

Board meeting

December 5th 2018 15:30-18:30



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Agenda for board meeting

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| 1. FORMALITIES | 15:30 – 15:35 |
| A) ELECTION OF CONDUCTOR AND MINUTE TAKER | |
| B) APPROVAL OF THE AGENDA | |
| 2. NAME AND MOOD ROUND | 15:35 – 15:50 |
| B/ Mathias | |
| 3. PRESENTATION OF CURRENT COMMITTEE STRUCTURE | 15:50 – 16:15 |
| B/Mathilde | |
| 4. PRESENTATION AND DISCUSSION OF EXECUTIVE COMMITTEE | 16:15 – 16:35 |
| B/Katrine | |
| BREAK 16:35-16:50 | |
| 5. ADOPTION OF RULES OF PROCEDURE | 16:50 – 17:10 |
| B/ Katrine | |
| 6. LANGUAGE POLICY | 17:10 – 17:30 |
| B/ Mathilde | |
| BREAK 17:30-17:45 (DEADLINE FOR RUNNIG FOR EXECUTIVE COMMITTEE & AS DSF REPRESENTATIVE) | |
| 7. ELECTION OF THE EXECUTIVE COMMITTEE | 17:45 – 18:00 |
| B/ CONDUCTERS | |
| 8. ELECTION OF DSF REPRESENTATIVE | 18:00 – 18:10 |
| B/ CONDUCTERS | |
| 9. IMPORTANT DATES | 18:10 – 18:15 |
| B/ Mathias | |
| 10. AOB. | 18:15 – 18:30 |

Appendix 1

Description of current committees

In this appendix all of the committees in the Student Council as of 2018 are described. We, as the 2019 board, have the authority to choose what committees we want to keep, with the exception of a EC and UNIPOL. We can also make new committees if we find it necessary.

None of the committees have an upper limit for how many can participate. All meetings in the committees of the Student Council are open, including the board and the executive committee, so that all RUC students may participate and voice their opinion. According to the statutes one member of the board has to be responsible for each committee.

University Political Committee (UNIPOL)

UNIPOL is the political committee of the Student Council, where the RUC-political work is coordinated and the Student Council's opinion on big and small agendas are discussed, NB. the committee does not have the competency to decide the opinion of the Student Council, but how to implement and interpret it. Major decisions regarding the political opinion are decided by the board. The committee meets approximately every other week. It is responsible for the preparation of meetings in the Academic Council (and the three sub committees) and the Board of Directors. This has the consequence that participation in this committee will involve a lot of reading. UNIPOL has a number of born members: the chairmanship and the Student Council's representatives in the Academic Council and the Board of Directors. Any other member of the board may participate on an equal level.

Student Representatives Network (Stud.rep.)

Stud.rep. is a network for the students that are elected for the different influential bodies at RUC: the Study Boards, Institute Councils, Academic Council and Board of Directors. The main task of this committee is to facilitate the exchange of ideas and qualifying the knowledge of the student representatives.

RUC'ers by Choice (RBC)

RBC makes up the coordination group for some of the biggest social events at RUC, e.g. RUC'ers by Choice, in collaboration with RUCbar arrange the yearly boat-race, the semester-start parties, J-day, and summer party, in addition they arrange an annual skiing trip for all RUC students.

RUS-committee

This committee is charged with evaluating and preparing the annual tutoring for new students, this happens through collaboration with the tutoring-chairmanship and the lackeys. All students may participate in the meetings and express their opinion about the tutoring. This committee hasn't been very active in the last few years.

Committee of internationalization and practice (CIP)

CIP is the international committee in the Student Council. The committee has a lot to do with the problems of international students and the agenda of internationalization bot at RUC and internally in SR, at RUC and nationally through DSF.

National Political Committee (LPU)

LPU is the committee in the Student Council that deals with political cases on the

national level. Primarily the committee works with the cases which is currently ongoing in DSF. As an example this could be national campaigns regarding cutbacks or study reforms.

SR-RUC sends two representatives to the board of DSF (Landsform or LF) for the monthly board meetings. Preparing for these board meetings takes place in LPU. Therefore the LF-representatives are born members of this committee.

Academic Event Committee (AEU)

As the name suggest AEU works with academic and extra-curricular events at RUC. This entails a collaboration with Djøf and Magistrene through FANE (Academic Network) – but isn't limited to this. Other kinds of events could be relevant debates, competency development courses or courses to fill knowledge gaps left by the ordinary courses.

PR-committee

The PR-committee was established in 2018. Their purpose is to work on our external communication strategy. This can entail SOME as well as physical campaigns – but is up to the committee to plan and decide on. Last year they also did a coffee stand mid semester, to hand out coffee for students without asking the students to vote for once.

Appendix 2

Proposal for Rules of Procedure for the Student Council

Article 1: Notice

§ 1. Ordinary board meetings are summoned per e-mail by the chairpersonship according to the established meeting schedule. Notice should be send 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.

a) 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 conduction 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.

§ 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 absence 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. An 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:

- a) Every participant at a board meeting has the right to a translator.
- b) 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 a 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 3

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 4

Language policy guidelines

The motivation and purpose behind the creation of these guidelines is the need to ensure an adequate possibility for non-Danish speaking students at RUC to be included in the work of the Student Council. This is necessary as the Student council at RUC strives to represent and work with and for all students enrolled at Roskilde University and to insure this representation it is necessary to ensure their inclusion. The main value that justifies the work towards language policy guidelines is the equality of all students.

In order to live up to the declared goals of the Student Council, we identify two further values that are of high importance: a positive attitude towards bilingualism and the acknowledgement that grammar and the correct use of the language, in this regard, does not have a big significance, but communication of the message itself.

Following is a list of guidelines to achieve the goals mentioned above. It's the task of the Executive Committee to make sure that these guidelines don't fail, and continually put an effort into upholding them.

Internally

Meetings

- **Equal opportunities**

All students at RUC must have equal possibilities to participate in meetings held by the Student Council or any affiliated organization, for which the Student Council is considered responsible.

- **Board Meetings**

All board meeting minutes and agendas should be written in English. On that ground all board meeting minutes and agendas are linguistically equally accessible for English and Danish speakers.

A unanimous chairmanship or a majority in the executive committee can dispense from the above. If a dispensation is given, point a) and b) enters into force.

- a) any participant of the board meeting is entitled to a translator.
- b) the following point of the agenda held in Danish should always be translated afterwards.

Despite the earlier mentioned, it should be noted that no participant is forced to speak Danish or English during a board meeting.

- **Working groups, committee meetings and other minor meetings**

In case of small and regular meetings, such as committee meetings, the meeting itself is entitled to be held in Danish, however if a non-Danish speaking student is present the meeting should be held in English. The headlines of the meeting's minutes and the agenda itself should always be in English, in order for non-Danish speakers to see the different topics. At the end of every point in the minutes there should be a conclusion summing the point in approximately one sentence in English at the end, in order for non-Danish speakers to see the different topics. If the non-Danish speaker seeks more information on the topic they are to contact the committee responsible or the minute taker, which should be transparent through the minutes.

- **Big meetings or events**

In case of big meetings or events, where more non-Danish speaking students might participate. Which means that the invitations should be available in English and Danish, furthermore, that the big meetings or events should be accessible for both the English and Danish speaking. Cf. to the policy of the working groups, committee meetings and minor meetings.

In case of big meetings or events with guests, the guests should be made aware that they have the possibility of speaking both in English or in Danish. When promoting the big meeting or event it should be made clear in which language it is held.

- **Go-to-person (GTP)**

In case that a RUC-students who does not speak Danish wants to be a part of the Student Council or a committee, the Student Council and all the committees should have a go-to-person, who is responsible for telling the non-Danish-speaking person what the committee or Student Council is about. Having somebody to aid a specific non-Danish speaking student, might help that person to improve his/her participation and inclusion in the organization.

- **Ask if anybody does not speak Danish**

Every meeting, regardless the size of it, has to start with the question if anybody does not understand or speak Danish. The question has to be presented in English.

- **Slides in presentations**

When preparing presentations, it is impossible to know whether the entire audience will understand it. This is why, when presentations are made, the slides have to be in English. This does not mean that the presenter needs to present in English, but that his/her slides have to be written in a common language. Also slides have to be more descriptive and use less of a 'key-word system'.

Externally

Events

- **Events in English and for international students**

The Student Council has to make sure that events are accessible for all students at RUC no matter what language they speak. Which means if there are any non-Danish speaking people at the event it should be held in English, Cf. the point about Big Meeting and Events, where exceptions are described.

Media

- **Webpage**

The Student Council webpage should be first in Danish, but have an option to translate it to English.

- **Facebook**

Facebook updates have to follow the system of: English on top, Danish below. Exceptions can be made in case of an event or information primarily directed towards Danish speaking people. In this case it should be noted in the very top of the post that the event/information is only hosted/relevant for Danish speaking people.

- **Instagram**

Everything on Instagram should generally be written in English.

Communication and documents

- **Group emails**

In case there is a non-Danish speaking person within any of the mailing lists, the emails of that specific mailing list have to be written in English. But of course, agendas should still be in English.

- **List of standing documents to be translated**

- Order of Business
- The statutes of the Student Council
- The guidelines of how to send appendixes to the board meetings
- Other relevant guidelines

Evaluation

The implementation of this policy paper should be evaluated at least once a year.