

# Chapter 1

## General provisions

### 1 § Application of the provisions

The rule is in force alongside with the Universities Act (558/2009), regulations of the University of Jyväskylä and the Student Union's rules.

In accordance with section 30 of the Universities Act, the Administrative Procedure Act (434/2003) applies to the public administrative functions of the Student Union. However, the provisions of the Administrative Procedure Act on ineligibility regulations and principles of good administration apply to all selection processes. The obligation of equality under section 4 a of the Equality Act (609/1986) is taken into account when electing representatives to the bodies referred to in that section.

The provisions of this statute shall apply when selecting student representatives in accordance with section 46 of the University Act, which have been defined in the regulations of the University of Jyväskylä:

- University Board
- University Collegium
- Faculty Councils
- Independent institutes
- Appeal Committee

The provisions of this statute shall also apply when selecting student representatives to the other following bodies:

- JYY's Business Board
- FORTHEM Student Council
- KOAS Board

The statute is primarily not applied when selecting student representatives to other bodies, committees and working groups, that the University or another body requests the Student Union to select student representatives for or to make proposals on student representatives, but instead the Board shall handle the appointment request and make the necessary decisions. The Board may decide, however, that the position is opened for public application according to the provisions of this statute's Chapter 3. In its decision, the Board must rule how the

statute is applied in the application including the application period and whether the selection proposal is made by the general or the special selection committee. The statute may, by the Board's decision, be applied to when selecting members or representatives for the Student Union's internal bodies and the like.

The selection of student representatives for the bodies of multiple higher education institutions is agreed upon between student unions and student bodies.

## **2 § Staff member responsible for student representatives**

The Executive Director of the Student Union shall appoint a member of staff, whose responsibilities are the preparations of the application and selection process of student representatives, implementation of decisions and other duties regulated in this statute. The Executive Director can order the preparation responsibility per application to another staff member. In this statute the staff member described above shall be called staff member responsible for preparation.

## **3 § Register on student representatives**

An electric register is held on all student representatives of all bodies according to the register notice. The register is handled by the staff member responsible for preparation.

## **4 § Time of election**

Student representatives must be elected to the bodies whose term of office begins at the beginning of the academic year by the end of May. Student representatives must be elected to the bodies whose term of office begins at the beginning of the calendar year by the end of November. Student representatives of other bodies, committees or working groups shall be elected without delay.

The length of the term of office of the student representative in administration is determined in the regulations of the University.

# **Chapter 2**

## **Eligibility, election criteria and responsibilities of student representatives**

## **5 § General eligibility criteria**

Fulfilling the eligibility criteria shall be seen to have a person who has the right to complete a bachelor's degree, master's degree, licentiate degree or a doctorate degree. In addition, exchange students who have paid the JYY membership fee are eligible for the position. Members of JYY staff are also eligible even if they do not have the above-mentioned degree study rights, unless a faculty body is concerned as proposed in Section 6. The eligibility criteria for the student representative in JYY Business Board is, in addition, that the applicant is a member of the Student Union.

A prerequisite for eligibility is that the student's registration for attendance for the academic year at the University of Jyväskylä has been recorded before the application period ends. In the case that this has not been possible, the prerequisite for eligibility is that the applicant has before the end of the application period sent the Student Union sufficient evidence of having registered for attendance. If the application period is extended, eligibility is determined by the original application period's end date.

A student is eligible also in a situation where they are not registered for attendance during the application process, but have registered for attendance starting, at the latest, from the day when the term of office of the applied position begins. In this case, too, the registration of attendance must be registered, or it needs to be proven before the end of the application period.

Not eligible for the position shall be the persons who, on the basis of the electoral rules of procedure, are full-time employed as staff of the University of Jyväskylä.

## **6 § Being part of a faculty**

When selecting student representatives for Faculty Councils, only those with degree study rights in the faculty are eligible.

## **7 § Disqualification during the term of office**

For JYY's Business Board, disqualification and procedures regarding it have been regulated in the Administrative Regulation.

A person shall lose their eligibility to be a student representative during term of office if they register for non-attendance, they are no longer part of the University or they no longer have degree study rights in the faculty of which body they are

working in. A person also loses their eligibility to serve on the University's body if they become eligible to stand for election under the University's election regulation as a member of staff. The staff member responsible for preparation shall deem the person losing their ineligible during term of office as resigned from membership of the body.

## **8 § General election criteria**

The selection of student representatives is primarily affected by the following criteria:

- Ability to act in the position and commit to it
- Experience from trustee duties or from other duties related to the position
- Motivation towards the position

## **9 § Responsibilities of student representatives**

A student representative is obligated to attend the body's meetings or inform the other student representatives of the body and the meeting organizer of their absence.

A student representative is obligated to inform the Student Union, without delay, if they lose eligibility to act in the body in question.

A student is obligated to follow the Code of Conduct of the University of Jyväskylä when acting as a student representative in the University's body.

# **Chapter 3**

## **Application and selection process**

### **10 § Preparation of application and selection**

The staff member responsible for preparation is responsible for the application and selection process of a student representative.

### **11 § Call for applications and supplementary call for applications**

A vacant student representative position shall be publicly declared open. If the position of a student representative is opening mid-term, a supplementary application round can be opened as soon the Student Union has been informed of the opening position.

The staff member responsible for preparation shall be responsible for the applications.

The call for applications shall be published on the Student Union's noticeboard at least fourteen (14) days before the application period ends at the change of term. The call for a supplementary application round for a student representative mid-term shall be published at least seven (7) days before the application period ends. The staff member responsible for preparation decides on other ways to publish the call for applications.

In decisions within their authority, JYY's Board may appoint a member for an open position as regulated in this statute's section 19. In this case there is no need to open the position for applications.

## **12 § Renewal and extension of call for applications**

The staff member responsible for preparation may declare the application for the position of student representative to be renewed or extend its application period if within the deadline there are not enough applicants or if it is not possible to form a balanced composition of candidates applying for a position stated in the Equality Act in accordance with section 4 a.

The staff member responsible for preparation can declare the application for the position of a student representative to be renewed if during the application process it is revealed that there is a position or positions opening for the same body, so that all the open and opening positions for the bodies are applied to simultaneously. Thus, for those who have applied for the position before it got renewed for applications, shall be given a chance to supplement their application or to withdraw it by the new deadline.

The Board can declare the application for the position of student representative to be renewed or decide to extend its application period if it deems the Student Union's interest to so require.

If the position of student representative is declared renewed for applications or the application period is extended, the people who previously applied for the position shall be taken into account without a new application.

If the position of student representative is declared renewed for applications, the deadlines for publishing the call for applications mentioned in section 11 of this statute may be waived.

### **13 § Applications**

The application to the position of student representative should be delivered to the Student Union by means mentioned in the call for applications.

The applications are handled by the staff member responsible for preparation and in accordance with this statute, by the general or special selection committee.

### **14 § Selection proposal**

Only a person who has applied for the post within the time limit and who is eligible for the position in accordance with section 5 of this rule, or a member of JYY staff who has expressed their consent, may be proposed as a member or a deputy member of a body. The member of staff responsible for preparing the selection process shall verify that the applicants are qualified for the position in accordance with Chapter 2 of these rules.

If the position has not been publicly declared open, or if there are not enough applicants, a person who has given their consent may be appointed for the position.

Only a person who has given their consent for the position of a student representative may be proposed for the position.

When necessary, the applicants may be asked to supplement their application, complete a preliminary assignment or be interviewed.

In order to assist with the preparation of the selection proposal process, written statements may be requested on the applicants and on the distribution of student representatives between the bodies of faculties, departments or degree programs from the student associations affiliated with JYY.

### **15 § Making of selection proposal**

The decision on student representatives on the University's Board and on the Business Board shall always be made by the special selection committee. For other duties the proposal is made by the general selection committee, when selecting the student representatives for a full term, and the Executive Director when student representatives are selected in mid-term. The proposal is prepared by the staff member responsible for preparation. When the Executive Director is prevented from making the decision it is made by the Chair of the quorate body.

The proposal is made to the relevant quorate body in accordance with the Student Union: to the Representative Council or the Board.

The student representative's selection proposal shall take into account the applications, as well as possible interviews and preliminary assignments and statements by the student associations. The proposal must state the reasons on which the choice is based. The proposal shall take into account the eligibility criteria stated in Chapter 2 of these regulations.

## **16 § Establishing general selection committee and duties**

The Council shall establish a general selection committee when necessary. The general selection committee shall be appointed at least five (5) members with personal deputy members who are eligible to vote, as well as a Chair and Vice Chair, who do not have the right to vote but have the right to attend and speak in all meetings. The term of the general selection committee is the end of the calendar year in which the selection committee has been established.

The members of the general selection committee must be members or deputy members of the Council. Each Council group may, if they wish, propose one (1) member and one (1) deputy member to the selection committee. If the minimum size of the general selection committee does not get filled from the proposals of the Council groups, the Council appoints a sufficient number or other members and deputy members.

The duties of the general selection committee are:

1. Handle the applications to the position of a student representative
2. Interview the number of applicants they seem fit and/or have them complete preliminary assignments, if they deem it necessary
3. Make a decision on the selection of a student representative to the quorate body.

The President of the Student Union, Vice President of the Student Union or another member or deputy member of the Council proposed by the President of the Student Union shall be the Chair of the general selection committee. The staff member responsible for preparation shall act as the general selection committee's secretary.

A member of the JYY Board cannot act as in the general selection committee. If a member or a deputy member of the general selection committee is elected to the

Board, they will be seen as resigned from the membership or vice membership of the general selection committee simultaneously as their term in the Board begins.

### **17 § Establishing special selection committees and duties**

The Student Union's Board shall establish special selection committees to make proposals on the selection of student representatives of the University's Board, the Student Union's Business Board as well as other bodies as the Council may seem necessary. A special selection committee shall be appointed for each selection, and the decision to appoint it shall specify for the preparation which selection the special selection committee has been appointed for. There may be several special selection committees at the same time.

The duties of the special selection committee are:

1. To hold a discussion on the principles of selection criteria before the application opens
2. Handle the applications to the position of a student representative
3. Interview the number of applicants they seem fit and/or have them complete preliminary assignments, if they deem it necessary
4. Make a justified proposal on the selection of a student representative to the quorate body.

The special selection committee shall each be appointed at least three (3) and a maximum of five (5) members with voting rights, as well as a Chair and Vice Chair who do not have the right to vote but have the right to attend and speak in all meetings. The Board decides on the members in accordance with the proposals of the Council groups and the President and Vice President of the Student Union's proposal. The special selection committee may also invite one (1) Specialist member, who has attendance and speaking rights.

### **18 § Meeting procedures of selection committees**

The selection committee convenes at the invitation of the chair or, in their absence at the invitation of the vice chair. The meetings of the selection committee have a quorum when the invitation has been sent to all of its members two (2) days before the meeting.

For each position of student representative to be filled, the selection committee shall determine whether a member of the selection committee is disqualified from submitting a proposal for selection in accordance with the Administrative

Procedure Act. The disqualified person shall not participate in the handling or discussion of the matter.

Minutes shall be taken of the meeting of the selection committee.

The general selection committee and the special selection committees have a quorum when in addition to the chair and vice chair at least half of the members are present.

The chair and secretary of the selection committees shall have no voting rights. In case of dispute in the meeting of the selection committees, the voting procedure of the Board specified in the Administrative Regulation shall be used. Each member of the selection committee shall have one vote. In case of a draw a toss of coin shall decide, due to the chair not having voting rights.

## **19 § Election decisions**

The Council elects students representatives to the University Board and at the beginning of the term to the University Collegium, Faculty Councils, independent committees and to the Appeal Committee. The Council also elects the KOAS Board members. In accordance with the Constitution of the Student Union the Council also elects JYY's Business Board.

The Board elects the student representatives to those external bodies of the Student Union, to which the election of has not been regulated as the duty of the Council or to be supplemented mid-term – excluding the University Board, to which the Council always elects a student representative.

When possible, one student representative from each faculty

## **Chapter 4**

### **Resignation and dismissal and replacement of members**

#### **20 § Resignation from a body**

The resignation of a member of the University Board is regulated by the University Act.

The Student Union's Board may, for a justified reason, grant resignation to a member or deputy member of the University Collegium, Faculty Council or an

independent committee, or to a member or deputy member of another body to which the Council has elected a representative.

The Student Union's Board may, for a justified reason, refuse to grant resignation to a student representative applying for resignation. This may be the case, for example, if the bodies cannot be supplemented in accordance with section 22 of this rule.

## **21 § Dismissal from a body**

The dismissal of a member of the University Board is regulated by the University Act.

If a student representative has become incapable of acting in their duty, has repeatedly failed to fulfill their duty or responsibilities in accordance with section 9 or if there is otherwise a particularly compelling reason for doing so. Before the dismissal, the person in question shall be given an opportunity to provide an adequate explanation of the situation within 30 days of being informed about the dismissal. The decision about dismissal shall be made by the Student Union's Board, provided that, after the allocated time, compelling reasons can be given for the dismissal, and the student representative is longer suitable for the position.

## **22 § Replacement to the body**

If a current student representative of a body is admitted resignation, has been dismissed from their duties, or loses their eligibility for the position, the staff member responsible preparation shall note that the deputy member of a member shall, if they so wish, become an actual member when in accordance with the Equality Act's equality obligation. If a deputy member of a body becomes an actual member, a new student representative be selected in their stead by a supplementary application as regulated in Chapter 3 of this rule.

If a working body's deputy member or actual member, who has no deputy member, has been granted resignation, has been dismissed from their duties or has lost their eligibility, a new student representative shall be selected in their stead by a supplementary application as regulated in Chapter 3 of this rule.

In the supplementary application process, the previous application of a candidate not chosen for the same position may be taken into consideration, provided that the candidate has given their consent.

## **Chapter 5**

### **Appeal**

#### **23 § Appeal**

The Student Union's decisions concerning student representatives can be appealed against in accordance with the statutes.

## **Chapter 6**

### **Entry into force**

#### **24 § Entry into force and transitional provisions**

This statute will enter into force immediately after the Council's approval.