

# **Rules of Procedure for The Union Board.**





**Type of document:** Rules of Procedure

**Adopted by:** The union board, 2010-09-08

**Last revised:** 2025-06-13

# Rules of Procedure for The Union Board

## Board Meetings

### Preparation

The Union Board shall convene upon the call of the Union Chairperson. Notice of the meeting shall be sent to the board and to [kallelse@gota.gu.se](mailto:kallelse@gota.gu.se) no later than 10 weekdays before the meeting. In the absence of the Union Chairperson, the Vice Chairperson shall convene the Union Board instead. The agenda and meeting documents shall be distributed no later than three working days prior to the meeting. The notice and documents shall be published on the Göta studentkår website.

Any absence shall be reported to the Presidium of Göta studentkår as soon as possible.

Any matter to be included on the agenda must be submitted in writing to the Organisational Coordinator no later than five weekdays before the board meeting.

### During Board Meetings

Board meetings are generally open, with the right of attendance and speaking granted to all ordinary members of Göta studentkår. The right to attend, speak, propose motions, and vote at meetings of the Union Board is reserved for the members of the Union Board.

The Union Board has the right to close a specific item on the agenda if special circumstances apply. The meeting secretary and the union's auditors have a permanent right to attend and speak at Union Board meetings.

The Chair of the meeting decides whether voting shall be done by a show of hands. The Chair is responsible for maintaining a speakers' list and for allocating the floor. The task of

---

#### Address

Götabergsgatan 17  
411 34 Göteborg

#### Contact

031-708 44 40  
[info@gota.gu.se](mailto:info@gota.gu.se)

#### Online

[gotastudentkar.se](https://gotastudentkar.se)  
[@gotastudentkar](https://www.instagram.com/gotastudentkar)



maintaining the speakers' list may be delegated to another meeting participant. Voting is carried out by acclamation, or by a show of hands if a vote is requested. A secret ballot may be requested by any board member.

Any objections (reservations) or protocol notes must be declared immediately following the decision to which they refer. These must then be submitted in writing to the meeting secretary before the meeting is adjourned.

A board member may issue a reservation against a decision for which they do not wish to assume responsibility. A reservation is recorded in the minutes and indicates to future readers that the individual strongly opposed the decision and therefore is not to be held accountable for any positive or negative consequences resulting from it.

A protocol note may be used to clarify something that would otherwise not be included in the minutes—such as a dissenting opinion—while still accepting the collective responsibility that comes with being a member of the Union Board.

### **Decision-Making**

The Board makes decisions with a minimum of half of the valid votes cast in favour. In the event of a tie, the matter shall be deferred for further consideration. If postponement is not possible, the Union Chairperson has the casting vote. In the absence of the Union Chairperson, the casting vote is assigned to the Vice Chairperson. If neither is present, the casting vote is assigned to the Chair of the meeting, appointed for that occasion.

In order to make a decision on a matter that has not been duly announced in accordance with the statutes, the Board must unanimously agree to address the matter.

### **Election of Individuals**

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

As elections between individuals can be sensitive, secret ballot voting is generally used. If there is no competition for a position, the election may be conducted openly, by acclamation.

---

#### **Address**

Göteborgsgatan 17  
411 34 Göteborg

#### **Contact**

031-708 44 40  
info@gota.gu.se

#### **Online**

gotastudentkar.se  
@gotastudentkar



Before the election begins, candidates' eligibility shall be verified in Götastudentkår's membership register. If a candidate is not eligible, the Union Board may choose to postpone the election.

To enable free discussion about the candidates, they must leave the room while such a discussion takes place. During the discussion, the focus shall primarily be on supporting the candidates. However, relevant information that may influence the level of trust in a candidate may also be presented. Personal attacks or irrelevant criticism are not permitted.

Elections by secret ballot are carried out using physical ballots or a digital meeting platform. In digital meetings, secret voting shall be conducted using the digital platform. Invalid ballots include: marked ballots, ballots with an incorrect number of names, and blank ballots.

### **Conflict of Interest**

In the event of a conflict of interest, a member of the Union Board shall recuse themselves from the voting roll for the item in question. A board member may raise a point of order alleging a conflict of interest concerning another board member. If the member in question does not voluntarily recuse themselves, the Union Board shall decide whether a conflict of interest exists and whether the member shall be excluded from participation during the decision-making on that item. A conflict of interest is defined as a situation where a decision may result in significant personal benefit for the member, or where the member's impartiality may reasonably be questioned.

### **After the Board Meeting**

The minutes of the meeting shall be approved by the Chair of the meeting, the meeting secretary, and one to two approvers. The approved minutes shall be published on Götastudentkår's website no later than three weeks after the respective board meeting.

All decisions made are to be compiled by the Organisational Coordinator in the decision follow-up document. This document shall be updated regularly and reported to the Board at least once per semester.

---

#### **Address**

Götabergsgatan 17  
411 34 Göteborg

#### **Contact**

031-708 44 40  
info@gota.gu.se

#### **Online**

gotastudentkar.se  
@gotastudentkar



## Per Capsulam decisions

Per capsulam decisions may be made in urgent matters that cannot wait until the next board meeting. A per capsulam decision is valid only if all members of the Union Board have been reached. The decision may be executed if at least half of the board members approve the proposal.

The Union Chairperson sends out a proposal, after which the board members have 72 hours to respond. Responses must be sent to the Union Chairperson and to a pre-appointed vote counter. If no response is received, or if it is submitted too late, the members' vote will be counted as blank. For a vote to be considered valid, the members must respond with one of the following: "BIFALL" (*approve*), "AVSLAG" (*reject*) or "AVSTÅR" (*abstain*).

The result of the per capsulam decision shall be communicated by the Union Chairperson to the board members via email, recorded by the Organisational Coordinator, and confirmed and entered into the minutes at the next board meeting.

## Presidium Decisions

The Presidium has the right to make presidium decisions when a decision must be made urgently. Such decisions should generally only be made if it is not possible for the Union Board to convene and the timeframe for a per capsulam decision is too long. Presidium decisions shall be used sparingly and must be confirmed at the next Union Board meeting.

The Union Chairperson has the right to make chairperson decisions under the same conditions as presidium decisions. If the Union Chairperson is absent or is the subject of the matter, the Vice Chairperson is authorized to make the chairperson decision as the Chairperson's deputy.

Presidium and chairperson decisions shall be reported and confirmed at the next board meeting and followed up in accordance with the decision follow-up template.

---

### Address

Göteborgsgatan 17  
411 34 Göteborg

### Contact

031-708 44 40  
info@gota.gu.se

### Online

gotastudentkar.se  
@gotastudentkar



## The Representative Assembly Meetings

Göta studentkår's Presidium holds a particular responsibility to coordinate the Union Board in preparation for meetings of the Representative Assembly. Any absence from such meetings must be reported to the Presidium as soon as possible.

Each member of the Union Board must, based on their assignment and areas of responsibility, submit a report on ongoing activities in advance of every Representative Assembly meeting.

All agenda items at the Representative Assembly shall be presented by a representative of the Union Board. The Board shall therefore appoint a presenter for each item. This presenter speaks on behalf of the Union Board and shall not express personal opinions during the presentation. As far as possible, the Board shall prepare a motion for approval or rejection for each proposal to be decided at the meeting. If new proposals are raised during the meeting, the board members present shall confer and then put forward the motion supported by the majority.

Board members who intend to speak against the Union Board's position on a particular matter must notify the Presidium in advance, no later than three (3) days before the meeting. The board member is also responsible for informing the Representative Assembly that they hold a dissenting opinion.

Meetings of the Representative Assembly are generally open, with the right of attendance, speaking, and proposing motions extended to all regular members of Göta studentkår. Members of the Union Board have permanent rights of attendance, speech, and to propose motions at meetings of the Representative Assembly.

## Implementation of the Representative Assembly Decisions

The Union Board is responsible for implementing the decisions made by the Representative Assembly. The Presidium is responsible for ensuring that the matters are included on the agenda of the next Union Board meeting. The handling of each decision may vary depending on its nature.

---

### Address

Götabergsgatan 17  
411 34 Göteborg

### Contact

031-708 44 40  
info@gota.gu.se

### Online

gotastudentkar.se  
@gotastudentkar



All decisions made are compiled in the decision follow-up document by the Organisational Coordinator. This document shall be regularly updated, and if deemed relevant, progress on specific decisions shall be reported back to the Representative Assembly.

## Delegation

Below is the Union Board's framework for delegations and decision-making, organized by subject. For each delegation, there shall be one or more delegated authorities, a description of which decisions are delegated, and the conditions that apply to the delegation.

### Finance and Contracts

Within the area of finance and contracts, there are several levels of decision-making. Financial matters typically include three distinct, consecutive components: decision-making authority, authorization rights, and disbursement rights. The financial decision-making authority refers to the right to make decisions with financial consequences for the organization within the applicable budget framework. This delegation order regulates the financial decision-making authority on behalf of the Union Board. Authorization rights, disbursement rights, and similar authorities are regulated annually at the constituting Union Board meeting.

### Financial Decision-Making Authority

#### **Delegation Authority: The Presidium**

#### **Delegation Authority: The Educational Monitoring Coordinator, The Event and Associations Coordinator**

Delegations: The Union Board delegates to each individual member of the Presidium the authority to make financial decisions of up to SEK 10,000 per decision.

The Presidium collectively has the authority to make financial decisions of up to SEK 40,000 per decision.

Delegations: The Union Board delegates to the Educational Monitoring Coordinator the authority to make financial decisions of up to SEK 5,000 per decision.

Delegations: The Union Board delegates to the Event and Associations Coordinator the authority to make financial decisions of up to SEK 10,000 per decision.

---

#### **Address**

Göteborgsgatan 17  
411 34 Göteborg

#### **Contact**

031-708 44 40  
info@gota.gu.se

#### **Online**

gotastudentkar.se  
@gotastudentkar



## Request of funds

### Delegation Authority: The Presidium

The Union Board delegates to the Presidium the joint authority to decide on incoming funding requests up to the limit corresponding to the Presidium's financial decision-making authority (as described above). Decisions regarding larger funding requests shall be made by the Union Board.

Other Conditions: The Presidium's preparation and decisions must comply with established governing documents. Decisions concerning funding requests shall be reported at the next Union Board meeting.

## Remuneration Decisions

### Delegation Authority: The Presidium

Delegation: The Union Board jointly delegates the authority to appoint and remunerate/project employ a person, provided that the decision falls within the scope of the financial decision-making authority. For longer remunerations that exceed this authority, the decision shall be made by the Union Board.

Other Conditions: Decisions regarding remunerations shall be reported at the next Union Board meeting.

## Contract Matters

### Delegation Authority: Authorized Signatories

Delegation: The Union Board delegates to the authorized signatories (firmatecknare) the joint authority to decide on signing, amending, and terminating minor agreements. Minor agreements refer to agreements concerning one-time events or those considered to fall within the Presidium's financial decision-making authority (as outlined above). As a general rule, contract matters shall otherwise be decided by the Union Board.

Other Conditions: Decisions regarding contract matters shall be reported at the next Union Board meeting.

## Referrals and Nominations

### Delegation Authority: The Presidium

---

#### Address

Göteborgsgatan 17  
411 34 Göteborg

#### Contact

031-708 44 40  
info@gota.gu.se

#### Online

gotastudentkar.se  
@gotastudentkar





**Delegation:** The Union Board delegates to the Presidium the authority to decide on consultation responses and nominations for external assignments in the name of Göta studentkår. The Presidium shall act as the coordinating body for consultations and nominations, which includes receiving consultation requests/nominations and determining the appropriate decision-making authority.

**Other Conditions:** For both consultations and nominations, the Union Board shall be consulted and thus have the opportunity to provide feedback to the decision-making authority prior to a decision. Finalized consultation responses and nominations shall be reported at the next Union Board meeting.

## Representation

### **Delegation Authority: The Presidium**

**Delegation:** The Union Board delegates to the Presidium the authority to decide on permanent representation in or related to collaborative bodies, with the exception of the election of members to the boards of Göteborgs Universitets Studentkårers (GUS), Göteborgs Förenade Studentkårers (GFS), and the delegation to the Representative Assembly of Sveriges Förenade Studentkårer (SFS).

In the aforementioned exceptions, decisions shall instead be made by the Union Board.

## Personnel and Employer Matters

### **Delegation Authority: Specific delegation to the Chairperson (see below).**

The Union Board holds overall responsibility for personnel and employer matters within Göta studentkår. The ongoing work concerning the work environment and management must function efficiently to ensure that the capacity of Göta studentkår's staff can be utilized sustainably.

**Delegation:** The Union Board delegates to the Union Chairperson the responsibility for work environment, management, and salary matters concerning Göta studentkår's staff.

**Other Conditions:** The Union Board shall make decisions regarding significant changes to the personnel situation.

---

#### **Address**

Götabergsgatan 17  
411 34 Göteborg

#### **Contact**

031-708 44 40  
info@gota.gu.se

#### **Online**

gotastudentkar.se  
@gotastudentkar



## **Approval and Revision of Governing Documents Adopted by the Board**

### **Delegation Authority: The Presidium**

Delegation: The Union Board delegates to the Presidium the authority to decide on consequential amendments to governing documents.

Decisions regarding the approval, revision, and repeal of governing documents shall be made in accordance with Chapter 14 of Götastudentkår's statutes.

---

#### **Address**

Götabergsgatan 17  
411 34 Göteborg

#### **Contact**

031-708 44 40  
info@gota.gu.se

#### **Online**

gotastudentkar.se  
@gotastudentkar