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Rules of Procedure of the Commission for Gender Equality and Diversity

of 12 March 2024

The Extended Executive Board of the University has resolved:

A. Basic Principles

§ 1 Objective

¹ The Commission for Gender Equality and Diversity is a permanent committee of the Extended Executive Board of the University.

² It supports the governing bodies of the university, faculties and institutes in their efforts to achieve gender equality and to encourage an appropriately diverse and inclusive shared culture at UZH.

§ 2 Tasks

The Commission has the following tasks:

- a. It advises the Extended Executive Board of the University on matters relating to gender equality and diversity and on drawing up the strategic foundations from which to promote equal opportunities and diversity at UZH. In this way it has a consultative function.
- b. It responds from the point of view of the faculties and representative bodies to inquiries from the Extended Executive Board of the University on gender equality and diversity issues. In this way it functions as a sounding board.

B. Organization

§ 3 Composition

¹ The Commission is composed of the following voting members:

- a. the chair
- b. one delegate per faculty
- c. one delegate per representative body (*Stand*).

² The Commission is composed of the following non-voting members:

- a. the head of the coordination office.



§ 4 Election

¹ Faculty delegates are elected by the faculty in question. They serve a four-year term of office and may be re-elected.

² The period of office begins on 1 August of years that can be divided in whole numbers by four.

³ Should a faculty delegate leave office before the end of their term, the faculty may elect a substitute for the remainder of that term.

⁴ Delegates of representative bodies are elected in accordance with the Electoral Regulations¹ or, in the case of the student representative body, in accordance with the applicable regulations of the University of Zurich Student Association. They serve a two-year term of office and may be re-elected.

§ 5 Deputization

¹ Faculty delegates may appoint another member of their faculty to represent them. The faculties may determine such deputization arrangements in greater detail.

² Deputization arrangements for delegates of representative bodies are governed by the Electoral Regulations or, in the case of the student representative body, by the applicable regulations of the University of Zurich Student Association.

³ Deputization arrangements for the other members of the Commission are governed by the regulations applicable to their particular function.

⁴ Deputies have access to the same information as regular members of the Commission. If they represent a voting member, they too are entitled to vote.

§ 6 Chair

¹ At the proposal of the Deputy President the Commission elects its own chair. They serve a maximum four-year term of office and may be re-elected.

² At the beginning of the period of office the Commission nominates one voting member to act as chair in the absence of the elected chair of the Commission.

³ The Executive Board of the University may confer the role of Delegate for Gender Equality and Diversity upon the chair of the Commission. In accordance with § 32 para. 2 University Act, in their capacity as chair of the Commission, the chair has a seat on the Extended Executive Board of the University.

§ 7 Coordination Office

The Office for Gender Equality, Diversity and Inclusion operates the coordination office of the Commission.

¹LS 415.111.2



C. Meetings and Resolutions

§ 8 Meetings

- ¹ The Commission generally meets four times a year.
- ² The chair instructs the coordination office to convene the meetings.
- ³ The chair may have further meetings convened as necessary or at the request of at least of one third of voting members.
- ⁴ Guests may be invited to participate in meetings.
- ⁵ Meetings are chaired by the chair.
- ⁶ The coordination office produces minutes of each meeting. These are circulated for information to the members of the Commission and to the head of the Office for Gender Equality, Diversity and Inclusion.

§ 9 Resolutions

- ¹ The Commission is quorate when at least half of voting members are present at the meeting.
- ² It passes its resolutions by a simple majority of the votes cast. The chair has the casting vote in the event of a tie.

§ 10 Circular Resolutions

- ¹ The chair may submit decisions to the Commission to be made by circular communication. This takes the form of an email.
- ² The resolution is passed unless a voting member requests by the deadline set by the chair that the matter be discussed at a meeting.
- ³ The deadline referred to in paragraph 2 must be at least five working days.

D. Final Provision

§ 11 Entry into force

These rules of procedure enter into force on 1 August 2024.