



THE STUDENT ASSOCIATION

PROCEDURE FOR COUNCIL MEETINGS

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1 BACKGROUND

This document is meant to explain how the SASSE Council meetings are conducted and allow for an easier learning process for newly elected council members. It is also intended to give members of SASSE a better insight into how the council works. This document is not, however, meant to outline the rules that govern the SASSE Council, as these are covered by the Statutes. If anything in this document is in direct conflict with the Statutes or other regulatory documents, those take precedence.

2 GENERAL MEETING CONDUCT

The SASSE Council adopts and follows Robert's Rules of Order, 11th Edition. If this document is in conflict with Robert's Rules, this document takes precedence.

2.1 RIGHT TO SPEAK

All members of SASSE have the right to participate and speak during SASSE Council Meetings. The SASSE Council can co-opt a non-SASSE member to attend with the right to speak, which is done through a simple majority.

The SASSE Board speaks as one single entity (with one voice). The President of SASSE normally speaks for the board.

2.2 THE CHAIR OF THE SASSE COUNCIL

The Chair of the SASSE Council normally chairs the meetings of the council. The main responsibility of the chair during the meetings is to ensure that they are held in accordance with these procedures and the Statutes, and that the meetings are held as efficiently as possible. The Chair of the SASSE Council has to be appointed with a simple majority at the start of every meeting. The proposed chair is always the elected chair, however, should they be unavailable, another member of the council can be nominated as well. Only an elected member of the SASSE Council can be appointed chair.

2.3 THE AGENDA

The agenda is drawn up by the Chair of the SASSE Council beforehand and approved by the SASSE Council at the beginning of each meeting. The Agenda contains the Motions and the Executive Motions that have been received on time as well as any reports that will be brought up at the meeting. The Agenda is to be sent out to the SASSE Council and the SASSE Board. Ordinary members can access the Agenda by contacting the Chair of the SASSE Council (chair@sasse.se).

After the meeting has been proclaimed according to the charter and the agenda is approved, the chair can decide to handle items in any order. This can, for example, be used to handle an item in the beginning of the meeting so that the presenters do not have to be present for the entire meeting. If, for some reason, the council does not agree with the chair on this matter, it can, with

a simple majority, reject this, in which case the items will be handled in the order they are drawn up on the agenda.

2.4 MINUTES

Minutes should be kept for every meeting of the SASSE Council. These minutes shall then be approved at the next council meeting, and then signed by the validators of the minutes, at which point they will be made official.

The official minutes of each meeting should be made available to members upon written request within five workdays. Ordinary members can access the Minutes by contacting the Chair of the SASSE Council (chair@sasse.sc).

2.5 WORKING GROUPS

The council can assign a working group to deal with a certain matter. Working groups are recorded on the “Issue Log” each meeting where a progress report should be presented by the responsible parties.

The working group usually consists of members of the SASSE Council and/or members of the SASSE Board. The working group is intended to meet outside the council meeting and discuss the assigned matter. The findings should then be presented to the council, usually in the form of a report and/or a motion.

2.6 CLOSED COUNCIL MEETING

In certain circumstances, as described by the Statutes, the SASSE Council can with a two-thirds majority decide that deliberation shall be conducted behind closed doors and only members who are entitled to vote have the right to attend.

Internal Auditors also have the right to attend these meetings. The SASSE Council has the right with a simple majority to invite other members to these meetings. For closed council meetings it is appropriate to invite the President of SASSE where a conflict of interest does not exist.

Closed sessions are a way to deal with sensitive matters that should not be common knowledge in the association (e.g. personal matters).

Minutes of closed sessions should be taken but redacted from the official minutes of the meeting.

3 DEBATING

In SASSE Council Meetings, there are no limits as to how many times you may request to be signed up on the speaker’s list, nor is there a limit to your time on the floor (however your name

cannot be on the speaker's list more than once at any given time). There are exceptions to this, see 5.2.5 on "Limit the Debate".

3.1 SPEAKER'S LIST

The Chair of the SASSE Council maintains a list of speakers during every matter brought up in the meeting. Interest to speak is registered by raising one's hand and the chair then adds the person to the speaker's list. The chair will announce who has the floor and who is to speak next, to better allow that person to prepare to speak. Contributions to the debate are to be well thought-out and add to the debate in some way. Do not just reiterate what someone else has said. If you simply want to agree with what someone has said, you can announce that by saying "Ugg" after they are finished.

3.2 INTERRUPTING THE SPEAKER'S LIST

The list of speakers may be interrupted by a council member making a subsidiary or secondary motion. The procedure for this can be found below.

3.3 FORM OF THE DEBATE

Handling of an issue comes in two stages; Questions and Discussion.

3.3.1 Questions

After a Motion, Executive Motion (see below) or another matter is presented, the SASSE Council and other members present are able to ask questions to the one who presented the motion to clarify matters of importance. After the speaker's list is exhausted, the council moves on to discussion.

3.3.2 Discussion

When there are no more questions about the Motion or the Executive Motion, the council will discuss the matter, in accordance with the speaker's list. When the speaker's list is exhausted, it is time to move on to a decision (see section 4).

4 DECISIONS

Most decisions require a simple majority, unless stated in the SASSE Statutes.

4.1 RIGHT TO VOTE

All members of the SASSE Council have the right to vote. If the vote results in a tie, the Chair of the SASSE Council has the casting vote.

The Chair of the SASSE Council should ask whether the SASSE Council is ready to make a decision before voting takes place. A decision can also be postponed, see below. There are three main ways of voting: acclamation, counted vote and vote by ballot.

4.1.1 Acclamation

The Chair of the SASSE Council asks whether it is the intention of the SASSE Council to adopt a motion and everyone voting in favour of this says (acclaims) “YES”, loudly and clearly. The chair then asks “All against” to enable those voting against the proposal to do so. If a proposal has received more votes in favour than against, it is accepted. If the Chair cannot with certainty determine which side has the most votes, a counted vote is carried out.

4.1.2 Counted vote

A counted vote is carried out conducting a re-vote, but this time by the raising of hands. The vote counters then count the number of hands and announce the results.

4.1.3 Vote by ballot

A secret ballot can be used whenever it is desirable that the individual opinions of the council members are not made public. Any vote can be taken by ballot, but it has to be approved by the council with a simple majority. To request a vote by ballot, a member calls out “I request we vote by secret ballot”, which is then followed by a vote. A request to vote by secret ballot can only be carried out one per item on the agenda, and if the request is rejected, the vote is carried out by acclamation or by counted vote.

4.2 POSTPONE A DECISION

Matters can be postponed to a later date. This can be suggested by a council member before the debate has started, during the debate or after the debate by calling out “I suggest we postpone this matter until...”. This requires the council to vote, and for an item to be postponed requires a simple majority. If the vote carries, the item is postponed until the time stated in the suggestion to postpone. The speaker’s list is then cleared, and the council moves on to the next item on the Agenda.

4.3 RESERVATION

A member of the SASSE Council who fundamentally disagrees with a decision can reserve their position. A reservation can only be entered for an entire decision and should then be added into the minutes. The purpose of a reservation is to absolve the council member of any blame following the decision has been enforced. A member who votes in favor of a motion cannot submit a reservation.

Only a member of the SASSE Council can reserve their position. If an Internal Auditor, a member of the SASSE Board or Ordinary Member wants to make their disapproval heard, they can submit a statement into the minutes (see. 5.3).

4.4 PROPOSALS/DECISION POINTS

Proposals to the SASSE Council may come in two main forms: motions and executive motions. All proposals from members of SASSE are *Motions* and proposals from the SASSE Board are called *Executive Motions*. The definition is purely cosmetic, and an Executive Motion does not

carry more weight than a regular Motion but is mainly to symbolise that this is something the entire SASSE Board agrees with.

During a council meeting, the SASSE Council is only allowed to decide upon matters included on the agenda. Matters in direct correlation with the Agenda can also be decided upon if two third of the council agrees they are in direct correlation. The SASSE Council can add new items for decisions with a five-sixths majority.

If a SASSE member wishes to discuss something that is not included in the agenda, this should be announced during “Any other business” of the council meeting. No decisions can be made on these topics and they will only be brought up for discussion, unless they are added with a five-sixths majority, according to the SASSE Statutes. This is to prevent someone from “sneaking in” controversial matters for a decision without members knowing about them in advance.

4.5 ENFORCEMENT OF A DECISION

Decisions made by the SASSE Council enter into force immediately, unless one third of the council members that are present requests that the enforcement is postponed by two weeks. If a Members Assembly (see Chapter 5 of the SASSE Statutes) has been submitted in the matter, decisions made by the councils should not be enforced.

4.6 APPEALING A DECISION

Members can appeal decisions taken by the SASSE Council according to chapter 9 in the Statutes. The only grounds for an appeal is that the decision is in conflict with the regulatory documents of SASSE.

If a motion is simply rejected however, it cannot be appealed on the grounds that the council made the wrong decision. If a member disagrees with the council’s decision, they can always send in the motion again to the next council meeting with new motivations or clarifications. Alternatively, the member can call a Members Assembly to handle the matter.

4.7 PER CAPSULAM

The SASSE Council can also take a decision without convening, which is referred to as a *per capsulam decision*. This should only be utilized when a decision has to be taken quickly and when it is not possible/feasible to convene the council.

5 MOTIONS

Any member of SASSE may present a motion to the SASSE Council. A motion must include a background text, a purpose as well as one or more “That:” clauses.

The motion should include an argument in favour of the standpoint and the “That: clause” should clearly propose what the SASSE Council should decide on.

Example of a motion:

Background

For several years now, SASSE has been run at a vast profit and the association no longer depends on the membership fee of 300 SEK to be able to provide the student with services. This is why it would be appropriate to completely abolish the membership fee, to the benefit of all students.

Purpose

The purpose of removing the membership fee is to make the lives of new students easier.

The Board of Directors hereby propose

That: The membership fee will be abolished.

Executive motions follow the same template, but such a proposal is signed by the SASSE Board, which duly appoints someone to present the matter.

5.1 SUBSIDIARY MOTIONS

A subsidiary motion is a special type of motion that suggests a change or an amendment to a motion or an executive motion that is currently being discussed or is about to be discussed. A subsidiary motion cannot be suggested during Questions. The subsidiary motion must be added to the minutes to document the amendment to the original motion.

When a subsidiary motion is suggested, the speaker's list is cleared, and the council moves on to Questions and Discussion regarding only the subsidiary motion. When the speaker's list is exhausted, the subsidiary motion is to be voted on, just like any other motion. If the subsidiary motion is rejected, the council returns to discussing the original motion or executive motion. If the subsidiary motion is accepted, the council returns to discussing the motion or the subsidiary motion with the amendment of the subsidiary motion.

Example of a subsidiary motion:

Subsidiary motion from Kristian Kull:

Reduce the membership fee from the current 300 SEK to 100 SEK, instead of 0 SEK.

A subsidiary motion can only be suggested by a council member or by a member of the SASSE Board. If another member wants to submit a subsidiary motion, they can request the floor and state "If I had the right to, I would move that...". The Chair of the SASSE Council will then ask if anyone in the SASSE Council or the SASSE Board would like to adopt this as a subsidiary motion of their own.

5.2 SECONDARY MOTIONS

There are several kinds of Secondary Motions:

- Point of Information,
- Inquiry,
- Point of Order,
- Request for Rejoinder, and
- Limit the Debate.

5.2.1 Point of Information

A Point of Information interrupts the speaker's list and allows a member to make a short and concise statement and may not include any subjective opinions. A Point of Information is raised by a member raising his or her hand and saying, "I have a Point of Information to make" (or simply "Point of Information").

5.2.2 Inquiry

An Inquiry interrupts the speaker's list and allows a member to ask a question regarding the parliamentary situation, for example if it is proper to make a Subsidiary Motion to amend. An Inquiry is raised by a member raising his or her hand and saying, "I have an Inquiry to make".

5.2.3 Point of Order

A Point of Order is raised if meeting rules are ignored or broken for any reason. A Point of Order is raised by a member raising his or her hand and saying, "I have a Point of Order to make" (or simply "Point of Order"). It is then the Chair of the SASSE Council's task to judge whether or not this is the case and to make a ruling. If the Chair is in doubt, depending on the situation, a short recess might be asked in order to look it up or the question will be put before the assembly and immediately voted upon. This is a special case in which no debate is allowed.

5.2.4 Request for Rejoinder

A Request for a Rejoinder may be presented if one has been personally mentioned in a contribution by another speaker, though one's opinion has not been presented sufficiently or fairly. A Request for a Rejoinder is raised by a member raising his or her hand and saying, "I request a Rejoinder in the debate" (or simply "Rejoinder").

5.2.5 Limit the Debate

Limits to the Debate can be requested. This can be done in two ways. The first is to request a limit to the speaking time for each speech. This can be set at either one (1) or three (3) minutes.

The second option is to move for a Line in the Debate to be drawn. This means that everyone that wishes to contribute to the debate must announce this to the Chair of the SASSE Council, who then compiles a final list of speakers. Once the list is gone through, the assembly will move

on to a vote on the pending motion. This also means that any Subsidiary Motions must be submitted before the “line has been drawn”.

A request for a limit must immediately be brought up for a decision and a majority vote is required. A request for limiting the debate is not debatable. A limit should only be set in a debate if the debate starts to become repetitive. Important matters may need a longer debate and a limit should not be requested just because a debate has been going on for some time. Use common sense.

5.3 STATEMENT ENTERED INTO THE MINUTES

After or during a debate or a decision, any member of SASSE can request that a statement be entered into the minutes. This can be used to make sure that something that is said, is stated in the exact words the member chooses. It can also be used to allow a member of SASSE to explicitly voice their opinion against a decision.

6 CONCLUDING COMMENTS

All members of SASSE are welcome to attend the council meetings and have the right to speak and weigh in on any and all matters discussed. The meetings occur 10 times per operating year and the exact time and place can be found either through the SASSE Channels or by contacting the Chair of the SASSE Council (chair@sasse.se).