

Internal Operating Rules of the Advisory Commission of AQUIB



This Regulation was approved in the constitutive meeting of the Advisory
Commission hold on March 6, 2023.

**PRESIDENT OF THE ADVISORY
COMMISSION**

PRESIDENT OF AQUIB

CHAPTER I. GENERAL DISPOSITIONS

Article 1. Advisory Commission

The Advisory Commission serves as a technical body within the Balearic Agency for Quality Assurance in Higher Education (AQUIB), hereinafter 'the Agency', as envisaged by Law 2/2003, of May 20th, on institutional organisation of the university system of the Balearic Islands, as well as by its statutes. Its primary function is to provide the Agency with guidance to enhance processes, develop actions proposals and define its strategic guidelines – all aimed at ensuring the quality of the Agency's activities.

The Regulations governing the Advisory Commission, approved by the Commission at its constitutive meeting, covers the composition, functions and functioning of the Commission.

Article 2. Composition

1. The Advisory commission is comprised by:
 - (a) Between four and eight experts of renowned prestige in the scientific, academic or professional fields. At least one of them should possess knowledge or experience in international contexts within higher education.
 - (b) At least one person with student status.
 - (c) A quality technician from AQUIB, appointed by the director, serving as the secretary with a voice but no vote.
2. Commission members must have experience in matters related to quality in higher education.
3. The appointment of Commission members will be made by the president of the Agency, upon the proposal of the director, after hearing the Board of Directors. In the event of an increased workload for the Agency, the initial number of members may be increased, with prior justification provided by the director.
4. The term of office of Commission members is four years, extendable for equal periods, as long as they maintain the condition for which they were appointed.
5. The president of the Advisory Commission will be elected by the Commission members themselves.

Article 3. Functions of the Advisory Commission

1. The Advisory Commission is tasked with the functions outlined as follows:
 - (a) Proposing necessary measures to ensure and enhance the quality of the Agency's tasks.
 - (b) Conducting an annual review of the procedures, assessment methodologies and activities of the Agency to ensure its continuous improvement.
 - (c) Reviewing and suggesting necessary improvements in the Agency's protocols, guidelines, criteria and other documents.
 - (d) Assessing the impartiality, objectivity and correct application of the assessment criteria in all Agency's processes.
 - (e) Approving the Quality Policy and the Code of Ethics of the Agency.
 - (f) Nominating members of the Guarantees Commission, in addition to other commissions and assessment committees.
 - (g) Conducting an annual assessment of the performance of external evaluators who have served on assessment panels. If necessary, members of this Commission shall conduct assessment of their performance.
 - (h) Approving and amending the *Internal Operating Rules* of the Advisory Commission.
 - (i) Undertaking any other task not specified in its regulations but aligned with the aforementioned functions, assigned by the Board of Directors.

Article 4. President

1. The president is responsible for the following functions:
 - (a) Representing the Advisory Commission.
 - (b) Convening meetings, chairing them, and suspending them for duly justified reasons.
 - (c) Setting the agenda of the meetings considering members' requests.
 - (d) Countersigning the minutes of the meetings.
 - (e) Undertaking any other task not specified in its regulations but aligned with the aforementioned functions, assigned by the Board of Directors.
2. In the event of a tie, the president holds a casting vote.

3. In the event of a vacancy or absence for any justified reason, the president will be replaced by the member of the Advisory Commission with the longest tenure. If two or more members have the same tenure, the person selected will be the one with the highest age.

Article 5. Members

1. Members of this Commission have the following responsibilities:
 - (a) Participating in the regular and extraordinary sessions of the Commission.
 - (b) Proposing issues for the agenda well in advance.
 - (c) Exercising their voting rights, with the option to abstain or submit a specific vote.
 - (d) Raising inquiries and questions during the meetings.
 - (e) Having access to all the necessary information for the exercise of their functions and, if required, requesting any additional information.
 - (f) Undertake any other function associated with being a member of this Commission.
2. In the case of justified absences, members will not be replaced, and the minimum number of attendees for a session (Article 7) must be maintained for it to be valid.

Article 6. Secretariat

1. In accordance with Article 2, a member of the Agency will serve as the secretary of the Commission, with voice but without a vote.
2. The functions of the secretary include:
 - (a) Issuing the call for Commission's meetings, as directed by the president.
 - (b) Drafting the minutes for the meetings, signing them, and archiving them once countersigned by the president.
 - (c) Creating documents related to formal consultations, opinions, and agreements approved by the Commission.
 - (d) Providing the commission members with the necessary information.
 - (e) Issuing the corresponding certificates.
 - (f) Undertaking any other function associated with the role of secretary.
3. In the event of an absence for any justified reason, the director of the Agency will designate another person from the Agency to fulfil the role.

CHAPTER II. RULES OF FUNCTIONING

Article 7. Convening and Conduct of Meetings

1. The Advisory Commission convenes regular meetings at least once a year. Extraordinary meetings shall be convened by the president or upon the agreement of a simple majority of its members. The secretary is responsible for disseminating the meeting notice to all members.
2. Notice of regular meetings must be sent to all members no later than seven (7) calendar days before the scheduled date. Extraordinary meetings require notification no later than two (2) calendar days before the meeting. Members will receive notifications electronically and are required to confirm receipt of such notices.
3. The meeting notice shall include the agenda, format, and necessary documentation required to address the issues to be discussed.
4. For the Commission's constitution to be valid, the presence of the president, the secretary, and at least half of the other members of the Commission is required. Any individual invited by the president may attend the meeting, with the right to speak but not to vote.
5. Any matter not included on the agenda will not be considered unless all Commission members are present. If this occurs, the urgency of the issue must be justified.

Article 8. Format of the Sessions

Meetings may take place in an in-person, blended or virtual format. The chosen format will be specified in the meeting notice and agenda. In any case, the requirements for the validity of the meeting are those outlined in Article 7.

For in-person and blended formats, meetings will in general be held at the Agency. In the virtual format, it must be possible to ensure the participants' identity, the smooth flow of all communications, and the adequacy of the electronic means used.

Article 9. Agreements and Minutes

1. Resolutions of the Advisory Commission are adopted by a simple majority of the board members, with abstentions considered valid votes. Ties shall be decided by the casting vote of the president.
2. Proxy votes from one member of the Commission to another are admissible if evidence for this is submitted.
3. Any member may cast an individual vote dissenting from the majority vote. In this case, they shall be exempt from liability arising from the Commission's decision.
4. Voting will be conducted by a show of hands. Any member may request that votes be secret. In this case, voting will be done by ballots or a valid electronic system.
5. Reports of the Advisory Commission will be non-binding unless otherwise indicated.
6. Minutes must be approved in the same session or the following one. They will specify the session's format, attendees, agenda, and the agreements or decisions made. The minutes will be signed by the secretary and endorsed by the president. They will be distributed to the other members electronically.
7. A summary of the minutes with the agreements or decisions made will be published on the Agency's website, following data protection regulations.

CHAPTER III. APPROVAL AND AMENDMENT OF THE INTERNAL OPERATING RULES

Article 10. Adoption of the Regulations

The initial version of these regulations is approved during the constitutive meeting of the Advisory Commission.

Article 11. Amendment of the Regulations

1. These rules of procedure may be modified at the request of the Commission's president or a majority of its members. This request must be accompanied by a draft of the proposed changes.
2. A favourable vote from two-thirds of the members of the Advisory Commission is required to validate agreements regarding the modification of this Regulation.