



DARIAH-EU

Digital Research Infrastructure
for the Arts and Humanities

Internal Rules of Procedure and Policies

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INTRODUCTION

This document is intended to support the implementation of the DARIAH ERIC Statutes. It provides more detailed information about the operation of the DARIAH ERIC and about the different policies which guide the operation of the DARIAH ERIC.

The General Assembly adopts the Internal Rules of Procedure and all the policies, excluding the Data Policy, according to the majority rules as defined in Article 10.15 (c) of the DARIAH ERIC Statutes. The General Assembly adopts the Data Policy, according to the majority rules as defined in Article 10.16 (d) of the DARIAH ERIC Statutes.

The Internal Rules of Procedure (IRP) and the Policies are prepared by the DARIAH-EU Board of Directors in consultation with the Senior Management Team and with the support of the DARIAH-EU Coordination Office.

The Internal Rules of Procedure and the Policies must be read in conjunction with the DARIAH ERIC Statutes.

SECTION 1 - General provisions

Article 1 - Definitions

1. **In writing / written:** Any means of written communication, such as a letter, a telefax, an email which is suitable for timely communication of information and other data.

SECTION 2 - Membership

Cf. DARIAH Statutes: Chapter 2 and 3

Article 2 - Types of Membership

1. There are 3 types of membership: Members, Observers and Cooperating Partners

Article 3 - Members

Application

Cf. DARIAH Statutes: Articles 5 and 10.13 (a).

EU Members, Associated Countries, Third Countries and Intergovernmental Organisations wishing to become Members of DARIAH ERIC shall initially contact the DARIAH-EU Coordination Office, who will refer the enquiry to the Board of Directors.

1. The potential Member will be provided with background information regarding Membership of the DARIAH ERIC including the Cash and In-Kind Contribution levels.
2. The potential Member shall apply in writing to the Board of Directors, outlining their areas of expertise, intended participation in DARIAH and proposed Partner Institutions.
3. The letter of application must include:
 - a. Duration of the proposed Membership
 - b. National Representing Entity and a named National Representative
 - c. National Coordinating Institution and a named National Coordinator
 - d. Partner Institutions
 - e. Statement approving the DARIAH ERIC Statutes
 - f. Country Profile
4. Applications can be submitted throughout the year.

Decision

Cf. DARIAH Statutes: Articles 5 and 10.13 (a).

5. The Board of Directors will communicate in writing the decision of the General Assembly within seven (7) working days.
6. Following the decision of the General Assembly, Annex I of the DARIAH-ERIC Statutes will be updated in accordance with Article 10.6 of the Statutes.

Article 4 - Observers

Application

Cf. DARIAH Statutes: Articles 5 and 10.13 (a).

1. EU Members, Associated Countries, Third Countries and Intergovernmental Organisations wishing to become Observers of DARIAH ERIC shall initially contact the DARIAH-EU Coordination Office, who will refer the enquiry to the Board of Directors.
2. The potential Observer will be provided with background information regarding Membership of the DARIAH ERIC including the Cash and In-Kind Contribution levels.
3. The potential Observer shall apply in writing to the Board of Directors, outlining their areas of expertise, intended participation in DARIAH and proposed Partner Institutions.
4. The letter of application must include:
 - a. Duration of the proposed Observership
 - b. National Representing Entity and a named National Representative
 - c. National Coordinating Institution and a named National Coordinator
 - d. Partner Institutions
 - e. Statement approving the DARIAH ERIC Statutes
 - f. Country Profile
5. Applications can be submitted throughout the year.
6. If an Observer decides to become a full Member during or after the three-year Observer status, it shall apply in writing to DARIAH ERIC before the term of its Observer status.

The letter of application must include:

- a. National Representing Entity and a named National Representative
- b. National Coordinating Institution and a named National Coordinator
- c. Partner Institutions
- d. Arguments in favour of full DARIAH membership
- e. Statement approving the DARIAH ERIC Statutes

Decision

Cf. DARIAH Statutes: Articles 5 and 10.13 (a).

7. The Board of Directors will communicate in writing the decision of the General Assembly within five (5) working days.
8. Following the decision of the General Assembly, Annex I of the DARIAH-ERIC Statutes will be updated in accordance with Article 10.6 of the Statutes.

Article 5 - Cooperating Partners

Application

Cf. DARIAH Statutes: Articles 4.8, 5.5, 9.1 and 10.13 (a).

1. Institutions wishing to become Cooperating Partners of DARIAH ERIC shall initially contact the DARIAH-EU Coordination Office, who will refer the enquiry to the Board of Directors.

2. The potential Cooperating Partners will be provided with background information regarding Cooperating Partnership of the DARIAH ERIC.
3. The potential Cooperating Partner shall apply in writing to the Board of Directors, outlining their areas of expertise and intended participation in DARIAH.
4. The letter of application must include:
 - a. Duration of the proposed Cooperating Partnership
 - b. Name of the Cooperating Partner Institution
 - c. Name of the Cooperating Partner Institutional Representative
 - d. Cooperating Partner Profile
5. The Cooperating Partnership is concluded for a renewable period of three years.
6. Applications can be submitted throughout the year.
7. Applicants for Cooperating Partner status are required to have their applications signed at a level of administration in the institution concerned that is able to speak as a formal representative on its behalf.

Decision

Cf. DARIAH Statutes: Article 5 and 10.13 (a).

8. The Board of Directors will communicate in writing the decision of the General Assembly within seven (7) working days.

Binding Agreement

Cf. DARIAH Statutes: Article 5.5 and 9.1.

9. The Board of Directors together with the competent officer of the DARIAH-EU Coordination Office will prepare the Binding Agreement.

SECTION 3 - The General Assembly

Cf. DARIAH Statutes: Article 10.

Article 6 – Appointment of the Chair and Vice-Chair

1. An invitation for candidates is sent in writing to the General Assembly.
2. A period of at least fifteen (15) working days is provided for nominations to be received.
3. The names of the candidates received, along with a short CV, are circulated to the General Assembly.
4. The General Assembly will appoint the Chair and the Vice-Chair in accordance with Article 10.6 of the DARIAH-ERIC Statutes.

Article 7 - Types of the meetings

1. There are 3 kinds of meetings: Ordinary Meeting, Extraordinary Meeting, Repeat Meeting. The DCO supports all of these meetings administratively.

Article 8 - Ordinary Meetings

Delegates, attendees

Cf. DARIAH Statutes: Article 10.2

1. All Members and Observers shall communicate to DARIAH ERIC the names of their delegates in the General Assembly at least fifteen (15) calendar days before any Ordinary Meeting. It is recommended that the role of National Representative and National Coordinator should not be carried out by the same person because of a potential risk of conflict of interest.
2. This communication remains valid until the Member or Observer appoints other delegates

Representation by another person

3. Any Member may authorise another Member to represent it in the Ordinary Meeting of the General Assembly and vote on its behalf. In such a case, the National Representative of the Member who cannot attend shall provide written authorisation to the National Representative of another Member to attend on his behalf.
4. Any Observer may authorise another Observer to represent it in the Ordinary Meeting of the General Assembly. In such a case, the National Representative of the Observer who cannot attend shall provide written authorisation to the National Representative of another Member or Observer to attend on his behalf.

Invitation deadlines

5. With the exception of the constitutional meeting of the General Assembly (see Article 34.1), the Chair of the General Assembly shall invite all Members and Observers to the General Assembly, at least two (2) calendar months before the meeting. The invitation must be in writing and must contain the date, time, place and a draft version of the agenda.

Agenda

6. The Chair of the General Assembly, after consultation with the Board of Directors, sets the draft version of the agenda for an Ordinary Meeting and includes it in the invitation to the meeting.
7. Each Member is entitled to add items and the related documents to the agenda until twenty (20) calendar days before the meeting.
8. Any item which is not on the agenda may be discussed in the meeting, provided that all Members are present.
9. The final version of the agenda together with related papers will be sent to the members of the General Assembly fifteen (15) calendar days before the meeting at the latest. In exceptional and duly justified cases and in agreement with the Chair of the General Assembly, the final version of the agenda together with related papers can be sent to the members no later than seven (7) calendar days prior to the meeting.

Quorum

10. In an Ordinary Meeting, if at least two thirds (2/3) of the Members, who are

entitled to vote, are present or represented, the quorum requirement is met.

Voting rights

Cf. the DARIAH Statutes: Articles 10.3, 10.4 and 10.5.

11. The invited members of the DARIAH-EU Coordination Office (DCO) have no voting rights.

Majority rules

Cf. the DARIAH Statutes: Articles 10.10 and 10.12.

Voting

12. Voting is conducted by secret ballot if requested by a member.
13. Except for cases listed in Article 10.13.b., d., e. and f., 10.14., 10.15. and 10.16. of the DARIAH ERIC Statutes, decisions of the General Assembly can be taken by electronic vote outside regular meetings of the General Assembly. The DCO is responsible for the organization of the electronic vote and will guarantee that the quorum and majority requirements are met to ratify the vote. The call for the electronic vote together with all related information will be sent to the GA at least one calendar month prior to the last day of the electronic vote.

Mode of operation

14. Any Member and Observer may participate in an ordinary meeting of the General Assembly remotely using a teleconference or videoconference system.

Minutes of a meeting

15. The minutes shall be circulated within one (1) calendar month following a meeting. Any comments on the draft minutes shall be submitted to the Chair and the Vice-Chair of the General Assembly within one (1) calendar month following circulation. The latest version of the minutes is presented to the General Assembly for adoption at the following regular General Assembly meeting. Any decision made by the General Assembly will be published on the DARIAH-EU wiki space.

Article 9 - Extraordinary Meetings

Circumstances

1. The Chair of the General Assembly shall convene an Extraordinary Meeting of the General Assembly, when the circumstances so demand, when the Board of Directors or if at least one quarter (1/4) of the Members or Observers so request.
2. The Chair of the General Assembly, in consultation with the Board of Directors, shall identify all situations demanding an extraordinary meeting of the General Assembly. Such circumstances include:
 - a. decision of the European Commission to revoke its decision for the establishment of DARIAH ERIC;
 - b. the non-approval or objection by the European Commission of an amendment to the Statutes;
 - c. the withdrawal of a Member or Observer providing crucial services to the infrastructure.

Delegates, attendees

Cf. DARIAH Statutes: Article 10.2

3. All Members and Observers shall communicate to DARIAH ERIC the names of their delegates in the General Assembly at least fifteen (15) calendar days before any Extraordinary meeting.
4. This communication remains valid until the Member or Observer appoints other delegates

Representation by another person

5. Any Member may authorise another Member to represent it in the Extraordinary Meeting of the General Assembly and vote on its behalf. In such a case, the National Representative of the principal Member shall provide written authorisation to the National Representative of the delegated Member.
6. Any Observer may authorise another Observer or Member to represent it in the Ordinary Meeting of the General Assembly. In such a case, the National Representative of the principal Observer shall provide written authorisation to the National Representative of the delegated Observer or Member.

Invitation deadlines

7. The Chair of the General Assembly shall convene an Extraordinary Meeting of the General Assembly within one (1) calendar month of receipt of the request.
8. The written invitation to an Extraordinary Meeting of the General Assembly must be sent at least seven (7) working days before the date of the meeting and contain the date, time, place and items of the agenda.

Agenda

9. The Chair of the General Assembly, after consultation with the Board of Directors, sets the agenda for an Extraordinary Meeting and includes it in the invitation to the meeting.

Quorum

10. In an Extraordinary Meeting, if at least two thirds (2/3) of the Members, who are entitled to vote, are present or represented, the quorum requirement is met.

Voting rights

Cf. the DARIAH Statutes: Articles 10.3, 10.4 and 10.5.

11. The invited members of the DARIAH-EU Coordination Office (DCO) have no voting rights.

Majority rules

Cf. the DARIAH Statutes: Articles 10.10 and 10.12.

Voting

12. Voting is conducted by secret ballot if requested by a member.

Mode of operation

13. Any Member and Observer may participate in an Extraordinary Meeting of the General Assembly remotely using a teleconference or videoconference system.

Minutes of a meeting

14. The minutes shall be circulated within one (1) calendar month following a meeting. Any comments on the draft minutes shall be submitted to the Chair and the Vice-Chair of the General Assembly within one (1) calendar month following circulation. The latest version of the minutes is presented to the General Assembly for adoption at the following regular General Assembly meeting. Any decision made by the General Assembly will be published on the DARIAH-EU wiki space.

Article 10 - Repeat Meetings

Circumstances

1. If the quorum is not met in an Ordinary or an Extraordinary meeting, the meeting of the General Assembly shall be adjourned. The Chair of the General Assembly may convene a Repeat Meeting or call for an electronic vote on any issues requiring it. The DCO is responsible for the organization of the electronic vote (by mean of e-mail or in the basecamp space) and will guarantee that a qualified majority is reached to ratify the vote.

Delegates, attendees

Cf. DARIAH Statutes: Article 10.2

2. All Members and Observers shall communicate to DARIAH ERIC the names of their delegates in the General Assembly at least fifteen (15) calendar days before a Repeat Meeting.
3. This communication remains valid until the Member or Observer appoints other delegates

Representation by another person

4. Any Member may authorise another Member to represent it in the Repeat Meeting of the General Assembly and vote on its behalf. In such a case, the National Representative of the Member who cannot attend shall provide written authorisation to the National Representative of another Member to attend on his behalf.
5. Any Observer may authorise another Observer or Member to represent it in the Ordinary Meeting of the General Assembly. In such a case, the National Representative of the Observer who cannot attend shall provide written authorisation to the National Representative of another Member or Observer to attend on his behalf.

Invitation deadlines

6. The Chair of the General Assembly shall convene a Repeat Meeting of the General Assembly within one (1) calendar month, following a new invitation by the Chair of

the General Assembly.

7. The written invitation to a Repeat Meeting of the General Assembly shall must be sent at least seven (7) working days before the date of the meeting and contain the date, time, place and items of the agenda.

Agenda

8. The items on the agenda of the Repeat Meeting must be the same as the items on the agenda of the original meeting.
9. The Chair of the General Assembly shall include the agenda in the invitation to the meeting.

Quorum

10. In a Repeat Meeting of the General Assembly, the quorum is considered met, irrespective of the number of Members present or represented.

Voting rights

Cf. the DARIAH Statutes: Articles 10.3, 10.4 and 10.5.

11. The invited members of the DARIAH-EU Coordination Office (DCO) have no voting rights.

Majority rules

Cf. the DARIAH Statutes: Articles 10.10 and 10.12.

Voting

12. Voting is conducted by secret ballot if requested by a member.

Mode of operation

13. Any Member and Observer may participate in a Repeat Meeting of the General Assembly remotely using a teleconference or videoconference system.

Minutes of a meeting

14. The minutes shall be circulated within one (1) calendar month following a meeting. Any comments on the draft minutes shall be submitted to the Chair / Vice-Chair of the General Assembly within one (1) calendar month following circulation. The latest version of the minutes is presented to the General Assembly for adoption at the following regular General Assembly meeting. Any decision made by the General Assembly will be published on the DARIAH-EU wiki space.

SECTION 4 - The Scientific Board

Cf. DARIAH Statutes: Articles 10.13 (c) and 11.

Article 11 - Appointment procedure

1. The Board of Directors, in liaison with the Chair of the General Assembly, will ask the General Assembly for candidates, on the basis of which the Board of Directors will then present a consolidated list of potential candidates for the Scientific Board

- (including short cv), to the General Assembly.
2. The General Assembly decides whom they would like to be invited.
 3. The Board of Directors invites the candidates in writing.
 4. The names of the members who have accepted the invitation, will be published on the DARIAH-EU website.
 5. In order to prevent conflict of interest, there must be no overlap between current members of the Scientific Board and other decision-making bodies of the DARIAH-ERIC.

Article 12 - Meetings

Invitation deadlines

1. The invitation to a meeting of the Scientific Board is emailed by the Chair of the Scientific Board at least two (2) calendar months before the meeting.

Agenda

2. The Chair of the Scientific Board sets the agenda for a Scientific Board meeting and includes it in the invitation to the meeting.
3. New items requested by half of the members of the Scientific Board must be added on the agenda, at least one (1) calendar month before the meeting.

Quorum

4. The Scientific Board meets validly if at least half of its members are present.

Majority rules

5. The Scientific Board takes all decisions with simple majority.
6. The number of positive votes must be superior of the sum of the negative votes and the abstention votes.
7. In case of a tie, the Chair of the Scientific Board has the casting vote

Voting

8. Voting is conducted by secret ballot if requested by a member.

Mode of operation

9. Any member may participate remotely using a teleconference or videoconference system.

Article 13 - Reporting

1. The report shall be submitted annually to the General Assembly not later than one (1) month before the meeting.
2. The General Assembly will provide guidance on the circulation of the report.

SECTION 5 - The Board of Directors

Cf. DARIAH Statutes: Article 12 and 10.14 (c).

Article 14 - Appointment procedure

1. A call for applications will be published on the DARIAH-EU website, in accordance with Article 28 of the DARIAH-ERIC Statutes.
2. Applicants will be invited to apply in writing to the Chair of the General Assembly.
3. A search committee composed of National Representatives and possibly other relevant persons will be set up to review the applications and conduct the interviews. Their recommendations will be submitted to the General Assembly.
4. The General Assembly will appoint the Board of Directors in accordance with Article 10.14 (c) of the DARIAH-ERIC Statutes.
5. The Board of Directors may choose to retain a former member of the Board as an advisor to the sitting Board. The Board will set an appropriate rate of remuneration (as a pro rata amount based on the rates paid to sitting Board members), temporary terms of service, duration and specific brief for such a role as and when needed. Such a role will be advisory only. The Board will inform the General Assembly about their decision and will provide them with relevant documentation related to the employment of the advisor at least two months before the beginning of the advisor's employment.

Article 15 - Legal Signatories

1. The President of the Board of Directors is the legal signatory of the DARIAH-ERIC.
2. The President of the Board of Directors may delegate signatory rights, as appropriate.

Article 16 - Meetings

Number of meetings

1. The Board of Directors shall meet in person at least three (3) times per year. It has the right to hold extra meetings either in person or via electronic means as often as its members deem it necessary.

Invitation deadlines

2. The invitation to a meeting of a Board of Directors meeting is emailed by the President of the Board of Directors at least five (5) working days before the meeting.
3. If all the members of the Board of Directors agree, this deadline can be shortened.

Agenda

4. The President of the Board of Directors sets the agenda for a Board of Directors meeting and includes it in the invitation to the meeting.

Quorum

5. The Board of Directors meets validly if at least half of its members are present.
6. The President of the Board of Directors is necessarily present.

Majority rules

7. The Board of Directors takes all decisions with a simple majority.
8. The Board of Directors shall use their best efforts to achieve consensus. Failing consensus, the majority must include the President of the Board.

Mode of operation

9. Any member may participate remotely using a teleconference or videoconference system

Minutes of a meeting

10. The minutes shall be circulated within seven (7) working days following a meeting. Any comments on the draft minutes shall be submitted to the President of the Board of Directors within seven (7) working days following circulation. If no comments are received, the minutes are automatically approved after seven (7) working days.
11. Any decisions of the Board of Directors will be reported to the Senior Management Team and recorded in the minutes.

SECTION 6 - The Senior Management Team

Cf. DARIAH Statutes: Article 13.

Article 17 - Chair

1. In case of the absence of the President of the Board of Directors, the President of the Board of Directors nominates another member of the Board of Directors, who will chair the Senior Management Team meeting.

Article 18 - Meetings

Number of meetings

1. The Senior Management Team shall meet in person at least one (1) time per year. It has the right to hold extra meetings either in person or via electronic means as often as its Chair or half of the members deem it necessary.

Invitation deadlines

2. The invitation to a meeting of the Senior Management Team is emailed by the President of the Board of Directors at least five (5) working days before the meeting.
3. If all the members of the Senior Management Team agree, this deadline can be shortened.

Agenda

4. The President of the Board of Directors sets the agenda for a Senior Management Team meeting and includes it in the invitation to the meeting.
5. New items asked by half of the members of the Senior Management Team must be added on the agenda at least two (2) working days before the meeting.

Quorum

6. The Senior Management Team meets validly if at least one member of the National Coordinator Committee and one member of the Joint Research Committee are present.

Voting rights

7. Each member has only one vote.
8. The Chair of the Scientific Board and the invited members of the DARIAH-EU Coordination Office (DCO) have no voting rights.

Majority rules

9. The Senior Management Team takes all decisions with simple majority.
10. The number of positive votes must be higher than the sum of the negative votes and the abstention votes.
11. In case of a tie, the Chair of the Senior Management Team has the casting vote.

Voting

12. Voting is conducted by secret ballot if requested by a member.

Mode of operation

13. Any member may participate remotely using a teleconference or videoconference system

Minutes of a meeting

14. The minutes shall be circulated within fourteen (14) working days following a meeting. Any comments on the draft minutes shall be submitted to the Chair of the Senior Management Team within seven (7) working days following circulation. If no comments are received, the minutes are automatically approved after seven (7) working days.
15. The approved minutes will be published on the DARIAH-EU wiki.

SECTION 7 - The National Coordinator Committee

Cf. DARIAH Statutes: Article 14.

Article 19 - Chair and Vice-Chair

1. The Vice-Chair shall substitute the Chair in his absence and in case of conflict of interest.
2. The terms of NCC Chair and Vice-Chair, lasting three years per Article 14.3 of the DARIAH Statutes, ought to be staggered, whenever possible, in order to improve information flow and to maintain consistency in leadership over time.

Article 20 - Meetings

Number of meetings

1. The National Coordinator Committee shall meet in person at least one (1) time per

year. It has the right to hold extra meetings either in person or via electronic means as often as its Chair or half of the members deem it necessary.

Representation

2. Any member may authorise another member to represent him/her in a National Coordinator Committee meeting and vote on its behalf.
3. In such a case, the National Coordinator shall inform the Chair of the National Coordinator Committee at least one (1) working day before the meeting.
4. Each member of the National Coordinator Committee is entitled to represent only one (1) other member of the National Coordinator Committee.
5. Each National Coordinator may bring other colleagues to meetings. Each delegation may consist of up to three persons. Visiting experts (including members of other DARIAH bodies) may be invited for specific items on the agenda, with advance agreement of the NCC Chair.

Invitation deadlines

6. The invitation to a meeting of the National Coordinator Committee is emailed by the Chair of the National Coordinator Committee at least fifteen (15) working days before the meeting.
7. If all the members of the National Coordinator Committee agree, this deadline can be shortened.
8. In terms of elections to the positions of Chair and Vice-Chair, the current NCC Chair circulates the invitation for candidates at least two months before the end of the calendar year.

Agenda

9. The Chair of the National Coordinator Committee sets the agenda and includes it in the invitation to the meeting.
10. New items asked by half of the members of the National Coordinator Committee must be added on the agenda, at least five (5) working days before the meeting.

Quorum

11. The National Coordinator Committee meets validly if at least half of its members are present.

Voting rights

12. Each member has only one vote. Observers have no voting rights.
13. The invited members of the DARIAH-EU Coordination Office (DCO) have no voting rights.

Majority rules

14. The National Coordinator Committee takes all decisions with simple majority of those present and represented.
15. The number of positive votes must be higher than the sum of the negative votes and the abstention votes.
16. In case of a tie, the Chair of the National Coordinator Committee has the casting

vote.

Voting

17. Voting is conducted by secret ballot if requested by a member.

Mode of operation

18. Any member may participate remotely using a teleconference or videoconference system

Minutes of a meeting

19. The minutes shall be circulated within seven (7) working days following a meeting. Any comments on the draft minutes shall be submitted to the Chair of the National Coordinator Committee within seven (7) working days following circulation. If no comments are received, the minutes are automatically approved after seven (7) working days.

20. The approved minutes will be published on the DARIAH-EU wiki.

SECTION 8 - The Joint Research Committee

Cf. DARIAH Statutes: Article 15.

Article 21 - Chair and Vice-Chair

1. The Vice-Chair, elected by the JRC, shall substitute the Chair in their absence and in case of any conflict of interest.
2. The terms of the JRC Chair and Vice-Chair ought to be staggered, whenever possible, in order to improve information flow and to maintain consistency in leadership over time.

Article 22 - Meetings

Number of meetings

1. The Joint Research Committee shall meet at least twice a year. At least one meeting per annum shall be a physical meeting. The JRC has the right to hold extra meetings either in person or via electronic means as often as its Chair or half of the members request.
2. Any member may participate remotely using a teleconference or videoconference system.

Invitation deadlines

3. The invitation to a meeting of the Joint Research Committee is emailed by the Chair of the Joint Research Committee at least fifteen (15) working days before the meeting.

Agenda

4. The Chair of the Joint Research Committee sets the draft agenda for a Joint Research Committee meeting and includes it in the invitation to the meeting. Agendas are published in the DARIAH wiki.
5. New items requested by any member of the Joint Research Committee will be added on the agenda, providing the Chair has been notified of them at least five (5) working days before the meeting.

Quorum

6. The Joint Research Committee meets validly if at least three-quarters of the JRC members are represented.
7. Per year a member should be present at the meetings for at least 75% of the occurrences. This commitment shall be checked once a year. With members not meeting the threshold, an evaluation meeting including CIO, the VCC in question and one member of the Board of Directors will be held.

Voting rights and majority rules

8. Subjects of voting are: election of the JRC Vice-Chair (3 year term), accreditation of a Working Group, proposal of new VCC Chair Institutions and Heads which will be sent to and finally approved by the Board of Directors.
9. Each VCC Head has one vote.
10. The invited members of the DARIAH-EU Coordination Office (DCO), or invited

representatives of other DARIAH bodies, including the Board of Directors, have no voting rights within JRC meetings.

11. The Joint Research Committee takes decisions with simple majority of those present (whether physically or virtually, See 2).
12. In case of a tie, the Chair of the Joint Research Committee has the casting vote, or the Vice-Chair, in the Chair's absence.

Minutes of a meeting

13. The minutes shall be ready within seven (7) working days following a meeting in the DARIAH wiki. In particular, the minutes contain all decisions on the status and working of DARIAH working groups. Any comments on the draft minutes shall be submitted to the Chair of the Joint Research Committee within seven (7) working days following the publication. If no comments are received, the minutes are automatically approved after seven (7) working days.
14. The approved minutes will be published on the DARIAH-EU wiki together with the agenda.

Article 23 – VCC Chair Institution, VCC Head and the Memorandum of Understanding

1. According to the Statutes, the Board of Directors shall appoint VCC Chair Institutions and associated VCC Heads after consultation with the SMT for a renewable term of three years.
2. The recruitment of VCC Chair Institutions together with VCC Heads is an open procedure coordinated by the JRC Chair.
3. A Memorandum of Understanding between DARIAH-ERIC and the institution of the approved candidate - the VCC Chair Institution - captures the commitment of the VCC Head concerning the VCC activities for DARIAH-ERIC (see Article 24).
4. While the activities of the VCC Head shall be done “Pro Bono”, the VCC Chair Institution ensures the availability of the VCC Head for approximately 180 hours per year. These hours can be submitted as a national in-kind contribution to DARIAH.
5. VCC Heads are appointed for a renewable term of three years.
It is possible for a VCC Chair Institutions to change a VCC Head during the mandate without DARIAH starting a new application call if:
 - a. The appointed person has left the institute.
 - b. The Chair of the Joint Research Committee asks the VCC Chair to do so (see point 8 of this article).
 - c. The appointed person asks to be dismissed.
6. Each VCC has two VCC Heads.
7. Duties of VCC Heads
 - a. Each VCC Head acts as peer for all Working groups based on his area of expertise.

- b. As defined by the JRC, each Working group is assigned to one VCC as primary coordination point.
 - c. VCC heads report regularly in JRC meetings about the activities of the Working Groups assigned to them. In addition, they contribute about the VCC and Working groups to the Annual Report.
 - d. VCC heads support the preparation of the DARIAH general meeting/Annual meeting, serve in the Programme Committee for this event; and are present at the event.
 - e. VCC heads act as reviewers in the approval of the yearly in-kind contributions of the DARIAH members.
 - f. VCC heads can be called in for other reviewing activities in DARIAH (for instance, concerning new funding instruments in the DARIAH ERIC).
 - g. VCC Heads participate in DARIAH outreach and networking activities, as commissioned by the SMT.
 - h. VCC Heads participate actively in the discussion of DARIAH policies and strategies based on invitations by the Board of Directors and other bodies of DARIAH.
8. Commitment of the VCC Head or VCC Chair Institution will be reviewed on a yearly basis in the JRC and reported to the SMT. The Chair of the Joint Research Committee shall prepare the reviews based on the Memorandum of Understanding and article 23 of these Internal Rules of Procedure.

SECTION 9 - Virtual Competency Centre Chair

Cf. DARIAH Statutes: Article 20

Article 24 - Application and Decision

1. Any vacancy in the Joint Research Committee shall be communicated within 6 weeks via the conventional communication channels with an open call for applications
2. DARIAH Partner Institutions wishing to chair a Virtual Competency Centre (VCC) shall apply in writing to the Board of Directors.
3. The Board of Directors will ask the JRC Chair to coordinate the recruitment procedure; the Joint Research Committee to assess and review any application and to respond to the Board of Directors with advice within 20 working days of being asked.
4. The Board of Directors will communicate the decision in writing.
5. The VCC Chair Institution shall sign the Memorandum of Understanding (cf. article 23.3 of these Internal Rules of Procedure).
6. The information about new VCC heads is announced on the DARIAH website.

SECTION 10 - Auditing

Article 25 - Appointment procedure

Cf. DARIAH Statutes: Articles 10.13 (e) and 22

SECTION 11 - Procedure for the evaluation of the in-kind contributions

Cf. DARIAH Statutes: Article 18.5

Article 26 - Guidelines

1. Guidelines regarding the different types of in-kind contribution will be provided by the Joint Research Committee to the National Coordinator Committee. In 2018, based in the DL 5.1. of the HaS project, the BoD has commissioned a specific project (Implementation of the DARIAH Contribution tool) (until August 2019) which will provide workflows, guidelines, and the actual collection of in-kinds.
2. These guidelines will specify criteria for each type of in-kind contribution.
3. Any changes to the in-kind contribution guidelines enter into force in the following calendar year. The National Coordinators submit their in-kind contributions annually.
4. The Joint Research Committee and Senior Management Team review and approve the in-kind contributions. JRC and SMT can invite reviewers with a particular expertise but retain the final approval.
5. Guidelines regarding the different types of in-kind contribution will be provided by the Joint Research Committee to the National Coordinator Committee, based on the detailed documentation available at [Deliverable 5.1 in EU-project HaS](#). Contributions will be collected via the DARIAH Contribution tool. The implementation of this tool (until August 2019) will be evaluated by the Board of Directors based on reports produced by the CIO (October 2018 and August 2019). The Board of Directors will report back to the GA on the progress of the project.

SECTION 12- Conditions where services are accessible against a fee

It is not currently anticipated that the DARIAH ERIC will offer any services against a fee.

If the General Assembly does decide to offer any services against a fee the conditions of these services will be specified in the Internal Rules of Procedure as required by Article 25.2 of the DARIAH ERIC Statutes.

SECTION 13 - Procurement policy and VAT exemption

Cf. DARIAH Statutes: Article 23

SECTION 14 - Liability

Cf. DARIAH Statutes: Article 24

SECTION 15 - Access Policy

Cf. DARIAH Statutes: Article 25

SECTION 16 - Scientific Evaluation

Cf. DARIAH Statutes: Article 26

SECTION 17 - Dissemination Policy

Cf. DARIAH Statutes: Article 26

SECTION 18 - Intellectual Property Rights

Cf. DARIAH Statutes: Article 27

SECTION 19 - Protection of Privacy

Cf. DARIAH Statutes: Article 27

SECTION 20 - Employment Policy

Cf. DARIAH Statutes: Article 28

Article 27: Movement and residence

1. Subject to the requirements of national legislation, each Member shall, within its jurisdiction, facilitate the movement and residence of nationals of the other Members involved in the tasks of DARIAH ERIC and of the family members of such nationals.

SECTION 21 - Data Policy

Cf. DARIAH Statutes: Articles 27 and 10.16 (d)

Note: Unanimous approval by the General Assembly is required.

SECTION 22 – Policy Statements

Article 28: Guidelines

1. In addition to the policies outlined above, the Board of Directors shall draft a series of policy statements.
2. The policy statements shall facilitate the day-to-day operation of the DARIAH-ERIC.

3. The Board of Directors shall develop the policy statements in consultation with the appropriate DARIAH-ERIC bodies.
4. The policy statements shall be made available to the DARIAH community.
The policy statements may be updated as necessary.