



# RULES OF PROCEDURE OF THE REPRESENTATIVE COUNCIL

## **Chapter I General provisions**

### **Section 1 Scope of application**

In addition to what is provided in the Constitution of Aalto University Student Union and election bylaws, the operations of the Student Union's Representative Council shall comply with these rules of procedure and general meeting practices.

### **Section 2 Languages**

At the Representative Council meetings, English may be spoken in addition to Finnish and Swedish.

## **Chapter II Representative Council members and deputy members**

### **Section 3 Incapacity**

When a member of the Representative Council is prevented from attending to their duties, they must submit a notice of incapacity to the Student Union's Executive Director on the day before the meeting at the latest. A notice of incapacity is always made for a fixed time period. The Chair of the Representative Council group or, when the Chair is incapacitated, the Vice Chair have the right to declare the incapacity of the Representative Council group member on their behalf.

A Representative Council member may revoke their notice of incapacity in the same manner as it is made. During a meeting, the notice of incapacity may be revoked by notifying the Chair of the meeting during the meeting. However, a member who cancels their incapacity during a meeting may only participate in the discussion on the next item on the agenda.

#### **Section 4 Disqualification**

In addition to Section 7 of the Student Union Constitution, the disqualification regulations of section 28 of the Administrative Procedure Act (434/2003) apply to the Representative Council members in all operations of the Representative Council.

Disqualifications are determined by the Chair of the meeting; however, in case of dispute, they are determined by the Representative Council by a simple majority of the votes cast.

#### **Section 5 Loss of eligibility**

When a member or deputy member of the Representative Council loses their eligibility, they must inform the Student Union's Executive Director of the matter.

#### **Section 6 Resignation**

A member or deputy member of the Representative Council may resign from the Representative Council by submitting a written resignation to the Student Union's Executive Director. The resignation enters into force as soon as the resignation notice has been submitted to the Executive Director.

#### **Section 7 Invitation of a deputy member**

The Representative Council determines incapacity, disqualification, loss of eligibility and resignations. The loss of eligibility may be determined even if a notice has not been submitted about it.

The Chair of the meeting invites the deputy members in accordance with the election bylaws.

When an ordinary member has notified of their incapacity between meetings, their power is exercised by their deputy member.

When a Representative Council member is incapacitated as described in section 3 or section 4, the next deputy member of the Representative Council is invited to take their place.

When a Representative Council member resigns or loses their eligibility as described in section 5 or section 6, the next deputy member is invited to take their place as a member of the Representative Council.

A person who has lost their eligibility temporarily is entitled to retrieve their membership or deputy membership after their eligibility is restored.

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If a member of the Representative Council is incapacitated as described in section 7 of the Student Union Constitution, the next deputy member is invited to take their place as a member of the Representative Council for the duration of the incapacity.

### **Chapter III Meetings of the Representative Council**

#### **Section 8 Invitation**

The invitation to a Representative Council meeting must be published on the official notice board of the Student Union and the student union website at least seven (7) days prior to the meeting.

Meeting invitations must be sent to Representative Council members by email at least seven (7) days prior to the meeting. Meeting invitations must be submitted in Finnish, Swedish and English.

#### **Section 9 Agenda**

The agenda must be submitted in connection with the invitation meeting. The Chair of the Representative Council is responsible for preparing the agenda for a Representative Council meeting.

A finalised written presentation of a matter intended for the agenda must be submitted to the Representative Council Chair and the Executive Director nine (9) days prior to the Representative Council meeting at the latest.

The Board, the Financial Directorate, a working group or committee appointed by the Representative Council, or an individual Council member has the right to include a matter presented by them on the agenda. In addition, initiatives made in accordance with section 49 of the Constitution must be included on the agenda without undue delay.

The meeting will only cover items that are included on the agenda and those items which the Representative Council meeting decides to address by a five-sixths (5/6) majority of the cast votes.

If the agenda includes a question of confidence in the Board or the Financial Directorate, an answer to an intermediate question, a motion of no confidence in the Board or Financial Directorate or an individual member of either, a resignation letter of the Board or Financial Directorate or an individual member of either, the agenda must include an entry regarding the possibility of an election of the former of the Board, other member or members of the Board, or the Financial Directorate or its member.

#### **Section 10 Organising**

The Chair of the Representative Council meeting is defined in section 21 of the Constitution.

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On the proposal of the Representative Council, the Chair of the Council meeting invites two eligible representatives who are present at the meeting to approve the minutes and deputy members for them.

When necessary, the Chair of the Representative Council meeting invites two eligible representatives who are present at the meeting to act as vote counters.

## **Section II Right to attend and address meetings**

The Representative Council meetings are open to members of the Student Union, persons in positions of trust, officers, representatives of the auditing community and persons to whom the Chair of the Representative Council meeting has given permission to attend the meeting. Case-specifically, the Chair of the Representative Council may also grant them the right to address the meeting. In addition to this, the Student Union's Board, Financial Director, Executive Director, Chair of the Honorary Delegation and Chair of the Financial Directorate have the right to address a meeting.

In certain cases, the Representative Council may decide to limit the rights referred to in section I2, subsection I.

## **Section I2 Minutes**

The Executive Director is responsible for attending to the duties of the Representative Council secretary.

Minutes containing the made decisions are prepared from a Representative Council meeting, and the discussion is recorded. The minutes are published on the official notice board of the Student Union.

The meeting secretary must prepare the minutes within seven (7) days, and they must be reviewed within fourteen (14) days of the meeting. The minutes are signed by the Chair and secretary of the meeting as well as the minutes reviewers.

A written justification concerning a dissenting opinion must be submitted to the meeting secretary within the time period reserved for the preparation of the minutes.

The Executive Director is responsible for storing the minutes and recordings of the Representative Council.

## **Section I3 Reporting**

The decisions of the Representative Council must be published on the official notice board of the Student Union and, if possible, on its website within seven (7) days of the meeting.

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## **Chapter IV Processing of matters**

### **Section 14 Processing order**

A matter discussed at the meeting is presented by the person who has included the matter in the agenda. When making a decision, a possible proposal of the Board or Financial Directorate acts as the draft proposal. If amendment proposals are wanted for the draft proposal, they must be made in writing as a counterproposal for the decision proposal, or its part, that was provided as the basis for the processing.

However, the agenda item "Other business" may cover matters regarding the rules of procedure that are related to or required by the made decisions.

### **Section 15 Shelving and urgency**

A matter presented for the first time must be shelved until the next Representative Council meeting if at least two (2) Representative Council members so require. The shelving of a matter for the second time requires a majority of the cast votes.

The processing of a resolution addressed to the Board, the approval of the rules of procedure at the meeting, announcements, a proposal on retaining the discretionary power or a question of confidence addressed to the Board cannot be shelved.

The Representative Council may declare an item on the agenda urgent by a five-sixths (5/6) majority of the cast votes, in which case it cannot be shelved.

Rule amendments or significant financial decisions cannot be declared urgent.

A shelving proposal must be resolved immediately before the processing of the matter is continued. However, before resolving a shelving proposal, declaring the matter urgent may be proposed, in which case the proposal for declaring urgency is addressed before resolving the shelving proposal. The meeting can no longer be addressed regarding a matter that has been shelved. The shelved matter is brought to the next meeting in the same form for processing.

If a matter is presented in a significantly modified form due to new reports or presentations, it is considered as being presented for the first time.

### **Section 16 Referring a matter back to preparation**

A matter presented by the Board or Financial Directorate may be referred back to preparation by a majority of the cast votes.

### **Section 17 Decision-making**

The Representative Council resolves matters by a majority vote, unless stipulated otherwise in the Student Union Constitution or these rules of procedure. In case of a tie, a decision is made by drawing lots.

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If there is a consensus on a matter, or if the counterproposal for the proposal has not been supported, the Chair states the decision. A request resolution is voted on without exception. Otherwise, the Chair states the proposals that must be voted on.

After this, the Chair must present a voting method for the approval of the Representative Council and, if there are several votes to be conducted, also the order of voting.

In matters other than elections, the Chair must present a voting proposal for making a decision where the solution can be reached by voting either “yea” or “nay.”

An open ballot is used in decision-making other than elections of persons, unless at least two (2) members of the Representative Council call for secret ballot voting. The ballot papers used in secret ballot voting must be certified by the secretary with one’s signature or the stamp of the Student Union. In an electronic meeting, the secretary of the meeting verifies the votes cast by means of an electronic voting system.

If the vote is conducted in a manner other than a roll call or a secret ballot, the vote must be reconducted with a roll call if at least two (2) Representative Council members so demand or if the Chair deems it necessary for the sake of clarity.

### **Section 18 Election**

An election may be conducted without a vote. However, in case of dispute, a vote must be conducted. When there is one (1) person to be elected, the election method of the Representative Council Chair in accordance with section 21 of the Student Union Constitution is used, and when there is more than one (1) person to be elected, the election method in accordance with section 22 of the Constitution is used. Secret ballot voting is always used in these elections.

The meeting secretary must certify the ballot papers used in secret ballot voting with one’s signature or the stamp of the Student Union. In an electronic meeting, the secretary of the meeting verifies the votes cast by means of an electronic voting system.

In elections, those who receive the most votes are elected. If the votes are tied, the result is determined by drawing lots.

### **Section 19 Retaining the discretionary power**

When a proposal for retaining the discretionary power has been made in accordance with section 13 of the Constitution, the Representative Council must make a separate decision upon the retention. The decision upon retaining the discretionary power must be made by a majority of the votes of the present Representative Council members.

A proposal for retaining the discretionary power must be addressed in the meeting in which the proposal is made. If the proposal is made outside of a meeting, it will be addressed in the next Representative Council meeting.

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## **Section 20 Resolution**

A resolution addressed to the Board or the Financial Directorate is always addressed at the agenda item "Other business." A favoured resolution must always be put to the vote.

The Board or the Financial Directorate must respond in writing to a resolution approved by the Representative Council at the latest in the first Representative Council meeting by which more than 30 days have passed since the approval of the resolution.

## **Section 21 Dissenting opinions**

A Representative Council member may present a dissenting opinion on a decision against which they have made a counterproposal or which they have opposed in a vote. A dissenting opinion may also be presented on the Chair's interpretation. The Representative Council member must announce their dissenting opinion as soon as the decision is declared. Dissenting opinions are entered into the minutes. Dissenting opinions must be submitted to the meeting secretary in writing within the time period reserved for the reviewing of the minutes.

## **Chapter V Representative Council Committees**

### **Section 22 Representative Council Committees**

The Representative Council may establish committees by a separate decision. The Representative Council must determine the task, term of office, chair and members of the committee when establishing it.

Unless otherwise ordered in these rules of procedure or the regulations, the work of the Representative Council Committees shall comply with the Rules of Procedure of the Board to the extent considered necessary by the chair of the committee.

## **Chapter VI Representative Council groups**

### **Section 23 Representative Council groups**

A member or members of the Representative Council may form a Representative Council group by notifying the Chair about this at a Representative Council meeting.

The notice must be in writing and include the group's Chair, Vice Chair and members as well as the person who receives any information addressed to the group. Amendments to these details must be submitted in writing to the Chair in a Representative Council meeting.

A Representative Council member may only be part of one (1) Representative Council group.

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## **Section 24 Declaring electoral coalitions as Representative Council groups**

At the first meeting of the Representative Council's term of office, in connection with stating the composition of the Representative Council, the electoral coalitions of the Representative Council elections are declared as Representative Council groups, unless a member or deputy member of the Representative Council otherwise announces. In this case, the electoral alliances appoint a Chair and Vice Chair for the future Representative Council group.

## **Chapter VII Entry into force**

### **Section 25 Amendments to the Rules of Procedure and entry into force**

These rules of procedure may be amended at a Representative Council meeting by a majority of at least two thirds (2/3) of the votes of the Representative Council members who are present.

These rules of procedure enter into force after the Representative Council has confirmed them.

The Representative Council has approved these rules of procedure at its meeting 5/2021 on 17 June 2021 by amending sections 9, 12, 17 and 18 of the rules of procedure approved at its meeting 5/2011.

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