

Rules of procedure for the union board.





Type of document: Rules of procedure
Adopted by: The union board, 2010-09-08
Last revised: 2023-06-08

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Board Meetings

Preparation for Board Meetings

The Union Board convenes upon call by the Union Chairperson. The call for the meeting should be sent to the board and to kallelse@gota.gu.se no later than ten weekdays prior to the meeting. Agendas and other board documents should be distributed no later than three working days before the meeting, but, if possible, 4-5 working days. The call and documents shall be posted on the Göta studentkår website.

Any obstacles preventing attendance should be reported to a member of the Göta studentkår Presidium as soon as possible.

Items for inclusion on the agenda should be reported in writing to the Organizational Coordinator no later than five weekdays before the board meeting.

During Board Meetings

Board meetings are generally open, with attendance and the right to speak for all members of Göta studentkår. Attendance, speaking, proposing, and voting rights during Union Board meetings are granted to the Union Board members.

The Union Board has the right to close a point if special circumstances exist. The meeting secretary as well as the union's auditors have constant attendance and speaking rights at the Union Board meetings.

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The meeting chairperson decides on raising hands. The meeting chairperson manages the speaker list and allocates the floor. Voting is done by acclamation or, alternatively, by raising hands if a vote is requested. A secret vote can be requested by a board member.

Any reservations and record annotations should be made immediately after the decision that the reservation or record annotation concerns. These shall then be submitted in writing before the meeting concludes.

A board member can dissent from a decision for which they do not wish to take responsibility. A reservation is recorded in the minutes and shows future generations that the individual was so strongly against the decision that they reserved their stance, thus not assuming responsibility for potential positive or negative consequences of the decision.

A record annotation can clarify something that otherwise would not be included in the minutes, for example, that one held a different opinion than the one that gained approval, yet is still willing to assume the collective responsibility that a board member in the Union Board normally holds.

Decision-Making

Decisions are made by the board with at least half of the number of approved cast votes. In the event of a tie vote, the matter shall be revisited. If deferral is not possible, the Union Board Chairperson shall have the casting vote.

To make a decision on a matter that has not been distributed according to the constitution, unanimous support from the board is required to bring up the question.

Election of Individuals

Election of individuals is always decided by a secret ballot unless the Union Board unanimously decides otherwise. To be elected, more than half of the Union Board's valid cast votes are required. If no candidate achieves the prescribed majority, a new round of voting is conducted among all candidates except for the candidate who received the fewest votes in the previous round of voting.

During the election of individuals, a secret ballot is typically used, as it can be sensitive to choose one person over another. If there is no competition for a position, the election can be held openly, by acclamation.

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The eligibility of candidates in the Union's membership register is checked at the beginning of the election of individuals. If a person is ineligible, the Union Board may choose to postpone the election.

For the meeting to discuss candidates freely, candidates should leave the room while such a discussion takes place. When discussing candidates, the focus should primarily be on speaking in favour of them. However, relevant information that could impact the office in question may also be brought up. This should not transition into personal attacks or irrelevant criticism.

Secret ballot elections are conducted using voting papers or digital meeting tools. In digital meetings, secret ballot voting is carried out using digital meeting tools. The following are not considered valid ballot papers in a secret ballot: marked votes, votes with an incorrect number of names, and blank votes.

Conflict of Interest

In the event of a conflict of interest situation, a member of the Union Board shall recuse themselves from the roll call during the respective agenda item. A board member can raise a point of order alleging conflict of interest against another board member. If the board member accused of the conflict of interest does not wish to recuse themselves, the Union Board shall decide whether a conflict of interest situation has arisen and whether the board member should be excluded from the decision-making process during the matter.

After the Board Meeting

The meeting minutes shall be approved by the meeting chairperson, the meeting secretary, and one to two certifiers. The approved minutes from the board meeting shall be posted on Göta studentkår's website no later than three weeks after each respective board meeting.

All decisions made shall be compiled into the decision follow-up document by the Organizational Coordinator. The document shall be regularly updated and reported to the board at least once per term.

Per Capsulam Decisions

Per capsulam decisions can be made in urgent matters that cannot wait for a Union Board meeting. A per capsulam decision is valid only if all board members have been informed. Decisions can be executed if at least half of the board members approve the proposal.

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The Union Chairperson sends out a proposal to decide something, and then the Union Board members have 72 hours to respond. The response is sent to the Union Chairperson and a pre-appointed vote counter. If no response is received, the member's vote will be counted as blank.

The outcome of the per capsulam decision shall be communicated by the Union Chairperson to the Union Board members via email, noted by the Organizational Coordinator, and ratified and recorded in the minutes at the next Union Board meeting.

Presidium Decisions

Presidium decisions can be made in urgent matters that cannot wait for a Union Board meeting or a per capsulam decision. This type of decision should be used sparingly and thoughtfully.

Presidium and Chairperson's decisions shall be reported and ratified at the next board meeting and followed up according to the decision follow-up template.

The Representative Assembly Meetings

The presidium of Göta studentkår has a special responsibility to coordinate the board before The Representative Assembly meetings. Any obstacles preventing attendance at The Representative Assembly meeting should be reported to the Presidium as soon as possible.

Agenda items for The Representative Assembly should be presented by a representative from the Union Board. The board therefore selects a presenter for each agenda item; this person speaks for the board and should not express their own personal opinions during the item. The board should, as much as possible, have a proposal for approval or rejection for each decision proposal that comes up during The Representative Assembly meetings. For new proposals during the meeting, present board members agree before proposing what the majority favors.

Board members who intend to speak against the board's proposal on a certain matter should notify the board in advance and explain to The Representative Assembly that the board member has a differing opinion on the matter.

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Implementation of the Representative Assembly Decisions

The Union Board is responsible for implementing The Representative Assembly decisions. The Presidium is responsible for including matters on the agenda of the next Union Board meeting. The handling of the decision can vary depending on its nature.

All decisions made shall be compiled into the decision follow-up document by the Organizational Coordinator. The document shall be regularly updated and reported to The Representative Assembly at least once per semester.

Delegation

Below, the Union Board's delegation order and described decisions are presented on a subject-specific basis. For each delegation, there should be one or more delegated authority/entities, which decisions are delegated, and any other conditions that apply to the delegation.

Economy and Agreements

Within the area of finance and agreements, there are several decision-making levels. Economic matters typically include three distinct consecutive parts: decision-making authority, certification authority, and disbursement authority. Economic decision-making authority involves the right to make decisions with financial implications for the organization based on the current budget framework. In this delegation order, the economic decision-making authority is regulated on behalf of the Union Board. Certification authority, disbursement authority, and similar are regulated annually at the constitutive Union Board meeting.

Economic Decision-Making Authority

Delegation Authority: The Presidium

Delegation: The Union Board delegates to each part of the Presidium the authority to make economic decisions of up to 10,000 SEK per decision.

The Presidium jointly has the authority to make economic decisions of up to 35,000 SEK per decision.

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Request of funds

Delegation Authority: The Presidium

Delegation: The Union Board delegates to the Presidium the joint authority to make decisions on received requests up to the level in accordance with the Presidium's economic decision-making authority (above). For larger requests, decisions should be made by the Union Board.

Other Conditions: The Presidium's preparation and decision-making should follow established guiding documents. Decisions regarding requests should be reported at the next Union Board meeting.

Remuneration Decisions

Delegation Authority: The Presidium

Delegation: The Union Board delegates the joint authority to appoint and remunerate/project-employ an individual, provided that the decision falls within the economic decision-making authority. For longer remunerations not covered by this decision-making authority, the Union Board decides.

Other Conditions: Decisions regarding remuneration should be reported at the next Union Board meeting.

Contract Matters

Delegation Authority: Authorized Signatories

Delegation: The Union Board delegates to authorized signatories the joint authority to decide on the signing, changes, and termination of less extensive agreements. Less extensive agreements refer to agreements related to one-time events or that fall within the Presidium's economic decision-making authority (above). The general rule is otherwise that agreement matters should be decided by the Union Board.

Other Conditions: Decisions regarding agreement matters should be reported at the next Union Board meeting.

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Referrals and Nominations

Delegation Authority: The Presidium

Delegation: The Union Board delegates to the Presidium the authority to decide on responses to referrals and nominations for external positions in the name of Göta studentkår. The Presidium should be the coordinating body for referrals and nominations, which means receiving the referral/nominations and determining the decision-making authority.

Other Conditions: For both referrals and nominations, the Union Board should be a consulted entity and thus able to provide input to the decision-making body before a decision is made. Established referral responses and nominations should 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 fixed representation in or related to collaborative bodies, with the exception of the selection of members in the boards of Göteborgs Universitets Studentkårer (GUS), Göteborgs Förenade Studentkårers (GFS), and Sveriges Förenade studentkårers (SFS) full assembly.

For the aforementioned exceptions, the decision should be made by the Union Board instead.

Personnel and Employer Matters

Delegation Authority: Specific delegation to an individual member of the Presidium (see below).

The Union Board holds an overarching responsibility for personnel and employer matters within Göta studentkår. The ongoing work concerning work environment and management must operate effectively to ensure the efficient utilization of personnel capacity within Göta studentkår.

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Delegation: The Union Board delegates to an individual within the Presidium the authority for work environment, management, and salary responsibilities for the Union's personnel.

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

Approval and Revision of Steering documents Adopted by the Board

Delegation Authority: The Presidium

Delegation: The Union Board delegates to the leadership of the Student Union the authority to make consequential changes to adopted documents.

Decisions regarding approval, revision, or repeal of documents should be made in accordance with Chapter 14 of Götaland studentkår's statutes.

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