

# Rules of Procedure

## Postdoc Council of the Postdoc Center of Technische Universität Dresden and Helmholtz-Zentrums Dresden-Rossendorf

[translated version]

### Preamble

With the creation of the joint Postdoc Center of Technische Universität Dresden and the Helmholtz-Zentrum Dresden-Rossendorf (HZDR) under the roof of the Graduate Academy (GA), postdocs are the focus of many GA support services related to their own profile and career development. The Postdoc Center's Postdoc Council, hereinafter referred to as PV, is a body of the Graduate Academy of Technische Universität Dresden and HZDR. Its composition and constitution are defined in § 11 of the [Regulations of the Graduate Academy of Technische Universität Dresden of 18.11.2015, taking into account the amending statutes of 05.08.2020](#).

### § 11 Postdoc Council

(1) The postdoc council is the representative body of the postdocs in the Graduate Academy. It aims to network postdocs with each other in order to represent their interests across disciplines.

(2) The postdocs of the Graduate Academy elect up to eleven representatives from their group, who form the postdoc council and, if possible, broadly cover the spectrum of disciplines at the Technische Universität Dresden and the Helmholtz-Zentrum Dresden-Rossendorf.

### §1 Definition

Membership as a postdoctoral researcher in the Graduate Academy is granted upon application and is regulated in §3 of the Regulations of the Graduate Academy of the Technische Universität Dresden. There is also an associate membership according to §4.

Both members according to §3 and associated members according to §4 may be elected to the PV as well as participate in the election to the PV.

### §2 Tasks and Objectives

The aim of the PV is to support the group of postdoctoral researchers at the Dresden University of Technology and the Helmholtz Centre Dresden-Rossendorf in networking across disciplines, representing their interests effectively and actively participating in GA decision-making processes. The PV works self-organised on self-selected topics and in a self-imposed mode, depending on the main interests and (time) capacities of its members. Further tasks of the PV can be summarised as follows:

- (1) Networking across the various departments and institutes
- (2) Contact point for postdocs with concerns and problems
- (3) Organisation of networking events
- (4) Advising the GA on issues concerning postdocs
- (5) Once a year, a postdoc meeting is organised by the PV, which is targeted at all GA postdoc members. At this meeting, the PV reports on current activities and developments and asks about the current needs of the postdocs. The invitation to the postdoc

meeting shall be sent by e-mail to all GA postdoc members at least two weeks before the meeting.

- (6) The PV supports the GA in the acquisition of new candidates for the annual elections of the PV.

### **§3 Constitution and Elections**

- (1) The PV is elected by the postdocs who are members of the GA (cf. §1 Rules of Procedure of the PV) (cf. §11(2) Rules of the Graduate Academy).
  - a. Postdoctoral fellows of the GA may run for election.
  - b. In preparation for the elections, the current PV will prepare a list of candidates in April/May, which will be made available on the PV homepage.
  - c. The elections should take place in May/June of a given year.
  - d. The elections shall be conducted by the GA. Each person entitled to vote has 1 vote for the election of a candidate.
  - e. The 11 candidates with the most votes shall be appointed to the PV.
- (2) The term of office for the PV is 1 year.
- (3) Re-election to the PV is permitted.
- (4) The PV shall elect a spokesperson for the term of office. The Rectorate shall appoint this person as a member of the GA Board in accordance with the GA Rules. The spokesperson shall be a voting member of the GA board.
- (5) The PV shall elect a deputy speaker for the term of office. This person may be invited to the GA Board as a guest without voting rights.
- (6) A member of the PV may resign from office at any time with immediate effect. A replacement is possible on the basis of the election list. Should the spokesperson resign, the deputy spokesperson shall automatically take over as the new spokesperson. The GA must be informed immediately about this process.

### **§4 Meetings**

- (1) The spokesperson and the deputy spokesperson shall convene a meeting at least once a quarter with adequate advance notice. The provisional agenda shall be communicated in advance.
- (2) The meeting is not public, but guests may be invited.
- (3) Minutes shall be taken in English and made available to the members of the PV.

### **§5 Decision-making and resolutions**

- (1) The PV has a quorum if more than half of its members, including the spokesperson or the deputy spokesperson, are attending the meeting.
- (2) Resolutions require a majority of the valid votes cast. Abstentions shall not be counted in the calculation of the majority. In the event of a tied vote in an open vote, the spokesperson shall have the decisive vote. A tie in a secret vote shall require a new debate and voting. Transfer of votes is not permitted. Members who are outvoted may record their dissent in the minutes.
- (3) Resolutions shall be adopted by open vote. A secret ballot shall be held if at least one member so requests.

### **§6 Effective date**

These Rules of Procedure were adopted by the PV on 28.02.2022.

### **§7 Amendments to the Rules of Procedure**

These Rules of Procedure may be amended by resolution of the PV. The amendment shall be adopted by a 2/3 majority of the valid votes cast.