

RULES OF PROCEDURE FOR THE UNIVERSITY COUNCIL OF THE ERASMUS UNIVERSITY 2023

as referred to in article 9.31 seventh paragraph of the WHW (Law on higher education and scientific research) and article 16 of the Regulations for the University Council (URR)

These adapted Rules of Procedure will apply from 14 June 2023 onwards.

Consulting with the members of the Central Electoral Committee and the University Council is done by the Clerk. The document is shared with the Executive Board by the University Council for information.

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CHAPTER 1: GENERAL DEFINITIONS

Article 1 - Definition of concepts

The Terms used in these Rules of Procedure have the same meaning as in the WHW, the BBR-EUR and the URR, unless deviated from in the Rules of Procedure. In addition, the following Terms with an initial capital letter are used in these Rules of Procedure. The following definitions apply:

BRR-EUR:	the Executive and Management Regulations EUR, as referred to in article 9.4 of the law;
Announce:	publish through the appropriate channels;
Board:	the Board of the EUR, as referred to in article 9.2 of the law;
Committee:	a Committee of the Council;
Day(s):	every Day of the Week;
EUR:	the Erasmus University of Rotterdam;
Section(s):	the Personnel- and Student Sections of the Council;
Clerk:	the official secretary of the Council;
Electoral rules:	the Electoral rules (KRUR) regarding the Elections of the University Council and is part of the URR as attachment;
Consultation meeting:	meetings where the University Council and the Board consult with each other;
Personnel:	Personnel working in any employment with the EUR, on the basis of a permanent appointment;
Personnel Section:	that part of the University Council that has been chosen from and by the Personnel;
Presidium:	the Presidium of the Council, existing of the Chairperson and vice-Chairmen of the Council;
Chairperson:	the Chairperson of the Council;
Council meetings:	meetings by the Council that are not Consultation meetings;
Rules of Procedure:	these Rules of Procedure for the University Council of the EUR;
Student(s):	the person(s) who are registered as such with the EUR, not being an external Student;
Student Section:	that part of the Council that has been chosen from and by Students;
Task Force:	a Task Force of the Council;
Time schedule:	the schedule in Days and Weeks according to which the Elections are held, if a period within the Elections is shorter than two (2) Weeks, that period is indicated in Days;

University Council:	the University Council of the EUR, as referred to in article 9.31 of the law;
URR:	the Regulations for the University Council of the EUR, as referred to in article 9.34 paragraph 1 of the law;
Elections:	the entire procedure from the moment of the determination of the Time schedule to the determination of the result by means of official minutes, with the aim of appointing members of the University Council by secret Written Voting in accordance with the KRUR. A Time schedule is always established for the Elections;
Week:	the period(s) from Monday up to and including Sunday;
WHW:	law on higher education and scientific research;
Term:	Term of office of the Council, starting on the first of September and ending on August 31 of the year after.

Article 2 General Definitions

- 2.1 The members of the Council shall not be bound by any instructions and shall not receive a binding mandate.
- 2.2 With reference to the Election of these members, the definitions have been admitted in the KRUR, as referred to in article 2, second paragraph of the URR.

Article 3 Participation and absence regulations

- 3.1 Each member of the Council has a duty of being active and involved. When a member of the Council cannot be present or actively contribute during a Council meeting, Consultation meeting or meeting of a Committee or task force, the member reports this in time to the Clerk or relevant members of the Committee or Task Force.
- 3.2 Being an active and involved member of the University Council means:
 - a. A member is present during Council, Consultation, Committee and Task Force meetings;
 - b. Is prepared by reading the relevant documents and sending questions prior to the meeting to the Task Force or secretariat for policymakers to prepare on;
 - c. Actively contributes to and participates in the discussions in the Committee, Task Force, Council, and Consultation meetings on specific topics. As well as writing proposals for advice and/or letters for the Council to consider.

A Council member is expected to be an active and involved member in all Council and Consultation meetings, and Committee or Task Forces they are a part of. A member of the Council is expected to participate in an equal amount of Task Forces as other UC-members per term and to participate in at least one active Task Force during all cycles.

- 3.3 .
- 3.4 An exemption to the duty of being an active and involved member of the University Council is given in case of serious personal circumstances. In any case, study obligations, education obligations and/or research obligations are not a reason for exemption. There can be different reasons why a Council member cannot be present during a meeting. However, this does not exempt members from article 3.2 sub b and c.
- 3.5 If a Council member is unable to be present (article 3.2 sub a) they are expected to execute their other duties (article 3.2 sub b and c). The Presidium can give an exemption if the Council member is unable to execute all of their duties (article 3.2 sub a, b, and c).
- 3.6 As a result of a violation of the duties under article 3.2 sub a, b, and/or c by:
 - a. A member of the Personnel Section, a proportional part of the compensation for time invested in the organisation part will be withheld;

- b. A member of the Student Section, a proportional part of the “vacatiegelden” (**attendance fees**) will be withheld.
- 3.7 At the end of a Term, the Presidium can, upon request of anyone who has violated the duty to be present, decide to still pay the fees for the Personnel or Student member of the Council, as a result of the fourth act of this article. The Presidium can draft and accept a fairness rule which the Presidium will use as a guideline during its decision making. The Presidium motivates such a taken decision.
- 3.8 Halfway through and at the end of the Term, the Presidium has an overview drafted for the amount of Council, Consultation meetings and Committee and Task Forces each member has participated in. This overview will, if judged necessary by the Presidium, be discussed at a Council meeting.
- 3.9 At the end of the Term, the Presidium can, upon request of anyone to whom article 3.6 sub a or b has been applied, decide to still pay the fees for the Personnel or Student member of the Council.

HOOFDSTUK II – THE DURATION OF THE CHAIRPERSON’S TERM AND TASKS

Article 4 - The duration of the Chairperson’s Term and his tasks

- 4.1 The maximum duration in office for the Council’s Chairperson is two (2) years and may be re-elected twice. The Council can decide to re-elect the Chairperson with a regular majority or can decide to start the application procedures. This has to be done in a Council meeting.
- 4.2 The Chairperson of the Council is tasked with:
- a. Chairing the Council meetings and the Consultation meetings;
 - b. Chairing the meetings by the Presidium;
 - c. Giving instructions to the Clerk, in Consultation with the Presidium;
 - d. The (re-)opening, suspending and closing of meetings;
 - e. Appointing people to speak and maintaining order during meetings;
 - f. Guiding the formulation of proposals that the Council has to decide on;
 - g. Announcing the voting results;
 - h. Maintaining contact with the de-central parties within the EUR that have rights of say;
 - i. Maintaining contact with parties with rights of say from other universities, companies or institutions with which the EUR works;
 - j. Supervising the compliance of these Rules of Procedure.
- 4.3 Before the meetings of the Council, the Chairperson can call forth several representatives of the delegations for a Consultation. This (agenda) Consultation has the goal to help the Chairperson in the chairperson’s preparations for the Council meeting and/or the Consultation meetings.
- 4.4 In case the Chairperson is not a member of the Council, the chairperson can advise the Council but has no vote.

Article 5 - Observation of the Chairperson’s tasks

- 5.1 In the case of the Chairperson being absent, the vice-chairperson will take up the Chairperson’s tasks. This vice-chairperson will, if needed, be chosen by the Presidium.
- 5.2 If need be, the member who has been part of the Council the longest will take up the Chairperson’s tasks.

Article 6 - Presidium

- 6.1 The Presidium consists of the Chairperson of the Council, two (2) members from the Student body and two (2) members from the Personnel body.

- 6.2 For the first cycle of the academic year, the Council will appoint ad-interim members for the Presidium, in the last plenary meeting of the first cycle the permanent members of the Presidium will be appointed.
- 6.3 The Chairperson of the Council is the chairperson of the Presidium and has a vote.
- 6.4 The members of the Presidium will be appointed for a duration of one year, according to article 10 act two sub a from these Rules of Procedure, unless the Council specifically uses other Terms.
- 6.5 Each topic put to the Council will fit within or be allocated to a portfolio of a Presidium member. The Presidium is advised to create and distribute portfolios among themselves (examples are HoKa / HeQa (Higher Education Quality Agreements); Finance; Strategy; Legal affairs; Educational and Student affairs; Diversity and Inclusion; Sustainability; Real Estate and Facilities; Human Resources).
- 6.6 The Presidium is, according to these Rules of Procedure and the URR, tasked with:
- a. Initiating proposals to the Council with regards to:
 1. The schedule of the Council and Consultation meetings;
 2. The agenda of the Council and Consultation meetings;
 3. Advising the Council on the best way to approach and proceed on a topic;
 4. Send and outgoing pieces or follow-ups on Any Other Business (AOB);
 - b. Debating and discussing with the Executive Board topics which:
 1. Need a decision, advice or consultation within 2 weeks and can therefore not go through the regular cycle of the Council;
 2. Are requested by the Executive Board. The Presidium has the right to deny such a meeting and refer the topic back to the Council if it sees fit to do so;
 - c. Is the first point of contact for policymakers in relation to topics on the agenda of the Council;
 - d. Ensures and supervises the progress of Task Forces on topics within their portfolios, this includes:
 1. Ensuring deadlines are met as to finalise the topic within the given cycle, and otherwise request on time an extension on the response deadline (8 weeks after the topic has officially been put on the agenda of the Council);
 2. Ensuring sufficient information is made available for the Council to make a decision, give advice, or formulate questions;
 3. Supports Task Forces if policymakers do not respond or cannot be reached;
 4. Ensures draft letters are written and posted on time for the Council to consider and discuss;
 5. Updates the Chairperson of the Council on outstanding issues and questions in preparation for the Consultation meeting;
 - e. As the representative of the Council debate and discuss with other parties, institutions and people within and outside of the EUR.
- 6.7 The Presidium can, in case of general votes, decide to delegate the tasks, as meant under the fourth act of this article, to the Chairperson.
- 6.8 The Presidium will have a meeting at least one week before the start of the new cycle and one meeting before the Consultation meeting. Furthermore, the Presidium will meet in case the Chairperson sees fit or if at least one member of the Presidium requests to do so.

Article 7 - The distribution of tasks and mandating the Presidium

- 7.1 The Council can give tasks to the Presidium.
- 7.2 The Council can mandate or delegate a right or authority to the Presidium. The mandate or delegation will be documented in a written manner. In this documentation:
- a. The mandated or delegated right or authority is described;
 - b. It will be made clear in what ways the delegated right or authority is to be executed;
 - c. It will be made clear for which period the right or authority is delegated;
 - d. It will be made clear in what way the Presidium will be answerable for its way of working towards the Council.

7.3 The Presidium will inform the Council of any action taken surrounding the delegated right or authority as meant under the first act of this article as soon as possible.

Article 8 - The obligation of sharing information and accountability of the Presidium

8.1 The Presidium is accountable to the Council.

8.2 The Presidium will provide the Council with solicited and unsolicited insights about the performance of its duties.

Article 9 - Clerk

9.1 The Council, the Chairperson, the Presidium, the Council meeting and the Consultation meeting will be supported by an official Clerk. The Clerk will support the Chairperson of the Council and the Presidium with their preparation and ensure the meeting runs smoothly.

9.2 The Clerk is present at all meetings and gatherings of the Council. In case the Clerk is absent, the Clerk will be replaced by an appointed official.

9.3 The Clerk will consult with the Chairperson of the Council about the concept agenda for the Council meetings and Consultation meetings.

9.4 The Clerk will call for the meetings in name of the Presidium and will make sure the relevant pieces of the meeting are available.

9.5 The Clerk and/or the minutes taker will make minutes of all meetings. The Clerk will send these minutes to all of the Council members.

CHAPTER III – CONSTITUENT MEETING

Article 10 - Constituent meeting

10.1 The Chairperson will call for a constituent meeting in the first week of the new Term. This constituent meeting is for the new members of the new Term in the Council. The Chairperson will lead this meeting.

10.2 The Council will deliberate over a decision in the constituent meeting about at least the following:

- a. The appointing of two (2) members from the Student Section and two (2) members from the Personnel Section for the Presidium, keeping in mind article 6.2;
- b. The appointing of two (2) members from the Student Section and two (2) members from the Personnel Section for the Confidentiality Committee, these members cannot be the same as the members of the Presidium;
- c. Establishing the meeting schedule;
- d. Discuss and establish Task Forces for the topics on the agenda of the Council.

CHAPTER IV – COUNCIL MEETING

Title I – The calling of the meeting and the drafting of the agenda

Article 11 - The schedule, format and frequency of meetings

11.1 The Council has eight (8) cycles of five (5) weeks per Term.

11.2 The Council will meet at least three (3) times (first, third and fifth week) per cycle. The Council will meet if:

- a. The Presidium sees this as necessary;
- b. If at least eight (8) members of the Council request the Presidium to do so with a written motivation. The Council will then gather within four (4) weeks after the Presidium has received the request. The invitation for the meeting will contain the reason for calling the meeting.

11.3 The Chairperson can, diverting the meeting schedule, call for or cancel a meeting.

- 11.4 The Council can decide to continue a meeting on a date to be set by the Council.
- 11.5 All members are physically present during Council meetings unless the Presidium has given a waiver to allow individual members to attend digitally.
- 11.6 A waiver is given for a maximum duration of five weeks per year. A member who has a waiver and is digitally present during the meeting has voting rights and may have its point of view expressed by other members physically present.
- 11.7 A waiver can be requested by sending an email to the clerk at the latest Monday morning at 9.00 am before the (first) meeting for which a waiver is requested.
- 11.8 The Council can decide, if needed under the circumstances, to move to a hybrid form or full online meeting for which no waivers are needed for members to attend digitally.

Article 12 - Call for a Council meeting

- 12.1 The Secretariat will send out agenda invitations for all the Council meetings at the beginning of the Term. If there is a topic of great concern, the Chairperson can send an invitation for a Council meeting no later than twenty-four (24) hours before the meeting. The invitation includes the reasons for the concerns.
- 12.2 The Secretariat will ensure the following pieces are available to the Council at least seven days before the meeting:
 - a. The drafted agenda;
 - b. The minutes from the previous Council meeting (unless it is the first meeting of a cycle, the minutes of the third meeting of the previous cycle will be available before the second meeting of a cycle);
 - c. The (list of) received documents;
 - d. The documents accompanying items on the agenda.
- 12.3 The Chairperson can call for a gathering of the members of the Council during a Consultation meeting for a closed Council meeting regarding the treatment of a certain topic in order to form a decision about this topic. This gathering can also take place directly after the Consultation meeting has ended.

Article 13 - Agenda for the Council meeting

- 13.1 The Executive Board and/or members of the Council can submit topics to be put on the agenda no later than seven (7) days before the first meeting of a cycle. The Secretariat will provide the Council and the Secretariat of the Executive Board with a list of deadlines. Topics submitted for the agenda should at least include:
 - a. All relevant documents in English in relation to the topic;
 - b. If necessary and possible documentation related to the topic in Dutch;
 - c. A cover note if submitted by the Executive Board;
 - d. A filled out version of the Format Topic Proposal University Council document if submitted by a member of the Council.
- 13.2 In case of urgency or emergency, the Executive Board and/or members of the Council can submit requests for topics to be put on the current agenda throughout the running cycle. Such a request should include all documents stated under article 13.1 accompanied by a clear motivation on the urgency or emergency of the topic.
- 13.3 The Presidium will decide if the request will be accepted. If the Presidium declines the request, this will be done with reasoning and this will be shared along with the agenda draft.
- 13.4 The agenda draft will as good as it can explain:
 - a. Which items on the agenda or parts of those items will have to be discussed in a closed Council meeting, as decided by the Presidium;
 - b. Which people the Presidium has invited to help consult over an item on the agenda
 - c. What authority the Council has with regards to the different agenda items.
- 13.5 The agenda will be established during the Council meeting by the Council.

Article 14 - Public nature of the Council meeting

14.1 The Council meeting is public, unless

- a. The Council, the chairperson or the Presidium decides that (part of) the meeting has to be closed;
- b. A confidential document is under discussion;
- c. There is a topic under discussion of a personal nature;
- d. The Council debates about the candidates for the position of Chairperson or other members of the Board.

14.2 The Clerk has access to a closed (part of) Council meeting.

14.3 The Council or Chairperson can decide that one or more people are allowed into a (part of) a closed Council meeting.

14.4 There will be no minutes made of the closed (part of) Council meeting unless the Council decides otherwise. Those who are allowed to take part in a closed Council meeting will be allowed to read the minutes. The minutes are confidential, as long as confidentiality is enforced.

14.5 The Council can, before the end of the closed Council meeting, decide to what extent the discussed content will be confidential.

14.6 The imposed confidentiality can only be removed in a closed Council meeting.

Article 15 - Public nature of documents

15.1 All of the received and sent documents of the Council and Committees are public unless there is a document that is qualified as confidential by its submitter. The publicly received and outgoing documents will be made available through the website of the Council.

15.2 A confidential document is qualified as such by its submitter. The Presidium cannot decide to see a confidential document as a regular document.

15.3 The Council can refuse to accept a document or item on the agenda as confidential.

Title II – The progress of a meeting

Article 16 - List of attendance

16.1 The Minutes Taker together with the Clerk will establish a list of all members of the Council attending the meeting and publish this in the minutes.

16.2 A member of the Council that leaves the Council meeting before its end can request for a note to be made in the list of attendance and in the minutes.

Article 17 - Quorum

17.1 The Chairperson will open the meeting only after checking that at least half of the members are present, physically or online with a waiver. In the case that, fifteen minutes after the start of the meeting, the required number of members is still not present, the Chairperson will decide that the meeting will not take place.

17.2 After the meeting has been opened, the University Council can deliberate and take decisions until it appears that the required number of members is no longer present.

17.3 In case the Council decides that certain items on the agenda are too urgent to not discuss, the previously discussed acts will not have an effect.

Article 18 - Setting of the agenda

18.1 The Chairperson will, after opening the meeting, do the Announcements of the requests as meant in article 13, act four and article 24. The Council will subsequently set the agenda without Consultation.

- 18.2 The Council can decide to place a topic on the agenda if, by under article 13 act three sent request, the Presidium has to their opinion wrongly rejected this request or if they are of opinion that the treatment of this topic cannot be postponed.
- 18.3 The Council can decide to, during the setting of the agenda, set a maximum time of discussion for one or more items on the agenda. They can also choose a set time to start with the discussion of this topic.
- 18.4 The items on the agenda will be treated in the order as noted on the agenda unless the Council has appointed a set time to start with a certain topic.

Article 19 - Deliberation

- 19.1 The Chairperson can, if the Council agrees, set a maximum discussion time for a certain topic on the agenda.
- 19.2 The Chairperson will appoint speakers in the order in which speaking time is requested by the speakers.
- 19.3 Nobody will speak unless the Chairperson has given them the floor.
- 19.4 The Chairperson will halt a speaker who has deviated from the topic. If the speaker keeps on deviating from the topic, the Chairperson may deny the speaker the right to speak. A speaker who has been denied to opportunity to speak can immediately, through a proposal of order, question the decision of the Chairperson and subject the Council to a vote. The University Council then makes a decision without deliberation.
- 19.5 Council members are expected to be respectful and civilised in their use of language towards the Chairperson and the other members, guests or observers. They are also expected to respect decisions of the Chairperson of procedural nature during the meetings and of the Council on substantial topics on the agenda. A topic will be not be reopened or revisited once the Council has taken a decision. To do so a Council member has to follow the procedure under article 13.
- 19.6 If the Chairperson determines that the standards of respectful and civilized meetings are being exceeded by a member, they can use their right to the floor away. If the Chairperson decides that more than one person on the Council exceeds the standards they can decide to suspend the meeting.
- 19.7 The Chairperson closes the Council meeting when there is no member who wants to speak, or when the chairperson deems this desirable.
- 19.8 After the closure of the deliberation and before the Council will move on to decision making, members can, at their request, give an explanation of voting.
- 19.9 The Council only take decisions about topics on the agenda and proposals of order.
- 19.10 A member of the Council refrains from participation in decision making if the member seems to be involved in the subject. Then member will let this known before the start of the Council meeting.
- 19.11 Before the Council goes to decision making, the Chairperson will read the proposal which the decision-making concerns.

Article 20 Proposals of order and the suspending of the deliberation

- 20.1 A proposal of order regards the state of affairs during a Council meeting and can relate to the following:
 - a. The agenda;
 - b. The application of the URR and/or these Rules of Procedure;
 - c. The public nature of the meeting;
 - d. The manner of discussing an item on the agenda, its point in time or its duration;
 - e. The suspending or closing of the deliberation or the postponing of the decision about a point on the agenda.

- 20.2 A proposal of order can verbally be submitted during the meeting by the Chairperson or a member of the Council. The proposal of order will immediately be addressed. The Council will immediately decide, with a regular majority, about a proposal of order.
- 20.3 The Chairperson can, if they see this necessary for the progress or order of the meeting, upon request or upon own initiative suspend the meeting for a time as chosen by themselves.

Article 21 - The motions

- 21.1 Every member of the Council that is present at the meeting can submit a motion about the topic to be discussed to the Clerk. A motion is a short and motivated written statement regarding a topic with which, without legal effect, a verdict, or task is expressed.
- 21.2 The motion will only be taken into consideration if they are signed or otherwise backed by at least four (4) other Council members.
- 21.3 The discussion of the motions will take place together with the discussion of their respective point on the agenda.
- 21.4 In case the decision has not yet been taken, a motion can be withdrawn by the submitter.
- 21.5 In case the meeting has closed, the withdrawal of the motion can only be done in agreement with at least three-fourths of the present members of the Council.

Article 22 - Any other business

- 22.1 Every member of the Council may ask the Chairperson a question vocally during "any other business". These questions need to be directed to the Chairperson or the Council's secretariat. Any members tabling a question or item which are considered to be agenda topics to be discussed with the Council will be called to order. Such items can be submitted under article 13.
- 22.2 The questions have to be briefly and clearly formulated and preferably submitted to the Clerk 24 hours in advance.
- 22.3 If possible, the questions will be answered during the same meeting. The Chairperson will give notice in case answering these questions requires longer preparation. This notice will be paired with the Announcement that, in case there will be no next meeting within four (4) Weeks; the treatment will be dealt with in a written manner.

Article 23 - Right of speech for observers

- 23.1 The Chairperson can give observers the floor at their request during the public part of the meeting, except during the following points on the agenda:
 - a. The setting of the agenda
 - b. The setting of the agenda and the list of tasks from the previous meeting
 - c. Announcements by the Presidium
 - d. List of in- and outgoing documents
 - e. Any other business
- 23.2 In case an observer wants to discuss something during the meeting, then they are to ask the Chairperson for speaking time maximally one hour in advance in a written manner. The request mentions the topic they wish to speak about.
- 23.3 At the start of the discussion of an agenda topic, the Chairperson will allow those who have been granted the right to speak during that agenda topic the possibility to speak. In this case, the maximum time to speak per observer is five (5) minutes.
- 23.4 In case the right to speak has been granted regarding a topic that is not on the agenda, the Chairperson will give the observer the right to speak right after the opening of the meeting. The maximum time to speak about a topic that is not on the agenda is fifteen minutes per observer.
- 23.5 The Council can, at the proposal of the Chairperson, decide to alter the maximum appointed speaking times as defined in the third and fourth act of this article.

Article 24 - Measures of order

- 24.1 The Chairperson can limit the number of observers or decide during a meeting to remove observers to maintain order. In case the amount of observers has been limited, the Clerk will make sure there are extensive minutes of the meeting. The Chairperson can ask any observers that disturb the order in any way to immediately leave the meeting without further consideration.
- 24.2 The Chairperson can ask observers or guests of the Council that disturb the order in any way to immediately leave the meeting without further consideration.
- 24.3 If the chair determines that the standards of respectful and civilized meetings are being exceeded by a member, they can block them from speaking. If the chair decides that more than one person on the council exceeds the standards, the Chairperson can decide to suspend the meeting.

Article 25 - The order of decisions

- 25.1 If a proposal consists of various parts or articles, these parts or articles will first be voted about, in case the Chairperson sees it necessary or if a member of the Council requests so.
- 25.2 Before the Council decides, the Chairperson will read the proposal on which a decision is being made.

Article 26 - Decision making without a vote

- 26.1 The Chairperson will ask the Council if any member objects to the proposal on the table, in case none of the members object or have requested a vote, the decision is assumed to be made by general vote.
- 26.2 Members of the Council who are present at the meeting can request a note that they have indeed voted or that they have voted blank. In this case, the decision is assumed to be made with the votes of the other members. The amount of these votes has to be larger than that of those who have voted against it.

Article 27 - Decision making with a vote

- 27.1 In case a member of the Council requests, a vote about the decision that is to be taken will take place. Valid votes are either "for", "against" or "blank".
- 27.2 The members of the Council will vote based on their own opinion.
- 27.3 Decisions are made with a majority of the valid non-blank votes. The total number of submitted valid non-blank votes is to be larger than the submitted blank votes.
- 27.4 In case the vote is indecisive or if the amount of valid blank votes is larger or equal to the amount of non-blank votes no decision is taken. In such a case the Council can:
- a. Decide to vote again during the same meeting in case the topic concerns, decided by a vote on a proposal of order by the Council, a state of emergency;
 - b. Move to vote on the proposal again in the next meeting.
- 27.5 In case there is another situation on the same topic as in act four first sentence of this Article during the new vote, the proposal is to be dismissed.
- 27.6 **If a vote takes place during a hybrid or full online meeting it will always be a roll call vote for both the physically and digitally present members.**

Article 28 - Decision making through a vote by raised hands

The vote will be by raised hands, unless the Council decides the vote will be by a roll call or in a written manner. A vote regarding a proposal of order will always be done by show of hands. In case the vote is indecisive, the Chairperson will decide.

Article 29 - Decision making through a vote by roll call

- 29.1 The Council can in case of a regular majority, decide to have a vote by roll call. During such a vote,

all members of the Council, in the order of the list of attendance, vocally express their vote with the word "for", "against" or "blank" without any additions.

- 29.1 As long as the next member of the Council has not yet voted, a member can still change their vote. In case the member notices the mistake later, they can ask for a note of their mistake after the vote has finished, without this affecting the outcome of the vote.

Article 30 - Decision making through a written/digital vote

- 30.1 The Council can decide to have a written/digital vote in case of a regular majority or if the Chairperson sees it fit in relation to the situation.
- 30.2 The Chairperson appoints three (3) members of the Council to be the voting Committee for the written vote to take place. The voting Committee observes if the amount of ballots handed in is or is not larger than the amount of Council members that are present. If there are more ballots, then the ballots will be destroyed without being opened and a new vote will take place.
- 30.3 Decision making regarding persons always takes place with a written/digital vote unless the Chairperson argues there is an agreement regarding the proposal. A written/digital vote takes place by means of a digital voting mechanism (software to be determined) authenticated and run by the Clerk.
- 30.4 In case there is a large difference between the number of ballots handed in and the amount of Council members who are present which can be of influence on the decision, a new vote will take place.
- 30.5 The voting Committee will determine the legitimacy of the votes cast and the results of the vote.

Article 31 - Decision making through a vote regarding individuals

- 31.1 Candidates for a position can apply for a position within the period set by the chair and in a manner communicated by or on behalf of the chair.
- 31.2 The Election of persons for a position takes place by means of voting papers. The voting paper is completed by specifying the preferred candidate or candidates.
- 31.3 The Chair announces the names of the candidate or candidates, and the candidates are given the opportunity to introduce themselves in the presence of the council, with the other candidates also present.
- 31.4 If the number of candidates is equal to the number of positions, the relevant candidates are directly elected.
- 31.5 In all other cases, a round of voting will take place, in which each member of the University Council will have the opportunity to vote for their preferred candidate. If multiple positions are available, each member may cast as many votes as there are positions. For example, if two positions are available, each member can cast a maximum of two votes.
- 31.6 If there are more candidates than the number of available positions, the candidates with the most votes will be elected. For example, if there are three candidates for two positions, the two candidates with the most votes are elected.
- 31.7 If there are several candidates for one position and no candidate obtains a majority of the votes, a second round of voting will be held between the two candidates with the most votes. In that case, the candidate with the most votes are elected.
- 31.8 During the second vote it turns out that none of the candidates has been elected, it is decided as follows. To make this decision, the used voting papers, folded again, are placed in a box by the Registrar and then one (1) voting paper is taken out by the Clerk. The person named on this name slip has been chosen.
- 31.9 After election, the Chair will announce the results and congratulate the chosen candidate. The candidate with the most votes who is not elected is that year's alternate for this position.

Title III – Drawing up and signing of the documents and the minutes

Article 32 - Drawing up and signing of the documents

- 32.1 The Council, a Committee, Task Force, the Presidium or a member of the Council can draft a concept letter to the Executive Board about topics within their area of competence. These will be added to the list of outgoing documents.
- 32.2 Outgoing documents of the Council are signed by the Chairperson.
- 32.3 The decisions of the Council regarding advice or agreement are to be signed by the Chairperson and Clerk.
- 32.4 The Clerk will send a copy of the decision regarding advice or consent to the Executive Board and the Council.

Article 33 - Minutes

- 33.1 Minutes will be made of all the Council meetings. The minutes will at least contain:
 - a. The names of the Chairperson and (other) members of the Council with a note of their presence or absence;
 - b. The names of those who have been granted the floor according to article 19 of this document;
 - c. The Announcements by the Presidium;
 - d. The most important elements of deliberations;
 - e. The outcome of votes;
 - f. The decisions made by the Council;
 - g. The questions posed during 'any other business' and their respective answers.
- 33.2 A list of decisions and a list of points of action will be attached to the minutes.
- 33.3 Proposals regarding changes to the text in the minutes are to be submitted to the Clerk at least seven (7) days before the meeting in a written manner.

Article 34 Mandate

- 34.1 The Council can mandate or delegate a right to a Task Force. The Council can decide in what way the mandated or delegated right has to be practised. The mandate or delegation is to be recorded in a decision regarding doing so. This decision will also describe the manner in which the Task Force will be accountable to the Council about its proceedings.
- 34.2 The Council can decide to mandate a Task Force to make decisions on its behalf regarding certain topics.
- 34.3 The decision of a Committee is signed by the Chairperson and the Clerk of the Council.
- 34.4 The Council will be informed about the decision in a timely manner.

CHAPTER V – CONSULTATION MEETING

Article 35 - Gatherings of the Consultation meeting

- 35.1 The Council and the Board will gather at least six (6) times a year to consult. Before the beginning of a new academic year, the Board and the Council will draft a schedule for meetings, at the proposal of the Presidium.
- 35.2 The Consultation meeting will gather in case either the Council or the Board sees reason to.

Article 36 - Convening the Consultation meeting

- 36.1 The Secretariat will send out agenda invitations for all the Consultation meetings at the beginning of the Term. If there is a topic of great concern, the Chairperson can send an invitation for a Consultation meeting no later than twenty-four (24) hours before the meeting. The invitation includes the reasons for the concerns.

- 36.2 The Secretariat will ensure the following pieces are available to the Council and the Executive Board at least seven (7) days before the meeting:
- a. The drafted agenda;
 - b. The minutes of the previous Consultation meeting;
 - c. The (list of) received documents;
 - d. The documents that accompany the items on the agenda.

Article 37 - Agenda for the Consultation meeting

- 37.1 The Executive Board and/or members of the Council can submit topics to be put on the agenda no later than seven (7) days before the first meeting of a cycle. The Secretariat will provide the Council and the Secretariat of the Executive Board with a list of deadlines. Topics submitted for the agenda should at least include:
- a. All relevant documents related to the topic in;
 - b. If necessary and possible documentation related to the topic in Dutch;
 - c. A cover note if submitted by the Executive Board;
 - d. A filled out version of the Format Topic Proposal University Council document if submitted by a member of the Council.
- 37.2 In case of urgency or emergency, the Executive Board and/or members of the Council can submit requests for topics to be put on the current agenda throughout the running cycle. Such a request should include all documents stated under article 13.1 accompanied by a clear motivation on the urgency or emergency of the topic.
- 37.3 The Presidium will decide if the request will be accepted. If the Presidium declines the request, this will be done with reasoning and this will be shared along with the agenda draft.
- 37.4 The draft agenda will state as clearly as possible:
- a. Which items on the agenda or parts of these points must be dealt with in a closed meeting, according to the Presidium;
 - b. Which people the Presidium has invited to the discussion of an item on the agenda;
 - c. What rights the Council has with regards to the different agenda items.
- 37.8 The agenda will be set by the Council during the Council meeting.

Article 38 – Minutes Consultation meeting

- 38.1 Minutes will be made of all the Consultation meetings. The minutes will contain in any case:
- a. The names of the Chairperson and (other) members of the Council and Board and a note of their absence or presence;
 - b. The names of those who have been granted the floor according to article 19 of this document;
 - c. The Announcements of the Presidium and the Board;
 - d. The most important elements of the deliberations;
 - e. The outcome of the votes;
 - f. The decisions made by the Council;
 - g. The questions posed during 'any other business' and their respective answers.
- 38.2 A list of decisions and a list of points of action will be attached to the minutes.
- 38.3 Proposals regarding changes of the text in the minutes are to be submitted to the minutes taker and the Clerk no later than seven (7) days after the Consultation meeting in which they have been presented. After these seven (7) days the minutes are set.

Article 39 - Cross-determination

For the remaining of the Consultation meetings, articles 14 to 32 are in order.

CHAPTER VI – REQUESTS FOR INFORMATION TO THE BOARD

Article 40 - Written requests to the Board

- 40.1 In case a member of the Council wants to request information from the Board regarding a

- topic that has already been discussed, the member may do so in a written manner.
- 40.2 The questions have to be briefly and clearly formulated and an accompanying brief explanation may be provided. The questions are submitted to the Presidium.
 - 40.3 The questions will be sent to the Board by the Presidium, unless the Presidium has justified objections based on the format or content of the questions.
 - 40.4 The Presidium will notify the Council whether or not the questions have been sent to the Board. This notification will mention what topic each question refers to. A decision to not send the questions will be motivated by the Presidium. In case the Council decides the decision to not send the questions as wrong, the Presidium will send the questions anyway.
 - 40.5 The Board will answer the questions to the Presidium within four (4) weeks after receiving them. The Presidium will make sure a copy of the questions and their respective answers are sent to the submitter of the questions and to the other members of the Council.
 - 40.6 In case the Board has not answered within four (4) Weeks, it will Announce its reasons for not doing so to the Presidium.

CHAPTER VII – ADVICE AND SUPPORT OF THE COUNCIL

Title I – advice and support

Article 41 - The regular Committee and Task Forces, and ad-hoc Task Forces

- 41.1 The Council can appoint regular Committee(s) and Task Forces, and ad-hoc Task Forces.
- 41.2 A proposal to set up a regular Task Force will be made by the intended lead, with the support of at least one student and one staff member who will also take part in the Task Force.
- 41.3 The lead notes the members present. As soon as a member has been absent for three consecutive meetings of the Taskforce, this member is no longer part of the Task Force and reports this to the clerk.
- 41.4 As soon as the number of members of a regular Task Force is less than three, this Task Force will be disbanded.
- 41.5 A Committee or Task Force is tasked to advise and inform the Council on the topic(s) it has been appointed.

Article 42 - The confidentiality Committee

- 42.1 The confidentiality Committee has is tasked to advice regarding:
 - a. The (re-)appointment of the Chairperson of the Council;
 - b. The functioning of the Chairperson of the Council;
 - c. In case the Council is involved: The appointment of a member of the Board and Supervisory Board;
 - d. Other business with regards to the appointment of persons;
 - e. Other business of a personal nature.
- 42.2 The Chairperson of the Council is, as a result of the chairpersons position, a member and chairperson of the confidentiality Committee and has a counselling voice in it, unless the confidentiality Committee is discussing the functioning and possible (re-)appointment of the Chairperson. In that case, the first vice Chairperson will be a member and also chairperson of the confidentiality Committee.
- 42.3. The meetings of the confidentiality Committee are not public.
- 42.4. The Clerk has access to the meetings of the confidentiality Committee.
- 42.5. There will be no minutes of the meetings of the confidentiality Committee unless they see this necessary.

Article 43 - Functioning of the Chairperson

- 43.1 A meeting regarding the functioning of the Chairperson between the confidentiality Committee and the Chairperson will happen at least once a year.
- 43.2 With regards to the desired representation of the Council, the conversation will only take place when at least three-fourths of the members of the confidentiality Committee, with the exception of the Chairperson, are present.
- 43.3 The conversation will take place behind closed doors. The members of the confidentiality Committee have the duty to keep the outcomes of the meeting confidential.
- 43.4 The functioning of the Chairperson will be discussed by inspecting the following core areas:
- a. The functioning as Chairperson of the Council;
 - b. The functioning as Chairperson of the Consultation meetings;
 - c. Maintaining the relationship with the Board and other stakeholders of the EUR;
 - d. The functioning as the representation of the Council in the contact with the press;
 - e. In case the Chairperson is also chairperson of a regular Committee; the functioning as chairperson of this regular Committee;
 - f. The functioning of the Council, the Consultation meeting and the (chairpersons of the) regular Committees;
- 43.5 The confidentiality Committee will make minutes, which remain confidential, about the meeting regarding the functioning of the Chairperson, this is meant for members of the confidentiality Committee and the Chairperson of the Council. The minutes will be signed by the confidentiality Committee and by the Chairperson of the Council.
- 43.6 After the minutes have been fixed, the Chairperson of the Council will be consulted in how to communicate this to the entirety of the Council.

Article 44 - The instalment of a Committee or Task Force

- 44.1 In the decision with which a Committee is installed, in any case the following will be decided:
- a. The tasks of the Committee;
 - b. The Term of the Committee;
 - c. The composition of the Committee;
 - d. The duration of the membership of the Committee;
 - e. The names of the members of the Committee.
- 44.2 In the first Council meeting of a cycle a Task Force will be established for each topic, unless it is within the capacity of the regular Committee or Task Forces as mentioned in article 41.2 In any case the following will be decided:
- a. The composition of the Task Force;
 - b. The names of the members of the Task Force.

Article 45 - Composition and alternation of a Committee or Task Force

- 45.1 The Council will appoint the new composition of the regular Committee and Task Forces as mentioned under article 41.2 at the start of a new Term.
- 45.2 The members of the (regular, as mentioned under article 41.2) Committee and Task Forces will be appointed and dismissed by the Council.
- 45.3 A Committee or Task Force will consist of at least two (2) and at most thirteen (13) members, among which the chairperson of the Committee or Lead of the Task Force. A Committee or Task Force shall at least have one (1) Personnel member and one (1) Student member.
- 45.4 The Council will appoint the Leads of the regular Task Forces as mentioned under article 41.2 sub b, c, d, and e. If for the other Task Forces no Lead steps forward from among the Task Force members, the Chairperson of the Council will appoint one at the end of the Council meeting. In doing so the number of times a member of the Council has already served as a Lead is taken into consideration.
- 45.5 The Council can appoint the Chairperson of the Council as chairperson of one or more of the regular Committee(s) and Task Forces as mentioned under article 41.2 sub b, c, d, and e.

- 45.6 In contradiction to the fifth act of this article, the Council can decide to appoint the Chairperson of the Council to be the chairperson of one or more Committees or Task Forces in case of a regular majority.

Article 46 - Ad-hoc Task Forces

- 46.1 The Council, Presidium or a member of the Council can propose to establish and appoint an ad-hoc Task Force for the purpose of preparing certain topics.
- 46.2 Submitting a proposal to establish and appoint an ad-hoc Task Force needs:
- a. To contain the topic which it aims to work on;
 - b. The goals and purpose in relation to the topic of the ad-hoc Task Force;
 - c. The term of the ad-hoc Task Force;
 - d. The desired composition of the ad-hoc Task Force;
 - e. To be submitted as an item on the agenda in accordance to article 13.
- 46.3 Further composition and Lead of the ad-hoc Task Force will be decided in accordance to article 44.2 and article 45.
- 46.4 The ad-hoc Task Force will decide on a Lead from their midst.

Article 47 - The calling for a Committee and Task Forces

- 47.1 Before the start of the new Term the regular Committee and Task Forces as mentioned under article 41.2 will establish a schedule of meetings as deemed necessary.
- 47.2 The regular Committee and Task Forces as mentioned under article 41.2 will gather in case at least two (2) members of those regular Committee and Task Forces have requested the chairperson of the regular Committee or Lead of the regular Task Forces in a written and motivated manner. Or whenever the chairperson of the regular Committee or Lead of the regular Task Forces as mentioned under article 41.2 sees necessary. The invitation of the meeting will contain the grounds of the calling of the meeting.
- 47.3 The Lead of a Task Force will call a meeting in accordance with article 50.

Article 48 - The request for external advice and legal counselling

- 48.1 The Council requests the Clerk of the Council to look into a specific right of the University Council. If needed the Clerk of the Council will ask support of legal affairs.
- 48.2 If there is a conflict of interest the Council will go to the first external legal councillor Streefkerk Legal.
- 48.3 If there is a conflict of interest with the first external legal councillor as mentioned under article 48.2, the UC will go to the second external legal councillor CLINT I Littler.

Title II – General provisions for the Committees and Task Forces

Article 49 – General procedures for a Committee and Task Forces

- 49.1 The Committee and Task Forces are free in the way they acquire their information with regards to their task. They can always invite staff or Students of the institution and external institutions or companies to join their meetings in order to gain information.
- 49.2 The Executive Board member which has the topic under discussion in their portfolio has a permanent invitation to the Committee or Task Force meetings. They can be supported by one or more secretaries or policymakers. The Executive Board member can, in case of absence, be replaced by a different member of the Executive Board or an appointed official.
- 49.3 The Chairperson of the Council can, in case they are not the Lead of the Task Force, join the meetings of a Task Force and has a counselling voice in doing so.

Article 50 – Specific procedure for the Task Force

- 50.1 The Lead will plan a meeting with the members of a Task Force, and invites the relevant guests as meant in article 49.1 if the Task Force desires to do so, in the second or third week of the cycle.
- 50.2 The members of the Task Force:
- a. Read all relevant material;
 - b. Formulate remarks and questions.
- 50.3 After the meeting as meant in article 50.1 the Lead informs, no later than Friday 17.00 of the same week, the relevant member of the Presidium on the status of the topic:
- a. If the Task Force has gathered enough information to advise the Council on a decision during its next meeting;
 - b. If further deliberation between the Task Force, Council and/or Policy department is necessary before it can advise the Council on a decision.
- 50.4 The Task Force can decide, or the Council can request, a question time/ in-depth session on the topic of the Task Force open to all interested Council members. The Lead of the Task Force will propose a time and date in collaboration with the Secretariat of the Council. The invitation is sent out by the Secretariat to all members of the Council.
- 50.5 The Task Force will draft a letter or proposal for the Council to review on its appointed topic if article 50.3 sub a applies. In drafting the letter Article 51 applies.
- 50.6 The Council can decide, based on deliberation and discussion during its meeting, to send the Task Force back to discuss further questions, remarks, or adjustments to the proposal with the Policy department. In doing so the Task Force follows Articles 50.1, 50.3 and 50.5.
- 50.7 The Council can decide to invite a representative of the relevant Policy department for the next Council meeting to discuss further questions, remarks, or adjustments. After this meeting has taken place the Task Force follows article 50.5.

Article 51 – Letters

- 51.1 A Committee, Task Force, delegation, or member of the Council can propose a letter to be send on behalf of the Council;
- 51.2 The proposal for this letter needs to be submitted to the Clerk and posted on Teams no later than seven (7) days before the meeting in which it is discussed. The Chairperson of the Council may decide, based on a clear motivation by the submitter, to allow letters to be submitted deviating from the set deadline.
- 51.3 The Committee, Task Force, delegation, or member of the Council can decide to adjust the letter accordingly to the feedback given or call for a vote on the letter as it stands.
- 51.4 Members of the council can also submit an amendment to the letter.
- 51.5 When voting takes place, the amendments will be votes first and the most weightly first, before voting on the letter takes place.
- 51.6 The Council will decide with a simple majority vote to send the letter.

Article 52 – HoKa / HeQa

- 52.1 The rights and obligations of the Council and definition of co-creation within HeQa are defined in the URR.
- 52.2 The HeQa Task Force exists at least of four (4) members from the Student Section and two (2) members from the Personnel Section. The Council can appoint a Lead from among the members of the HeQa Task Force or the Chairperson of the Council.
- 52.3 At the beginning of the Term the HeQa Task Force establishes a code of conduct and a meeting schedule. There will be at least six (6) meetings of the HeQa Task Force with the HeQa Clerk of the University is present.
- 52.4 The HeQa Task Force has the task of advising the Council and working on:
- a. All proposals and topics relating to the HeQa projects before the Council;
 - b. Through the process of co-creation give input on and review the central projects of the HeQa (Student Wellbeing, ErasmusX and Impact at the core);
 - c. Supervise and review the progress made on HeQa projects on the faculty level and for this purpose organise twice a year a conference;

- d. Support and organise training necessary for members of the faculty and university Council in relation to decision making on HeQa proposals and topics.
- 52.5 The members of the HeQa Task Force, The HeQa Task Force meeting and if necessary the Council, the Chairperson, The Council meeting and the Consultation meeting will be supported by a HeQa Clerk. The Clerk:
- a. Is appointed by the Secretariat of the Council in collaboration with the Secretariat of the Executive Board;
 - b. Supports the Lead of the HeQa Task Force with their preparation and ensure the meeting runs smoothly;
 - c. Is present at all meetings and gatherings of the HeQa Task Force as a whole, and can be requested to be present during specific meetings on the central projects by members of the HeQa Task Force;
 - d. Will consult with the Lead of the HeQa Task Force about the concept agenda for the meetings;
 - e. Will organise the meetings as established under article 52.3 and ensure all pieces of the meeting are sent no later than seven (7) days beforehand;
 - f. Will make reports of all meetings and conferences of the HeQa Task Force as a whole;
 - g. Will create handover documentation, progress reports and overviews of the central projects of the HeQa (Student Wellbeing, ErasmusX and Impact at the core).

Article 53 - Right of speech for observers in a Committee and Task Forces

- 53.1 The Committee or Task Force can grant speaking time to observers regarding topics on which the Committee advises the Council.
- 53.2 At the start of the discussion of an agenda topic, the chairperson of the Committee or Lead of the Task Force will allow those who have been granted the right to speak during that agenda topic the possibility to speak. In this case, the maximum time to speak per observer is five (5) minutes. The Committee can decide to adjust the maximum speaking time.

Article 54 - Public nature of Committee and Task Force meetings

- 54.1 The meetings of the Committees and Task Forces are public, unless
- a. The respective is the confidentiality Committee as meant in article 42, the third act of this document;
 - b. The Committee, the chairperson of the Committee, the Task Force, the Lead of the Task Force, or the Presidium call for a closed meeting;
 - c. One-fifth of the present members call for a private meeting. In this case, the Committee or the Task Force will decide with a majority vote whether there will be a private meeting and which topics will be discussed privately.
 - d. A confidential document is under discussion;
 - e. A personal matter is under discussion.
- 54.2 The Chairperson of the Council and the Clerk have access to any closed Committee or Task Force meetings.
- 54.3 The Committee, the chairperson of the Committee, the Task Force or the Lead of the Task Force can decide that one or multiple people are accepted into a private meeting.
- 54.4 There will be no minutes of a private meeting unless the Committee or Task Force decides otherwise. Seeing the minutes is only for those who have the right to attend the private meeting. The minutes are confidential, as far as confidentiality with regards to the topic has been imposed.
- 54.5 The Council can decide what degree of confidentiality is imposed on the discussed content of (part of) the Committee or Task Force meeting before the end of the private part.
- 54.6 Confidentiality can only be lifted in a private meeting.

Article 55 - Corresponding application of other provisions by the Rules of Regulation

Other provisions by these Rules of Procedure also apply to the Committees, Task Forces, and other Delegations (such as the Student and Personnel Delegations).

CHAPTER VIII – FINAL DEFINITIONS

Article 56 - Cases which the Rules of Procedure do not cover

In cases that are not covered within these regulations, the Council will decide

Article 57 - Date of the start of these Rules of Procedure

57.1 The Council will set the date at which these Rules of Procedure or amendments of it will start.

57.2 The Council can decide to let parts or articles of these Rules of Procedure start at a different date.

57.3 These Rules of Procedure start on 1 March 2022.

57.4 Previous versions of these Rules of Procedure are withdrawn with the starting date of these regulations.

Article 58 - Quotation title

58.1 These regulations can be quoted as: Rules of Procedure of the Erasmus University's university Council (RvO in Dutch).

58.2 These Rules of Procedure will be published on the website of the EUR.

58.3 These Rules of Procedure will be translated into English. In case of inconsistency, the Dutch text prevails.