

Rīga Stradiņš University Student Union Rules of Procedure

1. General Provisions

- 1.1. The Rules of Procedure are drawn up in accordance with the Regulations of the Student Union foundation of Rīga Stradiņš University (henceforth - 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:
 - 1.1.1. Rights and responsibilities of the RSU SU Council (henceforth- Council) members and the RSU SU Board (henceforth- Board) members;
 - 1.1.2. Principles of operation of the Council Senior Member and deputy members of the Council;
 - 1.1.3. The order in which draft projects are submitted, enacted and considered;
 - 1.1.4. The organisation of Council and Board meetings;
 - 1.1.5. Decision making procedures of the Board and the Council;
 - 1.1.6. Procedure for making amendments to the Rules of Procedure.
- 1.2. The Rules of Procedure bind all RSU SU structures and members, including the International Students' Association and the student scientific interest groups.

2. Rights and Responsibilities of Council and Board Members

- 2.1. In accordance with the RSU SU election regulations, Council members are elected by RSU students.
- 2.2. The Council will, within its competence, examine submitted draft decisions and supervise the operations of the Board.
- 2.3. Responsibilities of Council members:
 - 2.3.1. Complying with the regulations of RSU and the RSU SU;
 - 2.3.2. Regularly attending Council meetings;
 - 2.3.3. Participate in the day-to-day activities of at least one branch of the Board;
 - 2.3.4. Familiarising oneself with the materials for Council meetings before them;
 - 2.3.5. Complying with the RSU Code of Ethics and refraining from harming the reputation of RSU

and the RSU SU by either actions or spoken word;

2.3.6. Informing the Board about shortcomings in the operations of the RSU SU, as well as offering solutions for improvement;

2.3.7. Firmly and unequivocally distinguishing publicly announced personal stances from the stance of the RSU SU;

2.3.8. Attending at least 7 Council meetings a year;

2.3.9. Attending and representing the RSU SU at events it organises.

2.4. Rights of Council members:

2.4.1. Freely expressing students' opinions;

2.4.2. Participating in the achievement of the goals of the RSU SU;

2.4.3. Electing the Board and other student representatives in accordance with the Election Regulations;

2.4.4. Request and receive information about the operation of the Board from any of its members within the bounds of their competence;

2.4.5. Withdrawing from the Council at any point, accompanied by a written notice.

2.5. Decisions made by the Council are binding to all RSU SU structures and members, including the International Students' Association and student scientific interest groups.

2.6. With a simple majority vote, the Council is entitled to propose disciplinary action against a member of the Council or Board for failure to complete their duties:

2.6.1. Disciplinary action can come either as a reprimand or a reproof.

2.6.2. If two reproofs have been received, then a reprimand is automatically issued, resulting in a vote at the following Council meeting about withdrawal from the Board or exclusion from the Council.

2.7. A Council member shall be directed for exclusion if:

2.7.1. They have not attended two Council meetings without justification;

2.7.1.1. An absence will be justified if the RSU SU has received a written notice at least 48 hours before a Council meeting;

2.7.2. The Council member is exmatriculated from RSU, excluding events included in point 2.8;

2.7.3. They have not observed the responsibilities given in point 2.3.

2.8. In the event that a Council member is exmatriculated, having received a RSU diploma, and plans to continue their studies at RSU, the Council will, based on their application, decide on the right to retain the

powers of a Council member.

2.9. A Council member can be suspended from their position after a simple majority vote from present Council members.

2.10. Responsibilities of Board members:

2.10.1. Familiarising themselves with the structure, operational objectives and regulatory documents of the RSU SU;

2.10.2. Ensuring the execution of decisions made by the Council;

2.10.3. Fulfilling the responsibilities of the position in accordance with the job description;

2.10.4. Preparing draft decisions for consideration by the Board and Council;

2.10.5. Participation in Board and Council meetings;

2.10.6. Submitting and compiling information within the limits of their competence, in accordance with internal regulations;

2.10.7. Submitting a monthly report by the tenth date of the following month. If a report has not been submitted in time, the Board member concerned is to present it at the following Council meeting.

2.11. Rights of Board members:

2.11.1. To request and receive information in relation to the interests of students from Council members, structural units of the university and other organisations;

2.11.2. To defend and represent the interests of students in academic, material and cultural matters.

2.12. Extra-budgetary expenditure or planned overdrafts over 400 EUR are decided upon by the Council.

2.12.1. If the mentioned expenses do not surpass 400 EUR, the decision on utilisation of the assets is concluded by the Board.

2.12.2. Extra-budgetary expenditures are allowed up to two times per semester.

2.13. The Board is entitled to elect an acting Board member for up to 3 months or until the election of the relevant Board member

2.14. An acting Board member does not have voting rights.

2.15. An acting Board member is elected in accordance with the Election Regulations.

3. Principles of operation of the Council Senior Member and deputy members of the Council

3.1. Council Senior Member- A representative elected by the Council from the Council members.

3.2. The Council Senior Member operates in accordance with a job description, approved by the Council.

3.3. The Council Senior Member is elected by the Council of the new term at its second meeting, or, in the event of a non-election, at another annual Council meeting.

3.4. Deputy Council member- An RSU student who participated in the election, but did not obtain the mandate of a voting member. This status is automatically applied to non-elected candidates.

3.5. A deputy Council member can be delegated by the corresponding faculty Council member with the ability to vote if a written delegation has been submitted to the Head of the Internal Cooperation and Human Resources branch at least 2 business days before the relevant Council meeting.

3.5.1. If the Council member in question does not notify about an absence in time, it is considered unjustified, and the Council Senior Member and the Head of the Internal Cooperation and Human Resources branch will delegate a substitute Council member of the same faculty in correspondence with the received amount of votes in the RSU SU Council election.

4. Submission, progression and consideration of draft decisions

4.1. Any Board or Council member has the right to submit a draft decision for consideration.

4.2. A draft decision has to be available to the Board for at least 24 hours before a Board meeting.

4.3. The person responsible for the draft decision is elected by the Board.

4.4. The time and location of a Council meeting is decided by the Board, and the Council will be informed thereof no later than 10 days before the planned meeting.

4.5. The agenda of a Council meeting is decided upon by the Board. The items on the agenda shall be handed in in written form by no less than five Council members at least 5 business days before the corresponding Council meeting.

4.6. The agenda of a Council meeting, along with attached documents, must be sent to Council members no later than 3 business days before the planned Council meeting.

4.7. The inclusion of an item on the agenda, which has been announced or suggested after the deadline, is decided upon by the Council.

4.8. A draft decision is considered by the Council, rejected or accepted based on a simple majority vote, unless the related documents state otherwise.

4.9. In the instance of a rejected draft decision, the Council is entitled to request an explanation and have it be considered once more before the Council with a provided deadline.

4.10. Mutually exclusive proposals are voted on sequentially. It is permitted to vote only for one of the mutually exclusive proposals. Voting is to be repeated until one proposal is accepted by a simple

majority vote.

5. Organisation of Council meetings

- 5.1. Council meetings can be held in person or online.
- 5.2. A Council meeting is convened by the Board, Senior Council member, or a third of the Council no less than once a month in the timeframe of an academic year.
- 5.3. An emergency Council meeting is convened by the demand of a third of the Council, the President of the Board, or by proposition of the Board.
- 5.4. The agenda of a Council meeting is approved by the Council on a proposal by the Board. The agenda, which shall be accepted at the beginning of a meeting, can be rearranged during the meeting, if the Council decides upon it.
- 5.5. A Council meeting is held by the President of the Board or an authorised substitute. In the instance of a proposition by a member of the Council or Board, the Chairperson of the meeting can be replaced with a vote.
- 5.6. The Council is decisive if more than half of the Council members are participating in a meeting. A decision is made by the Council by a simple majority vote if the related documents do not state otherwise.
- 5.7. The Chairperson of a Council meeting determines the procedure and length of a debate. In the case of an objection, the Council may decide on the procedure and length of a debate.
- 5.8. During a Council meeting, any individual may speak out when permission is given by the Chairperson of the meeting.
- 5.9. The Chairperson of the meeting shall give the floor to the speaker in the order in which they appear, prioritising members of the Council. The speaker may only be interrupted by the Chairperson of the meeting.
- 5.10. The Chairperson of the meeting may expel speakers and other individuals present if they are not responding to the Chairperson's reprimands or are using offensive expressions, as well as if they are bothering the proceedings of the meeting.
- 5.11. A Council meeting is recorded by a person appointed by the Chairperson of the meeting.
- 5.12. The date, time, place and agenda of an emergency Council meeting must be issued to Council members electronically, as well as announced publicly.
- 5.13. Matters requiring a vote on persons shall be decided on by secret ballot.
 - 5.13.1. Voting on persons may be done by open vote if the simple majority of the Council decides so.
 - 5.13.2. Such a vote may be done in any instance regarding persons, except when a vote tallying

commission is elected.

- 5.14. In matters upon which an open vote is called, the result shall be established visually by the Chairperson of the meeting. In the event of a complaint, the Chairperson shall count the votes. Following a decision by the Council, the vote may be taken by secret ballot.
- 5.15. Matters which the Council has no objections about, and do not incite any discussion, are seen as agreed upon by a unanimous decision from the Council.

6. Organisation of Board meetings

- 6.1. Board meetings can be held in person or online.
- 6.2. Board meetings are held no less than three times per month.
- 6.3. The Board is decisive if more than half of all voting Board members are present.
- 6.4. Board meetings are chaired by either the President of the Board or a delegate Board member.
- 6.5. The time and place of the regular Board meeting shall be decided upon no later than 5 business days before the respective Board meeting.
- 6.6. An emergency Board meeting may be called by the President of the Board or more than half of the Board members.
- 6.7. If the majority of voting Board members do not attend a Board meeting, then a decision must be made within 24 hours about the next Board meeting within 7 days after the Board meeting that did not occur.
- 6.8. The agenda of a Board meeting is drawn up by the President of the Board, and must be electronically sent out and posted on the SU website by the RSU SU office administrator or a person delegated by the President of the Board no later than 24 hours before the Board meeting. A draft decision may only be placed on the agenda after the deadline if the Board agrees upon it.
- 6.9. If a Board member is not able to attend a Board meeting which concerns a matter within their scope of responsibility, they may express their opinion electronically, submitting it to the Board before 12:00 on the respective day.
- 6.10. If approved as legitimate at the following Board meeting, voting on a draft decision may be done electronically.
- 6.11. A meeting is recorded by the office administrator or a person appointed by the President of the Board.
- 6.12. The minutes of the meeting shall indicate the decisions taken by the persons who participated in the meeting and spoke on the relevant issues, a brief description of debates, precise terms of reference and the results of voting.

6.13. The minutes of a Board meeting shall be submitted to the Board for electronic approval no later than 5 business days after a Board meeting.

6.14. The minutes of Board meetings must be available to the Council no later than a week after a Board meeting.

7. Amendments to the Rules of Procedure

7.1. Amendments to the Rules of Procedure are to be approved by the Council.

7.2. Amendments to the Rules of Procedure shall enter into force upon approval.

7.3. An amendment is accepted with an absolute majority vote by elected members.

7.4. Amendments shall be proposed and developed by a member of the Council or Board.

President of the RSU SU Board Paula Feldmane