

# Board meeting November 30<sup>th</sup>

Formalities.....16:00–16:05  
*Election of conductor*  
*Election of minute taker*  
*Approval of agenda*

Orientations (O).....16:05–16:20

What does it mean to be in the Board and in EC.....16:20–16:35

Constitution of the Board 2022.....16:35–17:05

- Approval of Rules of Procedure
- Election of the Executive Committee

*Break 17:05 – 17:15*

*The Board of 2021 will join*

Joint Committee Workshop (WS).....17:15–18:15

*Break 18:15 – 18:25*

Relocation of Educations (DI).....18:25–18:45

Calendar Games.....18:45–18:55

A.O.B.....18:55–19:00

*Dinner 19:00*

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

Appendix: Existing Rules of Procedure

## Rules of Procedure for the Student Council

### **Article 1: Notice**

**§ 1.** Ordinary board meetings are called for per e-mail by the chairpersonship according to the established meeting schedule. Notice should be send no later than 14 days before the meeting, the proposed agenda will be send out agenda to all board members, alternates and regular observers no later than 7 days before the meeting.

**§ 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 Teams 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.

a) Members of the board, alternates and regular observers needs to notify the chairpersonship of their attendance at least 5 days before the meeting takes place.

**§ 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: Online behavior**

**§ 16.** During an online meeting, all participants' microphones must be muted, unless they have been granted the word.

**§ 17.** During an online meeting, the chat function, functions as the speakers list.

#### **Article 5: Other decrees**

**§ 18.** Laptops may exclusively be used for purposes related to the meeting during the board meetings.

**§ 19.** Cell phones should be kept on mute and cannot be used for conversation or in other ways disturb the meeting.

**§ 20.** 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), UNIPOL coordinator (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.