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**The Student Union of the University of Eastern Finland
The Rules of Procedure of the Representative Council Committees of the Student Union of the University of Eastern Finland (ISYY)**

The Representative Council accepted on the 8th of November 2014

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 Representative Council Committees of the Student Union. In addition, in the activity of the Rules Committee shall be obeyed own Rules of Procedure of the Rules Committee.

Section 2

It shall be a duty of the Committees to operate as the preparatory body for the decision-making of the Student Union at their own sectors.

Section 3

A Committee shall consist of at least five (5) members, who shall be appointed in a Representative Council meeting. A member of a Committee shall be a member or a deputy member of the Representative Council.

Section 4

A Committee shall select the Vice Chairperson and the Secretary from amongst, unless they have been appointed in advance by the Representative Council or in other Rules of Procedure. In addition, the Executive Board of the Student Union may appoint a member from amongst to participate in a Committee meeting, if wanting to. If necessary, a Committee may ask staff members of the Student Union or other experts to present matters in a meeting.

Section 5

Organising meeting of a Committee shall be convened within three (3) months from the beginning of the Committee's term of office, for at least seven (7) days before the meeting. In the organising meeting shall be decided on the way and dates of convening the next meetings.

Section 6

The meetings of a Committee shall be convened by the Chairperson, appointed by the Representative Council, or in case of they are unable, by the Vice Chairperson. A meeting of a Committee shall have a quorum, when it has been convened in accordance with these Rules and there are present at least half of the Committee members, including the Chairperson or the Vice Chairperson.

Section 7

The meetings of a Committee shall be open, apart from the Rules Committee and the Preparation Committee, unless a matter being considered is confidential. If required, a Committee may also grant the right to speak and attend for the persons being present.

Section 8

When the Chairperson or a member of a Section resigns, about the resignation and possible filling of the position shall be decided in a Representative Council meeting.

Section 9

In case a Committee member is temporarily unable to operate in the Committee, the Representative Council group that the member represents may, if wanting to, select a deputy member to operate as their replacement as a member of the Committee.

Section 10

The Committees shall have the right to make proposals for the Representative Council of the Student Union. In case a matter being decided on must be prepared by obeying the administration procedure, the proposal shall proceed for the Representative Council through the Executive Board. The proposals of the Committees do not bind the Representative Council to decide in accordance with a proposal.

Section 11

It shall be a decision of a Committee, which the majority of the Committee members being entitled to vote have agreed with. In the event of a tie, the vote of the Chairperson shall resolve.

Section 12

The decisions of a Committee shall be delivered for information to the Representative Council and the Executive Board within two weeks. The decisions shall also be delivered to the website of ISYY. In the Representative Council meetings, a Committee shall give a report of its activity from the time between the Representative Council meetings.

Section 13

A Committee shall make an annual report of its term of operation by the first Representative Council meeting of the next calendar year.

Section 14

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