RULES OF PROCEDURE FOR THE STUDENT COUNCIL AT VIA 2019/2020

These Rules of Procedure are subordinate to the Student Council at VIA's Bylaws. Processed at the Student Council's 1st meeting on August 21. March 2019. Revised at the Student Council's 4th meeting d.3. June 2019, where "rules for cancellation" were removed from Chapter 1, paragraph 5.

Chapter 1: Notice of convening
1. Ordinary meetings of the Student Council shall be convened by the Chairmanship in accordance with the agreed meeting plan.

2. Notice shall be given no later than 14 days before the start of the meeting by submitting the draft agenda in SharePoint to the members of the student board, and be sent by mail to the campus council and educational DSR, as well as relevant employees in VIA's management.

3. A member of the Student Council board may, upon requesting the Chairmanship, have a point on the Student Council's agenda.

4. Appendices to the meeting are sent by the Chairmanship. For points where the student board must adopt specific policy (e.g. statements), the appendices with precise wording must be sent out together with the agenda.

5. Members elected by the general meeting and campus representatives are obliged to attend.

Chapter 2: Decision-making procedure
6. The Student Board is quorum if at least half of the persons entitled to vote are present at a legally convened meeting.

7. No one can have more than one voting place in the Student Council.

8. A decision is made by more votes for than against.
   a. If it is not desired to vote on a case, it can be approved without a vote.
   b. All polls, except personal cases, are settled by show of hands.
   c. Any voter may require his or her own vote, the vote of all the members or the ballot votes recorded.
   d. Any case of personal matters shall be settled by secret and written votes.

Chapter 3: Settlement of meetings
9. A minority of one-third of the voting management members may require a postponement to the next meeting. A point postponed to the next meeting cannot be postponed again. A postponement of an item on the agenda can be postponed both before and after the meeting.

10. The meeting is chaired by a moderator who has the following tasks at the meeting:
   a. The moderator has the task of ensuring that the Student Council's articles of association, rules of procedure and the agenda of the meeting are respected.
   b. The moderator ensures that a 5-10 minute break is included as a minimum each fifth quarter and a longer break as a minimum every four hours.
c. The moderator can list the speakers and speakers speak in the order in which they have drawn themselves. No one can stand more than once on the speaker list at a time. The moderator may propose a general shortening of the talk time and that the speaker list be closed off.

d. The moderator may at any time be deposited by ordinary majority.

11. At the beginning of the meeting, at least one referee shall be elected, who shall refer to the meeting as applicable guidelines.

   a. The minutes are sent out no later than five days after the end of the meeting, and from the sending of the minutes, the Student Council members have five days to submit any objections to the student coordinator.
   b. If no objections are received within the deadline, the minutes are automatically approved. In case of objections that are not considered factual, linguistic or technical corrections, the minutes of the next meeting of the Student Council are considered.
   c. A record of the meeting is made publicly available on VIA’s website no later than three weeks after the meeting.

12. All students in VIA and persons invited by the Chairmanship may participate as audience members with the right to speak. The Student Board can, with 2/3 majority of voting members, close the speakers list for the audience.

13. In the case of personal matters, the meeting is closed to anyone other than the persons entitled to vote and to the case relevant persons. In case of personal matters, the person (s) involved must have prior knowledge and the opportunity to respond to the point.

Other provisions

14. The Rules of Procedure can always be revised by the Student Board. Changes will take effect at the end of the meeting.

15. The Student Council’s meeting may grant exemptions from the Rules of Procedure by a 3/4 majority. However, it is not possible to dispense with points 1, 2, 3, 4, 5, 7 and 14.