

Rules of Procedure for General Membership Meetings of the Faculty Association of the Faculty of Social and Behavioural Sciences

June 30th 2020

BASIC PRINCIPLES

Article 1

1. These Rules of Procedure relate to General Membership Meetings of the Faculty Association of the Faculty of Social and Behavioural Sciences.
2. The purpose of these Rules of Procedure is to ensure that General Membership Meetings proceed in an orderly manner and in accordance with the basic principles of sound administration.

GENERAL PROVISIONS

Article 2

1. At least two General Membership Meetings must be held each year: one Annual Meeting and one Half-Yearly Meeting.

DUTIES OF THE PRESIDIUM

Article 3

1. The Presidium has the following duties:
 - a. sending out documents before meetings in accordance with the conditions specified in Article 5 (Agenda & Invitation to the Meeting) of these Rules;
 - b. holding the position of Technical Chair of the General Membership Meeting;
 - c. facilitating General Membership Meetings;
 - d. taking the minutes at General Membership Meetings;
 - e. archiving meeting documents.
2. The Presidium may divide up its duties internally as it sees fit.
3. Where necessary, the Board will provide support to the Presidium in the exercise of its duties.

THE ANNUAL MEETING

Article 4

1. The Annual Meeting will be held in the month of October at the latest.
2. During the Annual Meeting, the outgoing Board of the FV-FMG will present its Annual Financial Report and Annual Report.
3. The Annual Financial Report and Annual Report must be adopted by the meeting by a two-thirds majority.
4. The new Board of the FV-FMG will present its Policy Plan and Budget after the adoption of the Annual Financial Report.
5. The Policy Plan and Budget plan must be adopted by the meeting by a two-thirds majority.

THE HALF-YEARLY GENERAL MEMBERSHIP MEETING

Article 5

1. The half-yearly meeting will be held between the two FV-FMG events.
2. The Board will present its Half-Year Report and Half-Year Financial Report.
3. Both the Half-Year Report and Half-Year Financial Report must be approved by a closed voting.

AGENDA & INVITATION TO THE MEETING

Article 6

1. The Presidium of the FV-FMG sets the agenda for the meeting.
2. Members may submit agenda items to the Presidium of the FV-FMG. If the Presidium of the FV-FMG decides not to put a particular item on the agenda, it will promptly inform the party who submitted the item.
3. Every agenda must contain the following items at a minimum:
 - a. opening of the meeting
 - b. documents received
 - c. adoption of the agenda
 - d. adoption of the minutes
 - e. announcements
 - f. matters arising
 - g. any other business
 - h. closing of the meeting
4. The agenda and invitation to the Meeting together with all submitted documents will be sent out by the Presidium of the FV-FMG as soon as possible, or at least seven days before the start of the meeting.
5. If the Presidium of the FV-FMG considers certain documents to be of crucial importance, it may send them as a second batch of documents.
6. This second batch of documents must be sent at least eighty-four hours in advance of the meeting.

MINUTES

Article 7

1. The course of events during the debate and decision-making on all agenda items will be recorded in the minutes.
2. The Presidium of the FV-FMG is responsible for taking the minutes. In the unlikely event that it is unable to do so, a member association will perform this task. At the start of the Meeting, the Chair of the Presidium of the FV-FMG will announce which member association will be taking the minutes.
3. The draft of the minutes with accompanying lists of decisions and tasks will be sent out within three weeks of the meeting to the members who were present at the Meeting.
4. The minutes, list of decisions and list of tasks will be adopted at the next Meeting.

DELEGATES

Article 8

1. For each General Membership Meeting, member associations may authorize a person who will be present at the General Membership Meeting to vote on its behalf
2. Delegate authorizations must be submitted in writing to the Presidium of the FV-FMG before the start of the General Membership Meeting.

3. Members of the Board of the FV-FMG cannot act as delegates.
4. Persons whose nomination, appointment, suspension, removal or discharge is to be the subject of a vote cannot act as delegates.
5. Before the close of the Meeting, the Presidium of the FV-FMG may declare an authorization to be invalid if it appears it was obtained under false pretences, or if remuneration was paid for the issuing of the authorization.

QUORUM

Article 9

1. A quorum will be set for the meeting.
2. All member associations must aim for full attendance, however at least three people per member association must be present during the entire Meeting.
3. At the Annual Meeting, three members from both the outgoing and the new board must be present. Former FMG members can only vote on the Annual Report and Annual Financial Report. New FMG members can only vote on the Policy Plan and Budget.
4. Authorizations will be taken into account in determining whether a quorum is reached when the member was present during the presentation and discussion of the topic that will be voted about.
5. If the quorum is not reached, a new General Membership Meeting must be convened as soon as possible.

VOTING PROCEDURES

Article 10

1. Every person present who holds a voting right will take part in voting.
2. Members of the FV-FMG Board must abstain from voting.
3. When voting, there are four possible options: for, against, abstention and a blank vote.
4. If the votes are tied, the proposal will be subject to further debate, and amendments and text proposals may be made. After sufficient debate, the Presidium of the FV-FMG may put the proposal to a vote once more. The proposal will now be carried if the number of votes in favour constitutes a majority.
5. If the votes are tied in the second round as well, the proposal will be rejected. The General Membership Meeting may decide to place the proposal on the agenda for the next General Membership Meeting if the majority agrees on this.
6. The voting for policy plans, budget plans or voting about a person is always closed.
7. The voting for other pieces is open, unless someone objects to this.

EXPLANATIONS OF VOTE AND VOTING RECOMMENDATIONS

Article 11

1. Everyone who holds a voting right is permitted to deliver a brief explanation of vote before voting takes place.
2. Written motions must be signed and dated by the persons who submitted them.
3. Written motions must contain a voting proposal, which must allow for votes both for and against.

MOTIONS

Article 12

1. Anyone who holds a voting right may submit a motion.
2. A motion is an addition or a change to an official document of the FV-FMG.
3. Motions that do not relate to an agenda item included in the draft agenda attached to the invitation for the General Membership Meeting, must be submitted to the Presidium in writing at least eighty-four hours before the start of the Meeting.
4. The person who submits the motion must abstain from voting.
5. Member associations may submit motions as each agenda item or topic for discussion is dealt with, provided they relate to the agenda item or topic of discussion on the table.
6. A motion submitted during a Meeting must be an amendment, supplement, text proposal or alternative that relates to an agenda item or topic for discussion to be dealt with during the General Membership Meeting.

AMENDEMENTS

Article 13

1. Anyone who holds a voting right may submit amendments.
2. Amendments may be submitted on documents before the Meeting, or on topics and proposals listed in the agenda.
3. The Presidium may decide that the amendments have no relation to the original document, or unacceptably alter the intention of the original document, meaning that they cannot be considered amendments.
4. If the General Membership Meeting approves an amendment that in the opinion of the person who submitted the original document unacceptably alters that document, the submitter may decide to withdraw the document. In this case, no decision will be made on the document.

DEROGATION FROM THE RULES OF PROCEDURE

Article 14

1. A General Membership Meeting may decide at any time to derogate from the provisions of these Rules of Procedure, if none of the member associations present, nor the Board of the FV-FMG or the Presidium object, and provided such action does not contravene the Charter or the Standing Regulations.

POINTS OF ORDER

Article 15

1. Any member association may raise a point of order.
2. The order in which members are permitted to speak will be interrupted if a point of order is raised, unless the Presidium decides otherwise, stating its reasons.
3. Decisions on points of order will be made immediately, once the Presidium has given everyone who wants to speak on the proposal an opportunity to do so.

FINAL PROVISIONS

Article 16

1. These Rules take effect on June 30th 2020.
2. A two-thirds majority of the total number of validly cast votes at a General Membership Meeting is required for any amendment.
3. These Rules of Procedure comprise four pages.