

Procedural Regulations for the Joint Assembly

Article 1 *Definition of terms*

1.1. In these regulations, the following definitions shall apply:

a. Vrije Universiteit 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 the Management Regulations (Article 33ff);

c. Joint Assembly the Joint Assembly, referred to in the Management Regulations (Article 34);

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.

1.2. 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 and where the consultation meeting will be held.
- 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 this vote also results in 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 issues that are described in the proxy. A member may only represent one other member by proxy.