



Instructions for Records of Meetings (Meeting Minutes)

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- 1) **Every Fachschaftsvollversammlung and Fachschaftsratsmeeting must have an agenda.** The agenda can be adjusted in the beginning of the meeting as well and should at least include the topic „Agenda“ and „Miscellaneous“
- 2) **There must be a record/minutes (Protokoll) of every meeting.** It must include the outcome of discussions, the delegations as well as the exact wording of decisions
- 3) **Records should at least include the following:**
 - a. **the name of the Fachschaft.** Meaning: „Record of the Fachschaft XYZ / Protokoll der Sitzung der Fachschaft XY“. It can be helpful to add a footnote with the name of the Fachschaft.
 - b. **Approximate amount of the people** present during Fachschaftsvollversammlungen, or the **name of the Fachschaftsräte** present during the Fachschaftsratsmeeting. This helps uphold transparency and shows the quorum needed for decisions.
 - c. Date, beginning and end (exact time) of the meeting
 - d. The agenda
 - e. All decisions with reasons for the particular decision (especially finances – for great expenses take into consideration regulatory frameworks such as Finanzordnung, Bewirtschaftungsrichtlinie, ...)
- 4) **Decisions must be detailed and include the voting results and the reasons for the topic.**
 - a. With x to y votes, it is decided, that there will be a Fachsafts-breakfast on the [date].
 - b. Maximilian proposes to get a micro-wave for up to z Euros for the Fachschaftsraum, because the Fachschaft needs this due to [reason].
 - c. It is decided to have Fachschaftsrats elections in the week of [date]. [PERSON] will register the elections.
 - d. The following propositions have been made for the curriculum commission: [topics] [reasons]. The following propositions were accepted: [topics]. [Person B] will send the list to the Direktorium.
 - e. [Person A] will be sent to the curriculum commission and shall represent our propositions there.
 - f. Travelling expenses for the Bundesfachschaftentagung (TOP Y): [costs], [reason], [voting result]
- 5) **Finance propositions should have their own topic in the agenda of the meeting and be secluded from the other content.** By doing this, you can ease the person responsible for the finances in your Fachschaft.

It might also be helpful to put up a shortlist of tasks decided on from the meeting only with costs and people responsible for realisation e.g:

- a. Groceries for the Ersti-Einführung (TOP X): [costs], [person responsible],
- b. Travelling expenses for the Bundesfachschaftentagung (TOP Y): [costs], [person responsible]

Due to the lack of reasons and voting results a shortlist ist not sufficient für reimbursement