

Attachment 11 Rules of procedure and agenda for the Student Parliament (ST) at NMBU

Enacted Student Parliament 1, 2016

Rules of procedure

1) In general

1.1 Everyone present with the right to vote have to be registered at the beginning of the meeting.

1.2 If someone leaves before the meeting is adjourned, name and during which case number the person left must be registered.

1.3 The chair of the meeting consists of 2 chairmen

1.4 The Student Parliament secretary is responsible for the minutes. It should contain:

- Who was chair of the meeting;
- Representatives with compulsory attendance present
- Outline of the debate
- Entries in the minutes
- Result when voting over alternative solutions.
- Results from elections

1.5 The meeting papers have to be translated into English.

1.6 The case documents and the minutes will be sent to the Student Parliament representatives, the University Board student representatives, Study committee and the research committee, Tuntreet, Samfunnet Board, International Students Union (ISU), SiÅs student representatives, candidates running for elections, Norwegian student organisation (NSO) and the leaders of NMBU.

1.7 The case documents and minutes have to be published on the Student Parliament webpage, fronter and available at the Student Board office.

1.8 Majority rules follow the statutes

2) Implementation of the meeting

2.1 ST have to be chaired in accordance to these rules of procedure and normal meeting practices. In situations of doubt, the chair of the meeting will interpret the rules of procedure and the practice. The chairs evaluation can be overruled by a simple majority.

2.2 Cases will be processed in accordance to the agenda.

2.3 All proposals of change or solutions have to be written down and presented to the chair of the meeting.

2.4 All statute- and discussion cases will begin with an opinion round among the institutes, preferably by the SR-leader (Student counsel leader), if appropriate. Speaking time: 2 minutes per institute.

2.5 The following rules applies for entries and comments.

- Entries should be no longer than 2 minutes
- Two comments and one answering comment per entry is allowed. Speaking time: maximum 30 seconds.
- The chairmen of the meeting can make changes to the two elements above if necessary.
- Registration of case information/rules of procedure will be given speaking time of 30 seconds immediately after the on-going exchange of comments are finished.

2.6 Allowed during the meeting:

- Maximum two entries per case per ST representative
- Maximum two entries from the case presenter for the relevant case.
- Maximum one entry from other participants of the meeting.
- Introductory opinion round and case presentation is not regarded as entries.

2.7 With a qualified majority, the Student Parliament can open for extra entries if the case take an unexpected and important turn. A written proposal have to be submitted from a different person than the person concerned. A proposal of extended speaking time for everyone at the meeting can only be proposed by a representative with the right to vote.

2.8 Signs:

- Entries are one finger in the air

○ Comments are two fingers formed as a "V". Should be used to comment on entries and have to be registered during the entry. A reply comment have to be registered while a comment is stated.

○ Case information about the agenda or rules of procedure is two hands formed as a "T". The sign should only be used for case information or a proposal of changing the agenda or rules of procedure.

2.9 When registering for the speaking list, the speaker should receive a sign of confirmation from the chairmen that the speaker is registered. The sign can be a nod. If the chairmen shakes his/her head it means that one cannot register for the speaking list.

2.10 The chairmen will inform the meeting when speaking time approaches the end.

2.11 The chairmen should:

- Inform each speaker if he/she has an entry, comment or case information.
- At regular intervals, refer to the speaking list and after every entry inform of any comments to the entry.
- When they see it necessary, prioritize speakers who haven't spoken during the relevant case or meeting.

2.12 The chairmen can decide to set a speaking line. The chairmen will inform the meeting that it is possible to register for the speaking list before and during the next entry. The speaking line can be revoked by 2/3 majority.

2.13 At least one representative from each institute have to master the Norwegian language. Entries, comments or case information presented in English should be answered in English. The chairmen are responsible to translate to Norwegian if necessary.

3 Elections and voting

3.1 All ST-representatives with the right to vote will be given a voting card to use when voting.

3.2 The chairman will inform about how the elections and voting will be performed.

3.3 When there are elections and voting the chairmen will present a suggestion to ST about speaking time and number of questions. The counting committee is responsible for the voting and the voting paper.

3.4 If there are several options to vote for, the chairmen will find an appropriate way to vote. ST can by simple majority decide on a different way to vote. As a general rule two opposite suggestions will be set up against each other.

3.5 After elections, every candidate can request to see her/his own voting number.

3.6 The meeting cannot be adjourned before all results are announced.

Agenda

Different cases can be presented for the agenda:

- Constitution

Cases regarding game rules, approving and appointing. Cases for miscellaneous have to be registered before or during the constitution.

- Informative cases

- Cases that only inform. If a debate is wanted the cases have to be presented as a discussion or statute case at the next ST.

- Report from the University Board (US), The Student Board (AU), The Committee of Study Issues, The Committee of Student Welfare in Ås (SiÅs), The Student and Academic's, International Help Fund (SAIH), The International Student Union (ISU), The Committee of Research Issues , The Learning Environment Committee (LMU). It is opened for questions to the reports. If a debate is wanted about the elements of a report it have to be presented.

- Statute cases

- Cases demanding binding decisions. It regards amendments of statutes and other steering documents, new of clarification of politics, economical cases and other cases where voting is relevant.

- If necessary, an electronic statute can be used between ST meetings. An electronic statute cannot be used if the case is of significant importance, unless ST has approved this in advance in accordance to the instruction for electronic statutes.

- Discussion cases

Will not be voted over, but is fundamental for the Student Board's further work with the

- 128 relevant case.
- 129 • Administrative cases
- 130 Elections and appointments. Will be ended after elections or voting.
- 131 • Miscellaneous
- 132 All participants of the meeting can present cases outside the agenda as long as these
- 133 cases are registered before or during the constitution. The cases cannot result in any
- 134 decision.
- 135 • Evaluation of the meeting
- 136 All participants can state their opinion about the meeting and award ceremonies.

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138 **Attachment 12**

139 **The Rules of Procedure and Agenda for the Student Democracy (ST) at** 140 **NMBU**

141 *Proposal handled at Student Parliament 13.03.2017*

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143 **1. General part**

144 **1.1** All who have a voting right must register at the start of the meeting.

145 **1.2** If someone with a voting right leaves before the meeting is adjourned, a written message
146 and their voting sign must be delivered to the secretary.

147 **1.3** The meeting leaders consist of two chairman.

148 **1.4** The organizational secretary shall write minutes. They shall include:

- 149 - Who lead the meeting.
- 150 - Which representatives with a requirement to meet attended.
- 151 - Highlights from the debate
- 152 - Voting over alternative decision cases.
- 153 - Election results.

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155 **1.5** The case papers are to be translated into English

1.6 Case papers and minutes are to be sent to the student parliament representatives, the Control Committee, student representatives in the University Board (US), Research committee (FU), Education committee (SU), Tuntreet, the Student Society Committee, the Student Councils (SR), the International Student Union (ISU), student representatives in SiÅs, candidates who are running for positions, the Norwegian Student Organization (NSO) and the NMBU leadership.

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157 **1.7** Case papers are to be made available on the Student Board (AU) website, on electronic
158 learning platforms, and at the AU office.

159 **1.8** The majority voting follows the statutes.

161 **2. Conduction of the Meeting**

162 **2.1** Meetings at the Student Parliament are to be conducted after this Rules of Procedure and
163 normal meeting practices. In cases of doubt, the Rules of Procedure and practice are to be
164 interpreted by the chairmen. The chairmen's interpretation can be overruled by a 50% majority.

165 **2.2** All amendment and decision proposals shall be given in a written form and delivered to the
166 meeting leaders.

167 **2.3** All decision and discussion cases start with an input round amongst the faculties, and
168 preferably the SR-leaders (Student Council leaders) if it is necessary. Speaking time is two
169 minutes per faculty.

170 **2.4** The following rules apply to input and replies:

- 171 - Speaking time for input must not be longer than two minutes.
- 172 - Two responses and a question response per question is allowed. The speaking time for
173 this is under 1 minute.
- 174 - The meeting leader can propose a change to the above mentioned points if they feel it is
175 needed
- 176 - With a sign to the case information/rules of procedure, a half minute of speaking time is
177 given immediately after a current response exchange is finished.
- 178 - When the meeting leader sees it as necessary they can propose to prioritize speakers
179 who have not spoken on the matter.

180 **2.5** Signals:

- 181 - One finger in the air to signal input.
- 182 - Replies are two fingers in the air as a V. This should be used to comment on input and
183 must be used while the input is being given. Answers to responses must be signaled
184 while the answers are being given.
- 185 - A "T signal" is used for inputting a case, to the agenda and to the rules of procedure.
186 The sign should only be used to come with cases or proposals to change the agenda or
187 rules of procedure.

188 **2.6** The meetings can propose to draw the line on a speech. The chairmen then decides if it is
189 possible to continue after the following response and response decision. If the limitation is
190 upheld this can be overruled with a qualified majority.

191 **2.7.** At least one representative from each institute must be proficient in Norwegian. At this
192 point, input, responses or case proposals brought forward in English must be answered in
193 English. The moderators are responsible for translating to Norwegian if it is necessary.

195 **3. Elections and voting**

196 **3.1** The Meeting leader informs about how elections and voting shall be conducted.

197 **3.2** With elections and voting, the moderator makes a proposal to the Student Parliament
198 about the speaking time and number of questions.

199 The counting body has the responsibility for collecting and counting votes.

200 **3.3** If there are many decision proposals the moderator can find an appropriate form of voting.
201 With a 50% majority the Student Parliament can choose one of the forms of voting. As a rule,
202 two opposing methods are proposed against each other.
203 **3.4** After a vote, each candidate has the right to hear the number of votes they received.
204 **3.5** The meeting cannot be adjourned before all results are announced.
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Agenda

Different cases can be a part of the agenda:

1. Constituting

Cases that handle conduction of the meeting, approvals and appointments. Other cases must be sent in before or during the constituting

2. Orientation cases

- Cases that are only to orientate. The Student Parliament can consider themselves orientated, or not orientated. If a debate is desired, the case must be put as a discussion case or decision case for the next Student Parliament.
- Minutes from The University Board, The Education Committee, The Research Committee, The SiÅs Board, Students' and Academics' International Help Fund (SAIH), The International Student Union (ISU), The Learning Environment Board (LMU) and the Student Parliament's Student Board (AU). This opens up for questions about the minutes. If a debate is desired for certain elements in the minutes, this must be submitted.

3. Decision Cases

- Cases that require a binding decision. This applies to elections and appointments, changes in the statutes or other committee documents, new or clarifications of policies, economic cases and other cases that require a vote.
- If necessary, electronic decisions can be used between Student Parliament meetings.
- Electronic decisions cannot be used if the topic is of a significant nature, unless the Student Parliament has approved of it before hand, in accordance with the instructions for electronic decisions.

4. Discussion Cases

Are not to be voted over, but are the basis for AU to work further on the case.

5. Other

Under "other," all participants can bring forward cases that were not in the Agenda, and they must be brought forward before or during constituting. No form of decisions can be made on these cases.

6. Evaluation of the Meeting

Here, participants can give feedback about the conduct of the meeting.