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RULES OF PROCEDURE OF THE REPRESENTATIVE COUNCIL OF THE STUDENT UNION OF THE UNIVERSITY OF EASTERN FINLAND

Presented at the meeting of the Rules Committee 2/2021

Approved by the Representative Council on 16 September 2021

In addition to what is provided for in the current Rules and Election Rule of the Student Union of the University of Eastern Finland, the activities of the Representative Council shall follow these Rules of Procedure.

Section 1 A matter that is on the table for the first time shall be deferred until the next meeting if such procedure is demanded by a simple majority of the present members of the Representative Council. The decision to postpone a matter a second time shall be made by a single majority vote.

If a matter that has been temporarily shelved is brought back for discussion with substantial changes, the matter shall be discussed as if it were on the agenda for the first time. Essentially unchanged motions may be postponed to the next meeting no more than twice. When a motion to defer a matter until the next meeting has been made and seconded, the chair of the meeting shall limit the discussion to the shelving of the matter until a vote has taken place.

Section 2 In the meetings, each member of the Representative Council shall have one vote, and the right to vote shall be personal. Unless otherwise stated in the rules, the Representative Council shall make the decisions by a simple majority vote. In the event of a tie, the chairperson shall have the casting vote. Electoral ties shall be resolved by lot.

Section 3 When everyone who has requested the floor has spoken, the chairperson shall declare the discussion on the matter closed.

If the decision is unanimous or no one has seconded the counterproposal, the chairperson shall state and confirm the decision without a vote.

Section 4 The chairperson may request a test vote on a matter. The result of the test vote is not binding, and motions can be withdrawn after the test vote. A test vote cannot, however, be used in elections.

Proposals, with the exception of elections, shall be formulated so that they can be answered with a “yes” or a “no”. If there are several proposals for a decision, one shall be set as a counterproposal against the other. This procedure shall be continued until all proposals have been voted on. The Representative Council’s proposals shall be voted on first, and finally, the winning counterproposal shall be set as a counterproposal against the Executive Board’s motion. Once the voting has ended, the chairperson shall announce the Representative Council’s decision.

Section 5 For an election, the chair of the meeting shall request the present members of the Representative Council to nominate candidates. The list of candidates shall be made available to the members of the Representative Council prior to the actual election.

The persons elected shall be determined by the number of votes received by the candidates. If there are more names on the ballot paper than there are persons to be elected, the ballot paper shall be discarded. The same procedure applies if any of the names on the ballot paper is not on the list of candidates or if it is not clear from the ballot paper who the voter meant.

Section 6 A member of the Representative Council may not participate in ruling on a matter in which they are disqualified due to a likelihood of bias, as specified in the disqualification provisions in Section 7 of the Rules of the Student Union of the University of Eastern Finland. The decision to disqualify a person shall be made by the chair of the Representative Council.

Section 7 Members of the Representative Council who were present during the discussion on the matter have the right to submit their dissenting opinion on a decision. The member of the Representative Council shall announce their opinion before the end of the meeting. The dissenting opinion shall be recorded in the minutes of the meeting.

If the member wants to give justifications along with their dissenting opinion, they must be submitted to the Secretary General within two working days of the decision. The justifications shall be submitted in writing and appended to the minutes of the meeting.

Section 8 No one may use offensive words or otherwise behave inappropriately in the meetings. The chair of the meeting shall issue a warning to a member of the Representative Council, Executive Board, or staff who behaves in a disruptive manner. If the person continues their disruptive behaviour after being issued a warning, the chair may deny that person the right to speak in the meeting.

A member of the Representative Council who has lost their right to speak shall keep their right to vote and to put forward and second motions. In this case, all motions, and announcements to second a motion, shall be submitted to the chair of the meeting in writing. If a member of the Representative Council or Executive Board who has lost the right to speak continues to disturb the meeting, the chairperson may deny that person

the right to attend the meeting. A member who has lost their right to attend a meeting shall be replaced at the meeting by another member, as stated in the Election Rule (section 25, subsections 2 & 3).

If a person who is not a member of the Representative Council, the Executive Board, or the staff behaves in a disruptive manner at the meeting and fails to stop their disruptive behaviour despite the chairperson's warning, the chairperson may take away this person's right to attend the meeting.

If the chairperson finds that the order of the meeting has been significantly disturbed, the chair shall have the right to adjourn the meeting for a maximum of one hour.

Section 9 Members of the Representative Council may establish Representative Council Groups. Each member of the Representative Council shall belong to one, and only one, Representative Council Group. A Representative Council Group shall have a chairperson, whose name shall be announced to the Representative Council. If a member of the Representative Council resigns from their Representative Council Group, the member shall establish their own Representative Council Group.

Section 10 If at least one member of the Representative Council requests a recess, the chairperson shall adjourn the meeting for a maximum of one hour. The same member may request a recess only once per each item on the agenda.

Section 11 Meetings may be adjourned at the request of a majority of the Representative Council's members. The Representative Council shall set a date and time for resuming the meeting.

Section 12 The convener of a Representative Council meeting may, in connection with the notice of meeting, give meeting-specific instructions to supplement these Rules of Procedure. These supplementary rules may not be inconsistent with ISYY's rules and regulations.