

**GENERAL REGULATIONS
OF THE INTERNATIONAL SCHOOL FOR ADVANCED STUDIES (SISSA)
(Issued with D.D. nr. 611 dated 18/12/2014)**

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TITLE I – PURPOSE OF THE REGULATIONS

Article 1

1. These Regulations establish the procedures for the elections of the governing, oversight and advisory bodies as provided for by the Statute of the International School for Advanced Studies of Trieste (hereinafter referred to as "SISSA"), as well as the elections of the Coordinators of Scientific Areas and Area Councils.

Article 2

1. These Regulations also establish the procedures for appointing the seven members of the Board of Directors as provided for in Article 6, paragraph 4(c) of the Statute.

Article 3

1. Furthermore, these Regulations define the methods for the organization and operation of SISSA's collegial bodies.

TITLE II – ELECTION OF THE DIRECTOR

Article 4 – Call for Elections

1. Elections shall be held on a date between 30 November and 30 July preceding the expiry of the term of the sitting Director.

2. The Senior Professor (Decano) among the Full Professors of SISSA shall call the elections at least 45 (forty-five) days prior to their scheduled date, also setting the date for a potential run-off vote.
3. In the event of absence and/or impediment of the Senior Professor, the call for elections shall be made by the Full Professor next in order of seniority.
4. In the event of early termination of office for any reason, including removal by a vote of no confidence, the Senior Professor shall call the elections within 60 (sixty) days from the date the termination is declared. In such cases, the functions of the Director shall be assumed by the Deputy Director, or, in the latter's absence, by the Senior Professor.
5. Notice of the elections shall be promptly communicated to all eligible voters by electronic means via the SISSA website; such notice shall also be made public at other Italian universities and within the scientific community.

Article 5 – Active and Passive Electorate

1. Pursuant to Article 4(7) of the Statute, the right to vote for the election of the Director (active electorate) is vested in the academic staff of the School, the representatives of the technical-administrative staff on the School Council and the Board of Directors, the representative of research staff on the Academic Senate, and the student representatives on the School Council.
2. Pursuant to Law no. 240/2010 and Article 4(6) of the Statute, the right to stand for election (passive electorate) is vested in Full Professors or equivalent professionals currently serving at universities or research institutions of high scientific standing, who guarantee a number of years of service at least equal to the duration of the term of office prior to retirement, and who have submitted their candidacy in accordance with Article 7 of these Regulations.
3. For the purposes of eligibility, "equivalent professionals" shall mean:
 - a) Individuals deemed equivalent pursuant to Ministerial Decrees no. 236/2011 and no. 276/2011, as amended;

b) Scholars working at research institutions whose curriculum vitae is consistent with the requirements for direct appointment (chiamata diretta) or appointment for distinguished merit (chiara fama) as Full Professors pursuant to Article 1(9) of Law no. 230/2005;

who, at the deadline for submitting candidacies, have already received a favourable opinion from the committee responsible for the National Scientific Qualification procedure (abilitazione scientifica nazionale) and the Ministry's clearance as provided by the aforementioned law, following a proposal for appointment by SISSA.

4. If a candidate from another Italian university is elected, the election shall also be deemed a formal call and concurrent transfer into SISSA's academic staff.
5. If a candidate from another Italian university is elected, such transfer may be temporary, for the duration of the term of office only, if agreed upon by the candidate, the home university, and SISSA. In this case, the corresponding portion of the ordinary funding for salary costs shall not be transferred to SISSA, and the elected Director shall be placed on unpaid leave from his home institution, returning there upon completion of the term.
6. All conditions for eligibility to vote and to be elected must be met on the date of the election.

Article 6 – Electoral Commission and Polling Station

1. By decree of the Director, the Electoral Commission shall be established, composed as follows:

- a) One faculty member, not a candidate for the office of Director, serving as President;
- b) One member of the technical-administrative staff, serving as Secretary;
- c) One member of the research staff;
- d) One PhD student.

Substitute members shall also be appointed in the same decree.

2. In addition to the functions set out in the following articles, the Electoral Commission is responsible for promptly deciding on any complaints submitted during the voting process by voters or by polling station members.

3. By decree of the Director, the Polling Station shall be established, composed as follows:

- a) One faculty member, not a candidate for the office of Director, serving as President;
- b) One member of the technical-administrative staff, serving as Secretary;
- c) One member of the research staff;
- d) One PhD student.

Substitute members shall also be appointed in the same decree.

Article 7 – Candidacies

- 1. Candidacies, accompanied by a curriculum vitae, must be submitted by formal written application addressed to the Senior Professor (whose office for this purpose is located at the Support Office for Governing Bodies and Document Management), within 20 (twenty) days prior to the first round of voting.
- 2. Upon verification of the candidate's eligibility, the administration shall ensure the appropriate publicity of the candidacies.
- 3. Individuals with part-time contracts may also submit their candidacy, provided that they formally commit in writing, at the time of candidacy, to opt for full-time service if elected.

Article 8 – Lists of Eligible Voters and Candidates

- 1. The lists of eligible voters (elettorato attivo) shall be published on the SISSA bulletin board and on the School's website at the same time as the decree calling the elections.
- 2. The lists of eligible candidates (elettorato passivo) shall be published on the SISSA bulletin board and on the School's website no later than ten (10) days prior to the first round of voting.
- 3. Any appeals regarding the composition of the lists may be submitted to the Electoral Commission.

Article 9 – Voting

1. In the decree calling the election, the Senior Professor shall set the voting date(s), including any run-off vote.
2. The decree shall also determine the opening and closing hours of the polling station, which must ensure at least six hours of voting, divided between morning and afternoon.
3. For the election to be valid, in the first, second, and third rounds, the participation of at least two-thirds of the eligible voters is required.
4. The Director is elected in the first, second, or third round by a qualified majority of two-thirds of the votes cast.
5. If no candidate is elected after the third round, a run-off vote shall be held between the two candidates who obtained the highest number of votes in the most recent round. The candidate receiving the highest number of votes in the run-off shall be elected; in case of a tie, further rounds shall be held.
6. If no candidate is elected in the second round, the period for submitting new candidacies shall reopen, without prejudice to those already submitted.
7. The period for submitting candidacies between the second and third round shall remain open for fifteen (15) days.

Article 10 – Voting Procedures

1. Voting procedures must ensure both the secrecy and uniqueness of the vote.
2. Voting shall take place as follows:
 - a) The voter shall present a valid identity document to a member of the polling station, or have their identity confirmed by personal recognition from a polling officer;
 - b) A polling officer shall verify that the voter's name appears on the electoral roll;
 - c) A polling officer shall deliver the official ballot paper to the voter;
 - d) The voter shall mark their choice on the ballot paper;

- e) The voter shall fold the ballot paper and return it to a polling officer, who shall place it into the sealed ballot box;
 - f) The voter's participation shall be recorded by their signature on the designated column of the electoral roll.
3. Each eligible voter may cast one vote only.
 4. Voters present at the polling station before the official closing time shall be permitted to vote.
 5. Voters with physical impairments may vote with the assistance of a family member or another person of their choice.

Article 11 – Expression of the Vote

1. The vote must be clearly and unambiguously expressed in the appropriate space using only the materials provided by the polling station.
2. Voting is strictly personal and non-transferable.
3. Preference votes must indicate the surname of the candidate; if there are candidates with the same surname, the name shall also be included. If two candidates share the same name and surname, the date of birth must also be indicated.

Article 12 – Invalid Ballots

1. Ballot papers are invalid if:
 - a) They are not the official ballots issued by the polling station and do not bear the stamp and signature of a polling officer;
 - b) They contain writings or marks that clearly identify the voter;
 - c) The vote is expressed in an ambiguous manner.

Article 13 – Vote Counting Procedures

1. Vote counting shall be carried out by the members of the polling station immediately after the polls close.

2. Vote counting procedures shall be open to the public.
3. In case of a contested vote, the President of the polling station shall provisionally decide on its validity. The objecting member shall register their objection in the official record. The Electoral Commission, as defined in Article 6, shall issue a final ruling.

Article 14 – Verification and Declaration of Results

1. At the end of the counting process, the President of the polling station shall communicate the provisional results and transmit the election minutes to the Electoral Commission, which shall verify their validity and regularity and forward them to the Senior Professor, along with its rulings on any contested ballots under Article 13(3).
2. The Senior Professor shall proclaim the results of the election by decree and shall ensure appropriate public notice thereof.

Article 15 – Appeals

1. Appeals against the results proclaimed pursuant to Article 14 may be submitted to the Electoral Commission referred to in Article 6, within five (5) days of the date of proclamation.
2. The Commission shall issue its decision within the following five (5) days.

Article 16 – Commencement of Term of Office

1. The Director shall take office on 1 November. In the event of early termination, the term of the newly elected Director shall commence on the date of the ministerial appointment decree and shall end on 31 October of the fifth academic year following the election.

Article 17 – Motion of No Confidence

1. The Academic Senate may submit to the electorate a motion of no confidence in the Director by a vote of at least two-thirds of its members. Such a motion may not be proposed until at least two years have passed since the beginning of the Director's term of office.

Article 18 – Calling of Elections

1. Within sixty (60) days of the approval of the motion of no confidence by the Academic Senate, the Senior Professor shall call new elections.

Article 19 – Conduct of Elections

1. The elections shall be conducted in accordance with the procedures set out in Articles 4 to 15.

TITLE III – GENERAL PRINCIPLES ON ELECTORAL MATTERS

Article 20 – Call for Elections

1. Elections, with the exception of those for the Director governed by Articles 4 to 15, shall be called by decree of the Director. The decree shall indicate the date(s) and location(s) of the elections, the opening and closing times of the polling station, and the deadline for submission of candidacies.
2. Upon issuance of the decree, appropriate public notice shall be provided, including publication on the SISSA bulletin board, the dedicated webpage, and via email communication to all concerned parties.

Article 21 – Active and Passive Electorate

1. Unless otherwise provided, eligibility to vote (active electorate) and to be elected (passive electorate) must be held on the date of the election. In the case of elections held over multiple days, the first day shall be considered the official election date.
2. Individuals suspended from service due to disciplinary or criminal proceedings, or provisionally suspended for the same reasons, are excluded from both active and passive electorate.
3. Individuals on secondment or assigned to another administration, on mandatory leave due to incompatibility or for accompanying a spouse abroad, or on probationary leave in another public administration, are excluded from the passive electorate.
4. Persons falling under the above categories may still submit their candidacy, provided they formally commit in writing to return to active full-time service if elected.
5. Further exclusions may be specified in the University's Code of Conduct and Code of Ethics.

Article 22 – Elections for the Academic Senate

1. The right to vote for the election of representatives of faculty members in the scientific areas on the Academic Senate is granted to academic staff (as defined in Article 2(11) of the Statute: Full and Associate Professors, as well as fixed-term and tenured researchers) of SISSA. The right to be elected is granted to tenured full-time academic staff members who will have at least the full duration of the mandate remaining before retirement.
2. The right to vote and to be elected as representatives of Ph.D. students on the Academic Senate is granted to all Ph.D. students of SISSA.
3. The right to vote and to be elected as the representative of research staff on the Academic Senate, pursuant to Article 2(11) of the Statute, is granted to said research staff. For eligibility, the candidate must have at least one year remaining on their contract as of the election date.

Article 23 – Elections for the Board of Directors

1. The right to vote and to be elected as representatives of Ph.D. students on the Board of Directors is granted to all SISSA Ph.D. students.
2. The procedures for appointing the seven members of the Board of Directors referred to in Article 6(4)(c) of the Statute are as follows:

Procedure for members under Article 6(4)(c1)

The two external members shall be appointed as follows:

- For the member proposed by the Friuli Venezia Giulia Region, the SISSA Director shall formally request the President of the Region to identify a candidate—through an independent selection process—with adequate managerial, professional, and/or scientific-academic qualifications, within 45 days of receiving the request.
- For the second external member, the Director shall launch a public selection procedure, announced on the official bulletin board and the SISSA website, ensuring wide visibility. The call shall specify the following criteria: adequate managerial, professional, and/or scientific-academic qualifications. Candidacies, submitted with an application and curriculum vitae, shall be evaluated by a committee composed of a delegate of the Director, one member designated by the Academic Senate, and one by the Board of Directors. The committee shall submit a shortlist of no more than five candidates to the Director, who shall select one.

For both members, the incompatibility provisions of Article 6(5) of the Statute apply (“External members may not have served in SISSA staff roles within the three years preceding their appointment and may not do so during their term”).

Procedure for members under Article 6(4)(c2)

The four university professors shall be appointed as follows:

- The Director shall launch a selection procedure announced on the SISSA website, inviting applications and CVs. The call shall specify the required qualifications: appropriate managerial, professional, and/or academic/scientific experience.
- The Academic Senate shall review the applications and submit a list of up to ten candidates (no more than two external to SISSA) to the Director, who shall make the final appointments.

Procedure for member under Article 6(4)(c3)

The internal representative from the technical-administrative staff shall be selected through an internal call launched by the Director. Applications must include a CV. The selection notice shall specify the required qualifications: suitable managerial, professional, or technical-scientific expertise. The Director shall appoint one of the candidates.

Article 24 – Elections for the Evaluation Committee (Nucleo di Valutazione)

1. The right to vote and to be elected as the representative of Ph.D. students on the Evaluation Committee is granted to all Ph.D. students of SISSA.

Article 25 – Elections for the School Council

1. The right to vote for the two representatives of Ph.D. students from each area on the School Council is held by the Ph.D. student representatives on the respective Area Council.
2. The right to be elected is granted to all Ph.D. students from the area. The candidate with the highest number of votes shall serve as a member of the Student–Faculty Joint Committee.
3. The right to vote for the three representatives of technical-administrative staff on the School Council is granted to SISSA-employed technical-administrative staff under permanent or

fixed-term contracts. The right to be elected is granted only to permanent technical-administrative staff in active service at SISSA. Seconded or externally assigned staff are excluded from eligibility.

Article 26 – Elections for the Technical-Administrative Staff Council

1. The right to vote for the three representatives of the technical-administrative staff on the Technical-Administrative Staff Council is granted to permanent and fixed-term technical-administrative staff currently employed at the School. The right to be elected is granted only to permanent staff in active service at SISSA.

Article 27 – Elections for Scientific Area Coordinators

1. The right to vote for the Coordinators of Scientific Areas is held by the members of the respective Area Council.
2. The right to be elected is granted to Full and Associate Professors of the area, holding full-time positions and with a number of years of service remaining equal to or greater than the term before retirement. Full and Associate Professors with part-time appointments may also be elected, provided they have already submitted a request to convert to full-time status before taking office.
3. For each two-year mandate, elections of Area Coordinators shall precede the elections of faculty representatives to the Academic Senate.

Article 28 – Elections for Area Councils

1. The right to vote and to be elected as representatives of Ph.D. students on the Area Councils is granted to Ph.D. students enrolled in each respective program.
2. The right to vote and to be elected as supplementary representatives of Ph.D. students, pursuant to Article 21(6) of the Statute, is granted to all Ph.D. students affiliated with the area.
3. The right to vote and to be elected as the representative of research staff on the Area Council, pursuant to Article 2(11) of the Statute, is granted to research staff affiliated with the area.
4. The right to vote for the representative of technical-administrative staff on the Area Council is granted to permanent and fixed-term staff currently serving in the area. The right to be elected is granted only to permanent staff actively serving in the area.

Article 29 – General Principles

1. All elections shall be conducted by secret ballot before the expiration of the relevant body's term and not earlier than four months prior to that date.
2. Elections shall be called by a decree of the Director, made public—also via the SISSA website—at least 20 days before the voting begins. This period is reduced to 10 days in the case referred to in Article 44.
3. The Director's decree shall indicate the number of seats to be filled, the composition of the Electoral Commission under Article 30, the location of the polling station, and the composition of the active and passive electorates.
4. At least 7 days before voting begins, the Director shall issue a decree listing the names of those entitled to vote and to stand for election.
5. Any appeals concerning the composition of the electoral lists under paragraph 3 may be submitted to the Electoral Commission by eligible individuals no later than 3 days before the election date.
6. Elections for different bodies may be held on the same day. In such cases, a single Electoral Commission and polling station may be appointed.
7. Voting for the elections of Scientific Area Coordinators shall take place over at least two days. At least one week must elapse between the first and last day of voting. The vote counting shall occur after the conclusion of voting on the final day.
8. Voting for all other elections shall take place in a single day.
9. During voting, only members of the polling station and eligible voters may access the polling area.
10. The vote is secret and freely expressed.
11. The President of the polling station shall oversee the orderly conduct and proper execution of the voting process.
12. For any matters not explicitly regulated herein, the procedures for municipal administrative elections shall apply, where compatible.

Article 30 – Electoral Commission

1. The Electoral Commission, appointed by the Director, shall consist of at least three members, including one acting as President and one as Secretary. The decree shall also provide for the appointment of alternate members.
2. In addition to the responsibilities set forth in Article 29(4) and (5) and Articles 31, 38, 39, 40, and 42 below, the Commission shall promptly decide on any complaints submitted during the electoral operations by voters or polling station members.

Article 31 – Electoral Campaigning

1. The School shall allocate specific spaces for electoral campaigning, under the supervision of the Electoral Commission, as well as suitable venues for assemblies.
2. No later than three 3 days prior to the scheduled date of the vote, individuals willing to stand for election to various bodies may notify the Electoral Commission, which shall compile separate lists for each body. These lists shall be published 2 days before the election by the Commission on the official bulletin board and the School's website, and made available to voters at the polling station.

Article 32 – Polling Station

1. At least 3 days before the scheduled date of the election, the polling station shall be established by Director's decree. If multiple elections take place on the same day, a single polling station may be set up. It shall consist of at least three members, one of whom shall act as President and another as Secretary. The decree shall also appoint alternate members.

Article 33 – Preparation of Voting Procedures

1. Before opening the polls, members of the polling station shall verify the availability of all materials required for voting. The President shall be responsible for ensuring the accessibility of the premises and the presence of the necessary equipment to guarantee the secrecy and freedom of the vote.
2. The ballot papers used in the vote shall be stamped and signed by a member of the polling station.

Article 34 – Opening and Closing Hours of Polling Stations

1. The opening and closing hours of the polling stations shall be established in the election decree and must ensure a minimum of 6 hours of voting.

2. Voters present at the polling station at closing time shall be allowed to cast their vote.

Article 35 – Conduct of Voting Procedures

1. Voting shall take place as follows:
 - a) The voter shall present a valid identity document to a member of the polling station for identity verification, or be personally recognized by a polling officer;
 - b) The polling officer shall verify the voter's presence on the electoral roll;
 - c) The polling officer shall deliver the appropriate ballot papers to the voter—each ballot paper being a different color depending on the election;
 - d) The voter shall indicate their vote on the ballots;
 - e) The voter shall fold the ballots and return them to a polling officer, who shall insert them into the corresponding sealed ballot boxes;
 - f) The voter's participation shall be recorded by signature in the designated section of the electoral roll.
2. Physically impaired voters may be assisted by a family member or another person of their choice.

Article 36 – Expression of the Vote

1. The vote must be clearly and unambiguously expressed in the appropriate space on the ballot paper, using only the materials provided by the polling station.
2. Voting is personal and non-delegable.
3. For the election of faculty representatives of the Scientific Areas to the Academic Senate, each voter may cast up to four preferences, with no more than two for Physics Area candidates, one for Mathematics, and one for Neuroscience. Separate ballots shall be used for each Area.
4. For the election of the three representatives of the technical-administrative staff to the School Council and the Technical-Administrative Staff Council, each voter may express up to two preferences.
5. In all other elections, each voter may express only one preference.

6. Preference votes shall be cast by indicating the candidate's surname; in case of homonymy, the first name must also be provided. If two candidates share the same name and surname, the date of birth must also be indicated.

Article 37 – Invalid Ballots

1. Ballots shall be considered invalid if:
 - a) They are not the official ballot papers distributed by the polling station and are not stamped and signed by a polling officer;
 - b) They contain writings or signs clearly intended to identify the voter;
 - c) The vote is expressed in an ambiguous or unclear manner.

Article 38 – Vote Counting Procedures

1. Vote counting, conducted by members of the polling station, shall take place on the final voting day and begin immediately after the polls close.
2. Vote counting shall be public.
3. In case of a contested vote, the President shall make a provisional ruling. The contesting member shall record their objection in the official minutes. The Electoral Commission, as provided in Article 30, shall issue a final decision.

Article 39 – Verification and Declaration of Results

1. Upon completion of vote counting, the President of the polling station shall communicate the provisional results and transmit the election minutes to the Electoral Commission under Article 30. The Commission shall verify their accuracy and validity and forward them to the Director, along with its decisions on any contested ballots under Article 30(2).
2. The Director shall formally declare the results of the election by decree and ensure appropriate public notice.

Article 40 – Appeals

1. Appeals against the results proclaimed under Article 39 may be submitted to the Electoral Commission within 5 days from the date of proclamation. The Commission shall decide on the appeal within the following 5 days.

Article 41 – Elected Candidates

1. For the election of faculty representatives of the Scientific Areas to the Academic Senate, the two candidates from the Physics Area who received the most votes, and the top candidate from both the Mathematics and Neuroscience Areas, shall be declared elected, except as provided in the following paragraph. If the number of candidates receiving votes is lower than the number of seats, only those candidates shall be elected, and the provisions of Article 44 shall apply.
2. In order to ensure the presence of at least one Full Professor from each area on the Academic Senate, if the Area Coordinator is not a Full Professor, the Full Professor of that area receiving the highest number of votes shall be declared elected. If no Full Professor receives any votes, Article 44 shall apply. If the area is entitled to more than one representative, the remaining seats shall be assigned to the next highest vote-getters from that area.
3. For the election of Area Coordinators, a candidate shall be declared elected if they receive two-thirds of the votes of eligible voters. If no candidate is elected after three rounds, the Director or a designated delegate shall assume the functions of Area Coordinator on an interim basis.
4. For all other elections, the candidates with the highest number of votes shall be elected, up to the number of available seats. If fewer candidates receive votes than the number of seats, only those candidates shall be elected, and Article 44 shall apply.
5. Additionally, for the election of student representatives, only those who receive at least 15% of the valid votes shall be elected. The election shall be considered valid only if at least 30% of eligible voters participate.
6. In the event of a tie, female candidates shall be given priority; in case of further ties, the youngest candidate shall prevail.

Article 42 – Appointment of Elected Candidates, Incompatibilities, and Resignations

1. If no appeals are submitted within the period established by Article 40, or once any appeals have been resolved, the Director shall issue a decree of appointment specifying the start date of the elected candidate's term of office and any requirement to exercise a choice in cases of incompatibility under Article 18 of the Statute.
2. In the event a candidate is elected to more than one incompatible position as provided in Article 18 of the Statute, the candidate shall exercise their choice within 5 days of the appointment decree.

3. If an elected candidate declines the appointment within five (5) days of the decree, the candidate with the next highest number of votes shall be declared elected in their place.

Article 43 – Replacement During Term of Office

1. If an elected representative or Area Coordinator ceases to hold office for any reason more than five (5) days after the appointment decree, the Director shall call a by-election by decree within three (3) months to fill the position for the remainder of the term.

Article 44 – New Elections

1. If the vote does not result in the election of all required members, the Director shall call new elections by decree at least ten (10) days before the new vote.

Article 45 – Student Representation on the Student–Faculty Joint Committee

1. For each scientific area, the Ph.D. student representative on the School Council who received the highest number of votes among those elected by Ph.D. student representatives on the Area Council shall serve on the Student–Faculty Joint Committee. In the event of a tie, the youngest candidate shall prevail.

Article 46 – Electronic Voting

1. Upon proposal by the Secretary General and following verification of technical feasibility, the Academic Senate and the Board of Directors may authorize electronic voting systems that ensure the secrecy, authenticity, and integrity of the vote, as well as the proper conduct of the vote counting process.

TITLE IV – FUNCTIONING OF COLLEGIAL BODIES

Article 47 – Common Provisions on the Functioning of Collegial Bodies

1. The duration of terms of office and the related incompatibilities shall be governed by Article 18 of the SISSA Statute.
2. The failure to designate or elect members of a collegial body shall not prevent the constitution of the body, whose composition, until the missing designation or election takes place, shall in all respects correspond to the number of ex officio or elected members at the time of its constitution; in any case, the collegial body shall not be constituted if at least two-thirds of its elective members have not been designated.

3. Renewal procedures shall normally be completed at least 30 days before the expiry of the body's term of office. Once the term has expired, if the renewal procedure has not been completed, the outgoing body shall continue to exercise its functions in a prorogation regime, limited to urgent and non-deferrable acts, for a period of 90 days; upon expiry of such prorogation, the bodies shall cease to hold office.
4. The resignation of a member shall take immediate effect; from that date, for the purposes of the validity of meetings, the provisions of the preceding paragraphs shall apply.
5. In the event of absence or impediment of the presiding officer, the body shall be chaired by the Vice-President, as identified by the Statute and regulations or appointed by the President; should the Vice-President also be impeded, the role shall be assumed by the most senior professor in service, in the order: full professor – associate professor.
6. Only those entitled to attend, as well as the staff providing support to the body, may participate in meetings of collegial bodies.
7. Upon proposal of the President, the collegial body may authorise the participation in the meeting of experts or technicians, including external ones, for the purpose of clarifying matters under deliberation. Such persons shall leave the meeting at the time of voting.
8. Members of the Board of Auditors may also attend meetings of the Board of Directors.
9. For the validity of meetings of the collegial body, without prejudice to cases requiring qualified majorities, the presence, for the entire duration of the meeting, of an absolute majority (more than half) of the members shall be required. Should the number of members be odd, the presence of more than half, rounded up to the next whole number, shall be required.
10. Members shall promptly notify the reasons for any absence or impediment. In cases where a qualified majority is required, justified absences shall not be counted for the purposes of the validity of the meeting.
11. Members of the bodies shall comply with the provisions of the code of conduct and the code of ethics.

Article 48 – Meetings by Videoconference or Teleconference

1. The President of the body may authorise participation in meetings by videoconference or teleconference.

2. The identity of members participating by such means shall be verified by recognition from both the President and the Secretary of the body.
3. When participation by videoconference or teleconference is permitted, secret ballots may not be requested.
4. Participation by videoconference or teleconference shall not be permitted for meetings of the Academic Senate in which a motion of no confidence against the Director is discussed, nor when matters are on the agenda whose decisions must, by law, be taken by secret ballot.
5. Participation by videoconference or teleconference shall not be permitted for meetings of the School Council.

Article 49 – Resolution by Electronic Means

1. At the discretion of the President and in specific circumstances, the proposal for a resolution and the expression of votes may take place via institutional e-mail address (@sisssa.it), using the “Reply to sender and all recipients” function.
2. For the validity of the meeting and the adoption of the related resolution, entitled members must express themselves electronically by the date and time indicated.
3. A member shall be deemed “present” if they express their vote (in favour, against, or abstaining) electronically in accordance with the above procedure.
4. A member shall be deemed “absent” if they fail to express their vote electronically in accordance with the above procedure.
5. The President shall subsequently request members of the body to express their vote on the resolution proposal, including any explanatory attachments, by stating: in favour, against, or abstaining.
6. A specific written record shall be drawn up regarding the meeting and the adoption of the related resolution.

Article 50 – The Academic Senate and the Board of Directors

1. The Academic Senate and the Board of Directors shall meet in ordinary session upon convocation by the Director or when requested by at least one-third of their members.

2. The Academic Senate and the Board of Directors shall be convened at least once every three months.
3. The convocation, including the agenda, shall be sent via e-mail to members with return receipt, to institutional or previously indicated addresses. It shall be sent with at least five days' notice, which may be reduced in urgent cases.
4. Adequate notice of the agenda shall be given to the University community via the SISSA IT network and by posting on the official noticeboard.
5. Extraordinary meetings shall be convened in the same manner as above, except that the notice period is reduced to three days prior to the scheduled meeting date. In exceptional circumstances, the Academic Senate and the Board of Directors may be convened up to the day before the scheduled meeting, also by telephone or electronic means.
6. Meetings shall be valid when the absolute majority of members, rounded up to the next whole number (structural quorum), including the Director, is present. The Secretary-General or their delegate shall act as recording secretary.
7. Members of the Academic Senate and of the Board of Directors who fail to attend four consecutive meetings shall forfeit their office.

Article 51 – Agenda

1. The agenda shall be drawn up by the Director, assisted by the Secretary-General and the competent office, including items proposed by the competent structures. Such proposals must be submitted to the secretariat at least ten days before the scheduled meeting date.
2. At the start of the meeting, the President may request authorisation to amend or supplement the agenda previously sent with the convocation.

Article 52 – Preparatory Documentation

1. At least one day before the meeting date, draft resolutions shall be sent to members of the Academic Senate and the Board of Directors by electronic means.
2. Preparatory documentation shall also be made available through a document management system with intranet access.

3. As from the same date, paper documentation annexed to the acts shall be available for consultation at the competent office.
4. Draft resolutions, also prepared according to the template provided by the competent support office, must be endorsed by the head of the proposing structure and submitted to the aforementioned office within the prescribed deadlines.

Article 53 – Conduct of Meetings

1. Meetings of the Academic Senate and the Board of Directors shall be chaired by the Director or by the Deputy Director acting as President. The President shall declare the meeting open and closed, direct and coordinate the proceedings until the completion of the items on the agenda. If the meeting is adjourned and resumed within two working days, convocation shall be verbal.
2. For the discussion of specific items, the President may invite persons who are not members of the Academic Senate or the Board of Directors, who shall not participate in voting. This shall be recorded in the minutes.
3. At the opening of the meeting, the President may request changes to the order of discussion of the items on the agenda and may also request amendments or additions to the agenda in cases where urgent matters have arisen between the convocation and the meeting. Technical changes shall in any case be communicated at the start of the meeting.
4. The President shall present each item on the agenda to the Academic Senate and the Board of Directors, open the debate, and grant the floor in turn. At the close of discussion, the President shall formulate the final resolution proposal, which may differ from the initial draft resolution.
5. The Academic Senate shall meet in the restricted composition provided for by current legislation and by SISSA regulations.

Article 54 – Voting and Resolutions

1. Voting shall take place openly and by show of hands, except in cases provided for by law requiring a secret ballot.
2. A resolution shall be approved if it obtains a majority of the members present, unless a qualified majority is required. In the event of a tie, the President's vote shall prevail.

3. Each member of the Academic Senate and the Board of Directors may issue a declaration of vote (in favour, against, or abstaining) and request its inclusion in the minutes. In such case, it must be submitted in writing to the support office for governing bodies and document management before the close of the meeting. The final resolution shall indicate the names of those abstaining and those voting against.
4. All resolutions shall be immediately enforceable. The minutes shall normally be approved at the following meeting, unless approved during the same meeting.
5. All members and other participants in meetings of the Academic Senate and the Board of Directors shall maintain confidentiality regarding the course of proceedings and discussions held; members may disclose resolutions that are immediately enforceable, but confidentiality regarding discussions shall remain until the minutes are approved.
6. Proceedings may be recorded, after informing members of the body, to ensure accurate minute-taking. The recording shall remain available to the recording secretary and shall be deleted immediately after the minutes to which it refers are approved.

Article 55 – Minute-Taking

1. The minutes, after a preamble prepared by the offices and including any annexes, shall record the text of the resolution with its reasoning and the outcome of the vote; any statements and declarations of vote requested to be minuted and submitted in writing before the close of the meeting shall also be included, with their reading during the meeting. Resolutions that are immediately enforceable shall be finalised during the meeting itself by reading out the approved text.
2. Upon approval of the minutes, no objection may be raised regarding the merits of proposals already approved or rejected; each member may request correction of the summary of their own intervention.
3. Corrections to the minutes may be made only in the case of clerical error. The minutes shall be deemed approved with any corrections, without the need for a vote. The minutes constitute a public instrument and shall be legally binding unless challenged for falsity.

Article 56 – Publicity of Acts

1. The minutes of meetings shall be public and may be consulted, in accordance with the applicable legislation on the right of access to administrative documents, by entitled persons at the place where they are kept. They shall also be made available by electronic means.
2. Information regarding the resolutions shall be transmitted, within the limits of their respective competences, to the administrative offices, also by electronic means.

Article 57 – The School Council

1. The School Council shall meet in ordinary session at least once a year upon convocation by the Director or when requested by at least one-third of its members.
2. The convocation, including the agenda, shall be sent via e-mail to members with return receipt to their institutional or previously indicated addresses. The convocation shall be sent with at least five days' notice, which may be reduced in cases of urgency.
3. Adequate notice of the agenda shall be given to the University community via the SISSA IT network and by posting on the official noticeboard.
4. The School Council shall meet in the restricted composition provided for by current legislation and by SISSA regulations governing the procedures for the recruitment of professors and researchers, and shall deliberate, by absolute majority of entitled members, whenever dealing with any stage concerning the filling of positions, as follows:
 - a) express a non-binding opinion regarding the opening of a competition, upon a reasoned proposal from the Academic Senate;
 - b) deliberate on the appointment of professors.
5. Meetings shall be valid when the absolute majority of members, rounded up to the next whole number (structural quorum), including the Director, is present. The functions of recording secretary shall be carried out, on a rotational basis, by the person chairing the meeting.

Article 58 – The Area Council

1. The Area Council shall meet upon convocation by the Area Coordinator or when requested by at least one-third of its members.
2. The convocation, including the agenda, shall be sent via e-mail to members with return receipt to their institutional or previously indicated addresses. The convocation shall be sent with at least five days' notice, which may be reduced in cases of urgency.

3. The Area Council shall discuss the items on the agenda in the presence of all those entitled to attend pursuant to Article 21 of the Statute.
4. Meetings of the Area Council shall be chaired by the Area Coordinator; in the event of absence or impediment, the Area Coordinator shall be replaced by the Deputy Area Coordinator.
5. Pursuant to Article 21, paragraph 3 of the Statute and specific legislative provisions, the Area Council shall meet in restricted composition and deliberate, by absolute majority of entitled members, whenever dealing with any stage concerning the filling of teaching staff positions, as follows:
 - a) formulate proposals, to be submitted to the Director and the Academic Senate, regarding the establishment of new positions for full and associate professors and researchers;
 - b) formulate proposals, to be submitted to the Director and the Academic Senate, regarding the establishment of new fixed-term teaching and research positions;
 - c) propose the initiation of procedures for the appointment of professors;
 - d) determine the requirements to be met by candidates for participation in competitive procedures;
 - e) where requested, express an opinion on the appointment of professors.
6. The collection of the minutes of meetings shall be carried out by the competent area secretariat, which shall forward a copy to the Director, the Secretary-General, and the office supporting the governing bodies and document management.

Article 59 – The Council of the Interdisciplinary Laboratory for Natural and Human Sciences

1. The functioning principles of the Area Council shall apply to the Council of the Interdisciplinary Laboratory for Natural and Human Sciences, insofar as they are compatible, without prejudice to the provisions of the “Regulations for the Organisation of the Laboratory of Natural and Human Sciences at the International School for Advanced Studies of Trieste” as set forth in Ministerial Decree of 7 July 1989, No. 405.

TRANSITIONAL AND FINAL PROVISIONS

Article 60 – Time Limits and Deadlines

1. For the purposes of calculating the deadlines provided for in these Regulations, calendar days, consecutive and uninterrupted, shall be counted.

2. If a deadline provided for in these Regulations falls on a Saturday, Sunday, or other public holiday, the deadline shall automatically be extended to the first subsequent working day.

Article 61 – Amendments

1. These Regulations may be amended by resolution of the Academic Senate, subject to the opinion of the Board of Directors.

Article 62 – Repeals

1. Upon the entry into force of these Regulations, the following shall be repealed: the “Regulations for the Election of the Director of SISSA” issued by D.D. 19/AG of 28 March 2001; the “Regulations for the Election of the Coordinators of Scientific Areas and of Representatives in the Collegial Bodies of the International School for Advanced Studies” issued by D.D. No. 94 of 24 February 2012; the “Regulations for the Definition of Procedures for the Identification of Members of the Board of Directors” issued by D.D. No. 145 of 14 March 2012; as well as any other SISSA provisions inconsistent with these Regulations.

Article 63 – Promulgation and Entry into Force

1. These Regulations shall be promulgated by decree of the Director and shall enter into force on the tenth day following their publication on the SISSA official noticeboard.