



# RULES OF PROCEDURE FOR DEPARTMENT COUNCIL AT DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

Prepared within the framework of the standard rules of procedure for the Department Council as laid down by the rector, cf. Aarhus University statutes, §26 (1).

## **Number of members, constitution, etc.**

**§ 1.** The Department Council consists of approx. (10-25) members. The Department Council consists of the Head of Department and representatives elected from among the department's academic staff, including PhD students, the department's technical-administrative staff and the department's students.

(2). The Head of Department is chairman of the Department Council. The Department Council elects a vice-chairperson(s) from among the elected members of the academic staff.

(3). The composition of the Department Council must take into account the size, composition and diversity of the department, and appropriate representation of academic staff, PhD students, technical-administrative staff and students must be ensured.

(4). The number of members and the structure of the Department Council must be determined by the Head of Department, taking into account that the council must be genuinely functional.

**§ 2.** The student members of the Department Council are normally elected for a period of one year. The other members of the Department Council are normally elected for a period of 4 years.

(2). The dean may choose a different election period, cf. section 3.

(3). At the first meeting after the newly elected student representatives have taken office, the Head of Department provides information about the work of the Department Council and the council's meeting schedule is determined.

**§ 3.** The dean approves the size of the Department Council and the term of office of the elected members.

## **Tasks**

**§ 4.** The task of the Department Council is to:

1) to ensure the development of ideas, quality, transparency and legitimacy in all decisions on academic issues

2) to ensure the department's academic and social identity and coherence.





(2). The Head of Department must ensure co-determination on academic matters in a broad sense through ongoing and timely involvement. The Head of Department must therefore discuss important issues within research, talent management, knowledge exchange and education with the Department Council.

(3). The Department Council may comment on all academic matters of significant importance to the department's activities and is obliged to discuss the academic matters presented by the Dean or the Head of Department.

(4). The Department Council has the right to express its views to the Dean.

### Form of work

**§ 5.** The Head of Department prepares an agenda for the meetings in co-operation with the vice-chairperson(s).

(2). The Head of Department and the vice chairperson(s) are responsible for preparing an annual wheel and a plan for regular meetings to ensure that all relevant topics are discussed in a planned and timely manner.

(3). The annual wheel of the Department Council should include, among other things:

- 1) The department's strategy
- 2) Thematic discussions on matters of principle
- 3) Budget
- 4) Employment and recruitment policy
- 5) Professor policy
- 6) The department's physical and social framework
- 7) Co-involvement and development of management structures and management forms
- 8) Study environment and well-being

### Meetings

**§ 6.** The Department Council shall hold regular meetings, normally 2-4 meetings per year.

(2). No later than four weekdays before each meeting, the Head of Department must send an agenda, or a cancellation notice to the members. Agendas must be published on the department's website or in another suitable manner at the same time as they are sent out.

(3). If a member requests in writing that a matter be discussed no later than one week before an ordinary meeting, the Head of Department must place the matter on the agenda for the meeting in question.

(4). The Head of Department must ensure that members are provided with the necessary information to assess the cases.





**§ 7.** Extraordinary meetings shall be held when the chairman deems it necessary. Extraordinary meetings must also be held if demanded by one third of the members of the Department Council. The meeting must be held no later than one week after the demand has been made.

(2). Extraordinary meetings must be convened with at least 24 hours' notice. The notice must state the agenda items and contain the information necessary for the assessment of the cases.

**§ 8.** Meetings of the Department Council shall be public. However, the Department Council may decide that the doors shall be closed during the consideration of individual agenda items if the Department Council deems it necessary.

### **Chairing of meetings and handling of cases**

**§ 9.** The Department Council is advisory to the Head of Department.

(2). The meetings of the Department Council are chaired by the Head of Department. The Head of Department decides on all matters relating to the management of the meetings. The items on the agenda are normally dealt with in the order in which they appear on the agenda.

(3). During the meetings, the Department Council may decide to add new items to the agenda, and it may be decided to deviate from the order of the items on the agenda.

### **Convening of substitutes**

**§ 10.** If a member is absent for an extended period of time, an alternate may be called. If no deputies have been elected, an election may be held in accordance with the same rules as the original election (voting or peaceful election) if this is deemed necessary.

### **Minutes and communication**

**§ 11.** The chairman is responsible for preparing minutes of the Department Council's meetings. The minutes are approved by written submission to the members of the Department Council no later than 8 days after the meeting.

(2). The Head of Department ensures that the views and recommendations of the Department Council are included in the subsequent work.

(3). Approved minutes of the Department Council's meetings are published on the department's website or in another similar manner.

(4). The Head of Department is responsible for actively informing about the work of the Department Council.

### **Changes to the rules of procedure and the standard rules of procedure**

**§ 12.** These standard rules of procedure shall enter into force on ... 2023

*Aarhus Universitet, den ... 2023*

