

The Rules of Procedure for the Executive Board of the Student Union of Tampere

Approved in the meeting of the Council of Representatives on November 6, 2018.

Note! This is an unofficial translation. In case of any discrepancies between the English translation and the Finnish original, the Finnish original shall prevail.

Chapter 1 General provisions

Section 1 Adhering to the Rules of Procedure

In addition to the provisions laid down in the Rules of the Student Union, these Rules of Procedure shall be adhered to in the operations of the Executive Board of the Student Union of Tampere and the organs operating under it. In the operation of separately appointed working groups operating under the Executive Board, the provisions concerning sections laid down in these Rules of Procedure shall be adhered to when deemed appropriate.

Section 2 Constituting the Executive Board

The chair of the Executive Board shall summon the Executive Board to a constitutive meeting within ten (10) days after the term of office of the Executive Board has begun. In this meeting, the Executive Board shall only decide on the vice chair of the Executive Board, the internal distribution of work in the Executive Board and its meeting practices.

If necessary, the Executive Board may also constitute itself before its term of office has begun.

Chapter 2 The meetings of the Executive Board

Section 3 The summoning of the meetings of the Executive Board

The Executive Board shall convene when it is summoned by its chair. If the chair is prevented from summoning the meeting, the meeting shall be summoned by the vice chair.

The Executive Board must be summoned when at least two (2) members of the Executive Board demand it in writing from the chair of the Executive Board. In this case, the Executive Board must be summoned within five (5)

days during the autumn and spring semesters of the University and otherwise within ten (10) days after the demand has been made.

Section 4 The agenda of the meetings of the Executive Board

The Secretary-General of the Student Union must draft an agenda, which must be presented to the chair of the Executive Board before the meeting of the Executive Board. When the Secretary-General is prevented from drafting the agenda, the agenda shall be drafted by the chair of the Executive Board. If the chair of the Executive Board is prevented, the agenda shall be drafted by the vice chair of the Executive Board.

The agenda must include all items that shall be discussed in the meeting and all the rules, statements and reports necessary for the discussion of each item, as well as a proposed decision.

The Executive Board shall discuss the items recorded in the agenda.

An item that is not recorded in the agenda may be discussed, if the Executive Board decides so separately.

Section 5 The procedures of the meetings of the Executive Board

The chair shall preside the meetings of the Executive Board. If the chair is prevented or disqualified, the vice chair shall preside the meeting. The chair of the Council of Representatives and the employees of the Student Union shall have the right to speak and the right to be present in the meetings of the Executive Board. In addition, the Executive Board may summon other people to be heard. However, if the nature of the item so requires, the Executive Board may decide that the item shall be discussed behind closed doors, with only the Executive Board members and possibly the Secretary-General present.

A member of the Executive Board shall be disqualified for participating in the discussion of such item, where the member's personal benefit may be in conflict with the benefit of the Student Union. In the meetings of the Executive Board, the matters shall be presented by the Secretary-General, a member of the board or other employee appointed by the Secretary-General. The Secretary-General or a person summoned by the Executive Board shall act as a secretary in the meetings of the Executive Board. The secretary of the meeting of the Executive Board shall keep minutes of the decisions of the meetings of the Executive Board, unless at least one (1) member of the Executive Board demands justified minutes to be kept of a discussed item. The examination of the minutes may be executed by the Executive Board

themselves in the meeting or by two (2) scrutinisers appointed separately from the midst of the Executive Board in their meeting. The minutes of the Executive Board must be examined as soon as possible after the meeting. The minutes shall be confirmed with the signatures of the chair and the secretary of the meeting, as well as two scrutinisers.

Section 6 The quorum of the meetings of the Executive Board

The meeting of the Executive Board shall have quorum, if at least half ($1/2$) of the Executive Board members, including the chair or vice chair, are present and if all the members have been informed about the meeting in a manner approved by the Executive Board. The Executive Board shall decide on the right to be present in the meetings of the Executive Board individually on a case by case basis.

Section 7 The chair of the Executive Board

The chair of the Executive Board shall have the following duties:

- 1) leading the operation of the Executive Board of the Student Union together with the vice chair;
- 2) summoning the meetings of the Executive Board and presiding them;
- 3) presenting the matters drafted by the Executive Board to the Council of Representatives;

- 4) supervising the operation of the organs founded by the Executive Board;
- 5) representing the Student Union;
- 6) seeing to the drafting of the annual report of the Student Union;
- 7) supervising the execution of the decisions of the Executive Board;
- 8) operating as the manager of the Secretary-General; and
- 9) conducting other business related to the duties of the chair agreed upon among the Executive Board.

If the chair is prevented from operating, the vice chair shall handle their duties.

Section 8 Voting

If the meeting of the Executive Board has several supported proposed decisions, a vote shall be held. Matters shall be resolved with a simple majority vote, unless the current regulations of the Student Union regulate otherwise. The vote must be held as a closed ballot if at least one (1) member of the Executive Board so requires. In case of a tie, the vote of the chair shall be decisive.

All proposed candidates shall be included in the election. The election shall be held as an open ballot, unless at least one (1) of the members of the

Executive Board requires the vote to be held as a closed ballot. In case of a tie, the result shall be drawn by lot.

In a closed ballot, the secretary of the meeting must authenticate the voting slips with their signature or the stamp of the Student Union of Tampere University.

Section 9 Shelving a matter and returning it to drafting

A matter which is being considered for the first time shall be shelved, if at least one third ($1/3$) so require. Shelving a matter again may be decided with a simple majority vote. The same matter may only be shelved twice, after which the matter shall be returned to drafting. The Executive Board may return a matter to drafting with a simple majority vote.

Section 10 Note of dissent

A member of the Executive Board, who wants to present their note of dissent must inform of it immediately after the decision has been made. An objection must be made immediately after the decision has been made, and it must be attached to the minutes in writing within the time period appointed for the examination. The member of the Executive Board who has participated in the discussion of the matter and has either voted against the decision or made a

counterproposal, shall have a right to express a dissenting opinion in the minutes before the meeting ends. The dissenting opinion must always be justified and submitted in writing to the Secretary-General within three (3) business days after the decision has been made.

Chapter 3 Organs under the Executive Board

Chapter II Organs under the Executive Board

The Executive Board may form organs that operate under it and name them, appoint duties for them, nominate members to them and decide on their term of office. The Executive Board shall decide on the appropriate method of application for each organ.

The duties of these organs are:

- 1) Drafting and providing discussion supporting the drafting of the matters decided on by the Executive Board;
- 2) Submitting motions and giving statements to the Executive Board;
- 3) Organising an event or a function;
- 4) Acting as a peer support network and a discussion forum; and
- 5) Other duties appointed by the Executive Board

The Executive Board may complete an organ before the end of its term of office when necessary. The organ shall constitute itself in a manner

appropriate for its operation, but at the very least in a way, where one member shall be in charge of the reporting to the Executive Board of the Student Union.

Chapter 4 Special regulations

Section 12 Representing the Executive Board in Student Union events

The chair and the members of the Executive Board of the Student Union, as well as the employees of the Student Union shall have free entry to all celebrations and other such events of the Student Union. Other benefits of the members of the Executive Board shall be decided on when handling the budget.

Section 13 Flag and standard

The emblems of the Student Union shall be a flag and a standard.

The Executive Board of the Student Union shall decide on the use of the Student Union flag on official occasions. In urgent cases, the decision of using the flag shall be made by the chair of the Student Union.

The Executive Board of the Student Union may, on their discretion, hand over the standard of the Student Union to a person or a community as a gift, a memento or as a token of friendship.

Section 14 Changing the Rules of Procedure

Changes to these Rules of Procedure may be conducted in a meeting of the Council of Representatives of the Student Union by a single majority vote, when the matter has been mentioned separately in the notice of meeting.