

Board meeting

4th of December 2019



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Agenda

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| 1. FORMALITIES | 14.30 – 14.35 |
| <ul style="list-style-type: none"> a. ELECTION OF CONDUCTOR AND MINUTE TAKER b. APPROVAL OF THE AGENDA c. APPROVAL OF MINUTES FROM LAST BOARD MEETING | |
| 2. APPROVING OF RULES OF PROCEDURE (DE) | 14.35 – 14.55 |
| B/ Conductors | |
| 3. APPROVING OF MANDATE FOR EXECUTIVE COMMITTEE (DE) | 14.55 – 15.10 |
| B/ Conductors | |
| BREAK 15.10 – 15.20 | |
| Deadline for running for DSF Board or Executive Committee is 15.20 | |
| 4. ELECTION OF EXECUTIVE COMMITTEE | 15.20 – 15.35 |
| B/Conductors | |
| 5. ELECTION OF REPRESENTATIVES FOR DSF BOARD | 15.35 – 15.45 |
| B/Conductors | |
| BREAK 15.45 – 16.00 | |
| 6. FORMALITIES (WELCOME TO THE 2019 BOARD) | 16.00 – 16.05 |
| <ul style="list-style-type: none"> a. ELECTION OF CONDUCTOR AND MINUTE TAKER b. APPROVAL OF THE AGENDA c. APPROVAL OF MINUTES FROM LAST BOARD MEETING | |
| 7. ORIENTATIONS (O) | 16.05 – 16.20 |
| 8. PRESENTATION ROUND | 16.20 – 16.35 |
| B/ Conductors | |
| 9. HOW TO BOARD (O) | 16.35 – 16.55 |
| B/ Chairpersonship | |
| BREAK 16.55 – 17.10 | |
| 10. ELHUNDEN MORTEN (DI + DE) | 17.10 – 17.40 |
| B/ Mathilde | |
| 11. STUDENT EMPLOYEE (DE) | 17.40 – 18.10 |
| B/ Mathilde | |
| BREAK 18.10 – 18.25 | |
| 12. STUDENT COUNCIL COMMITTEES (WS) | 18.25 – 19.10 |
| B/ Old board | |
| 13. AOB. (O) | 19.10 – 19.15 |

FOOD AND BEERS 19.35 –

Abbreviations: O = orientation, DE = decision, DI = discussion, WS = workshop

Appendix 1: Rules of Procedure

Article 1: Notice

- §1 Ordinary board meetings are summoned per e-mail by the chairpersonship according to the established meeting schedule. Notice should be sent no later than 14 days before the meeting by sending proposal for agenda to all board members, alternates and regular observers.
- §2 Extraordinary board meetings summoned per email by the chairpersonship by sending proposal for agenda at least 7 days before the meeting. An extraordinary meeting should be summoned in case the chairpersonship or at least 4 members of the board request it.
In case the request involves a case where a deadline entails that the case will change character the chairpersonship is obligated to try to hold the meeting before the passing of this deadline.
- §3 A member of the board can by request to the chairpersonship get an item on the agenda for the meeting.
- §4 Appendices for the meeting are sent out collectively by the chairpersonship. Appendices are sent out 7 days before the meeting. Minutes from the board meetings are constructed according to the guidelines for minutes that is attached as an appendix for the Rules of Procedure. Drafts of minutes are uploaded in a separate folder in Google Drive for the members of the board, alternates and regular observers directly after the completing of a meeting. The final minutes are approved on the following board meeting and uploaded to the Student Council webpage within 7 days.
- §5 Attendance is compulsory for members of the board, the alternates and the regular observers. In case a board member is unable to attend a board meeting a notice should be sent to the chairperson by email.
- §6 A member of the board that has been elected at the General Assembly or by a subject council can take leave in for a limited time. During this period the member of the board resigns, and the highest prioritized alternate takes the place as a conclusive board member for the time being. The board can by request from the member on leave revoke the leave before time.

Article 2: Decisions

- §7 In the case of absence of a board member the suffrage goes to the alternates in the order in which the General Assembly prioritized them. No one can have more than one seat with the right to vote in the board.
- §8 A decision can be made when there are more votes for than against. All ballots, except personal cases, are decided with a show of hands. All voters can demand that their own

vote, all votes or the number of votes are included in the minutes. Personal cases are decided secret written ballots with the exception of election of conductors, minute takers and potential voting committees.

- §9 If less than half of the members with right to vote are absent the board can only make decisions with a 2/3 majority for.

Article 3: The procedure of the meeting

- §10 Agendas and minutes are written in English. A unanimous chairpersonship or a majority of the Executive Committee can grant an exemption from this. If such a dispensation is given the follow will become effective:
- Every participant at a board meeting has the right to a translator.
 - An item that is being held in Danish should always be followed by a sum up in English.
 - In spite of this it can never be demanded of any participant at a board meeting that they speak in a certain language during a meeting.
- §11 A minority of one third of the present board member can demand that an item is postponed to the next board meeting. An item that is postponed cannot be postponed again.
- §12 At the beginning of a meeting the chairperson leads the election of a minute taker as well as one to two conductors that will chair the meeting and ensure the following of the Rules of Procedure and agenda.
- §13 In debates the conductors can implement speaking time if it is deemed necessary in regard to the time table. The conductors keep a list of speakers and speakers will speak in the order they have marked themselves. No one can be on the list of speakers more than once at a time. The conductors can suggest a general reduction of the speaking time and that the list of speakers be closed.
- §14 All students at RUC have the right to speak at a board meeting. The board can with a 2/3 majority close the list of speakers for hearers.
- §15 The board can with a 2/3 majority close a meeting/item on the agenda for all others than members of the board, alternates and regular observers. In personal cases the meeting is closed for all others than the members with the right to vote and the involved parties. In personal cases the involved parties should have preceding knowledge and the opportunity to respond during the treatment of the item.

Article 4: Other decrees

- §16 Laptops may exclusively be used for purposes related to the meeting during the board meetings.
- §17 Cell phones should be kept on mute and cannot be used for conversation or in other ways disturb the meeting.
- §18 The Rules of Procedure can be revised by the board. Changes will take effect with the conclusion of the meeting. Amendments sent out with the appendices will take effect immediately. The board can grant an exemption from the Rules of Procedure with a 3/4 majority. However, the board cannot grant an exemption from §§ 1, 2, 3, 4, 6, 7, 9 and 18.

Appendix for the Rules of Procedure

Guidelines for minutes

Introduction

The Student Council board takes minutes at all meetings so that the Student Council and other students at RUC can follow the work of the board without having to attend the meetings. To ensure transparency in the minutes from the board meeting it is important to have continuity in the completion of the minutes.

The following guidelines should be read as an elaboration of the Rules of Procedure for the Student Council board §4 that instruct the board to publish the minutes of their meetings.

Principles for minute taking

- The names of the attendees are recorded in the minutes. It is recorded whether attendee is from the chairmanship (FS), member of the board (BM), member of the Board of Directors (UB), chairperson of UNIPOL (UNIPOL), observer from the Academic Council (AR) or a visitor (visitor).
- Potential registered cancellations are recorded in the minutes.
- Additional absent members of the board, alternates or regular observers are recorded in the minutes.
- Unless it is demanded by a member of the board it is not recorded who expresses what opinion.
- If there is a disagreement in a debate a stance is only recorded the first time it is expressed.
- It is aimed that only the first stance for and the first stance against is recorded in the minutes unless a member of the board specifically asks to have their stance reported in the minutes.
- In case of ballots the number of votes is only reported when a member of the board demands it.
- The conductor formulates conclusions to the minutes that the minute taker reports if the board accepts it.
- Approved minutes are published on the Student Councils webpage.

Appendix 2: Mandate for the Executive Committee

The board has to decide on a mandate for the Executive Committee at the establishing board meeting cf. the Articles of Association §18 article 4. The mandate lists the composition, procedure and competencies of the Executive Committee.

Composition

The Executive Committee consists of the chairpersonship and four members chosen from the board. Two of these seats are reserved for a member of the Board of Directors and the chairperson of UNIPOL cf. the Articles of Association §18. The Executive Committee is elected for the same period as the Student Council board: from February 1st and a year onwards. At the establishing board meeting the board chooses the four representatives for the Executive Committee.

Establishment

At the establishing board meeting the mandate is determined and the representatives from the board are elected. Shortly after this, the Executive Committee has their establishing meeting. At the establishing meeting the Executive Committee decides:

- Rules of Procedure
- The distribution of assignments and responsibility areas internally in the EC
- A meeting schedule

Function

The Executive Committee is responsible for ensuring that the yearly cycle of the board is put into practice.

Furthermore, the Executive Committee functions as a link between:

- The chairpersonship and board
- The chairpersonship, board and elected representatives in the influential bodies
- The chairpersonship, board and head of committees

The Executive Committee coordinates the university related and national politics between the board meetings within the scope given by the board.

The Executive Committee can coordinate between representatives in the Study Boards, the Subject Councils or students from a subject and the relevant university political bodies.

The Executive Committee works as a facilitator or a partner for discussion for the work in the committees, as well as coordinate the cooperation between the committees.

The Executive Committee will, when possible, work to include active students in the execution of projects imposed by the board.

Competencies

The Executive Committee can only make decisions within the scope given by the board. The Executive Committee should:

- Initiate projects

- React on occurring matters
- Facilitate projects from members or committees

Furthermore, the Executive Committee can make strategic decision between the board meetings such as:

- National political priorities
- Communication
- Financial matters
- Organizational matters

Procedure

All meetings in the Executive Committee are open for members of the Student Council board. All appendices, orientations and decisions should, when possible, be written and should be presented for the board at the proximate board meeting. The board can always change a decision made by the Executive Committee or express criticism towards the Executive Committee.

Meetings in the Executive Committee takes place on a regular weekday decided by the Executive Committee. The chairperson is responsible for holding these meetings. Extraordinary Executive Committee meetings can be held with a 24 hours warning.

Relation to the board

The board can impose assignments to the Executive Committee between board meetings.

The mandate for the Executive Committee can always be revised by the board. Amendments will take place with the conclusion of the meeting.

Appendix 3: Election of Executive Committee and representatives for DSF Board

After having approved on a mandate for the Executive Committee we have to elect the members, who will be sitting in the Executive Committee the coming year.

According to our statutes the Executive Committee is made up of:

- The chairpersonship
- The coordinator of the university political committee (UNIPOL)
- Three ordinary members chosen by the board.

The chairpersonship was, as you all know, elected at the general assembly. The coordinator of UNIPOL is elected by the representatives in the Academic Council (AR). This hasn't been done yet, but the board will be noticed as soon as it has.

That leaves the three ordinary board members. These are elected by the board, from the board – meaning that any board member can choose to run. It is a little time consuming – so we advice you to get a hold of someone from the newly elected chairpersonship or the current executive committee to talk about it.

The Executive Committee is compensated with an honorarium of 4.000 kr. a month (before taxes). This is to make up for the time commitment to make sure that living costs is covered.

We are also electing a representative for the board of the national student union, Danske Studerendes Fællesråd (DSF). The DSF board is made up from the Chairpersonship and Executive Committee, three lay members chosen at the Political Conference (PK) and representatives from each student council. The work load is close to the same as in the Student Council Board, though it is very individual. There is one board meeting a month and other than that some committee work where participation is optional though encouraged. Currently we have Phillip Crilles and Marc Backhausen at representatives. If you consider don't hesitate to get ahold of them and ask questions.

Appendix 4: Minutes from the board meeting of the Student Council the 11 of November 2019

Present board members:

Mathilde (CS), Maria (EC), Sif (EC), Rasmus, Erik (UB), Calvin (CS), Thorkil, Lea (CS), Jacob (AR), Cecillie

Absent board members:

Signe (EC), Erik, Marc, Phillip, Micky

Absent regular observers:

Nicoline (AR), Freja (AR)

1. Formalities

- a. Conductors: Calvin and Thorkil
Minute takers: Mathilde and Maria
- b. Agenda approved with changes
 - o Added points: visit from accountants and PK mandate
- c. Minutes from last meeting approved

2. Orientations

Since last board meeting a lot of energy has been spend on the election and how to do that with climate in focus. It went really well!

We had Rasmus, Sif, Malte, Kenny and Victoria elected to AR and both HUMRådet and SAMRådet had really good elections as well.

We hired a new ruschairperson and Roskilde coordinators so we are in general getting ready for next year.

The study start project is going really well. The working group is working and things will happen in the spring. We've been to a seminar with the other universities, where we were some of the only students invited to talk. It went really well and was a really cool experience. We've also been asked to talk to all study leaders about the cooperation next year and specifically with the IMT administration about it.

Negotiations with unions are solwly starting with evaluations of the past year.

Mike has had to leave both the board and the executive committee.

First delegation for PK was last years. We talked about proposed climate plan and work plan for DSF. Next delegation meeting is on Wednesday. The delegation leader meeting was this Saturday, so that will be taken into consideration at next meeting.

3. Visit from the audit firm

The audit firm presents themselves and a little bit about what kind of organizations they also work with. Amongst these are SRKU.

Some of the issues they see with most of their organizations is a lot of changes in their management (like ours) and that a lot of funds are restricted i how to use them (also like us).

They work closely together with our bookkeeper (DAF).

They read our annual report from last year. And from an audit firm it wasn't nice reading – too many rules not being followed. Lea comments that she is in touch with our bookkeeper about this and that we are getting a lot further with this, moving on from the issues with our bookkeeping and audit firm from the past.

The audit firm recommends us to have all of our regulations and procedures written down and that we have internal control (segregation of duties) – like making sure that there are always two people connected to accounts (A and B access). Their suggestion is that someone looks at the work every once in a while and make sure that nothing is lost anywhere.

We have a lot of personal data, so we should also document our procedures in this regards after the new GDPR. Start with the big stuff: like who is on the payroll and who are members.

The annual report should be presented in a way that makes sense for the organization and not too late after the year – then we have forgotten what we are doing and moving on to new projects. They recommend that we comment on it in a way that makes sense to us.

This will also come down to the time schedule – the annual report needs to be audited before we can approve of it. When it can be done depends on the bookkeeping – but 1st of February is probably a little ambitious. Unfortunately that means that we will have to have the new board sign a report from the old board that they couldn't do anything about. It's suggested that we put financial discussion in our annual cycle for our board.

Discuss internal control once a year to make sure that our board knows how the procedures for spending our money is at all times.

If there is anything we need to discuss with our auditors they will always come by at board meetings. Erik comments that it's the first time we meet auditors – and thank them for showing up. Auditor comments that with a statement like ours auditors need to show up and talk about what is wrong.

Erik comments that it would be nice to hear critical revisions thoughts on above comments.

4. Representation areas

Erik presents the history of the representation areas agenda in AR.

There are right now 6 open spots for students – where the VIP seats are bounded by representation areas. We want that as well. Erik ran on it in 2017 – got first mandate – so we have a clear mandate to work on this.

The concern from Hanne, Peter L, some VIPs and FFR is that it will be difficult for FFR to be elected if we run on representation areas.

SUGGESTED SOLUTIONS:

4+ 2: ensures representation of all main areas

4+ 4: ensure representation of all main areas and make it fairly for minority runners

6: ensures the highest degree of minority protection

7: same as above but with more seats making it more likely for representation

DISCUSSION:

It's very important to state or say somewhere that this is not about the two organizations – it's about the students! It can't even be an argument that we're just trying to push out FFR. Even though, devils advocate, that we do see where it comes from. We have made it clear that this is not our goal at AR.

It's not okay to just open up for one more seat with out also having representation areas. It's okay with more seats – as long as we secure the areas.

A lot of agreement on this matter: representation is the most important part.

A small concern is that it will be really difficult to find those extra people for the extra seats – do we have the people to fill those seats? Even though – obviously – more students mean more voices which is great. Just a pragmatic concern. Another analysis could be that the more the merrier – 8 people for 6 peoples work. Maybe it would be easier to get people elected that way, since work load would be lesser.

The representation areas are even more important this year than the others since HUMTEK didn't get in.

The 4+ 2 version is great for us since it wouldn't change much for our way of doing election other than ensuring that specific candidates would get elected.

When we go to AR meetings the students agree – that is our main strenght. More people might make this more difficult. Expanding to 7 without getting representation areas is therefore not an option.

Eventhough it might be strategically best for us to have 4+ 2 we might want to go with 4+ 4

to give FFR a carrot. FFR however won't support the 4+4 (or 4+3) solutions. They don't want less free seats. They need the same amount of free seats.

CONCLUSION:

We want representation areas AT ANY COST. 4+2 or 4+4 is both fine. Any way we can get FFR for representation areas we will be fine with.

If we can't get representation areas it doesn't really matter to change it – just keep it as is.

UNIPOL has a mandate to tactically decide to do this best.

5. New EC member

Cecillie is running for the open seat.

The board asks about Cecillie's thoughts on running this late in the term. Cecillie says that she is considering running next year and thinks this is a good opportunity to get to know the work and start a little ahead.

Cecillie is elected as the new EC member.

6. PK mandate

Quite privileged to have multiple and such strong candidates for the lay board member seats.

Very experienced candidates too – especially Stine, Thomas, Maya and to some extent Martin (with experience from other parts of ESB, which is cool because it's very different).

Would be nice to think about different backgrounds as well – for example different universities (even though all universities are already represented). So maybe an election between Martin and Thomas, since both are from KU, and between Maya and Claudia, both being from RUC.

Claudia, though not the same sort of experience, has a strong analysis and might be a strong voice in the board.

The most important part is to have broad representation and strong candidates.

It seems a little odd to have people running for this seat from RUC who we've never met in the Student Council.

It's really cool that Martin has such different experiences and that he's done Uddannelsesalliancen. He seems to have really cool energy.

7. Annual Cycle

A discussion about what the work of this year. What have we done well, what is lacking, what do we still have time to do? The discussion will focus on the workplan and annual cycle.

WHAT HAVE WE DONE WELL?

Work with subject councils

Internal climate focus

Working groups for climate

Vocal about climate successes

Internal internationalization

Pushing RUC and decision-making bodies (without much success)

Inviting people in and make it fun

Took important steps with tutoring

Working environment is better

UNIPOL has done great job with study boards

We introduced a new digital communication and coordination platform

Tutoring

WHAT IS LACKING?

Stud.rep. is lacking a lot

Inclusion: how open are we really?

A bit regression with the int. AR since we don't have a non-Danish speaking representative any more

RUC is still lacking on international front

5 year plan...

Transparency in general

Haven't worked a lot with working environment

Informal international SN never happend

It's hard for students to understand what we actually do in SR

We have failed in communicating to student when we have board meetings

We should be better at using the digital communication and coordination platform we introduced

Recognition of tutoring from RUC is highly lacking

Working environment evaluations

WHAT DO WE STILL HAVE TIME TO DO?

Reflection onto 5 year plan

Stud.rep work with climate as a focus

Keep working on the use of our digital platforms

Continue to develop tutoring

Recognition of tutoring from RUC – better cooperation with the administration

Office space – we should push for more office space, because our organisation is bleeding due to this change

8. Future BMs

Invite new EC and board to the last board meeting of 2019

Invite the newly elected representatives from AR, SAMrådet, HUMrådet as well

This will improve handover processes

DE: Joint board meetings from now on until the new board officially takes over.

9. AOB

RUB has invited us to a workshop on ‘the Library of the future’ – they would like our input on this project. Mathilde will invite the whole board.

General Assembly is coming up, please share the event in local environments and try to encourage people you think will do a nice job to join the board or EC of 2020.

3 subject councils, we know of, have had their general assembly – Anne-Mette (hum), Mike (nice) will be SR board members.