

By-laws of the SNSF Delegates Assembly

The SNSF Delegates Assembly defines the following by-laws based on the Articles 13 to 15 of the SNSF Statutes of 10 May 2023 and Articles 34 to 37 of the Foundation Regulations of 29 February 2024:

Art. 1 Tasks of the Delegates Assembly

¹ As an advisory body, the Delegates Assembly shall represent the interests and concerns of the grant recipients and of the organisations concerned with the SNSF's research funding. It shall support the strategic alignment of the SNSF and of its funding schemes with the needs of the scientific community.¹

² The tasks of the Delegates Assembly are stipulated in Article 14 paragraph 3 of the SNSF Statutes and Article 37 of the SNSF Foundation Regulations. The Delegates Assembly:

- a. may express its opinion on significant amendments, focus areas and changes in the SNSF's funding schemes;
- b. decides on matters submitted to it by the bodies of the SNSF;
- c. proposes to the Foundation Council its representatives for the Electoral Committees of the Foundation Council and the Research Council as well as for the Nomination Committee of the President of the Research Council;
- d. proposes participants in working groups for the multi-year programme to the Academic Board of the Research Council;
- e. proposes its representatives for other bodies in which members of the Delegates Assembly are to serve, it may also submit a motion to this effect;
- f. reviews the SNSF's multi-year programme, which is submitted to it by the Academic Board of the Research Council before it submits its proposal to the Foundation Council. The Delegates Assembly decides on the submission of recommendations and the reasoned rejection to the Academic Board of the Research Council. The decision on rejection requires a majority of the votes of the members;
- g. decides on proposals submitted by its members within the scope of the Delegates Assembly's right of initiative and forwards them to the responsible body;
- h. ensures that the information received is forwarded by members to their respective organisations;
- i. discusses other SNSF-related issues raised by its and may submit corresponding proposals to the Academic Board of the Research Council, the plenary of the Research Council and the Foundation Council.

³ Members of the Delegates Assembly shall participate in committees, working groups and other bodies of the SNSF insofar as provided for in the Statutes, regulations or decisions of the competent bodies of the SNSF.²

¹ [Foundation Regulations](#), Article 34, paragraph 1

² [Foundation Regulations](#), Article 34, paragraph 2

Art. 2 Organisation of the Delegates Assembly

¹ The Delegates Assembly is structured as follows (cf. Article 13 paragraph 7 of the SNSF Statutes):

- a. the plenary;
- b. the President and the Vice President (cf. Article 5 below);
- c. the Bureau, consisting of the members according to letter b and two further members of the Delegates Assembly (cf. Article 5 below).

² The SNSF's Executive Management participates in the meetings in an advisory capacity. It provides information on the points of the agenda and supports the Delegates Assembly in coordinating with other bodies. The SNSF's Administrative Offices provide administrative support.

³ The election and composition of the Delegates Assembly are stipulated in Article 13 of the SNSF Statutes and Article 35 of the Foundation Regulations. In all other respects, the Delegates Assembly organises itself. It records the assignment of tasks in writing and informs the Foundation Council thereof.

⁴ The Delegates Assembly elects the three delegates representing early-career researchers. It may elect the delegates based on a proposal from actionuni or another representative organisation.

⁵ The Delegates Assembly may elect up to five additional members from other scientific organisations.³

⁶ The Delegates Assembly may request the Foundation Council to authorise the admission of additional delegates from organisations in accordance with Article 13 paragraph 6 of the SNSF Statutes, to take account of developments in the higher education sector.⁴

⁷ In the elections referred to in previous paragraphs, the Delegates Assembly shall ensure adequate gender diversity. The aim is to ensure that women and men are each represented in the Delegates Assembly in a proportion of at least 40%. In electing the Bureau, the representation of the different types of research institutions must be ensured.

Art. 3 Working methods and meetings in general

¹ To the extent that these by-laws do not contain specific provisions on the functioning of the Delegates Assembly, the Common Provisions of the Foundation Regulations apply (cf. Chapter II).

² The President convenes and chairs the meetings of the Delegates Assembly. The Vice-President represents the President in the event of the latter's absence.⁵

³ The Delegates Assembly shall hold at least two ordinary meetings per year, which shall be convened and chaired by the President with an indication of the items on the agenda.⁶

⁴ In principle, the Delegates Assembly decides within six months on matters submitted to it by other bodies that are not subject to a time limit.

³ See also Article 13, paragraph 2, letter h

⁴ [Foundation Regulations](#), Article 35, paragraph 4

⁵ [Foundation Regulations](#), Article 36, paragraph 1

⁶ [Foundation Regulations](#), Article 36, paragraph 1

⁵ Additional meetings may be convened if necessary. Between meetings, the bodies of the SNSF or the Bureau may conduct written consultations with the members of the Delegates Assembly.⁷ Written consultations are carried out as soon as possible to safeguard the right of members of the Delegates Assembly to request the convening of an ordinary meeting. As a rule, the consultation duration may not be less than ten working days.

⁶ The members of the Delegates Assembly may entrust the Bureau with the independent conduct of Delegates Assembly's business.⁸

Art. 4 Agenda, quorums and record keeping

¹ The President sets the agenda for the Delegates Assembly. Delegates may submit initiatives to the Bureau as part of their right of initiative, so that they can be included in the agenda (cf. Article 5 paragraph 2).

² In consultation with the Bureau, the Administrative Offices send out invitations and documents in principle at least ten working days in advance so that the delegates can share them with their organisations and discuss them in advance.⁹ They ensure the forwarding and processing of the proposals of the Delegates Assembly to the competent bodies of the SNSF and with the reporting back to the Delegates Assembly. The Bureau items the feedback on the agenda for the next meeting of the Delegates Assembly.¹⁰

³ The Delegates Assembly is quorate if half of its members are present. It takes decisions by simple majority, with the President having the casting vote. Rules that require a qualified majority for specific items of business remain reserved.¹¹

⁴ Resolutions shall be passed by a simple majority of those participating in the meeting.¹² The Delegates Assembly may decide in advance on a qualified majority of two thirds for resolutions of particular significance, in particular the approval of the multi-year programme.

⁵ Short minutes are taken of each meeting. The minutes are approved at the subsequent meeting, taking account of suggestions for modification.

Art. 5 Participation rights of members

¹ The selection of proposals for representatives for the Electoral Committees of the Foundation Council and the Research Council as well as for the Nomination Committee of the President of the Research Council follows an open selection process and must be included in the agenda.

² Every member of the Delegates Assembly has a right of initiative. Initiatives must be addressed to the Bureau and the Administrative Offices in advance of meetings so that they can be included in the agenda.

⁷ [Foundation Regulations](#), Article 36, paragraph 2

⁸ [Foundation Regulations](#), Article 36, paragraph 4

⁹ [Foundation Regulations](#), Article 37, paragraph 2; NB: For the organisation representing early-career researchers, this extends only to the board.

¹⁰ [Foundation Regulations](#), Article 36, paragraph 3

¹¹ [Foundation Regulations](#), Article 3, paragraph 3

¹² [Foundation Regulations](#), Article 10, paragraph 2

³ The Delegates Assembly decides in an initial debate whether to consider the initiative. If the Delegates Assembly decides to consider the matter, it is dealt with promptly in the Delegates Assembly and a decision is taken on the submitted proposal.

⁴ The Delegates Assembly has the right to receive a response from the other bodies of the SNSF. The Administrative Offices ensure the forwarding and processing of the proposals of the Delegates Assembly to the competent bodies of the SNSF and the reporting back to the Delegates Assembly. The Bureau items the feedback on the agenda for next meeting of the Delegates Assembly.¹³

⁵ Members may be elected to committees or other panels of the Delegates Assembly and other bodies. In principle, individual members of the Delegates Assembly do not participate in more than two committees or panels.

Art. 6 President and Bureau

¹ The President and the Vice-President are elected by the Delegates Assembly following an open selection process.¹⁴ All applications are brought to the attention of the plenary in advance of the election. The Bureau conducts the call for applications and the election process.

² The President:

- a. heads the Bureau of the Delegates Assembly;¹⁵
- b. represents the Delegates Assembly in the coordination conference;¹⁶
- c. upon invitation, attends as a guest in an advisory capacity the meetings of the Academic Board of the Research Council and in meetings of the Foundation Council.¹⁷

³ The Bureau of the Delegates Assembly is elected by the Delegates Assembly in a competitive selection process.

⁴ The Bureau prepares the business and meetings of the Delegates Assembly and coordinates its activities with the other bodies of the SNSF, in particular the Academic Board of the Research Council. The Bureau ensures that the Delegates Assembly has the necessary information for the conduct of its business. The Bureau may propose that the Delegates Assembly set up committees to prepare individual items of business.¹⁸

⁵ Members of the Bureau may attend meetings of the other bodies of the SNSF as guests at their invitation.¹⁹

⁶ The Bureau submits proposals to the Delegates Assembly for the election of members in working groups for the multi-year programme and other working groups or committees.²⁰

⁷ The Bureau may request that delegates be excluded from the Delegates Assembly for good cause, in line with Article 12 paragraph 1 of the Foundation Regulations.

¹³ [Foundation Regulations](#), Article 37, paragraph 3

¹⁴ [SNSF Statutes](#), Article 13, paragraph 7

¹⁵ [Foundation Regulations](#), Article 35, paragraph 3

¹⁶ [Foundation Regulations](#), Article 22, paragraph 1

¹⁷ [Foundation Regulations](#), Article 13, paragraph 3 and Article 26, paragraph 4

¹⁸ [Foundation Regulations](#), Article 35, paragraph 3

¹⁹ [Foundation Regulations](#), Article 36, paragraph 4

²⁰ [Foundation Regulations](#), Article 37, letters c and d

Art. 7 Representation of interests and recusal

¹ The delegates represent the interests of the organisations that appoint them in the Delegates Assembly.²¹ If the delegates are appointed to committees or working groups of the SNSF bodies, they represent the Delegates Assembly, not their delegating organisation.²² The Delegates Assembly can formulate instructions for their representatives. The representatives make these instructions transparent in the committees.

² The rules on recusal pursuant to Article 5 of the Foundation Regulations apply to delegates in the performance of duties in the Delegates Assembly in the case of personal interests only. However, rules on recusal fully apply to their activities in committees or working groups appointed by other SNSF bodies.

³ Members of the Delegates Assembly cannot serve as members of another SNSF body (Foundation Council, Research Council, Executive Management) during their mandate.

Art. 8 Information sharing with organisations and confidentiality

¹ The delegates are authorised and obliged to comprehensively inform the leadership of their organisations²³ about the matters dealt with by the Delegates Assembly. Exceptions are matters or information that are expressly:

- a. listed on the agenda as confidential;
- b. designated as confidential by the President during the meeting;
- c. intended for different addressees than the leadership of the organisation delegating the members.²⁴

² For matters that the delegates deal with in their function as members of other bodies, they are fully subject to official and professional secrecy in accordance with Article 6 of the Foundation Regulations.

Art. 9 Regular self-assessment

The Delegates Assembly regularly reflects on its role in the Foundation and

- assesses at regular intervals the fulfilment of its own tasks and its role in the Foundation;
- reviews these by-laws annually and discusses necessary adjustments with the Foundation Council;
- ensures that the by-laws and any amendments are approved by the Foundation Council.

Art. 10 Entry into force

These by-laws enter into force on 1 January 2024.

Art. 11 Publication

These by-laws will be published on the website of the SNSF.

These Regulations were approved by the Foundation Council on **28 August 2024**.

²¹ [SNSF Statutes](#), Article 14, paragraph 2

²² [Foundation Regulations](#), Article 3, paragraph 4

²³ NB: For the organisation representing early-career researchers, this extends only to the board.

²⁴ [Foundation Regulations](#), Article 6, paragraph 2 and Article 37, paragraph 1, letter g