

NB: This document is a translation from the original document. This translation is not binding; its purpose is only to explain the contents of the original document in English. In case there are any obscurities in the translation, please check the original document for correct and binding expressions. The original document can be found on the Finnish website of ISYY.

The Student Union of the University of Eastern Finland

The Rules of Procedure of the Executive Board of the Student Union

(The Representative Council accepted on the xx.xx.xxxx)

Section 1

In addition to what is enacted in the valid Rules and Election Regulations of the Student Union of the University of Eastern Finland, these Rules of Procedure shall be obeyed in the activity of the Executive Board.

Section 2

The Executive Board shall define the fields of operation of its members. The following fields of essential operation shall always be represented in the Executive Board:

- 1) international operation
- 2) academic operation
- 3) social politics operation
- 4) recreation operation

Section 3

The Executive Board shall select the staff members into the positions established by the Representative Council, apart from the position of the Secretary General.

Within the frames of the budget, the Executive Board may establish a fixed-term position, in which the employment relationship lasts at the most for three (3) months. The Executive Board shall make a justified report from this sort of procedure for the Representative Council in the next Representative Council meeting.

Section 4

The notice of Executive Board meeting shall be sent as the Executive Board decides in its organising meeting. Into the notice of meeting shall be written down the matters being considered. The organising meeting of the Executive Board shall be convened by the Chairperson of the Executive Board, five (5) days before the meeting through email. The Executive Board may get organised before the beginning of its term of office.

The Executive Board shall be convened by the Chairperson of the Executive Board, or in case they are unable, a Vice Chairperson shall convene a meeting.

The Executive Board shall convene, when the Chairperson, a Vice Chairperson or two (2) Executive Board members demand for it.

An Executive Board meeting shall have a quorum, if it has been convened in accordance with these Rules and there are present at least half of the Executive Board members, including the Chairperson or a Vice Chairperson.

Section 5

An Executive Board member, who is unable to participate in a meeting, shall inform the Secretary General of the Student Union about it at the latest for a day before the beginning of the meeting.

Section 6

An Executive Board member shall not participate in resolving a question, in which their private interest may get into contradiction with the interest of the Student Union. Notes of being disqualified shall be resolved by the Chairperson of the Executive Board. In case it is the Chairperson of the Executive Board in question, the notes of being disqualified shall be resolved by a Vice Chairperson.

Section 7

It shall be a decision of the Executive Board, which the majority of the Executive Board members being present in a meeting agree with. In the event of a tie, the position of the Chairperson shall resolve. In the elections, in the event of a tie, drawing lots shall resolve.

In case there is only one position to be filled in the elections and none of the candidates receives over half of the given votes in it, second vote shall be conducted between two candidates who received the most votes in the first elections. Person who received the most votes in the second vote shall be elected.

In case the second vote results as a tie, drawing lots shall resolve the elections.

The consideration of a matter appearing for the first time shall be moved for the next meeting, in case at least a third of the Executive Board members being present demands for it. Rescheduling a matter shall be decided by a simple majority of votes.

If a matter being held in abeyance comes for a new consideration essentially amended, it shall be considered as it would be on the agenda for the first time.

A motion being unchanged essentially may be moved for the next meeting at the most for two times.

When a motion of moving a matter for the next meeting have been made and the motion in question have been advocated, the Chairperson of the Meeting shall constrain the discussion to concern only leaving on the table, until the matter has been decided on.

Section 8

In a meeting of the Executive Board shall be considered the matters marked into the agenda by the Chairperson and the Secretary General, and those matters being proposed in the meeting, which the Executive Board decides with a simple majority of votes to take into their consideration.

An Executive Board member shall give a report of the activity of their area of responsibility and its finances, from the time after the previous Executive Board meeting, in an Executive Board meeting for the Executive Board.

An Executive Board member shall agree in advance with the Chairperson of the Executive Board on possible matters coming into the agenda. Secretaries for the areas of responsibility, defined in section 2 of these Rules of Procedure, shall have the right to make a motion considering a matter of their own area of responsibility. The Chief Editor shall have the right to make motion considering matters related to the student magazine Uljas.

Section 9

The Chairpersons of the Representative Council groups, which have at least five (5) members, shall have the right to attend in the Executive Board meetings until the 31st of December 2009.

Section 10

The Representative Council of the Student Union shall decide on changing and complementing these Rules by a two-thirds (2/3) majority of votes, after receiving a statement of the Executive Board of the Student Union.