Student Parliament 1 2020

Monday 10th February 2020

Gjesteserveringen, Campus Adamstuen
17.15-21.00

Student Parliament is open for everyone, welcome!

**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 - 2020, MONDAY 10th 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

2011 CONSTITUTION .......................................................................................................................... 4
  2011.1 APPROVAL OF TODAY’S AGENDA AND SUMMONING ......................................................... 4
  2011.2 APPROVAL OF THE PREVIOUS MEETING REPORT .............................................................. 4
  2011.3 APPOINTMENT OF A COUNTING COMMITTEE ...................................................................... 4

2012 ORIENTATION CASES .............................................................................................................. 4
  2012.1 MINUTES .................................................................................................................................. 4

2013 DECISION CASES ....................................................................................................................... 5
  2013.1 NEW INSTRUCTIONS FOR ELECTIONS ............................................................................... 5
  2013.2 THE RULES OF PROCEDURE AND AGENDA ..................................................................... 6
  2013.3 CHANGES OF STATUTES, DOCUMENT CONTROL POLITICAL DOCUMENTS ......................... 6
  2013.4 ECONOMIC REGULATIONS FOR THE STUDENT PARLIAMENT AT NMBU ...................... 7

2014 DISCUSSION CASES .................................................................................................................. 8
  2014.1 WORKING INSTRUCTIONS FOR THE STUDENT BOARD ................................................... 8
  2014.2 STUDY QUALITY DOCUMENT FOR THE STUDENT PARLIAMENT ................................... 9
  2014.3 PLAN OF ACTION FOR CLIMATE AND ENERGY IN ÅS MUNICIPALITY ................................ 9

2015 ELECTIONS AND APPOINTMENTS ......................................................................................... 11
  2015.1 ELECTIONS COMMITTEE FOR THE BEST EDUCATOR OF THE SEMESTER ............................. 11

2016 OTHER CASES ........................................................................................................................... 11

2017 MEETING EVALUATION ............................................................................................................ 11

ATTACHMENTS ................................................................................................................................... 12

ATTACHMENT 1: SUGGESTED NEW INSTRUCTIONS FOR ELECTIONS .................................................. 12
ATTACHMENT 2: SUGGESTED NEW RULES OF PROCEDURE AND AGENDA FOR THE STUDENT PARLIAMENT (ST) AT NMBU 16
ATTACHMENT 3: SUGGESTED NEW STATUTES CHAPTER 8 FOR THE STUDENT PARLIAMENT AT THE NORWEGIAN UNIVERSITY OF LIFE SCIENCES ................................................................. 19
ATTACHMENT 4: CURRENT STATUTES CHAPTER 8 FOR THE STUDENT PARLIAMENT AT THE NORWEGIAN UNIVERSITY OF LIFE SCIENCES 21
ATTACHMENT 5: SUGGESTED NEW ECONOMIC REGULATIONS FOR THE STUDENT PARLIAMENT AT NMBU ....................................................... 22
ATTACHMENT 6: SUGGESTED NEW WORKING INSTRUCTIONS FOR THE STUDENT BOARD .......................... 24
ATTACHMENT 7: THE CURRENT WORKING INSTRUCTIONS FOR THE STUDENT BOARD .......................... 26
ATTACHMENT 8: STUDY QUALITY DOCUMENT FOR THE STUDENT PARLIAMENT AT NMBU ................. 29
ATTACHMENT 9: SUGGESTION FOR JOINT CLIMATE MEASURES NMBU AND ÅS MUNICIPALITY ............ 31
2011  Constitution

2011.1  Approval of today's agenda and summoning

2011.2  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 U 121 (The Clock building)

2011.3  Appointment of a Counting Committee

1.  
2.  
3.  

2012  Orientation cases

2012.1  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)
- Erasmus Student Network (ESN)
2013 Decision cases

2013.1 New instructions for elections

*Case responsible: The Student Board*

**Attachment 1:** Proposed new instructions for elections

**Purpose:**
Approve new instructions for elections in the Student Democracy

**Background:**
Based on the decisions made at Student Parliament 5 and 6 in 2019 tied to changing the composition of the Student Board, the instructions for election must be reviewed. As the instructions have to be changed anyway, we've also suggested some minor adjustments that aren't connected to the new composition of the Student Board.

Under “General”:
The first change is to remove that the organizational secretary is responsible for finding candidates for elections, as well as specifying that it is the elections at Student Parliament that the Election Committee and the organizational secretary is responsible for.

Under “Elections to Student Parliament’s Student Board”:
Here we’ve added what positions are elected by electronic election, as well as that areas of responsibility and positions in the board are decided within the board after the Student Board is elected. Information on how to elect the part time positions for the Student Board has been removed, because these will no longer be elected.

Under “Election at the Student Parliament”:
Nomination committees has been changed to central Consideration Committee, because that’s what it’s called. Here, the Student Board suggests that the Student Board in principle will nominate students for the central Consideration Committee, but if the Student Board doesn’t agree the election will be decided by the Student Parliament. As a rule, the president of the Student Board sits in such consideration committees, and we think it is advantageous to be able to make this call without having to go via Student Parliament.

The Student Parliament also wants to elect student representatives into the Learning Environment Committee from after summer, but this can’t be put into the election instructions before it has been approved in the University Board.

The Student Parliament has also removed the part about student representatives in the SiÅs-board having to be from campus Ås, as this won’t be relevant from the next election.

**Proposed decision:**
The Student Parliament approves the changes in the election instructions as they are in appendix 1.
2013.2 The Rules of procedure and agenda
Case responsible: Tord Hauge

Attachment 2: Suggested new rules of procedure and agenda

Purpose:
To go from minutes to protocol, as well as some other changes to tidy up the document.

Background:
About point 1.4, 1.6 and 1.7
The Student Parliament has written minutes from student parliament meetings for a long time. Minutes, in addition to information about what has been decided, give a transcript of the discussion. This requires a lot of resources, both in writing and translating them. When a decision is made it is final, and it is not natural to use the discussion in the further treatment of the case, as this might cause confusion.

The Student Board therefore suggests that the Student Parliament should keep a protocol going forward. In discussion cases the Student Board will make a discussion note with the main points. This can be added to the protocol by request.

About point 2.4
Before the presidents of the student councils were always part of the student parliament delegation. As this is no longer the case, we suggest striking the last part of the sentence.

About point 2.8
Changed so it is clear that translation happens both to/from Norwegian and English.

Proposed decision:
The Student Parliament approves the changes in the Rules of Procedure as they are in appendix 2.

2013.3 Changes of statutes, document control political documents
Case responsible Tord Hauge

Attachment 3: Suggested new Statutes for chapter 8 for the Student Parliament at the Norwegian University of Life Sciences.
Attachment 4: Current Statutes for chapter 8 for the Student Parliament at the Norwegian University of Life Sciences.

Purpose:
To approve the chapter about documents that describes different documents and implements a document hierarchy.

Background:
In the Plan of Action it says “3.8 Make a plan and start working so that the Student Parliament can establish political documents or platforms within areas policies are needed.” We have therefore suggested to add a document hierarchy that says the statutes outranks everything, then there’s the Program of Principles and then there’s political documents. We think that both
the Program of Principles and political documents should have an expiration date, and we’ve set this to 3 years for the Program of Principles and 5 years for political documents. This is to ensure that the politics are relevant and that decisions that make sense now, but that won’t necessarily make sense in for example 8 years, aren’t binding.

There will be a period now where the Student Parliament probably will treat and establish one political document per semester until we think we have sufficient politics. First the Student Board will propose a suggestion for a study quality document that will be discussed already at Student Parliament 1, then approved at Student Parliament 2. After that, the plan is to make an environmental political document, and then a student welfare political document. International document, learning environment document, and research political document are examples of other areas where it would be natural to establish documents in the future.

We also think that political documents and the Program of Principles should be treated at two student parliament meetings. This is to ensure that the documents are thoroughly worked through, and it provides a safety net in the sense that you can’t just change such important documents in one meeting.

**Proposed decision:**

The Student Parliament approves the changes as presented in appendix 3.  
(NB: Changes in statutes require qualified majority (2/3) to pass)

**2013.4 Economic regulations for the Student Parliament at NMBU**

*Case responsible Tord Hauge*

**Attachment 5: Suggested new Economic regulations for the Student Parliament at NMBU**

**Purpose:**

Approve new economic regulations.

**Background:**

The economic regulations are supposed to be evaluated and reviewed every other year. It has now not been up since it was approved in 2017. We are therefore putting it forth with the following suggested changes.

We trust that the Student Board and the Student Parliament will assess if it should be treated at one or two meetings, and don’t see the need to state a recommendation for treating it at two meetings.

The sentence under the paragraph about the Student Board doesn’t make much sense, and we recommend striking it.

If the Student Board should reallocate funds in the budget, we think the Student Parliament should be informed of this.

Under travel costs we have added that travelling should be done the cheapest possible way. There is also a paragraph about travellers striving to choose environmentally friendly modes of transportation. There’s also an addition about travelling by car only being covered if necessary.
The point about the National Union of Students in Norway (NSO) is deemed unnecessary to regulate in our economic regulations. Expenses tied to food during travels has been changed. We find it more expedient to have set rates tied to the meals, rather than a fee per day. The rates are the same as for NSO. Point C is also deemed unnecessary as it is a given that the Student Parliament covers food for participants at their events. We're also assuming that assessments are made with a sober view of the economic frames.

**Proposed decision:**
The Student Parliament approves the changes in the economic regulations as they are in appendix 5.

### 2014 Discussion cases

#### 2014.1 Working instructions for the Student Board

*Case responsible: The Student Board*

**Attachment 6:** Suggested new working instructions for the Student Board

**Attachment 7:** Current working instructions for the Student Board

**Purpose:**
Discuss new instructions for the Student Board

**Background:**
The Student Parliament has decided that the Student Board shall consist of three full-time positions from summer of 2020; one president and two AU members. With this, one needs to revise the instructions for the Student Board.

The Student Board has chosen not to mark all the changes, as there are such major changes in the structure. Previously, the work areas were divided according to the role they had in the board, but the Student Board now proposes to gather all the tasks for the entire Student board. The main tasks of the president who deviate from all of the Student Board tasks have been assigned their own section. The proposed new instruction and the current instructions are attached.

There are few changes in the tasks of the Student Board. The main difference is that the assignments are not linked to a person, but that the assignments must be distributed internally by the Student Board chosen by the students at NMBU.

The document is only a draft and should be discussed in the Student Parliament. It will be a decision case at SP2, and the instruction will be valid from the 1st of July.
2014.2  Study quality document for the Student Parliament  

*Case responsible: Tord Hauge*

**Attachment 8:** Draft study quality document for the Student Parliament

**Purpose:**
Discuss what the Student Parliament wants to include in a study political document. The document is to be approved at Student Parliament 2.

The draft in the appendix will also be discussed at the Student Parliament’s kick-off conference and based on this discussion a new draft for discussion might be sent out later.

**Background:**
In the Plan of Action approved by the Student Parliament it says “3.8 Make a plan and start working so that the Student Parliament can establish political documents or platforms within areas policies are needed.” We therefore propose a change in the statutes that implements political documents. Political documents shall be treated at two student parliament meetings. We therefore discuss the study quality document at this meeting, and then the Student Board will present a final proposition on the study quality document at Student Parliament 2.

It is preferable that the document should reflect the entire student body, regardless of study program. The document is valid for 5 years, so the contents should be timeless enough to hold its own even in the future.

2014.3  Plan of action for climate and energy in Ås municipality  

*Case Responsible: Ås municipality*

**Attachment:** 9: Suggestion for joint climate efforts NMBU and Ås municipality

**Purpose:**
In the participation process the municipality ask for input for measures to achieve the goals on emission cuts in the plan. The municipality wants the Student Parliament’s suggestions for measures within the five prioritized areas (see above). The Student Parliament can also give input on the suggestions for cooperation nproject/measure between the municipality and NMBU. It is possible to give written input until 15. February. The municipality’s orientation on the work on the plan will also give the Student Parliament better grounds for giving hearing input when the plan suggestion is sent out on a hearing.

**Background:**
It has been approved that a plan of action for climate and energy in Ås municipality shall be worked out. The municipality wants to cooperate with NMBU and the Student Parliament on concrete measures in the climate and energy plan and wants input from employees and students. At the meeting 10. February Ås municipality wants direct input from the Student Parliament’s representatives on measures from the plan. The plan of action for climate and energy shall apply to Ås as a community and as an organization and shall contain:

- Goals for cutting down on climate gas emissions
The measure part of the plan shall determine what climate measures to take, who is responsible for implementation, deadline and cost of the measures.

**Process and involvement**

To make a good plan it is important to have anchoring and participation. Therefore, involvement is implemented in many areas to get input for the plan:

- Internally in the municipality, with units, unions, primary school and youth council.
- In the municipality community for the population, industry, organizations, NMBU and politicians.

There has been held open participation meetings where employees and students at NMBU have participated. In addition the management of the municipality and NMBU has had a meeting about possible measures we can cooperate on, see appendix. The plan was presented in Miljørådet at NMBU, which gave input.

All the measures that come in during the participation process will be assessed in a measure analysis. Cost efficiency, effect on emission reduction and feasibility of the measures is assessed and gives the municipality’s project group a basis for prioritizing the measures.

The plan suggestion is sent out to hearing in April-May 2020, and the plan will probably be approved in the municipality board in September 2020. The measures in the plan will be the basis for making the municipality’s climate budget for 2021.

**Regional plan for climate and energy for Akershus 2018-2030**

The municipality’s plan of action shall base itself on the county’s plan, Regional plan for climate and energy for Akershus. Goals, prioritized areas and relevant measures in the regional plan will therefore lead the way for the municipality plan.

The main goal in the county plan is that the direct climate gas emissions from Akershus shall be reduced by 55% by 2030 and by 85-90% by 2050 compared to the emission level in 1991. To reach the main goal, partway objectives on percentage reduction of climate gas emissions within each of the four prioritized areas are set as follows (by 2030):

- Transport 50%
- Waste and drains 80%
- Stationary combustion 90%
- Agriculture: Agriculture is fossil free by 2030, as well as other partway objectives.

Indirect emissions are also an important prioritized area, that comprises consumption of wares that are produced outside of the municipality borders. There is no quantified goal for emission cuts because there are no methods that are good enough for it.

The main committee for industry and environment in Ås municipality has approved that the municipality’s plan shall have a greater goal: Climate gas emissions shall be reduced by 60% by 2030 compared to the emission level in 1991. Ås shall be climate neutral by 2050.

Regional plan for climate and energy for Akershus and associated plan of action can be found here (in Norwegian).

**Mer information on Plan of Action for climate and energy:**
2015  Elections and appointments

2015.1  Elections Committee for the Best Educator of the Semester

*Case preparation: The Election Committee*

**Purpose:**
Elect candidates to select best educator of the semester as part of the committee.

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

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:**

2016  Other cases

2017  Meeting evaluation
Instructions for Elections to the Student Democracy

Approved at Student Parliament 1, xx.xx.xxxx

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

General

• Election Committee is responsible for conducting elections, along with the organizational secretary during Student Parliament meetings.

• The Election Committee is being responsible for finding candidates to run for positions.

• Student Parliament meetings in which candidates for the Student Parliament’s Student Board (AU), the University Board (US), and the Faculty Board (FS) are to present themselves should be specially promoted to the student body.

• Students elected are obligated to fulfill their position until the end, unless special personal reasons prevent them from doing so.

• It is only allowed to run for a main or deputy representative position, but a representative can hold several positions as long as it is in accordance with other instructions within the organization. The faculty board and University Board are not included in this provision. (cf. § 12.3 in the Election Regulations at NMBU.)

• Equal representation in the Student Democracy at NMBU from both genders and different lines of study should be strived after.

• Candidates cannot take on more than one position in the Student Parliament’s Student Board.

Specifics on presentations for elections at Student Parliament:

• Candidates are to present themselves at the Student Parliament before the voting.

• If a candidate is unable to meet, they can have their presentation red by a representative from the election committee, or they can choose to make a video presentation.

• Only the candidate can answer questions about their candidacy.
The amount of time allowed for question rounds can be decided by the moderator in each case.

The candidates are to be presented alphabetically.

Candidates for the Student Parliament’s Student Board, University Board and Faculty Board have three minutes of speaking time to present themselves.

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

**Elections to the Student Parliament’s Student Board (AU)**

**The President and Vice President** The three positions in the Student Board are elected via electronic ballot voting during the spring. The **positions you can run for is the president position and/or one of the two Student Board member positions. If you’re running for president and board member and are elected as president, you will no longer be eligible for election as board member and your votes in that election are rejected.** The votes are weighted, in accordance with NMBU’s election rules. This is done by dividing the number of votes on nr. 1 by 1, votes on placement nr. 2 is divided by 3, votes on placement nr. 3 is divided by 5, votes on placement nr. 4 is divided by 7, etc.

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

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

- Faculty Board
- Student Parliament Representative
- Student Council
- Moderator
- Control Committee

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

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

See the statutes for more complete information.

The international officer, welfare officer, marketing officer, and board member are elected at the constituent Student Parliament meeting in the fall. Candidate presentations are to be sent
Candidates, if they are elected, cannot hold the following positions:

- President or Vice-President of their Student Council
- Moderator
- Control Committee
- Student Parliament representative

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

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

See the statutes for more complete information.

Elections for the University Board and Faculty Board

Elections for the University Board and the Faculty Board happen via electronic ballot voting in April/May in the spring, and in November in the fall. In each election the goal is to elect 1 main and 1 deputy for each board, the representatives shall be evenly split by gender. 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 central Consideration Committee for the election of University Dean, vice-dean, faculty deans etc. will in principle be decided by a unanimous are taken up by the Student Parliament’s Student Board in each case. As well as being informed about on the coming Student Parliament. If the Student Board does not agree, the student representative for the central Consideration Committee is decided by the Student Parliament.

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
1 representative and 2 deputies to the University’s Research Committee (UFU).
2 representatives and 3 deputy representatives to the University’s Education Committee (USU).
2 representative and 2 deputy for the Research 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 main and 2 deputy chairmen
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.
The Rules of Procedure and Agenda for the Student Parliament (ST) at NMBU

Approved at Student Parliament 1 xx.xx.xxxx

1. General part

1.1 All who have a voting right who are in attendance must register at the beginning of the meeting by a role call and gets a voting sign to use for voting.

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

1.3 The meeting leaders consist of two chairman.

1.4 The organization secretary shall write a protocol. This shall include:
   - Who is leading the meeting
   - Which compulsory attendance representatives that were present
   - What cases that were treated
   - Suggestions received
   - Results of votes
   - Election results
   - Any protocol additions

1.5 The case papers are to be translated into English

1.6 Case papers and protocol 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

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

1.8 The majority voting follows the statutes.

2. Conduction of the Meeting

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

2.2 Cases are to be handled according to the agenda.

2.3 All amendment and decision proposals shall be given in a written form and delivered to the meeting leaders.

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

2.5 The following rules apply to input and replies:
   - Speaking time for input must not be longer than two minutes.
   - Two responses and a question response per question is allowed. The speaking time for this is under 1 minute.
The meeting leader and the Student Parliament representatives can propose a change to the above mentioned points if they feel it is needed.

With a sign to the case information/rules of procedure, a half minute of speaking time is given immediately after a current response exchange is finished.

When the meeting leader sees it as necessary they can propose to prioritize speakers who have not spoken on the matter.

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

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

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

2.9 If one is included in the speaking list they can receive a response from the meeting leader if it is done. This can, for example, be done with a nod. If the leader shakes their head it means that they cannot be included in the speaking list.

2.10 The meeting leader shall inform when the speaking time is almost up

2.11 The meeting leader shall periodically refer to the speaking list and after each response inform about the responses to the input

3. Elections and voting

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

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

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

3.3 If there are many decision proposals the moderator can find an appropriate form of voting. With a 50% majority the Student Parliament can choose one of the forms of voting. As a rule, two opposing methods are proposed against each other.

3.4 After a vote, each candidate has the right to hear the number of votes they received.

3.5 The meeting cannot be adjourned before all results are announced.
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 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. Cases that handle elections and appointment.

   Cases are closed after a written vote or voting with acclamation.

6. 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.

7. Evaluation of the Meeting

   Here, participants can give feedback about the conduct of the meeting.
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 8: Instructions Documents

§ 8-1 Instructions for the Student Parliament Documents approved by Student Parliament

The following Instructions documents are to be approved by the Student Parliament:

- Statutes
- Program of Principles
- Political documents
- Decrees/Resolutions
- Economic regulations
- Plan of Action
- Budget
- Schedule
- Working instructions for the Control Committee
- 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.

§ 8-1-1 Statutes

The statutes outrank all other management documents.

§ 8-1-2 Program of Principles

The Program of Principles determines the organization’s ground principles and executive political priorities. The Program of Principles outranks the rest of the Student Parliament’s politics.
The Program of Principles shall be treated every 3rd year. The Student Parliament can choose to treat the Program of Principles at any time. The Program of Principles shall be treated in two student parliament meetings: with a discussion case in the first meeting and a decision case in the second meeting.

§ 8-1-3 Political documents

Political documents determine what the Student Parliament thinks of a certain topic. These shall not go against the Program of Principles, but outside of this, political documents outrank the rest of the Student Parliament’s politics. A document is valid for 5 years. Political documents shall be treated in two student parliament meetings: with a discussion case in the first meeting, and a decision case in the second meeting.

§ 8-32 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 3 Other Instructions

The Student Parliament can approve of other instructions as needed.
Chapter Overview:

1. Purpose and Scope
2. Structure of the Student Democracy at NMBU
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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 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.
Economic Regulations for the Student Parliament at NMBU

Approved at Student Parliament 1 on xx.xx.xxxx

Economic regulations for the Student Parliament at NMBU are in accordance with the statutes for the Student Democracy at NMBU, and in conjunction with the instructions for the semester fee given by the SiÅs board on 19.03.98, and are subordinate to these.

The economic regulations are to inform the student democracy at NMBU about the current economic protocol for the Student Parliament at NMBU. Procedures and responsibilities between the Student Democracy at NMBU and SiÅs concerning the pricing and usage of the semester fee in SiÅs' budget are covered in the instructions for the semester fee.

The Student Democracy at NMBU: The Student Parliament

The Student Parliament has the responsibility for handling the budget of the Student Parliament at NMBU. Shall go through and approve of the economic regulations every year. It shall first be presented as a discussion case, and then as a decision case at the following Student Parliament. If changes are to be made that concern SiÅs, then SiÅs is to be given an opportunity to express their opinion before decisions are made.

The Student Board: Has the responsibility of the daily economic dealings of the Student Parliament at NMBU, and is required to operate according to these regulations. Can deliver a statement on behalf of the Student Democracy at NMBU on budgetary matters if the Student Democracy at NMBU is unable to express their opinion for practical reasons.

If a situation arises where the Student Parliament's Student Board has deviated – or sees the need to deviate – from these regulations, they should inform the Student Parliament at the next upcoming meeting.

SiÅs: Is obligated to act in accordance with the instructions for the semester fee concerning decisions between the Student Democracy at NMBU and SiÅs in relation to the pricing and usage of the semester fee in SiÅs' budget.

- **Powers**

  1. The Student Board has the power to make reallocations between the records of the approved budget of up to 5,000 kr each allocation. There shall be an orientation about this, presented both orally and in writing, on the following student parliament meeting. Further distribution of income/expenses from the semester fee are to be presented to the Student Parliament to inform them, and to SiÅs for a decision.

- **Payments**
The president of The Student Board or the organizational secretary is to attest that the bill/invoice is in accordance with the agreement and that the purchased goods/services are received.

Bills are to be attested and approved of before the payment is made.

If the president is absent (holiday, sickness or other long absences), the vice president of the Student Parliament's Student board has the power to attest payments together with the organizational secretary.

Nobody can confirm payments being made to themselves. This means that the vice president of the Student Board must confirm payments being made to the president or the organizational secretary.

All payments from the Student Democracy at NMBU The Student Parliament are to be made by bank account.

§3. Travel Expenses

a. All travel costs that are to be paid for by the Student Parliament NMBU shall be made in the cheapest possible way and are to be pre-approved of by the president of the Student Parliament's Student Board.

b. As a main rule one will choose train, bus, or other environmentally friendly modes of transportation before airplanes. The Student Parliament can cover a sleeping compartment if needed. Exceptions can be made if environmentally friendly modes of transportation are unreasonably costly or come at a significant disadvantage for the Student Parliament or the traveller.

c. The Student Parliament NMBU covers travels for representatives who are traveling to represent the organization at events.

d. The main rule is that travels are handled according to the invoice.

e. Representatives for the Student Parliament NMBU are given a driving mileage allowance according to the state's current rates Where car is necessary.

f. If using one's own car over long distances where public transport is also possible, the costs will be covered according to the route's cheapest method of travel possible.

g. Events put on by the Norwegian Student Organization (NSO) are covered by NSO and are addressed in the economic regulations of the NSO.

§4. Food Expenses

a. Food expenses during travels related to the Student Democracy NMBU's work are covered for up to 300kr per day, shall be refunded after a receipt is presented. The rates for this is

   a. Breakfast kr 90,-
   b. Lunch kr 160,-
   c. Dinner kr 190,-

   d. In cases where this isn't within the economic frame, the Student Board will make a special assessment.

b. Food costs are not to be covered in meetings/courses/events where the cost is covered by the organizer or included in any participation fees.

c. For events put on by Student Parliament NMBU where there is food available, the Student Parliament NMBU covers costs up to 150kr per person. In situations where this is not included in the economic framework, the Student Board will conduct a separate assessment.
Suggested new Instructions for the Student Parliament’s Student Board

Approved at Student Parliament 1, xx.xx.xxxx.

Instructions for The Student Board:

- The Student Board is the Student Democracy’s highest organ between every Student Parliament.
- The Student Board carries out the daily operations of the Student Democracy in accordance with instructions and other governance documents adopted by the Student Parliament.
- The Student Board will work with and for the impact of the Student Parliament’s policy.
- The Student Board is the bridge between the Student Parliament, Student Councils, University Board, Siås, and NMBU.
- The Student Board is preparatory and advisory organ for the Student Parliament. The Student Board shall recommend cases to the Student Parliament.
- The Student Board will work to ensure student representation at NMBU.
- The Student Board should be available to answer clarifying questions, especially in connection with the Student Parliament papers before each Student Parliament.
- The Student Board will be available on campus to assist elected representatives and the other student body in the most suitable way.
- The Student Board is responsible for conducting Student Council dinners before the Student Parliaments.
- The Student Board is responsible for organizing the Student Parliament’s kick-off conference in the spring, as well as a representative conference in the autumn.
- The current Student Board should ensure good overlap with the accruing Student Board.
- Interrupting representatives in the committee are responsible for writing an annual report from their term, as well as providing thorough training to the incoming representatives.
- Everyone at The Student Board is responsible for creating a good working environment and a good collaboration.
- All members of the Student Board have the same authority when it comes to voting rights. With voting ties, the president of the board can have a double vote.
- The Student Board may appoint students to non-decision-making committees where this is considered appropriate.
- The Student Board can appoint students for positions and committees that are outside the framework for the working year (the year wheel).
- The Student Board is responsible for reporting to the committees that are required to make reports.
- The Student Board is responsible for communicating and providing information to the Student Councils.
- The Student Board is responsible for the day-to-day running of the The Student Board office.
- The Student Board will follow up the Student Councils and committees at the Student Democracy, as well as union representatives in the Student Parliament.
- The Student Board will ensure that updated information for newly elected student representatives is given to the administration after each Student Parliament.
- The Student Board will follow up the committee for the selection of the semester’s best lecturer.
- The Student Board is responsible for organizing seminars for student representatives in local and central study and research committees.
The Student Board shall be represented on the University's study committee (U-SU), the University's research committee (U-FU), and the Learning Environment Committee (LMU), and ensure that decisions are followed up.

- The Student Board will represent the students in the Committee on Gender Equality and Diversity, the Housing Environment Committee and the Environment Council.
- The Student Board will have a dialogue and cooperation with the sponsor general and sponsor board.
- The Student Board internally constitutes which of the The Student Board members is the deputy leader. If a unanimous The Student Board does not agree to this, the role shall fall to the highest voter.
- The Student Board shall chair committees set up by the The Student Board itself, as well as the housing environment committee, the committee for the allocation of welfare funds and inclusion funds.
- The Student Board will work continuously with the promotion and promotion of the Student Democracy at NMBU, as well as relevant national student affairs.
- The Student Board will work to ensure that information for students and union representatives is up-to-date and available in both Norwegian and English.
- The Student Board shall represent NMBU students and the Student Democracy up to the highest leadership, and externally.
- The Student Board shall have regular dialogue with international associations, such as ISU and ESN.
- The Student Board shall have regular dialogue and good cooperation with The Student Society (Studentsamfunnet i Ås).
- The Student Board is responsible for distributing the areas of responsibility among themselves.

The President’s Main Responsibilities:
- The President shall open and conclude Student Parliament meetings.
- The President shall open and conclude Student Parliament meetings.
- The President has the administrative employee responsibility for the other members of the board, and shall conduct performance reviews at least once a semester. - The President is to take responsibility in unexpected and unforeseen situations.
- The President shall work with the strategic outlook of the student democracy – both short and long term.
- The President shall speak up to bigger actors, for example the commune and county, if necessary for the students at NMBU.
- The leader shall facilitate good cooperation with the University Board and SiÅs.
- The President is responsible for the finances of the Student Parliament.
- The President shall represent the students in the Rector’s Leadership Group (RLG).
- The President is responsible for Student Board meetings.
Attachment 7  The current working instructions for the Student Board

Instructions for the Student Parliament’s Student Board

Proposal adapted at Student Parliament 1, 19.02.2018.

For the Entire Student Board (AU):

- Student Board is the Student Democracy’s highest organ between every Student Parliament.
- The Student Board carries out the daily operations of the Student Democracy and follows up on the plan of action and decisions made by the Student Parliament.
- The Student Board follows up on all of the decisions made by the Student Parliament.
- The Student Board is the bridge between the Student Parliament, Student Councils, University Board, Siås, and NMBU.
- The Student Board is an advisory organ for the Student Parliament. The Student Board will give input on cases at the Student Parliament.
- The Student Board will work to strengthen student representation at NMBU.
- The Student Board will be available to answer questions on clarification, especially in regards to the case papers for every Student Parliament.
- The Student Board has the responsibility to conduct Student Council dinners before Student Parliaments.
- The Student Board has the responsibility of arranging the Student Parliament’s kickoff conference, as well as the student democracy’s fall and spring seminars to ensure continuity within the student democracy.
- Every day there should be an available officer at the Student Board office.
- At the beginning of each election period, the Student Board should hold at least one academic seminar. A kickoff trip with elected members should also be arranged to ensure continuity.
- The Student Board is responsible for creating a good working environment and good teamwork.
- All members of the Student Board have the same authority when it comes to voting rights. With voting ties, the president of the board can have a double vote.
- The Student Board can appoint students to non-decision making committees as necessary.
- The Student Board can appoint students to positions and elections that are outside the framework for the working year.
- Board members are responsible for writing a yearly report from their period in the position, as well as training the incoming board members.

The President’s Main Responsibilities:

- The President shall open and conclude Student Parliament meetings.
- The President shall represent NMBU students and the Student Democracy up to the highest leadership, and externally.
- The President has the administrative employee responsibility for the other members of the board, and shall conduct performance reviews at least once a semester.
- The President is to take responsibility in unexpected and unforeseen situations.
- The President shall work with the strategic outlook of the student democracy – both short and long term.
- The President shall speak up to bigger actors, for example the commune and county, if necessary for the students at NMBU.
- The President shall pave the way for good cooperation with the University Board and Siås.
- The President shall work for good cooperation between the Student Board and Samfunnet.
- The President has responsibility for the accounting of the Student Parliament.
- The President shall represent the students Rectors leadership group.
- The President is responsible for Student Board meetings.

**The Vice President’s Main Responsibilities:**
- The Vice President is responsible for making sure that the reports from the committees required to submit reports are made available for the Student Parliament.
- The Vice President is responsible for communicating and giving information to the Student Councils.
- The vice president is responsible for the practical and organizational work of the Student Board, Student Parliament, and events conducted by the Student Board in cooperation with the organizational secretary.
- The Vice president has responsibility for the daily operations of the Student Board office.
- The Vice President shall follow up with the Student Councils and the committees of the Student Democracy, as well as the representatives of the Student Parliament.
- The Vice President shall ensure that updated lists of newly elected student representatives is given to the administration after every Student Parliament.
- The Vice President is the substitute for the President, except for in the Rector’s Leadership Group.
- The Vice President follows up with the committee for choosing the semester’s best lecturer.
- The Vice President is responsible for arranging a seminar for the student representatives in the Faculty’s class representative committee and the program council.
- The Vice President shall represent the students in the University’s Education Committee (U-SU), Learning environment committee (LMU) and the committee group, as well as ensuring that decisions there are followed up on.
- The Vice President is to be the Student Board’s contact person for the Buddy General.

**The Welfare Officer’s Main Responsibilities:**
- The welfare officer is responsible for coming up with a proposal to the Student Parliament for the allocation of welfare funds on behalf of the committee for the allocation of welfare funds.
- The welfare officer will work to ensure student welfare (mental, physical and social) in cooperation with other relevant actors.
- The welfare officer (along with the sponsor responsible in the Næringslivsutvalget) is responsible for recruiting sponsors for Grillfest for the new students during buddy week.
- The welfare officer represents student in the Learning Environment Committee (LMU), the Committee for the allocation of welfare funds, the cooperative committee for social advisory services, and the Career fund, and follows up on decisions made in these committees.

- The welfare officer is responsible for the Living Environment Committee and the committee for the allocation of welfare funds.

- The welfare officer participates in buddy week as one of the organizers.

**The International Officer’s Main Responsibilities:**

- The international officer works to ensure that the interests and rights of international students are respected and honored at NMBU.

- The international officer will remain updated on the operations of organizations with international students/policies as a focal point, and assist them if needed.

- The international officer shall support events geared towards international organizations at NMBU, together with SiT and Studentsamfunnet.

- The International officer will ensure that students at NMBU have the opportunity to become integrated into the student community.

- The international officer shall participate in buddy week as an advisor for the organizers.

- The international officer is responsible for the committee for the allocation of inclusion funds.

- The international officer represents students in the committee for the allocation of welfare funds and the event committee at Samfunnet.

**The Marketing Officer’s Main Responsibilities:**

- The marketing officer works continuously with marketing and publicizing the Student Democracy at NMBU, as well as relevant national student cases.

- The marketing officer shall make sure that the website and social media of the Student Democracy is continuously updates, both in Norwegian and in English.

- The marketing officer is responsible for the effects of marketing.

- The marketing officer should have contact with students through the media and give tips and facts about the Student Democracy.

- The marketing officer shall stay in contact with the Vice Presidents of the Student Councils at NMBU, to ensure marketing measures are conducted at a local level.

**The Environment and Research Officer:**

- Environment and research officer should work with issues about environment and research.

- Environment and research officer represents students in: the equality and diversity committee, the living environment committee and environmental council.

- Environment and research officer (U-FU) should support the student representatives in the research committee (U-FU).

- Environment and research officer is responsible for arranging one seminar for the student representatives in the faculty’s research committee (FAK-FU).
Attachment 8  Study quality document for the Student Parliament at NMBU

Study quality document for the Student Parliament at NMBU

The document contains the demands that the students at NMBU have for their education.

1. Syllabus and teaching methods shall be based on updated and quality tested research in all courses at NMBU.
2. Teaching shall be a student active process that promotes reflection and independence.
3. Education shall provide skills and knowledge Education shall provide skills and knowledge mainly in their fields of study, through learning and mastery.
4. The formative journey is an important part of a university education and NMBU shall make their students ready for a life as an active member of society.
5. The students are active participants in the academic community.
6. All students at masters level shall be assigned an academic mentor that will assist with academic follow-up, guidance and counselling in the student’s further progression and academic choices.
7. All disciplines at NMBU shall have an academic home for students placed in the vicinity of the employees of the relevant discipline.
8. Students on all study programs shall have access to relevant idea workshops and take part in shaping these.
9. The study program’s study plan shall be academically founded and shall give the student the greatest possible freedom in choice of courses.
10. All study programs shall give practice in cooperating across fields and solving complex problems.
11. The study programs shall be relevant to working and give students competence that is sought after in the industry.
12. The build of courses should be academically founded in a way that gives the students academic and personal development.
13. Digital aides shall be used where relevant, and educators shall be given courses in how to use these.
14. NMBU must use peer review of the teaching in all courses at least once per semester to ensure the quality and to give educators formative feedback.
15. Students shall be able to give educators a lot of feedback on the teaching during the course.
16. All students shall get automatic, individual feedback on required tasks and exams, and the feedback shall promote further learning.
17. NMBU shall facilitate for the opportunity to take credited practical training for all study programs at some point in the study plan.
18. All courses shall be seen together with the sustainable development goals and shall give the students a mindset with sustainability in focus.
19. The choice of evaluation form shall be based on what would the best way for the student to show what it has learned.
20. There shall be a clear connection between learning outcome and evaluation made at NMBU.
21. All courses shall offer a continuation exam in case of failing on the first try of an exam, if one withdraws during the exam or is registered with valid absence.
22. NMBU shall have a goal that over 50% of the students go on exchange during the course of their studies.
23. Exchange shall be the norm, and NMBU needs a system to opt out of going, instead of having to opt in for exchange.

24. Use of compulsory attendance shall be limited and can only be used when there’s no other way to gain the expertise.
### Suggestion for joint climate measures NMBU and Ås municipality

<table>
<thead>
<tr>
<th>Measure nr.</th>
<th>Description of measure</th>
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<tbody>
<tr>
<td>1</td>
<td>Establish carsharing-program: Consider three stations; Eika, Nybyen and Ås Sentrum.</td>
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<tr>
<td>2</td>
<td>Cooperate on environmental standard for buildings. What documentation/climate analyses should be the basis for choosing materials? The municipality needs NMBU’s competence.</td>
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<tr>
<td>3</td>
<td>Procurement – Common agreement? Especially for waste management. How can the municipality and NMBU work with joint standards?</td>
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<tr>
<td>4</td>
<td>NMBU as a showcase for sustainability: All sustainability goals, but especially innovation and new solutions for green energy, buildings, stormwater/climate adaption, waste and drainage.</td>
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<tr>
<td>5</td>
<td>Cooperation projects agriculture in Ås – counselling, pilots, new climate solutions for agriculture</td>
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<tr>
<td>6</td>
<td>Industry – public Ph.D.: NMBU can contribute with counselling. The municipality must consider whether this is applicable, and on what topics more knowledge is needed.</td>
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<tr>
<td>7</td>
<td>Include students in professional assessments/projects that the municipality needs.</td>
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<tr>
<td>8</td>
<td>Moving Veterinærhøgskolen and Veterinærinstituttet: Measures to make new employees and students use public transportation.</td>
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<tr>
<td>9</td>
<td>Make a survey of travelling habits for NMBU fall 2020.</td>
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<tr>
<td>10</td>
<td>Facilitate for more ways to reuse: Food, furniture, repair groups and similar initiatives. Cooperation with SiÅs</td>
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