

**APPROVED**  
**In RSU Student Union**  
**Council meeting**  
**September 26<sup>th</sup>, 2020**  
**Minutes No. 25-4-10-P**

# **Rīga Stradiņš University Student Union**

## **Rules of Procedure**

### **I General Provisions**

1. The Rules of Procedure are drawn up in accordance with the Regulations of the Student Union fond of Rīga Stradiņš University (further on - RSU SU ) and the norms included therein, and regulate the following matters related to internal procedures and operation of the SU Council and the Board:

- 1.1. Powers and responsibilities of the Council members and the Board members;
- 1.2. Principles of operation of the Council Senior member and deputy members of the Council
- 1.3. submission, progress and consideration of draft decisions;
- 1.4. Organisation of the Board and Council meetings;
- 1.5. Decision making procedures of the Board and the Council;
- 1.6. Procedure for making amendments to the Rules of Procedure.

2. Decisions of the Council shall be binding to all RSU SU structures and members, including the Board, Council, Senators, Foreign Students 'Association, Students' Scientific Groups, etc.

3. The Council shall, within the limits of its competence, examine the draft decisions submitted and monitor the activities of the Board.

### **II Powers and responsibilities of the Council members and the Board members**

4. The Council members are elected by RSU students in accordance with RSU SU election regulations.
5. Responsibilities of the Council member:

- 5.1. Comply with the regulations governing the operation of the SU,
- 5.2. Attend the Council meetings,
- 5.3. Engage in the day-to-day activities of at least one direction and/or in working groups organised by one direction.
- 5.4. Familiarise themselves with the materials of the meeting before the regular Council meeting;
- 5.5. Comply with the RSU Code of Ethics and not cause damage to the reputation of RSU and RSU SU either by spoken words or action;
- 5.6. Inform the Board about the shortcomings observed in the operation of RSU SU, as well as offer solutions, proposals and improvements to its work;
- 5.7. Attend and represent RSU SU at the events it organises

#### 6. Powers of the Council member:

- 6.1. Freely express their own and students' opinions and participate in the achievement of RSU SU goals;
  - 6.1.1. When publicly expressing a position on a matter, the personal opinion shall be firmly and unequivocally distinguishable from the position of RSU SU.
- 6.2. Elect the Board and other representatives of RSU students' interests.
- 6.3. Request and receive information regarding the operation and activities of the Board from any Board member within his/her competence.
- 6.4. By a simple majority, the Council shall be entitled to initiate a disciplinary action against any Board member or a Council member for failure to fulfil their duties:
  - 6.4.1. Types of disciplinary penalties are a reprimand or a reproof. If two reproofs are received, the reprimand shall be automatically applied, and the reprimand shall provide for a vote to be taken at the following Council meeting on the withdrawal from the Board position or exclusion from the Council.

#### 7. A member of the Council shall be directed for the exclusion if he or she

- 7.1. Has not attended two consecutive Council meetings without justification;

7.1.1. The absence shall be considered justified if a written notice is given to the RSU SU Board at least 24 hours in advance before the Council meeting.

7.2. resigns from the post of a Council member by submitting a written application;

7.3. the Council member is excluded from RSU;

7.1.3. In the event that a student (a member of the Council) is excluded from the list of students on obtaining RSU Diploma and he/she intends to continue the studies at RSU, the Council shall be entitled to retain the powers of the Council member on the basis of his/her application.

7.4. Fails to comply with the requirements specified in Paragraph 5.3.

8. A person shall be suspended from the status of a Council member following a majority vote of the Council members present.

9. Responsibilities of the Board member:

9.1. Be familiar with RSU SU structure, operational goals and regulatory documents;

9.2. Ensure the implementation of the Council decisions;

9.3. Perform the duties in accordance with the job description;

9.4. Prepare draft decisions for consideration by the Board and the Council;

9.5. Prepare progress reports;

9.6. Participate in the Board meetings and the Council meetings;

9.7. Provide and collect information within the scope of their competence;

9.8. Submit a monthly report to the President of the Board by the 10th day of the following month. If the report is not submitted in time, the respective Board member shall present it at the Council meeting of the following month.

10. Powers of the Board member:

10.1. request and receive information from the Council members, departments of the institution of higher education and other organisations;

10.2. defend and represent the interests of students in matters of academic, material and cultural life.

11. The Council shall decide on the extra-budgetary expenditure or on the planned excessive expenditure of the position exceeding 400 EUR. Where the said expenditure is less than EUR 400, the Board shall decide on the use of the funds. Extra-budgetary expenditure can only be used up to 2 times a semester.

12. In the event that the Council is unable to elect a Board member at the next subsequent Council meeting following the giving up of the Board member authorities, the Board shall be entitled to appoint the acting Board member for a period up to 3 months or until the Board member concerned is elected.

### **Principles of operation of the Council Senior member and Deputy members of the Council**

13. The Council Senior member is a representative elected by the Council from the members of the Council.

13.1. The Council Senior member shall ensure cooperation between the members of RSU SU Council, the Board and other representatives of students.

14. The Council Senior member is elected by the RSU SU Council of the new term at its second successive Council meeting, or, in the event of non-election, at the respective annual Council meeting.

15. The Deputy Council member is a student who participated in the elections, but did not obtain the mandate of a voting member at the election. Such status shall be automatically applied to all non-elected candidates.

16. The Deputy Council member shall have the right to be delegated to a voting member of the Council from his or her faculty.

16.1. The delegation must be submitted to the Head of the Internal Cooperation and Human Resources direction at least 3 days before the relevant Council meeting.

16.2. In an emergency, if a member of the Council does not report the absence within 3 working days, the Senior of the Council and the head of the Internal Collaborations and Human Resources shall delegate a substitute member of the Council to the designated faculty.

16.3 The Deputy Council members shall qualify for the delegation according to the number of votes obtained in RSU SU Council elections.

### **IV Submission, progress and consideration of draft decisions**

17. Any Board member or a Council member shall be entitled to submit the draft decision for consideration at the Board.
18. The draft decision must be made available to the Board at least 24 hours before the Board meeting.
19. The person responsible for the implementation of the draft decision shall be approved by the Board.
20. The place and time of the Council meeting shall be determined by the Board and notified to the Council not later than ten days before the scheduled meeting.
21. The agenda of the Council meeting shall be drawn up by the Board. The items on the agenda for the Council meeting may be submitted in writing by not less than five Council members.
22. The agenda of the Council meeting, with documents attached thereto, must be sent to the members of the Council not later than 3 working days before the scheduled meeting.
23. The item on the agenda, announced or proposed after the deadline, shall be decided by the Council, whether or not it is included in the agenda for a particular meeting of the Council.
24. The draft decision shall be examined by the Council, which shall approve or reject it by a simple majority vote.
25. In the event of a rejected draft decision, the Council shall be entitled to ask it to be clarified and submitted again to the Council for consideration with a specified time limit.
26. The timely and accurate execution of the draft decisions included on the agenda shall be ensured by the person responsible for the respective draft decision.
27. Mutually exclusive propositions shall be voted for each proposed proposition by successively excluding those propositions which received the least positive vote. Only one nomination may be voted for. Voting shall be repeated until a single proposition is approved by a simple majority

### **Organisation of the Council meetings**

28. The Council shall organise its work in the form of a meeting, which can be provided in the digital environment.
29. The meeting shall be convened by the decision of the Board or the Senior of the Council. The meeting may also be convened by one third of the members of the Council. The Council meeting shall be convened at least once a month within the academic year and not less than 9 times a year.

30. The agenda of the Council meetings shall be approved by the Council on the proposal from the Board. The agenda adopted at the beginning of the meeting may be amended during the meeting by a decision of the Council.

31. The Council meeting shall be chaired by the President of the Board or by an authorised person who shall replace him/her. The Council may, on a proposal from a Council member or a Board member, change the Chairperson by vote.

32. The Council shall be entitled to decide, if more than half of the members of the Council are present in the Council meeting. The Council shall take a decision if more than half of the members of the Council registered at the meeting vote in favour for it.

33. The Chairperson of the Council meeting shall determine the procedure and duration of the debate. In the event of objections, the Council shall have the power to decide on the procedure and duration of the debate.

34. Board members, Council members and guests present at the Council meetings may express their views and ask questions at the Council meeting provided that the Chairperson of the meeting has given them the floor. The Chairperson of the meeting shall give the floor to the speaker in the order of application, giving priority to the members of the Council, who applied before the first speaker. The speaker shall be interrupted only by the Chairperson of the meeting.

35. The Chairperson of the meeting may call to order and expel the speakers and other persons from the meeting who do not respect the Chairperson's remarks or use offensive language or otherwise interfere with the course of the meeting.

36. A person appointed by the Chairperson of the meeting shall take the minutes of the Council meeting.

37. An extraordinary Council meeting shall be convened on a proposal of one third of the Council members or the President of the Board, or the Board.

38. Information about the date, time, place and agenda of the extraordinary Council meeting shall be received by the Council members electronically and shall be made public on social networks of RSU SU and on the website.

39. In matters requiring a vote on persons (except for the vote-counting committee), it shall be made by secret or open ballot with the elected vote -counting committee.

40. In matters where the Council takes a decision by open ballot, the result shall be established visually by the Chairperson of the meeting. In the event of claims, the Chairperson of the meeting shall count the votes. Following

a decision of the Council members, voting may be carried out by secret ballot with the elected vote-counting committee.

41. In matters for which the Council has no objection and no debate is encouraged, the decision shall be deemed to have been adopted by unanimous decision of the Council members present.

## **VI Organisation of the Board meetings**

42. The Board meetings shall be convened at least three times a month.

43. The Board meetings shall be entitled to decide if more than half of the Board members with the right to vote are present.

44. Meetings of the Board shall be chaired by the President or a Board member delegated by him/her.

45. The time and place of the regular Board meeting shall be determined not later than 5 working days before the respective Board meeting.

46. An extraordinary Board meeting shall be convened by the President of the Board or more than half of the Board members.

47. If a majority of the Board with voting rights does not attend the Board meeting, the Board shall agree on the convening of the next meeting within 24 hours.

48. The agenda of the Board meeting shall be drawn up by the President of the Board and the Office Administrator of the Board meeting or a person delegated by the President of the Board shall send the agenda to the Board electronically and post it on the website of the SU not later than 24 hours before the meeting. Only by agreement of the Board, a draft decision may be included on the agenda after the specified time limit.

49. If a Board member does not have the possibility to participate in the Board meeting, which is considering the matter of his/her responsibility, he or she may express his or her views in electronic form by sending it to the Board before the matter is considered.

50. The Board may vote on the draft decision electronically, confirming it at a subsequent Board meeting as legitimate.

51. Minutes of the meeting shall be taken by the Office Administrator or a person appointed by the Chairperson of the meeting.

52. The minutes of the meeting shall include a list of persons who participated in the meeting and those who expressed their point of view on the respective subject matter, decisions taken, a brief record of the debate, the precise tasks and the voting results.

53. The minutes of the Board meeting shall be sent to the Board for electronic consent not later than five working days after the Board meeting.

54. The minutes of the Board meeting should be made available to the Council not later than one week after the Board meeting.

55. Board reports should be electronically available to the Council prior to the Council meeting of the new month.

#### **VII Amendments to the Rules of Procedure**

56. Amendments to the Rules of Procedure shall be approved by the Council.

57. Amendments to the Rules of Procedure shall enter into force upon their adoption.

58. The amendment shall be adopted by an absolute majority of the Council members.

59. Amendments shall be proposed and drafted by the member(s) of the Council or the member(s) of the Board.

President of RSU SU Board

Artūrs Šilovs