

# **Rules of Procedure**

**of the**

## **Faculty Council**

**of the**

### **Faculty of Governance and Global Affairs**

## Chapter 1: General provisions

### **Article 1. Legal basis**

The legal basis of these Rules of Procedure is Article 36 of the 'Regulations of the Faculty of Governance and Global Affairs'.

### **Article 2. Definitions**

The terms used in these Rules of Procedure have the meaning ascribed to them in the Faculty Regulations, the Management and Administration Regulations (BBR) of Leiden University and the Higher Education and Research Act (WHW).

## Chapter 2: Convening meetings

### Article 3. Forms of the Faculty Council

There are three forms in which the Faculty Council (FC) can meet:

- a. As the Faculty Council alone, in the absence of the Faculty Board. The term used for the meeting in this form is 'council meeting of the Faculty Council'.
- b. As a consultative body together with the Faculty Board (FB). The term used for the meeting in this form is 'FB-FC consultation meeting'.
- c. As a body in which the staff in the Faculty exercise their employee participation powers, as referred to in Article 9.50 of the WHW.

### Article 4. Committees

1. The Faculty Council can establish its own committees and will lay down rules for the tasks, composition and term of office of these committees.
2. The provisions of these Rules of Procedure apply *mutatis mutandis* to meetings of committees, as far as possible.
3. If the chair of the Faculty Council is not a member of a committee, the chair is entitled to attend the meetings of the committee and has an advisory vote in those meetings.

### Article 5. Chairing of the meeting

1. At the beginning of each academic year, the Faculty Council elects a chair and a vice-chair from among its members. When electing the chair and the vice-chair, the Faculty Council will endeavour to ensure that one is elected from the staff section and the other from the student section.
2. The chair and the vice-chair of the Faculty Council have the tasks of managing the activities of the Faculty Council, convening the preparatory meetings, coordinating the activities of the Faculty Council's committees and everything else required to ensure the proper functioning of the Faculty Council. The chair and the vice-chair divide these tasks between themselves at the beginning of the year.
3. In the event of absence of the chair and the vice-chair of the Faculty Council, the Faculty Council will designate one of the members to temporarily fulfil the role of chair of the Faculty Council.
4. The council meetings of the Faculty Council are chaired by the chair of the Faculty Council.

5. The FB-FC consultation meetings are chaired by the Dean or, in the event of the Dean's absence, by another member of the Faculty Board. The report of the consultation meeting is produced by a staff member of the Faculty Board Support department of the Faculty Office. The meetings referred to in Article 3 subparagraph c., insofar as they are held in the absence of the Faculty Board, are led by a chair elected for this purpose by the staff section. If the staff section holds a meeting in consultation with the Faculty Board, the meeting will be chaired by the Dean or, in the event of the Dean's absence, by another member of the Faculty Board.

#### **Article 6. The frequency of the consultation meeting**

1. The Faculty Council aims to hold at least six consultation meetings per academic year. The meeting schedule for the consultation meetings is published on the Faculty website. The Faculty Board and the Faculty Council also meet at least twice a year for informal consultation and hold an informal introductory meeting at the beginning of the year.
2. Consultation meetings will additionally take place as often as requested by the Faculty Board or by three members of the Faculty Council. The three members of the Faculty Council will always consult the other members of the Faculty Council about their intention to submit a request for a meeting.
3. A request must be accompanied by a statement of the matters to be discussed, in the form of one or more agenda items. In such cases, the chair of the consultation meeting will convene a consultation meeting no later than the sixth working day following submission of the request.
4. The provisions of Articles 2. and 3. also apply to the preparatory meeting, except that the meeting will be convened by the chair of the Faculty Council.

#### **Article 7. The agenda and meeting documents**

1. The agenda and meeting documents for the consultation meeting will in principle be provided to the Faculty Council two weeks before the FB-FC consultation meeting. If it is not possible to send them two weeks before the meeting, the documents will be provided as soon as possible, but no later than one week before the meeting. The members of the Faculty Council will be informed about this.
2. The agenda will in any case include an agenda item relating to the adoption of the agenda and minutes of the previous meeting.
3. The agenda will be published on the Faculty website for the benefit of the staff and students.
4. The agenda will show whether the Faculty Council has asked for information on an agenda item, or if advice or consent is requested for an agenda item.

## Chapter 3: The consultation meeting

### Article 8. Quorum

1. The attendance of members of the Faculty Council is included in the report of the consultation meeting. If members cannot be present or have to leave the meeting early, they must notify the chair of the consultation meeting, the chair of the Faculty Council and the secretary of the Faculty Board.
2. A consultation meeting can only take place if more than half of the elected members of the Faculty Council are present. For matters relating to the tasks and powers of the staff section, more than half of the number of staff section members of the Faculty Council must be present.
3. If the chair of the consultation meeting observes at the opening of the consultation meeting that half or fewer than half of the elected members of the Faculty Council are present, the chair will suspend the consultation meeting. After no more than thirty minutes, the chair will re-open the consultation meeting. If the chair then observes that the number of members of the Faculty Council who are present is still insufficient, the chair will close the meeting. If the chair considers that certain agenda items, which have already been announced, are too urgent to be deferred, the chair can convene a new consultation meeting with the same agenda items from the sixth working day following the original consultation meeting. The above provisions of this paragraph and paragraph 2 of this article will not apply for this consultation meeting. The chair will state this explicitly on the agenda.
4. If one or more members leave the consultation meeting early and this results in half or fewer than half of the members of the Faculty Council being present, deliberations can still take place on the remaining agenda items, but no decisions can be made. If the remaining agenda items involve matters relating to the tasks and powers of the section of the Faculty Council elected from and by the staff, then if half or more of the staff section members of the Faculty Council leave the consultation meeting early, deliberations can still take place on these agenda items, but no decisions can be made.

### Article 9. The character of the consultation meeting

1. In principle, the consultation meeting is open to the public. Exceptions are permissible if:
  - a. being open to the public could be disproportionately beneficial or detrimental to the interests of the parties involved in the matter or third parties, or
  - b. the meeting relates to HR matters and appointment proposals, or
  - c. the meeting involves a confidential hearing relating to appointment or dismissal of members of the Faculty Board, or
  - d. a document sent confidentially to the members is under discussion, or
  - e. this is requested by two members of the Faculty Council who are present, or
  - f. the chair of the consultation meeting deems this necessary.In such situations the meeting will be a closed meeting (i.e., held behind closed doors), and at least one of the reasons referred to in Article 9 paragraph 1 will be stated on the agenda.
2. The Faculty Council and the Faculty Board can decide that third parties are entitled to attend a closed meeting.
3. If one of the members of the Faculty Council has a conflict of interests, the Faculty Council can decide that this member will be excluded from the meeting or part of the meeting. The Faculty Council will then also decide that the matter concerned will be discussed in a closed meeting.

4. At the end of a consultation meeting held behind closed doors, the Faculty Council and the Faculty Board will decide whether, and, if so, regarding which agenda items, secrecy will be required of the persons present at the confidential meeting.
5. When (part of) a consultation meeting is held behind closed doors, a confidential report will be produced of that (part of the) meeting. The chair of the consultation meeting will decide on the wording in which a decision made in a confidential meeting or part of a meeting will be published.

#### **Article 10. Maintaining order during the consultation meeting**

1. The chair is responsible for maintaining order during the consultation meeting.
2. If a speaker persists in diverging from the agenda item under discussion, despite repeated requests, the chair can forbid him/her to speak. A person who has been forbidden to speak can immediately submit the chair's decision to the Faculty Council for its opinion, by proposing a procedural motion. The Faculty Council will give a judgment on this without delay.
3. The chair can suspend the consultation meeting for a certain length of time for the purpose of restoring order. If order is again disrupted after the meeting is re-opened, the chair can close the meeting.
4. If participants in the consultation meeting are disruptive, the chair can exclude them from the meeting. A participant who is excluded can immediately submit the chair's decision to the Faculty Council for its opinion, by proposing a procedural motion. The Faculty Council will give a judgment on this without delay.
5. If spectators are disruptive, the chair can have them removed and, if necessary, can have the public gallery cleared.

#### **Article 11. Information**

1. Every member of the Faculty Council is entitled to send a written request for information to the Faculty Board, after giving notification of this to the chair of the Faculty Council. If so requested, the chair of the Faculty Council will encourage the Faculty Board to provide the requested information within 6 weeks.
2. Each year, at least three official preparatory meetings will be organised for the Faculty Council by staff members of the Faculty Office about the budget (2 meetings) and the Course and Examination Regulations (OER).
3. The Faculty Council can decide to give one or more experts the opportunity to attend the consultation meetings to discuss a particular matter in an advisory capacity, or invite one or more experts to issue written advice.
4. If costs are incurred in applying the provisions of the previous paragraph, other than travel and accommodation expenses up to an amount of €50 per occasion, the invitation may not be issued until the Faculty Board has given its approval.
5. The members of the Faculty Council are entitled to consult the Faculty Council's archive.

## Chapter 4: Deliberations, decision-making and reporting

### Article 12. The agenda

1. On the proposal of the Faculty Board, the Faculty Council establishes the contents of the agenda and the order in which the agenda items will be discussed.
2. The Faculty Council or the Faculty Board can decide to allow discussion of agenda items that were not included in the agenda that was originally sent.
3. The chair of the consultation meeting will make a proposal for the way in which each agenda item will be discussed.
4. The chair of the consultation meeting and each member of the Faculty Council can orally propose a procedural motion at any time during the meeting. This is understood to mean, for example, a motion to divide a pending proposal into separate proposals, or to divide an agenda item, which has been accepted for discussion, into separate parts. A decision will be made immediately on a procedural motion.

### Article 13. Proposals

1. The Faculty Board and each member of the Faculty Council can submit proposals for the FB-FC consultation meeting.
2. Proposals for the Faculty Council to make decisions on giving advice or consent must be sent in writing by the Faculty Board to the Faculty Council.
3. A proposal submitted by the Faculty Council must be sent to the Board Secretary no later than 3 weeks before the consultation meeting, so that this document can be added to the meeting documents.

### Article 14. Deliberations

1. The members of the Faculty Council and members of the Faculty Board are allowed to speak during the consultation meeting.
2. At the request of a member of the Faculty Council or the chair of the consultation meeting, the right to speak can be granted to third parties. The members of the Faculty Board and the Faculty Council are not obliged to respond to the input of these third parties.
3. During the deliberations, amendments to draft decisions and motions can be submitted, as long as the deliberations on the proposal concerned have not closed.
4. If the chair of the consultation meeting considers that an agenda item has been discussed sufficiently, the chair will propose to the Faculty Council that the deliberations on this item should close. If necessary, a vote will be taken on this proposal, without any deliberations.
5. If the deliberations go on for more than two hours, a break will be taken after every two hours.

### Article 15. Decision-making

1. Proposals to make decisions on giving consent or advice will be explained in writing in advance as far as possible, by means of one or more meeting documents, and will be explained orally in the meeting by the Faculty Board or the Faculty Council.
2. Proposals to amend or withdraw a previously made decision must be included on the agenda as an agenda item.
3. Proposals can be withdrawn by the persons who submitted them at the time of voting on the proposal.
4. If the chair of the consultation meeting deems this desirable, or if a member of the Faculty Council requests this, decisions can first be made about the separate parts of a decision on giving consent or advice, and then on the decision on giving consent or advice in its entirety.

5. The chair of the consultation meeting will formulate the decision that is to be made, before putting it to the vote.
6. When decision-making takes place by means of a vote, the result of the vote will be determined by the majority of the number of votes cast in favour and against.
7. Voting on matters other than persons will take place through the chair of the Faculty Council, unless one of the members of the Faculty Council asks for a roll-call vote.
8. Voting on persons will take place by means of sealed and unsigned ballot papers. If the voting on persons takes place in a meeting held behind closed doors, then on the proposal of the chair of the consultation meeting, voting can take place by a show of hands or a roll-call vote.
9. When voting takes place by a show of hands, the chair of the consultation meeting will ask who is in favour of the draft decision, who is against and who abstains from voting (blank vote). When voting takes place by roll-call, each member will cast his/her vote in alphabetical order by saying 'for', 'against' or 'blank', without any further addition. All members of the Faculty Council who are present at the meeting, both in person and online, may cast a vote.
10. Together with their vote, members of the Faculty Council may issue an explanation of their vote, if they so wish.
11. Decisions on consent, advice or amendment will be made by taking a vote, in which the members of the Faculty Council can vote in favour of the proposal or against the proposal, or can abstain from voting (blank vote).
12. When making decisions about the recommendation/election of persons, the ballot papers may only show the name of one person. Ballot papers that do not show the name of one of the candidates will be regarded as abstention from voting.
13. Decisions on a procedural motion will be made by a show of hands. The result will be determined by the simple majority of the number of votes cast in favour and against; blank votes will be disregarded in this context. In the event of a tied vote, the procedural motion is rejected.
14. The decisions made by the Faculty Council form an integral part of the report of the consultation meeting concerned.

#### **Article 16. Advice on appointment and dismissal of members of the Faculty Board**

In accordance with Article 8 paragraph 3 of the Regulations of the Faculty of Governance and Global Affairs, the Executive Board will consult the Faculty Council in confidence before appointing, suspending or dismissing a member of the Faculty Board. With the exception of the appointment of the Dean him/herself, the Executive Board may instruct the Dean to consult the Faculty Council on behalf of the Executive Board.

#### **Article 17. The minutes**

1. A report will be produced of every meeting. The report will in any case include:
  - a. The names of the present and absent members of the Faculty Council and the Faculty Board;
  - b. The names of any staff members of the Faculty Office who are present;
  - c. The names of any guests who are present in the public gallery;
  - d. A concise description of the discussed agenda items;
  - e. A summary of the deliberations on the agenda items;
  - f. The outcome of votes;
  - g. The decisions made by the Faculty Council;
  - h. The commitments made by the Faculty Board.



2. The draft report of the consultation meeting will in principle be provided to the Faculty Council two weeks after the FB-FC consultation meeting, but no later than three weeks after the meeting.
3. The report of a consultation meeting will be adopted in the next consultation meeting. After the report has been adopted, it will be published on the Faculty website as soon as possible.
4. The report of non-public parts of the consultation meeting is confidential, as long as and insofar as secrecy has been imposed regarding the matter concerned.
5. Audio recordings are made of the public part of the FB-FC consultation meeting. These audio recordings are stored until the report has been adopted in the next meeting of the Faculty Council.

## Chapter 5: Final provisions

### **Article 18. Information for newly elected members of the Faculty Council**

1. At the start of each term of office, the secretary of the Faculty Council provides the new members of the Faculty Council with an information package, comprising at least:
  - a. List of contact details of the members of the Faculty Council;
  - b. List of contact details of the members of the Faculty Board;
  - c. Regulations of the Faculty of Governance and Global Affairs;
  - d. Rules of Procedure of the Faculty Council of the Faculty of Governance and Global Affairs;
  - e. The reports of the three most recent consultation meetings;
  - f. The Faculty's most recent Strategic Plan;
  - g. The Faculty's most recent annual financial report;
  - h. A document containing a list of frequently used terms and abbreviations.
2. The information package will be provided to the new members no later than the 1 July preceding the start of their term of office.

### **Article 19. Official title**

1. These Rules may be cited in English as 'Rules of Procedure of the Faculty Council of the Faculty of Governance and Global Affairs of Leiden University' and in Dutch as 'Reglement van Orde van de Faculteitsraad van de Faculteit Governance and Global Affairs van de Universiteit Leiden'.

### **Article 20. Adoption, entry into effect and publication**

1. These Rules will be adopted and amended by the Faculty Council, after consultation with the Faculty Board, in a decision of the Faculty Council in an FB-FC consultation meeting. They enter into effect at the next meeting of the Faculty Council after the meeting in which the Rules were adopted or amended.
2. After these Rules have been adopted, they will be published on the Faculty website.
3. These Rules of Procedure were adopted on 22 June 2021.