

# **RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE**

**Adopted under Resolution No. VB-36/2024 (14 November)  
of the Executive Committee**

**Budapest, 1 December 2024**

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## **Preamble**

### **1. §**

- (1) The Executive Committee of the Corvinus University of Budapest (hereinafter: University) has adopted its rules of operation (hereinafter Rules of Procedure) on the basis of Subsection (7) of Section 11 of the Organisational and Operational Rules (hereinafter referred to as: OOR) constituting Volume I of the Rules of Organisation and Operation of the University (hereinafter ROO):

## **Scope of the Rules of Procedure**

### **2. §**

- (1) The personal scope of the Rules of Procedure shall extend to all participants, members and invitees of the Executive Committee.
- (2) The material scope of the Rules of Procedure shall cover the entire operation of the Executive Committee, its proceedings in any matter falling within its competence.
- (3) In any matter relating to the functioning of the Executive Committee which is not or not sufficiently regulated in these Rules of Procedure, the Chairperson of the Executive Committee shall decide.

## **Legal status of the Executive Committee, its responsibilities and competences**

### **3. §**

- (1) The legal status of the Executive Committee, its responsibilities and competences are defined in the ROO.

## **Composition of the Executive Committee, participants**

### **4. §**

- (1) The members and the Chairperson of the Executive Committee are specified in the OOP.
- (2) Position of the members of the Executive Committee is associated with the executive role. Membership shall cease in the event of the termination of the executive mandate for any reason. In this case membership shall cease on the date of termination of the executive mandate.
- (3) The secretarial duties of the Executive Committee are the responsibility of the Head of Legal and Procurement Services (Head of Legal Affairs), and in his/her absence or if he/she is unable to perform his/her duties, a staff member from Legal and Procurement Services, designated in writing by the Head, will assume the responsibilities.
- (4) Permanent invitees of the Executive Committee:
  - a) the Head of Legal Affairs;
  - b) the Head of Strategy and Quality Development.

- (5) A permanent invitee may request to be absent from a meeting if he/she is not concerned by the agenda of that meeting.
- (6) The Chairperson may, on the proposal of the members and/or the Secretary, invite a guest to participate in the deliberations of an agenda item on an ad hoc basis in an advisory capacity.

## **Duties, rights and obligations of the participants**

### **5. §**

- (1) The Chairperson of the Executive Committee:
  - a) shall be responsible for adopting and publishing the rules of procedure of the Executive Committee;
  - b) shall decide on persons to be invited on an ad hoc basis,
  - c) shall decide on any matter relating to the functioning of the committee which is not or not sufficiently regulated in these Rules of Procedure;
  - d) shall decide on the dates and times of the sessions and the agenda as well as on the format of the sessions, taking into account the opinion of the committee members;
  - e) shall chair the meetings of the Executive Committee and shall ensure that the meetings are kept in order;
  - f) shall order voting and shall establish the result of the voting;
  - g) shall issue the official summary of the meetings of the Committee;
  - h) shall be responsible for monitoring the implementation of the resolutions of the Executive Committee;
  - i) shall designate a person to present the resolutions, positions of the Executive Committee before the Board of Trustees, the Senate and other bodies, and to indicate when the Executive Committee has not discussed a matter within its competence;
  - j) shall report to the Board of Trustees on the functioning of the Executive Committee, as necessary.
- (2) The members of the Executive Committee:
  - a) shall attend the sessions and vote on the proposals,
  - b) in case of absence, shall announce the fact and the reason for the absence to the Secretary;
  - c) shall prepare for meetings and contribute constructively to the work of the Executive Committee and take decisions accordingly;
  - d) shall observe the order of the sessions and the voting;
  - e) shall carry out the tasks set by the Chairperson within the specified deadline;
  - f) shall be responsible for the decisions they make and the opinions they express;

- g) shall be entitled to put questions to the submitter, other members, invited persons at the meetings, to make comments, formulate opinions on the proposal and make suggestions thereto;
  - h) shall have the right to receive all information and to inspect all documents that are necessary for the performance of their duties as Committee members,
  - i) shall have the right to initiate the convocation of a session under these Rules of Procedure.
- (3) The Secretary of the Executive Committee:
- a) shall prepare and maintain the Rules of Procedure and submit them to the committee;
  - b) shall inform members and invitees about the rules of the Committee's operation;
  - c) shall discuss the suggestions for the agenda with the members and the permanent invitees, and recommend the agenda to the Chairperson on this basis;
  - d) shall request, prepare and check the proposals to be tabled and shall be responsible for ensuring that only properly prepared proposals are included in the agenda. In this respect, he/she:
    - shall check with the submitter whether the submitter has held the necessary consultations with the heads of the professional areas concerned and whether the results of these consultations have been recorded in the proposal,
    - shall verify that the form and content of the proposal comply with the provisions of these Rules of Procedure, and
    - shall check that the proposals are suitable for decision-making by the Executive Committee and/or the Board of Trustees and/or the Senate,
    - in his/her supervisory role, is authorized to request supplementary information for the proposal;
  - e) shall formulate the proposed text of the resolutions,
  - f) shall convene the meeting and shall make sure that the invitations and the proposals are sent out;
  - g) shall prepare and issue the resolutions;
  - h) shall be responsible for monitoring the implementation of the decisions, for forwarding them to the Board of Trustees, the Senate or other competent bodies,
  - i) shall be responsible for liaising with the Secretary of the Board of Trustees and the Senate, as well as with the persons in charge of administrative coordination in the Students' Union, the Doctoral Students' Union, the employee representative bodies and other university bodies in matters relating to the functioning of the Executive Committee;
  - j) shall be responsible for ensuring Communication is properly informed of the decisions of the Executive Committee;

- k) shall be responsible for the conformity of the Committee's work and for adhering to the available timeframe;
  - l) shall be responsible for all the administrative tasks of the Executive Committee.
- (4) Permanent invitees of the Executive Committee:
- a) shall attend the sessions,
  - b) in case of absence, shall announce the fact and the reason for the absence to the Secretary;
  - c) shall prepare for the meetings, express their constructive suggestions, comments and opinions in an expert capacity to facilitate decision-making by the Committee, to the best of their ability, in the interests of the University;
  - d) shall observe the rules of order of the sessions;
  - e) shall carry out the tasks set by the Chairperson within the specified deadline;
  - f) as submitters of agenda items, shall send the proposals to the Secretary within the specified deadline;
  - g) shall be entitled to put questions to the submitter, other members, invited persons at the meetings, to make comments, formulate opinions on the proposal and make suggestions thereto.
- (5) Ad hoc invitees, at the meetings they attend, are subject to the conditions described in Subsection (4).

### **Rules of deliberation of the Executive Committee** **Exercising the competences of the Executive Committee**

#### **6. §**

- (1) The Executive Committee exercises its competences primarily at its sessions.
- (2) The sessions shall not be public.
- (3) Following each meeting, Communications is required to prepare a detailed briefing on the agenda items and decisions (resolutions) discussed. This briefing must be made accessible to the members of the Executive Committee, its secretary, regular invitees, and the Head of the Secretariat. Regarding decisions of the Executive Committee, Communications is responsible for informing a broader audience of the university community in a manner appropriate to the subject of the decision.
- (4) Decisions may be made:
  - a) at sessions requiring personal appearance (ordinary session),
  - b) in justified cases, at sessions held online (online session),
  - c) if the nature of the matter can be decided in a simple manner and does not require consultation, by written vote without holding a session (decision-making in writing).
- (5) As a general rule, meetings shall be held in the form of ordinary sessions.

- (6) Members may also join an ordinary session online, with the permission of the Chairperson of the Executive Committee, where appropriate. In this case, members who join online have the same rights as members who are present in person, and should be taken into account when establishing the quorum. In the case of online participation, the member concerned is required to keep their camera on continuously to ensure uninterrupted communication among members.

## **Sessions of the Executive Committee**

### **Rules of the ordinary session**

#### **7. §**

- (1) The Executive Committee meets at least once a month, normally on a Thursday. The date of the sessions shall be published on the intranet. For the purposes of this clause, decision-making in writing shall be considered a session.
- (2) 14 days before the scheduled session, the Secretary shall notify the members and permanent invitees electronically of the date and time of the next session and request suggestions for agenda items as well as proposals.
- (3) Deadline for sending the proposals (complete documents including all annexes in both Hungarian and English): 5<sup>th</sup> working day preceding the day of the session.
- (4) Proposals for the agenda of the Executive Committee may be made by the executives of the University, taking into account the reporting lines. The chairperson may order a closed agenda with the presence of a specified number of persons.
- (5) If the Executive Committee's decision does not require a written proposal, the Secretary shall communicate this to the person concerned.
- (6) The Secretary, within their authority as per Section 5 (3)d), reviews the submitted proposals based on the rules outlined in these Rules of Procedure. A request for additional information may be made if it can realistically be fulfilled within the submission deadline. If the additional information cannot be provided by the deadline specified in Section 7 (4), the proposal may be removed from the agenda.
- (7) The meetings shall be convened by the Secretary by way of sending out invitations. Deadline for sending the invitations and submissions, if relevant: 3<sup>rd</sup> day preceding the session.
- (8) The Secretary shall notify the secretary of the Board of Trustees of the Maintainer of the meetings of the committee at the same time as the invitation is sent.
- (9) The deadlines may be deviated from with the permission of the Chairperson in extremely justified cases. Such a request shall be reported to the Secretary, who shall consult the Chairperson.
- (10) The session is opened by the Chairperson.
- (11) After the opening of the session, the Secretary shall check the quorum.

- (12) The quorum of the Executive Committee shall be constituted if at least 5 (five) members are present. (If an individual holds two university positions that each carry membership in the Executive Committee, that individual counts as two members.)
- (13) If a quorum exists, the Secretary presents the agenda, if there is no quorum, the Chairperson adjourns the meeting.
- (14) As a general rule, under "Other business", only announcements may be made, information may be provided that do not require a resolution.
- (15) The Chairperson shall give the floor to speakers at the meeting of the Executive Committee, and the Chairperson shall also have the power to cut off a speaker. The Chairperson shall first give the floor to the submitter, following which he/she shall make his/her own observations. The Chairperson shall then put the proposal to the debate.
- (16) Once the Chairperson has made his/her observations, the members may put questions to the submitter, may propose an amendment. The question or proposal must be answered by the submitter at the meeting. After answering the question or suggestion, the questioner has the opportunity to make a rejoinder.
- (17) Every member shall have one vote.
- (18) The Executive Committee shall strive for consensual (unanimous) decision-making. If this is not possible, decisions shall be made by a qualified majority, as follows:

<b>Number of Members Present</b>	<b>Required YES Votes for Decision-Making</b>
8	6
7	5
6	4
5	3

- (19) Resolutions are taken by open ballot.
- (20) A member may vote "yes" or "no".
- (21) If the Chief of Operating Officer wishes to exercise the right of veto pursuant to Section 11 (8) of the OOP, he/she shall be entitled to exercise it after the vote, and shall also indicate the amendments proposed in the proposal (if they are relevant to the agenda in question). The exercise of the right of veto or the absence thereof shall be recorded in the resolution.
- (22) If a motion for amending a proposal is tabled, it shall be voted on separately, or, if there are several proposed amendments, one-by-one in the order in which they are tabled. The vote on the proposal will then take place, taking into account the result of the vote on the motions for amendments.



- (23) The Executive Committee's decisions shall be recorded in resolutions within five (5) days of the meeting. The resolutions shall be sent to members and permanent invitees. Otherwise, the resolutions are not public.

### **Rules for online sessions**

#### **8. §**

- (1) In the case of an online meeting held without in-person attendance– in accordance with the provisions set forth in Section 6 (6) – the rules detailed for ordinary sessions (deadlines, quorum, conduct, voting) shall apply, with the modification that the meeting must be conducted using the online platform designated by the University's organisational unit responsible for IT affairs.

### **Rules for decision-making in writing**

#### **9. §**

- (1) If the nature of the matter – simple, not requiring coordination – allows and the members agree, a vote in writing (decision-making in writing) without holding a session is possible.
- (2) In the case of written decisions, permanent invitees do not take part in the work of the committee.
- (3) Decisions in writing shall be taken in the same way as during ordinary sessions, with the following exceptions:
- a) The Chairperson shall order decision-making in writing instead of sending an invitation to the session.
  - b) At the time of ordering decision-making, the proposal(s) shall also be sent to the members.
  - c) Members shall be given 24 hours from the time of ordering decision-making to cast their votes. If all votes are validly received, the vote may be closed after the last vote has been received.
  - d) Voting is either done via an email sent from the office e-mail address of the member, where the member shall clearly indicate his/her support or opposition to the proposal, or using the online platform designated by the University's organisational unit responsible for IT affairs.
  - e) In the case of decision-making in writing, it is not possible to put questions, propose amendments or additions. If the need for consultation arises during the process of decision-making in writing, a session shall be held.

## **Rules of administration**

### **Administrative support**

#### **10. §**

- (1) Paperwork related to the Committee's activities shall be carried out by the staff member of Legal and Procurement Services designated in his/her job description, who, in this regard, shall
  - a) prepare the invitations to the sessions under the guidance of the Secretary, the order for decision-making in writing, ensure the technical background for the meetings;
  - b) attend the sessions of the Executive Committee at the request of the Secretary for the purpose of providing administrative and technical support;
  - c) ensures the audio recording of the meeting and the archiving of the recordings;
  - d) prepare the official summary of the meetings based on the resolutions;
  - e) prepare and finalise the formal and technical aspects of the resolutions, keep a register of the resolutions;
  - f) be responsible for having documents signed and for ensuring that the invitation, document ordering a written decision, resolutions approved by the Secretary are duly received (in due time and manner) by those entitled to receive them under these Rules of Procedure;
  - g) be responsible for the electronic archiving of the Executive Committee's documents, keeping them in the Registry of Legal and Procurement Services, then managing and updating them in accordance with the Document Management Regulation;
  - h) manage the email account of the Executive Committee (published on the committee's intranet page), receive and send the documents of the Committee's sessions, and provide information on the technical conditions of sessions,
  - i) perform such other administrative tasks as the Secretary may define.

## **Communication**

#### **11. §**

- (1) All communications relating to the functioning of the Executive Committee shall be made using the email address of the Executive Committee . This applies to, in particular to:
  - a) sending the request for suggested agendas items, invitations, the order for written decision-making, proposals;
  - b) receiving suggested agenda items, proposals by the submitters, notifications of absence.
  - c) this e-mail address should be used to inform the secretary of the Board of Trustees of the Maintainer of meetings of the Committee and the decisions taken.
- (2) Emails shall be sent with a copy to the Secretary's personal office email address.

- (3) Invitations and proposals shall be sent to the official university email address of the members or invitees, with a copy to the official university email address of the administrative staff member designated by them.
- (4) The Board of Trustees of the Maintainer shall be notified at the [muc@uni-corvinus.hu](mailto:muc@uni-corvinus.hu) e-mail address and at the e-mail address of the administrative support staff member designated by the Secretary of the Board of Trustees. Information on the meeting of the Committee shall be shared with the Board of Trustees of the Maintainer at the same time as the invitation is sent. The information should state where and when the committee will meet, what agenda items are to be discussed by the Committee, and by when the Maintainer should send any comments or suggestions to the committee. Submissions shall only be sent to the Maintainer upon express request and within the scope specified in the request.

### **Invitations, proposals, official summaries and resolutions**

#### **12. §**

- (1) Invitations to the sessions of the Committee shall include the place, date, time, expected duration, agenda, name and position of the submitter, the nature of the session (ordinary or online), the names and titles of the invitees, the date and place of the invitation. It should be clearly indicated in the agenda whether a resolution is to be adopted at the session on the item in question or whether only information/notification is to be provided in the subject.
- (2) The invitation shall be signed by the Secretary.
- (3) Invitations shall be sent to members and invitees by email.
- (4) Written proposals – ensuring that they can effectively support the communication summary outlined in Section 6 (3) – must include a decision-supportive, executive information summary, and must contain the following:
  - a) the subject of the proposal,
  - b) the name and position of the submitter,
  - c) executive summary: the history (if any), the professional reasons (organisational, legal or other) and the purpose of the proposal, its brief presentation, expected effects, the scheduling of the implementation, the persons in charge;
  - d) a summary of relevant information, including any amendments in the case of regulations;
  - e) any additional purpose of the submission (e.g., whether the Senate or Board of Trustees will decide on it);
  - f) the decision deadline and its justification;
  - g) proposed date of entry into force;
  - h) a list of the heads of the professional areas with whom the submitter has consulted and the support/opposition or dissenting opinion of the professional area;

- i) the place and date of the proposal.
- (5) Where the Chairperson has determined a specific form and content for the presentation of an item, the presentation shall be made in that form and with that content.
- (6) Official summary shall be drawn up of the sessions of the Committee (in addition to the communication document specified in Section 6 (3)).
- (7) The official summary shall include at least the following:
  - a) the method, place, date and time of the session, the names of the persons present and the names of those absent,
  - b) the agenda items,
  - c) the resolutions adopted,
  - d) the voting rates.
- (8) The official summary shall be sent by electronic mail to the members within five (5) days after the day of the session.
- (9) The resolutions of the Executive Committee shall be recorded in writing with restarting numbers every year. The resolution shall take the following format: VB-.../year (day month)
- (10) Invitations, proposals, official summaries and resolutions are available on the official platform of the Executive Committee for the executives and support staff defined by the members. Access rights shall be recorded by the Secretary.

## **Document management**

### **13. §**

- (1) The Executive Committee's case files shall be managed in accordance with the Document Management Regulation, it being understood that case files may be managed as paper-based or electronic documents.
- (2) Paper-based documents shall be authenticated with the signature of the authorised person and the stamp of Legal and Procurement Services and dated; electronic documents shall be authenticated with a timestamp and the electronic signature of the authorised person or with an electronic stamp.
- (3) Paper-based documents shall be placed in the Registry of Legal and Procurement Services and electronic documents shall be archived on the shared drive called "*testületek*" ("bodies") for each session and stored in the University's Records and Document Management System.

## **Final provisions**

### **14. §**

- (1) These Rules of Procedure were adopted by the Executive Committee under Resolution No. VB-36/2024 (14 November). Effective date: 1 December 2024.
- (2) With the entry into force of these Rules of Procedure, the Rules of Procedure of the Executive Committee adopted under Resolution No. VB-17/2024 (30 September) are repealed.

Bruno van Pottelsberghe de la Potterie  
the Chairperson of the Executive Committee