

Specific PARTICIPATION regulations

These specific regulations consist of the following:

1. University Student Participation Regulations
2. University Joint Assembly
 - a. Regulations
 - b. Procedural regulations
3. Faculty Participation Regulations
4. Student Council election regulations

Vrije Universiteit Amsterdam has opted for a split participation system: the Works Councils Act applies to the employees (unless the Higher Education and Research Act dictates otherwise), while separate regulations apply to students.

1. University Student Participation Regulations

Article 1 *University Student Council*

- 1.1 The University Student Council (USR) comprises nine members.
- 1.2 The USR chooses from its members a Chair and a Vice-chair.
- 1.3 The USR is supported by the Executive Board, which, among other things, appoints an administrative secretariat for the USR.

Article 2 *Procedural Regulations*

- 2.1 The USR draws up Procedural Regulations in order to perform its duties. These regulations cover at least the following subjects, unless they are already sufficiently provided for in these regulations.
 - a. the manner in which USR meetings are convened;
 - b. the quorum;
 - c. exercising voting rights in USR meetings;
 - d. drawing up the agenda and making it available to the Executive Board and the university community;
 - e. the minutes and the time when the agenda is published.
- 2.2 The Procedural Regulations do not apply to consultation meetings.

Article 3 *Meetings*

- 3.1 The USR can meet without the presence of the Executive Board.
- 3.2 As a rule, USR meetings are open to the public.
- 3.3 If, in the opinion of the Executive Board or of at least three members of the USR, the nature of the subject makes public discussion undesirable, that subject can be dealt with in a closed meeting as a result of a well-founded decision by the USR. Those present shall treat all matters discussed in a closed meeting in strict confidence.
- 3.4 If a particular meeting or a particular agenda item involves a pre-eminently personal interest of one of the University Student Council's members, the USR can decide that the member in question will not attend that meeting or take part in discussing that agenda item. The USR shall also decide that the matter in question will be dealt with in a closed meeting.
- 3.5 The Executive Board and the USR meet at least twice a year for consultations chaired by a member of the USR. Furthermore, the Executive Board and the USR meet in response to a justified request from the Executive Board or from at least three USR members.

- 3.6 The Executive Board and the USR can decide for the USR's meetings and the consultation meetings to be led by a technical chair who is not a member of either the USR or the Executive Board.

Article 4 *Order of meetings*

- 4.1 The Chair of the USR decides the time and venue of the USR's meetings. The time of a consultation meeting, which is a meeting of the USR and the Executive Board, is decided following consultation with the Executive Board.
- 4.2 Without prejudice to the previous paragraph, a meeting requested by members shall be held within 14 days of the Chair receiving the request.
- 4.3 The USR holds consultations at least once a year with all the committees it has appointed, regarding matters that specifically concern the relevant committee.

Article 5

- 5.1 A USR meeting is convened by means of the USR's administrative secretariat informing the members in writing or electronically. Except in urgent cases, a meeting is convened at least seven days before it is due to be held.
- 5.2 The Chair and the Vice-chair are responsible for signing letters sent on behalf of the USR. This authority can be transferred to the administrative secretariat.
- 5.3 The administrative secretariat of the USR, in consultation with the USR, draws up an agenda for each meeting, which is sent to the members of the USR together with the notice convening the meeting. Any member can have an item included on the agenda.
- 5.4 The administrative secretariat of the USR sends the agenda of each USR meeting to the Executive Board and to the committee(s) appointed by the USR, and places the agenda in a generally accessible place, where it is available for inspection.
- 5.5 The administrative secretariat of the USR is responsible for preparing the minutes of the meeting and managing the documents addressed to and sent by the USR.
- 5.6 The minutes are sent to the members of the USR and the Executive Board. Corroborated objections to the contents of the minutes can be made within one week after the minutes have been sent. Unless objections have been received, the administrative secretariat of the USR publishes the minutes. If an objection as referred to in the previous sentence is made, the administrative secretariat shall publish the minutes only after the USR has reached a decision regarding the objection.

Article 6

- 6.1 A meeting can be held if the majority of the USR's members are present or represented.
- 6.2 The USR decides by a simple majority of votes. Matters are voted on orally and individuals are voted on in writing. Blank votes do not count during the counting of the votes.
- 6.3 If, when deciding on an appointment, none of the candidates obtains a simple majority during the first ballot, there is a second ballot between the two candidates who obtained the most votes in the first round. In this second round, the candidate with the most votes is appointed. In the event of a tie, the decision shall be made by drawing lots.
- 6.4 If there is a tie in a vote on another decision to be made by the USR, the proposal in question is put to the following meeting. If there is again a tie, the proposal is deemed to have been rejected.
- 6.5 A USR member can arrange to be represented by a fellow USR member by means of a written proxy for that purpose. The authorized representative may only cast a valid vote on subjects that are described in the proxy. A member may only represent one other member by means of a proxy.

Article 7 *General powers*

- 7.1 At least twice a year, the Executive Board shall give the USR the opportunity to discuss the general affairs of the University with it, at a meeting chaired by a USR member.
- 7.2 The USR is authorized to make proposals to the Executive Board and make its positions known to the Board on all matters that concern the University. The Executive Board shall furnish the USR with a well-founded written response to the proposals in the form of a proposal, within three months but not before the USR has been given the opportunity to consult with the Board regarding this proposal.
- 7.3 To the best of its ability, the USR promotes openness, transparency and consultation within the University.
- 7.4 The USR guards in general against discrimination on any grounds whatsoever and promotes in particular the equal treatment of men and women, and the involvement within the University of people with a disability or with a non-Western cultural background.
- 7.5 The USR is authorized to submit a written request to the Institute for Human Rights if it judges that actions are being taken that are in violation of paragraph 7.4.
- 7.6 The USR can appoint the committees that it reasonably needs in order to perform its duties. The USR informs the Executive Board in writing of any intention to appoint a committee, detailing the committee's task, composition and working method. Appointing a permanent committee requires the approval of the Executive Board.

Article 8

- 8.1 At the beginning of the committee's year, the Executive Board provides the USR with written information on the composition of the Executive Board and of the board of the VU Foundation, and in relation to the organization of the University.
- 8.2 At least once a year, the Executive Board informs the USR in writing about the policy implemented by the Board in the past year and the policy plans for the University in the coming year in the areas of finance, organization and education.
- 8.3 Unsolicited and in good time, the Executive Board provides the USR with all the information the USR needs in all reasonableness and fairness to perform its duties and, upon request, it provides in good time all the information the USR deems necessary in all reasonableness and fairness for it to perform its duties.
- 8.4 The USR reports annually on all its activities.

Article 9 *University Student Council; right to advice*

The Executive Board gives the USR the opportunity to offer advice on:

- a. policy relating to the institutional tuition fees, referred to in Article 7.46 of the Higher Education and Research Act (hereinafter to be referred to as: the Act);
- b. Executive Board regulations regarding repayment of statutory tuition fees, referred to in Article 7.48(4) of the Act;
- c. policy to be implemented regarding student facilities. This includes at least the rules relating to advice in choosing a study programme and activities to help students choose a study programme; induction of first-year students; services to students relating to registration; sport; culture and personal development; as well as student emancipation;
- d. policy relating to educational facilities. This includes at least study advice to students; making library and computer facilities available; and the use of teaching and learning spaces;
- e. policy relating to the allocation of places for a degree programme with limited enrolment on the basis of exceptional qualifications;
- f. the regulations laid down by the Executive Board for the selection criteria, the selection process and the criteria and regulations for exemption from tuition fees for teaching, referred to in Article 6.7a of the Act.¹
- g. any decision to be made by the Executive Board relating to matters that affect the future existence of students and the good state of affairs for students within VU Amsterdam.

Article 10 *University Student Council; right of approval*

The Executive Board requires prior approval from the USR for every decision to be made by the Executive Board relating to the adoption or amendment of:

- a. the Student Charter;
- b. policy on which the Profile Fund Regulations are based and related rules regarding the start, duration and level of financial support;
- c. rules relating to the safety, health and welfare of students.

Article 11 *Deadlines for approval or advice*

- 11.1 The Executive Board ensures that it requests advice at a time such that the advice can have a significant influence on decision-making. Furthermore, the Executive Board asks the USR for approval in good time. Approval or a refusal to give approval, or the advice are communicated to the Executive Board in writing.
- 11.2 A request for approval or for advice is replied to within a reasonable time following receipt of the request.
- 11.3 The Executive Board informs the USR in writing as quickly as possible regarding the way in which it will respond to the advice given by the USR.
- 11.4 if the Executive Board does not wish to act in accordance with the USR's advice, or does not want to follow it completely, the USR is given the opportunity to hold further consultations with the Executive Board before the final decision is made.

Article 12 *Final provisions*

The Executive Board ensures that USR members do not suffer any disadvantage in their position in relation to the University as a result of their membership. The previous sentence applies, *mutatis mutandis*, to candidates for membership and former members.

¹ See Article 6.7a(1) sub b in conjunction with Article 9.33a(2) sub d, e and f of the Higher Education and Research Act

2. a University Joint Assembly Regulations

Article 1 *Joint Assembly; right to information*

- 1.1 At the beginning of the committee's year, the Executive Board provides the Joint Assembly with written information on the composition of the Executive Board and of the board of the VU Foundation, and in relation to the organization of the University.
- 1.2 Unsolicited and in good time, the Executive Board provides the Joint Assembly with all the information the Joint Assembly needs in all reasonableness and fairness to perform its duties and, upon request, it provides in good time all the information the Joint Assembly deems necessary in all reasonableness and fairness for it to perform its duties. This includes information at least once a year regarding pay and the contents of terms of employment and arrangements for each group of people working at the institution, and for Executive Board members and the Supervisory Board.
- 1.3 At least once per year, the Executive Board informs the Joint Assembly in writing about the policy implemented by the Board in the past year and the policy plans for the University in the coming year in relation to finance, organization and education, and in the area of research.
- 1.4 At least twice a year, the Executive Board gives the Joint Assembly the opportunity to discuss the general affairs of the University with it.

Article 2 *Joint Assembly; right of initiative*

The Joint Assembly is authorized to make proposals to the Executive Board and make its positions known to the Board on all matters that concern the University. The Executive Board furnishes the Joint Assembly with a well-founded written response to the proposals in the form of a proposal, within three months but not before the Joint Assembly has been given the opportunity to consult with the Executive Board regarding this proposal.

Article 3 *General powers and duties*

- 3.1 The Executive Board and the Joint Assembly meet in response to a justified request from the Executive Board, the Joint Assembly, the Staff Council or the University Student Council.
- 3.2 To the best of its ability, the Joint Assembly promotes openness, transparency and consultation within the University.
- 3.3 The Joint Assembly guards in general against discrimination on any grounds whatsoever and promotes in particular the equal treatment of men and women, and the involvement within the University of people with a disability or with a non-Western cultural background.
- 3.4 The Joint Assembly is authorized to submit a written request to the Institute for Human Rights if it judges that actions are being taken that are in violation of paragraph 3.
- 3.5 The Joint Assembly can appoint the committees that it reasonably needs in order to perform its duties. The Joint Assembly informs the Executive Board in writing of any intention to appoint a committee, detailing the committee's task, composition and working method.

Article 4 *Joint Assembly; power of advice*

- 4.1 The Executive Board gives the Joint Assembly the opportunity in good time to give advice on any decision to be made by the Executive Board concerning:
 - a. matters that affect the future existence and the good state of affairs within the University;
 - b. the adoption or amendment of the University's budget, which should make clear, among other things, the amount of the institutional tuition fees;
 - c. the adoption of the annual report, including the University's statement of accounts;
 - d. an amendment to the Charter of the VU Foundation.

- 4.2 The Supervisory Board gives the Joint Assembly the opportunity in good time to give advice on a decision to be made by the Supervisory Board to appoint or dismiss the members of the Executive Board. If a decision deviates from the advice given, the Supervisory Board shall justify this. However, the deviation cannot lead to a dispute regarding participation.
- 4.3 The Supervisory Board gives the Joint Assembly the opportunity in good time to give advice on the profile for Executive Board members and the recruitment process. If a decision deviates from the advice given, the Supervisory Board shall justify this. However, the deviation cannot lead to a dispute regarding participation.

Article 5 *Joint Assembly; power of approval*

- 5.1 The Executive Board requires prior approval from the Joint Assembly for every decision to be made by the Executive Board relating to the adoption or amendment of:
- a. the Strategic Plan;
 - b. the design of the Quality Assurance system (Article 1.18(1) Higher Education and Research Act), as well as the planned policy in the light of the results of the quality assessment (Article 2.9(2), second sentence Higher Education and Research Act);
 - c. the Vrije Universiteit Amsterdam Management Regulations.
- 5.2 The Executive Board requires prior approval from the Joint Assembly for the broad lines of the annual budget, considering at least the planned distribution of funds among the policy areas teaching, research, accommodation and management, investment, and personnel. This right also includes the power of approval regarding changes to the internal allocation system. The Executive Board involves the Joint Assembly in evaluating the allocation system in accordance with the multi-year evaluation cycle agreed with the Joint Assembly. If changes effectively lead to an entirely new model, this is submitted to the Joint Assembly for approval. The power of approval is not exercised if it relates to a part of the budget that is substantively regulated in a provision under or pursuant to the Act.

Article 6 *Deadlines for approval or advice*

- 6.1 The Executive Board or the Supervisory Board ensures that it requests advice at a time such that the advice can have a significant influence on decision-making. Furthermore, the Executive Board or the Supervisory Board asks the Joint Assembly for approval in good time. Approval, a refusal to give approval or advice are communicated in writing to the Executive Board or the Supervisory Board.
- 6.2 A request for approval or advice is replied to within a reasonable time following receipt of the request.
- 6.3 The Executive Board or the Supervisory Board informs the Joint Assembly in writing as quickly as possible regarding the way in which it will respond to the advice given by the Joint Assembly.
- 6.4 If the Executive Board or the Supervisory Board does not want to act in accordance with the Joint Assembly's advice, or does not want to follow it completely, the Joint Assembly is given the opportunity to hold further consultations with the Executive Board before the final decision is made.

2. b Procedural Regulations of the Joint Assembly

Article 1 *Definition of terms*

1. In these regulations, the following definitions shall apply:
 - a. VU Amsterdam Management Regulations the regulations, referred to in Article 9.51(2) Higher Education and Research Act
 - b. University Student Council the student council associated with the University, referred to in Section VI of the Management Regulations (Article 32ff)
 - c. Joint Assembly the Joint Assembly, referred to in Section VI of the Management Regulations (Article (33)
 - d. consultation meeting the meeting in which the Joint Assembly and the Executive Board meet for consultation
 - e. administrative secretariat the Joint Assembly's administrative secretariat, referred to in Article 5 of these regulations.
2. The terms used in the present regulations, if they also appear in the Vrije Universiteit Amsterdam Management Regulations, shall be defined in accordance with the definition given in the Vrije Universiteit Amsterdam Management Regulations.

Meetings

Article 2

- 2.1 The Chair of the Staff Council and the Chair of the University Student Council decide together when and where the Joint Assembly shall meet.
- 2.2 The Joint Assembly meets in any case in response to a sufficiently justified request from at least three members of the Joint Assembly.
- 2.3 The agenda for the meeting contains the items that have been given to the administrative secretariat by the Staff Council or the University Student Council.
- 2.4 Meetings of the Joint Assembly are led alternately by the Chair of the Staff Council and the Chair of the University Student Council.

Article 3

- 3.1 The Chair of the Staff Council and the Chair of the University Student Council decide in agreement with the Executive Board when the consultation meeting will be held. Article 2 paragraph 1 applies *mutatis mutandis*.
- 3.2 The agenda for the consultation meeting contains the items that the Executive Board or the Joint Assembly have given to the administrative secretariat for that meeting.
- 3.3 The consultation meeting is held in any case in response to a sufficiently justified request from either the Joint Assembly or the Executive Board.
- 3.4 The consultation meeting is chaired by the Chair of the Joint Assembly.

Article 4

- 4.1 As a rule, the Joint Assembly's meetings and the consultation meetings are open to the public.
- 4.2 If, in the opinion of the Executive Board or of at least three members of the Joint Assembly, the nature of a subject makes public discussion undesirable, the Joint Assembly can decide that the subject will be dealt with in a closed session. Those present shall treat all matters discussed in a closed session in strict confidence.
- 4.3 If a particular meeting or a part of it involves a pre-eminently personal interest of one of the Joint Assembly's members, the Joint Assembly can decide that the member in question will not attend that meeting or that part of the meeting. The Joint Assembly shall then also decide to have the matter in question dealt with in a closed meeting.

- 4.4 The Joint Assembly ensures that the agendas and minutes of the Joint Assembly meetings are sent to the Executive Board and to the faculty Joint Assemblies, and are published for the benefit of stakeholders.
- 4.5 The Joint Assembly produces an annual written report of its activities and ensures that all those involved in the University can access the report.

Administrative secretariat

Article 5

- 5.1 The administrative secretariat of the Staff Council is also the administrative secretariat of the Joint Assembly.
- 5.2 The Executive Board grants the Joint Assembly and the administrative secretariat use of those facilities which are reasonably necessary for them to carry out their duties.

Article 6

- 6.1 The Joint Assembly is convened by the administrative secretariat, which informs the members in writing and provides them with the agenda; in the case of a consultation meeting, the administrative secretariat informs the Executive Board and the Joint Assembly members in writing. Except in urgent cases, a meeting is convened at least seven days before it is due to be held.
- 6.2 The administrative secretariat sends the agenda of every public meeting of the Joint Assembly to the Executive Board.
- 6.3 On behalf of stakeholders, the administrative secretariat ensures publication of the agenda of every public meeting of the Joint Assembly and of the consultation meeting, and ensures that it is published for the benefit of stakeholders.
- 6.4 The administrative secretariat is responsible for preparing the minutes of the meeting.
- 6.5 The minutes of every public meeting and every consultation meeting are sent to the members of the Joint Assembly and of the Executive Board. The minutes of the consultation meeting require the approval of the Executive Board and the Joint Assembly. Corroborated objections to the contents of the minutes can be made by those who attended the meeting within one week after the minutes have been sent. If no objections have been received, the administrative secretariat publishes the minutes. If an objection is received, the administrative secretariat shall publish the minutes only after the Joint Assembly has made a decision regarding the objection at a subsequent meeting or, if the objection concerns a consultation meeting, in a subsequent consultation meeting.
- 6.6 Minutes of confidential meetings are only sent to the members who attended that meeting.
- 6.7 Letters sent by the Joint Assembly are signed on behalf of the Joint Assembly by the Chair of the Staff Council and the Chair of the University Student Council.

Decision-making

Article 7

- 7.1 The Joint Assembly can make decisions if at least half the members of the Staff Council and at least half the members of the University Student Council are present or represented.
- 7.2 The Joint Assembly decides by a simple majority of votes.
- 7.3 Blank votes do not count during the counting of the votes.
- 7.4 In decision-making, the vote of a Staff Council member is allocated the value 1 and the vote of a University Student Council member is allocated a value that is determined by dividing the number of occupied Staff Council seats by the number of occupied University Student Council seats.
- 7.5 In the event of a tied vote, the proposal concerned is put again to the following meeting. If there is again a tie, the proposal is deemed to have been rejected.
- 7.6 A Joint Assembly member can arrange to be represented by a fellow Joint Assembly member of the same subcommittee by means of a written proxy for that purpose. The authorized representative may only cast a valid vote on subjects that are described in the proxy. A member may only represent one other member by means of a proxy.

3. Faculty Participation Regulations

Article 1

1. A Faculty has a Student Council (FSR), a Subcommittee (ODC), one or more Programme Committees, and a faculty Joint Assembly (FGV) comprising the Student Council and the Subcommittee.
2. The Faculty Student Council, the Subcommittee or the Faculty Joint Assembly exercises the right of approval or the right to give advice in relation to the Faculty Board as well as the other rights and duties that apply in the case of the University Student Council, the Staff Council or the Joint Assembly, insofar as matters are involved which especially concern the faculty and the relevant powers are assigned to the Faculty Board.

Faculty Student Council

Article 2

- 2.1 The Faculty Board and the Faculty Student Council meet at least twice a year for consultation. The meeting is chaired by the Chair of the Faculty Student Council (FSR). Furthermore, the Faculty Board and the FSR meet in response to a justified request from the Faculty Board or at least two members of the FSR.
- 2.2 At least twice a year, the Faculty Board gives the FSR the opportunity to discuss the general affairs of the faculty with it. The meeting is chaired by the Chair of the Faculty Student Council (FSR).
- 2.3 The FSR is authorized to make proposals to the Faculty Board and make its positions known to the Board on all matters that concern the faculty. The Faculty Board furnishes the FSR with a well-founded written response to the proposals within three months, but not before the FSR has been given the opportunity to consult with the Board.

Article 3 *FSR composition*

The size of the FSR is laid down in the Faculty Regulations and comprises at least three and at most nine members. The number of members is set out in more detail in the Faculty Regulations.

Article 4 *Faculty Student Council meeting*

The FSR can meet without the presence of the Faculty Board.

Article 5 *Categorization of duties*

- 5.1 The FSR chooses from its members a Chair, a Vice-chair and a secretary.
- 5.2 The FSR can appoint the committees that it reasonably needs in order to perform its duties. The FSR informs the Faculty Board in writing of any intention to appoint a committee, detailing the committee's task, composition and working method.
Appointing a permanent committee requires the approval of the Faculty Board.
- 5.3 The Faculty Student Council is supported by the Faculty Board.

Article 6 *Convening meeting and minutes*

- 6.1 A Faculty Student Council meeting is convened by means of the secretary of the FSR informing the members in writing or electronically. Except in urgent cases, a meeting is convened at least seven days before it is due to be held.
- 6.2 The secretary of the FSR draws up an agenda for each meeting, which is sent to FSR members together with the notice convening the meeting. Any member can have an item included on the agenda.

- 6.3 The secretary of the FSR sends the agenda of every meeting to the Faculty Board and to the committee(s) appointed by the FSR, and ensures that it is published for the benefit of stakeholders.
- 6.4 The secretary of the FSR is responsible for preparing the minutes of the meeting, signing letters sent on behalf of the FSR, and managing documents addressed to and produced by the FSR.
- 6.5 The minutes are sent to the FSR's members and the Faculty Board. Corroborated objections to the contents of the minutes can be made within one week after the minutes have been sent. Unless objections have been received, the secretary of the FSR publishes the minutes. If an objection as referred to in the previous sentence is made, the secretary shall publish the minutes only after the FSR has reached a decision regarding the objection.

Article 7

- 7.1 As a rule, the FSR's meetings are open to the public.
- 7.2 If, in the opinion of the Faculty Board or of at least two members of the FSR, the nature of a subject makes public discussion undesirable, that subject can be dealt with in a closed meeting as a result of a well-founded decision by the FSR. Those present shall treat all matters discussed in a closed meeting in strict confidence.
- 7.3 If a particular meeting or a particular agenda item involves a pre-eminently personal interest of one of the Faculty Student Council's members, the FSR can decide that the member in question will not attend that meeting or take part in discussing that agenda item. The FSR then also decides for the matter in question to be dealt with in a closed meeting.
- 7.4 The Chair of the FSR decides the time and venue of the FSR's meetings. The time of a consultation meeting is decided following consultation with the Faculty Board.
- 7.5 Without prejudice to the previous paragraph, a meeting requested by members shall be held within 14 days of the Chair receiving the request.

Article 8

- 8.1 A meeting can be held if the majority of the FSR's members are present or represented.
- 8.2 The FSR decides by a simple majority of votes. Matters are voted on orally and individuals are voted on in writing. Blank votes do not count during the counting of the votes.
- 8.3 If, when deciding on an appointment, none of the candidates obtains a simple majority during the first ballot, there is a second ballot between the two candidates who obtained the most votes in the first round. In this second round, the candidate who then receives the most votes is appointed. In the event of a tie, the decision shall be made by drawing lots.
- 8.4 If there is a tie in a vote on another decision to be made by the FSR, the proposal in question is put to the following meeting. If there is again a tie, the proposal is deemed to have been rejected.
- 8.5 An FSR member can arrange to be represented by a fellow FSR member by means of a written proxy for that purpose. The authorized representative may only cast a valid vote on subjects that are described in the proxy. A member may only represent one other member by means of a proxy.

Article 9

The Faculty Board ensures that FSR members do not suffer any disadvantage in their position in relation to the faculty as a result of their membership. The previous sentence applies, mutatis mutandis, to candidates for membership and former members.

Article 10

The FSR produces an annual written report of its activities and ensures that all those involved in the faculty can view the report.

Article 11 *General powers*

- 11.1 At the beginning of the committee's year, the Faculty Board provides the FSR with the information on the composition of the Faculty Board and the organization of the faculty.
- 11.2 At least once a year, the Faculty Board informs the FSR about the policy implemented by the Board in the previous year and the policy plans for the faculty in the coming year in the areas of finance, organization and education.
- 11.3 The Faculty Board provides the FSR, unsolicited and in good time, with all the information the FSR needs in all reasonableness and fairness to perform its duties and, upon request, it provides in good time all the information the FSR deems necessary in all reasonableness and fairness for it to perform its duties.

Article 12 *Faculty Student Council right to advice*

The Faculty Board asks the FSR for advice on, at least:

- a. matters that concern the good state of affairs within the faculty
- b. faculty policy in relation to student facilities
- c. faculty policy in relation to educational facilities.

Programme Committees

Article 13

- 13.1 The Faculty Board appoints a separate Programme Committee for each degree programme or group of degree programmes. The committee's duty is to advise on promoting and safeguarding the quality of the degree programme. The committee also has:
- a. the right to approve the Academic and Examination Regulations, as referred to in Article 7.13 of the Higher Education and Research Act, with the exception of the subjects referred to in Article 7.13(2) sub a, f, h-u and x, and with the exception of the requirements referred to in Articles 7.28(4)(5) and 7.30b(2) of the Act;
 - b. responsibility for conducting an annual assessment of the way in which the Academic and Examination Regulations are implemented;
 - c. the right to give advice in respect of the Academic and Examination Regulations referred to in Article 7.13 of the Act, with the exception of those areas in relation to which the committee is entitled to grant approval on the basis of (a); and
 - d. responsibility for making recommendations or proposals to the Director of Studies and the Faculty Board, either on its own initiative or on request, on all matters relating to teaching in the degree programme in question.
- The committee forwards the advice and proposals referred to under d to the Faculty Joint Assembly for information purposes.
- 13.2 Article 16 applies, mutatis mutandis, to advice as referred to in paragraph 1.
- 13.3 If the committee makes a proposal as referred to in paragraph 1, subsection d, to the Director of Studies or the Faculty Board, the Director of Studies or the Faculty Board shall respond within two months of receiving the proposal.
- 13.4 Principles for the Programme Committee:
- a. Members elected by and from the staff make up half of the membership of the Programme Committee, while the other half are members elected by and from the student body.
 - b. Members of the Faculty Board cannot also be members of the committee.
 - c. Candidates for elections of the part of the committee that is elected by and from the staff can be nominated by staff members and by staff organizations.
 - d. The committee members are elected using a secret, written ballot. Voting for a subcommittee of the committee only takes place if the number of candidates for membership of a subcommittee exceeds the number of seats on that subcommittee.
 - e. the committee draws up regulations for procedural matters.
 - f. From among its members, the committee chooses a Chair and a Deputy-chair.

- g. A method of appointing the Programme Committee other than by election is adopted in consultation between the Director of Studies or the Faculty Board and the FGV. Each year, it shall be decided whether it is desirable to adopt a different form of appointment.
- 13.5 The Programme Committee is authorized to invite the Director of Studies or the Faculty Board at least twice a year to discuss the proposed policy on the basis of the agenda it has drawn up.
- 13.6 If a faculty includes only one programme, the Faculty Regulations may provide that the powers and duties of the Programme Committee are exercised by the Faculty Joint Assembly.

Subcommittee

Article 14 *Powers of the Subcommittee*

- 14.1 The provisions of the Works Councils Act (WOR) apply to the Subcommittee.
- 14.2 The Subcommittee exercises the right of approval or the right of advice in relation to the Faculty Board that is assigned to the Staff Council, insofar as matters are involved which especially concern the faculty and the relevant powers are assigned to the Faculty Board.

Joint Assembly

Article 15 *Powers of the Faculty Joint Assembly*

- 15.1 A Faculty Joint Assembly (FGV) is associated with the faculty. The Faculty Joint Assembly is made up of the members of the Subcommittee at the faculty and the members of the Faculty Student Council.
- 15.2 A Faculty Joint Assembly member can arrange to be represented by a fellow FGV member of the same subcommittee by means of a written proxy for that purpose. The authorized representative may only cast a valid vote on subjects that are described in the proxy. A member may only represent one other member by means of a proxy.
- 15.3 The Executive Board gives the FGV in good time the opportunity to give advice on a decision to be made by the Executive Board concerning the appointment or dismissal of Faculty Board members. If a decision deviates from the advice given, the Executive Board shall justify this. However, the deviation cannot lead to a dispute regarding participation.
- 15.4 In relation to the Faculty Board, the FGV exercises the right of approval or the right of advice held by the university Joint Assembly, insofar as matters are involved which especially concern the faculty and the relevant powers are assigned to the Faculty Board.
- 15.5 The Faculty Board asks the FGV for advice on
 - a. the adoption or amendment of the faculty's budget
 - b. the adoption of the annual report, including the faculty's statement of accounts.
- 15.6 The Faculty Board requires prior approval from the Faculty Joint Assembly for every decision to be made by the Faculty Board relating to the adoption or amendment of:
 - a. the Faculty Regulations;
 - b. the multi-year document that forms the basis for faculty management and policy;
 - c. the Academic and Examination Regulations, referred to in Article 7.13 of the Higher Education and Research Act, with the exception of the subjects referred to in Article 7.13(2) sub a-g and v, and with the exception of the requirements referred to in Article 7.28(4)(5), about which advice shall be sought from the relevant Programme Committee.
- 15.7 The Faculty Board requires prior approval from the FGV regarding the broad lines of the annual budget, covering at least the planned distribution of funds among the policy areas teaching, research, accommodation and management, investment, and personnel. This right also includes the power of approval regarding changes in the internal allocation system used by the faculty. The FGV is called on by the Faculty Board to work with it in evaluating the allocation system.
- 15.8 Articles 2, 4, 5.2, 5.3, 6, 7, 10 and 11.3 apply, mutatis mutandis, to the FGV and FGV meetings.
- 15.9 In decision-making, the vote of a Subcommittee member is allocated the value 1 and the vote of a Faculty Student Council member is allocated a value that is determined by dividing the number of occupied Subcommittee seats by the number of occupied Faculty Student Council seats.

Article 16 *Deadlines for approval or advice*

- 16.1 The Faculty Board ensures that it requests advice at a time such that the advice can have a significant influence on decision-making. Furthermore, the Faculty Board asks the relevant consultation body for approval in good time. Approval or a refusal to give approval, or the advice are communicated to the Faculty Board in writing.
- 16.2 A request for approval or for advice is replied to within a reasonable time following receipt of the request.
- 16.3 The Faculty Board informs the relevant consultation body in writing as quickly as possible regarding the way in which it will respond to the advice given by the consultation body.
- 16.4 if the Faculty Board does not wish to act in accordance with the relevant consultation body's advice, or does not want to follow it completely, the consultation body is given the opportunity to hold further consultations with the Faculty Board before the final decision is made.

4. Student Council Election Regulations

Adopted by the Executive Board on 6 March 2018, also entering into force on that date

CONTENTS

Chapter 1:	General provisions
Chapter 2:	Composition and tasks of the Electoral Committee
Chapter 3:	Election timetable
Chapter 4:	Register of voters
Chapter 5:	Nomination of FSC candidates
Chapter 6:	Nomination of USC candidates
Chapter 7:	Assessment of nominations
Chapter 8:	Voting method
Chapter 9:	Determination and publication of the results
Chapter 10:	Legal protection
Chapter 11:	After the elections

Appendix 1	Model forms
Appendix 2	Declaration of acceptance by candidate

Chapter 1: General provisions

Article 1 General provisions

- 1.1. These Election Regulations regulate the organization of the elections for the University Student Council and the Faculty Student Councils.
- 1.2. The members of the Faculty Student Councils are directly elected according to a list system by and from the students of the relevant faculty who are eligible to vote.
- 1.3. The members of the University Student Council are directly elected according to an individual candidate system by and from the students of VU Amsterdam who are eligible to vote.
- 1.4. The election of the members of the University Student Council and the Faculty Student Councils is carried out by secret ballot.

Article 2 Number of seats per council

- 2.1. The number of seats on a Faculty Student Council is laid down in the faculty regulations.
- 2.2. The number of seats on the University Student Council is 11. One of these seats is earmarked for each faculty.

Article 3 Term of council members

- 3.1. The members of the council are elected for one year, starting on 1 September of a year. They can be re-elected.
- 3.2. For the same term, a student can only stand as a candidate for one Faculty Student Council or for the University Student Council.
- 3.3. Apart from members periodically stepping down, the membership of a council members ends:
 - a. by written resignation addressed to the secretary of the Electoral Committee;
 - b. due to the termination of registration as a student of VU Amsterdam;
 - c. two weeks after a decision by the Electoral Committee to dismiss the council member from his or her seat, referred to in Article 31 paragraph 6, unless an objection has been lodged against this decision; or
 - d. immediately after a decision by the Supervisory Board to dismiss the council member from his or her seat, referred to in Article 31 paragraph 9.
- 3.4. A member who has been appointed to fill an interim vacancy steps down at the time when the member in whose place he or she has been appointed would have stepped down.
- 3.5. A person may only sit on the council if he or she is registered at VU Amsterdam during his or her term and if he or she has been granted the right to stand for election under Article 7 paragraph 2.

Chapter 2: Composition and tasks of the Electoral Committee

Article 4 Setting up Electoral Committee

The elections are held under the responsibility of the Executive Board, which sets up an Electoral Committee for that purpose, consisting of three members. The members are appointed for a period of four years and they can be reappointed. A member who has been appointed to fill an interim vacancy steps down at the time when his or her predecessor would have stepped down.

Article 5: Duties of the Electoral Committee

- 5.1 The Electoral Committee is charged with preparing and carrying out the elections. Its tasks include at least:
 - a. drawing up the register of voters based on the data provided by the Executive Board;
 - b. making decisions regarding requests for changes to the register of voters;
 - c. determining the number of eligible voters for each faculty or university;
 - d. deciding on the validity of candidates' nominations;
 - e. making arrangements to ensure an orderly election process;
 - f. declaring a ballot to be invalid and calling a new ballot;
 - g. determining the results of the elections;
 - h. filling vacancies; and
 - i. determining the models of the forms to be used, such as the form for nominations, the ballot paper and the election record.

- 5.2. The Electoral Committee's meetings are public, except in so far as the Electoral Committee holds a meeting regarding a task assigned to it in Article 31.
- 5.3. The Electoral Committee announces decisions of a general nature on the election website of the Electoral Committee.
- 5.4. The Executive Board provides the Electoral Committee with the information it needs to carry out its activities and provides support staff.

Chapter 3: Election timetable

Article 6 Election timetable

Each year, the Executive Board sets out the timetable for the elections on the advice of the Electoral Committee. The Electoral Committee sends this timetable to the councils for information purposes and puts it on the election website. The timetable gives:

- a. the reference date for drawing up the register of voters;
- b. the period within which the register of voters can be inspected;
- c. the final date for submitting requests for changes to the register of voters;
- d. the dates and times for nominations of candidates;
- e. the date and time when the Electoral Committee will decide on the validity of the nominations;
- f. the date and time when the elections will open and close;
- g. the date and time of the announcement of the election results; and
- h. the manner in which decisions will be announced.

In any case, the timetable takes account of the possibility of an extension of the deadline for nominations on the basis of Article 13 paragraph 6.

Chapter 4: Register of voters

Article 7 Voting rights

- 7.1 A person who is registered as a student of VU Amsterdam on the reference date enjoys both active and passive suffrage in relation to the council for which he or she is included as an eligible voter in the register of voters. Through termination of the registration after the reference date, the student loses his or her right to vote and is automatically removed from the register of voters.
- 7.2 Notwithstanding paragraph 1, second sentence, the Electoral Committee can grant passive suffrage to a person who is not registered as a student if that person requested in writing the right to stand in the election prior to the reference date on which the register of voters is drawn up. For this purpose, the applicant shall demonstrate that
 - a. he or she has completed at least one full academic year of education at VU Amsterdam;
 - b. his or her registration as a student at VU Amsterdam did not terminate more than 12 months before the reference date; and
 - c. he or she wishes to stand as a candidate for the council that will sit in the following academic year.

Article 8 The register of voters

- 8.1. The register of voters states for each of the eligible voters listed in it:
 - a. the last name;
 - b. the initials or the first name;
 - c. the student number;
 - d. the councils for which he or she is eligible to vote; and
 - e. the faculty to which the student belongs.
- 8.2. The register for the year in which the elections take place is valid up to the date on which the results of the elections become final.

Article 9 Register of voters open to inspection

- 9.1. During the period indicated in the timetable, every eligible voter is given electronic access to inspect the details that refer to him or her.
- 9.2. During the period indicated in the timetable, every person can make a request to the secretary of the Electoral Committee to inspect the register of voters.
- 9.3. A student can send a request to the secretary, by post or in a message sent by electronic means, for a correction to the register if he or she is of the opinion that he or she has not been correctly listed there or has unjustly been omitted or included in the register.
- 9.4. The Electoral Committee can officially correct the register and will immediately inform the eligible voter concerned of the change.
- 9.5. The Electoral Committee will decide as quickly as possible regarding a request for a correction.

Chapter 5: Nomination of FSC candidates

Article 10 Nomination of Faculty Student Council candidates

- 10.1. The election is conducted according to the list system. To this end, candidates are placed on lists.
- 10.2. The list of candidates includes a description of the group to which a candidate belongs.
- 10.3. The description of the group is a maximum of 35 letters or characters. Any longer name will be abbreviated by the Electoral Committee. The order of the lists is determined by drawing lots.
- 10.4. If a list of candidates does not contain any description as referred to in paragraph 2, the name of the first candidate on the list will be used to identify the group.
- 10.5. A list of candidates can only contain names of candidates who belong to the same faculty as the one for which the list of candidates has been submitted.

Article 11 Further provisions concerning nominations

- 11.1. Nominations are made on the standard forms that are included in Appendix 1 of these Election Regulations. Each year, the Electoral Committee sends the forms to known student parties and the councils. The Committee also ensures wider distribution among the student population.
- 11.2. The name of the candidate or the names of the candidates is/are placed on a list of candidates. If there is more than one name on the list, the names appear in the order in which the signatories eligible to vote expressed their preference.
- 11.3. Each candidate provides a written declaration that he or she accepts his or her nomination and place on the list. The acceptance cannot be withdrawn.
- 11.4. For every nomination, the information requested by the Electoral Committee shall be provided. If more than one candidate appears on a list, it is also indicated how this list should be identified.
- 11.5. The degree programme(s) for which a student is registered can be stated on the nomination for the council.

Article 12 Signing a list of candidates

- 12.1. A list of candidates for the Faculty Student Council is signed by five signatories who are eligible to vote.
- 12.2. The signatory to a list of candidates must belong to the faculty to which the list is related.
- 12.3. The signing of a list of candidates by an eligible voter who is himself or herself a candidate for the council in question is invalid.
- 12.4. The list of candidates is submitted in person by an eligible voter to the Electoral Committee during the nominations period. Upon submission, the Electoral Committee provides proof of receipt with the date and time.

Chapter 6: Nomination of USC candidates

Article 13 Nomination of University Student Council candidates

- 13.1. Candidates can register using forms made available for the purpose, which are included in Appendix 1 of these Election Regulations. The forms can be downloaded from the Electoral Committee website. Each year, the Electoral Committee sends the forms to known student parties and the councils. The Committee also ensures wider distribution among the student population.

- 13.2. The name of the candidate or the names of the candidates is/are placed on a list of candidates. If there is more than one name on the list, the names appear in the order in which the signatories eligible to vote expressed their preference. Lists and the order of appearance on a list only have a role to play in the nominations and have no influence on the distribution of seats after the elections.
- 13.3. Each candidate provides a written declaration that he or she accepts his or her nomination. The acceptance cannot be withdrawn.
- 13.4. For every nomination, the information requested by the Electoral Committee shall be provided. If more than one candidate appears on a list, it is also indicated how this list should be identified.
- 13.5. For each nomination, the faculty where the candidate is registered is stated.
- 13.6. If, on the basis of the registrations, the Electoral Committee judges at 17.00 on the last day of nominations that candidates have been put forward from too few faculties to ensure a proper reflection of the breadth of the University, the Electoral Committee can, after consulting the USC, extend the deadline for nominations once by a period of two weeks. The elections will nevertheless be held according to the timetable in Article 6.

Article 14 Signing a list of candidates

- 14.1. A list of candidates for the University Student Council is signed by 15 signatories who are eligible to vote.
- 14.2. The signatory to a list of candidates must be eligible to vote for the USC.
- 14.3. The signing of a list of candidates by an eligible voter who is himself or herself a candidate for the USC is invalid.
- 14.4. The list of candidates is submitted in person by an eligible voter to the Electoral Committee during the nominations period. Upon submission, the Electoral Committee provides proof of receipt with the date and time.

Chapter 7: Assessment of nominations

Article 15 Examination of nominations

- 15.1. The Electoral Committee examines whether the lists of candidates and nominations meet the requirements set in these regulations. If a list of candidates or a nomination does not meet these requirements, the Electoral Committee informs the person who is first on the list of candidates or the candidate himself or herself as quickly as possible.
- 15.2. In doing this, the Electoral Committee can indicate how and by which date the error or omission can be rectified.

Article 16 Decision on validity of nominations

- 16.1. At the date and time stipulated in the timetable, the Electoral Committee decides on the validity of the nominations.
- 16.2. The Electoral Committee cancels the nomination of any person who
 - a. has not been nominated as stipulated in Chapter 5 or 6 of these regulations; or
 - b. appears on more than one list for the election to the same council.
- 16.3. A nomination is invalid if:
 - a. it has been submitted too late to the Electoral Committee;
 - b. it has not been personally delivered by an eligible voter; or
 - c. it appears on a list of candidates that has not been properly signed by the required number of eligible voters.
- 16.4. In a message sent by electronic means, the Electoral Committee immediately informs the candidate against whom a negative decision has been made with regard to the nomination.

Article 17 Publication of candidates and lists of candidates

The Electoral Committee adopts the candidates and lists of candidates for the election and publishes these on the election website.

Chapter 8: Voting method

Article 18 Message to eligible voters

- 18.1. In a message sent by electronic means, the Electoral Committee informs every eligible voter in good time regarding:
 - a. the applicable voting system;
 - b. the period in which it is possible to vote electronically.
- 18.2. If the number of candidates for a council is equal to or less than the number of available seats, there is no vote and during the voting period the electronic ballot paper is replaced by a message to inform those eligible to vote.
- 18.3. If no candidates have been nominated for a council within a faculty or the University, the electronic ballot paper is replaced during the voting period by a message to inform those eligible to vote.

Article 19 The electronic ballot paper

- 19.1. Every electronic ballot paper states:
 - a. which council the election is for and the number of seats to be filled;
 - b. the following information with respect to the candidates:
 - i) for the FSC, the lists submitted for the council, with a box for each candidate in which to record a vote;
 - ii) for the USC, the lists submitted for the council, with for each candidate the name of the faculty to which the candidate belongs and a box for recording a vote;
 - c. a box in which to record an abstention.
- 19.2. Only one box can be filled in on the ballot paper.
- 19.3. If no box is filled in on the ballot paper, the vote is deemed to be invalid.
- 19.4. After completing the ballot paper, the eligible voter sends the ballot paper by electronic means.

Chapter 9: Determination and publication of the results

Article 20 Determining FSC result

- 20.1. The result is determined in a public session of the Electoral Committee, as indicated in the timetable.
- 20.2. For each faculty, the Electoral Committee establishes the following to determine the result of each list of candidates:
 - a. the number of votes given to each candidate on a list; and
 - b. the total number of votes given to each list of candidates.
- 20.3. For each faculty, the Electoral Committee determines the total number of all valid votes and divides it by the number of seats to be filled. This number – rounded up if necessary – is the electoral quota.
- 20.4. As many times as the electoral quota is included in the number of votes referred to in paragraph 1 under b ('vote count'), a seat is assigned to the list.
- 20.5. Of the remaining seats, one seat is successively assigned to the list that received the largest number of remaining votes. Remaining votes means the vote count minus the number that is calculated by multiplying the number of allocated seats by the electoral quota. If the numbers are the same, the decision shall be made by drawing lots.
- 20.6. If by applying this working method to a list, one more seat should be allocated than the number of candidates on that list, this seat will move on to the next list according to the system in Article 20 paragraph 5.
- 20.7. Every candidate on the list who has received a number of votes that is at least equal to the electoral quota is elected. The remaining seats are allocated to the candidates who received fewer votes than the electoral quota. The allocation of the remaining seats within a list of candidates follows the order on the list.
- 20.8. If there is no vote on the basis of Article 18.2., all candidates appearing on the lists of candidates are declared elected.

Article 21 Determining University Student Council result

- 21.1. The result is adopted in a public session of the Electoral Committee, as indicated in the timetable.
- 21.2. A distinction is made in allocating the seats between seats that are earmarked and those that are not.

- 21.3. In assigning the seats to the candidates, those seats that are earmarked on the basis of Article 2 paragraph 2 are allocated first. For each earmarked seat, the candidate from that faculty who has the most votes is assigned the earmarked seat. If two or more candidates have an equal number of votes, lots are drawn to decide the allocation of the seat.
- 21.4. If no candidate has been nominated from a particular faculty, that seat will lose its earmarking on the basis of Article 2 paragraph 2 during the relevant term and will therefore be deemed to be non-earmarked.
- 21.5. After the earmarked seats have been allocated, any non-earmarked seats are allocated. Of the remaining candidates, those who received the most votes irrespective of the faculty they belong to are allocated the non-earmarked seats. If two or more candidates have an equal number of votes, lots are drawn to decide the allocation of the seat.
- 21.6. If there is no ballot on the basis of Article 18.2., all candidates appearing on the lists of candidates are declared elected.

Article 22

The Electoral Committee declares a ballot to be invalid if there is a suspicion of an irregularity that could be of influence on the result of the election for the council.
In that case, the Electoral Committee immediately calls a new ballot for that council.

Article 23 Announcement to elected members

- 23.1. In an announcement sent by electronic means, the Electoral Committee informs the candidates who have been elected or declared to have been elected of their election and of the seat they have been allocated. This announcement serves the candidate as a credential letter.
- 23.2. The candidate is assumed to accept his or her election, unless he or she notifies the Electoral Committee that he or she does not accept his or her election within one month of the announcement of the election having been sent.

Article 24 Announcement of election result

The Electoral Committee informs the sitting councils of the result of the elections in an announcement sent by electronic means.

Article 25 Record of elections

The Electoral Committee makes a record of the determination of the election result, which is signed by the chairperson and at least one Electoral Committee member. It then announces the result and immediately puts it on the Electoral Committee's election website.

Chapter 10: Legal protection

Article 26 Submitting an appeal

- 26.1. Stakeholders can submit appeals to the Executive Board against decisions by the Electoral Committee with regard to the adoption of the register of voters, the nominations, including the list descriptions, the declaration as invalid of a ballot for a council, and the determination of the result of the election of a council, as well as with regard to filling a vacancy on a council.
- 26.2. A refusal to decide is equated with a decision. If a decision is not made by the deadline set for it in these regulations or, in the absence of such a deadline, within a reasonable time, this is equated with a refusal to decide.
- 26.3. The notice of appeal is signed and contains:
 - a. name, address and place of residence of the appellant;
 - b. a clear description of the decision against which the appeal is directed, if possible together with a copy of the decision; and
 - c. the grounds for the appeal.

Article 27

The Executive Board makes a decision within one week after receiving a notice of appeal, having heard the appellant and the Electoral Committee.

Article 28

In cases that are not provided for in these Election Regulations, the Electoral Committee makes an arrangement that is as far as possible in the spirit of these regulations.

Chapter 11: After the elections

Article 29 Filling a vacant seat on FSC

- 29.1. If a candidate does not accept his or her seat on the FSC or if an FSC seat falls vacant during the term, the Electoral Committee allocates the seat to the candidate who is next on the list to which the candidate belongs, after those who were previously declared to have been elected.
- 29.2. If no replacements emerge from this list, the Electoral Committee allocates the seat in accordance with Article 20 paragraph 5 and paragraph 7.
- 29.3. If no replacement emerges from among the remaining candidates, the sitting FSC can decide to organize an application procedure to fill the vacant seat or seats. The Electoral Committee arranges this.

Article 30 Filling a vacant seat on USC

- 30.1. If an earmarked USC seat falls vacant, but a student of the faculty for which this seat is earmarked is occupying a non-earmarked seat, this USC member leaves the non-earmarked seat and takes the earmarked seat. The non-earmarked seat is then filled according to Article 30 paragraph 3.
- 30.2. If an earmarked seat falls vacant and there is no student of the faculty for which this seat is earmarked occupying a non-earmarked seat, the earmarked seat is filled by the candidate from the faculty in question with the highest number of votes who has not yet taken a seat on the council. If no candidates from the faculty remain or they refuse the seat, the earmarked seat becomes a non-earmarked seat and is filled according to Article 30 paragraph 3.
- 30.3. If a non-earmarked seat falls vacant, it is filled by the candidate, irrespective of the faculty, who has the highest number of votes and who has not yet taken a seat on the council. If no candidates remain or they refuse the seat, the procedure in 30.4 is followed.
- 30.4. If no replacement emerges from among the remaining candidates, the sitting USC can decide to organize an application procedure to fill the vacant seat or seats. The Electoral Committee arranges this.

Article 31 Poor performance of council members

- 31.1. With the consent of the USC and after informing the Executive Board, the Electoral Committee appoints a mediation committee to facilitate conflict resolution within Faculty and University Student Councils.
- 31.2. The mediation committee includes at least the following members:
 - a. The student ombudsman
 - b. A student counsellor
 - c. The Administrative Secretary of the USC
 - d. A lawyer
- 31.3. The student ombudsman and the Administrative Secretary of the USC are appointed for the duration of their employment in that position. The other members are appointed for four years. A member who has been chosen to fill a vacancy steps down at the time when the member in whose place he or she has been chosen would have stepped down.
- 31.4. If, in the opinion of at least a third of the total number of members of a council, a member of that council is hindering the work of the council or participating in too limited a fashion or not at all, the council will ask the mediation committee for support in dealing with this problem. The mediation committee, having been informed about the problem relating to the performance of the member in question, sets a deadline by which a solution should be reached by carrying out the actions as described in Article 31 paragraph 5.
- 31.5. After receiving the request referred to in Article 31 paragraph 4, the mediation committee takes the following actions in order to arrive at a solution by the deadline that it has set:
 - a. the mediation committee gives the council advice and tools that it considers appropriate for the council to solve the problem itself;
 - b. if the council has no success in applying the advice and tools, the Committee initiates a mediation process.

- 31.6. If the mediation process is also unsuccessful, or if it has not been possible to reach a solution to the problem reported relating to the performance of a member by the deadline set in accordance with Article 31 paragraph 4, the Electoral Committee can, at the council's request, dismiss the council member from his or her seat. The council can only make this request on the grounds that the member concerned is seriously hindering the work of the council or participating in too limited a fashion or not at all.
- 31.7. Before submitting a request as referred to in Article 31 paragraph 6, the council gives the member involved the opportunity for a hearing regarding the request. The council informs the Executive Board about a request submitted in accordance with Article 31 paragraph 6.
- 31.8. The Electoral Committee makes a decision regarding a request as referred to in Article 31 paragraph 6 within four weeks of receipt of the request. Before deciding, the Electoral Committee hears the member in question and the council. The Electoral Committee justifies its decision.
- 31.9. Both the council and the member in question can submit to the Supervisory Board an objection to the Electoral Committee's decision referred to in Article 31 paragraph 8 within two weeks after the decision. Article 26 paragraphs 2 and 3 apply mutatis mutandis. The Supervisory Board makes a final decision within six weeks after receipt of the objection on whether the council member will be dismissed from his or her seat.

Appendix 1 Model forms

List of candidates [University/Faculty] Student Council [term]

[Name of the Faculty :]

Name of the list :

CANDIDATES :

	student number	VUNet ID	surname	initial(s)	first name	m/f	degree programme
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

NOMINATORS:

A list of candidates for the FSC is signed by five eligible voters; a list of candidates for the USC is signed by 15 eligible voters.

	student number	VUnet ID	surname	initials	m/f	degree programme	signature
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

This form is to be submitted by a voter in person to the Electoral Committee¹

- When : **on [date]**
- Where : **[place]**

Received by the Electoral Committee on:

- Serial number:
- Name of submitter:
- The submitter can be contacted on telephone number:

¹ The Electoral Committee ([name]) can be reached on [tel.no.] and at kiescommissie@vu.nl

Appendix 2 Declaration of acceptance by candidate

Student Council Elections [year]

The undersigned

Surname :.....

Initials :.....

First name :.....

E-mail address :.....

VUnet ID :.....

Student no. :.....

declares that he/she accepts his/her nomination and – if the nomination is for a Faculty Student Council – his/her place on the list for the student council indicated below

University Student Council

Faculty Student Council

Name of faculty: ...

and is aware of the fact that a declaration of acceptance, once made, cannot be withdrawn.

Date:

Signature:

On the basis of Article 11.3 and Article 13.3 of the Student Council Election Regulations, every candidate shall provide a written declaration of acceptance. This declaration is to be signed by each of the nominated candidates and submitted by a voter together with the list of nominations.