

Chapter 1

General provisions

Application of the provisions

The regulations of the Rules of procedure will be followed in the activity, as well as in the decision-making and meeting procedures of the Council of Representatives of the Student Union of the University of Jyväskylä, unless otherwise stated by the Constitution or ruled in legislation.

The regulations of the Rules of procedure also apply to other bodies of the Student Union, unless otherwise stated by the rules.

Chair and representative

The Rule of procedure defines the Chair as the person who chairs the meeting of the Council of Representatives. The Chair of the Student Union is referred to as such.

According to the Constitution, the Student Union's Vice Chair is responsible to take over the Chair's responsibilities in their absence.

The Rules of procedure define a representative as a member or vice member who has voting eligibility at a meeting. Terms referred to otherwise are member of the Council and vice member of the Council.

Council Group and group leaders

The Council groups are formed by those members and vice members of the Council, who have been selected from the same electoral alliance. Groups of the same electoral circle may form one unified Council group if they so wish.

Each Council group appoints their group leader and if necessary, vice group leaders. The Council group's leaders are appointed in the organization meeting of the Council. If a group does not appoint a group leader, the Chair of the Council invites the member who gained the most personal votes of the electoral alliance in question as the group leader. The group's vice group leader acts as group leader in the absence of the actual group leader. The Group leader informs the Council if the composition or group leaders of the groups change.

Carrying out representative's duties

The representative must carry out their duty with dignity.

Members and vice members of the Council must inform the Chair of the Student Union or the Executive Director about losing their electoral eligibility.

Impediment to the proceedings

The Council of Representatives complies with the provisions of the Administrative Procedure Act (434/2003) on absence.

The person absent must declare their absence and the reason for it before the proceeding of the matter begins and withdraw from the proceedings and leave the meeting.

The Chair of the Council must refer the question of the participant's absence as the decision of the meeting, if necessary. The person concerned must provide an explanation of details that can affect the assessment of their absence. After providing the requested explanation, the person concerned must leave the meeting.

The decision concerning the absence must be justified in the minutes of the meeting.

Actual meeting and online meeting

The Council can go over a matter in an actual meeting, where the participants of the meeting are present at the meeting location.

Alternatively, the meeting of the Council can be held as an electronic meeting (online meeting). An electronic meeting can be held through an electronic connection in a way, where the participants of the meeting can be reliably verified, and so that participants can follow the meeting and participate in the discussion of matters.

A closed electronic meeting can be attended only from a place where confidential information and matters discussed in the meeting cannot be heard or seen by outsiders.

Chapter 2

Convening and quorum

Meeting invitation

The invitation to the Council meeting must include the time and place of the meeting, as well as the matters of discussion. If the meeting is simultaneously held as an electronic meeting, it must be mentioned in the meeting invitation.

The invitation to the Council meeting is drafted by the Chair of the Council in cooperation with the Executive Director and the Managing Director or a deputy appointed by them.

The invitation to the Council meeting must be delivered electronically to the Council and Board at least five (5) days before the meeting including the day of the meeting. If according to the rules a matter must be discussed in two meetings, the invitation to the meeting cannot be sent before the previous meeting has been held.

The Chair of the Student Union can before the meeting for justified reasons cancel the meeting.

Agenda and attachments

The agenda is drafted to include the necessary explanations for the Council discussions and proposals for decision or a draft decision for each item. If the agenda, its attachments or accompanying materials have confidential information, the document is added an indication of confidentiality.

The agenda must be delivered alongside the invitation.

The attachments of the meeting must be delivered within four (4) days before the meeting including the day of the meeting, unless there are special reasons not to.

Loss of eligibility, resignation and temporary resignation

The Council must determine by decision whether a member or a vice member has lost one's eligibility for election. The Council must, upon request, determine by decision whether the member or vice member is eligible for election again.

The Council shall accept the resignation of a member or a vice member of the Council may, for justified reasons, accept the temporary resignation of a member or a vice member who inform that they cannot participate in the Council meetings for an extended period of time. The resignation or temporary resignation cannot be reversed. A vice member is invited as a member in place of a member or alternatively a vice member, in accordance with the election regulations, after the meeting where the decision was made.

Quorum

The quorum of the Council is determined in the Student Union's Constitution.

The quorum of the Council shall be ascertained by a roll call. During the roll call, a vice member shall be invited to replace a member who is unable to attend, as determined in 11 §.

Anyone arriving late must notify the secretary of the meeting of the arrival, and it shall be recorded to the minutes, during which matter they have arrived to the meeting. The same applies when someone wishes to leave the meeting.

According to the minutes, all those who were noted as present, as well as those unable to attend and those who left the meeting without notice, shall be deemed to have been present.

The Chair of the Council can, either during the meeting or after the meeting break, organize a new roll call, if it is necessary in order to ascertain the people present.

If the Chair of the Council determines the meeting to have lost its quorum, they must either pause or end the meeting.

Inviting a vice member in place of a member

If a Council member is unable to attend a meeting, they must in due time inform their Council group's group representative of their inability to attend. The group representative invites the vice members of their group to the meeting in the order of the comparative index. The vice member primarily always acts in place of their own Council group's member.

Attendance in the meeting

The Constitution of the Student Union determines the publicity and right for attendance of the Council meetings.

The Council may decide to discuss a single matter or parts of it within closed doors, if the discussed matter or its document is determined by law to be confidential, or if there are especially justified reasons in order to preserve protection of privacy, business secret or other similar matter. The reason must be recorded in the minutes.

Chapter 3

Meeting procedures

Chairperson and secretary of Council meetings

The Council meeting shall be chaired by the Chair of the Student Union or in their absence the Vice Chair of the Student Union.

If both the Chair and the Vice Chair of the Student Union are prevented from attending, the meeting shall elect from among its members an ad hoc chairperson for the time being.

The Executive Director or a person designated by the Executive Director and approved by the Council shall act as the secretary of the Council meetings. The secretary may use the help of a Student Union employee or member of the Board to draft the minutes.

Meeting minutes revision

At least two present representatives shall be elected as the scrutinizers of the meeting minutes, who cannot be from the same Council group. The selected scrutinizers must be present throughout the entire meeting.

Minutes shall be reviewed within ten (10) days of the meeting, including the day of the meeting.

If the scrutinizer does not approve the minutes, the minutes shall be reviewed at the next meeting.

Agenda of the meeting

The matters shall be discussed in order of the agenda, unless otherwise decided by the Council.

The Council can, with the majority vote of five to six (5/6) of the present representatives take a matter into discussion, if it has not been mentioned in the meeting invitation.

Initial proposal

The discussion shall be based on the initiative by the Board or the Chair of the Student Union or the Executive Director's proposal. If the person who made the initiative or the proposal has changed their proposal before the Council has made a decision, the discussion shall be based on the changed agenda.

Introducing the matter

The matter shall be introduced by the person who made the initiative or proposal, the person preparing the matter, or another person appointed by the Chair.

Group speeches

Group speeches can be held on significant matters of the Student Union. The President of the Student Union agrees upon the group speeches and their procedures with the group representatives before the meeting.

Discussion speeches

The Chair of the meeting shall give the first floor to the person introducing the matter. When the matter has been introduced, an opportunity for discussion must be ensured.

Discussion speeches are granted in order of request. If speeches are requested at the same time, the Chair calls the speaking order.

The Chair of the meeting may request a speech by stating it, and the speech shall be in order of requests. However, the Chair does have the right to reply to the speeches of the Council by using the right to reply.

Replies and comments

If a person requests to reply during or immediately after another person, the Chair may, in discretion, give the person the opportunity to reply before previously requested speeches.

The reply should be brief, maximum length of one (1) minute, and it should only

Point of order

A point of order shall be raised by saying the words "point of order" to the Chair of the meeting.

The point of order shall be immediately decided by the Chair, but not during a speech, a vote or an election, unless the point of order relates to the voting or election procedure.

The point of order may be used

1. To draw attention to the discussion procedures;
2. To suspend the meeting or to temporarily pause or limit a matter's discussion;
3. To draw attention to the Chair's procedures;
4. To draw attention to the order of the meeting;

5. To amend the meeting agenda;
6. To make announcements, requests and wishes;
7. To present a dissenting opinion or leave a statement to be recorded in the minutes;
8. To propose a motion of censure.

Hecklers

Proposals or endorsements made without having the floor shall not be taken into consideration.

Speeches