

# Statutes for the Student Council at the Faculty of Medicine and Health Sciences

## Abbreviations

SL	The Student Council leader group
FTV	Faculty Student Representative
ITV	Departmental Student Representative
SPV	Study Program Student Representative
KTV	Class Student Representative
FMH	Faculty of Medicine and Health Sciences
IHG	Department of Health Sciences Gjøvik
IHA	Department of Health Sciences Ålesund
KIN	Kavli Institute of Systems Neuroscience
IKM	Department of Cancer Research and Molecular Medicine
LBK	Department of Laboratory Medicine, Children's and Women's Health
INB	Department of Neuromedicine and Movement Science
IPH	Department of Mental Health
ISM	Department of Public Health and Nursing
ISB	Department of Circulation and Medical Imaging
NTNU	Norwegian University of Science and Technology

## **§1 About the statutes and the Student Council at FMH**

### **§1.1 The Student Council at Faculty of Medicine and Health Sciences**

These statutes are valid for all aspects of the student democracy at FMH, NTNU. NTNU uses the general expression “Student Council, FMH” for all parts of the student democracy at the faculty, including all related positions. These statutes and the documents described in § 5 is available in English. The Norwegian version is the valid version if there are any misunderstandings or different interpretation of the documents.

### **§1.2 Working Language**

The working language for SL at FMH is Norwegian, but English is used at general meeting if English-speaking students are present. All members of SL have to speak both languages. The statutes and supplementary guidelines, as well as all documents used in meetings where English-speaking students are present, have to be available in English.

## **§2 General Meetings**

### **§2.1 General Information**

- The general meeting is the highest organ for the students at the faculty.
- There are to be held three (3) general meetings per semester, one (1) for the medical students, one (1) for the remaining students at campus Øya and one (1) for the students at campus Tunga, with the possibility of calling for an extraordinary general meeting. The general meetings are to be held in October and February. Campus Gjøvik and campus Ålesund hold general meetings when necessary. This is a temporary solution until all FMH students in Trondheim are located at campus Øya. When necessary, all relevant general meetings should be streamed to the other campuses.

### **§2.2 Composition**

- All students at FMH have the right to attend to all general meetings.
- The general meeting can grant the right to speak and present proposals to others by common majority.
- The chair of the meeting can decide whether other individuals can attend as observers of the meeting, but the decision can be overruled by the assembly by common majority. Other individuals are defined as persons who are not a student at FMH.

#### **§2.2.1 Specifications**

- At general meetings for the medical students, only medical students at FMH have the right to speak, give proposals and vote.
- At general meetings for the campus Øya, only students at campus Øya have the right to speak, give proposals and vote.
- At general meetings for the campus Tunga, only students at campus Tunga have the right to speak, give proposals and vote.
- At general meetings for the campus Gjøvik, only students at campus Gjøvik have the right to speak, give proposals and vote.
- At general meetings for the campus Ålesund, only students at campus Ålesund have the right to speak, give proposals and vote.

### **§2.3 Invitation**

- Faculty Student Representatives (FTVs), the Student Council Leader Group (SL), the leader of the Student Parliament and the Dean can call a general meetings. If 15 students demands it, the FTV is obligated to call a general meeting.

- The invitation with preliminary agenda is to be made public at least ten (10) days before the meeting. Issues to be voted upon have to be included in the preliminary agenda.
- The invitations to extraordinary general meetings are to be made public at least four (4) days before the meeting. The invitation is to be made public in the same manner as for ordinary general meetings.
- The invitation is public when it is sent by email and a message is posted in relevant channels (e.g. Innsida, Facebook etc.)
- Issues to be addressed at the general meeting are to be given to the FTV seven (7) days before the meeting. FTV is obligated to address these issues at the general meeting.
- Final agenda with relevant case documents and recommendations from the Student Council are to be public at least four (4) days before the meeting. In the case of extraordinary general meetings this are to be made public at least one (1) day before the meeting.

#### **§2.4 Capability of Reaching a Decision**

- The general meetings for the medical students are able to reach a decision when there are at least twenty (20) attending students qualified to vote, and the invitation is done as described in §2.3.
- The general meetings for the students at campus Øya are able to reach a decision when there are at least twenty (20) attending students qualified to vote, and the invitation is done as described in §2.3.
- The general meetings for the students at campus Tunga are able to reach a decision when there are at least twenty (20) attending students qualified to vote, and the invitation is done as described in §2.3.
- The general meetings for the students at campus Gjøvik are able to reach a decision when there are at least fifteen (15) attending students qualified to vote, and the invitation is done as described in §2.3.
- The general meetings for the students at campus Ålesund are able to reach a decision when there are at least ten (10) attending students qualified to vote, and the invitation is done as described in §2.3.
- It is only allowed to reach a decision for issues given to the FTV at least seven (7) days before the meeting.

#### **§2.5 Attending Duty**

All student representatives elected by electronic election have a duty to attend meetings relevant for their position. They also have a duty to attend their respective committees and groups. If a student representative is unable to attend, they should send their deputy. If the deputy is unable to attend, the representative can invite any other representative as deputy. Representatives are obligated to communicate relevant information to the students.

#### **§2.6 The General Meetings**

##### **§2.6.1 Permanent Items on the Meeting Agenda:**

1. SPV welcomes attendees
2. The assembly chooses a meeting chair
3. The assembly chooses a secretary to write a meeting report
4. The assembly approves the meeting summons
5. The assembly approves the meeting agenda
6. Approval of the reports from the previous general meeting
7. Agenda items are addressed

8. Any other business
9. Critique of meeting
10. Meeting chair concludes the meeting

### **§2.6.2 Proceedings**

- FTV and SPV are administrators in issues to be addressed at all general meeting. SL has the rights to propose recommendations at general meetings.
- The general meeting approves two (2) students from the audience to approve the report from the general meeting by signature afterwards.
- It is not possible to reach a decision on issues addressed as “any other business,” and they are to be addressed at the next general meeting.
- If an issue only affects one study program, it is possible to organize a separate general meeting, where the students can reach a decision.

## **§3 Elections**

### **§3.1 General Information**

Elections are to be hold electronically.

Each position is held for two (2) semesters. A retiring representative are to contribute to the training of the newly elected representative during the first month after the election. It should be an aim to hold electronic elections in the same period as the rest of NTNU.

There are to be elected one (1) FTV, one (1) ITV for IKM and one (1) ITV for KIN in January 2017. Two (2) ITVs or INB and one (1) new ITV for ISM, to reach a total of two at these departments.

### **§3.2 Resignation from a Position**

When a representative wishes to resign from their position, this has to be done in writing to FTV. The position is filled by a supplementary election, see §3.4.

If possible, the resigning representative are to contribute to training of the new representative.

### **§3.3 Mistrust**

It is possible to raise mistrust representatives of SL. This proposal has to be raised by at least 15 students or a majority of the members of SL. A general meeting has to be arranged in the case of a mistrust proposal. The mistrust can be passed by 2/3rds of the assembly. The representative in question resigns immediately. A new representative is elected by electronic election as soon as possible.

### **§3.4 Supplementary Election**

If a position is not filled by ordinary electronic election, a new election can be held at an extraordinary general meeting or by a new electronic election. A supplementary election can also be held when a representative resigns or a mistrust is passed. Representatives elected by supplementary election holds the position until the next ordinary electronic election.

The general meeting can by 2/3rds majority grant SL the authority to fill the ITV positions without a supplementary election. Candidates for FTV and SPV have to be elected by supplementary election.

## **§4 The Student Council Leader Group**

### **§4.1 General Information**

SL is highest administrative and executive organ for the students. SL consists of four (4) FTVs, three (3) SPVs, two (2) ITVs for INB, two (2) ITVs for ISM, one (1) ITV for IKM, one (1) ITV for LBK, one (1) ITV for ISB, one (1) ITV for IPH and one (1) ITV for KIN. The number of ITVs for Gjøvik and Ålesund is yet to be determined.

The FTVs have equal authorization to speak on behalf of the Student Council FMH and reach decisions on behalf of the Student Council FMH in between the meetings. The FTVs have to inform SL if decisions are reached on behalf of the students. This authorization is also valid between the semesters, when the Student Council does not have regular meetings.

The Student Council FMH works as a trust representative group, with issues regarding the students at FMH. The FTVs lead the Student Council. The Student Council is an advisory organ for SL.

The Student Council is to be available for the students at FMH, and protect the students' interests. All students have the right to bring forward issues to meetings. The ITVs are obligated to keep the Student Council updated on cases affecting the students.

## **§4.2 Meeting Activities**

### **§4.2.1 Meetings**

SL meets regularly. It is preferred to have a set meeting day. SL decides the time of the meetings. The agenda for ordinary meetings are to be sent by email to the participants at least forty-eight (48) hours before the meeting.

SL is able to reach a decision in meetings when the invitation is sent out correctly, and more than 50 % of the members are present. There has to be written invitation to call a extraordinary meetings.

### **§4.2.2 Open and Closed Meetings**

SL's meetings are open to the public. SL can invite others when suitable. The board members at NTNU, the executing committee in the Student Parliament, and members of other student councils at NTNU have a permanent right to observe, speak and give proposals.

The agendas for SL's meetings are to be made public. All members of SL can propose that an issue is withdrawn from the public, and discussed in a closed meeting. SL can approve this proposal by 2/3rds majority.

## **§4.3 Resolutions**

SL reaches decision by simple majority.

## **§4.4 Rights to Sign**

Two (2) FTVs have equal right to sign in Brønnøysund register centre.

## **§4.5 Annual Report**

SL has an obligation to publicize next year's budget and last year's accounts as soon as it is ready. SL have an obligation to discuss any feedback at the next SL-meeting.

## **§5 Complementary Guidelines**

### **§5.1 Order of Business**

The students at FMH decide order of business for general meetings and student council meetings.

## **§5.2 Instructions**

Instructions related to each position in the student democracy at FMH is written in another document. This document is revised annually by SL.

## **§5.3 Criterias for Distribution of Welfare Funding**

SL is responsible for distribution of welfare funding according to the criteria the general meetings have decided. The current criteria are valid. Proposals to change the criteria have to be brought forward at all general meetings and to be voted on electronically.

## **§5.4 Financial Regulations**

The Financial Regulations are the framework for the economy of the student democracy at FMH.

## **§5.5 Changes in Complementary Guidelines**

Changes in Order of Business, Financial Regulations and Criterias for Distribution of Welfare Funding have to be passed by 2/3rds majority by electronic election. Proposals for changes from SL are to be made public to the students at least ten (10) days before the election.

Counterproposals from students are to be sent to SL at least four (4) days before the election, and must be made public immediately by SL.

SL can change the Order of Business and Instructions by 2/3rds majority within SL. This has to be informed at all general meetings.

## **§6 Liquidation**

Liquidation of the Student Council FMH has to be addressed at a general meeting for every student and this meeting has to be streamed to every campus. If the liquidation is to be passed, it must be passed by 2/3rds majority by two (2) electronic elections with at least 30 days interval. SL has to be informed about the proposal of liquidation at least four (4) weeks before the first general meeting where this issue is addressed. The Student Parliament has to comment.

## **§7 Validity**

Changes in the statutes have to be passed by 2/3rds majority in an electronic election, SL strive to coordinate these elections with elections of student representatives. The changes take effect immediately.

The latest changes to the statutes were passed by the general assembly December 3rd 2012, and took effect immediately.