

Bylaws of the Academic Board of BACES

Art. 1.1. Meeting frequency and convocation

The Academic Board is convened by the coordinating Chair¹ or on a motivated demand of at least one third of the members. The convocation must mention the proposed agenda. The convocation is distributed at least 10 working days before the meeting by e-mail and includes the agenda and documentation.

The Academic Board meets at least twice a year, at one of the founding or affiliated partner universities, or at a place mentioned in the convocation.

Art. 1.2. Agenda

All members can suggest agenda items for the upcoming meeting, at least 14 working days before the meeting takes place. The agenda item and documentation is sent to the coordinating Chair¹ by e-mail.

Points that didn't reach the coordinating Chair¹ in time, can be added to the agenda latest at the start of the meeting and upon acceptance by the coordinating Chair¹.

Art. 1.3. Order of the meeting

The coordinating Chair¹ can change the order of agenda items, based on a motivation or necessity.

The coordinating Chair¹ gives an introductory explanation on each agenda point or can delegate this task to another member.

The coordinating Chair¹ gives the floor to the members in order of request. The coordinating Chair¹ can take part in the discussion as a member of the Academic Board, without renouncing the Chair¹.

The coordinating Chair¹ can decide to proceed to the voting and/or propose a decision for consensus when, in his/her opinion, the members are sufficiently informed.

Art. 1.4. Quorum and voting

The Academic Board may validly take decisions if one third of its members are present or take part in the written consultation.

Each member has one vote. A member may grant a representation mandate to another member. A member can take up as much as two representation mandates, besides his/her own mandate, per meeting.

It is not allowed to grant a representation mandate to a substitute member.

Decisions are taken by a simple majority of its members. When equality of votes occurs, the coordinating Chair¹ will have a casting vote.

¹ responsible and acting as the spokesperson to the Governance Committee (ref doc: Governance and organization of the Brussels Academy for China-European Studies (BACES), art 13)

If one third of the members can't physically be present in the meeting, the coordinating Chair¹ can decide to call upon a written consultation or if necessary, the urgency procedure.

Art. 1.5. Written consultation and urgency procedure

When a decision is needed, and if no physical meeting can take place with at least one third of its members or when an urgent decision is needed, the Academic Board shall have the power to take a decision after a written consultation procedure of the members. The proposals submitted for approval by the Academic Board shall be sent by the coordinating Chair¹ to the members by email, together with the necessary documentation. The decision shall be taken in accordance with the quorum and majority rules provided by these bylaws. The e-mail transmitted by a member, with his/her viewpoint about each of the proposed decisions shall be considered as an expressed vote. This viewpoint needs to be eventually expressed as follows:

- vote in favour of the proposal
- vote against the proposal, or
- no vote

If a member is not expressing his/her vote within the proposed period of minimum 5 working days, and one third of the members have expressed their vote, then this is considered a vote in favour of the proposal.

In exceptional situations, if the urgency could not be foreseen, and if there is a compelling reason to make an urgent decision, the coordinating Chair¹ can make the decision.

Art. 1.6. Irrevocability of decisions

Decisions are irrevocable, unless it is established by one or more members that the decision taken is not according to prevailing regulations. In this case, a new voting will take place in accordance with Art. 1.4.

Art. 1.7. Minutes

The VUB-Secretariat assists in the preparation of the agenda of the meetings. The minutes of the meetings are prepared by a member of the VUB-Secretariat or China-Secretariat, unless the Chair¹ decides otherwise.

The draft minutes are sent to all members of the Academic Board for ratification.

The approved minutes of the Academic Board are kept at the VUB-Secretariat.

Art. 1.8. Ad hoc Executive Working Groups

The Academic Board can install ad hoc working groups with the assignment to investigate on specific matters or to implement the decisions taken.

The Academic Board decides on the composition of the working group and appoints a coordinator.

The coordinating Chair¹, or a member of the Academic Board appointed by the coordinating Chair¹, has a standing open invitation to the meetings of the working groups.

The Working Groups report to the Academic Board upon request of the Academic Board or when the assigned task is terminated.