

**Rules of Procedure
for the
Representative
Assembly.**





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Rules of Procedure for The Representative Assembly

Introduction

The Rules of Procedure are structured so that most sections are followed by a brief explanatory text. This text appears in italic style.

§1 Before the Meeting

1.1 The notice of meeting shall be sent to the members of The Representative Assembly no later than twenty (25) weekdays before the meeting and must include a preliminary agenda. All documents and the final agenda shall be distributed to the members no later than ten (10) weekdays before the meeting.

The notice and documents must be distributed well in advance to ensure that all members of The Representative Assembly have an equal opportunity to attend the meeting and to participate with the same level of knowledge and preparedness to make well-informed decisions.

1.2 No decisions may be made on matters that have not been announced as decision items.

No one should be able to raise a new matter for decision during the meeting itself. Members of The Representative Assembly must have had the opportunity to read, reflect, and form an opinion before the meeting.

1.3 A member who wishes to include an item on the agenda must submit this in writing to the Organizational Coordinator no later than 20 weekdays before the meeting of The Representative Assembly.

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For a matter to be addressed at the meeting, it must be included on the final agenda. If a decision is to be made, The Representative Assembly requires a proposal with a draft decision from The Union Board. Examples of ways to bring a matter before The Representative Assembly are as follows:

A motion is a proposal for an action, discussion, recommendation, statement, information, measure, or similar. The Union Board submits an opinion regarding the motion. The motion is then considered and decided upon by The Representative Assembly. To be considered, the motion must be included on the final agenda.

An interpellation is a written question directed to an elected representative of Göta studentkår on a topic that will be debated at the next meeting of The Representative Assembly. The interpellation must be answered in writing and included in the meeting documents. The interpellation debate takes place at the meeting of The Representative Assembly, where all members of The Representative Assembly have the right to speak. The Representative Assembly decides whether the question has been sufficiently answered. It may decide to refer the matter back if the response is deemed unsatisfactory. An interpellation often leads to a motion being submitted for a future meeting in order to achieve change. It is a fundamental tool for accountability.

A written question is a question that requires a longer response and is of general interest to The Representative Assembly. The question must be answered in writing, without debate or counter-reply from the questioner. This means that no general debate will be held at the meeting, but all members of The Representative Assembly will receive the answer in writing in the distributed meeting documents, and the question will be verbally acknowledged at the meeting.

A simple question may be raised by an ordinary member of Göta studentkår. Such a question shall be presented to the Union Chairperson, who determines whether it can be answered without further consideration by The Representative Assembly, or if it should be added to the agenda for brief discussion. If the question is deemed simple, the Union Chairperson shall ask The Representative Assembly whether it wishes to address the question during the meeting. This does not apply to requests for clarification or points of order.

1.4 The Union Board shall provide an opinion on all motions submitted to The Representative Assembly.

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The Representative Assembly should be informed of The Union Board's stance on a given matter before the meeting.

1.5 Any member unable to attend a meeting of The Representative Assembly shall notify the Union Chairman as soon as possible.

Since at least half of the members of The Representative Assembly must be present for the meeting to have quorum, it is important for the Union Presidium to know how many members are able to attend.

§2 During the Meeting

Meetings of The Representative Assembly are generally open to all ordinary members and staff of Göta studentkår. All attendees at the meeting have the right to speak.

The right to propose and the right to make a motion is granted to ordinary members of Göta studentkår, members of The Representative Assembly, The Union Board, the Union's auditors, the Nominating Committee, the Election Committee, as well as to those whom The Representative Assembly decides.

The rights of attendance, speaking, proposing motions, and voting at meetings of The Representative Assembly are held by the members of The Representative Assembly.

The Representative Assembly has the right to close an item under special circumstances. Members of The Representative Assembly, the Speaker and the Deputy speaker of The Representative Assembly, the meeting secretary, The Union Board, the Union's auditors, the Nominating Committee, and the Election Committee have permanent rights of attendance.

§2.1 Meeting Presidium

2.1.1 A Chairperson of the meeting shall be appointed at the beginning of the meeting. Their task is to lead the meeting.

2.1.2 A Secretary of the meeting shall be appointed at the beginning of the meeting. Their task is to keep the minutes of the meeting.

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2.1.3 The usual practice is to appoint the Speaker of Göta studentkår as Chairperson of the meeting and the Organizational Coordinator as Secretary of the meeting. If either of these is unable to attend, The Union Board shall propose an alternative meeting presidium.

§2.2 Speaking Rules

2.2.1 The principle of a first- and second-speaker list shall be followed.

Those requesting to speak for the first time on a matter are recorded on a first-speaker list, while those who have already spoken on the matter are placed on a second-speaker list. The first-speaker list must always be empty before anyone on the second-speaker list may be granted to speak. The purpose of the first-speaker list is to distribute speaking opportunities more evenly among participants.

The Chairperson of the meeting has the authority to decide on speaking time limit.

2.2.2 A person who has been addressed (called upon) during a particular speech has the right to a reply of no more than one (1) minute. The reply must be requested immediately following the speech in question. A counter-reply, i.e., a reply to a reply, is not permitted.

When person A is mentioned, A is considered addressed (called upon) and has the right to respond, i.e., to request a reply.

§2.3 Principles for Discussion

2.3.1 Points of information interrupt the speaking order. During a point of information, a speaker may only provide factual information and may not express opinions or otherwise engage in debate.

A point of information is when someone informs the other members about something relevant to the ongoing discussion. This ensures that the discussion is conducted on a correct and factual basis.

2.3.2 Points of order interrupt debate on a substantive matter and must be resolved before any other matter is addressed.

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A point of order concerns the circumstances or conditions of the meeting. This may include, for example, a request for a break, opening a window, or an opinion that a decision should be made in a different order.

2.3.3 When a request to close the debate is decided, the Chairperson shall allow those wishing to submit proposals to do so, read them aloud, and provide an opportunity for anyone who wishes to request to speak. When closure of debate is to be applied, everyone may add themselves to the speaking list, but only once. It is not permitted to remove oneself from the list until closure has been applied. After this, no new proposals may be submitted, and no new speakers may be granted to speak on the matter in question. Addressing members after closure of debate is not permitted, nor are replies.

§2.4 Handling of Proposals

2.4.1 Proposals must be submitted in writing if requested by the Chairperson of the meeting or the Secretary of the meeting.

A proposal is a suggestion concerning any item on the agenda, made by someone at the meeting who has the right to propose motions.

2.4.2 When a motion is considered, the mover of the motion has the right to present it first.

2.4.3 The presenter from The Union Board has the right, after the mover of the motion, to deliver an introductory speech and to give the final speech.

2.4.4 In the case of a proposition, the presenter from The Union Board always has the right to the first and last speech if requested.

2.4.5 Additions and amendments to motions or proposals from The Union Board must not contradict the main idea or intent of the original proposal.

§2.5 Voting

2.5.1 In general, votes are conducted openly by acclamation. A formal vote may be requested openly and is conducted by a show of hands.

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Acclamation means voting by verbally responding “yes” to the meeting Chairperson’s question on whether to approve or reject a proposal. In digital meetings, reverse acclamation is used, where members remain silent to indicate approval. A formal vote is used to allow vote counters to determine the number of votes more precisely than by acclamation. A formal vote may be requested by a member if they disagree with the meeting Chairperson’s assessment of the vote distribution, or if the meeting considers the result of the vote unclear for determining the outcome.

2.5.2 In the event of a tie on a matter that cannot be postponed, the Union Chairperson has the casting vote. If the matter can be postponed, it shall be postponed until the next meeting of The Representative Assembly.

2.5.3 In digital meetings, voting takes place using a digital meeting platform. The meeting Chairperson, together with the Secretary of the meeting, shall decide the format of the vote.

2.5.4 A member always has the right to request a secret ballot.

§2.6 Election of Individuals

2.6.1 Elections of individuals shall always be conducted by secret ballot unless The Representative Assembly unanimously decides otherwise. To be elected, a candidate must receive more than half of the valid votes cast by The Representative Assembly. If no candidate achieves the required majority, a new round of voting shall be held among all candidates except the one who received the fewest votes in the previous round.

Elections shall begin with verifying the eligibility of candidates in Göta studentkår’s membership register. If a person is ineligible, The Representative Assembly may decide to postpone the election until all remaining candidates are confirmed as eligible.

Secret ballots are generally used when electing individuals, as it may be sensitive to choose one person over another. If there is no competition for a position, the vote may be conducted openly by acclamation.

To allow the meeting to discuss candidates freely, candidates shall leave the room during such discussion. The discussion should primarily focus on reasons in favour of the

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candidates. However, relevant information that may affect the position may also be raised. Personal attacks or irrelevant criticism are not permitted.

2.6.2 Elections by secret ballot shall be conducted using ballot papers or a digital meeting platform. In digital meetings, secret ballots are conducted through the digital meeting platform.

2.6.3 For elections to equivalent positions, list voting shall be applied. In list voting, a valid vote shall include as many names as there are positions to be filled. Any vacancies must be resolved before the list vote is conducted.

List voting is used, for example, when electing members to a section board. If there are more candidates than positions available, each eligible voter has the right to vote for as many candidates as there are positions.

2.6.4 The following shall not be considered valid ballots in a secret ballot:

- > Marked votes
- > Votes containing the incorrect number of names
- > Blank votes
- > Votes not prepared in accordance with the meeting Chairperson's instructions

§3 Conflict of Interest

3.1 In the event of a conflict of interest, a member of The Representative Assembly shall remove themselves from the voting list for the relevant item. A member of The Representative Assembly may raise a point of order if a conflict of interest is claimed against another member of the Representative Assembly. If the member in question does not wish to recuse themselves, The Representative Assembly shall decide whether a conflict of interest exists and whether the member must remove themselves from participation in the decision on the item.

§4 Per Capsulam

4.1 Per capsulam decisions shall only be issued when a decision is particularly urgent.

A per capsulam decision is issued by the Union Chairperson when a matter requiring a

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decision arises that cannot wait until the next meeting of The Representative Assembly. This procedure shall only be used in exceptional cases.

4.2 Per capsulam decisions shall be sent to all members of The Representative Assembly.

It is important that all members of The Representative Assmebly receive the information regarding the decision. Therefore, email lists must be up to date, and members must inform the Organizational Coordinator if they change their email address or have not previously received emails.

4.3 From the time the per capsulam decision is issued, members have 72 hours to respond.

The Union Chairperson sends out the decision information, and after that, members of The Representative Assembly have 72 hours to respond. If no response is received, the member's vote shall be counted as blank.

4.4 The decision is valid if at least half of the members of The Representative Assembly approve the proposal.

At least half of the total number of elected members of The Representative Assembly must approve the proposal. Non-submitted votes shall be counted as blank and included in the total result.

4.5 The result of the per capsulam decision shall be communicated by the Union Chairperson to all members of The Representative Assembly via email, registered by the Organizational Coordinator, and confirmed at the next meeting of The Representative Assembly.

§5 Miscellaneous

5.1 Any reservations or minutes notes must be submitted immediately in connection with the decision to which the reservation or note relates. It must then be submitted in writing to the Secretary of the meeting before the meeting is concluded.

A member of The Representative Assembly registers a reservation against a decision they do not wish to take responsibility for. A reservation is noted in the minutes and indicates to

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the public that the member strongly opposed the decision and therefore is not responsible for any positive or negative consequences of that decision.

A minutes note may clarify something that is not otherwise included in the minutes, for example, that a member held a different opinion than the one adopted, but is still willing to assume the collective responsibility normally held by a member of The Representative Assembly.

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