

Rules of procedure for the Scientific Advisory Board of the BMBH

1. The BMBH is supported by a scientific advisory board (SAB) advises the BMBH board and the BMBH administration on all strategic, scientific, ethical, legal, and organizational questions.
2. The SAB shall consist of up to 6 members. They are suggested by the BMBH board of the SAB and are appointed for a period of four years. Re-appointment is possible.
3. The SAB elects a chairperson out of its members for a period of two years, re-election is possible.
4. The SAB shall hold at least one ordinary meeting per year. Additional meetings can be held when at least a third of the members of the scientific advisory board or the BMBH board is asking for it. Additional SAB meetings are decided upon by the speaker of the SAB.
5. The scientific advisory board can act when the majority of its members is present.
6. Guests participating in the meetings are the members of the BMBH board and the BMBH administration. Guests welcome to participate in the meetings are representatives from other German centralized biomaterialbanks (cBMBs), members of the funding institutions and the employees of the BMBH. To specific items the scientific advisory board may invite further guests or decide to discuss in closed session.
7. Scientific activities and consultations of the SAB can be made via eMail or telephone conference.
8. Meetings shall be announced by the BMBH administration in agreement with the chairperson at least four weeks in advance together with a proposed agenda. The BMBH administration also prepares the meetings and sends out the documents in advance.
9. Following every meeting, the major issues of the discussions and all decisions shall be documented in written minutes, including a summary listing the SAB recommendations and actions to take. The BMBH administration shall send a draft of the minutes to the SAB members not later than four weeks after the meeting. The approval can be given in written form or at the next meeting.

On changes of its rules of procedure approval of at least two thirds of SAB members is necessary.