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# Instructions for Faculty Councils

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Adopted by the Student Union Representative Assembly on Nov 25, 2021

## Instructions for Faculty Councils

### Sec. 1 Background

The faculty councils are a part of the Stockholm University Student Union (SUS) and consist of representatives from the student and PhD student councils in the departments in the specific faculty. The faculty councils may decide on more detailed guidelines for their activities within the framework of these instructions.

### Sec. 2 Duties

- 2:1 The faculty councils are SUS' main bodies for addressing student-related issues that affect the specific faculty.
- 2.2 The faculty councils are forums for discussion and information-sharing where students and PhD students in the faculty can exchange experiences and develop common action plans to address overall issues that affect the faculty.
- 2:3 The faculty councils elect student representatives at the faculty level.
- 2:4 The faculty councils will form a link between local and faculty-level student influence at the university by being an information channel from the councils to the SUS presidium and SUS office and from the SUS presidium and SUS office to these.

### Sec. 3 Organization

- 3:1 The faculty council consists of appointed members from the student and PhD student councils, and other student unions within the faculty council's field of activity.
- Organizational units (e.g. departments) lacking a formal council can be represented by individual students from the unit. At the Faculty of Law, the student and PhD student council are made up of two different faculty councils.
- 3:2 The councils must be structured democratically and may not discriminate against or harass anyone on grounds of sex, ethnicity, religion or other faith, gender non-confirming identity or expression, sexual orientation, age or disability. The councils must not subject members to sexual harassment. The council shall respect the equal value of all people.
- 3:3 The chairs direct the activity of the faculty councils and are the conveners. The vice-chair shall act as the acting chair when the chair is not present.

- 3:4 Annual meetings shall normally be held between November 15 and December 5 of each year and shall consider the following at a minimum:
1. Election of the board
    - a. Election of the chair
    - b. Election of the vice-chair
    - c. Election of the secretary
  2. Election of student representatives to the preparatory and decision-making bodies within the faculties for the next operating year.
  3. The faculty council's report on the activities of the previous year.

3:5 After the annual meeting the faculty council must register the council and the council's new board on the SUS website.

3:6 The faculty councils can appoint working groups.

#### **Sec. 4 Meetings**

4:1 Meetings shall be held at least six times a year, three each semester.

4:2 Each ordinary member of the faculty council has the right to attend, speak and vote at the meeting. Tie-votes in elections shall be determined by lots. For other issues, the chair's vote is the decisive vote. Each alternate has the right to attend and speak at the faculty council.

4:3 Persons from the SUS office and presidium have the right to attend and speak at council meetings.

4:4 Representatives of the respective faculty association(s) have the right to attend and speak at meetings.

4:5 Faculty councils have the right to summon persons to their meetings.

4:6 The faculty council is entitled to make decisions if at least five members, or their alternates, are present at a meeting. Three ordinary members or their alternates apply to the Law Student Council and the PhD student council at the faculty of Law.

4:7 All elected representatives must be informed of the time and place of the meeting at least 14 days prior to the meeting. If an association has not yet elected a representative, the information is sent to the association's contact person.

#### **Sec. 5 Minutes**

5:1 The faculty councils shall keep meeting minutes. The meeting minutes shall be reviewed and approved.

5:2 The faculty councils are responsible for ensuring that the content of the minutes do not:

- contain incitement against ethnic groups, defamation, insults or other forms of violations;

- contain the unauthorized personal data of persons including, without limitation, address, telephone number, e-mail address and pictures, Swedish personal identity number, health and disease data, or other sensitive personal data regulated by the Data Protection Regulation (GDPR),
- contain material that otherwise is in violation of Swedish law.

5:3 Minutes shall be sent to the active members of the faculty council and to the SUS office. If an association has not yet elected a representative, the information is sent to the association's contact person.

5:4 The minutes shall be made easily accessible to university students by publishing them on the SUS website at a minimum.

5:5 In the case where the councils establish other forums for communication, the same provisions apply to their content as set out in 5:2.

## **Sec. 6 Financial funds**

The faculty councils can apply for grants from the SUS budget for operation and projects. The criteria for grants are set out in the supporting documents of each grant.

## **Sec. 7 Decisions and representation**

7:1 Decisions to elect student representatives take effect after confirmation by the SUS office, according to established procedures.

7:2 The term of office for student representatives is one year and corresponds to the operating year, from January 1 to the end of December. If circumstances so require, the student representatives may be appointed for shorter terms of office. By-elections can be held at ordinary meetings.

7:3 At the beginning of November, the SUS office sends the faculty councils a list of the representative seats to be filled for the next operating year.

## **Sec. 8 Interpretation of these instructions**

Disputes regarding interpretation of these instructions are decided by the SUS board.

## **Sec. 9 Modification/revocation of these instructions**

These instructions have been adopted by the Student Union Representative Assembly and can only be modified or revoked by a decision of this body.