

## CODE OF ORDER OF THE STUDENT COUNCIL

*This Code, called the Code of Order for the Student Council, takes effect immediately on the day after its approval by the Council. This code is to facilitate the process of the Student Council towards their common goal, a better university. The behavior and attitude in this document should be read from a cooperating perspective.*

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*Amendments to this Code will be preceded by a proposal made by the Technical chair, Co-chairs and the Secretary or by a SC member, or by a workgroup established by the SC for this purpose.*

## **1. DEFINITIONS**

In this code, the masculine gender (he, him, his etc) should be understood to include the feminine gender as well (she, her, hers etc.).

### **1.1 Terms**

- SC: the Student Council; Political elected entity comprised of SC members which form a body representing students diverse interests as a unison voice in consultation meetings with the rector.
- DBSC: Daily Board of SC. Consists of Co-chairs, Technical chair, Secretary and independent Student Council members
- SC meeting: Meeting of the Student Council
- CSC meeting Consultation meeting of the Student Council with the Executive Board

### **1.2 Actors**

- SC member: any person in the SC
- Party member: member of the SC, who works from a party.
- Independent Student Council member: member of the SC, who has left his party
- Technical chair; employee of the university who chairs the (C)SC meetings and gives technical advice
- Secretary; employee of the university who writes the minutes of (C)SC meetings and helps the SC in any way seen fit.
- Co-Chairs: party chairs of existing parties
- Advisors: Anyone called to participate on a technical level pertinent to a given agenda topic/ item
- The EB: the Executive Board of Wageningen University, represented by the rector magnificus.

### **1.3 cases not foreseen by this code**

In cases not foreseen by this Code, or if there is a difference of opinion about the application or interpretation of any Section of this Code, the Technical chair, Co-chairs of the SC or any member of the SC will make a written proposal to the SC which will be discussed in the next SC meeting. This proposal requires approval of two thirds of the Council members. In exceptional cases, the Technical chair or the SC can decide to deviate from the provisions in this Code with the approval of two thirds of the Council members.

## **2. Task of actors**

### **2.1 SC member**

To be able to sufficiently function as an SC the SC members are expected to:

- Observe and comply with this Code and SC regulations
- Attend and be prepared for (C)SC meetings and SC committee meetings
- Give active contribution to the SC
- Be accessible during working hours; Monday to Friday from 9:00-17:00 (a total amount of 40hours a week), unless announced otherwise by an SC member.
- Have openness towards other SC members about the work they are doing for the SC.
- Dedicate full time effort to the SC, meaning no other peripheral action like following courses, unless the SC wishes to make an exception after an SC member has presented his case to the other SC members and has received permission of the SC given by a simple majority of votes.
- Put SC aims and activities first. SC interests are above party interest.
- Represent students through the political dialogue process
- maintain contact with various groups from the full breadth of the University community, as well as with groups that exceed the breadth of this community to the extent such groups are crucially important for the functioning of the SC, the student policy of WU or the general policy of WU.

During the meetings:

- No SC member has the floor to speak until they have requested permission from the technical chair during the time allotted.
- By a simple majority of votes the SC can authorize the Technical Chair to invite non-members of the SC to participate in the discussion or make a statement on a specific topic at a SC meeting; These individuals do not have this possibility in another capacity. Immediately after the opening, the Technical chair grants permission to individuals present in the public gallery to make a statement at the meeting, if they have requested this before the opening. This permission to speak can be provided only concerning items on the agenda of the relevant (C)SC meeting. When granting permission to speak, the Technical chair states the amount of time the relevant individual is permitted to speak. Also the Technical chair has to approve a speaker to set up demonstration materials in the meeting room to support his or her argument and/or display or distribute documentation.

For information about the appointment and retreat of SC members, please look at the SC regulations. An SC-member who is retreated, will not be invited to any meetings, does not have the right of information and cannot represent the SC. The SC member will also not receive a board certificate.

### **2.2 Independent member**

To be able to sufficiently function as an SC the independent members are expected to:

- be an active SC member, see section 2.1
- Attend DBSC
- Inform back to the DBSC what they are doing and planning on behalf of the SC

Independent members cannot take initiative without discussing it in the DBSC first. The DBSC does not have to agree, but should be notified.

### 2.3 Technical chair

To be able to sufficiently function as an SC the Technical chair is expected to:

- Observe and complying with this Code
- Coordinate and prepare DBSC meetings with the secretary
- Manage results orientated strategy, processes and coaching at various levels.
- Give technical advice on communication between SC and EB and on committee workings.
- Do anything else that is required to ensure a good state of affairs
- Have an advisory role; the Technical chair can always provide the Secretary and SC with advice, on request or otherwise..

During the meetings:

- Open the (C)SC at the planned date and time, suspending (when he feels fit to suspend or on request of at least two thirds of the SC and/or EB), reopening and adjourning the meeting.
- Interrupt speakers when he feels it is necessary to remind the speaker to comply with this Code of Order or otherwise call the meeting to order. If the speaker continues as before, the Technical chair can refuse to allow him to speak on this topic for the remainder of the discussion.
- Warn a speaker if he speaker uses language that is perceived as offensive. The speaker will be given the opportunity to take back the language he used. If he makes use of this opportunity, the offensive language will not be included in the minutes. There will be a notification in the minutes of the use of offensive language by the speaker.
- Suspend a meeting indefinitely and clear the gallery if order is breached. The Technical chair is authorized to have any audience members who creates a disturbance to be removed from the meeting room. In case of a serious breach of order, the Technical chair can have the gallery cleared.
- Formulate the items during CSC or SC-meetings based on the agenda on which the SC must make a decision
- Announce the results of voting, except the election results.
- Defer or pass questions that are beyond the scope or intention of the query round which is intended for short question ( information exchange)
- Grant permission to SC members, who have requested the floor to speak
- Suspend SC members access to the floor after warning

If the Technical Chair is absent, he is replaced by one of the Co-Chairs. If both Co-Chairs are also absent, the meeting will be chaired by the alternate Chair, who in that case will be appointed on the spot by the SC based on the simple majority of vote.

### 2.4 Secretary

To be able to sufficiently function as an SC the Secretary is expected to:

- Monitor the correct procedure during the meeting
- Have an advisory role; the Secretary can always provide the technical chair and SC with advice, on request or otherwise..
- Prepare DBSC meetings with the Technical chair
- Coach SC-members regarding procedures.
- Distribute agenda and underlying documents of the (C)SC meetings to the SC members and putting the documents on a shared workplace
- Assist the Technical chair in his work

- Take the responsibilities of the Technical chair together with the Co-Chairs, in case of emergency
- Set new dates for the SC and CSC meetings.
- Help the Co-Chairs write an annual report
- Technically support SC members, including finding out legal status of topics
- Prepare an introduction trajectory for SC members at the beginning of an Academic year
- Coordinate (C)SC meetings with the Technical chair and Co-chairs
- Be an advisory member of every committee and workgroup
- Support the SC in anyway seen fit by SC member
- Distributes the agenda for the (C)SC meeting at least one week in advance of the (C)SC meeting to the SC, EB, Technical Chair and advisors.

during the meetings:

- write minutes of the (C)SC meetings

### 2.5 Co-Chairs:

To be able to sufficiently function as an SC the Co-Chairs are expected to:

- Be an active member in the DBSC
- Support information flows between the DBSC and party members, including keeping his own party updated about topics discussed in DBSC and keeping the others updated about party activities relevant to the SC
- Coordinate the activities of own party
- Coach their own party
- Be responsible of the technical chair duties during meetings in the event that the technical chair is absent
- Cooperate together with secretary to compile the annual report
- Be responsible for up-dating party agreements
- Be responsible for public representation of their party activities

The Co-Chairs are appointed in the first SC meeting.

The Co-Chairs of each party organize internal meetings for the party, which include; determining party stand points, making party plans, updating each other, and organizing internal evaluation.

Every year the Co-chairs, in cooperation with the Secretary, compiles an information package about the SC in general and specifically about the most important topics from the year under review. This is done for the benefit of the newly-elected Council members.

Every year, the Co-chairs, together with the Secretary, compiles an annual report on the activities of the SC. All the committees of the SC contribute to this report. This report is made available to at least the Executive Board, the Student-Staff Council and the Central Employees Council.

### **3. Meetings**

To have sufficient, effective and efficient meetings, all actors are expected to keep to the mindset of this document.

The (C)SC meetings are open to the public. At all times, members of the University Community, or groups of such members, can request a discussion with the SC (or one or more members thereof) concerning current topics or topics that concern the SC. The SC will respond to such a request within one month.

#### **3.1 Committees and workgroups**

If the SC believes it is desirable to establish a (standing) committee to benefit the handling of specific topics (which are part of the tasks of the University), it can decide to establish such committees. The composition, chair, tasks and mode of operation of the committees will be specified by the SC when the committees are formed. The chair of the committee decides how many meetings are necessary.

At any time the SC can terminate the activities of the committees or take over the handling of the topic with which the workgroup was involved. A simple majority of the SC has to agree on the termination of the committee or handing over of the topic.

#### **3.2 DBSC meetings**

The DBSC consists of the Co-Chairs, Technical Chair, Secretary and all independent members. The DBSC compiles and prepares the agenda for the (C)SC meetings. The SC members can submit points for the agenda through the Co-chairs or directly to the Technical chair and secretary. The DBSC should agree with the concept agenda. No items will be added to the agenda unless DBSC members are notified.

The agenda of the (C)SC meetings consists of at least the following items:

- agenda order
- minutes
- announcements
- list of incoming and outgoing mail
- other issues to be addressed

The DBSC prepares meetings and coordinate the activities of the standing committees. The DBSC also maintains regular contact with the Secretary of the Rector Magnificus about the current situation and future agenda items.

After consulting with the Executive Board, the DBSC compiles a schedule with the dates of the SC and the CSC meetings which will be held that year.

#### **3.3 (C)SC meetings**

##### **3.3.1 The character of the meeting**

*Regarding the meetings of the (C)SC, Section 29 of the SC Regulations applies.*

A topic can be handled in a confidential manner in case an SC members or a member of the EB requests to do so. During confidential parts of a meeting or confidential meeting only the members of the SC, the Technical chair, Co-chairs, the secretary and the members of the Executive Board may be present. In addition, advisors or speakers can be explicitly requested to be present.

The confidentiality must be observed by those who are present when the topics are discussed as well as those who learn about the content of the topics and the decisions about

them in another way. This obligation to maintain confidentiality applies until the SC or EB decides otherwise.

The Technical chair can suspend a meeting at request of at least two thirds of the SC (or the EB) or when he sees motivated cause to do so. The time period of this suspension will be mentioned and monitored by the Technical chair.

### **3.3.2 Opening of the meeting**

1. The Technical chair opens the (C) SC meeting at the planned date and time.
  2. After being opened, the meeting will again be closed if fewer than seven SC members are present. After 30 minutes, the meeting can once again be opened. If at that time, fewer than seven members are still present, the (C) SC meeting will be adjourned. In that case, the Chair will convene a new (C) SC meeting, to be held at least one week, and no more than two weeks, after the date stipulated in the first Subsection above.
  3. The Technical chair opens the new (C) SC meeting, as stipulated in the last sentence of the second Subsection, at the planned date and time. At this new Student Council meeting, if there are again fewer than seven members present, decisions can only be made on items that were on the agenda of the first meeting convened. The provisions in Section 21, subsection 1 do not apply to these decisions.
  4. After the (C)SC meeting has been opened, the Secretary will take attendance
- The schedule of the (C)SC can be changed in the following cases:

- if this is a well-reasoned request by the EB
- if a well-reasoned request to change the schedule is made by at least a simple majority of the SC
- If a new meeting must be convened based on emergencies. This is subject to the evaluation of the Technical chair and SC
- If an additional meeting must be convened based on the provisions in Section 27 of the Student Council Regulations.

### **3.3.3 Minutes**

- The minutes of a SC meeting are sent to the members for comments and then presented to the SC and the CSC minutes to the EB for approval. Confidential points of meetings are not taken up in minutes or made public by anyone in anyway. The minutes on confidential agenda items will be available for view for 14 days after the announcement at the office of the Secretary for individuals who are authorized to attend this closed portion of the meeting.
- Every member, as well as every advisor, can make proposals to correct the minutes. Proposals to correct the minutes can be submitted orally or in writing prior to or during a meeting in advance of approval.
  - Written proposals for amendments to a confidential portion of the minutes must be submitted to the Secretary within one week after the document is made available for view. The Council (and EB at CSC) decides on these proposals during the meeting in which the minutes will be approved.
  - If oral proposals for changes to the minutes are made during the subsequent Council meeting, the minutes will be approved during this meeting. If confidential parts of the minutes are discussed, these will be distributed if necessary at the meeting to the members and advisors present, and collected after the minutes are approved.
- The commitments and actions made by the Executive Board and SC will be summarized in the resolution and commitment list.

- The Technical chair will monitor compliance with the resolutions and commitments

The minutes of a meeting will contain at least the following information:

- the names of the Technical chair, co-chairs, the Secretary, the EB, the members present at the meeting and the advisors who are present, as well as the names of those SC members who are absent (with or without notice);
- the announcements, proposals and decisions made by the meeting, as well as the names of the student political parties who spoke during each point of discussion;
- the results of any votes, and the names of those who voted on the proposal decided by individual voice poll;
- a brief summary of the discussion of each point on the agenda, including the names of the student political parties who spoke during each point of discussion.

### **3.3.4 Advices**

- Advices on any issues on the agenda will be communicated to the Technical chair and the Secretary at least two days before the (C)SC meeting.
- Advice will be presented at the start of a discussion on the item of the agenda.
- Advices can be withdrawn by the individual(s) who submitted them according to the dynamics of discussion and as long as the meeting has not been adjourned.

### **3.3.5 The right of those in the gallery to speak at the meeting**

Immediately after the opening, the Technical chair grants permission to individuals present in the public gallery to make a statement at the meeting, if they have requested this before the opening. This permission to speak can be provided only concerning items on the agenda of the relevant (C)SC meeting. When granting permission to speak, the Technical chair states the amount of time the relevant individual is permitted to speak.

In response to a statement as defined in the first Subsection, members and advisors can only ask questions regarding the statement. Discussion within the SC will follow.

### **3.3.6 Voting**

Voting is on an personal title as SC member. A voting procedure can never be interrupted and if fewer than seven SC members are present while making a decision, no legally-binding resolution can be made.

Voting takes place by raising one's hand, unless the Technical chair believes an individual poll of the members is necessary or if one or more members request this.

#### Procedure

1. If the Technical chair believes a matter has been sufficiently explained, he/she will propose to the meeting to close the discussion on this matter. However, the discussion will not be closed before the relevant individual or spokesperson has been given the opportunity to explain or defend the proposal or report.
2. Immediately after the discussion is closed, the Technical chair again presents the decision that is to be made.
3. The Technical chair and any member of the SC then in an advisory capacity can proposes that a vote will be taken.
  - If the meeting decides to officially vote on the matter, every member (on his own behalf or on behalf of a group) can give a brief explanation about why he is voting this way.
  - If none of those present wish to vote on the matter, the relevant proposal is assumed to be accepted. In that case, every member has the right to have a

statement included in the minutes that he does not agree with the proposal, without further explanation. The request to include such a statement must be made immediately after the decision is made.

4. Unless a quorum is required according to law or provisions of the SC regulations, a proposal is approved if a simple majority is reached. The provision in the previous sentence does not apply to proposals which, in accordance with this Code and the Student Council Regulations Section 33, require approval of two thirds of the SC members.

If one or more individuals must be chosen, recommended or nominated and there is the same number of candidates as positions to be filled, then the Chair states that these individuals have been chosen, recommended or nominated, unless one or more members indicate that they want to vote on the matter.

If SC members make a mistake when voting, they can request that it be noted in the minutes that they made a mistake. However, this does not affect the announced result of the vote. Also a member can no longer vote or change his vote after the next member has voted. The last member called to vote can no longer vote or change his vote after the counting of votes has begun.

If it turns out the results were not correctly counted or announced, or if there are other doubts about the vote, the Technical chair or at least  $\frac{1}{4}$  of the members can demand that another vote be held immediately.

If there is a tie vote on a proposal, the proposal is considered 'not approved'. The proposal will be discussed again at the next meeting. If there is another tie vote, the proposal is considered to be definitively rejected.

If a vote is held on choosing, nominating or recommending an individual, this can be done by written anonymous ballot. A ballot is a sheet of paper or a card used to cast or register a vote. There are as many rounds of voting as there are individuals who must be chosen, recommended or nominated. The Technical chair will count the number of completed ballots and make sure this is identical with the number of members present during the voting. If this is not the case, the relevant vote is void. The content of every ballot is read out loud by the Chair and noted by the Secretary.

If the vote concerns individuals, each ballot must contain only one of the proposed names or be blank. Ballots are invalid when they are not filled in accordingly.

Voting on individuals takes place by simple majority. If there is a single position to be filled and the choice concerns more than two candidates, an election is held on all candidates. The candidate who receives more votes than all the other candidates together is elected. If none of the candidates receives more votes than all the other candidates together, then a second election is held involving the candidates who received the greatest number of votes, on the condition that they must represent together more than half of the total number of votes. If there is a tie vote, a re-election is held. If there is a second tie vote, or it is unclear for any other reason which candidate has been elected, then the winner will be chosen by drawing lots.

If there is a single position to be filled where there is a choice between two or more individuals, and each of these individuals receives an equal number of votes, there will be another vote between these individuals. If there is another tie vote, then the election will be decided by drawing lots.

If it is necessary to draw lots, then the names of the candidates will be written separately on an equal number of identical slips of paper, which are then folded and placed in a container. The Chair will then draw one slip of paper from the container. The candidate whose name is

on this slip of paper is considered to be elected, recommended or nominated. The ballots are destroyed immediately after each vote.

### **3.3.7 Mail list**

During the 'incoming and outgoing mail' item on the agenda, there will only be an opportunity to request more information or to speak on the method the SC or its committees will use to deal with the relevant document

The technical chair can defer or pass questions that are beyond the scope or intention of the query round, which is intended for short questions.

The incoming and outgoing documents that are not distributed to the members should be made available for examination at the Secretary's office for 14 days after the documents for the meeting are distributed.

Every member of the University community has the right to examine any non-confidential SC documents at the office of the Secretary. He can make copies, or have copies made, of these documents at his own expense, unless this is provided for in another way.

Confidential documents or parts thereof, are available for view at the office of the Secretary for members of the SC, the Technical chair, the EB and those who were present, or will be present, during the discussion about the confidential documents.

## **4. Financial regulations**

*For more detailed information about the division of budget, please look at the SC handbook which is distributed at the beginning of the academic year.*

### **4.1 SC budget**

The Student Council has its own budget. The budget is per calendar year (January – December) and not per academic year (September – August).

It is highly recommended to make a budget plan at the beginning of the SC year to ensure that enough money is left in April to pay the costs for the election promotion. This budget should be discussed with the entire SC.

For projects not covered by the budget a separate project-budget has to be presented for approval to the Corporate Director Governance & Legal Services This is arranged by the SC secretary.

The university can get the Value Added Tax (BTW in Dutch) back, being a non-profit organization. The financial administration tries to do that for every receipt. The budget expenses can be calculated without BTW, when it is mentioned on the receipt. However BTW rules may differ. Please ask the secretary for more detailed information. For smaller amounts like receipts from supermarkets for lunches they will not always try to get the BTW back as the costs of the work exceed the costs of the refunded BTW.

Part of the SC budget consists of:

- *SC course:* This budget is for the SC communication skills training, including the payment for the teacher and course materials.
- *Travel Expenses:* If SC-members have an SC related activity or meeting outside Wageningen they can get their train and bus tickets refunded. If SC-members have a valid public transport card they have to use this method.
- *Presentation and costs of meetings:* This budget is mainly for tea and coffee provided during the meetings and for representational activities.
- *Promotion SC including elections:* This budget includes everything that promotes the SC in general and during the Elections. In this amount the costs of having the SC logo on top of announcements in Resource is included.
- *Party budget:* This amount is divided by the number of parties who sit in the SC council.

SC-members don't have to pay the costs for the housing of their party, like rent, telephone, and cleaning from this part of the budget. Please bring such bills to the SC Secretary and they will be covered from the specially designated part of the budget (specifically, Phone, garbage and alarm costs).

### **4.2 Declarations of expenses**

All receipts for expenses made have to be handed over to the SC secretary at least every three months. To get the refund SC-members need to fill out the Expenses Claim Form for SC-members and submit the form together with the original receipts to the SC secretary. The expenses should be for SC purpose only. Approval of the SC secretary, but foremost the Corporate Director Governance & Legal Services is needed, before receiving reimbursement of expenses claimed. Therefore when in doubt or when it concerns high expenses, first make inquiries before proceeding with the actual spending.