

Assembly Regulations Commons & Code e.V.

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In accordance with Paragraph 7(8) of the Statutes, the Assembly of Members shall adopt the following Rules of Assembly:

§ 1 Scope

These Rules of Assembly shall apply to all ordinary and extraordinary assemblies of members of the Commons & Code e.V.

§ 2 Head of Assembly

- (1) The Assembly of Members shall be chaired by a member of the Board of Directors. If they are unable to do so, the Assembly shall elect a head of assembly from among its members.
- (2) The Head of Assembly shall be responsible for:
 - (a) opening, chairing and closing the Assembly;
 - (b) verification of the proper convening and quorum;
 - (c) an announcement of the agenda and any additions thereto;
 - (d) the issuing and withdrawal of the word;
 - (e) the conduct of votes and elections;
 - (f) the maintenance of order during the Assembly.
- (3) In order to maintain order, the Chairman of the Assembly may give warnings to members and may exclude them from the Assembly in the event of a repeat offence.

§ 3 Keeping of minutes

- (1) At the beginning of the meeting, the Head of Assembly shall appoint a person to keep the minutes.
- (2) The minutes shall contain:
 - (a) The place, date, start and end of the meeting;
 - (b) The form of the meeting (presence, virtual or hybrid);
 - (c) Number of voting members appearing;
 - (d) Names of the management of the meeting and of the minutes;
 - (e) the items on the agenda;
 - (f) the wording of the forms of order sought;
 - (g) Type of vote or election (open/secret);

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- (h) the results of the vote (in favour, against and abstentions);
 - (i) the text of the decisions taken;
 - (j) Election results.
- (3) The minutes shall be drawn up within four weeks of the date of the meeting and signed by the Chair and the minutes. The minutes and an English translation shall be made available to Members within six weeks of the meeting.

§ 4 Requests and interventions

- (1) In accordance with Article 6(4) of the Statutes, requests for the agenda must be submitted in writing to the Board of Directors one week before the meeting, stating the reasons on which they are based.
- (2) Urgent requests may be made during the meeting. Their admission shall be decided by the Assembly by simple majority. Urgent requests for amendment or dissolution of the Association shall not be admissible.
- (3) Amendments to these requests may be tabled at any time during the deliberations. They are always admissible and do not require any specific justification. Amendments to be voted before the main request.
- (4) Motions for the Rules of Procedure may be made at any time and shall be dealt with immediately. These include, in particular, applications for:
 - (a) Closing the debate;
 - (b) Closing the list of speeches;
 - (c) Postponement of an item on the agenda;
 - (d) Interruption of the Assembly;
 - (e) secret ballot.
- (5) If there are several amendments to the same request, the most extensive amendment shall first be put to the vote. The Chairman of the Assembly shall determine the order in which it is to be held.
- (6) Each Member shall have the right to speak. The floor shall be given in the order in which the interventions are made. The Chairman of the Assembly may limit speaking time.

§ 5 Conduct of elections and votes

- (1) Votes are in principle open by show of hands. At the request of a Member, a secret ballot shall be held if the Assembly so decides by simple majority.
- (2) Elections are, in principle, open, in accordance with Section 6(9) of the Statute, unless a member objects or the law requires a secret ballot.
- (3) In the case of secret ballots and elections, the Chairman of the Assembly shall designate at least two electors responsible for the proper conduct of the vote.
- (4) In the case of virtual or hybrid meetings, voting may be carried out by electronic means. The Bureau shall ensure that the technical means used allow for a clear vote and that the secrecy

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of votes is respected in the case of secret ballots and elections.

§ 6 Virtual and hybrid gatherings

- (1) In the case of virtual meetings, attendance is verified by a call by name or by recording the participants who have been selected.
- (2) Access data for virtual or hybrid assemblies shall be sent to the email address used in the invitation no later than one hour before the start of the meeting.
- (3) Technical failures preventing individual Members from participating shall not affect the validity of decisions taken, provided that the Assembly has been duly convened and has a quorum.
- (4) In hybrid assemblies, Members participating virtually have the same rights as members present in person.

§ 7 Public

- (1) The general meeting of members shall in principle be open to the public. Guests may be admitted by decision of the Assembly.
- (2) Authorised guests may, by separate decision, grant the right to speak on specific items on the agenda. Guests shall not be entitled to vote.
- (3) The Assembly may decide not to publish individual items on the agenda.

§ 8 Entry into force

These Rules of Assembly shall enter into force on the day on which they are adopted.