

# Student Parliament 1 2019



Monday 11th February 2019

Gjesteserveringen, Campus Adamstuen  
17.15-21.00

Student Parliament is open for everyone,  
welcome!

***NB!!! New departure site: The bus for Campus Adamstuen leaves at 16.00 from the large parking lot in front of Eika Sport Center, Ås.***

The Student Board encourages all participants to bring their own cutlery, plate, water bottle and coffee cup.

Case documents is available at:  
<http://www.nmbu.no/student/studenttinget>



# **AGENDA**

STUDENT PARLIAMENT 1 - 2019, MONDAY 11<sup>th</sup> OF FEBRUARY AT 5:15 PM, GJESTESERVERINGEN AT CAMPUS ADAMSTUEN.  
COMPLETE CASE DOCUMENTS ARE ONLY SENT TO PERMANENT STUDENT REPRESENTATIVES.  
THE DOCUMENTS ARE ALSO PUBLISHED AT THE STUDENT BOARD WEBSITE AND ON CANVAS:

<http://www.nmbu.no/student/studenttinget>

***Registration begins at 17:00***

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## 1911 Constitution

### 1911.1 Approval of today's agenda and summoning

### 1911.2 Approval of the previous meeting report

Reports are uploaded to our homepage (<http://www.nmbu.no/student/studenttinget>) a week after each Student Parliament Meeting. If you need a paper copy of the report please get in touch with the Student Board at their office (The Clock building)

### 1911.3 Appointment of a Counting Committee

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2.

3.

## 1912 Orientation cases

### 1912.1 Minutes

The minutes shall be made known to the public within 12.00 the Wednesday before Student Parliament. The minutes will be sent to the Student Parliaments representatives by mail.

This is done to get the most updated minutes, and minimize paper usage. Copies of each minutes will be printed out and kept at the Student Democracy office, together with the case papers from the current Student Parliament.

Meeting notes will also be posted on the Student Democracy's Canvas Page

Those who report to the Student Parliament through minutes are:

- The Student Board (AU)
- The University Board (US)
- The Education Board (SU)
- Student Welfare Organization in Ås (SiÅs)
- Student and Academics international helping fund (SAIH)
- International Student Union (ISU)
- The Research Board (FU)
- The Learning Environment Committee (LMU)

## 36 1913 Decision cases

### 37 1913.1 Change of miscellaneous documents tied to elections

38 *Case responsible: The Student Board*

39

40 Attachments:

41 Attachment 1 Current Framework for the Working Year of the Student Parliament

42 Attachment 2 Current Instructions for Elections to the Student Democracy

43 Attachment 3 Current Statutes for the Student Democracy at the Norwegian University of Life  
44 Sciences

45 Attachment 4 Proposed Framework for the Working Year of the Student Parliament

46 Attachment 5 Proposed Instructions for Elections to the Student Democracy

47 Attachment 6 Proposed Statutes for the Student Democracy at the Norwegian University of Life  
48 Sciences

49

#### 50 **Purpose**

51 To update and change documents relating to elections.

52

#### 53 **Background**

54 Due to changes in the election process, several documents were outdated, and when setting out  
55 to make editorial changes we found the need to make other changes as well. The Student Board  
56 has the authorization to make editorial changes, but seeing as every document would have to  
57 be approved by Student Parliament due to other changes, we have elected to include *every*  
58 change in this case.

59

60 Text marked with yellow are editorial changes based on today's practice and decisions made in  
61 higher organs, while text marked with fuchsia are suggested changes. Text in turquoise in the  
62 old documents is just to make it easier to see where the changes are being made.

63

64 The background for the change in election of chairmen is a suggestion that came up at  
65 constituent Student Parliament about how it could be beneficial for chairmen to have overlap  
66 as well.

67

68

### 69 1913.2 Increase budget for Welfare funds

70 *Case responsible: Tord Hauge*

71

72 Attachment 7 Budget

73

#### 74 **Purpose:**

75 Move funds from personnel insurance to welfare funds in the budget for 2019.

76

#### 77 **Background:**

78 It has proven that personnel insurances are not that expensive as first assumed and decided in  
79 the budget. Therefore AU wants to move these funds to welfare funds.

80

81 **Proposed decision:**

82 The Student Parliament decides the amendments that are stated in attachment 7

83

84

85 **1913.3 Change Rules and regulations for allocation of welfare funds**

86 *Case responsible The Student Board*

87

88 Attachment 8 Rules and regulations for the allocation of welfare funds

89

90 **Purpose:**

91 Remove invalid text about the Welfare fund in the Rules and regulations for the allocation of the  
92 Welfare funds.

93

94 **Background:**

95 In Student Parliament 6, in 2018, the Student Parliament revised the Rules and regulations for  
96 allocation of welfare funds. A section about the use of the Welfare Fund was added.

97 During the meeting the parliament was informed that this new section was not compared with the  
98 instructions for the welfare fund, and t it was said hat if it was found to be in violation with the  
99 instructions it would be a case for Student Parliament 1. The proposal is therefor to remove the text  
100 marked in yellow so that the regulation is not in violation with other documents.

101

102 **Proposed Decision**

103 The Student Parliament decides the amendments that are shown in attachment 8

104

105

106 **1915 Elections and appointments**

107 **1915.1 Elections Committee for the Best Educator of the Semester**

108 *Case preparation: The Election Committee*

109

110 **Purpose:**

111 Elect candidates to select best educator of the semester as part of the committee.

112

113 **Background:**

114 Every semester students will be voting for best educator. The purpose of this award is to  
115 encourage educator to give outstanding education therefore providing an opportunity to  
116 reward excellence in teaching. This award is an example of how NMBU works toward fostering  
117 an environment of academic excellence. Voting is open to all students from both campuses.

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The Committee of the Best Educator of Semester consist of four students who will hold the position for a year. A gender-balanced committee would be preferred in accordance with the Gender Equality Act section. The Committee members are responsible for promoting and encouraging students to vote or/and nominate educators. Committee members will also review submissions of educator candidates, attend lectures of potential candidates and then finally decide on a winner. It is up to the members of the committee to meet and work at their own convenience. The Vice-President of the Student Board will also assist the committee.

**Pre-notified candidates:**

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132

1916      Other cases

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135  
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137  
138

1917      Meeting evaluation

## 139 Attachments

### 140 Attachment 1 Current Framework for the Working Year of the Student 141 Parliament

142

143 *Adopted at Student Parliament 2, March 19, 2018*

144

145 *SPRING – for elections that happen in the spring period (January 1<sup>st</sup> – June 30<sup>th</sup>) the elected*  
146 *student representatives being their positions on July 1<sup>st</sup> of the same year, unless otherwise*  
147 *specified. The positions last 1 year, with the exception of the SiÅs Board.*

148

149 **At the change of the month January/February:** The Student Parliament's kickoff conference.  
150 Held for the entire student parliament. (Representatives, moderator, election committee) +  
151 president and vice president of the student councils.

152

#### 153 **February:**

- 154 • Startup meeting with the Student Councils
- 155 • Seminar for the student representatives in the program councils and the faculties'
- 156 education boards.

157

#### 158 **Student Parliament 1 –To be held at Adamstuen until the localization project is**

159 **complete.** Candidates for the following positions are to be selected:

- 160 • The Committee for the semester's best lecturer, 4 members. 1-year long position that
- 161 goes into effect immediately.

162

#### 163 **Student Parliament 2**

164 The following cases are to be handled/approved of:

- 165 • Distribution of Welfare Funds
- 166 • Presentation of the president and vice president roles of the Student Parliament's
- 167 Student Board, as well as 2 main student representatives and two deputy
- 168 representatives of the University Board.

169

170 Candidates for the following positions are to be selected:

- 171 • Central Admissions Committee, 2 main and 2 deputies.
- 172 • The Board of Complaints, 2 main and 2 deputies.

173

#### 174 **Student Parliament 3**

175 The following cases are to be handled/approved of:

- 176 • The Schedule for the Student Parliament for the following year



- The Yearly report from SiÅs and University Board representatives. The case should be included in the case papers, but the report itself can be sent out on electronic platforms.
- Informing on the budget since January of this year
- Presentation of the candidates for president and vice president of the Student Parliament's Student Board, as well as the candidates for the University Board.

Candidates for the following positions are to be selected:

- The Control Committee, 2 representatives.
- The SiÅs Board, 2 main (2-year positions) and 2 deputies (1-year positions). These candidates must be from campus Ås while there are still 2 campuses.
- An external representative to the SiÅs Board. This election is held every other year (odd numbered years).
- The University's Research Board, 1 main representative and 2 deputies.

## **April/May**

Electronic ballot voting for the president and vice president of the Student Parliament's Student Board (AU), as well as 2 main and 2 deputy representatives to the University Board.

*FALL – for elections that take place in the fall period (August 1<sup>st</sup> – December 31<sup>st</sup>) the elected student representatives begin their positions on January 1<sup>st</sup> of the following year, unless otherwise specified. The positions last for 1 year, with the exception of the SiÅs Board.*

## **September**

- Startup meeting with the Student Councils
- Seminar for student representatives in the program councils and the faculties' education boards.

## **Student Parliament 4**

The following cases are to be handled/approved of:

- The Student Parliament brings forth suggestions for measures for the Learning Environment Committee to take in the following year.

Candidates for the following positions are to be selected:

1. Ethics Committee, 2 main and 2 deputy representatives. 1-year position that begins immediately upon election.
2. Committee for the distribution of welfare funds, 2 members. 1-year position that begins immediately upon election.

## **Student Parliament 5**

The following cases are to be handled/approved of:

218 • Initial processing of the Student Democracy's budget.  
 219 • Distribution of welfare funds  
 220 • Information about the positions that are to be elected at the Constituent Student  
 221 Parliament  
 222  
 223  
 224 Candidates for the following positions are to be selected:  
 225 • Participants for the Norwegian Student Organization's (NSO's) national meeting, 4 main  
 226 representatives and 4 deputies.  
 227 • The University's Education Board (USU), 2 main and 3 deputy representatives, the  
 228 position being immediately upon election.  
 229  
 230 **November**  
 231 **Electronic ballot voting for the student representatives in the faculty board of each faculty, 2**  
 232 **main and 2 deputies.**  
 233  
 234 **Student Parliament 6 –To be held at Adamstuen until the localization project is finished.**  
 235 The following cases are to be handled/approved of:  
 236  
 237 • Plan of action for the Student democracy is adopted for the next calendar year  
 238 • Long-term strategy for the next 3 years. The long-term strategy has to be reviewed every  
 239 third year, last adopted in 2017.  
 240 • The Budget for the Student Democracy is to be addressed for the second time and  
 241 approved of.  
 242 • The Yearly report from the Student Parliament's Student Board (AU), the University's  
 243 Research Board, (UFU), and the University's Education Board (USU). The case is to be  
 244 included in the case papers, but the report itself can be sent out on electronic platforms.  
 245  
 246 Candidates for the following positions are to be selected:  
 247 • The Control Committee, the president of the committee.  
 248 • The Buddy General  
 249  
 250 **Constituent Student Parliament-** held for new student parliament representatives.  
 251 Candidates for the following positions are to be selected:  
 252 • Election of the welfare officer, marketing officer, international officer, and the  
 253 sustainability and research officer for the Student Parliament's Student Board.  
 254 • **Election of the meeting leaders, 2 main and 2 deputies.**  
 255 • Election of the election committee, 4 members.  
 256  
 257

## 258 Attachment 2 Current Instructions for Elections to the Student Democracy

259 *Adapted at Student Parliament 3, April 25<sup>th</sup> 2017*

260

261 These instructions are to be read as a supplementary document to the “Statues for the Student  
262 Democracy at NMBU” and “Election Regulations at NMBU”.

263

### 264 **General**

- 265 • Election Committee is responsible for conducting elections, along with the  
266 organizational secretary, as well as being responsible for finding candidates to run for  
267 positions.
- 268 • Student Parliament meetings in which candidates for the Student Parliament’s Student  
269 Board (AU), the University Board (US), and the Faculty Board (FS) are to present  
270 themselves should be specially promoted to the student body.
- 271 • Students elected are obligated to fulfill their position until the end, unless special  
272 personal reasons prevent them from doing so.
- 273 • It is only allowed to run for a main or deputy representative position, but a  
274 representative can hold several positions as long as it is in accordance with other  
275 instructions within the organization. The faculty board and University Board are not  
276 included in this provision. (cf. § 12.3 in the Election Regulations at NMBU.)
- 277 • Equal representation in the Student Democracy at NMBU from both genders and  
278 different lines of study should be strived after.
- 279 • Candidates cannot take on more than one position in the Student Parliament’s Student  
280 Board.

281

### 282 **Specifics on presentations for elections at Student Parliament:**

- 283 • Candidates are to present themselves at the Student Parliament before the voting.
- 284 • If a candidate is unable to meet, they can have their presentation red by a  
285 representative from the election committee, or they can choose to make a video  
286 presentation.
- 287 • Only the candidate can answer questions about their candidacy.
- 288 • The amount of time allowed for question rounds can be decided by the moderator in  
289 each case.
- 290 • The candidates are to be presented alphabetically.
- 291 • Candidates for the Student Parliament’s Student Board, University Board and Faculty  
292 Board have three minutes of speaking time to present themselves.

- 293 • The length of presentation time for other positions, the number of questions allowed  
294 and other guidelines for presentations can be decided by the meeting leadership of the  
295 student parliament.  
296

### 297 **Elections to the Student Parliament's Student Board (AU)**

298 The President and Vice President are elected via electronic ballot voting during the spring.

299 Candidate presentations are to be sent to the election committee or directly to the  
300 organizational secretary, as they are responsible for these elections.

301 Candidates, if they are elected, cannot hold the following positions:

- 302 • Faculty Board
- 303 • Student Parliament Representative
- 304 • Student Council
- 305 • Moderator
- 306 • Control Committee

307 It is highly recommended that the candidates, if they are chosen, do not hold the following  
308 positions:

- 309 • The University Board
- 310 • The Student Welfare Association of Ås Board (SiÅs)

311 See the statutes for more complete information.  
312

313 The international officer, welfare officer, marketing officer, and board member are elected at  
314 the constituent Student Parliament meeting in the fall. Candidate presentations are to be sent  
315 to the election committee or directly to the organizational secretary, as they are responsible for  
316 these elections.

317 Candidates, if they are elected, cannot hold the following positions:  
318

- 319 • President or Vice President of their Student Council
- 320 • Moderator
- 321 • Control Committee
- 322 • Student Parliament representative

323 It is highly recommended that the candidates, if they are chosen, do not hold the following  
324 positions:

- 325 • The University Board
- 326 • The Student Welfare Association of Ås Board (SiÅs)

327 See the statutes for more complete information.

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## **Elections for the University Board and Faculty Board**

Elections for the University Board happen via electronic ballot voting during the spring. There are 2 main and 2 deputy representatives.

The representatives shall be evenly split by gender. See the statutes for more complete information.

Elections for the Faculty Board happen via electronic ballot voting in the fall. There are 2 main and 2 deputy representatives. See the statutes for more complete information.

For elections of members for the University Board and Faculty Board, the election regulations at NMBU must be considered in conjunction with these instructions.

## **Elections at the Student Parliament**

Elections for the nomination committee for the election of University Dean, vice-dean, faculty deans etc. are taken up by the Student Parliament's Student Board in each case.

Elections for the following positions follow the «framework of the working year» for the Student Democracy:

- 1 president and 2 other members of the Control Committee
- 2 representatives with deputies to the University's Research Committee (UFU).
- 2 representatives and 3 deputy representatives to the University's Education Committee (USU).
- 1 representative and 1 deputy to the Ethics Committee.
- 2 representatives to the committee for the distribution of welfare funds.
- 4 representatives to the committee for the semester's best lecturer.
- Buddy general.
- 2 main and 2 deputies to the Central Admissions Committee.
- 2 main and 2 deputies to the Board of Complaints.
- 2 representatives (2-year long positions) and 2 deputy representatives (1-year long positions) to the Student Welfare Association of Ås (SiÅs) Board. These must be from campus Ås while there are still two campuses.

## Attachment 3 Current Statutes for the Student Democracy at the Norwegian University of Life Sciences

Approved at the foundational meeting: 27.11.2013. Revised:13.03.2017 (Student Parliament 2).

### Chapter Overview:

1. Purpose and Scope
2. Structure of the Student Democracy at NMBU
3. The Student Parliament
4. The Student Parliament's Student Board
5. Elections and Appointments
6. Impartiality
7. Mistrust
8. Instructions
9. Dissolution of the Student Democracy at NMBU
10. Membership in the Norwegian Student Organization (NSO)
11. Amendments to the Statutes
12. Definitions

### Chapter 1: Purpose and Scope

#### § 1-1 Purpose

The Student Democracy at NMBU has the purpose of protecting the students' interests and bringing forward their inputs.

#### § 1-2 Scope

These statutes apply to all organs of the Student Democracy at NMBU and are constructed in accordance with national laws and regulations. Instructions taken up in chapter 8 cannot go against these statutes.

### Chapter 2: Structure of the Student Democracy at NMBU

#### § 2-1 At a Central Level

The highest democratic organ in the Student Democracy at NMBU is the Student Parliament. The daily operations of the Student Parliament are carried out by the Student Parliament's Student Board.

#### § 2-2 At a Faculty Level

At the Faculty level, the Student Democracy consists of Student Councils. Student Councils are constructed of the committees and positions that come from the model for Student Councils approved of at Student Parliament 6 on 14.11.2016.

The Faculty general assembly is the highest student democracy organ at a faculty level. Between faculty general assemblies the student councils stand for the daily operations and representations of the faculty's student democracy.

The Student Council at Campus Adamstuen is delegated the power of communication and representation over the Welfare Committee in Oslo and Akershus.

### Chapter 3: The Student Parliament

### § 3-1 Powers and Functions

The Student Parliament represents all students at NMBU, and decisions made in the Student Parliament are made on the behalf of all students. The Student Parliament has the responsibility to inform about decisions made. Closing of the meeting must follow the provisions in §3-6.

### § 3-2 Construction

The Faculties at NMBU are constituents of the Student Parliament. The Student Parliament consists of 25 representatives. These representatives are distributed according to the democracy model approved of at Student Parliament 6 in 2016.

The division method for the mandatory seat allocation follows this formula:

$$\frac{V}{2^{S+1}}$$

V= Number of students at the faculty

S= Number of student representatives the faculty is allocated

Updated number of students can be found in the Database for Statistics on Higher Education (DBH) every fall. The average of the number of students for the spring semester and fall semester make up the basis for the following year's representative distribution in the Student Parliament.

This calculation basis is presented for orientation before the fall faculty general assemblies.

### § 3-3 Constituting

The Student Parliament is elected for one calendar year. A constituent Student Parliament is held every fall between the faculty general assemblies and new year.

### § 3-4 Meetings and Summoning

The Student Parliament must hold at least 3 meetings per semester. The Student Board is responsible for summoning the Student Parliament. Summoning and case papers should be made available to all students at least 7 days before the meeting. Electronic decisions are the exclusion of this statute cf. §3-10.

The provision that the summoning and case papers need to be made available for all students in the first paragraph entails that they need to be translated to English. If there is uncertainty about the translation, the Norwegian version will be the basis for understanding. Further specification is outlined in the instructions for the Student Parliament.

All students with a valid semester registration have the right to send in cases to the Student Parliament. This must be done at the latest 14 days before the meeting if the case is to be handled. This provision does not count for cases to be handled under "other." Further specification is outlined in the instructions for the Student Parliament. Extraordinary Student Parliaments is held if at least 3 members of the Student Board, at least 13 representatives from the Student Parliament, or at least 25 students desire it. Extraordinary Student Parliament is to be made known to the public at least 7 days before taking place, and should only handle the case(s) that were the reason for its summoning.

### § 3-5 Representation at the

Representation at the Student Parliament

The following people are required to attend Student Parliament, and are required to give a written notification before the meeting if they cannot attend:

- The Student Parliament's Representatives
- The Student Parliament's Student Board
- The Student Parliament's organizational secretary
- The Student Parliament's chairmen

At least one representative from the following organs must attend the meeting:

- The Student Representative in the University Board
- The Student Representative in the SiÅs board
- The International Student Union (ISU)
- The Control Committee

All students at NMBU have the right to attend the Student Parliament.

### **§ 3-6 Closing of a Meeting.**

The Student Parliament's meetings are open. The Student Parliament can decide to close a meeting with a qualified majority from the representatives in attendance

With the closing of a meeting, separate minutes will be recorded that are withheld from public disclosure.

### **§ 3-7 Decision Validity**

The Student Parliament can make valid decisions when at least 50% of the representatives are in attendance.

### **§ 3-8 Voting rights and Voting**

The Student Parliament's representatives have a voting right. If a main representative notifies of an absence, their appointed substitute has a voting right when in attendance.

Decisions in the Student Parliament are normally made with a 50% majority. Decisions are made with hand raising, unless one representative asks for a written voting. With a voting tie, the Student Parliament can take a new vote. With a continued tie after a second voting, the case can be handled according to the proposed resolution.

### **§3-9 Speaking and Proposal Rights**

Everybody has a right to speak at Student parliament meetings. All students at NMBU has the right to propose cases at Student parliament meetings.

### **§ 3-10 Electronic Voting**

Electronic voting can be used to make decisions about single cases. Electronic voting is carried out in the method described in the instructions for electronic voting. The deadline to vote electronically is within 7 days.

Electronic voting cannot be used to vote on matters concerning the following:

- Elections
- Cases of mistrust
- Changing to the Student Parliament's committee documents and instructions
- Appointment of the student representatives to councils and committees
- Other matters of considerable nature

Main Student Parliament Representatives have voting rights with electronic voting.

Electronic voting cannot take place if one or some student parliament representatives wish to handle the case at a normal student parliament before the deadline. The desire must be justified.



### **§ 3-11 Position Resignation**

The Student Parliament representatives automatically resign from their position in the Student Parliament when they are elected to the following organs:

- The Student Parliament's Student Board
- The University Board
- The SiÅs Board
- The Student Board of the Norwegian Student Organization
- The Control Committee

With position resignation, the position holder's deputy representative automatically inherits the position as a main representative.

Position resignation, a supplementary election will be conducted in accordance with § 5-5

### **§3-12 Temporary Position Resignation**

In the case of partiality, there will be a temporary place resignation. This means that the representative withdraws from their position in cases where it applies. In the case of temporary place resignation the deputy will take over cf. § 6-1

## **Chapter 4: The Student Parliament's Student Board**

### **§ 4-1 Powers and Functions**

The Student Board (AU) carries out the Student Parliament's daily operations and represents the Student Parliament between meetings. AU can make decisions in urgent cases, cases that are delegated due to earlier decisions in the Student Parliament, and appoint people to non-decision making committees. AU makes proposals in all cases handled by the Student Parliament, with the exception of Elections.

### **§ 4-2 Composition**

The Student Parliament's Student Board shall consist of the following members:

- President
- Vice President
- Welfare Officer
- International Officer
- Marketing Officer
- Committee Member

Working time and election periods are regulated according to functions § 5-1.

### **§ 4-3 Decision Ability and Voting Ties**

The Student Board can make valid decisions when at least four members are in attendance. With a voting tie in the Student Board, the president has a double vote.

## **Chapter 5: Elections and Appointments**

### **§ 5-1 Eligibility for the Student Democracy**

The overarching rule is that all Students at NMBU with a valid semester registration can run for positions in the Student Democracy. This applies unless otherwise specified.

### **§ 5-2 Electronic Ballot Elections**

#### **a) Election of the President and Vice President**

The President and Vice President in the Student Parliament's Student Board are elected through Electronic Ballot Voting, where all students with a valid semester registration have the right to vote. The elections take place in April every year. They hold their position for 1 year, between 1.7. until 30.6.

#### **b) Election to the University Board**

Two student representatives are to be elected, one of each gender, with a deputy. They are chosen with an electronic ballot vote, where all students with a valid semester registration have the right to vote. They hold the position for one year, from 01.01-31.12

#### **c) Elections to the Faculty Board**

Student Representatives are chosen through electronic ballot voting, where all students with a valid semester registration have the right to vote. They hold the position for one year, from 01.01-31.12

### **§ 5-3 Members of the Student Board**

Members of the Student Parliament's Student Board, other than the president and vice president, are elected by the Student Parliament. The elections take place at the constituent student parliament. They hold the position for one year, between 1.1. until 31.12. The elections are carried out through written ballot voting, and decided with an absolute majority. If none of the candidates receive an absolute majority, a new voting round will be conducted with the two candidates who received the most votes in the first round.

### **§ 5-4 Other elections and appointments conducted in the Student Parliament**

The Student Parliament elects student representatives to central positions and committees at NMBU, to individual committees and to the board for student welfare organization. All elections are done by writing. In the case that only one candidate is running, they can be elected by acclamation, unless at least one representative wishes to have a written voting process.

With a tie in voting between two candidates, a new voting round will be held. With a continued tie after a new voting round, the decision will be made according to the proposed resolution. If there is no suggestion made the decision will be made by drawing lots. Those chosen in this paragraph have minute requirements to the Student Parliament.

Student Representatives that are not connected to the Student Welfare Organization in Ås (SiÅs) do not have voting rights for the representatives of The SiÅs Board.

### **§ 5-5 Supplementary Elections**

Normally, a supplementary election will be held in the case of place resignation. Supplementary elections follow the same election rules as normal elections. This can be adjusted in cases of urgent votes, or other reasons in which it is appropriate.

## **Chapter 6: Impartiality**

### **§ 6-1 Impartiality**

For someone to be "partial" entails that there are circumstances that are likely to cause bias in the person's judgment. This can happen when a person is a part of a case or has strong personal consequences from the results of a case, or has close family with the previously mentioned.

In order to have good administrative practices, questions of partiality must be strict. This means that a lot must happen to name a representative partial. Those that are named partial must temporarily resign from the case, cf. § 3-12.

Cases of partiality are handled with a 50% majority voting from the relevant organ, and the person in question cannot vote. If more than one person in a case is questioned about partiality, none of the involved can partake in voting about their own or others' partiality, unless the organ is no longer a decision making organ in the case. In this case, all meeting members can participate.

## **Chapter 7: Mistrust**

### **§ 7-1 Mistrust**

Issues of mistrust can be brought up by Student Parliament representatives or other organs of the Student Democracy, and should be delivered to the Student Parliament's organizational secretary. When handling these issues at the student parliament, the one that the case is brought up against has the opportunity to present their own case.

### **§ 7-2 Ability to ask for a statement from the control committee**

If cases where mistrust are brought forward, both parties can ask for a statement from the control committee in sufficient time before the case is handled.

### **§ 7-3 Issues of mistrust against the representatives chosen by the student parliament**

With a 2/3 majority vote amongst representatives in attendance, the student parliament can decide that an officer is mistrusted, following statutes §§ 5-1 second paragraph, and 5-3. Those who are deemed distrusted must immediately resign as an appointee from the student parliament

### **§ 7-4 Issues of mistrust against the representatives chosen by Electronic Ballot Voting**

With issues of mistrust against representatives chosen through electronic ballot voting after statutes §§ 5-2 a and b, it is handled first by the Student Parliament. If it is proposed by a qualified majority amongst representatives in attendance, it will be handled through an electronic ballot vote where all students with a valid semester registration have the right to vote. The approval of the mistrust requires at least a 50% majority of votes. Those who have cases of mistrust approved against them must resign immediately from their position.

Cases of mistrust cannot be taken against student representatives in the University Board, as it goes against *Lov om universiteter og høyskoler* § 9-8. (The laws for Universities and Higher schools)

## **Chapter 8: Instructions**

### **§ 8-1 Instructions for the Student Parliament**

The following Instructions are taken up by the Student Parliament:

- Instructions for the Rules of Procedure and Agenda.
- Instructions for Elections of the Student Board and Other elections.

### **§ 8-2 Instructions for the Student Parliament's Student Board**

The following Instructions are taken up by the Student Parliament:

- Working Instructions for the Student Board.

### **§ 8-3 Instructions for the Student Councils**

The Student Parliament adopts a standardized instruction for the composition of student councils at NMBU. The Student parliament decides the structure and composition of Student Councils. The Student Councils have the power to make their own local instructions, but not remove or change the composition without approval from the Student Parliament.

### **§ 8-4 Other Instructions**

The Student Parliament can approve of other instructions as needed.

## **Chapter 9: Dissolution of the Student Democracy at NMBU**

### **§ 9-1 Dissolution**

Dissolution of the Student Democracy at NMBU must be approved of with a qualified majority amongst present representatives for two consecutive student parliaments. The decision goes into effect after the second meeting is adjourned. Proposals for dissolution must be made at least 4 weeks before it is handled for the first time, and the first student parliament meeting that handles the case is to be an open meeting where all students at NMBU are called in.

### **§ 9-2 Merging with Other Student Democracies**

Merging of the Student Democracy at NMBU with other student democracies must be approved of with a qualified majority amongst representatives in attendance for two consecutive meetings. Proposals for merging must specify the point in time at which the merge will take place.

## **Chapter 10: Membership in the Norwegian Student Organization**

### **§ 10-1 Membership in the Norwegian Student Organization**

The Student Democracy at NMBU is a member of the Norwegian student organization (NSO). Withdrawal must follow the protocol of NSOs statutes.

## **Chapter 11: Amendments to the Statues**

### **§ 11-1 Submitting of Amendment Proposals**

Proposals for amendments of these statutes should be taken to the Student Parliament's Student Board at least 14 days before the meeting in which they will be addressed, and needs to be made public to all students at least 7 days before the meeting.

### **§ 11-2 Decisions and Effectiveness**

With a qualified majority vote amongst representatives in attendance, the Student Parliament can decide that changes go into effect immediately after they are adopted

With a qualified majority, the Student Parliament can bring changed into effect. The Student Parliament's Student Board has the power to make editorial changes in these Statutes. Such changes must be presented for orientation during the first meeting after they are made.

## **Chapter 12: Definitions**

728 **§ 12-1 Majority Voting**

729

730 Simple Majority: This means that a proposal receives the most votes

731 50% majority: This means that a proposal receives more than  $\frac{1}{2}$  of the votes from  
732 participating voters

733 Qualified Majority: This means that a proposal receives  $\frac{2}{3}$  or more of the votes from the  
734 participating voters

735 Absolute Majority: A proposal receives more than  $\frac{1}{2}$  of the total number of votes

736 Absolute Qualified Majority: A proposal receives  $\frac{2}{3}$  or more of the total number of votes

737

738 Attachment 4 Proposed Framework for the Working Year of the Student  
739 Parliament  
740

741 *Adopted at Student Parliament xx.xx.20xx*

742

743 *SPRING – for elections that happen in the spring period (January 1<sup>st</sup> – June 30<sup>th</sup>) the elected student*  
744 *representatives being their positions on July 1<sup>st</sup> of the same year, unless otherwise specified. The*  
745 *positions last 1 year, with the exception of the SiÅs Board.*

746

747 **At the change of the month January/February:** The Student Parliament’s kickoff conference.  
748 Held for the entire student parliament. (Representatives, moderator, election committee) + president  
749 and vice president of the student councils.

750

751 **February:**

- 752 • Startup meeting with the Student Councils  
753 • Seminar for the student representatives in the program councils and the faculties’ education  
754 boards.  
755

756 **Student Parliament 1 –To be held at Adamstuen until the localization project is complete.**

757 Candidates for the following positions are to be selected:

- 758 • The Committee for the semester’s best lecturer, 4 members. 1-year long position that goes  
759 into effect immediately.  
760

761 **Student Parliament 2**

762 The following cases are to be handled/approved of:

- 763 • Distribution of Welfare Funds  
764 • Presentation of the president and vice president roles of the Student Parliament’s Student  
765 Board, as well as female student representatives (main and deputy) of the University Board.  
766

767 Candidates for the following positions are to be selected:

- 768 • Central Admissions Committee, 2 main and 2 deputies.  
769 • The Board of Complaints, 2 main and 2 deputies.  
770

771 **Student Parliament 3**

772 The following cases are to be handled/approved of:

- 773 • The Schedule for the Student Parliament for the following year  
774 • The Yearly report from SiÅs and University Board representatives. The case should be  
775 included in the case papers, but the report itself can be sent out on electronic platforms.  
776 • Informing on the budget since January of this year  
777 • Presentation of the candidates for president and vice president of the Student Parliament’s  
778 Student Board, as well as the candidates for the University Board and the Faculty Board.

779

780 Candidates for the following positions are to be selected:

781

- 782 • The Control Committee, 2 representatives.
- 783 • The SiÅs Board, 2 main (2-year positions) and 2 deputies (1-year positions). These
- 784 candidates must be from campus Ås while there are still 2 campuses.
- 785 • An external representative to the SiÅs Board. This election is held every other year (odd
- 786 numbered years).
- 787 • The University's Research Board, 1 main representative and 2 deputies.
- 788 • Chairmen, 1 main + deputy
- 789

#### 790 **April/May**

791 Electronic ballot voting for the president and vice president of the Student Parliament's Student  
792 Board (AU), as well as female main and deputy representatives for the University Board and Faculty  
793 Boards.

794

795 *FALL – for elections that take place in the fall period (August 1<sup>st</sup> – December 31<sup>st</sup>) the elected*  
796 *student representatives begin their positions on January 1<sup>st</sup> of the following year, unless otherwise*  
797 *specified. The positions last for 1 year, with the exception of the SiÅs Board.*

798

#### 799 **September**

- 800 • Startup meeting with the Student Councils
- 801 • Seminar for student representatives in the program councils and the faculties' education
- 802 boards.
- 803

#### 804 **Student Parliament 4**

805 The following cases are to be handled/approved of:

- 806 • The Student Parliament brings forth suggestions for measures for the Learning Environment
- 807 Committee to take in the following year.
- 808

809 Candidates for the following positions are to be selected:

- 810 3. Ethics Committee, 2 main and 2 deputy representatives. 1-year position that begins
- 811 immediately upon election.
- 812 4. Committee for the distribution of welfare funds, 2 members. 1-year position that begins
- 813 immediately upon election.
- 814

#### 815 **Student Parliament 5**

816 The following cases are to be handled/approved of:

- 817 • Initial processing of the Student Democracy's budget.
- 818 • Distribution of welfare funds
- 819 • Information about the positions that are to be elected at the Constituent Student Parliament
- 820

821

822 Candidates for the following positions are to be selected:

- 823 • Participants for the Norwegian Student Organization's (NSO's) national meeting, 4 main  
824 representatives and 4 deputies.
- 825 • The University's Education Board (USU), 2 main and 3 deputy representatives, the position  
826 being immediately upon election.

827

828 **November**

829 **Electronic ballot voting for the male student representatives for the Faculty Boards of each faculty(1**  
830 **main and 1 deputy per faculty), as well as male representatives for the University Board (1 main and**  
831 **1 deputy).**

832

833 **Student Parliament 6 –To be held at Adamstuen until the localization project is finished.**

834 The following cases are to be handled/approved of:

835

- 836 • Plan of action for the Student democracy is adopted for the next calendar year
- 837 • Long-term strategy for the next 3 years. The long-term strategy has to be reviewed every third  
838 year, last adopted in 2017.
- 839 • The Budget for the Student Democracy is to be addressed for the second time and approved of.
- 840 • The Yearly report from the Student Parliament's Student Board (AU), the University's  
841 Research Board, (UFU), and the University's Education Board (USU). The case is to be  
842 included in the case papers, but the report itself can be sent out on electronic platforms.

843

844 Candidates for the following positions are to be selected:

- 845 • The Control Committee, the president of the committee.
- 846 • The Buddy General

847

848 **Constituent Student Parliament-** held for new student parliament representatives. Candidates for  
849 the following positions are to be selected:

- 850 • Election of the welfare officer, marketing officer, international officer, and the sustainability  
851 and research officer for the Student Parliament's Student Board.
- 852 • **Election of the chairmen, 1 main and 1 deputy.**
- 853 • Election of the election committee, 4 members.

854



## 855 Attachment 5 Proposed Instructions for Elections to the Student Democracy

856 *Adapted at Student Parliament 1, 11. February 2019*

857

858 These instructions are to be read as a supplementary document to the “Statutes for the Student  
859 Democracy at NMBU” and “Election Regulations at NMBU”.

860

### 861 **General**

- 862 • Election Committee is responsible for conducting elections, along with the organizational  
863 secretary, as well as being responsible for finding candidates to run for positions.
- 864 • Student Parliament meetings in which candidates for the Student Parliament’s Student Board  
865 (AU), the University Board (US), and the Faculty Board (FS) are to present themselves  
866 should be specially promoted to the student body.
- 867 • Students elected are obligated to fulfill their position until the end, unless special personal  
868 reasons prevent them from doing so.
- 869 • It is only allowed to run for a main or deputy representative position, but a representative can  
870 hold several positions as long as it is in accordance with other instructions within the  
871 organization. The faculty board and University Board are not included in this provision. (cf. §  
872 12.3 in the Election Regulations at NMBU.)
- 873 • Equal representation in the Student Democracy at NMBU from both genders and different  
874 lines of study should be strived after.
- 875 • Candidates cannot take on more than one position in the Student Parliament’s Student Board.

876

### 877 **Specifics on presentations for elections at Student Parliament:**

- 878 • Candidates are to present themselves at the Student Parliament before the voting.
- 879 • If a candidate is unable to meet, they can have their presentation read by a representative from  
880 the election committee, or they can choose to make a video presentation.
- 881 • Only the candidate can answer questions about their candidacy.
- 882 • The amount of time allowed for question rounds can be decided by the moderator in each  
883 case.
- 884 • The candidates are to be presented alphabetically.
- 885 • Candidates for the Student Parliament’s Student Board, University Board and Faculty Board  
886 have three minutes of speaking time to present themselves.
- 887 • The length of presentation time for other positions, the number of questions allowed and  
888 other guidelines for presentations can be decided by the meeting leadership of the student  
889 parliament.

890

891 **Elections to the Student Parliament's Student Board (AU)**

892 The President and Vice President are elected via electronic ballot voting during the spring. Candidate  
893 presentations are to be sent to the election committee or directly to the organizational secretary, as  
894 they are responsible for these elections.

895 Candidates, if they are elected, cannot hold the following positions:

- 896 • Faculty Board
- 897 • Student Parliament Representative
- 898 • Student Council
- 899 • Moderator
- 900 • Control Committee

901 It is highly recommended that the candidates, if they are chosen, do not hold the following positions:

- 902 • The University Board
- 903 • The Student Welfare Association of Ås Board (SiÅs)

904 See the statutes for more complete information.

905

906 The international officer, welfare officer, marketing officer, and board member are elected at the  
907 constituent Student Parliament meeting in the fall. Candidate presentations are to be sent to the  
908 election committee or directly to the organizational secretary, as they are responsible for these  
909 elections.

910 Candidates, if they are elected, cannot hold the following positions:

911

- 912 • President or Vice President of their Student Council
- 913 • Moderator
- 914 • Control Committee
- 915 • Student Parliament representative

916 It is highly recommended that the candidates, if they are chosen, do not hold the following positions:

- 917 • The University Board
- 918 • The Student Welfare Association of Ås Board (SiÅs)

919 See the statutes for more complete information.

920

921

922 **Elections for the University Board and Faculty Board**

923 Elections for the University Board and the Faculty Board happen via electronic ballot voting in

924 April/May in the spring, and in November in the fall. In each election the goal is to elect 1 main and

925 1 deputy for each board, the representatives shall be evenly split by gender. See the statutes for more  
926 complete information.

927  
928 For elections of members for the University Board and Faculty Board, the election regulations at  
929 NMBU must be considered in conjunction with these instructions.

930

931

932

### 933 **Elections at the Student Parliament**

934 Elections for the nomination committee for the election of University Dean, vice-dean, faculty deans  
935 etc. are taken up by the Student Parliament's Student Board in each case.

936

937 Elections for the following positions follow the «framework of the working year» for the Student  
938 Democracy:

939 • 1 president and 2 other members of the Control Committee

940 • 1 representative and 2 deputies to the University's Research Committee (UFU).

941 • 2 representatives and 3 deputy representatives to the University's Education Committee  
942 (USU).

943 • 2 representative and 2 deputy for the Research Ethics Committee.

944 • 2 representatives to the committee for the distribution of welfare funds.

945 • 4 representatives to the committee for the semester's best lecturer.

946 • Buddy general.

947 • 2 main and 2 deputies to the Central Admissions Committee.

948 • 2 main and 2 deputies to the Board of Complaints.

949 • 2 main and 2 deputy chairmen

950 • 2 representatives (2-year long positions) and 2 deputy representatives (1-year long positions)  
951 to the Student Welfare Association of Ås (SiÅs) Board. These must be from campus Ås while  
952 there are still two campuses.

953

## Attachment 6 Proposed Statutes for the Student Democracy at the Norwegian University of Life Sciences

Approved at the foundational meeting: 27.11.2013. Last revised xx.xx.20xx

### **Chapter Overview:**

1. Purpose and Scope
2. Structure of the Student Democracy at NMBU
3. The Student Parliament
4. The Student Parliament's Student Board
5. Elections and Appointments
6. Impartiality
7. Mistrust
8. Instructions
9. Dissolution of the Student Democracy at NMBU
10. Membership in the Norwegian Student Organization (NSO)
11. Amendments to the Statutes
12. Definitions

### **Chapter 1: Purpose and Scope**

#### **§ 1-1 Purpose**

The Student Democracy at NMBU has the purpose of protecting the students' interests and bringing forward their inputs.

#### **§ 1-2 Scope**

These statutes apply to all organs of the Student Democracy at NMBU and are constructed in accordance with national laws and regulations. Instructions taken up in chapter 8 cannot go against these statutes.

### **Chapter 2: Structure of the Student Democracy at NMBU**

#### **§ 2-1 At a Central Level**

The highest democratic organ in the Student Democracy at NMBU is the Student Parliament. The daily operations of the Student Parliament are carried out by the Student Parliament's Student Board.

#### **§ 2-2 At a Faculty Level**

At the Faculty level, the Student Democracy consists of Student Councils. Student Councils are constructed of the committees and positions that come from the model for Student Councils approved of at Student Parliament 6 on 14.11.2016.

The Faculty general assembly is the highest student democracy organ at a faculty level. Between faculty general assemblies the student councils stand for the daily operations and representations of the faculty's student democracy.

The Student Council at Campus Adamstuen is delegated the power of communication and representation over the Welfare Committee in Oslo and Akershus.

### **Chapter 3: The Student Parliament**

#### **§ 3-1 Powers and Functions**

The Student Parliament represents all students at NMBU, and decisions made in the Student Parliament are made on the behalf of all students. The Student Parliament has the responsibility to inform about decisions made. Closing of the meeting must follow the provisions in §3-6.

### **§ 3-2 Construction**

The Faculties at NMBU are constituents of the Student Parliament. The Student Parliament consists of 25 representatives. These representatives are distributed according to the democracy model approved of at Student Parliament 6 in 2016.

The division method for the mandatory seat allocation follows this formula:

$$\frac{V}{2^{s+1}}$$

V= Number of students at the faculty

S= Number of student representatives the faculty is allocated

Updated number of students can be found in the Database for Statistics on Higher Education (DBH) every fall. The average of the number of students for the spring semester and fall semester make up the basis for the following year's representative distribution in the Student Parliament.

This calculation basis is presented for orientation before the fall faculty general assemblies.

### **§ 3-3 Constituting**

The Student Parliament representatives are elected for one year at the time. One should aim for the constituent Student Parliament to be held between the fall faculty general assemblies and the new year.

### **§ 3-4 Meetings and Summoning**

The Student Parliament must hold at least 3 meetings per semester. The Student Board is responsible for summoning the Student Parliament. Summoning and case papers should be made available to all students at least 7 days before the meeting. Electronic decisions are the exclusion of this statute cf. §3-10.

The provision that the summoning and case papers need to be made available for all students in the first paragraph entails that they need to be translated to English. If there is uncertainty about the translation, the Norwegian version will be the basis for understanding. Further specification is outlined in the instructions for the Student Parliament.

All students with a valid semester registration have the right to send in cases to the Student Parliament. This must be done at the latest 14 days before the meeting if the case is to be handled. This provision does not count for cases to be handled under "other." Further specification is outlined in the instructions for the Student Parliament. Extraordinary Student Parliaments is held if at least 3 members of the Student Board, at least 13 representatives from the Student Parliament, or at least 25 students desire it. Extraordinary Student Parliament is to be made known to the public at least 7 days before taking place, and should only handle the case(s) that were the reason for its summoning.

### **§ 3-5 Representation at the**

Representation at the Student Parliament

The following people are required to attend Student Parliament, and are required to give a written notification before the meeting if they cannot attend:

- The Student Parliament's Representatives
- The Student Parliament's Student Board

1056 - The Student Parliament's organizational secretary  
 1057 - The Student Parliament's chairmen  
 1058  
 1059 At least one representative from the following organs must attend the meeting:  
 1060 - The Student Representative in the University Board  
 1061 - The Student Representative in the SiÅs board  
 1062 - The International Student Union (ISU)  
 1063 - The Control Committee  
 1064 All students at NMBU have the right to attend the Student Parliament.  
 1065  
 1066 **§ 3-6 Closing of a Meeting.**  
 1067 The Student Parliament's meetings are open. The Student Parliament can decide to close a meeting  
 1068 with a qualified majority from the representatives in attendance  
 1069 With the closing of a meeting, separate minutes will be recorded that are withheld from public  
 1070 disclosure.  
 1071  
 1072 **§ 3-7 Decision Validity**  
 1073 The Student Parliament can make valid decisions when at least 50% of the representatives are in  
 1074 attendance.  
 1075  
 1076 **§ 3-8 Voting rights and Voting**  
 1077 The Student Parliament's representatives have a voting right. If a main representative notifies of an  
 1078 absence, their appointed substitute has a voting right when in attendance. Decisions in the Student  
 1079 Parliament are normally made with a 50% majority. Decisions are made with hand raising, unless  
 1080 one representative asks for a written voting. With a voting tie, the Student Parliament can take a new  
 1081 vote. With a continued tie after a second voting, the case can be handled according to the proposed  
 1082 resolution.  
 1083  
 1084 **§3-9 Speaking and Proposal Rights**  
 1085 Everybody has a right to speak at Student parliament meetings. All students at NMBU has the right  
 1086 to propose cases at Student parliament meetings.  
 1087  
 1088 **§ 3-10 Electronic Voting**  
 1089 Electronic voting can be used to make decisions about single cases. Electronic voting is carried out  
 1090 in the method described in the instructions for electronic voting. The deadline to vote electronically  
 1091 is within 7 days.  
 1092  
 1093 Electronic voting cannot be used to vote on matters concerning the following:  
 1094 - Elections  
 1095 - Cases of mistrust  
 1096 - Changing to the Student Parliament's committee documents and instructions  
 1097 - Appointment of the student representatives to councils and committees  
 1098 - Other matters of considerable nature  
 1099  
 1100 Main Student Parliament Representatives have voting rights with electronic voting.  
 1101  
 1102 Electronic voting cannot take place if one or some student parliament representatives wish to handle  
 1103 the case at a normal student parliament before the deadline. The desire must be justified.  
 1104  
 1105 **§ 3-11 Position Resignation**  
 1106 The Student Parliament representatives automatically resign from their position in the Student  
 1107 Parliament when they are elected to the following organs:  
 1108 - The Student Parliament's Student Board

1109 - The University Board  
1110 - The SiÅs Board  
1111 - The Student Board of the Norwegian Student Organization  
1112 - The Control Committee  
1113  
1114 With position resignation, the position holder's deputy representative automatically inherits the  
1115 position as a main representative.  
1116  
1117 Position resignation, a supplementary election will be conducted in accordance with § 5-5  
1118  
1119 **§3-12 Temporary Position Resignation**  
1120 In the case of partiality, there will be a temporary place resignation. This means that the  
1121 representative withdraws from their position in cases where it applies. In the case of temporary place  
1122 resignation the deputy will take over cf. § 6-1

1123 **Chapter 4: The Student Parliament's Student Board**  
1124  
1125 **§ 4-1 Powers and Functions**  
1126 The Student Board (AU) carries out the Student Parliament's daily operations and represents the  
1127 Student Parliament between meetings. AU can make decisions in urgent cases, cases that are  
1128 delegated due to earlier decisions in the Student Parliament, and appoint people to non-decision  
1129 making committees. AU makes proposals in all cases handled by the Student Parliament, with the  
1130 exception of Elections.  
1131  
1132 **§ 4-2 Composition**  
1133 The Student Parliament's Student Board shall consist of the following members:  
1134 - President  
1135 - Vice President  
1136 - Welfare Officer  
1137 - International Officer  
1138 - Marketing Officer  
1139 - Committee Member  
1140  
1141 Working time and election periods are regulated according to functions § 5-1.  
1142  
1143 **§ 4-3 Decision Ability and Voting Ties**  
1144 The Student Board can make valid decisions when at least four members are in attendance. With a  
1145 voting tie in the Student Board, the president has a double vote.  
1146

1147 **Chapter 5: Elections and Appointments**  
1148  
1149 **§ 5-1 Eligibility for the Student Democracy**  
1150 The overarching rule is that all Students at NMBU with a valid semester registration can run for  
1151 positions in the Student Democracy. This applies unless otherwise specified.  
1152  
1153 **§ 5-2 Electronic Ballot Elections**  
1154  
1155 a) Election of the President and Vice President  
1156 The President and Vice President in the Student Parliament's Student Board are elected through  
1157 Electronic Ballot Voting, where all students with a valid semester registration have the right to vote.  
1158 The elections take place in April every year. They hold their position for 1 year, between 1.7. until  
1159 30.6.  
1160

#### **b) Election to the University Board**

Two student representatives are elected, one of each gender, with a deputy. They are chosen through an electronic ballot vote, where all students with a valid semester registration have the right to vote. The election takes place every year in April/May for female representatives, and in November for male representatives. They hold the position for one year, from 01.07 to 30.06 for the spring election, and 01.01-31.12 for the fall election.

#### **c) Elections to the Faculty Board**

Student Representatives are chosen through electronic ballot voting, where all students with a valid semester registration have the right to vote within their respective faculties. They hold the position for one year, from 01.01-31.12 for male representatives (elected in November) and 01.07-30.06 for female representatives (elected in April/May).

### **§ 5-3 Members of the Student Board**

Members of the Student Parliament's Student Board, other than the president and vice president, are elected by the Student Parliament. The elections take place at the constituent student parliament. They hold the position for one year, between 1.1. until 31.12. The elections are carried out through written ballot voting, and decided with an absolute majority. If none of the candidates receive an absolute majority, a new voting round will be conducted with the two candidates who received the most votes in the first round.

### **§ 5-4 Other elections and appointments conducted in the Student Parliament**

The Student Parliament elects student representatives to central positions and committees at NMBU, to individual committees and to the board for student welfare organization. All elections are done by writing. In the case that only one candidate is running, they can be elected by acclamation, unless at least one representative wishes to have a written voting process.

With a tie in voting between two candidates, a new voting round will be held. With a continued tie after a new voting round, the decision will be made according to the proposed resolution. If there is no suggestion made the decision will be made by drawing lots. Those chosen in this paragraph have minute requirements to the Student Parliament.

Student Representatives that are not connected to the Student Welfare Organization in Ås (SiÅs) do not have voting rights for the representatives of The SiÅs Board.

### **§ 5-5 Supplementary Elections**

Normally, a supplementary election will be held in the case of place resignation. Supplementary elections follow the same election rules as normal elections. This can be adjusted in cases of urgent votes, or other reasons in which it is appropriate.

## **Chapter 6: Impartiality**

### **§ 6-1 Impartiality**

For someone to be "partial" entails that there are circumstances that are likely to cause bias in the person's judgment. This can happen when a person is a part of a case or has strong personal consequences from the results of a case, or has close family with the previously mentioned.

In order to have good administrative practices, questions of partiality must be strict. This means that a lot must happen to name a representative partial. Those that are named partial must temporarily resign from the case, cf. § 3-12.

Cases of partiality are handled with a 50% majority voting from the relevant organ, and the person in



question cannot vote. If more than one person in a case is questioned about partiality, none of the involved can partake in voting about their own or others' partiality, unless the organ is no longer a decision making organ in the case. In this case, all meeting members can participate.

## **Chapter 7: Mistrust**

### **§ 7-1 Mistrust**

Issues of mistrust can be brought up by Student Parliament representatives or other organs of the Student Democracy, and should be delivered to the Student Parliament's organizational secretary. When handling these issues at the student parliament, the one that the case is brought up against has the opportunity to present their own case.

### **§ 7-2 Ability to ask for a statement from the control committee**

If cases where mistrust are brought forward, both parties can ask for a statement from the control committee in sufficient time before the case is handled.

### **§ 7-3 Issues of mistrust against the representatives chosen by the student parliament**

With a 2/3 majority vote amongst representatives in attendance, the student parliament can decide that an officer is mistrusted, following statutes §§ 5-1 second paragraph, and 5-3. Those who are deemed distrusted must immediately resign as an appointee from the student parliament

### **§ 7-4 Issues of mistrust against the representatives chosen by Electronic Ballot Voting**

With issues of mistrust against representatives chosen through electronic ballot voting after statutes §§ 5-2 a and b, it is handled first by the Student Parliament. If it is proposed by a qualified majority amongst representatives in attendance, it will be handled through an electronic ballot vote where all students with a valid semester registration have the right to vote. The approval of the mistrust requires at least a 50% majority of votes. Those who have cases of mistrust approved against them must resign immediately from their position.

Cases of mistrust cannot be taken against student representatives in the University Board, as it goes against *Lov om universiteter og høyskoler* § 9-8. (The laws for Universities and Higher schools)

## **Chapter 8: Instructions**

### **§ 8-1 Instructions for the Student Parliament**

The following Instructions are taken up by the Student Parliament:

- Instructions for the Rules of Procedure and Agenda.
- Instructions for Elections of the Student Board and Other elections.

### **§ 8-2 Instructions for the Student Parliament's Student Board**

The following Instructions are taken up by the Student Parliament:

- Working Instructions for the Student Board.

### **§ 8-3 Instructions for the Student Councils**

The Student Parliament adopts a standardized instruction for the composition of student councils at NMBU. The Student parliament decides the structure and composition of Student Councils. The Student Councils have the power to make their own local instructions, but not remove or change the composition without approval from the Student Parliament.

### **§ 8-4 Other Instructions**

The Student Parliament can approve of other instructions as needed.

## **Chapter 9: Dissolution of the Student Democracy at NMBU**

## **§ 9-1 Dissolution**

Dissolution of the Student Democracy at NMBU must be approved of with a qualified majority amongst present representatives for two consecutive student parliaments. The decision goes into effect after the second meeting is adjourned. Proposals for dissolution must be made at least 4 weeks before it is handled for the first time, and the first student parliament meeting that handles the case is to be an open meeting where all students at NMBU are called in.

## **§ 9-2 Merging with Other Student Democracies**

Merging of the Student Democracy at NMBU with other student democracies must be approved of with a qualified majority amongst representatives in attendance for two consecutive meetings. Proposals for merging must specify the point in time at which the merge will take place.

## **Chapter 10: Membership in the Norwegian Student Organization**

### **§ 10-1 Membership in the Norwegian Student Organization**

The Student Democracy at NMBU is a member of the Norwegian student organization (NSO). Withdrawal must follow the protocol of NSOs statutes.

## **Chapter 11: Amendments to the Statues**

### **§ 11-1 Submitting of Amendment Proposals**

Proposals for amendments of these statutes should be taken to the Student Parliament's Student Board at least 14 days before the meeting in which they will be addressed, and needs to be made public to all students at least 7 days before the meeting.

### **§ 11-2 Decisions and Effectiveness**

With a qualified majority vote amongst representatives in attendance, the Student Parliament can decide that changes go into effect immediately after they are adopted

With a qualified majority, the Student Parliament can bring changed into effect. The Student Parliament's Student Board has the power to make editorial changes in these Statutes. Such changes must be presented for orientation during the first meeting after they are made.

## **Chapter 12: Definitions**

### **§ 12-1 Majority Voting**

Simple Majority: This means that a proposal receives the most votes

50% majority: This means that a proposal receives more than ½ of the votes from participating voters

Qualified Majority: This means that a proposal receives 2/3 or more of the votes from the participating voters

Absolute Majority: A proposal receives more than ½ of the total number of votes

Absolute Qualified Majority: A proposal receives 2/3 or more of the total number of votes

<b>Budget Proposal 2019</b>				
<b>Student Parliament</b>	<b>B-2019</b>			
Refunds				
Free fund NSO	50 000			
Grants NMBU	1 370 000			
Inclusion funds	250 000			
Semester fee	920 000			
<b>Total Income</b>	<b>2 590 000</b>			
Salary	1 105 000			
Payroll taxes	158 000			
Employee insurance	14 000			
<b>Total Cost Employees</b>	<b>1 277 000</b>			
Course, traning and education, 6710	140 000			
Remuneration + Translation, 5330	27 000			
Office, 6801	6 000			
Operating expenses, 7700	5 000			
Phone/post, 6901/6940	1 000			
Marketing etc, 7300	35 000			
Meeting, travel, repr., 7350	44 000			
NSO fee, Campus Ås	290 000			
Student Parliament meetings, 7530	27 000			
Travel NMBU	24 000			
Organisational expenses, 6821	10 000			
<b>Total Other Operational Expenses</b>	<b>609 000</b>			
Welfare funds, Campus Ås	469 000			
Inclusion Funds, NMBU	195 000			
Joint Campus initiatives				
ESN NMBU	15000			
ISU NMBU	25 000			
<b>Total Cultural/Social Measures</b>	<b>704 000</b>			
<b>Total Operational Expenses</b>	<b>2 590 000</b>			
<b>Annual Result</b>	<b>-</b>			
Reserved funds				

1321 Attachment 8 Rules and regulations for the allocation of Welfare Funds

1322  
1323 Yellow - removed

1324  
1325 Rules and regulations for the allocation of Welfare Funds  
1326 Approved at Student Parliament 6, 12.11.18  
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1328

1329 1 The Welfare Funds

1330  
1331 1.1 Purpose

1332 The Welfare Funds are given to student groups and organisations at Campus Ås who contribute to a  
1333 vibrant, diverse and including student life. The welfare funds mainly support activities at campus ÅS. All  
1334 groups and organisations at Campus Ås can apply for welfare funds.

1335  
1336 The Welfare Funds consist of basic support, activity funds and student meeting funds. 92 % of the  
1337 welfare funds are given out at Student Parliament meeting 2, and the remaining 8 % are given out at  
1338 Student Parliament meeting 5. The remaining 8 % are earmarked new groups and organizations and  
1339 unforeseen activities.

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1341 1.2 Basic support

1342 The basic support covers basic working expenses, such as office supplies, printing, Internet  
1343 domain etc. Groups and organizations may only receive basic support once a year at a  
1344 maximum of 1200 NOK, as well as maximum 2000 NOK in extra basic support. All groups and  
1345 organizations may apply for basic support. The basic support is calculated on the basis of the  
1346 number of members who are students at Campus Ås, according to the following model:

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1349  
1350 Fraternities/teams that have existed more than 10 years, are qualified to receive basic  
1351 support with the minimum amount of 5 members.

Members	Basic support	1352
10-39	800 kr	1353
40-99	1000 kr	1354
100<	1200 kr	1355
		1356
		1357

If the team/fraternity does not require membership, the number of active participants at various activities arranged by the group/organization is

1358 used as the basis of calculation. A list of members/estimated amount of members must be  
1359 enclosed with the application (attachment 1).

1360  
1361 Teams/fraternities who have higher basic operating expenses than normal, such as new  
1362 organizations, may apply for extra basic support.

1363  
1364 Teams/fraternities at Adamstua cannot apply for basic support.

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1366  
1367 1.3 Activity funds

1368 Activity funds stimulates an active and including student life and are assigned to activities in need of  
1369 extra financial support. The activity funds are only for activities at/nearby Campus Ås. All teams and  
1370 fraternities at Campus Ås can apply for activity funds.

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Teams and fraternities at Campus Adamstua may apply for activity funds for activities at Campus Ås.

Activities open for many/all students will be prioritized by the Welfare Funds committee. The committee aims to conserve traditions and diversity at Campus Ås and will support this. Visible and active teams/fraternities will be rewarded for their commitment.

To receive Activity funds, the application must contain information about the activities (attachment 2). The use of the Welfare Funds must be documented for each activity in the budget. Applications without budget will not be handle by the committee.

Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities; however, the transfer must be approved by the welfare officer of the Student Board. The transmission must be specified and justified in the Annual Report and be enclosed with next year's application.

If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use the remaining welfare funds between the end of the year and the application deadline. This have to be approved by the Welfare Officer. If the spare funds are not repaid within the deadline, the applicant will not receive any welfare funds.

The applicants are divided into thematic groups in order to ensure equal treatment of applicants from fairly similar organizations and to simplify allocation routines. The allocation committee should strive for an even distribution between the thematic groups, in relation to the number of applicants in each thematic group, the thematic group's financial needs and the quality of the applications.

#### Academic organizations

Academic organizations organize students from one of Campus Ås' faculties, institutes of study programs. Academic organizations promote students' academic interests through business presentations and evenings with academic content, creating cohesion through social events.

#### Music and culture

Organizations promoting culture among the Campus Ås' students belong in this group; choirs, instrumental groups, and music groups, dancing groups, theatre groups, film club, the photography club and fraternities/sororities.

#### Politics, society and religion

Politics, society and religion are political organizations, organizations promoting general social commitment or specific social interest, and religious organizations.

#### Internationally focused organizations

These are organizations that focus on international student relations; either by working to achieve greater contact between the students of Campus Ås and the international society, by spreading knowledge to the students of Campus Ås concerning the international affairs, or by ensuring the flow of knowledge between the students of Campus Ås and those of other countries and cultures.

#### Other organizations

This category includes clubs and organizations whose purpose are primarily social. Teams/fraternities whose purpose does not belong in the other categories.

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#### 1421 1.4 Student meeting funds

1422 Student meeting funds are Welfare Funds aimed for Student meetings, academically and political events  
1423 at Samfunnet, such as debates and presentations. It is required that the supported event is open to all  
1424 Campus Ås students. The allocated amount is determined by the Student Parliament at the Student  
1425 Parliament meeting no. 2. All Teams/fraternities, including the Student Society/samfunnet Board, may  
1426 apply for student meeting funds until the funds are empty.

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1428 Applications for student meeting funds should be handed in to the Student Board Welfare Officer at  
1429 least one month before the event. The applicant have to give a report from the event to the Welfare  
1430 Officer two weeks after the event took place. Activities receiving support from student meeting funds  
1431 will not be supported by activity funds. If there are spare student meeting funds at the time of the  
1432 following allocation of ordinary welfare funds, the student meeting funds shall be transferred to the  
1433 Student Welfare fund.

#### 1434 1.5 Not eligible

1435 The welfare funds do not support

- 1436 • Internal activities within the teams/fraternities. The exception is the academic student
- 1437 associations.
- 1438 • Activities outside Ås. Except for groups with a focus on outdoor activities.
- 1439 • Shows or activities supported by Studentsamfunnet I Ås /UKA
- 1440 • Travelling expenses
- 1441 • Teams/fraternities or activities who belongs to a mother organization who receives welfare
- 1442 funds
- 1443 • Teams/fraternities that are supported by the semester fee, such as NMBUI-teams.
- 1444 • Alcohol, nicotine, narcotics and other drugs.
- 1445 • Activities aimed to make money for the group/organization, such as cake sale.
- 1446 • Support to other organisations
- 1447 • Associations that fall under corporate law
- 1448 • Group/organization outfit.

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#### 1451 1.6 Lose the right to receive welfare funds

1452 Teams/fraternities with incomplete applications do not receive welfare funds for the allocation applied  
1453 for. Teams/fraternities who abuse the welfare funds will not be supported at the next allocation.

1454 Teams/fraternities who do not return unused activity funds within the next welfare fund application  
1455 deadline will not be supported by the next allocation of welfare funds.

1456

1457 Teams and fraternities that express differential treatment or discrimination regarding gender,  
1458 ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender  
1459 expression in their actions or statements, will after an approved complaint not receive any  
1460 funds by next year's allocation.

1461

1462 Exceptions from this is when the differential treatment has a sensible purpose, such as  
1463 admission to gender divided fraternities/choirs or geographical fraternities.

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#### 1465 1.7 Complaint treatment

1466 If a party should wish to form a complaint, this shall be done in writing to the Student Board  
1467 (AU). AU will then review the case and inform the fraternity that has received the complaint.

This will at latest happen one day before the case papers for the upcoming Student Parliament are due.

When the case is up for treatment at the Student Parliament it will be presented in a neutral fashion by AU. Impartibility for the parliament representatives will be treated according to the impartibility clause in the Student Parliament's statutes. Individuals, teams or fraternities that have either formed or received a complaint will be allowed to express their side of the story either in writing or orally at Student Parliament.

The Student Parliament will decide whether the team's/fraternity's behavior is in violation of the rules. If the complaint is approved, the team/fraternity will lose the opportunity to receive welfare funds at the two next allocations.

## 2 The Students Welfare Fund

The Student Welfare Fund is used for bigger welfare initiatives. All Welfare funds that are unused shall be transferred to The Students Welfare Fund. There is money left over from the welfare funds because the amount applied for is smaller than the Welfare fund, if the activities applied for does not correspond with the Welfare funds purpose, or because applications are incomplete. The president of the Student Board, SiÅs Board and Student Society/Samfunnet Board may give suggestions to the use of The Student Welfare Fund to the Student Parliament. The Student Parliament decides whether they support the proposal or not.

Student Parliament can, if they deem it necessary, allocate 20 000 NOK from Studentenes Velferdsfond to the Welfare fund, but only if the original size of the Welfare Fund is too small to fully fund all events which Committee for allocation of Welfare Funds deem worthy. This kind of exemption can be forwarded by the committee, in cases deemed absolutely necessary, and will demand a 2/3 majority vote to pass.

## 3 Applications

All Teams/fraternities who apply for welfare funds have to use the stated application form. Appendices can be written on a template determined by the Welfare Officer.

Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in addition of attachment 1, enclose information and budget for the activities applied for (appendix 3).

Teams/fraternities that received activity funds and/or received basic support for the first time at the last allocation of welfare funds have to enclose an annual report including accounting (appendix 4). New groups/organizations and Teams/fraternities who only received basic support at last allocation of welfare funds do not have to enclose an annual report.

Please contact the Welfare Officer of the Student board by phone or email in advance if there is any questions ([velferd.au@nmbu.no](mailto:velferd.au@nmbu.no)). Incomplete applications will not be handled by the committee!

Application for welfare funds may be delivered to The Student Parliaments post box 1202.

## 4 Committee of allocation of the welfare funds

#### 4.1 Mandate

The allocation committee of Welfare Funds evaluates all the applications received, and give the Student Parliament a proposal of a fair allocation of the Welfare funds. The committee considers the content of the application against the purpose of the welfare funds. The committee evaluates the allocation process and suggests necessary changes in the rules and regulations for allocation of the Welfare funds and application form see paragraph 7, Revision.

#### 4.2 Composition

The committee of allocating of welfare funds consists of:

- Welfare Officer of the Student board (chair).
- International Officer of the Student board.
- Finance manager of the Samfunnsst Board.
- One student representative from the SiÅs board.
- One person who has previously been a part of the committee.
- Two representatives elected by the Student Parliament. The representatives are elected at the Student Parliament meeting 4 in the spring and will participate in the committee the following academic year.

#### 4.3 Quorum

The committee has a quorum for allocation of Welfare funds when at least four of the representatives are present and voting. A member of the committee is not allowed to vote and not be present when the committee discuss teams/fraternities he/she is or has been a member of. Whether this applies to the Welfare officer, she/he presents the application and leaves the room. The welfare representative may only be retrieved for direct clarifying questions regarding the application.

#### 4.4 Working method

The Welfare officer reads through all applications and set up a list of applications and a preliminary proposal of allocation. The allocation committee meets 1-2 times before Student Parliament meeting 2, and 1-2 times prior Student Parliament meeting 5. The committee goes through all the applications and adjust the proposal given by the welfare officer. The welfare officer presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the welfare representative to discuss the assignment and any unclear part.

Questions and comments should be addressed to the welfare officer and not to any of the committee's members.

### 5 Allocations

The Student Parliament approves the allocation of welfare funds. The Student Parliament may make changes to the allocation committees' proposal. The Welfare funds are allocated at Student Parliament meeting 2 in the spring and Student Parliament meeting 5 in the autumn.

### 6 Deadlines

#### 6.1 Announcement deadlines



1565 The allocation rules and regulations, and the application form, should be made available for all students  
1566 in the beginning January during the spring semester and in the beginning of August during the fall  
1567 semester of each year. The allocation rules and regulations, and the application form are available at  
1568 studentstyret.umb.no and in paper form at the entrance to the Student Board office. The application  
1569 form, and the rules and regulations for allocation of Welfare funds are available online throughout the  
1570 year. The marketing officer of the Student Board has the main responsibility of announcing the  
1571 upcoming allocation of Welfare funds and application deadline in due time before the application  
1572 deadline.

## 1573 6.2 Application deadline

1574 The application deadline is set by the welfare officer. In spring, the application deadline is in the middle  
1575 of February, application deadline in the autumn is around middle of September. Applications for  
1576 student meeting funds are to be delivered to the Student Society Board, PO box 1210, at least 14 days  
1577 prior to the event. Late applications will not be considered.

## 1580 6.3 Deadline for treatment of applications

1581 The allocation of welfare funds is announced at studentstyret.umb.no and in the minutes from the  
1582 Student Parliament meeting. The final results of the allocation will be delivered to all applicants by mail  
1583 no longer than two weeks after the approval.

## 1585 6.4 Deadline of complaints

1586 Complaints on the treatment of applications must be put forward to the Student Board no more than 7  
1587 days after the letter of reply is received. All groups/organizations have the right to have their complaint  
1588 thoroughly treated and to receive a written answer within a week.

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## 1590 7 Revision

1591 The application form and the rules and regulation of the allocation of Welfare funds shall be revised by  
1592 the Student Parliament each even numbered year. Revision of the application form and the rules and  
1593 regulation of Welfare funds are a matter for discussion at Student Parliament meeting 4 and a statutory  
1594 matter at Student Parliament meeting 6. Revised version is valid when passed by the Student  
1595 Parliament. Suggested percentage rates for allocation to the various categories are determined on the  
1596 last Student Parliament meeting each year on request from the allocation committee.

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