Rules of procedure for Student Union Malmö's Council

Introduction

The council´s role as the Union´s highest decision body is amongst other things to take decision on a new board, operational plan, budget, the Unions opinions and direction and to act as the students´ collective voice. The council´s work mostly consist of meetings and this rule of procedure is regarding the order and the formalities of the meetings and is a compliment to the Student Union´s constitution.

Before the meeting

Call
The call should be sent out by the meeting presidium 14 days before the meeting.

Documents
Documents (agenda, document for discussion and decision points and reports) shall be sent out by the meeting presidium 7 days before the meeting

Motion
A council member who wants to have a point on a council meeting has to send in a motion. The motion should be e-mailed to the presidium at the latest fourteen days before the meeting where the motion shall be handle. It is the board´s responsibility that the motion is brought up on the next council meeting and in connection to the meeting the board should leave an opinion on the motion.

Interpellation
A council member could also send an interpellation, a question, to the board. An interpellation shall be submitted to the board at the latest fourteen days before the meeting and the interpellation shall be answered in a written format.

The meeting

Meeting presidium
The council meeting is led by a meeting presidium which consist partly of a meeting president who leads the meeting, decides who can speak and in which order and has interpretative preference in case of unclarity and partly of a meeting secretary, who writes the protocol and check the presence of council members.

Formalities

The following formalities shall be on the agenda and need to be addressed before the meeting can move on to substantive questions, the decision and discussion points.

Opening of the meeting and attendance
The meeting president declares the meeting opened and the meeting secretary does a rollcall of council members. According to the statue a council member that not attend the meeting be

excluded from the council according to this rules of procedure. Exclusion is decided from the following criteria's;

1. A member of FUM has not been attending 2 consecutive council meetings without giving any kind of notice to the meeting presidium (and will therefore be fully excluded from the Student Union council)
2. A member of FUM has, even though giving notice to the meeting presidium, not been attending 3 consecutive council meeting (and will there for loose their spot as an ordinary FUM-member and be moved to the bottom of the suppliant list)

A suppliant always have the right to attend a council meeting, but they don't have a requirement to attend the meeting. If a suppliant becomes an ordinary council member during the operational year, the suppliant has two weeks to answer that they got the information that was sent out to them, otherwise the next suppliant on the list will get the spot.

Quorum
In order for the meeting to have quorum half the council member + 1 need to attend the meeting. The meeting can decide to go on with the meeting even without quorum but without any decision points and the protocol will be a discussion protocol.

Election of verifiers
The meeting elect two verifiers whose task is to make sure, after the protocol is written that the secretary has perceived correctly. The verifiers, when needed, are also the ones who count´s the votes.

Meeting is due announced
In order to go through with the meeting it needs to be due announced which means that the call needs to be sent out to the members fourteens days before the meeting. The meeting can decide that the meeting is due announced even if the call was not sent on in time.

Co-opt
The council can decide to co-opt a person on the whole meeting or on a specific point. Members in the Union has the right to attend automatic but need to be co-opt with right to speak if they are going to speak at the meeting. Student union office staff has automatic right to attend and speak at the meetings. A person can never be co-opt with the right to vote.

Approval of the agenda
Under this point the agenda for the meeting is approved, before the decision points can be moved, removed or added, decision points can never be added. Other question can also be added but they can't be of discussion character, those questions should be sent in as motions and be prepared with documentation.

Previous protocol
During this point the previous protocol is added to the documents. The pervious protocol should be sent out with the call?

Reports

During the point reports the presidium and the ombuds are to report their work, the reports shall be in written format and be sent out with the documents. The presidium and ombuds has the right to speak during their point and the council members have the right to ask questions.
Regulated speaker time;
Presenter of the report; 2 min
Questions; 3 min in total

Meeting techniques

Ask to speak and speakers list
By raising your hand you can ask to speak in a question you hold your hand up until the meeting president has note your request. The meeting president then gives the words based on a speakers list. It is important that the members follow the speaking list in order to keep the order of the meeting. The speakers list can only be by passed by a reply, point of order or point of information.
Regulated speaker time;

- Presenter of a point; 20 % of the points time
- First speakers list; 90 sec
- Second speakers list; 60 sec

Reply
A reply can be ask for of a members whose get quoted or named in a debate, a reply by pass the speakers list and one can answer short in the matter. A reply should not be over one minute and the meeting president has the right to deny a reply.

Point of order
A member can by making a ”T” with their hands ask for a point of order. A point of order by pass the speakers list and the matter should be debate directly. Note that the point of order only can address questions of practical things, for example order of the meeting, time for speakers, point of information, end of a debate or if you think that the meeting needs a break. A decision in of the point of order should always be open up for the possibility to debate.

Point of information
Point of information is a point of order that by pass the speakers list. It could be ask for by a members if there is for example a fact that is wrong, it should be short and concise and not be up for debate.

End of a debate
A point of order that can be asked for if a members thinks that the debate has been going on to long and no new things is brought up and the decision is going in circles. After an end of a debate is asked for there is a short debate in the matter and if it´s decided on an end of a debate, the members whose wish to speak put their name on the speakers list and when the end of the debate is set no one can put their name on the speakers list anymore.

Leave a suggestion on a meeting
The members can leave a suggestion under the meeting that the council need to take into

consideration, a suggestion should always be in writing. The suggestion should be formulated with one or more formulated suggestions for decision, it should be clear who made the suggestion and witch points it refers to. If one or two suggestions is similar the meeting president or the members, in order to simplify the voting, decide to try to merged them into one suggestion. In order to simplify the voting if the suggestion is depending on each other, for example one suggestion is depending on that another go through or that two suggestion is totally opposite, one vote by using a proposition order, this to ensure that the decision is taken in the right way.

Decision
When a question is debated you go to the decision. All decision shall be preceded of a debate. The meeting unanimously goes to decision, and there after only the decision or election can take place. If so is asked the meeting can by a point of order go out of the decision.

Voting in the council is mostly done by acclamation. The meeting chairman asks if the council would approve a proposal - those who are in favour say "yes". The meeting chairman then ask if the council wants to reject the proposals – those who are against the say "yes". One never says "no" in a decision. Decision that is taken with open voting one vote with their hand instead of saying "yes" to the proposal to vote on. In a decision with closed voting one write on a paper what proposal one vote for. The votes shall be counted by the verifiers.

Before the meeting president officiates the decision that they thinks have won, however, you as an elected member has call out "Voting". This means that one not agree with the meeting presidents assessment of the decision. Then the council needs to vote again, but on the next voting method.
So: if the first vote is by acclamation next is with open voting, if requested to vote again a third round, this time by closed voting.

In case of a tied vote, a writing group for each of the competing stances should be formed. The writing group should, in the same meeting, present a new suggestion. Before presentations of the new suggestions, the previous vote should be re-taken according to the same procedures. The chairperson selects the writing group unless the meeting decides otherwise. In case the new suggestions also tie, the suggestion shall be postponed.

The meeting can decide to attach the number of votes to the protocol – otherwise that is not done. Numbers of votes in elections is never attached to the protocol.

Note in the protocol
A note in the protocol a members can asked for of if one wants to have something noted in the protocol, it can be of an clarification or explanatory character. A note in the protocol a members ask by loud and clear say ”note in a protocol” after the meeting president has passed a decision. A note in the protocol should be handed in, in writing to the meeting secretary.

Reservation
A reservation can be asked for if a member don’t want stand behind a decision and want to renounce from the responsibility, it is asked for in the same way as note in the protocol. A

reservation should be handed in, in written to the meeting secretary before the meeting ends and contain name, date and which decision the reservation is for and if its regarding the hole decision, part of or the way the decision was made.

Postpone
In order to postpone a point a question of postpone you be brought up for discussion and the point can only be postpone if the majority of the meeting is for postponing. A postponed point shall be brought up on the upcoming meeting as the first point after the formalities.

Election
At elections, the meeting president shall open up for floor nominations after the nomination committee has presented its proposal, but before the point has gone to decision, nomination that comes after the point has gone to decision will not be handled. All candidates are given the opportunity to present themselves and answer questions, in the case of more candidates than places, all candidates must leave the room and one and one come in for presentation and hearing.
Regulated speaker time:
Presentation; 2 min
Questions; 3 min
In order for the council to be able to discuss the candidates unhindered, candidates after the presentation and hearing must leave the meeting room during the discussion, but have the right to return to the vote.
Closed voting is the practice when it comes elections when there are more candidates than spots, if there are less candidates than spots the meeting can unanimity decide to vote by acclamation.

If there no candidates has got their own majority for the spots, the candidate with the least amount of votes is eliminated, thereafter, a new round of votes takes place with the remaining candidates

Numbers of votes will be notified to the one who lost the vote if ones request otherwise not.

Documentation

Protocol
The protocol is written by the meeting secretary and needs to be verified by the verifiers before it´s valid. Reservations and note in the protocol shall be attached to the protocol. The protocol shall be verified at the latest fourteen days after the meeting.

Documents
The Union shall update revised documents at the latest 30 days after the protocol is verified. New document that have been approved shall be published and disseminate within the organization at the latest 30 days after the protocol is verified.