

RULES OF PROCEDURE - CONSENSUS COUNCIL



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

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1. Introduction

The Consensus Council is the organisation's highest decision-making body. The council consists of representatives from all represented sections. All members of the Consensus Council shall consider what is best for Consensus as an organization, not for the interest of the program section. The rules of procedure contain information about who sits on the council and how the council's meetings should be conducted. The Rules of Procedure give Members a document to follow in order to make it easier to fulfil their duties.

2. Presidium

The Presidium of the Consensus Council consists of three people: the Chairman, the Vice Chairman and the Secretary. It is the responsibility of the presidium of the council to convene meetings, to ensure that the formalities of meetings are followed, and that the meeting is considered democratic

The meetings of the council shall be chaired by the chairperson. In the absence of the chairman, the meeting is chaired by the vice chair. If neither the Chairperson nor the Vice-Chairperson are able to attend the meeting, they shall appoint another candidate to chair the meeting.

3. Composition of the Council

The council consists of members from all of Consensus' sections. The number of members is at least two and is then counted according to the number of members. The distribution of the number of seats is made by the nomination committee and is determined during the spring semester. The term of office of the members corresponds to the Board's operating year, i.e. 1 July - 30 June.

3.1 Adjunct appointments

Which individuals have the right to attend, propose and vote at the meeting is regulated by the Consensus Statute. In addition, the council can decide to co-opt people for the right to attend, speak and make proposals.

4. Summons

The Representative Council meets at the invitation of the Chairman of the Representative Council. The day and time for the meeting are determined by the council presidium in consultation with the union board. Notice of the meeting is sent out 3 weeks before the council meeting and contains a preliminary agenda. The mailing list for the notice is



described in Consensus' statutes. Seven days before the meeting, the Chairman of the Council shall send a final proposal for the agenda with accompanying documents. Late documents (documents sent within seven days before the meeting) are decided to be added to the council meeting.



5. Meeting

The General Council shall meet at least six times each financial year and meetings shall be distributed evenly throughout the year. The Student Council can have extra meetings at the request of each of the auditors, ten members of the General Council, at least 25 members of Consensus or the Student Union Board.

5.1 Meeting times

The time for the meeting is usually 17:30-22:00, all members are offered food and coffee if they have registered. . If not all matters have been dealt with before 10:00 p.m., they will be postponed to the next meeting, unless the council decides otherwise. If the Chairman of the Council believes that the meeting needs more time, this must be notified to the Council no later than one week before the meeting.

5.2 Special meetings

During the financial year, the council must have meetings with different areas of responsibility. These are: autumn election meeting, review meeting, budget meeting and election meeting. Various decisions to be made during the various meetings can be read about in Consensus' statutes.

5.3 Venues

One meeting per semester should take place at campus Norrköping, the rest will be held at campus US. The venue will be announced no later than in connection with the final notice.

5.4 Documents and notification

Documents are distributed in digital form via e-mail and Consensus' website. A member who wishes to have documents in paper format must notify the Deputy Chairman of the Council in the manner specified in the notification for the meeting. All members must notify the council presidium of whether they will attend the meeting or not, and whether they want food in connection with the meeting, no later than one week before the meeting. Normally, this is done via a registration form that is sent out in connection with the preliminary notice.

6. Structure of the meeting

In order for the meeting to have a clear structure that simplifies the writing of minutes, there are various guidelines for how the meeting should take place. Below are the guidelines for the conduct of the meeting that members should be aware of.



6.1. Request the floor

To ask for the floor, the Member raises his hand. Each member has a name plate that must be used to be able to be correctly entered in the list of speakers when asked to speak. The floor is distributed by the Presidium of the Council.

6.2 Talartid

Speaking time for contributions to the debate (usually at the request of the speaker) is limited to three minutes and to ten minutes for presentations, unless otherwise notified to the Chairman of the Council. The time for contributions to the debate may be reduced to at least 30 seconds if necessary due to lack of time.

6.3 Talarlista

The list of speakers is kept by the Presidium of the Council. In the council, a double list of speakers is used to ensure that members who have not spoken are put first. This means that those who have already spoken will be put on the second list of speakers and those who have not spoken will be put on the first list of speakers. When the first list of speakers is empty, the second list of speakers opens.

6.4 Demand

Claims are always submitted via email to fumpresidiet@consensus.liu.se. Motions that are submitted in good time to the Council's Presidium are distributed to all members of the Council. For the council, it is therefore advantageous if motions are received before the meeting.

6.5 Reply

Participants in the meeting can request a response. Replies are granted by the chairman of the council to the person who has been addressed in a speech. The reply shall be kept to one minute's speaking time. The request for a reply is made in direct connection with the speech.

6.6 On a point of order,

Points of order interrupt debate on the substance and must be dealt with before the debate on the substance is resumed. A point of order can partly deal with the forms of the meeting (for example the need for a break) and partly concern factual information. A factual information must concern the factual issue being discussed, and must only contain facts.

6.7 Lines in the debate

During council meetings, discussions can become lengthy and lose their constructiveness, members can then insist on lines in the debate. If a line in the debate is requested, this shall,



like a point of order, be dealt with immediately. The question before us will not be resumed until the lines of the debate have been dealt with. When lines are drawn in the debate, everyone is given the opportunity to set up



on the list of speakers one last time and submit any motions. After this, a line is drawn on the list of speakers and no further speakers or motions are accepted. Lines in the debate cannot be requested in the case of lines in the debate.

6.8 Plating

If the council believes that an issue should be discussed at a later date, a member can request that the matter be postponed. In the case of a request for postponement, this must be considered before any other claim in the matter is processed.

6.9 Order of propositions

The ordinary order of propositions is that each att-clause is decided on separately. Amendments are pitted against each other, only two at a time, where the winning proposal is pitted against rejection. A motion or a bill is always the main proposal. Responses to motions are treated as a motion. All proposals are put against rejection. The ordinary proposition procedure shall be used unless the General Council decides otherwise.

6.10 Vote

Voting takes place by acclamation (saying "yes" to the question of whether the council can decide or if someone is against the proposal) where the chairman of the council decides the winner. If it is considered that the chairman of the council has made an incorrect assessment, a vote is requested. Voting takes place by a show of hands, where the chairman of the council decides the winner. If it is considered that the chairman of the council has again made an incorrect assessment, a vote count is requested. In the event of a vote count, the result of the vote count shall be recorded in the minutes. In the event of a request for a voting record, it shall be drawn up and recorded in the minutes.

6.10.1 Voting for personal elections

In the case of personal elections, a secret ballot shall be used if there is more than one candidate. The right to request a vote accrues to all individuals who, according to the Consensus Statute, or through co-optation, have the right to propose at the meeting.

6.11 Other regulations

In addition to these rules of procedure, the work of the council is regulated by the Consensus statute and other governing documents. Should these documents conflict with each other, the statute applies. Matters that are not covered by these documents are regulated by the Chairman of the Council in accordance with customary meeting practice.

