



JÖNKÖPING
STUDENT UNION

Rules and Procedure of the General Meeting

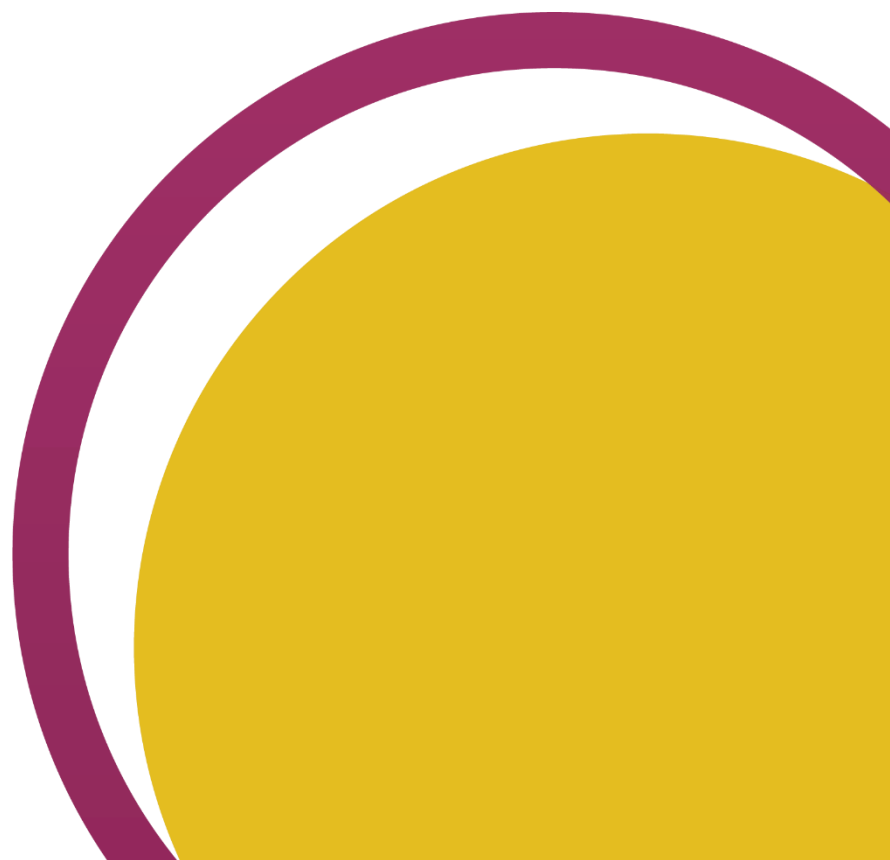


Table of Contents

1. General Meeting Procedures.....	3
1.1 Explanation of agenda points	3
1.2 The meeting presidium	3
1.3 The Speaking list.....	3
1.4 Speaking times	5
1.5 Claims.....	5
1.6 Entering and leaving the meeting	5
2. Decisions.....	6
2.1 Procedure.....	6
2.2 Time for consideration	6
2.3 Voting method.....	6
2.4 Approval of decision.....	7
3. Elections.....	8
3.1 Procedure.....	8
3.2 Voting of candidates	9
3.3 Voting method.....	9
3.3 Vacant positions	10
4. Conduct.....	11

I. General Meeting Procedures

I.1 Explanation of agenda points

The type of agenda point is decided when approving the agenda and will guide which actions can or must be taken for each point.

Information points

This type of agenda points entails information being presented to the meeting. Questions may be asked about the information being presented, but no decision can be taken.

Decision point

A decision point requires the meeting to take a decision/give their approval or rejection.

Any Other Business (AOB)

Any member present may bring up new business to be discussed or presented during this point, even after the agenda has been approved. However, no decisions may be taken during Any Other Business.

Breaks

Breaks are not scheduled but may be decided on by the meeting chairperson. A participant may request a break by raising a point of order. The meeting chairperson consequently can decide on having/not having a break, or let the meeting decide.

Breaks shall in general only be taken between agenda point/subpoints, not during a point. The meeting presidium may however let the meeting vote for having a break during an agenda point if deemed necessary unless it's during the voting phase.

Breaks may never be held during an election.

I.2 The meeting presidium

The Meeting Presidium (MP)'s task is to lead the General Meeting (GM) in accordance with this document and the By-laws currently in force by the date the invitation to the GM was sent out. The MP consists of the elected Meeting chairperson and the Secretary.

I.3 The Speaking list

To use their right to speak and make an intervention in the discussion during the GM, the member must ask for permission to speak.

The Meeting chairperson is tasked with keeping the speaking list which regulates in which order speakers may have the floor. The meeting chairperson of the meeting will give permission to speak in the order of the speaking list.

Exceptions to the order of the speaking list

➤ First Speaker

In the case of a motion, the person(s) submitting the motion shall always have the first word, followed by the Board.

In case of a proposition, the Board shall always have the first word.

In the case of an information point it is first and foremost the person who wrote the report that shall be given the first word introducing their report. If the person is not available, the Board is given the responsibility of giving the report.

In the case that this person is not available, and the report in question is an investigation or observation of the actions of the board, the MP shall present the report.

➤ Direct Response

If a participant has a specific comment to what has been said by a speaker, they may ask for a “direct response” to be prioritised before the rest of the speaker list. A direct response shall only be used when commenting/answering questions related to the statements made by the current speaker and has the aim to avoid confusion in the discussion if other speakers talk about other topics in between.

➤ Point of Order

When there is an unclarity in the procedural rules, or any other question relating to procedure or order, a present member can raise a point of order.

Asking for breaks, closing of the speaking list, time for consideration are examples of points of order. A point of order may also be used to point out factually incorrect information that has been given by presenters or within the discussion between participants of the meeting.

A point of order is prioritized above all other matters.

Closing of the speaking list

The Speaking list may be closed by the meeting chairperson when the speaking list is empty or when the meeting chairperson deems that the discussion is not going anywhere.

A member of the meeting may also suggest closing the speaking list by a point of order. The meeting chairperson may then decide to close the speaking list or let the meeting vote on whether to close the speaking list.

Once the speaking list is being closed, all members have the possibility to sign up on the speaking list for the last time. Once the speaking list is closed only the speakers on the list may speak. Points of order may still be posed once the speaking list is closed.

1.4 Speaking times

Generally, there is no limit to how long one may speak once given the word by the meeting chairperson. However, the meeting chairperson has the right to restrict the speaking time of any participant if the meeting chairperson believes the person is making unnecessary repetitions or if the information presented is irrelevant to the matter at hand.

The only exception to this is the presentation by the candidates at the elections which is limited to a maximum of 5 minutes.

1.5 Claims

Participants with the delegated right to make claims at the meeting may put forward a claim at any time in the meeting. However, it must latest be submitted at the point it is relevant. It is not possible to submit a claim for a point that has been closed.

A claim must be submitted in writing and by the template provided at the meeting.

The meeting chairperson has the responsibility to bring up the submitted claim at the correct agenda point in question and facilitate the discussion as well as the vote for the claim/-s. The order for which the claims are voted on are decided by the meeting chairperson with regard to if they are additions-claims, reformulations-claims or removal-claims.

Corrections

If a motion, proposition, or claim is written improperly, the writer(s) should be given the option to reformulate to proper writing.

1.6 Entering and leaving the meeting

A participant may temporarily leave the meeting if necessary. If a delegate leaves the meeting it is important to consider that they are not able to vote if absent.

If a participant has to leave temporarily, they have to return their number/letter slip if the meeting is physical and will get back the same number or slip, they had if entering the meeting again.

If a delegate switches with their substitute, the MP shall be notified of this in the way the MP has decided upon and communicated to the meeting.

Participants may not enter the meeting room once the meeting has moved to the voting phase during a decision point or once an election point has started. They may first enter once the voting is concluded or the point/subpoint of the agenda is concluded. Delegates may also not switch with their substitutes during this time.

2. Decisions

2.1 Procedure

Voting for a decision is initiated and led by the meeting chairperson of the meeting. The meeting chairperson shall make it clear to the meeting what the options that are being voted on are.

The meeting chairperson may let the meeting vote on only one option (agree/disagree) or on several options (option 1/option 2/ option x/ disagree with all).

Any delegate may withdraw their vote before the decision, also called abstain from voting, leading to a reduction in the votes counted. A delegate may also leave in a blank vote, which is still counted in the vote count but is not a vote for either of the options.

Any regular member present at the meeting may make a reservation against a decision at the agenda point, officially stating in the protocol of the GM that they do not agree with a decision.

2.2 Time for consideration

During any time, a delegate can raise a point of order requesting time for consideration. The person shall suggest the time period for the time for consideration. The meeting chairperson may then decide to approve the time period or let the meeting vote on whether to approve the suggested time period. The meeting chairperson may decide to adjust the suggested time period.

Time for consideration shall be used when the meetings delegates feels that they need time to consider a decision, to gather further information or to formulate questions.

2.3 Voting method

Open acclamation

The standard method of voting for all questions besides the election of a person is open acclamation. This means that the delegates raise their voting slip or equivalent and says yes for the option they support.

If the meeting is held digitally, the chairperson may decide to only ask the meeting to raise their vote if they are against the decisions at hand.

Open Vote Count

If the result of an open acclamation is not clear, the chairperson, or any member of the meeting, may ask for an open vote count where vote counters count the vote slips or equivalent for each option.

Closed Vote Count

Any member of the meeting may at any time request a closed vote count at any time.

Ballots are handed out to all delegates who write their vote on the ballot. The ballots are then collected and counted by the vote counters. The vote counters make sure that the number of votes corresponds to the number of present delegates, if that is not the case, the vote has to be repeated.

The vote counters shall only report the decision of the meeting to the MP, not the numbers of votes for each option, who then announce the decision to the meeting.

2.4 Approval of decision

In general, decisions are approved with a *simple majority*. Exceptions are the following situations:

- Freedom of liability (90 % of votes in favour)
- Amendments to the By-laws (two-thirds majority in favour)
- For elections of people see point 3.2 and 3.3

3. Elections

Elections are a specific type of decision pertaining to the election of people for positions within the JSU.

3.1 Procedure

The general procedure for elections to the JSU board, Nomination Committee and for Operations Controllers is as follows:

1. The person currently holding the position is asked to present and answer questions about their position.
2. The meeting chairperson clarifies who intends to apply for the position. Applications can be made by:
 - a. Sending an application in advance
 - b. Standing up/applying on the spot
3. One applicant at a time will be presented through the following process:
 - a. The applicant holds a short presentation of themselves of maximum 5 minutes.
 - b. The Nomination Committee asks their questions to the candidate. These questions shall be the same to all applicants for the same position. The Nomination Committee may ask additional questions to candidates who have applied on the spot.
 - c. The meeting can ask questions to the participant. Questions may be:
 - i. **General questions** which have to be posed to all candidates.
 - ii. **Personal questions** which because of their nature cannot be posed to all other candidates.

All other applicants for the position shall leave the meeting room during this process and only return for their own presentations.

4. Once the presentations are done, all applicants shall leave the room.
5. The Nomination Committee present their interview and nomination process for the position and possible biases.
6. The Nomination Committee present their recommendation for the position, if they have one, to the meeting.
7. Any participant with speaking right in the meeting may speak for a candidate and why they would fit the position. One may not speak against a candidate.
8. The meeting chairperson calls for voting.

Procedure for concerns about a candidate

If a member of the meeting finds a candidate to be inappropriate for the position, they may contact the MP with the reason to be considered. The MP may then decide if the concern is relevant (evidence should be available) and informs the meeting about the anonymous concern.

Relevant concerns may include, but are not limited to:

- Breaking the rule of law
- Freedom of liability
- Misconduct in service

3.2 Voting of candidates

Voting in elections shall always be done through a closed vote count.

3.3 Voting method

In case there is a nomination from the Nomination Committee:

In practice the following process takes place:

1. The nomination is presented. The nomination is presented.
2. The meeting can vote for any of the current applicants, both formal applicants, but also applicants on the spot.
3. An election is done by simple majority. In the case that there is more than one applicant, the following process is used.
 - If one applicant receives more than 50 % of the votes the election is done.
 - In the case none of the applicants receive more than 50% of the votes, a second round of voting will be done.
 - The second round of voting will be done without the candidate that received the least votes during the first round.
 - This type of voting rounds will go on, until one candidate receives 50% of the votes or it is clear that the majority of votes are not for any of the candidates.

For:

3a. If a majority votes for the nomination that/those person/-s are elected.

Against:

3b. If a majority votes against the nomination the following in turn happens:
The voting goes to a second round where the meeting can vote for any of the applicants. This includes the person/-s nominated by the nomination committee.

In the case where several applicants can be elected for the same position, e.g., the student representative of the JSU Board, the Nomination Committees nomination may include several of the candidates.

In case there is no nomination from the Nomination Committee:

The voting goes directly to individual voting where candidates are put against other candidates directly.

At all times during elections of persons the following principle is applicable:

To be elected to a position, ***one candidate must receive the majority of all votes***. If several candidates are applying and neither receives more than 50 % of the votes in the first round, another round of voting will be held without the candidate which received the least number of votes. This continues until either one candidate has received the majority of all votes, or it is clear the majority of votes are not for any of the candidates.

3.3 Vacant positions

If no candidates apply for the position *or* the meeting decides not to elect a candidate, the meeting shall vote for if an extra general meeting shall be called or if the election shall move to a by-election and which body is responsible for holding the by-elections.

This decision may be taken right after individual elections or after all elections are done.

4. Conduct

Behave respectfully.

It is important to address one another with respect when talking.

All participants should focus their attention on the speaker and contribute to a considerate meeting environment.

Meeting times should be held in order to not prolong the meeting unnecessarily.

Use neutral pronouns when addressing one another.

Focus on the Ideas.

It is important to make a difference between people and ideas. Never talk against another person, only talk against ideas.

The meeting chairperson has the right to temporarily withdraw “the right to speak” from a participant or pause the meeting if they deem that the conduct rules are not being upheld.