



Universiteit
Leiden

Faculty Council of Science

Rules of Procedure of the Faculty Council of Science of Leiden University

Last amended and adopted by the Faculty Council of Science on 25 August 2025

with the approval of the Faculty Board of Science.

Disclaimer:

This document is an English translation of the original Dutch version of the “Reglement van Orde”. This translation is provided for convenience only. In the event of any discrepancies or differences in interpretation, the Dutch version shall prevail. No rights can be derived from this translation.

Overview of articles:

- Article 1: Types of meetings
- Article 2: The chair, vice-chair and meeting chair
- Article 3: Committees of the Faculty Council
- Article 4: Convening meetings and sending documents
- Article 5: Participation of non-members in meetings
- Article 6: Quorum
- Article 7: Order during meetings
- Article 8: The agenda
- Article 9: Closed meetings
- Article 10: Decision-making on consent decisions, advices, amendments and motions
- Article 11: Voting
- Article 12: Signing of decisions
- Article 13: The method of consultation for the appointment and dismissal of members of the Faculty Board
- Article 14: The form and adoption of meeting reports
- Article 15: The annual report
- Article 16: Information
- Article 17: Information for newly elected members
- Article 18: Final provisions

R-FWN 37. Working methods of the Faculty Council

1. With due observance of the provisions of these regulations, the Faculty Council shall adopt rules of procedure for its meetings. These rules shall in any case include rules relating to:
 - a. The convening of meetings;
 - b. The deadline for sending meeting documents;
 - c. The manner of deliberation and decision-making, including the quorum;
 - d. The manner of consultation in the appointment and dismissal of a member of the faculty board;
 - e. The signing of decisions;
 - f. The form and adoption of the minutes of the meetings;
 - g. The gathering of information, whether or not in a meeting;
 - h. The public and non-public meetings;
 - i. The procedure for consulting committees appointed by the faculty council.

R-FWN 42. The staff section of the faculty council

1. The staff section of the council appoints a chair from among its members for its meetings. The Rules of Procedure of the Faculty Council apply mutatis mutandis to the meetings of the staff section of the council.

R-FWN 31. Composition of the faculty council

4. The Faculty Council elects a chair, a vice-chair and a staff representative chair from among its members for a term of one academic year.

R-FWN 38. Discussion of general affairs of the faculty

1. The Faculty Board shall give the Faculty Council at least twice a year the opportunity to discuss the general affairs of the faculty with it. The Faculty Board and the council shall meet if requested to do so, stating reasons, by the Faculty Board, the Council, the section of the council elected by and from the staff, or the section of the council elected by and from the students. (Articles 9.38a and 9.32, first paragraph, of the Act).

Article 1. Types of meetings

The council has two types of meetings:

- a. Meetings of the council without the Faculty board;
- b. Meetings of the council with the Faculty Board.

The articles contained in these rules of procedure apply to both types of meetings, unless explicitly stated otherwise.

Article 2. The chair, vice-chair and chair of the meeting

1. The chair and vice-chair of the council are elected for a term of one session. They are immediately eligible for re-election.
2. When a new Faculty Council takes office, the chair who has stepped down, their vice-chair who has stepped down, or the oldest member of the council present will take over the chairmanship from the start of the new term of office and in the order given here, until the council has elected a chair.

3. If a member of the staff section is elected chair of the council, the staff section shall also appoint this person as chair of the staff section meetings. However, if a student is elected chair of the council, the staff section shall appoint a chair for its meetings from among its members.
4. The chair or vice-chair may be suspended or dismissed by the council by means of a motion to that effect. Such a decision must be reconfirmed at the next meeting before it can become final and effective.
5. The chair is responsible for convening and chairing the meetings without the Faculty Board. The chair directs the work of the council.
6. The vice-chair replaces the chair in his or her absence.
7. The dean acts as chair during meetings with the Faculty Board. The dean may, in consultation with the Faculty Council, choose to appoint the chair of the council as chair of the meeting.

Article 3. Committees of the Faculty Council

1. The Faculty Council may establish committees from among its own members.
2. The Faculty Council has the following committees:
 - a. Finance Committee;
 - b. Student and Education Policy Committee;
 - c. Personnel and Research Policy Committee, which consists of the entire staff representation of the Faculty Council;
 - d. PR Committee.
3. The committees elect a chair from among their members.

Article 4. Convening meetings and sending documents

1. 1. The official secretary draws up the annual schedule on the basis of a six-week consultation meeting cycle. This takes into account the annually recurring topics in the areas of finance and education, with the corresponding deadlines for decision-making indicated by the Executive Board. The council members are informed of the annual schedule prior to the start of the term of office.
1. 2. The draft agendas for the meetings with the Faculty Board shall be drawn up in consultation between the Faculty Board and the chair or vice-chair of the Faculty Council.
1. 3. If there are few or no urgent agenda items, at the discretion of the Faculty Board and the chair of the Faculty Council, a meeting may be cancelled.
1. 4. If an agenda item involves the discussion of information that is commercially sensitive or privacy-sensitive, or that could in any way be disruptive or harmful, as determined by the Faculty Board and the chair of the Faculty Council, this agenda item may be designated as confidential.
2. 1. The draft agenda and the documents explaining the agenda items shall be sent to the relevant council members by the chair (meeting without the Faculty Board) or, on behalf of the Faculty Board, by the official secretary (meeting with the Faculty Board) at least five working days before the date of the meeting. The draft agenda with a list of the documents shall also be published on the university website at least five working days before the date of the meeting.
2. 2. In urgent cases, the Faculty Board may shorten the period referred to in paragraph 2.1 to two working days. In that case, the council members shall also be notified by email as soon as possible.
3. The draft agenda and accompanying documents for the meetings – insofar as they are not confidential – shall also be sent to the university media and to the study associations recognised by the Faculty Board.

4. Documents received by and sent from the Faculty Board that are not classified as confidential and that have not been sent to the council members in copy can be requested via the official secretary.
5. 1. The draft agenda shall include a functional email address for the Faculty Council, through which third parties can request the consultation meeting and the relevant non-confidential documents from the council. At least the official secretary, chair and vice-chair of the council shall have direct access to this mailbox. The Faculty Board will decide whether to grant a request or otherwise provide such documents to third parties.
5. 2. Once the minutes of a meeting with the Faculty Board have been approved by the council, with the consent of the Faculty Board, the final agenda and the approved minutes will be published on the university website. The relevant non-confidential documents supporting the decisions taken will then be sent to anyone who requests them from the council.
5. 3. If documents are shared with parties outside the university, the official secretary shall inform the Faculty Board and the Faculty Council thereof.
5. 4. If the council disagrees with the classification of an agenda item as confidential and considers the potential damage of disclosure to be minimal and the privacy of individuals to be guaranteed, it may request the chair of the Faculty Council and the Faculty Board to reconsider the confidentiality of the subject at the next agenda meeting.

R-FWN 39. Experts

1. The council may invite one or more experts to attend its meeting or that of one of its committees for the purpose of discussing a specific topic.
2. The council may invite an expert to give written advice on a specific subject.
3. If the exercise of the powers referred to in the preceding paragraphs entails costs other than the reimbursement of travel and accommodation expenses in accordance with university regulations, which the council cannot cover from the funds at its disposal, the invitation shall not be issued until the faculty board has given its consent.

Article 5. Participation of non-members in meetings

Both the council and the Faculty Board may invite non-members of the council, regardless of whether they are part of the faculty community, to attend meetings or part thereof. The chair of the meeting may allow a guest to participate in the deliberations.

Article 6. Quorum

1. A meeting with the Faculty Board can only take place if at least half of the members of the council and at least two members of the Faculty Board, excluding the assessor, are present.
2. In matters concerning the tasks and powers of the staff section of the Faculty Council, more than half of the staff section must be present.
3. Council meetings may take place in the absence of a quorum, subject to a decision by the chair, but no decisions may be taken.
4. The suspended decision-making process may be resumed at the next consultation meeting or council meeting, regardless of the number of members present. This shall be explicitly stated in the draft agenda, with reference to the relevant agenda item.

Article 7. Order during meetings

1. The chair shall maintain order during the meeting. To this end, the chair may suspend or close the meeting, exclude participants from the meeting and remove participants and audience members.
2. The council may oppose the measures taken by the chairperson to maintain order. In that case, no decisions may be taken.

Article 8. The agenda

The council shall determine, on the proposal of the chair, which agenda items will be dealt with on behalf of the council. In urgent cases, the council may decide to add agenda items that are not included in the draft agenda to the agenda. The council shall, on the proposal of the chair, determine the order in which the agenda items will be discussed, including a rough timetable for discussion. The council may decide to change the timetable during the meeting.

WHW 9.32.7

If a particular meeting or part thereof involves a personal interest of one of the members of the council, the council may decide that the member concerned shall not participate in that meeting or part thereof. The council shall then also decide that the matter in question shall be discussed in a closed meeting.

Article 9. Closed meetings

There are three situations in which the doors may be closed:

- a. When a document sent to the members in confidence is discussed;
- b. When four members present so request;
- c. When the chair of the meeting deems it necessary.

After closing the doors, the council shall decide whether the meeting or part thereof shall be closed to the public if openness could disproportionately benefit or harm the interests of those involved in the matter or third parties.

Article 10. Decision-making on consent decisions, advices, amendments and motions

1. Decisions on items not included on the agenda must be reconfirmed at the next meeting before the decision can become final and effective.
2. If a matter requires the consent of the staff section and the student section is entitled to advise on the matter, a decision shall first be taken by the members of the student section and then by the members of the staff section.
3. If the chair deems it desirable or if a member so requests, a decision shall first be taken on the individual parts of a decision and then on the decision as a whole.
4. Decisions on amendments shall be taken before decisions on the part to which they relate, starting with the amendment that deviates most from the original wording.
5. If none of the members request a vote on a decision, it shall be adopted or established without a vote. Members may nevertheless request that it be noted that they are deemed to have voted against or abstained from voting on the matter.
6. Decisions shall be taken by a simple majority of the votes cast for and against. In the event of a tie, a second vote shall be taken immediately. If the votes are still tied, the amendment or motion shall be rejected, the decision to approve shall not be taken and no opinion shall be given.

Article 11. Voting

1. Voting on matters shall be by show of hands. Members may request that it be noted that they are deemed to have voted against or abstained from voting.
2. Voting on persons shall always be by closed and unsigned ballot papers.

Article 12. Signing of decisions

Decisions do not require separate signatures. They are deemed to have been taken in accordance with the text formulated in the approved minutes with appendices.

WHW 9.13.1

The dean is appointed, suspended and dismissed by the Executive Board. The appointment is for a term to be determined by the Executive Board.

WHW 9.13.2

Before appointing or dismissing the dean, the Executive Board shall consult the Faculty Council of the relevant faculty in confidence about the proposed decision to appoint or dismiss the dean. The consultation shall take place at such a time that it can have a significant influence on the decision-making process.

R-FWN-3. Composition of the faculty board

1. Before appointing, suspending or dismissing a member of the Faculty Board, the Executive Board shall consult the Faculty Council in confidence about the proposed appointment, suspension or dismissal (Article 9.13, second paragraph of the Act). Except insofar as it concerns the appointment, suspension or dismissal of the dean himself, the Executive Board may instruct the dean to consult the Faculty Council on behalf of the Executive Board.

Article 13. Consultation procedure for the appointment and dismissal of members of the Faculty Board

The Executive Board shall request the council directly for advice, or may request the dean to consult the council, if the intended member of the Faculty Board is not the dean. The request, accompanied by an explanation, shall be sent to the Faculty Council in a confidential letter. The council shall treat the request for advice confidentially and within the period specified by the Executive Board. The advice must be sought at such a time that the council has sufficient time to formulate sound advice that may influence the decision to be taken.

For clarification, members of the Executive Board and members of the Faculty Board may be invited to participate in (part of) the deliberations. The reasoned advice shall be communicated to the Executive Board in a confidential letter.

R-FWN 40. Support for the faculty council.

1. The faculty board shall ensure that the faculty council receives the necessary administrative support.

Article 14. Form and adoption of meeting reports

1. Minutes shall be taken of each meeting; these minutes shall in any case contain the names of those present at the meeting and a record of the deliberations; a continuous action list and the text of the decisions taken at the meeting shall be attached as appendices.
2. The report and appendices shall be sent to the chair and vice-chair within three weeks of the meeting in question.
3. The report of a non-public meeting shall be confidential for as long as and to the extent that confidentiality with regard to the matters discussed has been imposed on the grounds set out in Article 9.
4. A decision to adopt the report shall be taken at the next meeting, after any necessary substantive amendments have been made.

Article 15. The annual report

No later than December, the council shall adopt a report on its activities during the previous council term, from 1 September to 31 August. This report shall be sent to the council members and the Faculty Board and also to the institute boards within the faculty, the management of Hortus Botanicus, the director of the Lorentz Centre, the Programme Directors, the heads of departments, the programme committees, the institute councils, the study associations and also to the University Council and the Executive Board. In addition, the annual report will be published on the Faculty Council's website.

Article 16. Information

Each member of the council is authorised to request information from the faculty Board in writing through the chair. The chair shall ensure that the faculty board provides the requested information within three weeks. This information may also relate to access to documents from the faculty archives and those of the support services.

Article 17. Information for newly elected members

Prior to the new term of office, all council members will be provided with an up-to-date information package. The information package shall in any case include:

- The management and administrative regulations;
- The mandate regulations for institute boards, the ASCL, the Honours Academy, the ICLON and the IIAS;
- The faculty regulations;
- The mandate regulations for management tasks of institute boards, the Hortus Botanicus management, and the director of the Lorentz Centre;
- The rules of procedure of the faculty council;
- A list of members with addresses, business email addresses (staff members) or Umail addresses (student members) of the members of the council;
- A list of existing faculty committees, stating their tasks;
- A list of the members of the faculty board, with a division of responsibilities;
- The lists of decisions taken over a period of the previous year.

Article 18. Final provisions

1. In cases not covered by these regulations, the council will decide. If the cases concern the content or implementation of consultation meetings, the council will only take a decision after consultation with the Faculty Board.
2. These regulations shall be adopted by the faculty council after consultation with and with the approval of the faculty board and amended by decision of the council.
3. The regulations shall enter into force on the day on which they are adopted by the council.