COUNCIL MEMBER GUIDEBOOK

CONGRATULATIONS!

You have been elected as a member of the Council of your faculty. You have been entrusted with the role of representing the opinion of the students of your faculty in the Council - the highest decision-making body of RSU SU!

EXPLANATION OF CONCEPTS

Quorum - a specified number of participants in the meeting, which is sufficient for the participants to have the right to decide, this number for RSU SU Council is 19 people (half + 1).

Mandate - a confirmation given to each Council member regarding his / her voting rights in the meetings.

Board - executive of the RSU SU.

Senior of the Council - Compiler and speaker of the Council's opinion, a person who organizes and ensures the work and cohesion of the Council.

Ballot paper - a paper on which votes are cast for candidates.

Senator - student representative in one of the highest decision-making institutions of RSU - the Senate.

Councillor of the faculty - a student representative in the decision-making body that makes decisions about the activities within a specified faculty - the Faculty Council.

Disciplinary punishment - a reprimand is imposed on a member of the Council or the Board, on the basis of which a particular member may also be suspended from office.

Information about the staff of RSU SU board members, student senators, faculty councilors and the Council and contacts can be found on the RSU SU website!

DUTIES AND RIGHTS OF THE COUNCIL MEMBERS

DUTIES

Supervise the work of the ISA and RSU SU Board

To approve the Board members

Get involved in the activities of the Board

Attend Council meetings

To approve the position of faculty councilors, LSA councilors, senators and other student representatives

Get involved in the development of SU

Attend work groups

Consider and, if necessary, reject various RSU SU proposals

RIGHTS

Express your and students' opinions

Request and receive information about the activities of the RSU SU board and sub-organizations

To propose a disciplinary sanction to the board member or a member of the Council for non-fulfillment of duties

IMPORTANT DOCUMENTS

After the election, each member of the Council has access to the RSU SU Google Drive folder with the most important information.

RSU SU COUNCIL

Binding documents and minutes of Council meetings
RSU SU and ISA board reports
Composition of the Council and attendance at meetings
Contact information of Council and Board members
Job descriptions of Board members

OTHER USEFUL DOCUMENTS TO KNOW

RSU SU Rules of procedure
RSU SU Statutes
RSU SU Strategy
RSU SU Election regulations

Find all the most important documents on our website

In these documents you will find information about the procedure of the Council meetings, the rights and responsibilities of the Council and Board members, about the basics of RSU SU, as well as the works that are planned to be worked on in the current year.

COUNCIL MEMBER'S TIMELINE

Receive your mandate

Get access to the "RSU SU Council 2025" folder

Attend the first meeting of the Council - Board elections

Choose any Board affair you are the most interested in

Elect the Council elders

Attend the second meeting of the Council

Continue to be active throughout the year by attending work groups and Council meetings without fear of expressing your opinion in them!

BOARD REPORTS

The duty of the council is to supervise and follow the work of both RSU SU and ISA board

The Board of RSU SU closely cooperates with the Council - each member of the Council must be involved in at least one affair of the Board.

Each month, both boards send monthly reports to the Council, with the opportunity to comment and ask questions before the Council meeting.

HOW TO COMMENT ON REPORT?

Highlight the phrase you are interested in in the report
Press right key or the blue button in the right corner

Start you comment by mentioning Board member to which question is addressed using @Board member email
Ask your question!

Find out more about what the RSU SU Board and its affairs do by reading it on our website.

Also get acquainted with the board of the International Student's Association and its activities

COMPOSITION OF MEMBERS OF THE COUNCIL

RSU SU Council consists of 36 elected members of the Council, representing the entire faculty and the department of international students. Only students of respective faculty or department vote for a particular candidate for a member of the Council. According to the number of students in each faculty and department, the number of available mandates or voting members of the Council is determined proportionally.

THIS YEAR THE DIVISION OF MANDATES OF RSU SU COUNCIL IS:

Faculty of Medicine - 11
Faculty of Health and Sports Sciences - 10
Faculty of Social Sciences - 8
Latvian Academy of Sport Education - 3
Faculty of Pharmacy - 2
Faculty of Dentistry - 1
Department of Residency - 1

CONDUCT OF COUNCIL MEETINGS

ON SITE

Council meetings are held in person at the RSU premises in one of the auditoriums.

The document work group takes place before the meeting in Zoom. Visit it and don't be afraid to ask questions or express an opinion!

When entering the auditorium, be sure to register for presence.

Vote using the mandate given to you!

ONLINE

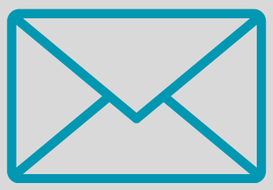
If you are not able to attend Council meeting in person, you can join it via Zoom. However, then you won't have the right to vote.

You will be able to find the meeting link in the info e-mail, RSU SU calendar and on the website.

Prior to the meeting, the work group of documents takes place on the same link as the Council meeting.

BEFORE THE COUNCIL MEETING

Get acquainted with Council meeting documents - they are sent in Sunday info email before the Council meeting. Get acquainted with all candidates, documents and issues to be discussed.



Ask your questions of interest within the Board's report - do not be afraid to ask, there are no unnecessary questions and it is understandable not to know something! Questions are also useful for Board members to know where to work more or what students do not understand!

If you cannot go to the Council meeting, inform the Head of the Internal Cooperation and Human Resources or the senior of the Council at least 2 days before the Council meeting. If you do not report the delay - it will count as unjustified! Only two unjustified delays are allowed per year.

Be present at the work group before the Council meeting to discuss the candidates and the agenda of the meeting with other Council members.

IN THE COUNCIL MEETING

Follow the course of the meeting, presentations and discussions of the candidates - do not slow down and vote in time with others!

If you want to ask a question, raise your hand - you will be given the floor when possible.

When asking a question, thank the candidate for the presentation and introduce yourself by naming your name, surname, faculty and year of study, for example, JOHN SMITH ISD2.

Join the discussion, express your opinion, do not be indifferent! It is your opinion that can change the vote!

Do not be late for the meeting and do not leave it during the break - it is important to ensure a quorum at the council meetings!

It is important to break your comfort zone and not be afraid to ask questions at Council meetings. Write down any unclear issues and talk to either Council member or to the Head of Internal Cooperation and Human Resources about any uncertainties that have arisen. These uncertainties are an understandable part of starting any new phase.

MANDATE

The mandate is given to the elected Council members at the closing ceremony of the Council elections. It is used at every face-to-face meeting of the Council to conduct open voting.

THE MANDATE CONFIRMS YOUR VOTING RIGHTS AT THE MEETING

Don't lose your mandate - it will be difficult to get another one!
Also take it with you to each Council meeting.

SECRET BALLOT

The secret ballot shall be conducted by voting for candidates for positions or by imposing a disciplinary sanction on a person.

Beware of spots available for each position.

Once the vote is announced, go down to get your ballot paper.

For each item to be voted on, sign - candidates and signatures should be equal amount!

Avoid abstaining - your vote can be decisive. Abstain if there may be a conflict of interest or you have closer ties with the candidate.

PIEMĒRI

Balsojums par Kultūras un sporta virziena vadītāju

Vārds, uzvārds	PAR	PRET	ATTURAS
Jānis Jānītis	x		
Zigmunds Kreilis		x	
Linda Labā			x

Atzīme liekama pretī katram kandidātam vienā ailītē. Ja kandidātam nav nevienas atzīmes – atturas. Ja ir atzīmēti abi varianti – nederīgs biļetens. Atzīme var būt "+", "x", "v".

Balsojums par Kultūras un sporta virziena vadītāju

Vārds, uzvārds	PAR	PRET	ATTURAS
Jānis Jānītis	x		
Zigmunds Kreilis		x	
Linda Labā		x	

Atzīme liekama pretī katram kandidātam vienā ailītē. Ja kandidātam nav nevienas atzīmes – atturas. Ja ir atzīmēti abi varianti – nederīgs biļetens. Atzīme var būt "+", "x", "v".

After the vote, the ballot paper is cast in the ballot box.
Don't give it to anyone and don't show your vote to others!

HOW NOT TO VOTE?

Do not vote "FOR" and "AGAINST" for the same candidate.

SLIKTIE PIEMĒRI

Balsojums par Kultūras un sporta virziena vadītāju

Vārds, uzvārds	PAR	PRET	ATTURAS
Jānis Jānītis	x	x	
Zigmunds Kreilis		x	
Linda Labā			x

Atzīme liekama pretī katram kandidātam vienā ailītē. Ja kandidātam nav nevienas atzīmes – atturas. Ja ir atzīmēti abi varianti – nederīgs biļetens. Atzīme var būt "+", "x", "v".

Balsojums par Kultūras un sporta virziena vadītāju

Vārds, uzvārds	PAR	PRET	ATTURAS
Jānis Jānītis	x		
Zigmunds Kreilis	x		
Linda Labā		x	

Atzīme liekama pretī katram kandidātam vienā ailītē. Ja kandidātam nav nevienas atzīmes – atturas. Ja ir atzīmēti abi varianti – nederīgs biļetens. Atzīme var būt "+", "x", "v".

Balsojums par Kultūras un sporta virziena vadītāju

Vārds, uzvārds	PAR	PRET	ATTURAS
Jānis Jānītis		:(	
Zigmunds Kreilis	PAR		
Linda Labā			KAS TĀ TĀDA?

Atzīme liekama pretī katram kandidātam vienā ailītē. Ja kandidātam nav nevienas atzīmes – atturas. Ja ir atzīmēti abi varianti – nederīgs biļetens. Atzīme var būt "+", "x", "v".

Keep in mind available seats - if two people are running for one seat, do not choose to vote "FOR" for more than one candidate.

In the ballot, choose x, tick, plus, but do not mark or write anything extra. Mark out with a pen!

DISCIPLINARY ACTION

THE COUNCIL IS AUTHORIZED TO IMPOSE DISCIPLINARY SANCTIONS ON THE COUNCIL OR BOARD MEMBERS

The Council, by a simple majority voting, is authorized to propose disciplinary action against a Board or Council member in situations where:

- person's responsibilities aren't fulfilled;
- disgrace or a negative image of the organization is created.

The Council may express:

- note;
- reprimand;
- disloyalty vote.

When making a note, the Council or Board member has the opportunity to correct the mistakes made. If two notes are received, a reprimand is automatically applied, which envisages voting at the next Council meeting of the removal from office or expulsion from the Council.

In the event of a disloyalty vote, the Board or Council member in question shall be suspended immediately. A vote of disloyalty requires a two-thirds majority of the Council members.

The Chairman has the right to suspend the Board or Council member on his own initiative when the duties of a member are not fulfilled or the organization is slandered.

USEFUL

Follow along info email on every Sunday sent by ISCv. There you will find all work groups, events, projects that need organizers or activists, times of the Board and Council meetings and the most important information about the ongoing SU.

Add RSU SU Calendar to your Google Calendar so you're always up to date on upcoming events.

Subscribe to the RSU SU News e-mail so that you can receive the latest information about what is happening in RSU and RSU SU every week.

If you want to find out news in Science and Academic Issues, apply from A to Z news.

It is the duty of each Council member to get involved in the activities of at least one affair of the Board - find the affair you are interested in and find the most suitable jobs for you to help and visit working groups of the affair.

Follow RSU SU social media - Facebook and Instagram, there you will also be able to see the latest information, as well as various comtests and pictures.

CONTACTS

If you have any questions or concerns, you can always turn to these people and rely on them.

ACTING HEAD OF THE INTERNAL COLLABORATIONS AND HUMAN RESOURCES AFFAIRS

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SENIOR OF THE COUNCIL

YOU WILL SUCCEED!

SEE YOU AT THE COUNCIL MEETINGS!