

1 **RULES OF PROCEDURE OF THE REPRESENTATIVE COUNCIL**
2 **OF THE UNIVERSITY OF ARTS STUDENT UNION**
3

4 **CHAPTER I – General Provisions**

5 **Section 1 – Scope of Application**

6 In addition to what the University of the Arts Student Union's constitution and election
7 regulations state, the activities of the Representative Council shall follow these rules of
8 procedure and general meeting practices.

9 **Section 2 – Working Languages**

10 In meetings of the Representative Council, Finnish, Swedish, and English may be used as
11 spoken languages.
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13 **CHAPTER II – Members and Vice Members of the Representative Council**

14 **Section 3 – Incapacity**

15 If a member of the Representative Council is unable to perform their duties, they must
16 submit a notice of incapacity to the Secretary General no later than the day before the
17 meeting. The notice must always specify a time period. The chairperson of a Representative
18 Council group, or the vice-chairperson if the chairperson is incapacitated, may submit the
19 notice on behalf of a group member.

20 A member may cancel their notice of incapacity in the same manner it was submitted.
21 During a meeting, the cancellation must be announced to the chairperson, and the member
22 may participate starting from the next agenda item.

23 **Section 4 – Disqualification**

24 In addition to Section 7 of the Student Union's rules, the disqualification provisions of
25 Section 28 of the Administrative Procedure Act (434/2003) apply to all activities of the
26 Representative Council. Disqualification is decided by the chairperson of the meeting, or by
27 majority vote of the Representative Council in case of disagreement.

28 **Section 5 – Loss of Eligibility**

29 If a member or vice member loses their eligibility, they must notify the Secretary General.

30 **Section 6 – Resignation**

31 A member or vice member may resign by submitting a written resignation to the Secretary
32 General. The resignation takes effect immediately upon submission.

33 **Section 7 – Calling Vice Members**

34 The Representative Council confirms incapacities, disqualifications, loss of eligibility, and
35 resignations. Loss of eligibility may be confirmed even without notification.

36 Vice members are called by the chairperson of the meeting according to the election
37 regulations. Between meetings, a vice member replaces a regular member who has
38 submitted a notice of incapacity.

39 If a member is incapacitated or disqualified as described in Sections 3 or 4, the next
40 available vice member is called to replace them. If disqualified under Section 7 of the
41 Student Union's constitution, the vice member serves for the duration of the
42 disqualification.

43 If a member loses eligibility or resigns as described in Sections 5 or 6, the next available
44 vice member is called to replace them. A member who temporarily loses eligibility is
45 entitled to resume their position once eligibility is restored.

46

47 **CHAPTER III – Meetings of the Representative Council**

48 **Section 8 – Notice of Meeting**

49 The notice must be published on the official bulletin board at least seven (7) days before
50 the meeting. It must also be sent by email to members at least seven (7) days prior, in
51 Finnish at minimum.

52 **Section 9 – Agenda**

53 The agenda must be sent with the meeting notice. The chairperson prepares the agenda in
54 cooperation with the Secretary General.

55 Proposals for agenda items must be submitted in written form to the chairperson and
56 Secretary General at least nine (9) days before the meeting.

57 The right to propose agenda items belongs to the Board, the chairperson, working groups
58 appointed by the Representative Council, and individual members. Proposals made under
59 Section 44 of the Student Union's constitution must be added without undue delay.

60 Only items on the agenda and those accepted by a five-sixths (5/6) majority may be
61 discussed.

62 If the agenda includes a vote of confidence, response to an interpellation, or resignation
63 request, it must indicate that elections may be held.

64 **Section 10 – Organization of the Meeting**

65 The chairperson is determined by Section 21 of the Student Union's constitution. The
66 chairperson appoints two scrutinizers of the minutes and their substitutes from among the
67 voting members present. The chairperson may also appoint two vote counters if needed.

68 **Section 11 – Right to Attend and Speak**

69 All Student Union members, officials, the Board, Secretary General, and staff have the right
70 to attend and speak. The chairperson may grant these rights to others on a case-by-case
71 basis. The Council may restrict these rights for specific agenda items.

72 **Section 12 – Remote Participation**

73 Members and vice members may participate remotely via video or other means.
74 Attendance and speaking rights under Section 11 may also be granted remotely in special
75 cases.

76 **Section 13 – Minutes**

77 The Secretary General is responsible for the duties of the meeting secretary. Minutes stating
78 the decisions is prepared and made available without undue delay at the Student Union
79 office.

80 The minutes must be prepared within seven (7) days and signed by the chairperson,
81 secretary, and scrutinizers of the minutes. Written justifications for dissenting opinions
82 must be submitted within seven (7) days. The secretary general is in charge of keeping the
83 minutes of the Representative Council meetings.

84

85 **CHAPTER IV – Handling of Matters**

86 **Section 14 – Procedure**

87 The person who submitted the agenda item or their delegate presents the matter. The
88 Board's proposal serves as the default proposal. Amendments must be made as
89 counterproposals during the discussion.

90 Under “Other Matters,” procedural issues related to decisions may be discussed.

91 **Section 15 – Tabling and Urgency**

92 An item presented for the first time must be tabled to the next meeting if at least two
93 members request it. Tabling again requires a majority vote.

94 Certain items, such as motions to the Board or votes of confidence, cannot be tabled.

95 An item may be declared urgent by a five-sixths (5/6) majority, in which case it cannot be
96 tabled. Amendments to the constitution or major financial decisions cannot be declared
97 urgent.

98 Tabling proposals must be resolved immediately. If urgency is proposed, it must be resolved
99 first. Once tabled, no further discussion is allowed. The item is brought back unchanged to
100 the next meeting.

101 If substantially changed, the item is considered new.

102 **Section 16 – Returning to Preparation**

103 An item proposed by the Board may be returned for further preparation by majority vote.

104 **Section 17 – Decision-Making**

105 Decisions are made by majority vote unless otherwise stated. In case of a tie, the decision is
106 made by drawing lots.

107 If there is consensus or no supported counterproposal, the chairperson declares the
108 decision. Motions are always voted on. In other cases the chairperson declared the proposal
109 and counterproposals that will be voted on.

110 After this the chairperson must suggest a voting method and voting order to the Council, if
111 there are more than one vote to be conducted.

112 In other decision than elections, the chairperson must make a voting proposal where the
113 decision can be made by voting “yes” or “no”.

114 In other items besides elections the chairperson may arrange an open preliminary vote, if
115 no Council members oppose this. If all the members accepts the chairperson’s conclusion
116 on the result of the preliminary vote, the chairperson can declare the decision. In other
117 circumstances an official vote will take place, and the votes will be officially counted.

118 Votes are conducted openly unless at least one member requests a secret ballot. The
119 secretary must validate ballots with a stamp or signature.

120 If voting is done by other means than roll call or secret ballot, it must be repeated by roll
121 call if requested by at least two members or deemed necessary by the chairperson.

122 **Section 18 – Elections**

123 Elections may be held without voting if there is agreement. If not, voting is required. If one
124 person is elected, the method follows the procedure of the election of the chair of the
125 representative council. If more than one, a personal and proportional method is used.
126 Elections are always by secret ballot.

127 Personal elections are done without electoral coalitions. Votes are distributed among
128 candidates as follows: first candidate gets 1 vote, second $\frac{1}{2}$, third $\frac{1}{3}$, etc. The ballot may
129 include up to the number of positions available.

130 The secretary of the meeting must validate ballots with a stamp or signature. Candidates
131 with the most votes are elected. Ties are resolved by drawing lots.

132 **Section 19 – Retaining Decision-Making Power**

133 If a proposal is made under Section 12 of the constitution to retain decision-making power,
134 the Representative Council must decide on it by majority vote of those present.

135 If made during a meeting, it is handled immediately. If made outside, it is handled at the
136 next meeting.

137 **Section 20 – Motion**

138 A motion to the Board is always handled under “Other Matters.” Supported motions are
139 always voted on.

140 The Executive Board must respond in writing to an approved motion within the first
141 meeting held after 30 days have passed from the submitting of the motion.

142 **Section 21 – Dissenting Opinion**

143 A member may express a dissenting opinion on a decision they opposed by voting against it
144 or by making a counterproposal. A dissenting opinion may also be expressed related to the
145 chairperson’s interpretation. It must be stated immediately in the meeting after the
146 decision and recorded in the minutes. A written version must be submitted within the time
147 allowed for preparing the minutes.

148

149 **CHAPTER V – Committees of the Representative Council**

150 **Section 22 – Committees**

151 The Representative Council may establish committees by separate decision. It must define
152 the committee’s task, term, chairperson, and members. Members may include non-Council
153 members.

154 Committee work follows the Board's rules of procedure as applicable unless otherwise
155 stated.

156

157 **CHAPTER VI – Representative Council Groups**

158 **Section 23 – Council Groups**

159 Members may form a group by announcing it in a meeting and recording it in the minutes.
160 The announcement must include the chairperson, possible vice-chairperson, and members.
161 Changes must be announced similarly.

162 Unless otherwise stated, electoral coalitions are recognized as groups in the first meeting of
163 the term. These coalitions appoint a chairperson and optionally a vice-chairperson.

164 A member may belong to only one group.

165

166 **CHAPTER VII – Special Provisions**

167 **Section 24 – Amendments and Entry into Force**

168 Amendments require a two-thirds (2/3) majority of members present. These rules enter
169 into force once approved by the Representative Council.

170 Approved in meeting 4/2014 on November 24, 2014.