

RULES OF PROCEDURE OF THE UNIVERSITY COUNCIL

of

UTRECHT UNIVERSITY

Entered into force on 20 October 2020.

Adopted by the University Council on 19 October 2020.

Section 9.31 of the Dutch Higher Education and Research Act – University Council

[...]

7. The Council is to draw up rules governing matters of an internal nature [...]

§ 1 Definitions

Article 1

The terms used in these rules have the meaning attributed to them in the University Council Regulations and the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek – WHW*).

§ 2 Chair, Management Team and work plan

Article 2 Duties of the chair

The chair is charged with convening, chairing and closing the meetings, supervising the Council's work, coordinating the activities of the committees and maintaining the order of the meetings. The chair and, in the chair's absence, the relevant deputy chair, will represent the board both at law and otherwise.

Article 3 Deputy chair

1. The Council will elect a first deputy chair from among the staff delegation.
2. The Council will elect a second deputy chair from among the student delegation.

Article 4 Management Team

1. The Council will have a Management Team consisting of the chair of the Council, the chair of the staff delegation, the chair of the student delegation and their deputies.
2. The Management Team is charged with supervising the conduct of the proceedings of, among other things (i) the general course of affairs, (ii) the work plan and the annual report of the Council, and (iii) the Council's communication activities.
3. The Management Team will act on behalf of the Council if the Council is to be heard in the event of appointments. It will consult with the appointing body and will report on this to the Council – in confidence – afterwards.
4. The Management Team will be the contact person of the Supervisory Board during the semi-annual consultation. With the consent of the Council, other members of the Council may be delegated to this consultation as well.

Article 5 Work plan

At the beginning of the council year, the Council will draw up a (work) plan in which it expresses an opinion on the additional work that is to be carried out in order to ensure the Council's work is performed as efficiently as possible, and will coordinate this with the management agenda of the Executive Board.

§ 3 Meetings

Article 6 Meeting cycle

Each session (as defined in the University Council Regulations) comes with a number of meeting cycles, consisting of one or more committee meetings, a plenary meeting without the Executive Board and a consultation meeting with the Executive Board. After consulting the Executive Board at the beginning of a session, the chair will send the members of the Council a schedule for the days and times of each of these meeting cycles.

Article 7 Agenda

1. Council members may submit items for the agenda of the next meeting cycle until no later than one day before the Agenda Committee (as referred to in Article 16 of these Regulations) commences. By way of exception, a council member may – in consultation with the chair – submit a proposal for the addition of agenda items for a meeting no later than two weeks before the day of the relevant meeting. In urgent cases, the chair may waive this term.
2. At the beginning of the meeting, the agenda will be adopted at the chair's proposal.
3. The Council only deliberates and decides on items that have been placed on the agenda.

Article 8 Additional meetings

1. The Council may have additional meetings at the request of the chair or at least eight members of the Council. In such case, the meeting will – except in the event of urgency – be held within 14 days of the request to that end being submitted.

2. The chair will determine the time and location of the meeting.
3. The meeting will be held at such a time that all members of the Council can reasonably be present.
4. The Agenda Committee will draw up an agenda for such an additional meeting, on which the items submitted by the chair and the members will be placed.
5. Each member of the Council may have an item placed on the agenda.
6. Except in the event of urgency, the invitation and agenda will be sent at least 10 days before the additional council meeting.

Article 9 Documents received/confidential information

1. Except during holiday periods, the registry will ensure that the documents received in the relevant week are posted on the University Council's private team site on at least a weekly basis. The documents received include meeting documents that have been placed on the agenda for a council meeting, and any other documents.
2. Meeting documents will be posted on the private team site no later than one and a half weeks prior to the substantive discussion of the relevant meeting documents by the committees as referred to in Article 15 .
3. The registry will post any confidential documents received on the closed team site of the University Council, marked as confidential. Council members are obliged to preserve the confidentiality of these documents, as well as that of any other documents, data or information which they know or should reasonably be able to suspect are confidential in nature.

Article 10 Other consultation participants

1. At meetings of the Council, the Executive Board may have itself accompanied by employees and advisors.
2. The Council may decide to invite other persons to participate in the deliberations in an advisory capacity.

Article 11 Deliberations

1. During the discussion of each item on the agenda, the chair will give the members the floor in the order in which they requested this.
2. The chair may determine that, with the exception of the chair and those who have submitted a proposal, no member will speak on the same item more than twice .
3. The chair may set maximum speaking periods for each member of the Council for the discussion of an item, taking into account the number of spokespersons with regard to the subject.
4. At the meeting, members may submit a motion of order. Motions of order may relate to the suspension, handling or adjournment of an agenda item. The motion may concern the determination of a speaking time per member. Motions of order will be dealt with immediately.
5. During a suspension for the purpose of mutual consultation of the Council, listeners and other participants in the consultation will not have access to the room. Following the suspension, the chair or another spokesperson to be appointed by the chair from the Council will formulate the outcome of the suspension.

Article 12 Voting

1. This article relates to the Council's decision-making.
2. Before votes are taken, the chair will formulate the decision to be adopted.
3. Before voting, members can give a brief explanation of vote.
4. The Council will adopt decisions by acclamation if none of the member requires a vote.
5. In the event of a vote, each member of the Council will declare himself in favour or against. Abstention from voting is not allowed.
6. In the event of absence, members cannot authorise another council member.
7. Votes will be cast by a show of hands. Votes on persons will be cast in writing. Votes on matters will only be cast in writing if the Council so decides.
8. After the decision-making, the chair will formulate what has been decided.
9. The provisions of this article will apply in full if the council meeting is held online.

Article 13 Order of the meeting

1. The chair may give council members and other persons instructions to maintain the meeting order. If a council member or other person fails to follow the chair's instructions, the chair may withdraw the floor for a maximum of the duration of the meeting.

2. The chair may exclude council members and other persons who, according to generally prevailing opinion, conduct themselves in an unacceptable manner from further attendance of the meeting.
3. The Council may resolve to deny other persons referred to in paragraph 2 access to the meetings for a maximum of one session.

Article 14 Reporting

1. The registry will ensure that the council meetings are reported on in consultation with the chair.
2. Reports will at least contain the names of the members present and a description of each decision the Council has adopted at the meeting.
3. A report will be adopted by the Council and the Executive Board at the next meeting.
4. If the council meeting is held online, this will be recorded, and the recording will be stored on the private team site. This recording will be subject to the same retention periods as the reports.

§ 4 Committees

Article 15

Education, Research and Students Strategy, Accommodation and Organisation Finances, Staff and IT;

1. The Education, Research and Students (OOS) Committee, the Strategy, Housing and Organisation (SHO) Committee, and the Finance, Staff and IT (FPI) Committee will have the following duties with regard to the subjects for which they have been established:
 - a. substantive discussion with the relevant portfolio holder on the Executive Board;
 - b. preparation of the consultation meeting.
2. A committee as referred to in paragraph 1 will consist of four staff members and four student members, in such manner that every council member is also a committee member. The chair will chair the meetings and the committee will elect a vice-chair for each session (preferably a student member).
3. The committees referred to in paragraph 1 will in any case meet prior to the consultation meeting.

Article 16 Agenda Committee

1. In order to coordinate the Council's work, the Agenda Committee will discuss the agendas of the Council and the Executive Board with the General Headmaster.
2. The Agenda Committee will consist of the chair of the Council, the chairs of the staff delegation and student delegation and their deputies, and the vice chairs of the committees.

Article 17 PR Committee

1. The PR Committee organises communication and elections activities on behalf of the Council.
2. The PR Committee will consist of at least two staff members and two student members, elected by and from the Council.

Article 18 Temporary committees

The Council may establish temporary committees. These will be composed with equal representation of student members and staff members.

Article 19 Equality of status

Articles 7, 8, 9, 10, 11, 13 and 14 of these rules will apply by analogy to the committees described in this paragraph.

§ 5 Miscellaneous

Article 20 Unforeseen

In cases not provided for in these rules, the Council will decide on the proposal of the chair, with due observance of the University Council Regulations.

Article 21 Amendment and adoption of the rules of procedure

The Council will be authorised to amend and re-adopt the rules of procedure at all times. After adoption thereof by the Council, the chair will ensure that the Executive Board is informed of such changes.

Article 22 Entry into force

These rules of procedure will enter into force on 20 October 2020.

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