APPROVED
At a meeting of the Council of the
Rīga Stradiņš University Student Union
On 20 October 2026
Minutes No. 2-STP-11/9/2026

FOUNDATION
„RĪGAS STRADIŅA UNIVERSITĀTES STUDĒJOŠO PAŠPĀRVALDE"
RULES OF PROCEDURE

1. General Provisions

1.1. The Rules of Procedure (hereinafter – the Rules of Procedure) of the foundation "Rīgas Stradiņa universitātes Studējošo pašpārvalde" (hereinafter – RSU SU) have been drawn up in accordance with the Statutes of RSU SU and govern the organisation of the activities of RSU SU bodies, structures, members and representatives, their mutual cooperation, decision-making procedures and other matters concerning the internal operations of RSU SU.

1.2. These Rules of Procedure are binding on RSU SU bodies, structures, members and representatives insofar as the rights, obligations or procedures laid down herein apply to them.

1.3. In matters for which the procedure for consideration or resolution is not laid down in these Rules of Procedure, the provisions of the Statutes of RSU SU and other documents governing the activities of RSU SU shall apply. If those documents do not prescribe a procedure for the matter concerned, the procedure for resolving it shall be determined by the RSU SU Council (hereinafter – the Council).

2. Powers and Duties of Council Members

2.1. Council members shall be elected by RSU students in accordance with the RSU SU Election Regulations.

2.2. Duties of a Council member:

- 2.2.1. to comply with the documents governing the activities of RSU SU;
- 2.2.2. to attend Council meetings;
- 2.2.3. to familiarise themselves with the agenda and meeting materials before an ordinary Council meeting;
- 2.2.4. to comply with the RSU Code of Ethics and refrain from conduct that could damage the reputation of RSU or RSU SU;
- 2.2.5. to inform the RSU SU Board (hereinafter – the Board) of shortcomings identified in the activities of RSU SU and, where possible, propose measures to address them and improve the operations of RSU SU;

2.2.6. where possible, to participate in events organised by RSU SU and represent RSU SU at such events.

2.3. Powers of a Council member:

2.3.1. to express freely their own views and those of students, and to participate in achieving the objectives of RSU SU;

2.3.2. to elect the Board and other student representatives to the collegial bodies of RSU;

2.3.3. to request and receive information on the Board's work and activities from any Board member within that member's area of responsibility;

2.3.4. to submit matters and draft decisions for consideration by the Council in accordance with these Rules of Procedure;

2.3.5. to participate in Council meetings, debates and decision-making, including voting on matters within the Council's competence;

2.3.6. to propose the imposition of a disciplinary sanction on a Council or Board member for failure to fulfil duties laid down in these Rules of Procedure, and to participate in deciding on the imposition of such a sanction.

2.4. Disciplinary liability of Council members:

2.4.1. the Council may impose a disciplinary sanction on a Council member for failure to fulfil the duties of a Council member laid down in these Rules of Procedure;

2.4.2. any Council member or Board member may propose a disciplinary sanction against a Council member by submitting a reasoned proposal to the Council;

2.4.3. disciplinary sanctions shall comprise a caution and a reprimand;

2.4.4. where two cautions have been imposed on a Council member, the second caution shall be deemed a reprimand;

2.4.5. where a reprimand is imposed, the question of removing the Council member from office shall be included on the agenda of the next Council meeting.

2.5. The powers of a Council member shall terminate:

2.5.1. upon resignation from office by the Council member and submission of a written resignation;

2.5.2. upon the Council member losing RSU student status. If a Council member has been removed from the student register upon graduating from RSU and intends to commence studies in another RSU study programme in the following semester, the Council may, on the basis of the Council member's written application, decide to retain their mandate;

2.5.3. when the Council member takes academic leave;

2.5.4. upon the Council adopting a decision to remove the Council member from office in accordance with these Rules of Procedure;

2.5.5. in other cases provided for in the Statutes of RSU SU.

2.6. A Council member may be proposed for removal from office if:

2.6.1. the Council member has missed two consecutive Council meetings without a valid reason;

2.6.2. the Council member repeatedly or materially fails to fulfil the duties laid down in Clause 2.2 of these Rules of Procedure;

2.6.3. the Council member has received a reprimand in accordance with these Rules of Procedure.

2.7. A Council member's absence shall be considered excused if the Council member has notified the Board in writing of the absence and its reason at least 24 hours before the relevant Council meeting. Where justified by objective circumstances, notice may also be given later.

2.8. Before a decision is taken to remove a Council member from office, the Council member concerned shall have the right to provide an explanation to the Council.

2.9. The decision to remove a Council member from office shall be adopted by a simple majority of the Council members present.

3. Operating Principles of the Council Senior Representative

3.1. The Council Senior Representative is a representative elected by the Council from among its members who coordinates the Council's work and promotes cooperation between the Council, the Board and other student representatives.

3.2. The Council Senior Representative's Collegium (hereinafter – the Collegium) is a team led by the Council Senior Representative and comprising the Council Senior Representative and at least two Council members.

3.3. The Council Senior Representative shall be elected by the Council in accordance with the procedure laid down in the RSU SU Election Regulations.

3.4. Duties of the Council Senior Representative:

3.4.1. to promote cooperation and the exchange of information among Council members, the Board and other student representatives;

3.4.2. to coordinate the work and involvement of Council members in RSU SU activities;

3.4.3. to attend Board meetings or, if unable to attend, delegate another Council member to attend;

3.4.4. to compile proposals, questions and views from Council members and inform the Board of developments in the Council's work and matters raised within the Council;

3.4.5. to inform Council members of significant developments in the Board's work;

3.4.6. to monitor, in cooperation with the Board, the progress and implementation of decisions adopted by the Council;

3.4.7. to encourage newly elected Council members to become involved and to understand the work of the Council and RSU SU;
3.4.8. to lead the work of the Collegium.

3.5. Powers of the Council Senior Representative:
3.5.1. to request from the Board and Council members the information necessary to fulfil the duties of the Council Senior Representative;
3.5.2. to submit matters and proposals for consideration at Board and Council meetings;
3.5.3. to represent decisions adopted by the Council and views expressed within the Council at Board meetings and other RSU SU activities.

3.6. Duties of the Collegium:
3.6.1. to assist the Council Senior Representative in organising team-building activities and events to promote cooperation between the Council and the Board;
3.6.2. in cooperation with the Council Senior Representative, to ascertain, compile and communicate Council members' views and proposals orally, in writing or visually;
3.6.3. in cooperation with the Council Senior Representative, to monitor the fulfilment of Council members' duties and, where necessary, inform the Council Senior Representative of any shortcomings identified;
3.6.4. to promote cooperation among Council members, their involvement in RSU SU activities and the exchange of information between the Council and the Board;
3.6.5. to support the Council Senior Representative in organising the Council's work and coordinating Council members' activities;
3.6.6. to carry out other tasks assigned by the Council Senior Representative that relate to organising the Council's work and the objectives of the Collegium.

3.7. A Collegium member may resign from the Collegium by notifying the Council Senior Representative in writing.

3.8. The Council Senior Representative may propose changes to the composition of the Collegium, providing appropriate justification. The Council shall decide whether to approve changes to the composition of the Collegium.

3.9. The powers of a Collegium member shall terminate:
3.9.1. upon resignation from the Collegium;
3.9.2. upon the Council approving changes to the composition of the Collegium that provide for the removal of the member concerned;
3.9.3. upon the Collegium member losing Council member status;
3.9.4. upon the expiry of the term of office of the relevant Council Senior Representative.

4. Operating Principles of Substitute Council Members

4.1. A substitute Council member is an active RSU student who stood in the elections for the relevant Council term but did not obtain a Council mandate. All unsuccessful candidates for Council membership shall acquire substitute Council member status.

4.2. The ranking of substitute Council members in each faculty shall be determined on the basis of the Council election results calculated in accordance with the procedure laid down in the RSU SU Election Regulations.

4.3. If a Council member cannot attend a Council meeting, the Head of Internal Cooperation and Human Resources shall offer the opportunity to substitute for that Council member to a substitute Council member from the relevant faculty, in the order determined under Clause 4.2.

4.4. If a substitute Council member declines to substitute for a Council member or fails to confirm attendance at the Council meeting within the specified time limit, the opportunity shall be offered to the next substitute Council member from the relevant faculty in the prescribed order.

4.5. A substitute Council member replacing a Council member at a Council meeting shall exercise all the powers conferred on a Council member for the duration of that meeting, including the right to participate in debates and vote.

4.6. The powers of a substitute Council member to replace a Council member shall commence at the start of the relevant Council meeting and terminate upon its closure.

4.7. Procedure for filling a vacant Council mandate:

4.7.1. if the powers of a Council member terminate before the end of the relevant Council term, the vacant Council mandate shall be offered to the highest-ranked substitute Council member from the relevant faculty in accordance with Clause 4.2;

4.7.2. if the substitute Council member declines the Council mandate, it shall be offered to the next substitute Council member from the relevant faculty in the prescribed order;

4.7.3. a substitute Council member who agrees to fill the vacant Council seat shall acquire Council member status and powers for the remainder of the relevant Council term;

4.7.4. upon acquiring a Council mandate, the person shall cease to have substitute Council member status.

5. Powers and Duties of Board Members

5.1. Composition of the Board and voting rights:

5.1.1. the members of the RSU SU Board are the Chairperson of the Board, the Heads of the Board's Areas of Activity and their Deputies;

5.1.2. voting rights at Board meetings are held by the Chairperson of the Board and the Heads of the Board's Areas of Activity;
5.1.3. the Deputies of the Heads of the Board's Areas of Activity participate in the Board's work without voting rights;
5.1.4. Board administrators provide administrative and organisational support to the Board and are not considered Board members.

5.2. Duties of a Board member:
5.2.1. to be familiar with the structure, objectives and governing documents of RSU SU;
5.2.2. to ensure the implementation of Council decisions within their area of responsibility;
5.2.3. to perform the duties of their position in accordance with the relevant Board member's job description;
5.2.4. within their area of responsibility, to prepare draft decisions and other matters for consideration by the Board and the Council;
5.2.5. to attend Board and Council meetings;
5.2.6. within their area of responsibility, to provide and compile information necessary for the work of the Board and the Council;
5.2.7. to submit to the Council, no later than three working days before an ordinary Council meeting, a report on work completed in the preceding month. If the report is not submitted by the prescribed deadline, the Board member concerned shall be obliged to deliver an oral report at the Council meeting;
5.2.8. to inform the Board and the Council of significant matters, problems and risks within their area of responsibility;
5.2.9. to ensure the timely completion of tasks for which they are responsible and inform the Board of circumstances that may hinder their completion.

5.3. Powers of a Board member:
5.3.1. to request and receive information from Council members, university structural units and other organisations;
5.3.2. to defend and represent students' interests in academic, financial and cultural matters.

5.4. Disciplinary liability of Board members:
5.4.1. the Council may impose a disciplinary sanction on a Board member for failure to fulfil the duties of a Board member laid down in these Rules of Procedure;
5.4.2. any Council member may propose the imposition of a disciplinary sanction on a Board member by submitting a reasoned proposal to the Council;
5.4.3. disciplinary sanctions shall comprise a caution and a reprimand;

5.4.4. where two cautions have been imposed on a Board member, the second caution shall be deemed a reprimand;

5.4.5. where a reprimand is imposed, the question of removing the Board member from office shall be included on the agenda of the next Council meeting.

5.5. The Board's competence in financial matters:

5.5.1. the Board may decide on the expenditure of funds provided for in the RSU SU budget, provided that the amount of the expenditure does not exceed EUR 400 and the funding allocated to the relevant budget item is not exceeded;

5.5.2. the Council shall decide on expenditure exceeding EUR 400 and on any excess over the funding planned for a budget item;

5.5.3. the Board may decide on expenditure not provided for in the approved budget (hereinafter – unbudgeted expenditure), provided that an individual item of unbudgeted expenditure does not exceed EUR 400;

5.5.4. the Board may approve unbudgeted expenditure no more than twice during a single academic semester;

5.5.5. the Board shall inform the Council of unbudgeted expenditure approved by the Board at the next Council meeting.

5.6. Election of an Acting Board Member:

5.6.1. if a Board member's position becomes vacant and it is necessary to ensure the immediate performance of the duties of that position to maintain continuity of the Board's work, the Board may elect an Acting Board Member (hereinafter – the Acting Member);

5.6.2. nominations and the election of an Acting Member shall take place at a Board meeting in accordance with the procedure laid down in the RSU SU Election Regulations;

5.6.3. the Acting Member shall exercise the powers and perform the duties assigned to the relevant Board member. An Acting Member performing the duties of a Head of a Board Area of Activity shall not have voting rights at Board meetings;

5.6.4. the powers of an Acting Member shall terminate:

5.6.4.1. upon election of the relevant Board member;

5.6.4.2. upon the expiry of three months from the date of the Acting Member's election;

5.6.4.3. upon resignation of the Acting Member;

5.6.4.4. upon the Board adopting a decision to terminate the Acting Member's powers.

5.6.5. If a Council member is elected as an Acting Board Member, the exercise of that person's powers as a Council member shall be suspended for the duration of their term as an Acting Board Member and shall automatically resume upon the termination of that term, for the remainder of the Council term.

5.6.6. During the suspension of the exercise of the Council member's powers, the Council member shall be replaced at Council meetings by a substitute Council member in accordance with these Rules of Procedure.

6. Submission, Processing and Consideration of Draft Decisions

6.1. Draft decisions shall be submitted for consideration by the Board or the Council according to their respective areas of competence.

6.2. A draft decision shall clearly state the substance of the proposed decision and, where the decision entails further action, propose the person responsible for its implementation and the implementation deadline.

6.3. Submission and consideration of draft decisions at Board meetings:

6.3.1. a Board member or Council member may submit a draft decision for consideration by the Board;

6.3.2. a draft decision shall be submitted no later than 24 hours before the relevant Board meeting;

6.3.3. if a draft decision is submitted after the deadline specified in Clause 6.3.2, the Board shall decide whether to consider it at the relevant Board meeting;

6.3.4. if a submitted draft decision does not comply with the requirements laid down in these Rules of Procedure, the submitter shall be informed of the shortcomings identified and the need to remedy them;

6.3.5. if consideration of the draft decision does not fall within the Board's competence, the submitter shall be informed and, where applicable, the draft decision shall be referred to the Council for consideration;

6.3.6. when considering a draft decision, the Board may approve or reject it, or defer its consideration, specifying any necessary clarifications or additions and, where necessary, a deadline for reconsideration.

6.4. Submission and consideration of draft decisions at Council meetings:

6.4.1. a Board member, the Council Senior Representative or at least five Council members acting jointly may submit a draft decision for consideration at a Council meeting;

6.4.2. a draft decision shall be submitted no later than three working days before the relevant Council meeting;

6.4.3. if a draft decision is submitted after the deadline specified in Clause 6.4.2, the Council shall decide whether to consider it at the relevant Council meeting;

6.4.4. if a submitted draft decision does not comply with the requirements laid down in these Rules of Procedure, the submitter shall be informed of the shortcomings identified and the need to remedy them;

6.4.5. if consideration of the draft decision does not fall within the Council's competence, the submitter shall be informed and, where applicable, the draft decision shall be referred to the Board for consideration;

6.4.6. when considering a draft decision, the Council may approve or reject it, or defer its consideration, specifying any necessary clarifications or additions and, where necessary, a deadline for reconsideration.

6.5. When approving a draft decision, the Board or the Council may make clarifications and amendments to it, provided that these do not alter the substance of the draft decision.

6.6. If amendments proposed during consideration materially alter the content of a draft decision, or additional information is needed for its consideration, the Board or the Council may defer consideration of the draft decision.

6.7. When approving a draft decision that entails further action, the Board or the Council shall designate the person responsible for implementing the decision and, where necessary, set an implementation deadline.

6.8. The person designated in the decision shall be responsible for its timely and accurate implementation.

6.9. Matters concerning the submission, processing and consideration of draft decisions that are not regulated by these Rules of Procedure shall be decided by the body competent to consider the relevant draft decision.

7. Organisation of Council Meetings

7.1. Council meetings shall normally be held in person. Where necessary, a Council meeting may be held remotely using electronic means of communication that enable Council members to participate fully in the meeting.

7.2. Meetings shall be convened by the Board or the Council Senior Representative. Council meetings shall be convened at least once a month and no fewer than nine times during an academic year. The first meeting of a newly elected Council shall be convened by the Board in accordance with the Election Regulations.

7.3. Council members shall be informed of the date, time and venue of a Council meeting, or the arrangements for joining a remote meeting, no later than ten days before the scheduled meeting.

7.4. The Board shall prepare the draft agenda for a Council meeting, taking into account matters and draft decisions submitted in accordance with these Rules of Procedure.

7.5. The Council shall approve the meeting agenda at the beginning of the meeting. Once approved, the agenda may be amended by a decision of the Council.

7.6. The agenda of a Council meeting and materials relating to the matters included therein shall be sent electronically to Council members no later than three working days before the scheduled meeting.

7.7. A Council meeting shall be chaired by the Chairperson of the Board or a person authorised by the Chairperson.

7.8. On the proposal of a Council member or Board member, the Council may decide to approve another chair for the meeting concerned.

7.9. The Council shall have a quorum if more than half of the Council members entitled to vote participate in the Council meeting.

7.10. A substitute Council member replacing a Council member in accordance with these Rules of Procedure shall be counted as the replacement for that Council member when determining the quorum.

7.11. The meeting chair shall determine the procedure for debates and speaking time. If a Council member objects, the Council may decide to change the debate procedure or speaking time.

7.12. Council members, Board members and invited persons may speak and ask questions at a Council meeting once the meeting chair has given them the floor.

7.13. The meeting chair shall give speakers the floor in the order in which they request it. The meeting chair may give priority to a Council member who has not yet spoken on the matter under consideration.

7.14. The meeting chair may interrupt a speaker who exceeds the allotted speaking time, departs from the matter under consideration or continues to disrupt the meeting after being admonished by the meeting chair.

7.15. The meeting chair may admonish a person who disrupts the meeting, fails to follow the meeting chair’s instructions or breaches the established debate procedure.

7.16. If a person who is not a Council member continues to disrupt the meeting after a repeated admonition, the meeting chair may request that person to leave the meeting venue.

7.17. If a Council member continues to disrupt the meeting after a repeated admonition, the Council shall decide whether to expel that member from the meeting concerned.

7.18. The minutes of a Council meeting shall be taken by a person appointed by the meeting chair.

7.19. The minutes of a Council meeting shall record the date, time and format of the meeting, the Council members and substitute Council members present, the agenda, the decisions adopted and the voting results.

7.20. Adoption of Council decisions by electronic voting outside a Council meeting:

7.20.1. if consideration of a matter cannot be postponed until the next Council meeting, the Council may adopt a decision by electronic voting outside a Council meeting;

7.20.2. the draft decision, its justification and the materials relevant to its consideration shall be sent to Council members for electronic voting, specifying the voting deadline;

7.20.3. the period allowed for electronic voting shall be at least 24 hours from the time the draft decision is sent;

7.20.4. in electronic voting, a Council member shall vote “for”, “against” or “abstain”;

7.20.5. an electronic vote shall have a quorum if more than half of the Council members entitled to vote participate. Decisions shall be adopted in accordance with the Council decision-making procedure laid down in these Rules of Procedure;

7.20.6. if at least five Council members request that the matter be considered at a Council meeting during the electronic voting period, electronic voting shall be discontinued and the matter referred for consideration at a Council meeting;

7.20.7. decisions concerning the election or removal of persons from office or the imposition of disciplinary sanctions shall not be adopted by electronic voting;

7.20.8. the results of electronic voting shall be communicated to Council members and recorded in the minutes of the next Council meeting.

7.21. Organisation of extraordinary Council meetings:

7.21.1. an extraordinary Council meeting shall be convened on the proposal of the Chairperson of the Board, the Board, the Council Senior Representative or at least one third of Council members;

7.21.2. a proposal to convene an extraordinary Council meeting shall state the grounds for convening the meeting and the matters to be considered;

7.21.3. Council members shall be informed electronically of the date, time and venue of an extraordinary Council meeting, the arrangements for joining it remotely and the meeting agenda.

8. Organisation of Board Meetings

8.1. Board meetings shall be held at least three times a month.

8.2. Board meetings shall be convened by the Chairperson of the Board or a Board member authorised by the Chairperson.

8.3. Board meetings may be held in person or remotely using electronic means of communication that enable Board members to participate fully in the meeting.

8.4. Board members shall be informed of the date, time and venue of an ordinary Board meeting, or the arrangements for joining it remotely, no later than five working days before the relevant Board meeting.

8.5. The draft agenda of a Board meeting shall be prepared by the Chairperson of the Board or the Head of Internal Cooperation and Human Resources, taking into account matters and draft decisions submitted in accordance with these Rules of Procedure.

8.6. The agenda of a Board meeting and materials relating to the matters included therein shall be sent electronically to Board members no later than 24 hours before the relevant Board meeting.

8.7. The Board shall approve the meeting agenda at the beginning of the meeting. Once approved, the agenda may be amended by a decision of the Board.

8.8. A Board meeting shall be chaired by the Chairperson of the Board or a Board member authorised by the Chairperson.

8.9. The Board shall have a quorum if more than half of the Board members entitled to vote participate in the Board meeting.

8.10. If a Board meeting does not have a quorum, the Chairperson of the Board or an authorised Board member shall convene another Board meeting.

8.11. If a Board member is unable to attend a Board meeting at which a matter within their area of responsibility is to be considered, the Board member may submit their views on that matter to the Board electronically before the meeting.

8.12. Views submitted electronically by a Board member shall not constitute participation in the meeting and shall not be taken into account when determining the quorum or the voting result.

8.13. In urgent cases, the Board may adopt a decision by electronic voting outside a Board meeting.

8.14. Board members entitled to vote shall participate in electronic voting, and decisions shall be adopted in accordance with the Board decision-making procedure laid down in these Rules of Procedure.

8.15. The result of electronic voting shall be recorded in the minutes of the next Board meeting.

8.16. An extraordinary Board meeting shall be convened by the Chairperson of the Board or on the proposal of more than half of the Board members.

8.17. A proposal to convene an extraordinary Board meeting shall state the grounds for convening the meeting and the matters to be considered.

8.18. Board members shall be informed electronically of the date, time and venue of an extraordinary Board meeting, the arrangements for joining it remotely and the agenda.

8.19. The minutes of a Board meeting shall be taken by the office administrator or a person appointed by the meeting chair.

8.20. The minutes of a Board meeting shall record the date and time of the meeting, the participants, the matters considered, the decisions adopted, the tasks assigned, the persons responsible for their completion and the deadlines, as well as the voting results.

8.21. The minutes of a Board meeting shall be approved electronically by the Board members.

8.22. A Council member may request the minutes of a Board meeting or an extract therefrom where necessary to fulfil the duties of a Council member.

8.23. The requested minutes of a Board meeting or an extract therefrom shall be provided electronically to the Council member, subject to the restrictions on access to information laid down in applicable laws and regulations and in the documents governing the activities of RSU SU.

9. Organisation of RSU SU Projects

9.1. The Project Coordinator shall be the Head of the Board Area of Activity responsible for overseeing the relevant RSU SU project. By decision of the Head of the relevant Area of Activity, their Deputy may also perform the duties of Project Coordinator. If a project is not overseen by any Board Area of Activity, the duties of Project Coordinator shall be performed by the Chairperson of the Board.

9.2. If the Head of the relevant Board Area of Activity assumes the duties of Project Manager, the duties of Project Coordinator shall be performed by the Chairperson of the Board. If the Deputy Head of the relevant Area of Activity assumes the duties of Project Manager, the Project Coordinator shall be the Head of that Area of Activity.

9.3. A Project Manager shall be designated for each RSU SU project and elected by the Board at a Board meeting. Any active RSU student may stand for the position of Project Manager.

9.4. The Head of the relevant Board Area of Activity or their Deputy, as well as the Chairperson of the Board in respect of projects not overseen by any Board Area of Activity, may assume the duties of Project Manager without standing for election or being elected at a Board meeting, provided that the Board is informed thereof.

9.5. The Project Manager shall be responsible for planning, organising and implementing the project and shall regularly inform the Project Coordinator of the project's progress, significant matters and problems.

9.6. The Project Coordinator shall oversee project planning and implementation, provide the Project Manager with the necessary support and, within their area of responsibility, ensure the project's development in line with the objectives of the relevant RSU SU Area of Activity.

9.7. The Board shall announce the call for applications for project organisers.

9.8. The Project Manager shall determine the number of organisers required for the project.

9.9. If the number of applicants for project organiser positions exceeds the number required, the Project Manager may select the project organising team and decline the remaining applicants' participation in organising the project.

9.10. If the Project Manager or a project organiser loses active RSU student status during project implementation, they may continue to perform their duties until the completion of the relevant project.

9.11. Any student may become a project organiser or volunteer unless the Project Coordinator has determined otherwise.

9.12. The Board shall announce the call for applications for project volunteers.

9.13. Formation of the project volunteer team:

9.13.1. the Project Manager shall determine the number of volunteers required for the project in cooperation with the Volunteer Coordinator;

9.13.2. if the number of applicants for volunteer positions exceeds the number required, the Project Manager shall select the project volunteer team in cooperation with the Volunteer Coordinator.

9.14. The Project Manager may resign from the position by notifying the Project Coordinator and the Board in writing.

9.15. The Project Coordinator may propose the removal of the Project Manager from the position if the Project Manager fails to fulfil their duties, materially breaches documents governing RSU SU activities or, through their conduct, jeopardises project implementation.

9.16. The Board shall decide on the removal of the Project Manager from the position after assessing the reasons provided by the Project Coordinator and giving the Project Manager an opportunity to provide an explanation.

9.17. If the Project Manager is removed from the position or resigns, the Board shall elect a new Project Manager or the Project Coordinator shall assume the Project Manager's duties. Until a new Project Manager is elected, the Project Coordinator shall perform the Project Manager's duties.

9.18. If significant risks or breaches are identified during project implementation, the Project Coordinator may propose to the Board that project implementation be suspended or that changes be made to the arrangements for organising the project.

10. Amendments to the Rules of Procedure

10.1. Amendments to these Rules of Procedure shall be approved by the Council.
10.2. Amendments to these Rules of Procedure shall enter into force upon their adoption.
10.3. An amendment shall be adopted by an absolute majority of Council members.
10.4. Amendments may be proposed and drafted by one or more Council members or Board members.

Chairperson of the RSU SU Board Kristiana Jurkevica