its members, the Board of Directors or the Foundation Council.
3. When a meeting is called, the members of the Scientific Council shall be sent a provisional agenda, to be prepared by the chair, regarding the items for discussion at the meeting; notice shall simultaneously be given to the chair of the Foundation

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<sup>1</sup> New version of rules by 14 June 2019: Update of logo, Replacement of Administrative Board by Foundation Council, gender-sensitive language

<sup>2</sup> An amendment in the by-law of the foundation „Deutsches Elektronen-Synchrotron“ was approved on 13/08/26 by the supervisory authority for foundations. In this context the Administrative Board was replaced by a Foundation Council.

Council, the Board of Directors, the chair of the Scientific Committee and the president of the Helmholtz Association.

### § 3

#### Meeting procedures

1. If a member of the Scientific Council objects to the agenda sent or to deliberation on an item provided therein for discussion, at the meeting there shall be a vote taken thereon. Prior to commencement of the agenda, a decision shall be made regarding admission to the agenda of any item for discussion that was not on the agenda sent.
2. At the request of anyone proposing a motion, an item on the agenda shall be dealt with in confidence.
3. The chair shall make the wording of motions and the voting sequence known in advance of the vote.  
The Scientific Council may make its decisions by secret ballot or by open vote. Votes concerning persons shall generally be taken by secret ballot. A motion passes if it receives a simple majority of valid votes cast.
4. Minutes of meetings of the Scientific Council are to be kept. These shall contain an attendance list and the results of proceedings, recording in particular any decisions taken therein and the reasons therefor, insofar as the latter are needed to understand the decisions. Upon request, divergent opinions are to be recorded in the Minutes of the meeting.  
The following session of the Scientific Council shall discuss and approve a draft of the Minutes, with changes if need be.  
The Scientific Council shall appoint a Secretary.  
Minutes shall be signed by the chair, and in his/her absence by the vice-chair.

### § 4

#### Committees

1. Subcommittees may be appointed by the Scientific Council to prepare its decisions. Members of subcommittees and subcommittee chairs shall be chosen by simple majority vote. Subcommittees may also contain members who do not belong to the Scientific Council.
2. Meetings of subcommittees shall be called by their chairs or, if none has been designated, by their eldest member.
3. The provisions of these Rules of Procedure shall apply by analogy to meetings of the subcommittees.
4. Subcommittees shall report to the Scientific Council orally or in writing regarding the results of their deliberations. The reporter shall be appointed by the subcommittee.

### § 5

#### Premature Departure

If a member of the Scientific Council wishes to withdraw prior to expiration of his term of office, he/she shall communicate his intent to the chair of the Scientific Council, if possible, three months prior to the planned departure.