

# **RULES OF PROCEDURE FOR VIA STUDENT COUNCIL 2021/2022**

These rules of procedure are subordinated VIA Student Council's bylaws

The rules of procedure have been approved at the Student Council's 2<sup>nd</sup> meeting on 15 April 2021.

## **Item 1: Summoning**

1.1. A member of the Student Council's board can, by addressing the chairmanship, get an item on the Student Council's agenda.

## **Item 2: Decision procedure**

2.1. A decision is made by having more votes for than against.

2.2. At elections, the moderator can read the room and decide that that a vote is not necessary, due to a great agreement at the meeting. This decision can be voted down by any member of VIA Student Council.

2.3. All votes, except elections of a person, can be made by a raise of hands.

*Stk. 2.* Elections of a person are settled by a secret and written vote.

2.4. Each voter can demand their own vote, various members' votes or the number of votes written into the minutes.

## **Item 3: Execution of the meetings**

3.1. The meeting is led by a moderator who has the following tasks at the meeting:

- The moderator has, besides moderation of the meeting, the task to ensure that VIA Student Council's bylaws, rules of procedure and the meeting's agenda are respected.
- The moderator ensures a 5-10-minute break as a minimum every fifth quarter, and a longer break as a minimum every fourth hour.
- The moderator can keep a speaker's list. The speaker can talk in the order, which they have been written into. No one can appear on the speaker's list more than once at a time. The moderator can suggest a general shortening of the speaking time and close down registration on the speaker's list.
- The moderator can, at any time, be dismissed by a simple majority.

3.2 VIA Student Council's members need to have their camera turned on during online meetings, except during breaks.

3.3 VIA Student Council's members need to have their microphone turned off, except when the moderator has granted the word.

**Item 4: Additional decisions**

4.1. The rules of procedure can always be revised by VIA Student Council's board. Changes are effective at the ending of the meeting.

4.2. VIA Student Council's meeting can grant an exemption from the rules of procedure by a 3/4 majority. There cannot be granted exemptions from item 1.1 and 4.1.

4.3. At elections of a person with several candidates, it is standard procedure not to applause after the ending of a vote, or show other forms of approval.