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## **The Student Union of the University of Eastern Finland**

### **The Rules of Procedure of the Representative Council of the Student Union**

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

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 Representative Council.

#### Section 1

The Representative Council shall have a quorum when at least half (20) of the Representative Council members, including the Chairperson of the Representative Council or either of the Vice Chairpersons, are attending, and the notice of meeting and agenda has been delivered in writing at least seven (7) days before the meeting for all ordinary members of the Representative Council and for the number of deputy members, which the Representative Council has decided in its organisational meeting. In addition to this, on the official bulletin boards of the Student Union shall be informed about the meeting.

#### Section 2

A Representative Council member, who is unable to participate in a Representative Council meeting, shall invite a deputy member from the same electoral alliance, where they have been elected into the Representative Council, to participate instead. Attendance of deputy members shall be stated at the beginning of each meeting.

In case the Representative Council states a Representative Council member to have lost their eligibility, in the invitation of a deputy member shall be proceeded as above, even if the Representative Council member in question would not have submitted their resignation.

#### Section 3

The Chairperson of the Representative Council shall direct a Representative Council meeting or in case they are unable, the 1<sup>st</sup> Vice Chairperson or in case the both mentioned above are unable, the 2<sup>nd</sup> Vice Chairperson.

The Representative Council shall appoint two tellers and scrutinizers of the minutes for each meeting. The same persons may operate as the tellers and scrutinizers of the minutes.

The Secretary General shall operate as the Secretary of the Meeting.

#### Section 4

In a Representative Council meeting shall be considered the matters being written down on the agenda. The Representative Council may take into consideration a matter not being included into the notice of meeting, by a two-thirds (2/3) majority vote, but not however a decision requiring a qualified majority.

#### Section 5

The consideration of a matter appearing for the first time shall be moved for the next meeting, if the simple majority of the Representative Council 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 voted on.

#### Section 6

In a meeting, each Representative Council member shall have one vote and the right to vote shall be personal. The Representative Council shall resolve matters, unless otherwise being provided in the Rules, by a simple majority of votes. In the event of a tie, the vote of the Chairperson shall resolve. In the elections, in the event of a tie, drawing lots shall resolve.

#### Section 7

When everyone who have asked for the floor have given their speeches, the Chairperson shall declare the discussion of the matter closed.

In case a decision is unanimous or a countermotion being made have not been advocated, the Chairperson shall state and confirm the decision without voting.

#### Section 8

Voting shall be conducted open, unless it is elections in question, or unless at least two Representative Council members being present demands for a closed ballot.

The Chairperson may ask for a test vote about a matter. The result of a test vote shall not be binding and it shall be possible to withdraw own motion after the test vote. In the elections however, a test vote shall not be used.

An open vote shall be conducted in a way the Chairperson deems the most suitable. If the Chairperson considers a voting conducted other way than a roll-call having not given a clear

answer, the voting shall be conducted as a roll-call. Voting motions, in others than elections, shall be drawn up thus the answer “yes” or “no” shall express the decision. If there are several decision motions, one motion shall be set as a countermotion for another. This shall be continued until every motion has been voted on. Options set in motion by the Representative Council shall be voted on first and the countermotion that has won shall be set in the end as the countermotion of the motion of the Executive Board.

As the voting has ended, the Chairperson shall declare the decision of the Representative Council.

## Section 9

For elections, the Chairperson of the Meeting shall ask the Representative Council members being present to propose candidates. A list of the candidates shall be set seen for the Representative Council members before the actual election procedure.

If there is only one position to be filled, the elections shall be conducted as elections by majority. If there is more than one position to be filled, a multiple-winner Borda count election shall be conducted as being provided below. In case there are no more candidates than there are positions to be filled, the elections shall be conducted without voting.

The voting in elections shall be always conducted as a closed ballot.

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 election.

In the multiple-winner Borda count election, a voter may vote at the most as many candidates as there are positions to be filled. The voter shall mark the names of its candidates into the ballot paper in that order, in which the voter hopes the candidates to be elected. Each given vote shall be divided into the ballot paper amongst the candidates, thus the first candidate in the ballot paper receives one vote, the second candidate receives half a vote, the third candidate receives a third of a vote etc.

The ones being elected shall be determined in the order of the votes the candidates have received. If there are more names written into the ballot paper than there are ones to elect, the ballot paper shall be disqualified. Similarly shall be proceeded in case the ballot paper includes a name of a person not being a candidate or the ballot paper does not unambiguously indicate of whom the voter has implied. In the event of a tie, the elections shall be resolved by drawing lots.

## Section 10

A Representative Council member shall not participate in the consideration of a question, in which their private interest may get into contradiction with the interest of the Student Union. A note of being disqualified shall be resolved by the Chairperson of the Representative Council.

In case a note of being disqualified is being stated appropriate, a deputy member shall replace the disqualified Representative Council member as being enacted on inviting a deputy member on the Election Regulations and these Rules.

When confirming the financial statement and deciding on granting a discharge from liability, a Representative Council member, who has belonged in the Executive Board of the Student Union during the accounting period in question, shall not participate in the decision-making and neither shall the Secretary General having been in position.

#### Section 11

A Representative Council member being present in the consideration of a matter shall have the right to submit a dissenting opinion on the decision being made. The Representative Council member shall inform about it before the end of the meeting. A dissenting opinion shall be written down to the minutes of the meeting.

In case a dissenting opinion is wanted to be made justified, it shall be submitted for the Secretary General within two week days from making the decision. The justification shall be submitted in writing and it shall be attached into the minutes of the meeting.

#### Section 12

No one in a meeting shall use offensive words or otherwise perform inappropriately. In this sort of case, the Chairperson shall reprimand the person in question about the inappropriate behaviour. If the person having a remark continues behaving inappropriately despite the remark, the Chairperson may, after having warned them twice, refuse their right to speak in the meeting in question, or remove them from the meeting, if the disturbing continues.

If a person being present in a meeting, who does not belong into the Representative Council, behaves inappropriately and does not quit the inappropriate behaviour despite a request of the Chairperson, the Chairperson shall have the right to remove them from the meeting.

The Chairperson shall have the right to discontinue a meeting at the most for an hour, if they deem the order of the meeting being essentially disturbed.

#### Section 13

The members of the Representative Council may establish Representative Council groups. Each Representative Council member shall belong to one, and only to one, Representative

Council group. A Representative Council group shall have a Chairperson, which is being given for information in a Representative Council meeting.

#### Section 14

If at least two Representative Council members demand for a break of meeting, the Chairperson shall discontinue the meeting at the most for an hour. Same member may ask for a break of meeting on an item being considered only once.

#### Section 15

A meeting may be discontinued, when the majority of the Representative Council demands for it. The Representative Council shall decide the date and time of continuing the meeting.

#### Section 16

The Representative Council of the Student Union shall decide on changing or complementing these Rules by a two-thirds ( $2/3$ ) majority of votes.