

# RULES OF PROCEDURE – CONSENSUS COUNCIL



**Consensus**  
MEDICINSKA FAKULTETENS  
STUDENTKÅR

Approved 12 September 2015

### 1. Request the floor

To request the floor, raise your hand. In order to be correctly registered, each council member should have a sign with their name on it in front of them.

### 2. Speaking time

Speaking time is normally limited to three minutes for contributions and ten minutes for presentations, if nothing else has been reported to Qurator in advance. In the event of a time shortage, the duration of contributions may be limited, but never to less than 30 seconds each.

### 3. List of speakers

The Qurator presidium keeps a double list of speakers, where those who have not spoken on the current question are entered on the first list of speakers, and those who have already spoken on the second list. The floor is given to speakers on the second list of speakers when the first list of speakers is empty.

### 4. Requests

Requests must be submitted in writing, preferably by email to [fumpresidiet@consensus.liu.se](mailto:fumpresidiet@consensus.liu.se). Requests that reach the Qurator presidium before the meeting are distributed to all council members, if possible. It is, thus, helpful to submit requests well in advance.

### 5. Replies

Qurator can grant a reply of maximum duration one minute to any person who has been addressed in a speech. A reply is to be requested by the person addressed during or immediately after the speech.

### 6. Points of order

Points of order interrupt the debate of the matter at hand, and must be dealt with before returning to the matter at hand. Points of order can concern formalities of the meeting (for example the need for a break), and may also concern points of information. Points of information must concern the matter under discussion, and may only contain facts.

### 7. Request to close the debate

If a request to close the debate is presented, this is to be dealt with immediately as a point of order. The interrupted debate is not to be resumed until the request to close has been treated. When a request to close has been passed, all those attending have the opportunity to have their name entered on the list of speakers one more time, and may submit requests. After this, no further speakers or requests will be accepted. A motion to close cannot be presented in a debate on a request to close.



## 8. Postponement

If a request for postponement is made, it must be discussed before any other request in the matter is discussed.

## 9. Order of proposals

The ordinary order of proposals is that each proposal ('that' clause) is voted on individually. Requests to amend are placed in opposition to each other, only two at a time, after which the winning proposal is placed in opposition to rejection. The motion or proposal is always the main proposal. A response to a motion is handled as a request. All proposals are placed in opposition to rejection. The ordinary order of proposals must be followed, unless the council decides otherwise.

## 10. Voting

Voting is by acclamation, where Qurator determines the winner. If it is considered that Qurator has assessed incorrectly, a vote is requested. A vote is conducted by raising hands, where Qurator determines the winner. If it is considered that Qurator has again assessed incorrectly, a counted vote is requested. For a counted vote, the result must be entered into the minutes. If a voting protocol is requested, one must be written and entered into the minutes. When voting to select people, a secret ballot is used if there is more than one candidate. The right to request a vote is held by all those who, in accordance with Consensus' statutes or by proxy are entitled to present requests at the meeting.

## 11. Dissenting opinions and notes added to minutes

A dissenting opinion against a decision must be recorded immediately after the decision. The Qurator is to announce the names of all dissenters, before the next point on the agenda is taken. The formulation of the dissent must be given to the secretary before the end of the meeting. The Qurator is to read dissenting opinions aloud when they are received. A member has the right to submit notes added to minutes for any point on the agenda, if this is requested during the treatment of the question. The formulation of the note added to minutes must be given to the secretary within 24 hours of the end of the meeting. If the author of a note added to minutes so desires, the Qurator is to read the note aloud, if it is received during the meeting.

## 12. Co-opting

The persons who have the right of presence, right to submit requests, and right to vote at the meeting are determined by the Consensus statutes. In addition, the council can decide to co-opt persons and give them the right of presence, right to submit requests, and right to vote.



### 13. Meeting times

Meetings of the council are normally held within the period 5.30-10.00 pm. If the time has not been sufficient to deal with all agenda items before 10.00 pm, the remaining items are to be postponed to the next meeting, unless otherwise decided by the council. If the Qurator believes that more time will be required for the meeting, the council must be informed of this at least one week before the meeting. Food is normally served before the meeting, at 4.30 pm, unless otherwise specified.

### 14. Meeting location

One meeting per term should be held at Campus Norrköping. Other meetings are normally held at the University Hospital Campus. The location of the meeting must be stated with the final version of the call to meeting, if not before.

### 15. Section delegates

Members and deputies from any one section together constitute a section delegation. A section delegation should appoint a delegation leader who is responsible for calling to delegation preparatory meetings, for communication with the section board and the contact person for the section in Consensus board, and that the section is properly represented at each meeting. The Qurator presidium is to be informed whether the delegation has selected a delegation leader, and of the identity of the leader.

### 16. Documents and registration

Documents are normally distributed in electronic form by email and/or on a website. Members who require documents in paper form are to inform the ProQurator of this when registering for the meeting. All members must inform the Qurator whether they will attend the meeting or not, and whether they require food in association with the meeting, at least one week before the meeting. This is normally done using a registration form that is distributed with the preliminary call to meeting.

### 17. Other regulations

In addition to these rules of procedure, the work of the council is governed by the Consensus statutes and other policy documents. In the event of conflict between these documents, the statutes have precedence. Issues that are not discussed by these documents are governed by the Qurator, in accordance with conventional procedures for meetings.

