

Rules of procedure Student Union Malmö's board

§1. Purpose

The rule of procedure supplements the Student Union Malmö's (hereafter the Union) constitution. It serves to describe further and regulate the Union board's (hereafter the board) various positions of trust. The Constitution always takes precedence in the event of conflict. The rules of procedure for the Union board aim to:

- to clarify the members' responsibilities within the scope of the assignment
- to describe how regulations on the forms of board work are applied in practice
- to describe the board's meeting and formalities

§2. The board

The board is the Union's executive body. The board lead the Union's activities in accordance with the Student Union Act (SFS 2009:769), the Higher Education Act (SFS 1993:100), the constitution and decisions and instructions from the council.

The statutory council elects the boards amongst ordinary council members. The board consist of two (2) full-time remunerated presidium who lead the board's work and seven (7) members, of which four (4) have faculty responsibility (one for each faculty the Union represents).

The board's obligations and responsibilities

- Follow the constitution
- Follow the Rules of procedure for the Student Union Malmö's board
- Follow the council's delegation to the board
- Follow The Student Union Malmö's values
- Follow all steering documents
- Follow the Unions policies and action plans
- Responsibility for operational- and action plans, with certain responsibilities for different roles.
- Recruiting and managing student representatives

Presidium

The board's presidium consists of two full-time remunerated presidiums, a president and a vice president. The Presidium has overall responsibility for personnel and employer matters. The Presidium is also outmost responsible for preparing, leading and coordinating the board's work.

Presidium

- ☐ The Presidium, primarily the president, is responsible for the ongoing work regarding the work environment so that it functions effectively to take advantage of the full potential of the Union's board and employees. Follow-up takes place through reconciliation talks with board members, staff meetings with the office and student ombud, oral reports during board meetings, etc.
- ☐ The Presidium represents the Malmö Student Union in formal contexts and in the media, primarily the chairman.
- ☐ The Presidium represents students at bachelor and master levels from all four faculties at central level.
- ☐ The Presidium is responsible for the board's handover.

The president

- ☐ The president leads the day-to-day operations of the Union and has employer responsibility
- ☐ The president is responsible for leading the Unions' staff in accordance with their job descriptions. Follow-up takes place through reconciliation talks and staff meetings with kansliet and student ombuds, oral reports at the board meetings and written reports to the council
- ☐ The president is responsible for strategic work and development
- ☐ The president has the main responsibility for equal treatment and equal conditions internally at the Union
- ☐ The president has the main responsibility in the question about the Union house
- ☐ The president is responsible for the students' housing issues
- ☐ The president is responsible for questions about students' work environment at central level and is the head student environment ombud
- ☐ The president takes care of political work national, regional and local levels
- ☐ The president is responsible for the collaboration with SFS – Sweden's United Student Unions
- ☐ The president represents the students in region Skåne, Lärosäten Syd and Studentkårer Syd
- ☐ The president is responsible for the agreement with Malmö University and the application for Union status
- ☐ The president is responsible for the academic celebration week
- ☐ The president is responsible for collaboration with the City of Malmö and The student city Malmö

Vice president

- ☐ The vice president has the main responsibility for education monitoring
- ☐ The vice president ensures that committees, associations, sections and groups are active and function as they should

- ☐ The vice president has the main responsibility for the Inspark
- ☐ The vice president is responsible for convening and managing the board meetings
- ☐ The vice president is responsible for managing the council meetings
- ☐ The vice president is responsible for support and advice in educational matters (course reports, course plans)
- ☐ The vice president has the main responsibility for accessibility and support services for students (pedagogical support, Library, AKL, Skrivverkstaden, etc.)
- ☐ The vice president is responsible for disciplinary errands
- ☐ The vice president is responsible for following up on SRS and student errands and is in contact with student ombuds

Members

Members with faculty responsibility

There will be four members with faculty responsibilities for the four faculties that the Union represent. The four members are an integral part of the Union, and their responsibilities is essential for the maintenance of the link between the leadership at the Faculty and students issues. Each member should preferably, but not necessarily, be a student of the faculty it represents. The following responsibilities will be tied to this position:

- Member with faculty responsibilities will be responsible for meetings within their faculty (Faculty board meeting, Education monitoring board and/or ledningsgrupp) and other top decision-making management meetings in the Faculty. Member with faculty responsibilities will be remunerated for specific meetings they attended in their faculty, such as Faculty Board meetings and another one deemed relevant (Education monitoring or ledningsgrupp meeting, depending on the faculty). The faculty board is remunerated by the University, and the other meeting by the Student Union.
- Member with faculty responsibilities will have regular meetings with student ombuds working for the students in their faculty
- Member with faculty responsibilities are also the student work environment ombud. Therefore, they will also be responsible for meetings relating to work environment within the university building. Mandates can be given to the student ombuds to sit in this meeting (faculty-based work environment)
- Member with faculty responsibilities will, together with student ombud, write and present the ombuds report to the council.

Members

Their primary responsibility is to assist the presidium and committees with various tasks, and they are also given specific responsibilities assigned to them by the Union board. Their responsibilities include supporting study-social activities and support in recruiting student representatives alongside organizing Get Engaged.

§3. Board meetings

The board shall have meetings at least once a month during August-June. Digital participation must be enabled if a member cannot participate physically. Members must prioritize attending board meetings as the meetings are a large part of the board's work. Members must come well prepared and well read.

§4. Formalia

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Call

The call should be sent out by the presidium seven (7) days before the meeting.

Documents

Documents (documents for discussion and decision points) shall be sent out by the presidium three (3) days before the meeting

Motion

Motion received by the presidium must be processed at the next upcoming board meeting. It is the board's responsibility that the motion is brought up at the next council meeting and in connection to the meeting the board should leave a statement on the motion.

Interpellation

Interpellation received by the presidium must be processed at the next upcoming board meeting. It is the board's responsibility that the interpellation is brought up at the next council meeting and the interpellation should be answered in written form.



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

Opening of the meeting

The president opens the meeting and leads the meeting until the president is elected.

Election of meeting president

Board meetings are chaired by a meeting president, and board members take turns chairing the meeting. The chairman of the meeting leads the meeting, decides who can speak and in what order and has certain interpretive priority in case of ambiguities.

Election of meeting secretary

The meeting secretary writes the protocol. The role of meeting secretary is delegated to the organization administrator, in case of absence, board members take turns to be meeting secretary.

Election of verifier

The meeting elects one verifier 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 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 seven days before the meeting. The meeting can decide that the meeting is due announced even if the call was not sent on time.

Quorum

For the meeting to have a quorum, half the board members + 1 need to attend the meeting. The meeting can decide to go on with the meeting even without a quorum but without any decision points, and the protocol will be a discussion protocol.

Co-opt

The board can co-opt a person at the whole meeting or a specific point. Student union office staff has the automatic right to attend and speak at the meetings. A person can never be co-opted 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 questions 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.

Next meeting

Information about the date and time for the upcoming board meeting

Reports and messengers

Under this point, the board and kansli can report about their work.



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 noted your request. The meeting president then gives the words based on a speakers list. It is important that the members follow the speaking list 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 asked of a board member who gets 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 board member can, by making a "T" with their hands, ask for a point of order. A point of order bypass the speaker's list, and the matter should be debated directly. Note that the point of order can only address questions of practical things, for example, the order of the meeting, time for speakers, point of information, end of a debate or if you think the meeting needs a break. A decision in the point of order should always be open up for the possibility of debate.

Point of information

Point of information is a point of order that bypass the speaker's list. It could be asked for by a board member if there is, for example, a fact that needs to be corrected, 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 member thinks that the debate has been going on too long, no new things are brought up, and the decision is going in circles. After an end of a debate is asked for, there is a short debate on the matter, and if it's decided on an end of a debate, the members who wish to speak put their name on the speaker's 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 which points it refers to. If one or two suggestions are similar, the meeting president or the members, in order to simplify the voting, decide to try to merge them into one suggestion. To simplify the voting, if the suggestion depends on each other, for example, one suggestion depends on another go through or two suggestion is opposite, one vote by using a proposition order to ensure that the decision is taken in the right way.

Decision

When a question is debated, you go to the decision. All decisions shall be preceded by a debate. The meeting unanimously goes to decision, and after that, 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 mainly done by acclamation. The meeting chairman asks if the council would approve a proposal - those in favour say "yes". The meeting president then asks if the council wants to reject the proposals – those who are against 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 verifiers shall count the votes.

Before the meeting president officiates the decision they think has won, however, you, as an elected member, can call out "Voting". This means that one disagrees with the meeting president's 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, the next is with open voting, and 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. The number of votes in elections is never attached to the protocol.

Note in the protocol

A note in the protocol a member can ask for, if one wants something noted in the protocol, it can be of clarification or explanatory character. Note in the protocol 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 doesn't want to stand behind a decision and wishes to renounce the responsibility. It is asked for in the same way as note in the protocol. A reservation should be handed in, in writing, to the meeting secretary before the meeting ends and contain the name, date and which decision the reservation is for and if it is regarding the whole decision, part of or the way the decision was made.

Postpone

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



Protocol

The meeting secretary writes the protocol, and it needs to be verified by the verifier before it's valid. Reservations and notes in the protocol shall be attached to the protocol. The protocol shall be verified at the latest seven days after the meeting.

Documents

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