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STATUTES

of the Austrian Students' Union (ÖH) Federal Representation of Students

Pursuant to § 9 para. 2 of the Students' Union Act of 2014 (HSG 2014), BGBl. I No. 45/2014, the ÖH Federal Representation of Students adopts the following statutes:

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SECTION 1

ORGANIZATION AND ADMINISTRATION

Organs of the Austrian Students' Union (ÖH)

§ 1 (1) The organs of the Austrian Students' Union are:

- a) the Federal Representation of Students
- b) the Election Committee of the Austrian Students' Union

(2) The Federal Representation of Students is the democratic decision-making body of the Austrian Students' Union and is responsible for performing the tasks assigned to it by the Students' Union Act.

The Federal Representation of Students

§ 2 (1) The Federal Representation of Students has its seat in Vienna.

(2) The term of office of the Federal Representation of Students begins on July 1 of the respective election year and shall end two years later on June 30. The constituent meeting may already take place before July 1 of the election year.

(3) Pursuant to § 9 para. 1 HSG 2014, the Federal Representation of Students shall consist of :

1. 55 Elected Representatives who have the right to vote,
2. the Heads of Office of the Federal Representation of Students with an advisory vote and the right to file motions on the affairs of their respective Office,
3. the chairpersons of the higher education institution representations with an advisory vote and the right of file motions.

General Provisions

§ 3 (1) In these statutes, grammatically feminine personal designations apply equally to persons of all genders. The official and functional designations in these statutes may also be used in the grammatically masculine form.

(2) If these statutes provide that invitations or other information are to be sent to the Elected Representatives or members of Committees or Working Groups, such invitations or other information

shall also be sent in electronic form to the nominated substitute Elected Representatives or nominated substitute members and to the relevant List Spokespersons.

(3) If these statutes provide that invitations or other information are to be sent by registered mail, the requirement for registered mail may be waived in writing.

(4) If these statutes provide that invitations are to be sent by conventional mail, the persons to be invited shall, where possible, also be informed of the meetings by electronic means at the same time as they are sent by conventional mail.

(5) Amendments or additions to these statutes are possible with a two-thirds majority of the valid votes cast. Amendments or additions to these statutes may only be made at a meeting of the Federal Representation of Students for which they have been announced as a separate item on the agenda together with the proposed amendment at least two weeks before the meeting. Only those amendments or additions which have been received in writing by the secretariat of the Austrian Students' Union by 23:59 on the day before the expiry of the deadline shall be considered to have been received in time. The amendment or addition shall enter into force immediately after the meeting at which the resolution is passed, unless the resolution specifies a different time of entry into force.

Digital Meetings

§ 3a (1) In the case of a meeting being held digitally, the following technical criteria must be met:

- a) All members must at least be able to hear each other.
- b) All members must be able to connect via video at least for identification purposes.
- c) It must be possible for third parties (e.g., respondents or informants) to connect.

(2) In principle, the identification and registration of participants shall take place verbally with simultaneous showing of their video image. The Chair of the meeting is free to allow further possibilities for identification and registration at any time.

(3) The presence of the Elected Representatives is assumed after a one-time identification and registration as defined in para. 2 until they leave the digital meeting. If there is any doubt as to the presence or identity of the Elected Representatives, the chair of the meeting shall carry out further identification through appropriate means.

(4) If a member leaves the meeting without logging out, a technical problem shall be assumed. The member shall be recorded as “absent” in the minutes from this point on.

Spokespersons of Lists

§ 4 (1) Lists are all candidate groups that have obtained seats in the Federal Representation of Students.

(2) Each list shall nominate a List Spokesperson with more than half of the Elected Representatives belonging to the list in writing to the Chair of the Federal Representation of Students in accordance with the model in Annex 1. If no List Spokesperson is nominated, the Elected Representative who was ranked first in the order of the respective election proposal shall be deemed to be the List Spokesperson.

(3) The nomination of a substitute List Spokesperson with more than half of the Elected Representatives belonging to the respective list shall be permissible. They shall assume the duties of the List Spokesperson if they are prevented from doing so.

(4) A change of the List Spokesperson or their substitute is possible at any time if more than half of the Elected Representatives belonging to a list nominate a new List Spokesperson or a new substitute in writing to the Chair of the Federal Representation of Students.

The Chairperson of the Austrian Students’ Union

§ 5 (1) The Chairperson is authorized to act and sign on behalf of the Austrian Students’ Union. They shall use the official seal. In the event of their resignation or deselection, the First Deputy Chairperson shall lead; and in the event of the First Deputy Chairperson’s resignation or deselection, the Second Deputy Chairperson shall conduct the business of the Austrian Students’ Union until the election of a new Chairperson. If they are also prevented from doing so, the procedure pursuant to § 35 para. 5 HSG 2014 shall be followed.

(2) The Chairperson shall be responsible for the management of all administrative institutions and the coordination of the activities of the Austrian Students’ Union. In particular, they shall be responsible for issuing standard service and financial regulations and for allocating premises to the staff of the Austrian Students’ Union. All this shall be brought to the attention of the Committee for Economic Affairs at its next meeting.

(3) The Chairperson shall assign employees and volunteers to the Offices. The Chairperson shall propose the Heads of Office to the Federal Representation of Students for appointment. The

Chairperson shall be authorized to temporarily suspend from their service any Head of Office who neglects their Office or acts contrary to the terms of the mandate, with written justification, and to submit the matter to the Federal Representation of Students for a decision. Prior to the motion for removal in the Federal Representation of Students, the Head of Office shall be given an opportunity to respond. During the suspension, the suspended Head of Office shall not be entitled to any compensation for expenses. The provisional entrustment of a third party with the Office shall be inadmissible during the suspension. The suspension is valid, with the exception of para. 5, until the suspension has been dealt with by the Federal Representation of Students, but for a maximum of 6 weeks. The periods referred to in § 15 para. 2 (a) shall suspend the running of the deadline.

(4) If a suspended Head of Office is not voted out of office by the Federal Representation of Students, the suspension shall be deemed to be lifted. Suspension may not occur more than once for the same matter.

(5) In the case of suspension of the Head of Office for Economic Affairs, the maximum period according to para. 3 shall be reduced to 3 weeks if no Deputy Head of Office for Economic Affairs has been elected or if the latter has also been suspended. If the Head of Office for Economic Affairs is suspended during the periods referred to in § 15 para. 2 (a) and no Deputy Head of Office for Economic Affairs has been elected or has also been suspended, the Committee for Economic Affairs may, by way of exception, entrust a third party proposed by the Chairperson of the Austrian Students' Union with the management of the Office during the suspension of the Head of Office for Economic Affairs.

(6) The responsibility of the Chairperson, the Deputy Chairpersons, and the Heads of Office shall expire upon the expiration of the term of office or upon the date of their resignation or deselection. Resignations shall be submitted in writing to the Chairperson of the Federal Representation of Students or shall be recorded in the minutes of a meeting of the Federal Representation of Students. If the Chairperson resigns, the resignation must be submitted in writing to the Federal Election Committee.

The Deputy Head of Office for Economic Affairs of the Austrian Students' Union

§ 6 (1) Within the scope of these statutes, all provisions applicable to the Head of Office for Economic Affairs shall apply as well to the Deputy Head of Office for Economic Affairs.

(2) In the event of the Head of Office for Economic Affairs being prevented from exercising their function, they shall be represented by the Deputy Head of Office for Economic Affairs. In the event of

the resignation or deselection of the Head of Office, the Deputy Head of Office shall assume the duties of the Head of Office until a new Head of Office is elected.

Budgetary and Financial Management

§ 7 (1) The preparation of the annual budget estimate, the annual accounts and the management of the budget shall be carried out in accordance with the provisions of the HSG 2014 and the ordinances pursuant to the HSG 2014 of the Federal Ministry for Education, Science and Economics.

(2) The annual budget estimate shall be sent out by the Chairperson together with the invitation to the meeting of the Federal Representation of Students at which the annual budget estimate is to be adopted, but no later than June 1. The annual budget estimate shall also be made available to all Elected Representatives by electronic means.

(3) Prior to the adoption of resolutions on the annual budget estimate and on the annual accounts, the proposal must be dealt with in the Committee for Economic Affairs. Countermotions or proposals to the annual budget estimate and proposals for amendments to the annual budget estimate may only be voted on at the meeting of the Federal Representation of Students if the relevant proposals are available no later than the meeting of the Committee for Economic Affairs held prior to the meeting of the Federal Representation of Students.

(4) If the meeting is not preceded by a duly convened meeting of the Committee for Economic Affairs or if the latter does not have a quorum, budget proposals shall nevertheless be admissible notwithstanding para. 3, but a break in the meeting of at least 20 minutes or (at the request of three Elected Representatives) of at least 90 minutes shall be granted after the proposals have been submitted.

(5) By the first regular meeting of the Committee for Economic Affairs in the summer semester, the Head of Office for Economic Affairs shall submit to the Committee an in-year target-actual comparison covering the period between July 1 and December 31 of the current fiscal year.

Monitoring and Participatory Rights of the Elected Representatives

§ 8 (1) Members of the Federal Representation of Students shall be entitled to request information from the Chairperson of the Austrian Students' Union on all matters concerning the Austrian Students' Union at meetings of the Federal Representation of Students and during official office hours. The same shall apply with regard to the Heads of Office of the Federal Representation of Students.

(2) The oral information must be provided immediately. Only with conclusive justification can the answer to the question be submitted to the Chairperson or the Heads of Office in writing within two weeks. Written answers to inquiries made during a meeting of the Federal Representation of Students shall be attached to the minutes.

(3) Elected Representatives to the Federal Representation of Students are entitled to inspect all official written documents of the Austrian Students' Union as well as to listen to audio transcripts of the meeting of the Federal Representation of Students and to request them in electronic form or to make transcripts and photocopies, provided that this does not contradict the respective applicable data protection regulations. The right of inspection is limited to official office hours.

(4) Elected Representatives to the Federal Representation of Students may also request information in writing between meetings. These must be answered in writing within 2 weeks. If a meeting of the Federal Representation of Students takes place within these 2 weeks, these inquiries can be answered orally there.

(5) The answers to the written questions pursuant to § 8 para. 4, as well as the question itself, are to be published online on the ÖH website (www.oeh.ac.at) within a maximum period of 14 days from the end of the deadline for answers pursuant to § 8 para. 4, unless publication is explicitly not desired in the question. If the data contained in the request and/or response is worthy of protection in terms of the data protection regulations to be observed, these portions of the text are to be anonymized for publication. Any information whose publication is opposed by an overriding economic interest shall only be published after this overriding economic interest has ceased to exist.

ÖH Offices

§ 9 (1) In order to carry out the statutory tasks of the Austrian Students' Union, there are working units (Offices) for the following matters at the Federal Representation of Students:

- a) Office for Economic Affairs
- b) Office for Social Policy
- c) Office for Education Policy
- d) Office for Public Relations
- e) Office for International Affairs
- f) Office for Foreign Students

- g) Office for Feminist Politics
- h) Office for Human Rights and Societal Affairs
- i) Office for Pedagogical Affairs
- j) Office for Matters concerning Universities of Applied Sciences
- k) Office for Guidance Counselling for Students and Prospective Students
- l) Office for Matters concerning Accessibility
- m) Office for Queer Affairs
- n) Office for Environment and Climate Policy

(2) The Offices are headed by the Heads of Office who are proposed for appointment by the Chairperson on the basis of public invitation to the Federal Representation of Students. Prior to their election to the Federal Representation of Students, the candidates must appear at a hearing to which the List Spokespersons receive an invitation. If requested by the candidates, the Chairperson must allow the candidates to participate in the hearing digitally. The Chairperson can also conduct these hearings completely digitally.

(3) Pending the election of the Heads of Office, appropriately qualified persons may be entrusted with the management of the Offices on a provisional basis by the Chairperson. Such provisional entrustment may not extend over a period longer than 3 months per entrustment. The periods specified in § 15 para. 2 (a) shall suspend the running of the deadline. Interim-appointed Heads of Office must be put up for election at the next meeting of the Federal Representation of Students. The Chairperson may no longer entrust the heading of the respective Office on an interim basis to Heads of Office who have been voted out or rejected by the Federal Representation of Students. Within one term of office, a person may not be entrusted with the management of the same Office on an interim basis more than once.

(4) The Heads of Office must comply with the resolutions of the Federal Representation of Students when carrying out their work.

(5) The Heads of Office shall report orally to the Chairperson at least once a month. At least once a semester, each Head of Office shall submit a written report and a work plan for the coming semester to the Federal Representation of Students.

(6) The responsibility of the Heads of Office begins with their election by the Federal Representation of Students or with the provisional entrustment with the management of an Office by the Chairperson and ends with the expiry of the term of office or the day of resignation or deselection or with the end of the provisional entrustment.

(7) The Chairperson may assign Officers to the Heads of Office in accordance with § 36 para. 3 HSG 2014. The number of Heads of Office and Officers shall be limited to a total of 75 voluntary positions. The Officers shall be assigned to the respective Offices by the Chairperson, taking into account the demand. Voluntary staff members without a function fee are excluded.

(8) The Heads of Office, the Deputy Head of Office for Economic Affairs, and the Officers shall be entitled to a function fee pursuant to § 31 para. 1 (a) HSG 2014, which shall be determined by the following criteria: the responsibility associated with the function, the size of the area of responsibility, the time required, the material expenses, and the number of persons sharing a task. The amount of the respective function fees shall be determined with reference to these criteria by resolution of the Federal Representation of Students.

(9) The Chairperson and their Deputies shall be entitled to a function fee pursuant to § 31 para. 1 (a) HSG 2014, which shall be determined by the following criteria: the responsibility associated with the function, the size of the area of responsibility, the time required, the material expenses, and the number of persons sharing a task. The amount of the respective function fees shall be determined with reference to these criteria by resolution of the Federal Representation of Students.

(10) If Heads of Office enter into negotiations with legal entities or physical persons in the name of the Austrian Students' Union, they shall immediately report this to the Chairperson of the Austrian Students' Union.

SECTION 2

COMMITTEES AND WORKING GROUPS

The Composition of Committees

§ 10 (1) The Federal Representation of Students has the following Committees, which must meet at least twice per semester. Excluded from this requirement to meet is the Committee for Statutory Matters (§ 10 para. 1 (h)):

- a) Committee for Economic Affairs
- b) Committee for Social Policy
- c) Committee for Education Policy
- d) Committee for Special Projects
- e) Committee for Matters on Equal Opportunities
- f) Committee for International Affairs
- g) Committee for Tutorial Services
- h) Committee for Statutory Matters

(2) The Committees of the Federal Representation of Students shall be composed of 11 members. Notwithstanding § 52 para. 1 (3) HSG 2014, if several lists are entitled to the last seat(s) at the same time (if the number of lists exceeds the number of seats), the list which has been allocated fewer of the seats already allocated in the Committee concerned shall always be entitled to the seat to be allocated for each Committee. If several lists are entitled to a seat at the same time and these lists have already been allocated the same number of seats, the decision between them shall be made by drawing lots. The delegation to the Committees is the responsibility of the List Spokesperson of the respective list. All members of the Austrian Students' Union may be delegated.

(3) The relevant Heads of Office shall be members of the respective Committee with an advisory vote and the right to file motions. The Chairperson of the Austrian Students' Union has the right to participate in each meeting in an advisory capacity and has the right to submit motions and petitions. Lists represented in the Federal Representation of Students, which are not entitled to a seat in a Committee, are each entitled to nominate 1 member with an advisory vote.

(4) In any event, the following relevant Heads of Office are eligible for membership:

- a) In the Committee for Economic Affairs: The Head of Office for Economic Affairs.
- b) In the Committee for Social Policy: The Head of Office for Social Policy, the Head of Office for Foreign Students, the Head of Office for Matters concerning Accessibility, the Head of Office for Feminist Politics as well as the Head of Office for Queer Affairs.
- c) In the Committee for Education Policy: The Head of Office for Education Policy, the Head of Office for Matters concerning Universities of Applied Sciences, the Head of Office for Pedagogical Affairs, the Head of Office for International Affairs as well as the Head of Office for Guidance Counselling for Students and Prospective Students.
- d) In the Committee for Special Projects: The Head of Office for Economic Affairs.
- e) In the Committee for Matters on Equal Opportunities: The Head of Office for Feminist Politics, the Head of Office for Human Rights and Societal Affairs, the Head of Office for Social Policy, the Head of Office for Matters concerning Accessibility, the Head of Office for Queer Affairs as well as the Head of Office for Foreign Students.
- f) In the Committee for International Affairs: The Head of Office for International Affairs as well as the Head of Office for Education Policy.
- g) In the Committee for Tutorial Services: The Head of Office for Education Policy as well as the Head of Office for Guidance Counselling for Students and Prospective Students.

(5) In addition, delegates of the ÖH at the ESU are members with an advisory vote in the Committee for International Affairs.

(6) The presence of at least half of the votes is required for a Committee to constitute a quorum. Members of the Committee are obliged to be present at Committee meetings. The respective List Spokesperson may nominate a substitute member for each Committee member. Substituting a Committee seat via substitutes for a Committee meeting nominated by the respective List Spokesperson is possible. This nomination is only valid for the respective Committee meeting. Voting delegations to other members of the Committee are possible, whereby each Committee member can carry a maximum of 2 votes.

(7) The Committees may be authorized to implement framework resolutions of the Federal Representation of Students in more detail and to adopt corresponding implementing resolutions.

(8) The chairs as well as the vice-chairs of the Committees shall be elected from among the respective Committee members.

Convening of Committees

§ 11 (1) These statutes shall apply accordingly to the Committees of the Federal Representation of Students. However, the committees may also meet on the days within the periods as specified in § 15 para. 2 (a) to (c). The month of August shall, however, be excluded. The Committee for Economic Affairs may, in the case of § 5 para. 5 (second sentence), also meet in August.

(2) The Committees of the Federal Representation of Students shall be convened by the chair of the Committee in order to deal with the tasks assigned to them as well as pending issues. Committee meetings shall in any case be held before every regular meeting of the Federal Representation of Students; and at least those Committees dealing with topics to be dealt with in the meeting shall be invited before extraordinary meetings. Committee meetings, which are held in preparation for meetings of the Federal Representation of Students, must be held at least 1 calendar day, but no more than 7 days, before the beginning of the meeting of the Federal Representation of Students. The results of their deliberations shall be submitted to the Federal Representation of Students for resolution. In case of extraordinary meetings, the Committee meetings shall be held at least 1 calendar day, but not more than 6 days, before the beginning of the meeting of the Federal Representation of Students. The results of their deliberations shall be submitted to the Federal Representation of Students for resolution. The Committee for Statutory Matters (§ 10 para. 1 (h)) is exempt from this provision.

(3) The invitation of the Committee members as well as the Chairpersons of the Austrian Students' Union and of the relevant Heads of Office (see § 10 para. 4) to meetings of the Committees shall be sent by registered mail by the chair of the Committee at least 1 week before the meeting, stating the date, time, place, and agenda. It is also possible to specify the virtual room as the place. If the respective Committee chair does not convene a Committee despite being requested to do so by the Chairperson of the Austrian Students' Union, the latter shall convene the respective Committee themselves. At the request of at least four Committee members of the Committee for Statutory Matters, the chair of the Committee for Statutory Matters shall send the invitation to the latter by registered mail in compliance with the general invitation period for Committees, stating the date, time, place, and agenda. It is also possible to specify the virtual room as the place. Should the chair of the Committee fail to do so, the Chairperson of the Austrian Students' Union shall convene it themselves.

(4) The agenda shall be drawn up by the chair of the Committee together with the Chairperson of the Austrian Students' Union in such a way that all pending matters can be dealt with in good time.

(5) The Chairperson of the Austrian Students' Union shall be obliged to invite the relevant Committee themselves for a decision which goes beyond the usual scope, and which is necessary between two meetings of the Federal Representation of Students, taking into account the provisions on convening meetings. If this possibility does not exist, the Chairperson of the Austrian Students' Union shall act on behalf of the Federal Representation of Students.

(6) The Committee chairs or their deputies or other Committee members shall report on pending issues at the regular meetings of the Federal Representation of Students.

(7) Documents to be discussed in the Committees shall be sent to the Committee members electronically in advance, unless there are special reasons requiring confidential handling of the documents. If confidential documents are available, the Committee members shall be informed of this and be advised that they may inspect these documents on the premises of the Federal Representation of Students.

(8) Meetings and Committees of the Austrian Students' Union should always be held in person. The Committee may only be held in digital form if there is an exceptional or emergency situation which makes it impossible to hold the meeting in person or which endangers (the health of) the members by their participation. The chair of the Committee shall provide all members of the Committee with a written justification for the existence of such an exceptional or emergency situation. The Committee may be held digitally if the List Spokespersons of the factions representing at least two-thirds of the members agree to the written justification of the Committee chair. The consent must be given in writing, either by conventional mail or by e-mail. The invitation shall specify the platform and access information for participation. If the platforms are not available free of charge, the ÖH must provide appropriate licenses for all members of the Committee that can be used at least during the meetings. Furthermore, it must be ensured that the required program is compatible with commercially available computers and Internet providers.

Public Access to Committees

§ 12 (1) The meetings of the Committees of the Federal Representation of Students shall be open to the public, with the exception of the Committee for Economic Affairs. Based on a resolution of the respective Committee, respondents may be admitted in an advisory capacity. The members of the Committee may decide by a simple majority to keep an agenda item confidential. This agenda item shall then be subsequently dealt with without the public.

(2) If, in exceptional cases, a decision is made to exclude the public when a Committee meeting is held digitally, it is the responsibility of the Committee members to ensure (by using separate rooms,

headphones, etc.) that the information exchanged does not reach third parties. The chair of the Committee is obliged to postpone an agenda item to be dealt with at a meeting held digitally in camera if they have the impression that the exclusion of the public is not guaranteed.

(3) The meetings of the Committee for Economic Affairs of the Federal Representation of Students are not open to the public. Elected Representatives of the Federal Representation of Students shall have the right to be present. Other members of the Federal Representation of Students pursuant to § 2 para. 3 (3) shall have the right to be present regarding matters concerning them. On the basis of a resolution, the Committee may admit respondents to provide information in an advisory capacity as well as observers (subject to the space available in the room).

Working Groups

§ 13 (1) In addition to the Committees, temporary and advisory Working Groups with a clear work assignment can be set up with a simple majority. For these, two representatives are to be nominated from each list. The leadership of the Working Group is determined at the same time as it is set up. Nominations to Working Groups are made by the individual List Spokespersons. A substitute exercise of a Working Group mandate by substitute representatives for a Working Group meeting who are nominated by the List Spokesperson or the Committee member is possible. This nomination is only valid for the respective Working Group meeting.

(2) Meetings of the Working Groups of the Austrian Students' Union shall generally be held in person. If they have to be held digitally, the provisions of § 11 (8) shall apply correspondingly.

SECTION 3

MEETINGS OF THE FEDERAL REPRESENTATION OF STUDENTS

Preliminary Conference of the Meeting of the Federal Representation of Students

§ 14 (1) A preliminary conference must be held before each meeting of the Federal Representation of Students. Taking part in this conference are: The Chairperson of the Austrian Students' Union, the relevant Heads of Office as well as the spokespersons of the Chairpersons' Conferences, and, if necessary, a maximum of two representatives from each list. These representatives are to be sent by the respective List Spokesperson.

(2) The preliminary conference shall take place at least one day (and at most three calendar days) before the meeting of the Federal Representation of Students.

(3) The invitation to the preliminary conference shall be sent by registered mail by the Chairperson at least one week before the conference, stating the date, time and place. It is also possible to specify the virtual room as the place.

(4) Only motions which are submitted in writing at the latest at the preliminary conference or which are introduced at the preliminary conference shall be admitted to a vote at the meeting of the Federal Representation of Students. Countermotions, supplementary motions, and formal motions/proposals may be submitted without restriction, and initiative motions pursuant to § 23 para. 1 (d) may be submitted directly at the meeting of the Federal Representation of Students.

(5) The motions as amended after the end of the preliminary meeting of the List Spokespersons shall be submitted to the Elected Representatives in electronic form (including attachments) 4 hours at the latest before the beginning of the meeting of the Federal Representation of Students.

(6) Preliminary conferences for meetings of the Austrian Students' Union should always be held in person. A digital session of the preliminary conference is only possible if there is an exceptional or emergency situation which makes an in-person session impossible or endangers (the health of) the List Spokespersons through their participation. The Chairperson shall provide all List Spokespersons with a written justification for the existence of such an exceptional or emergency situation. The conference may be held digitally if the List Spokespersons who speak for at least two thirds of the representatives agree to the written justification. The consent must be given in writing, either by conventional mail or by e-mail.

Meetings of the Federal Representation of Students

§ 15 (1) The Federal Representation of Students passes its resolutions in meetings of the Federal Representation of Students, which are to be convened by the Chairperson or, if they are prevented from doing so, by a Deputy Chairperson. There shall be at least two regular meetings per semester.

(2) No meeting of the Federal Representative of Students or Chairpersons' Conferences may be held on the following days:

a) from July 1 to September 30 (for Chairpersons' Conferences: from July 1 to August 31).

b) from December 20 to January 10.

c) in the week before and the week after Easter Sunday.

d) on Sundays and public holidays (an exception is made in para. 3).

(3) Meetings held on Saturdays may continue on Sundays, unless the Sunday in question is a public holiday.

(4) Meetings of the Austrian Students' Union shall be held in person. A digital session of the meeting is only possible if there is an exceptional or emergency situation which makes an in-person session impossible or endangers (the health of) the Elected Representatives through their participation. The Chairperson shall provide all Elected Representatives as well as List Spokespersons with a written justification for the existence of such an exceptional or emergency situation. The meeting may be held digitally if the List Spokespersons of the lists that make up at least two-thirds of the Elected Representatives agree to the written justification by the Chairperson. The consent must be given in writing, either by conventional mail or by e-mail.

Calling of the Meeting

§ 16 (1) The Chairperson or, if they are prevented from attending, the Deputy Chairperson shall invite the members of the Federal Representation of Students (§ 9 para. 1 HSG 2014) to a regular meeting of the Federal Representation of Students at least twice per semester. In the first meeting of an academic year, the Chairperson shall submit a schedule to the Elected Representatives, in which the dates for the other regular meetings of the Federal Representation of Students of the academic year shall be fixed. At least 5 weeks must elapse between 2 regular meetings. Deviations from the announced days are only permissible if there are important reasons for doing so.

(2) Invitations to regular meetings of the Federal Representation of Students shall be sent to all members of the Federal Representation of Students by registered mail and by electronic means at least 14 days before the meeting, stating the date, time, place, and agenda. It is also possible to specify the virtual room as the place. § 18 para. 9 must be observed in the invitation and reference must be made to the options pursuant to § 18 para. 10 and 11.

(3) The Chairperson or, if they are prevented from attending, the Deputy Chairperson shall also be entitled to convene an extraordinary meeting of the Federal Representation of Students. This shall be done in any case if 20% of the Elected Representatives request this in writing pursuant to § 9 para. 3 HSG 2014, stating at least the desired agenda items and the associated motions. The agenda items mentioned by the petitioners must in any case appear on the agenda sent out. Invitations to extraordinary meetings of the Federal Representation of Students shall be sent to all members of the Federal Representation of Students by registered mail and by electronic means, with the exception of para. 5, at least 7 days before the meeting, stating the date, time, place, and agenda. It is also possible to specify the virtual room as the place. Such a meeting shall be convened within 3 days after receiving the request from the Federal Representation of Students and shall take place no later than ten days after receiving the request from the Federal Representation of Students. Periods pursuant to § 15 para. 2 (a) to (c) shall suspend the running of the deadline. At the same time, the chairs of the Committees responsible for the items on the agenda to be dealt with shall invite and prepare them in such a way that they can take place one calendar day at the latest before the meeting of the Federal Representation of Students.

(4) If the Chairperson fails to duly convene an extraordinary meeting, the first signatory of the request for an extraordinary meeting shall be entitled themselves to convene an extraordinary meeting of the Federal Representation of Students after the deadline for convening the meeting has expired.

(5) If motion for deselection through re-election pursuant to § 33 para. 5 HSG 2014 and a motion for an extraordinary meeting are filed at the same time, the two-week period specified in § 33 para. 5 HSG 2014 shall, contrary to para. 3, also be taken into account in the invitation to the extraordinary meeting. In this case, the extraordinary meeting must be convened 3 days after receiving the motion. However, the meeting shall be held 2 weeks at the earliest and 3 weeks at the latest after the invitation has been sent out. Periods pursuant to § 15 para. 2 (a) to (c) shall suspend the running of the deadline.

(6) Written invitations shall be deemed authoritative for determining whether an invitation has been duly issued.

(7) Invitations to a meeting held digitally shall specify the platform and access information for participation. If the platforms are not available free of charge, the ÖH must provide appropriate licenses for all Elected Representatives that can be used at least during the meetings. Furthermore, it must be ensured that the required program is compatible with commercially available computers and Internet providers.

Agenda of the Meeting

§ 17 (1) The agenda shall be set by the Chairperson or, if they are prevented from attending, the Deputy Chairperson, taking into account pending issues and problems. In the case of extraordinary meetings, the agenda items specified by the petitioners must at least appear on the agenda sent out. In the case of convening a meeting in accordance with § 35 para. 5 HSG 2014 or § 16 para. 4, the agenda may be drawn up by the inviting party.

(2) At the request of at least 20% of the Elected Representatives of the Federal Representation of Students, additional items are to be included in the agenda. These items must be received in writing at the office of the Federal Representation of Students up to 7 days before the meeting in the case of regular meetings and up to 3 days before the meeting in the case of extraordinary meetings. The Chairperson shall in any case include items received on time in the agenda. Agenda items received later than this, as well as items not dealt with at the current meeting, shall be dealt with at the next meeting, irrespective of whether the next meeting is a regular or an extraordinary meeting.

(3) Under the agenda item “Approval of the agenda”, a resolution may be passed to change the order in which the agenda items are dealt with. If no resolutions are passed under this agenda item, the agenda sent out shall apply, supplemented by any additional agenda items in accordance with para. 2.

(4) The agenda of a regular meeting of the Federal Representation of Students shall include at least the following items:

- a) Welcoming remarks, confirmation of the proper invitation, the presence of the members as well as the quorum
- b) Approval of the agenda
- c) Approval of the minutes of resolutions
- d) Report of the Heads of Office
- e) Report of the Chairperson or their Deputies

f) Report of the chairs of the Committees

g) Miscellaneous matters

(5) The agenda of an extraordinary meeting of the Federal Representation of Students shall contain at least the following items:

a) Welcoming remarks, confirmation of the proper invitation, the presence of the members as well as the quorum

b) Approval of the agenda

c) Items on the agenda in accordance with § 16 para. 3

d) Miscellaneous matters

(6) The adoption of resolutions and amendments to the annual budget estimate, amendments and additions to the statutes, and the levying of a special contribution may only be made as part of a separate agenda item.

Participation in the Meeting

§ 18 (1) In addition to the members of the Federal Representation of Students, experts or other persons providing information may be called to the meetings in an advisory capacity upon resolution of the Federal Representation of Students. The chair of the Control Commission of the Austrian Students' Union shall be heard on request in all matters of economic affairs. The chairs of the Committees or, if they are prevented from attending, their deputies shall have an advisory vote and the right to file motions and make motions in matters concerning their Committees.

(2) The meetings of the Federal Representation of Students shall be open to the public as far as the space permits, unless the Federal Representation of Students decides that an item on the agenda is confidential. If, in exceptional cases, a decision is made to exclude the public when a meeting is held digitally, it is the responsibility of the Elected Representatives to ensure (by using separate rooms, headphones, etc.) that the information exchanged does not reach third parties. The Chairperson is obliged to postpone an agenda item to be dealt with at a meeting held digitally in camera if they have the impression that the exclusion of the public is not guaranteed.

(3) Pursuant to § 8 para. 3 HSG 2014, at least half of eligible voting members must be present to constitute a quorum of the Federal Representation of Students. § 33 para. 1 HSG 2014 is an exception to this rule.

(4) If a presence of a quorum cannot be established, the Chairperson shall adjourn the meeting for a specified period of time. If the quorum is not restored or cannot be restored (again) within a maximum of 30 minutes, the Chairperson shall have the right to terminate the meeting. If the adjournment according to this provision and according to § 20 para. 2 (d) together exceed a total duration of 120 minutes, the Chairperson shall have the right to terminate the meeting without having to wait for another 30 minutes beforehand. If after 3 hours the quorum is not or cannot be restored (again), the meeting shall be terminated in any case. Agenda items not yet dealt with shall be included in the agenda of the next regular or extraordinary meeting.

(5) The Elected Representatives may be represented at meetings by substitute persons pursuant to § 59 para. 2 HSG 2014 (permanent substitution).

(6) If the nominated substitute is unable to attend, the Elected Representative may be represented by another substitute who belongs to the same list (written transfer of vote). In this case, the formal requirements of § 59 para. 3 HSG 2014 shall apply.

(7) If an Elected Representative cannot be present during the entire meeting and their substitute is also not present, the Elected Representative may transfer their vote to another substitute person belonging to the same list as the Elected Representative (but no longer than until the end of the meeting) until the presence of the permanent substitute (para. 5) or the written nominee (para. 6) is established. The transfer shall be recorded in the minutes (oral transfer of votes).

(8) Each Elected Representative or substitute may have a maximum of one vote.

(9) Whenever possible, the meetings of the Federal Representation of Students shall be held in accessible and barrier-free premises. In each invitation, it shall be separately indicated whether or not the premises are barrier-free and accessible.

(10) In order to give deaf and mute students the opportunity to participate in meetings, interpreters shall be made available to them at their request. This request shall be communicated to the Chairperson of the Austrian Students' Union as soon as possible, but no later than 3 days after the invitation to a meeting of the Federal Representation of Students or one of its Committees. This possibility is to be pointed out separately in each invitation.

(11) Members of the Federal Representation of Students and its Committees shall be entitled to reimbursement for childcare costs incurred in the course of attending meetings. The Committee for Economic Affairs shall adopt a guideline on the scope and amount of the possible reimbursement. The possibility of reimbursement of childcare expenses shall be mentioned separately in each invitation.

(12) All Elected Representatives attending the meetings digitally shall be deemed to be “attending” and “present” for the purposes of these statutes. The manner in which the meetings are held does not change the requirements for a quorum. In the case of digital meetings, caution must be taken to ensure that the means of communication used are accessible and barrier-free and enable the participation of all Elected Representatives. The rights of the Elected Representatives, such as the right to rollcall votes or vote by secret ballot, shall be respected in any case.

Chairing the Meeting

§ 19 (1) The Chairperson shall convene, chair, and close the meetings of the Federal Representation of Students. They shall open the floor and put the motions to a vote.

(2) The Chairperson shall have the right to delegate the chairing of the meeting to one of their Deputies. The Chairperson shall be entitled to assign tasks (such as keeping or managing the list of speakers) to persons with their consent in order to assist them in chairing the meeting.

(3) If neither the Chairperson nor one of the Deputies is present at a meeting of the Federal Representation of Students, § 35 para. 5 HSG 2014 shall apply accordingly after 30 minutes.

Meeting Procedures

§ 20 (1) The meeting shall begin with the welcoming remarks, confirmation of the proper invitation, the calling of the members of the Federal Representation of Students pursuant to § 2 para. 3 (1) and (2) with their names, the distribution of the voting cards, and the establishment of the quorum. The members pursuant to § 2 para. 3 (1) and (2) shall verbally record their presence.

(2) The following means shall be available to the Chairperson to ensure that the meeting is conducted in accordance with these statutes:

a) means of censure,

b) the issuing of a call to order,

c) the deprivation of the right to speak. This can only be done for the relevant agenda item if the measures pursuant to a) and b) were not sufficient for the statutory conduct of the meeting,

d) the interruption of the meeting to a maximum of 20 minutes per interruption, but not more than 120 minutes per meeting. Excluded from this is an interruption for a meal break, which may be given not more than once per meeting day for a maximum of 45 minutes. This

interruption is not to be included in the maximum interruption time of 120 minutes. If the meeting lasts longer than 6 hours, the total interruption time available in that session will increase by 10 minutes for each additional hour or part thereof from that point forward. Interruptions to the meeting for the purpose of evaluating a secret ballot or an election are not to be included in the total interruption time available.

When holding the meeting digitally (in accordance with § 15 para. 4), the chairperson shall ensure the possibility of conducting secret elections and secret ballots.

(3) In the course of a meeting, each list may, in addition to the interruptions pursuant to para. 2 (d), request an interruption of the meeting not more than twice for a total duration of not more than 20 minutes for both interruptions (formal request pursuant to § 22 para. 1 (b)). The Chairperson shall thereupon interrupt the meeting for the requested period. If the meeting lasts longer than 6 hours, the total interruption time of each list available in this meeting shall be increased by 10 minutes and the number of interruptions by 1 for each additional 3 hours or part thereof.

(4) An interruption of the meeting for a period of at least 8 hours, but no longer than 12 hours, shall require a resolution of the Federal Representation of Students (formal application pursuant to § 22 para. 1(c)). The resolution shall contain the time of the resumption of the meeting.

Debate and Discussion

§ 21 (1) Debates on motions that are not related in terms of subject matter shall be conducted one after the other. If a motion on another topic is made during a debate, the chair of the meeting shall defer this motion and the ongoing debate shall be brought to a close. If there are motions deferred after the end of a debate, the chair of the meeting shall open the debate on one of these motions. The petitioner shall be given the floor at the beginning of the debate, with the remaining speakers being given the floor in the order in which they have asked to speak.

(2) In the case of agenda items containing reports, the Elected Representatives shall be given the opportunity to ask questions, to discuss, and to submit motions relating to the report, and the motions submitted shall be put to a vote. For the agenda item "Report of the Chairperson", the special provisions of para. 3 shall apply.

(3) The Chairperson shall communicate the topics included in their report and their sequence in the preliminary conference of the meeting of the Federal Representation of Students. In the meeting of the Federal Representation of Students, each topic dealt with by the Chairperson shall be followed by the opportunity for the Elected Representatives to ask questions, to discuss, and to submit motions

on said topic. The motions on the table shall be put to a vote. Topics not dealt with by the Chairperson, which are also not dealt with in any of the preceding or subsequent agenda items, are to be dealt with following the report of the Chairperson.

(4) If an Elected Representative submits a question to a reporting party, the question must be answered within the same agenda item. Only with conclusive justification may the answer be submitted subsequently in writing within 2 weeks. Questions submitted in writing during the meeting must be answered promptly, if possible. Written answers to questions submitted during a meeting of the Federal Representation of Students must be attached to the minutes.

(5) Anyone requesting to invoke these statutes, i.e., anyone wishing to draw attention to a conduct of the meeting that is contrary to these statutes, shall be given the floor immediately. This means that the speaker who has the floor will be interrupted, but they may then finish their speech, provided that the course of the meeting in violation of these statutes was not caused by the speaker. If the speaker who is invoking these statutes proceeds with the substantive debate, they shall be cut off from speaking.

(6) Anyone who asks to speak in order to draw attention to the downplaying of sexualized violence (retraumatization) is immediately given the floor and 1 minute of speaking time. The Chairperson may then interrupt the meeting for a maximum of 5 minutes in consultation with one representative from each of the 5 largest lists. The meeting shall in any case be interrupted for a maximum of 5 minutes if 3 of the 5 largest lists so request. The speaker who originally had the floor may then finish their speech. No such further interruption shall be possible during the remainder of their speech.

(7) The order of the list of speakers shall be interrupted if someone requests the floor for the following reasons. The speaker who has the floor at that time may still finish their request to speak. The reasons for such an interruption are:

a) the correction of an error of fact

b) the filing of a formal motion

(8) Each member of the Federal Representation of Students receives 10 minutes speaking time per speech. A speaking time limit of 20 minutes applies to reports. Speakers who request the floor to correct an error of fact shall receive one minute speaking time for their remarks.

(9) Each Elected Representative shall have the right to request written minutes of their own remarks

Formal Motions

§ 22 (1) Formal motions include:

- a) Establishment of the quorum
- b) Interruption of the meeting pursuant to § 20 para. 3 (short interruptions via a list)
- c) Interruption of the meeting pursuant to § 20 para. 4 (long interruptions via resolution)
- d) Deferring of the item on the agenda
- e) Motion to assign a matter to a Committee
- f) Closing of the list of speakers on an agenda item
- g) Closing of the list of speakers on a motion
- h) Requesting a right to speak for non-members of the Federal Representation of Students
- i) Motion to request the confidentiality of the meeting or of an agenda item pursuant to § 18 para. 2
- j) Motion to end the confidentiality of the meeting or of an agenda item pursuant to § 18 para. 2

(2) Adoption of the aforementioned formal motions shall be subject to the following quorums and shall have the following effects:

- a) The quorum shall be established at the request of an Elected Representative; in the absence of a quorum, no votes may be taken.
- b) The interruption of the meeting for a maximum of 10 minutes shall take place upon request of an Elected Representative, provided that the quota of her list provided for in § 20 para. 3 has not yet been exhausted.
- c) The interruption of the meeting for at least 8 hours, but not more than 12 hours, shall be made by simple majority vote if accepted. The time of resumption must be included in the resolution.
- d) If the motion to defer the agenda item is accepted by a simple majority, its further consideration shall be postponed until the next meeting.
- e) If the motion to assign a matter to a Committee is adopted by a simple majority, the debate on a matter shall be closed. It shall be continued in the relevant Committee.
- f) If the motion to close the list of speakers on an agenda item is adopted by a simple majority, the persons marked on the list of speakers shall be given the floor; additions to the list of

speakers shall no longer be possible. Once the list of speakers has been closed, any outstanding votes on this agenda item must be taken immediately.

g) If the motion to close the list of speakers on a motion is adopted by a simple majority, the persons marked on the list of speakers shall be given the floor; additions to the list of speakers are no longer possible. Once the list of speakers has been closed, any outstanding votes on the motion must be taken immediately.

h) If the motion to request for a right to speak for non-members of the Federal Representation of Students is accepted by a simple majority, persons named in the motion who are not members of the Federal Representation of Students may be added to the list of speakers.

i) If the motion for confidentiality of the meeting or the agenda item is accepted with a simple majority pursuant to § 18 para. 2, participation in the meeting or in the discussion of the agenda item shall be restricted to the members pursuant to § 2 para. 3; and in case of their absence, to their permanent substitutes pursuant to § 18 para. 5 or their substitutes pursuant to § 18 para. 6 or 7. All other persons present shall leave the room in which the meeting is held for the purpose of the confidentiality. Transmissions of the meeting shall be interrupted.

j) If the motion to end the confidentiality of the meeting or the agenda item is accepted by a simple majority pursuant to § 18 para. 2, the meeting or the agenda item shall be open to the public again.

(3) Only one opposing speaker shall be allowed to speak on the formal motions pursuant to para. 1 (c) to (j), after which the motion shall be put to a vote immediately. If the opposing speaker continues the substantive debate, they shall immediately be cut off from speaking and another opposing speaker shall be allowed to speak.

(4) A formal motion cannot be withdrawn. It shall be put to a vote in any case. Formal motions pursuant to para. 1 (a) and (b) may be made at any time during the meeting.

(5) If there are several formal motions, they shall be voted on in the order specified in para. 1.

Motions

§ 23 (1) Motions are distinguished between:

- a) Principal motions
- b) Countermotions
- c) Supplementary motions

d) Initiative motions

(2) The aforementioned motions shall be understood to mean the following:

- a) A principal motion is the first substantive motion on a matter.
- b) A countermotion is a motion that differs substantially from a principal motion or a supplementary motion and is incompatible with the principal motion or supplementary motion
- c) A supplementary motion is a motion that expands or restricts the principal motion or a countermotion.
- d) Initiative motions are principal motions that were not presented in the preliminary conference and are introduced directly in the meeting of the Federal Representation of Students. 2 of these are available to each list per meeting, and 1 additional per 5 Elected Representatives.

(3) The petitioner shall specify whether their motion is a principal motion, a countermotion or a supplementary motion. The Chairperson may amend the motion qualification only after consultation with one representative of each of the 5 largest lists. The reasons for the amendment must be recorded by the Chairperson.

(4) All motions, with the exception of principal motions, may be withdrawn by the petitioner up until the start of voting. If a petitioner withdraws their motion at a time when it is no longer possible to introduce another motion, each Elected Representative has the right to demand that the motion be voted on in the form in which it was introduced. In this case, the motion shall be deemed to have been introduced by the Elected Representative who insists on a vote.

(5) All motions, with the exception of principal motions, may be amended by the petitioner up until the start of voting. If a petitioner amends their motion at a time when the introduction of another motion is no longer possible, each Elected Representative has the right to demand that the proposal be voted on even in the originally introduced wording. In this case, the original motion shall be deemed to have been introduced by the Elected Representative insisting on a vote and shall be treated as a countermotion to the amended motion.

(6) Motions may be submitted under any agenda item if there is a substantive connection between the motion and the agenda item. This does not apply to agenda items under “miscellaneous matters”.

(7) The provisions of these statutes shall also apply to motions submitted through the direct co-determination rights of the members of the Austrian Students' Union, unless § 61 HSG 2014 provides for special regulations.

(8) All motions passed in the Federal Representation of Students shall be sorted by date of the individual meetings and filed in writing and electronically on the premises of the Austrian Students' Union and published in a digital register on the website of the Austrian Students' Union. The digital register shall be a searchable directory of all motions adopted in the meetings of the Austrian Students' Union as well as in the meetings of the Committees of the Austrian Students' Union. This does not include formal motions pursuant to § 22 para. 1 (a)-(d) and (f)-(j)), provided they are not subject to data protection regulations (e.g. personal data of the staff).

Voting Principles

§ 24 (1) Unless otherwise stipulated by the HSG 2014, a motion shall be deemed to have been adopted if it has obtained a simple majority of the valid votes cast. An abstention shall be deemed to be a vote not cast; only the votes for and against shall be decisive for the counting of the result of the vote.

(2) In the event of a tie, the motion shall be deemed rejected.

(3) A vote shall not be valid if it was cast by a person not entitled to vote or after the completion of voting.

(4) Unless otherwise prescribed by these statutes, voting on motions shall take place when the list of speakers has been exhausted. The content of the motions (including the petitioner) shall be summarized immediately before the vote. The motions put to a vote shall be voted on in any case, unless they are absolutely abstruse motions or motions that cannot be dealt with. The Chairperson may only qualify motions as absolutely abstruse or ineligible after consultation with one representative of each of the 5 largest lists. In any case, motions cannot be qualified as absolutely abstruse or ineligible if two of the five largest lists oppose them. No further motions are possible after the voting process has begun.

(5) Minutes may be taken after the vote has been taken. For this purpose, the Chairperson of the meeting shall draw up a list of speakers after the vote with all persons requesting the floor for this reason, and then close it immediately.

(6) If several motions are submitted, the voting shall proceed as follows:

a) The principal motion shall be put to a vote before the supplementary motion; and the countermotion before the motion against which it is directed. If the countermotion is adopted, the principal motion and any supplementary motions relating to the principal motion are dropped. If the countermotion is rejected, the principal motion shall be put to a vote.

b) A supplementary motion shall only be put to a vote if the principal motion or countermotion to which the supplementary motion relates to has been adopted.

c) The order of motions shall be determined by the date on which the respective principal motion is tabled.

d) Countermotions and supplementary motions shall be ranked in the voting order according to the to the position occupied by the principal motion to which they relate. In the event of competition between several countermotions, the more stringent countermotion shall be voted on before the more lenient one.

(7) Votes may be cast by “yes”, “abstention” or “no”. In the case of elections, the candidates must be clearly designated.

(8) As a rule, voting shall be conducted openly by show of hands. Exceptions to this rule are elections, which must in any case be conducted by secret ballot and in writing. It is permissible to combine several electoral motions on one ballot paper or to vote on several electoral motions on individual ballot papers in one round of voting. In the case of voting by show of hands, an exact count of the votes can be omitted if a clear majority is recognizable. At the request of an Elected Representative, an exact count shall be carried out in any case. In the case of digital meetings, the Chairperson is responsible for choosing tools that enable voting by secret ballot. Such tools shall be deemed to be ballots for the purposes of these statutes.

(9) At the request of 10% of the Elected Representatives, a vote shall be conducted by secret ballot and in writing. This must be done before the vote on the principal motion and the countermotions relating to it. The Elected Representatives shall be called by name and shall place the ballot paper in a common ballot box. Those who do not vote when their own name is called may not subsequently cast a ballot. Uniform ballot papers shall be used for voting. An unattributable vote on the ballot shall be qualified as invalid. In the event of invalidity of the ballot, in particular if the number of votes cast does not correspond to the number of votes counted or if the vote was not cast lawfully, the vote by secret ballot shall be repeated. In the case of digital meetings, the Elected Representatives do not have to be called by name. In such cases, the Chairperson is responsible for choosing tools that enable voting by secret ballot. Such tools shall be deemed to be ballots for the purposes of these statutes.

(10) A vote shall be conducted by rollcall if requested by 10% of the Elected Representatives. This must be submitted before the vote on the principal motion and the countermotions relating to it. If the result of a vote appears doubtful, the motion shall also be voted on by rollcall. The voting behavior of the individual Elected Representatives shall be recorded in writing in the event of a rollcall vote.

(11) If a secret and a rollcall vote is requested, the procedure requested first shall be carried out, unless the HSG 2014 or these statutes expressly provide for a different voting mode (such as elections). In this context, it shall be open to the petitioner to demand a secret ballot or a rollcall vote first when introducing the motion, in which case they shall also require the support of at least 10% of the Elected Representatives.

(12) Principal motions and associated countermotions shall be voted on in accordance with the same voting procedure.

(13) In the case of digital meetings, the Chairperson is responsible for choosing tools that enable voting. The following shall apply:

a) Simple votes shall in principle be conducted via the chat through a rollcall system moderated by the Chairperson, stating the name of the Elected Representative or using any other suitable means.

b) When voting by secret ballot, suitable means that meet the requirements for a secret ballot must be used. Each Elected Representative shall have the right to request a test vote in this system. This test shall then be made possible no later than 3 days before the meeting.

c) The methods used or the planned voting procedures must be sent out to all members by e-mail at least 1 week before the meeting, and at least 3 days before the meeting in the case of extraordinary meetings.

d) Only those members with voting rights who are present at the time of the vote are entitled to participate in the vote.

SECTION 4

MINUTES

Recording the Minutes of Proceedings and Resolutions

§ 25 (1) Minutes of the proceedings and resolutions of the Federal Representation of Students and its Committees are to be recorded, which shall contain the names of those present, the agenda, the place, date and time of the meeting, the motions and written questions submitted, the minutes/recordings requested, the course of the meeting in essential matters, the manner in which the resolutions were passed, the result of the votes as well as the resolutions passed. It is also possible to specify the virtual room as the place. The minutes of the resolutions of the Federal Representation of Students must be drawn up within two weeks of the meeting and sent to the List Spokespersons and the responsible Federal Minister. The minutes of the meetings of the Federal Representation of Students are to be signed by the Chairperson of the Austrian Students' Union, while the minutes of the Committee meetings are to be signed by the respective Committee chair.

(2) The Chairperson shall have an audio recording made of each meeting of the Federal Representation of Students, which shall be archived for 2 years in the secretariat of the Austrian Students' Union. The List Spokespersons are entitled to listen to the audio recordings of the meetings of the Federal Representation of Students as well as request them in electronic form, provided that this does not conflict with the respective applicable data protection regulations. The inspection is limited to official office hours.

(3) The minutes of the meeting shall be sent to each member of the Federal Representation of Students and to the Committee chairs or each member of the Committee together with the invitation to the next meeting of the Federal Representation of Students or the next Committee meeting. An overview of the progress of the tasks entrusted to the Chairpersons shall be attached.

(4) At the regular meeting of the Federal Representation of Students following an extraordinary meeting of the Federal Representation of Students, the minutes of the extraordinary meeting of the Federal Representation of Students shall also be adopted.

(5) Minutes of the resolutions shall be published on the Internet on the official website of the Austrian Students' Union within 2 weeks of their approval. The publication of the approved Committee minutes is the responsibility of the Chairperson of the Federal Representation of Students.

SECTION 5

(DIRECT) CO-DETERMINATION OF THE MEMBERS OF THE ÖH

General Membership Vote

§ 26 (1) By a two-thirds majority, the Federal Representation of Students may decide to hold a General Membership Vote. A decision must be taken in particular on the duration, the date, and the exact wording of the questions to be voted on must be decided.

(2) The General Membership Vote must be held no earlier than 4 weeks after the decision by the Federal Representation of Students, but no later than the end of the semester following the decision. If possible, the vote shall take place at the same time as a Students' Union election. Periods under § 15 para. 2 (a) shall suspend the running of the minimum period; periods under § 15 para. 2 (b) to (d) shall suspend the running of the minimum period. On days on which no meeting of the Federal Representation of Students may take place (§ 15 para. 2), no General Membership Vote may be held.

(3) For General Membership Votes pursuant to § 62 HSG 2014, the Electoral Regulations of the Austrian Students' Union shall apply accordingly. The Election Commission of the Austrian Students' Union shall be responsible for the organizational implementation of the vote at the same time as a Students' Union election (§ 62 para. 5 HSG 2014). On another date, the Election Commission shall be replaced by an additional Committee of the Federal Representation of Students, which shall be established specifically in this case.

(4) The voting must be announced in official media channels of the Austrian Students' Union and on the website of the Austrian Students' Union, stating the date and the questions to be voted on. There shall be at least 2 weeks between the date of the announcement and the date of the vote. Periods pursuant to § 15 para. 2 (a) shall suspend the running of the minimum period; periods pursuant to § 15 para. 2 (b) to (d) shall suspend the running of the minimum period.

(5) All members of the Austrian Students' Union shall be entitled to participate in the vote. However, in the case of questions which affect only a part of the members of the Austrian Students' Union, it is permissible to restrict the vote to certain groups of members by resolution with a two-thirds majority.

(6) Each question to be voted on must be answered with "yes" or "no".

(7) The result must be announced to the List Spokespersons within 3 days. The result must also be announced as soon as possible in official media channels of the Austrian Students' Union and on the website of the Austrian Students' Union.

SECTION 6

SPECIAL PROVISIONS FOR HIGHER EDUCATION INSTITUTION REPRESENTATIONS AT EDUCATION INSTITUTIONS AT WHICH NO STUDENTS' UNION HAS BEEN ESTABLISHED

Special Provisions for Higher Education Institution Representations

§ 27 (1) Higher Education Institution Representations at education institutions at which no Students' Union has been established may stipulate in their procedural rules that annual student representatives are to be elected. Provisions on the timing and conduct of such elections shall be made in the procedural rules, and the responsibility for conducting the election and directing the election process shall rest with the respective sub-election committee.

(2) Higher Education Institution Representations at education institutions at which no Students' Union has been established may establish working units (Offices) in their procedural rules. § 36 para. 3 to 7 HSG 2014 shall apply accordingly.

(3) Higher Education Institution Representations at education institutions at which no Students' Union has been established shall apply these statutes accordingly as long as they have not issued procedural rules pursuant to § 26 para. 4 HSG.

SECTION 7

ENTRY INTO FORCE AND TRANSITIONAL PROVISIONS

Entry into Force, Expiry and Transitional Provisions

§ 28 (1) These statutes shall enter into force on July 1, 2021. Amendments and supplements to these statutes shall enter into force after they have been adopted.

(2) Notwithstanding § 27 para. 3, Higher Education Institution Representations at education institutions with no established Students' Union shall not apply § 15 para. 2 until October 1, 2015.

(3) The elected Officers of the Austrian Students' Union holding office on the day of the adoption of these statutes shall be deemed elected even after the entry into force of these statutes, provided that the core competences of their Office coincide with those of an Office provided for in these statutes.

(4) These statutes of the Austrian Students' Union contain the following annexes:

- a) Form for the declaration of a List Spokesperson
- b) Resolution on the current amount of the function fees
- c) List of Committee chairs and deputy chairs of the ÖH Federal Representation of Students

Changes to the content of the appendices do not constitute changes to these statutes. Only the addition, expansion, or deletion of individual appendices constitutes an amendment to these statutes.

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Latest amendments (June 3, 2022) to these statutes at the second regular meeting of the Federal Representation of Students in the summer semester of 2022 are as follows:

- In the Table of Contents, the item "Digital Meetings" shall be added after the item "General Provisions".
- A new § 3a including a heading is to be inserted, which reads as follows:

"Digital Meetings

§ 3a (1) In the case of a meeting being held digitally, the following technical criteria must be met:

- a) All members must at least be able to hear each other.

b) All members must be able to connect via video at least for identification purposes.

c) It must be possible for third parties (e.g., respondents or informants) to be connected.”

(2) In principle, the identification and registration of participants shall take place verbally with simultaneous showing of their video image. The Chair of the meeting is free to allow further possibilities for identification and registration at any time.

(3) The presence of the Elected Representatives is assumed after a one-time identification and registration as defined in para. 2 until they leave the digital session. If there is any doubt as to the presence or identity of the Elected Representatives, the Chair of the meeting shall carry out further identification through appropriate means.

(4) If a member leaves the meeting without logging out, a technical problem shall be assumed. The member shall be recorded as “absent” in the minutes from this point on.

- In § 9 para. 7, the word “expense allowance” shall be replaced by the word “function fee”.
- In § 10 para. 11, the words “as well as the vice-chairs” shall be added after the words “The chairs”. The numbering of the paragraphs in § 10 is to be corrected. Paragraphs 10 and 11 are to become paragraphs 7 and 8.
- § 14 para. 5 is amended as follows:

“(5) The motions as amended after the end of the preliminary meeting of the List Spokespersons shall be submitted to the Elected Representatives in electronic form (including attachments) 4 hours at the latest before the beginning of the meeting of the Federal Representation of Students.”

- In § 15 para 4, the words “as well as List Spokespersons” shall be added after the words “The Chairperson shall provide all Elected Representatives”.
- In § 15 para. 4, the word “factions” shall be replaced by the word “lists”.
- The first sentence of § 24 para. 4 is amended as follows:

“Unless otherwise prescribed by these statutes, voting on motions shall take place when the list of speakers has been exhausted”.

- A new paragraph (13) is added to § 24, to be read as follows:

“(13) In the case of digital meetings, the Chairperson is responsible for choosing tools that enable voting. The following shall apply:

a) Simple votes shall in principle be conducted via the chat through a rollcall system moderated by the Chairperson, stating the name of the Elected Representative or using any other suitable means. b) When voting by secret ballot, suitable means that meet the requirements for a secret ballot must be used. Each Elected Representative shall have the right to request a test vote in this system. This test shall then be made possible no later than 3 days before the meeting.

c) The methods used or the planned voting procedures must be sent out to all members by e-mail at least 1 week before the meeting, and at least 3 days before the meeting in the case of extraordinary meetings.

d) Only those members with voting rights who are present at the time of the vote are entitled to participate in the vote.”

- The first sentence of § 25 para. 3 is amended as follows:

“The minutes of the meeting shall be sent to each member of the Federal Representation of Students and to the Committee chairs or each member of the Committee together with the invitation to the next meeting of the Federal Representation of Students or the next Committee meeting.”

- § 28 para. 1 shall be supplemented as follows:

“Amendments and supplements to these statutes shall enter into force after they have been adopted.”

- Annex 2 shall be deleted from these statutes.

ANNEX 1

DECLARATION OF A LIST SPOKESPERSON

In accordance with § 4 of the statutes of the Austrian Students' Union, the following persons are nominated as List Spokespersons and Deputy List Spokespersons:

List: _____

List Spokesperson:

Name: _____

Signature: _____

Deputy List Spokesperson:

Name: _____

Signature: _____

This is confirmed by more than half of the Elected Representatives who belong to this list:

	Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Date: _____