

Rules of procedure of the Erasmus University's University Council

(As meant in article 9.31, seventh section WHW Article 16 Procedure for the university council of EUR)

Chapter 1: General definitions

Article 1 Definition of concepts

1. In these rules of regulation and its accompanying definitions we define:
 - a. The law, the WHW: the law of higher education and scientific research;
 - b. EUR: the Erasmus University of Rotterdam;
 - c. Council: The university council of the EUR, as referred to in article 9.31 of the law;
 - d. Board: The board of the EUR, as referred to in article 9.2 of the law;
 - e. Presidium: The presidium of the council, existing of the chairman and vice-chairman of the council;
 - f. Chairman: The chairman of the council;
 - g. Committee: A committee of the council;
 - h. Clerk: The official secretary of the council;
 - i. URR: The rules and regulations of the university council of the EUR;
 - j. Personnel: Personnel linked to the EUR with a temporary or permanent employment, regardless of its size;
 - k. Student: Someone who is registered as such at the EUR;
 - l. Personnel party: That part of the council that has been chosen from and by the personnel;
 - m. Student party: That part of the council that has been chosen from and by students;
 - n. Parties: The personnel- and student sections of the council;
 - o. Debate meetings: Meetings where the council and the board debate together
 - p. Council meetings: Meetings by the councils that are not debate meetings.
 - q. Term: The period that the council is active, starting on the first of September and ending on the Thirty-first of August the year after.
2. The other definitions that appear in these rules and regulations have, if they also appear in the law, the same meaning as that the law says.

Article 2 General Definitions

1. The members of the council will have a seat in the council without trouble.
2. With reference to the election of these members, the definitions have been admitted in the EUR – Kiesreglement (EUR – election regulations), as referred to in article 2, second act of URR.

Article 3 Absence regulations

1. Members of the council have the duty to be present. When a member of the council cannot be present at a council meeting, debate meeting or a meeting of an appointed committee, the member will let the clerk know in advance and will explain his or her absence.
2. The duty of being present merely gives exemptions in case of serious personal circumstances. In any case, study obligations, education obligations and/or research obligations will give reason for an exemption.
3. The presidium can, if sufficient reasoning is given, by the relevant party of the council, give a pardon to the member of the council who will be absent.
4. As a result of a violation of the duty to be present by:
 - a. A member of the personnel party, a proportional part of the compensation for time invested in the organisational part will be withheld.
 - b. A member of the student party, the fee for being present for the relevant month will be withheld.

The presidium can draft and accept an equity rule which the presidium will hold as a guideline at her decision making regarding the yearly withheld compensation for time investments and student fee.

5. The presidium will halfway her active period and at the end of her active period have an overview drafted for the presence of its members at all meetings as referred to in act 1 of this article. This overview will, if judged necessary by the presidium, be discussed at the council meeting.
6. At the end of her active period, the presidium can, upon request who has violated the duty to be present, decide to still pay the fees for the personnel or student member of the council as a result of act 4. The presidium can draft and accept a fairness rule which the presidium will use as guideline during its decision making. The presidium motivates a previously taken decision.
7. The parties can draft their own regulations regarding absence. These regulations have to be accepted if there is a majority of votes in favour in their respective party. The definitions of this article are active for these regulations.

Chapter 2: The chairman of the council, the presidium and the clerk

Article 4 The duration of the chairman's term and his tasks

1. The maximum duration in office for the council's chairman is two years. The council can decide to re-elect the chairman with a regular majority or can decide to start the application procedures. This has to be done in a council meeting.
2. The chairman of the council is tasked with:
 - a. Chairing the council meetings and the debate meetings;
 - b. Chairing the meetings by the presidium;
 - c. Giving instructions to the clerk, in consultation with the presidium;
 - d. The (re-)opening, suspending and closing of meetings;
 - e. Appointing people to speak and maintaining order during meetings;
 - f. Formulating the proposals that the council has to decide about;
 - g. Announcing the results of the votes;
 - h. Maintaining contact with the de-central parties within the EUR that have rights of say;
 - i. Maintaining contact with parties with rights of say from other universities, companies or institutions with which the EUR works;
 - j. Supervising the compliance of these regulations.
3. Before the council meetings the chairman can call forth several representatives of the parties for a consultation. This (agenda) consultation has the goal to help the chairman in his preparations of the council meeting and/or the debate meetings.
4. In case the chairman is not a member of the council, his vote is to be taken as counselling.

Article 5 Observation by the chairman

1. In case of the absence of the chairman, the vice-chairman will take up the chairman's tasks. This vice-chairman will, if needed, be chosen by the presidium.
2. If need be, the member who has been part of the council the longest will take up the chairman's tasks.

Article 6 Presidium

1. The presidium exists of the chairman of the council, two members from the student party and two members from the personnel party.
2. The chairman of the council is the chairman of the presidium and has a vote.
3. The members of the presidium will be appointed for a duration of one year, according to article 10 act two sub a from these regulations, unless the council specifically uses other terms.
4. The presidium is, according to these regulations and the URR, tasked with:
 - a. Initiating proposals to the council with regards to:
 - The schedule of council and debate meetings;
 - The agenda of the council and debate meetings;
 - The ways agenda points are handled;

- Sent and outgoing pieces;
 - b. Debating with the board;
 - c. Making sure that a committee has incoming pieces and if need be is ready to give advice regarding this piece;
 - d. Consulting with the chairman of a committee about the committee's activities;
 - e. Supervising the progress of a committee;
 - f. In name of the council, debating other parties, institutions and people within and outside of the EUR.
5. The presidium can, in case of general votes, decide to delegate the tasks, as meant under the fourth act of this article, to the chairman.
 6. The presidium will have at least one meeting before the meetings of the regular committees and once before every council and/or debate meeting. Furthermore, the presidium will meet in case the chairman sees fit or if at least one member of the presidium requests to do so.

Article 7 The distribution of tasks and the giving over power to the presidium

1. The council can give tasks to the presidium.
2. The council can mandate or delegate a qualification to the presidium. The mandate or delegation will be documented in a written manner. In this documentation:
 - The mandated or delegated qualification is described;
 - It will be made clear in what ways the delegated qualification is to be executed;
 - It will be made clear for which period the qualification is delegated;
 - It will be made clear in what way the presidium will be answerable for its methodology towards the council.
3. The presidium will give the council knowledge of any action taken surrounding the delegated qualifications as meant under the first act of this article as soon as possible.

Article 8 The duty of information and responsibility of the presidium

1. The presidium owes the council answerability.
2. The presidiums will, upon request or not, keep the council updated with the execution of its tasks.

Article 9 Clerk

1. The council, the chairman, the presidium, the council meeting, the debate meeting and the regular committees will be supported by an official clerk. The clerk will support the chairman of the council and the chairman of the regular committees with their preparation of a good progression of their meetings
2. The clerk is present at all meetings and gatherings of the council. In case the clerk is absent, the clerk will be replaced with an appointed official.
3. The clerk will consult with the chairman of the council about the concept agenda for the council meetings and debate meetings.
4. The clerk will consult with the chairman of the regular committees about the concept agenda for the respective committee's meeting.
5. The clerk will call for the meetings in name of the presidium and will take make sure the needed pieces of the meeting are sent.
6. The clerk will make a report of all meetings. The clerk will send this report to all of the members.
7. The clerk will formulate a letter with advice for the presidium about all the advice given by a committee.
8. The clerk will formulate a letter for the board about all the advice given by the council.

Chapter 3: Constituent meeting

Article 10 Constituent meeting

1. The chairman will call for a constituent meeting as soon as the results of the elections for the new members of the council are out. This constituent meeting is for the new members of the next term in the council. The chairman will lead this meeting.
2. The council will deliberate over a decision in the constituent meeting about at least the following:
 - a. The appointing of four members of the presidium, from the council;
 - b. The appointing of the regular committees and the mentioning the members of the regular committees;
 - c. The appointing and mentioning the members of the confidential committee;
 - d. The determining of the meeting schedule;
 - e. The determining of the goals.
3. The council will empower the decisions made in the constituent meeting in the first council meeting.

Chapter 4: Council meeting

Title I – The calling of the meeting and the drafting of the agenda

Article 11 The schedule and frequency of meetings

1. Before the start of the new term, the council will, upon request by the presidium, draft a proposal for the meeting schedule.
2. The council will gather at least six times per year. The council will meet if:
 - a. The presidium sees this as necessary;
 - b. If at least eight members of the council request the presidium to do so on a written and motivated basis. The council will then gather within four weeks after the presidium as received the request. The invitations for the meeting will contain the grounds for calling the meeting.
3. The chairman can, in case of a diversion of the meeting schedule, call for or cancel a meeting.
4. The council can decide to continue a meeting on a datum to be set by them.

Article 12 Call for a council meeting

1. The chairman will notify the members at least seven days before the day of the meeting by a written invitation. If the to be discussed topics are of great concern, the chairman can alter this to a shorter period of time with an invitation that includes the reason for the concerns.
2. With the invitation, the following pieces will be sent with:
 - a. The drafted agenda;
 - b. The minutes of the previous meetings and a list of decisions made in the previous meeting;
 - c. The (list of) received and sent documents;
 - d. The documents accompanying items on the agenda.
3. The chairman can call for a gathering of the members of the council during a debate meeting for a closed council meeting regarding the treatment of a certain topic in order to form a decision about this topic. This gathering can also take place directly after the debate meeting has ended.

Article 13 Agenda for the council meeting

1. Topics that are passed on by the chairman and/or the presidium will be put on the drafted agenda.

2. A committee or a member of the council can request for a topic to be put on the agenda within seven working days before the day of the meeting. The documents that accompany this topic will be sent together with the request. In case of an emergency, a request can be sent up to one hour before the start of the meeting.
3. The presidium will decide if the request for a topic will be accepted. If the presidium declines the request, this will be done with reasoning and this will be shared along with the agenda draft.
4. The agenda draft will as good as it can explain:
 - a. Which items on the agenda or parts of those items will have to be discussed in a closed council meeting, as decided by the presidium;
 - b. Which people the presidium has invited to help consult over an item on the agenda
 - c. What authority the council has with regards to the different agenda items.
5. The agenda will be established during the council meeting by the council.

Article 14 Publicity of the council meeting

1. The council meeting is public, unless
 - a. The council, the chairman or the presidium decides that (part of) the meeting has to be closed;
 - b. A confidential document is under discussion;
 - c. There is a personal matter being discussed;
 - d. The council debates over the candidates for the position of chairman or other member of the board.
2. The clerk has access to a closed (part of) council meeting.
3. The council or chairman can decide that one or more people are allowed into a (part of) a closed council meeting.
4. There will be no minutes made of the closed (part of) council meeting unless the council decides otherwise. Those who are allowed to take part of a closed council meeting will be allowed to read the minutes. The minutes are confidential, as long as secrecy is imposed.
5. The council can, before the end of the closed council meeting, decide to what extent the discussed content will be confidential.
6. The imposed secrecy can only be removed in a closed council meeting.

Article 15 Publicity of documents

1. All of the received and sent documents of the council and committees are public, unless there is a document that is qualified as confidential by its submitter. The public received and outgoing documents will be made available through the website of the council.
2. A confidential document is qualified as such by its submitter. The presidium cannot decide to see a confidential document as a regular document.
3. The council can refuse to accept a document or item on the agenda as not confidential.

Title II – The progress of a meeting

Article 16 List of attendance

1. All members of the council will sign the list of attendance as early as possible before the start of the council meeting.
2. A member of the council that leaves the council meeting before its end can request for a note to be made in the list of attendance and in the minutes.

Article 17 Quorum

1. The chairman will open the meeting only after he has checked that at least half of the members are present. In the case that, fifteen minutes after the alleged start of the meeting, the required number of members is still not present, the chairman will decide that the meeting will not take place.

2. The council can debate and take decisions only during the council meeting, up to the point that there are no longer sufficient members present.
3. In case the council judges that certain items on the agenda are too urgent to not discuss, the previously discussed acts will not have effect.

Article 18 Confirmation of the agenda

1. The chairman will, after opening the meetings, do the announcements of the requests as meant in article 13, act four and article 27 of these regulations. The council will subsequently confirm the agenda without debate.
2. The council can decide to place a topic on the agenda if, grounded by an under article 13 act three sent request, the presidium has to their opinion wrongly rejected this request or if they are of opinion that the treatment of this topic cannot be postponed.
3. The council can decide to, during the confirming of the agenda, set a maximum time of discussion for one or more items on the agenda. They can also choose a set time to start with the treatment of this topic.
4. The items on the agenda will be treated in the order as noted on the agenda, unless the council has appointed a set time to start with a certain topic.

Article 19 Deliberation

1. The chairman can, if the council agrees, set a maximum discussion time for a certain topic on the agenda.
2. The chairman will appoint speakers in the order in which it is asked.
3. Nobody will speak unless the chairman has appointed him to.
4. The chairman will halt a speaker who has drifted off the topic. If the speaker persists in drifting off the topic, the chairman has the right to stop him completely. A speaker who has been stopped completely, can immediately, through a proposal of order, question the judgement of the chairman and subject the council to a vote. The council will judge without debating.
5. The chairman closes the council meeting when there is no member who wants to speak, or when he wishes this otherwise.
6. After the closure of the deliberation and before the council will move onto decision making, members can at their request give an explanation of voting.
7. The council only take decisions about topics on the agenda and proposals of order.
8. A member of the council refrains from participation in decision making, if he sees himself as involved. He will let this know before the start of the council meeting.
9. Before the council goes to decision making, the chairman will read the proposal about which the decision making takes place for.

Article 20 Proposals of order and the suspending of the deliberation

1. A proposal of order regards the state of affairs during a council meeting and can relate to the following:
 - a. The agenda;
 - b. The application of the URR and/or these regulations;
 - c. The publicity of the meeting;
 - d. The manner of discussing an item on the agenda, its point in time or its duration;
 - e. The suspending or closing the deliberation or the postponing of the decision about a point on the agenda.
2. A proposal of order can verbally be submitted in the deliberation by the chairman or a member of the council. The proposal of order will immediately be treated. The council will immediately decide, with a regular majority, about a proposal of order.
3. The chairman can, if he sees this necessary for the progress or order of the meeting, upon request or upon own initiative suspend the meeting for a time as chosen by himself.

Article 21 Proposals of content

1. Every member of the council has the right to submit a proposal. Sufficient copies of this proposal have to be handed to the chairman well in time.
2. The chairman will give the submitter the right to briefly explain his proposal.

Article 22 Amendments and sub amendments (dropped)

Article 23 The motions

1. Every member of the council that is present at the meeting can submit a motion about the topic to be discussed to the clerk. A motion is a short and motivated written statement regarding a topic with which, without legal effect, a verdict, or task is expressed.
2. The motion will only be taken into treatment if they are signed or otherwise backed by at least four other members.
3. The treatment of the motions will take place together with the treatment of its respective point on the agenda.
4. In case the verdict has not yet been taken, a motion can be withdrawn by the submitter.
5. In case the meeting has closed, the withdrawal of the motion can only be done in agreement with at least three-fourths of the present members of the council.

Article 24 Support of (Sub-) amendments (dropped)

Article 25 Withdrawal of the (sub-) amendments (dropped)

Article 26 Any other business

1. Every member of the council may ask the chairman a question vocally during the item on the agenda "any other business".
2. The questions have to be succinctly formulated and have to be reported to the clerk 24 hours in advance.
3. If possible, the questions will be answered during the same meeting. The chairman will give notice in case the treatment of these questions requires longer preparation. This notice will be paired with the announcement that, in case there will be no next meeting within four weeks; the treatment will be dealt with in a written manner.

Article 27 Right of speech for observers

1. The chairman can give observers the word at their request during the public part of the meeting, except for during the following points on the agenda:
 - a. Setting of the agenda
 - b. Setting of the agenda and the list of tasks from the previous meeting
 - c. Announcements by the presidium
 - d. List of in- and outgoing documents
 - e. Any other business
2. In case an observer wants to add to the meeting, then he is to ask the chairman for speaking time maximally one hour in advance in a written manner. The request mentions the topic he wishes to speak about.
3. The chairman will appoint those who have been granted the right to speak at the treatment of the respective item on the agenda to speak at the start of the treatment.
4. In case the right to speak has been granted regarding a topic that is not on the agenda, the chairman will give the submitter the right to speak right after the opening of the meeting. The maximal time to speak about a topic that is not on the agenda is 15 minutes.
5. The council can, at the request of the chairman, decide to alter the maximum appointed time.

Article 28 Measures of order

1. The chairman can limit the amount of observers in the stands to maintain order. In case the amount of observers has been limited, the clerk will make sure there is an extensive report of the meeting.
2. The chairman can make observers who disturb the order in any way, leave.

Article 29 The order of decisions

1. If a proposal exists of parts of articles, these parts of articles will first be voted about, in case the chairman sees necessary or if a member of the council requests so.
2. Before the council decides, the chairman will read the proposal that the decision making is about.

Article 30 Decision making without a vote

1. In case none of the members have requested a vote, the decision is assumed to be made by general votes.
2. Members of the council who cannot be present at the meeting can request a note that they have indeed voted or that they have voted blank. In this case the decision is assumed to be made with the votes of the other members. The amount of these votes has to be larger than that of those who have voted against.

Article 31 Decision making with a vote

1. In case a member of the council requests, a vote about the decision that is to be taken will take place. Valid votes are either "for" or "against" or "blank".
2. The members of the council will vote based on their own opinion.
3. Decisions are made with a majority of the valid non-blank votes. The total submitted valid non-blank votes are to be larger than the submitted blank votes.
4. In case the votes strike or if the amount of valid blank votes is larger or equal to the amount of non-blank votes, the proposal will be voted about again in the next meeting.
5. In case the council decides that there is a state of emergency the new vote will take place in the same meeting, defying the fourth act of this article.
6. In case there is another situation as in act four of this article during the new vote, the proposal is to be dismissed.

Article 32 Decision making through a vote by raised hands

The vote will be by raised hands, unless the council decides the vote will be by a head count or in a written manner. A vote regarding a proposal to do with order will always be done by hands. In case the votes strike in this case, the chairman will decide.

Article 33 Decision making through a vote by heads

1. The council can in case of a regular majority, decide to have a vote by heads. During a vote by head, all the members of the council, in the order of the list of presentation, vocally express his vote with the word "for", "against" or "blank" without any additions.
2. As long as the next member of the council has not yet voted, a member can still change his vote. In case the member notices the mistake later, he can ask for a note of his mistake after the vote has finished, without this affecting the outcome of the vote.

Article 34 Decision making through a written vote

1. The council can decide to have a written vote in case of a regular majority. Decision making regarding people always takes place with a written vote unless the chairman argues there is agreement regarding the proposal. A written vote takes place by means of closed and, by the clerk, authenticated ballots.
2. The chairman appoints three members of the council to be the vote committee for the written vote to take place. The vote committee investigates if the amount of votes handed in is or is not

larger than the amount of council members that are present. If there are more ballots, then the ballots will be destroyed without being opened and a new vote will take place.

3. In case there is a sufficiently large difference between the amount of ballots handed in and the amount of council members who are present, a new vote will take place.
4. The vote committee will determine the legitimacy of the ousted votes and the minutes of the vote.

Article 35 Decision making through a vote regarding individuals

1. The election of people for the same position will take place using ballots. The ballot will be filled in by means of a mentioning of the preferred candidate
2. The candidate with the most valid votes is elected.
3. In case there is more than one candidate for the same position, the vote will happen in rounds.
 - a. In the first round the members will out their vote for one candidate. The candidate with more than half of the valid votes is elected.
 - b. In case the first round results in no outcome, there will be a second round between the candidates who had the most votes in the first round, where the candidate with the least amount of votes drops out.
 - c. In case the votes strike in the second round, there will be a new vote in the next meeting between the candidates who had the largest amount of votes in the second round. The candidate with the largest amount of valid votes is elected.
4. In case the new vote shows that no candidate is elected, faith decides. To call for this decision, the required ballots are folded and thrown into a box by the clerk after which another voter takes one out. The person who is on the first ballot is chosen.

Title III – Formatting the pieces and the report

Article 36 Formatting and signing of pieces

1. The council, a committee, the presidium or a member of the council can draft concept letters to the board about topics on their work terrain.
2. Outgoing pieces of the council are signed by the chairman.
3. The decisions of the council regarding advice or agreement are to be signed by the chairman and clerk.
4. The clerk will send a copy of the decision regarding advice or agreement to the board with a copy of the decision made by the council.

Article 37 Minutes

1. Minutes will be made of all the council meetings. The minutes will at least contain:
 - a. The names of the chairman and (other) members of the council with a note of their presence or absence;
 - b. The names of those who have had the word according to article 27;
 - c. The announcements by the presidium;
 - d. The most important elements of deliberations;
 - e. The outcome of the votes;
 - f. The decisions made by the council;
 - g. The questions posed during 'any other business' and their respective answers
2. A list of decisions and a list of points of action will be attached to the report.
3. Proposals regarding changes of text in the report are to be submitted with the clerk at least before seven workdays before the meeting in a written manner.

Article 38 Mandate

1. The council can mandate or delegate a right to a committee. He can decide in what way the mandated or delegated right has to be practiced. The mandate or delegation is to be recorded

in a decision regarding doing so. In this decision the manner in which the committee will report to the council will also be stated.

2. The council can decide to empower a committee to make decisions on their terms regarding a certain topic.
3. The decision of a committee is signed by the chairman and the clerk of the council.
4. The council will be informed about the decision in a timely manner.

Chapter 5: The debate meeting

Article 39 Gatherings of the debate meeting

1. The council and the board will gather at least six times a year to debate. Before the beginning of a new year, the board and the council will draft a schedule for meetings, at request of the presidium.
2. The debate meeting will gather in case either the council or the board sees reason to.

Article 40 Calling for the debate meeting

1. The members and the board will be summoned by the chairman at least seven days before the debate meeting in a written manner. In case urgent topics will be discussed, this time may be shortened if the urgency is stated when doing so.
2. The summoning will at least include the following documents:
 - a. The drafted agenda;
 - b. The minutes of the previous meeting and the list of points of action of the previous meeting;
 - c. The (list of) received and outgoing documents;
 - d. The documents that accompany the items on the agenda.

Article 41 Agenda for the debate meeting

1. Topics submitted by the chairman and/or the presidium will always be placed on the agenda draft.
2. A committee, a member of the council or the board can request an item to be added to the agenda till seven working days before the meeting. The accompanying documents will be submitted along with the proposal. In case of an, the request may be submitted until one hour before the meeting.
3. The presidium will decide if the request will be put on the agenda. In case the presidium turns down the request, they will provide reasoning when sending out the draft of the agenda.
4. The agenda draft will state as clearly as possible:
 - a. Which items on the agenda or parts of these points must be dealt with in a closed meeting, according to the presidium;
 - b. Which people the presidium has invited to the treating of an item on the agenda;
 - c. What rights the council has with regards to the different agenda items.
5. The agenda will be set by the council during the council meeting.

Article 42 Reporting

1. Minutes will be made of all the debate meetings. The minutes will contain at least:
 - a. The names of the chairman and (other) members of the council and board and a note of their absence or presence;
 - b. The names of those who have been granted the word on grounds on article 27 of this document;
 - c. The announcements of the presidium and the board;
 - d. The most important elements of the deliberations;
 - e. The outcome of the votes;

- f. The decisions made by the council;
 - g. The questions posed during 'any other business' and their respective answers.
2. A list of decisions and a list of points of action will be attached to the report.
 3. Proposals regarding changes of text in the report are to be submitted with the clerk at least before seven workdays before the meeting in a written manner.

Article 43 Cross-determination

For the remaining of the debate meetings, articles 14 to 35 are in order.

Chapter 6: Requests for information to the board

Article 44 Written requests to the board

1. In case a member of the council wants to request information from the board regarding a topic that has already been discussed, the member may do so in a written manner.
2. The questions are to be succinctly formulated and an accompanying brief explanation may be provided. The questions are submitted at the presidium.
3. The questions will be sent to the board by the presidium, unless the presidium has justified objection based on the form or content of the questions.
4. The presidium will notify the council whether or not the questions have been sent to the board. This notification will mention what topic each question refers to. A decision to not send the questions will be motivated by the presidium. In case the council judges the decision to not send the questions as wrong, the presidium will send the questions anyway.
5. The board will answer the questions to the presidium within four weeks after receiving them. The presidium will make sure a copy of the questions and their respective answers are sent to the submitter of the questions and to the other members of the council.
6. In case the board has not answered within four weeks, it will announce its reasons for not doing so to the presidium.

Article 45 The Interpellation (dropped)

Chapter 7: Committees of advice and support of the council

Title I – The committees of advice and support

Article 46 The regular and the ad-hoc committees

1. The council can appoint regular and ad-hoc committees.
2. The council will in any case appoint the following regular committees:
 - a. A financial committee
 - b. An educational committee, research and student business
 - c. A personal committee, board and infrastructural business
 - d. A trust committee
 - e. A committee internal and external relations
3. A committee has the task to prepare the council meetings as far as it contains topics for which the committee has been appointed. They will advice, asked or not asked, on all topics that lie in her working terrain.

Article 47 The trust committee

1. The trust committee has the task to advice regarding:
 - a. The (re-)appointment of the chairman of the council;
 - b. The functioning of the chairman of the council;
 - c. In case the council is heard: The appointment of a member of the board;

- d. Other business with regards to the appointment of people;
 - e. Other business regarding a personal nature.
2. The chairman of the council is, as a result of his position, member and chairman of the trust committee and has a counselling voice in it, unless the trust committee is discussing the functioning and possible (re-)appointment of the chairman. In that case the first vice chairman will be a member and also chairman of the trust committee.
 3. The meetings of the trust committee are not public.
 4. The clerk has access to the meetings of the trust committee.
 5. There will be no report of the meetings of the trust committee, unless they see this necessary.

Article 48 Functioning of the chairman

1. A conversation regarding the functioning of the chairman will be between the trust committee and the chairman and will take place at least once a year.
2. With regards to the wished reflection of the council the conversation will only take place when at least three-fourths of the members of the trust committee, with exception to the chairman, are present.
3. The conversation will take place behind closed doors. The members of the trust committee have the duty of confidentiality regarding what has come forward from the conversation.
4. The functioning of the chairman will be discussed by inspecting the following core areas:
 - a. His functioning as chairman of the council;
 - b. His functioning as chairman of the debate meetings;
 - c. The maintenance of the contact with the board and other stakeholders of the EUR;
 - d. His functioning as the face of the council in his contact with the press;
 - e. In case he is also chairman of a regular committee; his functioning as chairman of this regular committee;
 - f. The functioning of the council, the debate meeting and the (chairmen of the) regular committees;
5. The trust committee will make a confidential report about the conversation regarding the functioning of the chairman, only meant for members of the trust committee and the chairman of the council. The report will be signed by the trust committee and by the chairman of the council.
6. After the report has been fixed, the chairman of the council will be consulted in how to communicate this to the entirety of the council.

Article 49 The instalment of a committee

In the decision with which a committee is installed, at least the following will be decided:

- a. The tasks of the committee;
- b. The term of the committee;
- c. The composition of the committee;
- d. The duration of the membership of the committee;
- e. The names of the members of the committee.

Article 50 The composition and alternation of a committee

1. The council will appoint the new composition of a committee at the start of a new term.
2. The members of the committee will be appointed and fired by the council. In case of interim vacancies the appointment will be done by the presidium.
3. A committee exists of at least five and at most thirteen members, among which the chairman of the committee.
4. A member of a committee can change committees before the end of its term. A request to do so has to be submitted to the presidium.
5. The council will appoint the chairmen and vice chairmen of the committees from the members of the council. The chairman of a committee will be replaced by the vice chairman of the

committee in his absence. In case the vice chairman is absent, the chairman will be replaced by the chairman or by the member with the most years in service.

6. In contradiction to the fifth act of this article, the council can decide to appoint the chairman of the council to be the chairman of one or more committees in case of a regular majority.

Article 51 Ad-hoc committees

1. The council may decide to appoint ad-hoc committees for the purpose of preparing certain topics that belong to the task of the council.
2. The task, composition and method of the committee will be set by the council upon instalment.
3. The chairman of the council is chairman and member of an ad-hoc committee and has a counselling voice in it.
4. The ad-hoc committee will decide on a vice chairman from her midst.

Article 52 VGWAM-advisory committee from the personnel party (dropped)

Title II – General determinations for the committees

Article 53 The calling for a committee

1. Before the start of the new term the council will, at the request of the presidium, set a schedule of meetings for the regular committees.
2. Besides the meetings as appointed in the schedule, the committee will gather in case at least two members of the committee have requested the committee chairman so in a written and motivated manner, or whenever the chairman of the committee sees necessary. The invitation of the meeting will contain the grounds of the calling for the committee meeting.
3. The chairman of the council will make sure that, within a month of the instalment of a committee, other than a regular committee, a meeting is held.

Article 54 Procedures for a committee

1. The committee is free in the way in which they acquire their information with regards to her task. She can always invite employees of the institution and externals to join her meeting in order to gain information.
2. The supervisor from the board has a permanent invitation for the committee meetings. He can be supported by one or more officials. The supervisor from the board can in any case of impediment be replaced by a different member of the board or an appointed official.
3. The chairman of the council can, in case he is not chairman of the committee as meant in article 50 act six of this document, join the committee meetings and has a counselling voice in doing so.
4. The clerk will make a report and a list of action points of the committee meetings. The clerk will also keep a list of presence.

Article 56 Publicity of committee meetings

1. The meetings of the committees are public, unless
 - a. The respective committee is the trust committee as meant in article 34 of this document;
 - b. The committee, the chairman of the committee or the presidium call for a closed meeting;
 - c. One fifth of the present members call for a private meeting. In this case the committee will decide with a vote which topics will be discussed privately.
 - d. A confidential document is at order;
 - e. A personal matter is at order.
2. The chairman of the council and the clerk has access to a private committee meeting.

3. The committee or the chairman of the committee can decide that one or multiple people are accepted into a private meeting.
4. There will be no minutes of a private meeting unless the committee decides otherwise. Seeing the minutes is only for those who have the right to attend the private meeting. The minutes are confidential, as far as secrecy with regards to the topic has been imposed.
5. The council can decide what degree of secrecy is imposed on the discussed content of the committee meeting, before the end of the private part.
6. Secrecy can only be lifted in a private meeting.

Article 57 Workgroups of committees

A committee can appoint a workgroup as part of the treatment of a certain topic. The committee will let the presidium know about the composition and task of this workgroup in a written manner.

Article 58 Bringing forward advice and the signature of the committee

1. A committee may only bring forward advice if at least half of her members are present.
2. In case there is no unity in determining what to advise, the different opinions will be taken into account.
3. Advice given by the committee is signed by her chairman and clerk. The advice will be addressed and sent to the presidium.

Article 59 Corresponding application of other determinations by the Rules of Regulation

Other determinations by these rules of regulations also apply to the committees.

Chapter 8: Final definitions

Article 60 Cases which the rules of regulation does not cover

In cases that are not covered within these regulations, the council will decide

Article 61 Date of the start of these regulations

1. The council will set the date at which these regulations or amendments of it will start.
2. The council can decide to let parts or articles of these regulations start at a different date.

Article 62 Quotation title

These rules and regulations can be quoted as: Rules of procedure of the Erasmus University's university council (RvO in Dutch)

AS RECORDED BY THE COUNCIL IN MEETING

99.6 D.D. 22 JUNE 1999 AND WENT INTO EFFECT ON 1 SEPTEMBER 1999 WITH DECISION 99.6, 11 D.D.22-6-1999

AS AMENDED BY THE COUNCIL IN MEETING 2004.5 D.D. 15 JUNE 2004 WITH DECISION 2004.5, 7OV D.D. 15-6-2004

AS AMENDED BY THE COUNCIL IN MEETING 2006.3UR D.D. 16 MAY 2006 WITH RECISION 2006.3,6UR D.D. 17-5-2006

AS AMENDED BY THE COUNCIL IN MEETING 2014.7UR D.D. 4 NOVEMBER 2014 WITH DECISION 2014.7,1UR D.D. 5 NOVEMBER 2014

Attachment 1: Model for a university council decision (dropped)

Attachment 2: The address of the university council (dropped)