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Constituent Student Parliament 2020



Monday November 23rd 2020
ZOOM
KI 1930 - 2100

Student Parliament is open for everyone,
welcome!

The Student Board encourages all participants to prepare a
nice cup of coffee and good food. Take care <3

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

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AGENDA

CONSTITUENT STUDENT PARLIAMENT - 2020, MONDAY 23rd OF NOVEMBER AT 7:15PM, on Zoom.
COMPLETE CASE DOCUMENTS ARE ONLY SENT TO PERMANENT STUDENT REPRESENTATIVES.
THE DOCUMENTS ARE ALSO PUBLISHED AT CANVAS AND THE STUDENT DEMOCRACY WEBSITE:

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

Registration begins at 1915!

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62 2071 Constitution

63

64 2071.1 Approval of today's agenda and summoning

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66 2071.2 Approval of the previous meeting report

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

72

73

74 2071.3 Appointment of a Counting Committee

75

76 1.

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78 2.

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80 3.

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85 2072 Decision cases

86

87 2072.1 Revise the Framework for the working year of the Student
88 Parliament

89 *Case responsible: The Student Board*

90

91 Attachment 1: Current Framework for the working year of the Student Parliament

92 Attachment 2: Proposed new Framework for the working year of the Student Parliament

93

94 **Purpose:**

95 Approve the new Framework for the working year of the Student Parliament

96

97 **Background:**

98 After the new Framework for the working year was approved at Student Parliament 4, several
99 issues has occurred that makes it necessary to update the document.

100

101 Suggestion to be stricken is marked with a strikethrough in attachment 2, like this: ~~suggestion.~~

102 New text is marked in green in attachment 2, like this: **The principal shall be elected at Student
103 parliament 4.**

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Proposed decision

Framework for the working year of the Student Parliament as presented in attachment 2

2073 Elections and appointments

2073.1 Election of the Chairmen

Case responsible: The Student Board

Purpose:

To elect 1 permanent chairman and 1 deputy. The position lasts for one year and begins on January 1st, 2021.

Background:

The Facilitators, also known as the Chairmen of the Student Parliament, are elected once a year and sit from New Year to New Year. The main responsibility of the Chairmen is simply to ensure that the Student Parliament goes through the planned agenda in an orderly fashion, and within a reasonable amount of time.

The Chairmen needs to have experience in leading meetings and should preferably have been a part of bigger meetings or many previous Student Parliaments. Normally the Chairmen have a meeting with the president and vice president of the Student Board where they go over the agenda and make a time management plan. Up until now there has been no Control Committee in the Student Parliament, and therefore the Chairmen have had an important role when it is unclear if the Student Parliament is following the regulations and protocol. It is still important that the Chairmen follow regulated meeting practices, and it is therefore important that they are well-versed in this. To work as a Chairman is interesting and enriching. The position gives both experience with structured meeting leadership and a good insight into the Student Democracy's work here at NMBU.

Pre-notified candidates

-

148 2073.2 Election of the Election Committee

149 *Case responsible: The Student Board*

150

151 **Purpose**

152 To elect 4 members to the Student Parliament's Election Committee. The position lasts for one
153 year and begins immediately after the meeting.

154

155 **Background**

156 The Election Committee has the responsibility of finding candidates for all positions at student
157 parliament and other committees at the university level. Together with the Student Board, they
158 market chosen candidates and prepare election cases for the student parliaments case papers.

159 The election committee has the opportunity to submit their recommendations, and only does
160 so when they find it necessary. The members of the election committee do not have the
161 possibility of running for positions during their time on the committee, except for to re-run for
162 the election committee. The members of the committee must attend the Student Parliament's
163 meetings and arrangements.

164

165 As a member of the Election Committee you play an important role in the student democracy!
166 You work actively to reach out to all students at NMBU throughout the whole year to promote
167 the different positions. You can expect close cooperation with the Student Board and Student
168 Councils at the university. As a committee member you will work a lot with social media, email,
169 and designing campaigns.

170

171 **Pre-notified candidates**

172 •

173 •

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175

176 2073.3 Election of leader of the Control Committee

177 *Case responsible: The Student Board*

178

179 **Attachment 3:** Working Instructions for the Control Committee

180

181 **Purpose:**

182 Elect a leader for the Control Committee.

183

184 **Background:**

185 The Control Committee consists of three members that are chosen twice a year; one leader at
186 Student Parliament 6 and the two other members at Student Parliament 3. The committee is
187 required to meet at Student Parliament meetings, and at least two members of the committee
188 must meet. At least one member of the committee should be a part of the counting committee.

189 One member of the Control Committee must attend the Student Council dinner. There will be
190 overlapping meetings between the old and new president after a new one is elected (in other
191 words, before the constituent Student Parliament). The meeting will cover the practicalities of
192 the committee, as well as orientation of current cases.

193

194 As a member of the control committee, you cannot be a part of the following committees:

195

- The Student Board (AU)

- 196 • The Student Parliament (representatives or moderator)
- 197 • University Board
- 198 • The Election Committee
- 199 • Leader of SiÅs

200 **Candidates:**

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206 **2073.4 Elections for Buddy General**

207 *Case responsible: The Student Board*

208 **Attachment 3**

209

210 **Purpose:**

211 To elect a Buddy General for 2020/2021. The position lasts one year and begins immediately
212 upon election.

213

214 **Background:**

215 The Buddy General has the head responsibility for the organization of buddy week in the
216 spring and fall of 2021, and serves as an intermediary between buddy leaders and NMBU.

217

218 As Buddy General, one has good insight to life on campus. They must be able to stand in front of
219 large crowds, and work continuously and independently throughout the year. It is an
220 advantage to have participated in buddy week before, either as an active student, a buddy, or
221 as a buddy leader.

222 The Buddy General secures wellbeing, an inclusive environment at NMBU, and is a key person
223 for information flow aimed at the new students.

224

225 **Candidates:**

226

227

228 **2074 Other Cases**

229

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234 **2075 Meeting Evaluation**

235

236 **2076 Attachments**

237 **2076.1 Attachment 1 Current Framework for the working year of the Student**
238 **Parliament**

239 **Framework for the Working Year of the Student**
240 **Parliament**

241 *Approved at Student Parliament 4, 14.09.2020*

242
243 *SPRING – for elections that happen in the spring period (January 1st – June 30th) the elected*
244 *student representatives being their positions on July 1st of the same year, unless otherwise*
245 *specified. The positions last 1 year, with the exception of the SiÅs Board.*

246
247 **At the change of the month January/February:** The Student Parliament’s kickoff conference.
248 Held for the entire student parliament. (Representatives, moderator, election committee,
249 control committee) + president and vice president of the student councils.

250 **February:**

- 251
 - Startup meeting with the Student Councils
 - Seminar for the student representatives in the program councils and the faculties’
253 education boards.

254

255 **Student Parliament 1**

256 Candidates for the following positions are to be selected:

- 257
 - The Committee for the semester’s best lecturer, 4 members. 1-year long position that
258 goes into effect immediately.

259

260 **Student Parliament 2**

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

- 262
 - Distribution of Welfare Funds
 - Presentation of the positions up for electronic election in April/May (president and two
263 members of the Student Parliament’s Student Board, as well as female student
264 representatives for the University Board, 1 main + deputy, as well as female
265 representatives for each of the faculty boards, 1 main + deputy).

267

268 Candidates for the following positions are to be selected:

- 269
 - Central Admissions Committee, 2 main and 2 deputies.
 - The Board of Complaints, 2 main and 2 deputies.

271

272 **Student Parliament 3**

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

- 274 • The Schedule for the Student Parliament for the following year
- 275 • The Yearly report from SiÅs and University Board representatives. The case should be
276 included in the case papers, but the report itself can be sent out on electronic platforms.
- 277 • Informing about the budget since January of this year
- 278 • Presentation of the candidates for the Student Board, as well as the candidates for the
279 University Board.

281 Candidates for the following positions are to be selected:

- 282 • The Control Committee, 2 representatives.
- 283 • The SiÅs Board, 2 main (2-year positions) and 2 deputies (1-year positions)
- 284 • An external representative to the SiÅs Board. This election is held every other year (odd
285 numbered years).
- 286 • The University's Research Board, 1 main representative and 2 deputies.
- 287 • Chairmen, 1 main + deputy
- 288 • Learning environment committee (LMU), 3 main + 4 deputies (prioritized).
- 289 • The University's Education Board (USU), 2 main and 3 deputy representatives, the
290 position being immediately upon election.

291

292 **April/May**

293 Electronic ballot voting for the president and two members of the Student Parliament's Student
294 Board (AU), as well as 1 main and 1 deputy representative for the University Board.

295

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

299

300 **September**

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

304

305 **Student Parliament 4**

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

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

309
310 Candidates for the following positions are to be selected:

- 311 • Research Ethics Committee, 2 main and 2 deputy representatives. 1-year position that
312 beings immediately upon election.
313 • Committee for the distribution of welfare funds, 2 members. 1-year position that beings
314 immediately upon election.

315
316 **Student Parliament 5**

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

- 318 • Initial processing of the Student Democracy's budget.
319 • Distribution of welfare funds
320 • Information about the positions that are to be elected at the Constituent Student
321 Parliament

322

323 **November:**

324 Electronic ballot voting for the male student representatives in the faculty board of each faculty
325 (1 main and 1 deputy), as well as male student representatives for the University Board (1
326 main and 1 deputy)

327

328 **Student Parliament 6**

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

- 330 • Plan of action for the Student democracy is adopted for the next calendar year
331 • Long-term strategy for the next 3 years. The long-term strategy must be reviewed every
332 third year, last adopted in 2017.
333 • The Budget for the Student Democracy is to be addressed for the second time and
334 approved of.
335 • The Yearly report from the Student Parliament's Student Board (AU), the University's
336 Research Board, (UFU), and the University's Education Board (USU). The case is to be
337 included in the case papers, but the report itself can be sent out on electronic platforms.

338
339 Candidates for the following positions are to be elected:

- 340 • The Control Committee, the president of the committee.
341 • The Buddy General
342 • Participants for the Norwegian Student Organization's (NSO's) national meeting

343 **Constituent Student Parliament-** held for new student parliament representatives.

344 Candidates for the following positions are to be selected:

345 • Election of the chairmen, 1 main and 1 deputy.

346 • Election of the election committee, 4 members.

347

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352

353 **Framework for the Working Year of the Student** 354 **Parliament**

355 *Approved at Constituent Student Parliament , xx.xx.xxxx*

356

357 *SPRING – for elections that happen in the spring period (January 1st – June 30th) the elected*
358 *student representatives begin their positions on July 1st of the same year, unless otherwise specified.*
359 *The positions last 1 year, with the exception of the SiÅs Board.*

360

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

364 **February:**

- 365 • Startup meeting with the Student Councils
- 366 • Educational seminar for representatives at faculty level.
- 367 • Educational seminar for new representatives for the faculty boards and University
368 Board
- 369 • Seminar for the student representatives in the faculties’ academic affairs committees
370 (Fak-SU) and the University Academic Affairs Committee (NMBU-SU)+ Faculties’
371 Research (Fak-FU) and the University research Committee (NMBU-FU)

372

373

374 **Student Parliament 1**

375 Candidates for the following positions are to be selected:

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

378

379 **Student Parliament 2**

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

- 381 • Allocation of Welfare Funds
- 382 • The Student Parliament proposes suggestions for larger learning environment actions
- 383 • Presentation of the positions up for electronic election in April/May Student
384 Parliament’s Student Board, the University Board and the Faculty Boards

385

386 ~~Candidates for the following positions are to be selected:~~

- 387 • Central Admissions Committee, 2 main and 2 deputies.
- 388 • The Board of Complaints, 2 main and 2 deputies.

389

390 **Student Parliament 3**

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

- 392 • The Schedule for the Student Parliament for the following year
- 393 • The Annual reports from The Student Board (AU), The University Research committee
394 (NMBU-FU), University Academic Affairs committee (NMBU-SU), SiÅs and University
395 Board representatives. The case should be included in the case papers, but the report itself
396 can be sent out on electronic platforms.
- 397 • Informing about the budget since January of current year
- 398 • Presentation of the candidates for the Student Board, as well as the candidates for the
399 University Board **and the Faculty Boards**

400

401 **Candidates for the following positions are to be selected:**

- 402 • The Control Committee, 2 representatives.
- 403 • The SiÅs Board, 2 main (2-year positions) and 2 substitutes (1-year positions)
- 404 • An external representative to the SiÅs Board. This election is held every other year (odd
405 numbered years).
- 406 • The University's Research committee, 1 main representative and 2 substitutes.
407 (prioritized)
- 408 • Chairmen, 1 main + substitute
- 409 • Learning environment committee (LMU), 3 main + 4 substitutes (prioritized).
- 410 • The University's Education Board (USU), 2 main and 3 deputy representatives, the
411 position being immediately upon election.
- 412 • **The University Academic Affairs committee (NMBU-SU) 2 main and 2 substitutes**
- 413 • **The Board of Complaints 2 main and 2 substitutes**

414

415 **April/May**

416 Electronic ballot voting for the president and two members of the Student Parliament's Student
417 Board (AU), as well as 1 main and 1 substitute female representative for the University Board and 1
418 main and 1 substitute female representative to each Faculty.

419

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

423

424 **September**

- 425 • Startup meeting with the Student Councils
- 426 • Seminar for student representatives in the program councils and the faculties’
427 education boards.
- 428 • Seminar for the student representatives in the faculties’ academic affairs committees
429 (Fak-SU) and the Faculties’ Research committees’ (Fak-FU)
- 430 • The Student Parliament Fall conference are to be held for all the representatives that
431 are obligated to attend the Student Parliament, as well as presidents and vice presidents
432 of the Faculties’ Student Boards.

433

434 **Student Parliament 4**

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

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

438

439 Candidates for the following positions are to be selected:

- 440 • Research Ethics Committee, 2 main and 2 deputy representatives. 1-year position that beings
441 immediately upon election.
- 442 • Committee for the distribution of welfare funds, 2 members. 1-year position that beings
443 immediately upon election.

444

445 **Student Parliament 5**

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

- 447 • Initial processing of the Student Democracy’s budget.
- 448 • Distribution of welfare funds
- 449 • Information about the positions that are to be elected at the Constituent Student Parliament
- 450 • Program of principles every 3rd year, last approved in 2018
- 451 • Presentation of the positions coming up on the electronic ballot election in the fall.

452

453 Candidates for the following positions are to be elected:

- 454 - The Buddy General

455

456

457 **November:**

458 Electronic ballot voting for the male student representatives in the faculty board of each faculty (1
459 main and 1 deputy), as well as male student representatives for the University Board (1 main and 1
460 deputy)

461

462 **Student Parliament 6**

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

- 464 • Plan of action for the Student democracy is adopted for the next calendar year
- 465 • Long-term strategy for the next 3 years. The long-term strategy must be reviewed every
466 third year, last adopted in 2020.
- 467 • The Budget for the Student Democracy is to be addressed for the second time and
468 approved of.

469

470 Candidates for the following positions are to be selected:

- 471 • The Control Committee, the president of the committee.

472 ~~The Buddy General~~

- 473 • Participants for the Norwegian Student Organization's (NSO's) national meeting
- 474 • Election of chairmen, 1 main and 1 substitute
- 475 • Election of the Election Committee, 4 members

476

477 ~~Constituent Student Parliament~~ held for new student parliament representatives. Candidates for
478 the following positions are to be selected:

479 ~~Election of the chairmen, 1 main and 1 deputy.~~

480 ~~Election of the election committee, 4 members.~~

481

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483

485

486 **Working instructions for the Control Committee**

487 *Revised at Student Parliament 4, 09.09.2019*

488

489 **Jurisdiction**

490 The Control Committee is an advisory committee that reports to the Student Parliament should there
491 be a violation of statutes, guidelines or Rules of Procedure. If there is reason to believe there has
492 been a violation of statutes, guidelines or Rules of Procedure the Control Committee can, both by
493 request or by own initiative, investigate.

494

495 **Composition and duration**

496 The Control Committee consists of a leader and 2 members. The leader does not have a double vote.
497 The committee is elected by the Student Parliament. The leader is elected at Student Parliament 6,
498 while the ordinary members are elected at Student Parliament 3. Members of the Control Committee
499 sit for the duration of 1 year.

500

501 **Tasks**

502 The Control Committee's tasks:

- 503 • The Control Committee shall have overall supervision with that statutes, guidelines and
504 Rules of Procedure are followed.
- 505 • The Control Committee shall attend Student Parliament meetings with at least two (2)
506 members.
- 507 • At Student Parliament at least 1/one member of the committee shall be a member of the
508 Counting Committee.
- 509 • The Control Committee shall deliver a written yearly report to the Student Parliament.
510 This shall be presented as an orientation case at Student Parliament 6.
- 511 • The Control Committee can assist other organs in the student democracy upon request.
- 512 • The Control Committee shall be represented by at least one (1) member at Student
513 Council dinners.

514 Before Student Parliament meetings the Control Committee can have meetings with AU, and
515 potentially the chairmen, to review cases.

516

517 **Distrust**

518 Should a motion of distrust be presented, the involved parties may request a statement from the
519 Control Committee. This statement can only mention direct violations of the statutes, Rules of
520 Procedure or working instructions approved by the Student Parliament. The Control Committee shall
521 not make assessments of any other nature than whether there have been direct violations or not.

522

523 **Overlap**

524 The vice president of the Student Board is responsible for making sure that the newly elected
525 members of the Control Committee have overlap. Overlap amongst other things means having
526 meetings between sitting and newly elected members before the next Student Parliament meeting.
527 The meetings shall be about the practice in the Control Committee as well as an orientation on any
528 relevant cases.

529

530 **Other positions**

531 Members of the Control Committee cannot at the same time have positions in the Student
532 Democracy that might impact their impartiality. Members of the committee cannot within the
533 duration of their position sit in the following committees:

- 534 - Student Board (AU)
- 535 - Student Parliament (representatives and chairmen)
- 536 - The University Board
- 537 - The Election Committee
- 538 - President of the SiÅs-Board

539

540 **Changes to working instructions**

541 The working instructions for the Control Committee is approved by the Student Parliament by a
542 qualified majority. Suggestions to change the working instructions must be presented to and
543 approved by the Student Parliament.

544

545

547

548 Job description for buddy general at NMBU

549 *Approved at Student Parliament 6 09.11.2020*

550

551 The buddy general has the main responsibility for organizing the buddy week in the spring and
552 autumn in addition to the introductory. The general will act as a liaison between the student
553 bodies, NMBU and the buddies. The person in question has the right to and is encouraged to
554 appoint a buddy secretary who can assist the buddy general with performing tasks. The buddy
555 general is a part of the Buddy Board.

556

557 **The buddy board consists of:**

- 558 • All buddy leaders and buddy secretaries from all faculties
- 559 • The Head of Security at NMBU
- 560 • The leader of SiT

561 In addition, the following are invited regularly:

- 562 • A member of the Student Board
- 563 • The event manager at Samfunnet.

564

565 **Tasks:**

- 566 • Organize regular meetings with the buddy board where you plan and coordinate
567 activities
- 568 • Organize regular meetings with ESN, ISU, AU and SiT where you plan and coordinate the
569 buddy week in the spring and the introductory week in the autumn.
- 570 • In collaboration with the Student Board, follow up that a buddy leader is elected at all
571 faculty meetings
- 572 • Follow up the buddy leaders
- 573 • Ensure regular contact with external actors

- 574 • Plan the registration weekend together with SiT
- 575 • Ensure that all buddies receives the necessary information in order for them to do their
576 job properly throughout the buddy week. Planning documents must be established in
577 order to keep good control, and they should strive for transparency overall, so that
578 everyone involved in the buddy week always have the necessary information available
579 in order to complete the best buddy week possible.
- 580 • Manage buddy contracts, buddy manager contracts and certificates
- 581 • Ensure that buddy t-shirts are ordered and distributed
- 582 • Convene and hold a buddy seminar for all buddy
- 583 • Be available by e-mail and telephone throughout the position
- 584 • Check that the necessary overlap with the buddy managers is carried out
- 585 • Responsibility for providing sufficient information to buddy and new students. This
586 means making sure that an overview and schedules are made for the buddy scheme

- 587 • Ensure that information is properly passed on to the new buddy general, this entails
588 detailed information documents, meetings and preparation of all necessary documents
589 in a digital platform for the Buddy Board to use.
- 590 • Coordinate the system for allocation of buddies together with SiT and the buddy leaders
- 591 • Approve that activities are planned according to the set inclusion, social pressure,
592 health and safety rules.

593
594
595

- Ensure that sufficient information are provide in the relevant channels in order to reach new students.