

Rules of Governance

Student Advisory Board – Centre for Digital Governance

Purpose

§ 1 The purpose of the Student Advisory Board (SAB or Board) of the Centre for Digital Governance (CDG or Centre) at Hertie School is to liaise between the students at Hertie School and the Centre's research and administration team.

Objectives

§ 2 The SAB

- (1) Provides advice on programming, events and other activities hosted by the Centre.
- (2) Creates a public discussion space that is inclusive, diverse, participatory, and presents cutting-edge technological advances related to digital governance; this includes for instance student-led events aligned with the mission and objectives of the Centre
- (3) Promotes and facilitates the engagement of Hertie School students in Centre's events and other activities hosted by the Centre.
- (4) Proposes new research topics and strands to be conducted by the CDG, and assists in the research
- (5) Supports the CDG's visibility and outreach.
- (6) Aims to create internal partnerships with other centres at the Hertie School and external partnerships to create larger joint events and projects.

Membership

§ 4 The Student Advisory Board shall consist of a minimum of five (5) and maximum of seven (7) currently enrolled students at the Hertie School.

§ 5 The selection of new members will be made by a Selection Committee, composed of 2 members of the Centre and at least one member of the outgoing SAB. All enrolled students of the Hertie School who applied to serve on the SAB following a general call published by the Centre are eligible for selection.

The Selection Committee will consider the following criteria:

- (1) Academic and professional background, including a demonstrated interest in digital governance
- (2) Representation of diverse and global perspectives.
- (3) Gender balance
- (4) Representation of the different programmes at the Hertie School

§ 6 Members of the SAB will serve for one full academic year, with the possibility of a one-year extension. An application of extension will be considered by the Selection Committee in the course of the selection of new members.

Termination of membership

§ 7 SAB Membership may be terminated if the actions of a board member violate the bylaws of the SAB or do not comply with the values of the Centre. A decision about termination of membership requires unanimous vote of the board members and approval of the Centre.

Duties of the SAB

§ 8 The SAB members commit to:

- (1) Become knowledgeable about the Centre, its mission statement, values and activities, as well the SAB, its procedures and objectives.
- (2) Attend the Student Advisory Board's meetings.
- (3) Propose and/or contribute to SAB-led events.
- (4) Represent the Student Advisory Board towards Hertie School community
- (5) Foster the institutional memory and transparency of the work developed by the SAB.
- (6) Carry out concrete tasks assigned to them by the SAB as individual members and as members of working groups.

Structure

§ 9 All members of the Student Advisory Board are equal in their say and responsibility for decisions taken by the board. The SAB commits to horizontality as a working principle.

§ 10 The SAB is structured according to tasks with each member carrying out one or more responsibilities. Task responsibilities include:

- (1) Contact Point to the Centre
- (2) Policy Advocacy
- (3) Communication and Outreach
- (4) Research and Blog
- (5) Partnerships (internal and external)
- (6) Budget and Funding Manager (in charge of ~1000 Euro budget from Centre)

Meetings

§ 11 SAB members will meet regularly at least twice every month during the academic term (September-May). During term breaks, the board meets regularly at least once every six weeks.

§ 12 The roles of Moderator and Secretary are alternated by members of the board. The Moderator is responsible for structuring the agenda and moderating the participation. The Secretary is responsible for taking the minutes and making them available for all members.

§ 13 CDG's leadership will join three of the regular bi-monthly board meetings in each academic term.

§ 14 Extraordinary meetings can be requested by any member of the SAB.

Voting

§ 15 All decisions of the SAB are taken by the board as a collective body. All members of the board are eligible to vote on matters in need for a vote. Each board member receives one vote on any proposal.

- (1) The preferred modus of decision-making is consensus.
- (2) In cases where no consensus is reached, decisions are accepted by a simple majority (one half plus one) of the members voting.

Amendments

§ 16 Amendments to these rules of governance can be made through simple majority (one half plus one) of the total members of the SAB.

Adoption

§ 17 These rules shall be adopted by a simple majority vote (one half plus one) of the initial SAB's members.