

Rules of Procedure

Erasmus School of Economics School Council

Table of contents

<i>CHAPTER 1 - General</i>	3
Article 1.1 - Definitions	3
Article 1.2 - General provisions	4
<i>CHAPTER 2 – Council Chair, presidency and Secretary</i>	4
Article 2.1 – Council Chair and vice-chair of the School Council	4
Article 2.2 - Terms of office and duties of Council Chair	4
Article 2.3 - Presidency	4
Article 2.4 - Secretary	5
<i>CHAPTER 3 - Meetings</i>	5
Title 1 - Preparations for meetings	
Article 3.1 - Holding meetings	5
Article 3.2 - Meeting schedule and frequency	6
Article 3.3 - Preparation of the agenda	6
Article 3.4 - Notice of meeting	6
Article 3.5 - Deadline for sending meeting documents	6
Title 2 - Rules on meetings	
Article 3.6 - Access to meetings	6
Article 3.7 - Working language	7
Article 3.8 - Quorum	7
Article 3.9 - Closed meeting and confidential documents	8
Article 3.10 - Conduct of the meeting	8
Article 3.11 - Speaking rights for observers	9
<i>CHAPTER 4 - Deliberations and decision-making</i>	9
Article 4.1 - Method of deliberation	9
Article 4.2 - Preparations for decision-making	9
Article 4.3 - Voting	9
<i>CHAPTER 5 - Minutes</i>	10
Article 5.1 - Minutes	10
Article 5.2 - Access to documents	10
<i>CHAPTER 6 - Consultation with management</i>	10
Article 6.1 - Informal consultation with management	10
<i>CHAPTER 7 - Collecting information</i>	10
Article 7.1 - Collecting information	11
<i>CHAPTER 8 - Transfer to new Council</i>	11
Article 8.1 - Transition and transfer for new Members	11
<i>CHAPTER 9 - Final provisions</i>	11
Article 9.1 - Amendments and supplements	11
Article 9.2 - Entry into force	11

Chapter 1 - General

These Rules of Procedure ('Rules') regulate the School Council's working methods.

Article 1.1 - Definitions

1. In these Rules and the provisions based thereon, the following definitions apply:
 - a. The Act: Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
 - b. University: Erasmus University Rotterdam (EUR);
 - c. School: Erasmus School of Economics (ESE);
 - d. Executive Board: the University's Executive Board as referred to in Article 9.2 of the WHW;
 - e. School Regulations: the regulations of ESE, as referred to in Article 9.14 (3) of the Dutch Higher Education and Research Act;
 - f. School Council or Council: the participation body referred to in Chapter 5 of the School Regulations of ESE;
 - g. Presidency: the executive leadership of the School Council, consisting of the Council Chair and the Chair of the Staff and Student Sections respectively;
 - h. Council Chair: the person whose duties include convening, chairing and closing the meetings of the School Council, and maintaining the rules of order for meetings;
 - i. Chair of the Staff Section: the chair elected by the Members of the Staff Section;
 - j. Chair of the Student Section: the Student Section chair elected by the students;
 - k. Secretary: the officer appointed by the Dean to support the School Council;
 - l. Agenda Committee: the committee that sets the agenda of the School Council meeting, consisting of the Council Chair, the Chair of the Staff Section, the Chair of the Student Section and the Secretary;
 - m. Section: the Student Section and the Staff Section as referred to in the WHW;
 - n. Staff Section: the Section of the School Council by and from amongst the staff;
 - o. Student Section: the Section of the School Council elected by and from amongst the students enrolled with the School;
 - p. Member: a person who is a Member of the School Council;
 - q. Term of Office: period equal to the term of office of Council Members, whichever is shorter;
 - r. Internal Meeting: consultation of the School Council in which the agenda items of the subsequent Consultative Meeting are discussed;
 - s. Consultative Meeting: meeting of the School Council to which the Dean is invited.
2. If the terms used in these Rules also appear in the Act or School Regulations, they shall have the meaning as defined by the Act or School Regulations respectively.
3. The gender-neutral pronoun 'they' has been used in these Rules to refer to a single individual.

Article 1.2 - General provisions

1. With regard to the election of Members, the provisions contained in the ESE Election Regulations, as referred to in Article 5.2(6) of the ESE School Regulations, apply.
2. The ESE Election Regulations provide further rules on the election and appointment of School Council Members:
 - a. Staff Members are elected for two years; student Members for one year.
 - b. Retiring Members are immediately eligible for re-election.
 - c. Membership of the School Council ends within the Term of Office upon:
 - i. written termination of membership by the Member concerned;
 - ii. death;
 - iii. leaving the School community of ESE;
 - iv. transition to another Section

Chapter 2 – Council Chair, Presidency and Secretary

Article 2.1 - Council chair and vice-chair of the School Council

1. At the first Council meeting, both the Council Chair and the Chairs of the Staff and Student Sections are elected and appointed.
2. If the Council Chair is elected from within the Council itself, the School Council will elect one Council vice-chair from amongst its Members. The Council Chair and vice-chair may not belong to the same Section.
3. If the Council Chair is not elected from the Council itself, two Council vice-chairs are elected. In that case, one of them shall come from the Staff Section and one from the Student Section. An order of substitution is indicated at the time of election.
4. The Council Chair and vice-chair(s) are elected for the entire term of the Council (one year), unless the Council expressly sets a different term.
5. In the absence of the Council Chair, the Council vice-chair assumes the Council Chair's duties.
6. If both the Council Chair and vice-chair are unable to attend, or the School Council has not yet elected a Council Chair, the School Council shall elect from amongst its Members a temporary Council Chair to preside over the meetings.
7. In case a Council Chair who does not sit on the Council is chosen, they shall represent the Council in judicial matters, and the Council vice-chairs shall represent the School Council in extrajudicial matters. If the Council Chair sits on the Council, they represent the School Council in all matters.

Article 2.2 - Terms of Office and duties of Council Chair

1. The duration of a Council Chair's Term of Office is one year. The Council Chair is elected by a simple majority of votes; a retiring chair may be re-elected immediately. The Council Chair's responsibilities include:
 - a. convening and conducting Agenda Committee meetings, Internal Meetings and Consultative meetings;
 - b. setting the agenda;
 - c. opening, suspending, re-opening and closing the meeting;
 - d. granting the floor and maintaining order during the meeting;
 - e. formulating the motions to be decided by the Council;
 - f. ensuring compliance with the Rules of Procedure;
 - g. ensuring internal coordination and external communication regarding the School Council in consultation with the Secretary.
3. Prior to the meeting, the Council Chair may convene representatives of the Sections for consultation. This (agenda) consultation aims to assist the Council Chair in preparing for the meeting.

Article 2.3 - Presidency

1. The Presidency consists of the Council Chair, the Chair of the Staff Section and the Chair of the Student Section.
2. The Council Chair chairs the Presidency and has a vote in it.
3. The Presidency's responsibilities include:
 - a. making proposals to the Council regarding:
 - the schedule for the meeting;
 - the agenda of the meeting;
 - the method of handling agenda items;
 - incoming and outgoing documents;
 - b. engaging in legal consultations with the Dean;

- c. conducting legal consultations on behalf of the Council with bodies, authorities and individuals inside and outside EUR.
- 4. The Presidency may decide by unanimous vote to delegate the tasks referred to in the third paragraph of this Article to the Council Chair or to one of the Chairs of the Sections.
- 5. The Presidency meets when the Council Chair or one of the Chairs of the respective Sections deems it necessary .
- 6. The Presidency is accountable to the School Council.
- 7. The Presidency provides the School Council with solicited and unsolicited information on the performance of its duties.

Article 2.4 - Secretary

- 1. The School Council, the Council Chair, the Presidency and the meeting are supported by a Secretary. The Secretary assists the Council Chair in ensuring the proper preparation and conduct of meetings.
- 2. The Secretary is present at all meetings and sessions of the School Council. In the event of impediment or absence, the Secretary is replaced by a deputy appointed by the Dean for that purpose.
- 3. The Secretary prepares the draft agenda of the meeting in consultation with the Presidency.
- 4. The Secretary convenes meetings on behalf of the Presidency and ensures the distribution of meeting documents.
- 5. The Secretary produces minutes of all meetings. The Secretary sends these minutes to the Members for adoption and to those present for information, arranges for their distribution to interested parties and ensures they are posted on the website.
- 6. On behalf of the Council Chair, the Secretary prepares a letter regarding each decision of the School Council for the purpose of requesting advice or consent from the Dean. The Secretary and/or Council Chair sends the letter to the Dean.

Chapter 3 - Meetings

Title 1 - Preparations for meetings

Article 3.1 - Holding meetings

- 1. The School Council may meet in the following forms:
 - a. as a Council alone, without the presence of the Dean of the School (Internal Meeting or closed meeting);
 - b. as a consultative body with the Dean of the School (Consultative Meeting).
- 2. The Staff Section may meet as a body to exercise the participation powers referred to in Article 9.50 of the WHW and Article 5.9 of the School Regulations.
- 3. Meetings of the Council under paragraph 1 a and b of this Article are conducted by the Council Chair or, in their absence, by the Council vice-chair. The meeting of the Council referred to in paragraph 2 of this Article is chaired by the Chair of the Staff Section.
- 4. The meetings can be attended either in person or online.
- 5. The Presidency may choose to hold the meeting entirely online if the majority of Members cannot attend in person or if circumstances demand it.

Article 3.2 - Meeting schedule and frequency

- 1. Before the start of a new Council year, the Council shall adopt a provisional meeting schedule, at the proposal of the Presidency and in consultation with the Dean.
- 2. The Council convenes a Consultative Meeting at least six times a year.

3. At least one week prior to the Consultative Meeting, an Internal Meeting takes place.
4. In the Internal Meeting, meeting points are discussed in preparation for the Consultative Meeting.
5. The School Council also meets:
 - a. if the Presidency deems it necessary;
 - b. if at least three Members of the School Council submit a reasoned written request to the Presidency. This request should be accompanied by the underlying documents to be discussed. The School Council will then meet within four weeks of the Presidency receiving the request. The invitation to the meeting shall contain the grounds for convening the meeting.
6. The Council Chair may call or not call a meeting, in deviation from the meeting schedule.

Article 3.3 - Preparation of the agenda

1. At the request of the Council Chair, the Secretary shall prepare the agenda for Council meetings and make a proposal to the Agenda Committee on behalf of the Council Chair as to which topics should be dealt with at the meeting.
2. The Dean or any Member may request in writing to the Council Chair to add an item to the agenda up to three weeks before the day of the meeting. Any related documents must be submitted at the same time as the request. In urgent cases, the Council Chair may waive this deadline.

Article 3.4 - Notice of meeting

1. At least seven days before the day of the meeting, Members shall be given written notice of the meeting by electronic means by or on behalf of the Council Chair. Deviation from the stipulated convocation period may only be made in the case referred to in the second paragraph of this article.
2. The Council Chair may summon Members to a meeting at short notice for the consideration of an urgent matter. However, the convocation period may not be less than 24 hours.
3. Council Members are expected to attend meetings. If a Member is unable to attend a meeting, the Member shall notify the Secretary and the School Council Chair in good time, giving the reason.

Article 3.5 - Deadline for sending meeting documents

1. The proposed agenda and related documents shall be sent with the notice. This includes at least:
 - a. the minutes and list of resolutions of the previous meeting (if it is a Consultative Meeting);
 - b. the list of documents received;
 - c. the documents to be deliberated and/or decided upon by the School Council.
2. Meeting documents are made available digitally to interested parties at least one week prior to the meeting.

Title 2 - Rules on meetings

Article 3.6 - Access to meetings

1. The Consultative meeting is open to the public unless:
 - a. the School Council, the Council Chair or the Presidency decides to keep the meeting closed, either in whole or in part;
 - b. a confidential document is involved;
 - c. a matter of a personal nature will be discussed;
 - d. the School Council is deliberating on candidates for the position of Council Chair.

2. The Secretary may attend a closed (part of a) meeting.
3. The School Council or the Council Chair may decide that one or more persons be admitted to a closed (part of a) meeting.
4. The Dean has access to and the right to speak at meetings of the Council as referred to in Article 3.1(1)(b). For discussion of certain topics or at certain meetings, the Council may decide that these will take place without the presence of the Dean or other invited guests.
5. The Dean may be accompanied at Council meetings by advisers, including the vice-deans of education and research, the director of operations, the programme director, and by policy advisers and other experts.
6. Experts invited by the School Council to participate in the deliberations have an advisory vote.
7. Those participating in the deliberations *ex officio* may be granted the right to speak by the Council.
8. The Council may also grant the right to speak to others at the proposal of the Council Chair or Dean or one of its Members.
9. If a particular meeting or part thereof involves a predominantly personal interest of one of the Members of the School Council, the School Council may decide that the Member concerned will not participate in that meeting or part thereof. The School Council may then also decide that the matter in question will be considered in a closed meeting.
10. Persons wishing to attend the meeting are requested to register with the Secretary at least five working days prior to the meeting.

Article 3.7 - Working language

1. School Council meetings are conducted in English. Minutes will be produced in English. If a Dutch translation is produced, the English version prevails.
2. The Members of the Council can choose to conduct the meeting in Dutch if there are no non-Dutch speaking Members present. If the Council meets in Dutch, an English translation of the report will also be produced, in which case the Dutch version prevails.

Article 3.8 - Quorum

1. The Council Chair may open the meeting only after having determined that at least the majority of Members are present, either in person or online, including at least one Member from each Section. If a resolution is to be adopted by either Section, the quorum applies only to the Section in question.
2. After the meeting is opened, the Council may deliberate and adopt resolutions as long as the required number of Members is present.
3. If the required number of Members is not present 15 minutes after the starting time specified in the notice of meeting, the Council Chair shall determine that the meeting cannot proceed.
4. If a meeting has not been able to take place pursuant to the provisions of paragraph 3 of this Article, the Council Chair shall convene a new meeting as soon as possible, subject to the provisions of these Rules.
5. If the required majority of Members is still not present at a newly convened meeting as referred to in the fourth paragraph of this Article, only those matters that were on the agenda of the meeting that could not take place can be deliberated and decided on.

Article 3.9 - Closed meeting and confidential documents

1. The Members of the School Council are obliged to maintain confidentiality regarding all matters of which they become aware in their capacity if the Dean, the person submitting the subject being discussed or the Council Chair has imposed confidentiality or the confidential nature of which is implied. The intention to impose confidentiality shall be communicated and indicated on the relevant documents as far as possible before the matter in question is dealt with.

2. If the Council decides that a meeting or part thereof is not public, the Council decides who may attend the closed meeting. Persons who attend a closed meeting in this manner indicate by their presence that they will comply with the duty of confidentiality.
3. Confidential documents, as referred to in Article 12(1)(b), are documents that have been designated as such by the Council Chair or the person submitting them or those that Members understand are confidential by nature and are therefore subject to confidentiality and may not be shared outside the Council meeting. The person imposing confidentiality shall state which written or oral information is confidential and whether and when confidentiality will be lifted, as well as whether there are any persons not subject to confidentiality.
4. The Council may refuse to treat a document as confidential. In such case, the Council Chair or the person submitting a confidential document may declare the document as non-confidential or withdraw the document.
5. At the end of a closed (part of a) meeting, the Council shall establish confidentiality and for what period it applies.
6. The duty of confidentiality regarding documents remains in force upon termination of membership of the Council and upon termination of the person's connection with ESE.

Article 3.10 - Conduct of the meeting

1. The Council sets the agenda after opening the meeting.
2. In cases it deems urgent, the Council may decide, at the proposal of the Council Chair or Dean or at the request of one of the Members, to add agenda items that are not mentioned in the notice of the meeting.
3. The Council deliberates and decides only on items on the agenda.
4. The discussion of the topics will generally follow the order of the agenda. The Council Chair introduces the agenda items. Once the agenda has been exhausted or when the quorum requirement set out in Article 7 is no longer met, the Council Chair shall declare the School Council meeting closed.
5. The Council Chair may, if the Council agrees, limit speaking time. This is introduced at the beginning of the discussion of the relevant agenda item.
6. The Council Chair shall give the floor to Members, the Dean and other participants in the deliberations when discussing each agenda item.
7. During the meeting, a Member may raise a point of order. A point of order may relate to the suspension, amended consideration, consideration in closed session and/or adjournment of an agenda item. It may also relate to setting speaking time per Member. A point of order shall be addressed immediately.
8. The Council Chair may adjourn the meeting if they consider it desirable for the conduct of the meeting. The Council Chair shall also suspend the meeting if the majority of the Council Members present so request. In doing so, the Council shall determine the duration of the suspension. During a suspension of the proceedings for the purpose of mutual deliberation, observers shall not have access to the Chamber.
9. The Council Chair may instruct Members and other persons to maintain the rules of order for meetings. If a Member or any other person fails to follow the instructions of the Council Chair, the Council Chair may withdraw their right to speak for up to the duration of the meeting. If a speaker's right to speak is withdrawn, they may immediately submit the Council Chair's decision to the Council's judgement on a point of order. The Council shall rule on this without deliberation.
10. If a Member's conduct regularly disrupts the meeting proceedings and impedes the School Council in the performance of its duties, said Member may be suspended by the Council at the proposal of the Council Chair. Such a decision requires a qualified majority of 3/4 of the votes of the Members present at the meeting at that time. The Council shall determine the period of suspension.

Article 3.11 - Speaking rights for observers

1. At their request, the Council Chair may give observers the opportunity to speak during the open part of the meeting.
2. The chair determines the maximum speaking time of observers who are permitted to speak.
3. The Council may decide to adjust these maximum speaking times if necessary.

Chapter 4 - Deliberations and decision-making

Article 4.1 - Method of deliberation

1. The Council Chair proposes the method of handling an agenda item at the start of the discussion.
2. If the Council Chair considers that an agenda item has been sufficiently explained, they will propose that the Council conclude its deliberations on the item. If appropriate, a vote will then be taken.
3. In very exceptional cases, the Presidency may decide to hold the vote outside the meeting by email.

Article 4.2 - Preparations for decision-making

1. The Council Chair formulates the decision to be taken before considering whether to decide by acclamation or by vote.
2. If a proposal requires sub-decisions to be made, those sub-decisions are taken first and then a decision on the proposal as a whole, if the Council Chair or Dean or a Member of the Council so requests.
3. Decisions on amendments shall be taken before the decision on the proposal or the sub-decisions on which the amendments have been tabled, starting with the amendment that differs most from the original proposal.
4. If a decision has to be made between more than two options and none of these options obtains the simple majority of votes in the voting round, the option with the fewest votes is eliminated in the next voting round.
5. In case of a written vote, an anonymous ballot paper shall be provided to each Member. A ballot paper contains only the indication *for*, *against* or *blank*, without any addition. Incomplete ballot papers will be considered blank. Ballot papers are anonymous and not signed. The ballot papers collected are first counted by the Secretary. If the number of ballot papers collected does not match the number of Members who participated in the vote, the ballot papers will be destroyed and Members will be invited to vote again in writing and by secret ballot. Only the Council is competent to assess the validity of the vote. After the result of the vote is determined, the ballot papers are destroyed.
6. In case the meeting is conducted hybrid or fully online, Members attending the meeting online will be enabled to cast their votes online anonymously using an application designed for that purpose.

Article 4.3 - Voting

1. Unless a Member requests a vote, the Council shall decide by acclamation.
2. Before any vote, a Member may give a short explanation of their vote.
3. Voting shall generally take place by a show of hands. Voting shall be in writing if the Council so decides.
4. When voting, each Member declares to be in favour or against, casts a blank vote or abstains.
5. Decisions are taken by a simple majority of the votes cast, unless otherwise stipulated in these Rules. Abstentions, invalid and blank votes are deemed not to have been cast.

6. In the event of a tied vote, the proposal shall be put to the vote again, following any interim discussion if required. If the vote is tied again or the required majority is not achieved, the proposal shall be deemed to have been rejected.
7. After decision-making, the Council Chair formulates what has been decided.
8. Any Member may request a note in the minutes that they voted against a decision taken, without needing to provide a reason.
9. All Members of the School Council may appoint a proxy for individual School Council meetings. Each Member of the School Council may only accept one single proxy per School Council meeting. Proxy holders shall act as intended by the person granting the proxy.
10. The granting of a proxy shall be reported in writing to the Council Chair at least 48 hours before the start of the meeting.

Chapter 5 - Minutes

Article 5.1 - Minutes

1. Minutes of each Council meeting shall be drawn up under the responsibility of the Council Chair and Secretary.
2. The minutes shall include at least the names of the Members of the School Council and the management team present, a brief account of the deliberations, and a verbatim record of each resolution adopted by the Council during the meeting.
3. The minutes will be adopted by the Council at the next Consultative Meeting.
4. Minutes regarding a closed part of a meeting are provided in confidence to the Council Chair, the Council Members and the Dean (if the Dean was present at the closed meeting or closed part the meeting in question). Deliberation and adoption of such confidential minutes will take place in a closed session.
5. The minutes, once adopted by the Council, are signed by the Council Chair and Secretary.
6. The School Council shall produce an annual written report of its activities and ensure that all School stakeholders may view the report.
7. The School Council shall ensure that meeting agendas and minutes are sent at least to the Dean, the programme director, the vice-deans, the director of operations, the directors and operational managers of the capacity groups and to the University Council. Other interested parties can find these documents on the School Council's website.

Article 5.2 - Access to documents

1. All School Council documents are public, unless a document is designated as confidential by the Council and/or the person submitting it. Incoming and outgoing public documents are made available on the School Council's website.
2. A confidential document, as referred to in Article 15(3), is a document designated as such by the person submitting it. The Presidency may decide to designate a document as confidential even if it had not been designated as such until that time. Confidential documents may only be viewed by Members, who are bound by confidentiality in this regard.
3. Documents for School Council discussion, except those of a confidential nature, shall be made available to interested parties one week prior to the School Council consultative meeting.
4. After the meeting, the approved minutes shall be shared with stakeholders.

Chapter 6 - Consultation with management

Article 6.1 - Informal consultation with management

1. The Presidency of the School Council shall hold a brief meeting with the Dean to discuss current issues, at least in the week preceding the Consultative Meeting.

2. This shall include discussion of the draft agenda of the next School Council Consultative Meeting.

Chapter 7 - Collecting information

Article 7.1 - Collecting information

1. Proper provision of information to and from the School Council is an essential prerequisite for it to fulfil its mission.
2. If the School Council (or any of its Members) has questions on matters concerning the School, it may put these questions to the members of the management team or the heads of department. No individual employees may be approached to answer these questions.
3. If the School Council (or any of its Members) has any questions about the personal opinions of staff Members, it may ask those questions directly to those individual Members.
4. Before an agenda item is tabled at the meeting, a request can be made for a preliminary discussion with (part of) the Council.
5. For the purpose of discussing a topic, the School Council may invite one or more experts to attend the meeting or ask them to provide a written opinion. If there are costs associated with obtaining the opinion that the School Council cannot cover from the funds made available to it, the invitation will not be extended until after the Dean has agreed to it. The Council Chair may submit a reasoned request to the Dean for this purpose.

Chapter 8 - Transfer to new Council

Article 8.1 - Transition and transfer for new Members

1. New Members will be invited by the Secretary to attend a Council meeting.
2. From the start of their Term of Office, new Council Members will have access to the channels through which information is disseminated and receive the following documents:
 - a. School Regulations
 - b. Rules of Procedure of the School Council
 - c. Participation remuneration regulations
 - d. School Council white paper (for students).
3. The incumbent Council Chair, if re-elected, will be asked to continue their chair duties temporarily until re-elected at the first meeting of the next term or a new Council Chair is elected.
4. An introduction day is organised for new Members prior to the start of their Term of Office.

Chapter 9 - Final provisions

Article 9.1 - Amendments and additions

1. In cases not covered by these Rules or if there is any dispute regarding the application or interpretation of an Article, the Council shall decide on the matter.
2. Amendments to these Rules can be made only if at least a majority of the number of Council Members votes in favour of the amendment. The amended provisions take effect on the day following the day of the amendment.

Article 9.2 - Entry into force

1. These Regulations were adopted by the Dean on 1 April 2025.
2. The School Council approved these regulations on 20 March 2025.
3. These Regulations shall enter into force on 1 April 2025.

4. This translation is for informational purposes only. In the event of any discrepancy, contradiction, or ambiguity between this translation and the original Dutch version, the Dutch version shall prevail. No rights can be derived from this translation.
5. Wherever the word "School" appears, it refers to the Dutch word "faculteit" (in English 'faculty').