

Rules of Procedure for the Managing Board

figawa e.V.

Version of April 15, 2025

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document written in German: [Geschäftsordnung für den Gesamtvorstand](#).
Only the German version of the document is legally binding.

Rules of Procedure for the Managing Board

(Version of April 15, 2025)

§ 1 Honorary Work

Unless the Presidial Board, in consultation with the Managing Board, decides otherwise, the members of the Managing Board shall carry out their activities in the Managing Board and when representing the interests of the association in the professional committees on a voluntary basis.

§ 2 Convocation

The Managing Board shall meet at least once, but usually twice a year.

It shall be convened by the President, or in their absence, by the Vice President, with a notice period of at least two weeks, or if six of its members so request.

The meetings shall be chaired by the President, or in their absence, by the Vice President.

§ 3 Quorum

The Managing Board is considered quorate when it has been duly convened. It is capable of making decisions regardless of the number of members present.

§ 4 Decision-Making

Decisions of the Managing Board are made by a simple majority of the members present.

In the event of the unavailability of sector chairs, their respective deputies shall have voting rights in the meetings.

Voting may also take place in writing, by telephone, or by electronic means, unless at least three board members object.

§ 5 Documentation of Decisions

A record shall be made of each meeting, which shall be signed by the chairperson and the person responsible for taking the minutes.

§ 6 Appointment and Dismissal of the Management

The appointment and dismissal of the management are discussed in the Personnel Committee, consisting of four individuals (two representatives from the Presidial Board and two representatives from the Managing Board). The Personnel Committee prepares draft resolutions for the Presidial Board to decide on personnel matters, including related labor law issues. The members of the Personnel Committee are elected as needed in the respective committees that send them.

§ 7 Guests

The Executive Board may invite guests from the membership to their meetings. These guests have no voting rights.

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