

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
MH	Faculty of Medicine and Health Sciences
IHG	Department of Health Sciences Gjøvik
IHA	Department of Health Sciences Ålesund
KIN	Kavli Institute of Systems Neuroscience
IKOM	Department of Clinical and Molecular Medicine
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 **§1 About the statutes and the Student Council at MH**

2 **§1.1 The Student Council at Faculty of Medicine and Health Sciences**

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

8
9 **§1.2 Working Language**

10 The working language for SL at MH is mainly Norwegian, but English is used in forums that
11 include international students. All members of SL have to speak both languages. The
12 statutes and supplementary guidelines, as well as all documents used in meetings where
13 English-speaking students are present, have to be available in English.

14
15 **§2 General Meetings**

16 **§2.1 General Information**

- 17 • The general meeting is the highest organ for the students at the faculty.
18 • Meetings are held when needed. It is recommended that meetings be streamed to the students
19 when needed.

20
21 **§2.2 Composition**

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

28
29 **§2.2.1 Specifications**

- 30 • At general meetings for the medical students, only medical students at MH have the right to
31 speak, give proposals and vote.
32 • At general meetings for the campus Øya, only students at campus Øya have the right to speak,
33 give proposals and vote.
34 • At general meetings for the campus Tunga, only students at campus Tunga have the right to
35 speak, give proposals and vote.

- 36 • At general meetings for the Campus Levanger, only students at campus Levanger have the right
37 to speak, give proposals and vote.
- 38 • At general meetings for the campus Gjøvik, only students at campus Gjøvik have the right to
39 speak, give proposals and vote.
- 40 • At general meetings for the campus Ålesund, only students at campus Ålesund have the right to
41 speak, give proposals and vote.

42

43 **§2.3 Invitation**

- 44 • Faculty Student Representatives (FTVs), the Student Council Leader Group (SL), the leader of
45 the Student Parliament and the Dean can call a general meetings. If 15 students demands it, the
46 FTV is obligated to call a general meeting.
- 47 • The invitation with preliminary agenda is to be made public at least ten (10) days before the
48 meeting. Issues to be voted upon have to be included in the preliminary agenda.
- 49 • The invitations to extraordinary general meetings are to be made public at least four (4) days
50 before the meeting. The invitation is to be made public in the same manner as for ordinary general
51 meetings.
- 52 • The invitations is public when it is published on relevant and official channels, preferably Innsida
53 and the Student Council website. SL strives to share the information on the Student Council's
54 Facebook page and by e-mail as soon as such a solution is in place from the Faculty.
- 55 • Issues to be addressed at the general meeting are to be given to the FTV seven (7) days before the
56 meeting. FTV is obligated to address these issues at the general meeting.
- 57 • Final agenda with relevant case documents and recommendations from the Student Council are to
58 be public at least four (4) days before the meeting. In the case of extraordinary general meetings
59 this are to be made public at least one (1) day before the meeting.

60

61 **§2.4 Capability of Reaching a Decision**

- 62 • The general meetings for the medical students are able to reach a decision when there are at least
63 twenty (20) attending students qualified to vote, and the invitation is done as described in §2.3.
- 64 • The general meetings for the students at campus Øya are able to reach a decision when there are
65 at least twenty (20) attending students qualified to vote, and the invitation is done as described in
66 §2.3.
- 67 • The general meetings for the students at campus Tunga are able to reach a decision when there
68 are at least twenty (20) attending students qualified to vote, and the invitation is done as described
69 in §2.3.

- 70 • The general meetings for the students at campus Levanger are able to reach a decision when there
71 are at least five (5) attending students qualified to vote, and the invitation is done as described in
72 §2.3.
- 73 • The general meetings for the students at campus Gjøvik are able to reach a decision when there
74 are at least fifteen (15) attending students qualified to vote, and the invitation is done as described
75 in §2.3.
- 76 • The general meetings for the students at campus Ålesund are able to reach a decision when there
77 are at least ten (10) attending students qualified to vote, and the invitation is done as described in
78 §2.3.
- 79 • It is only allowed to reach a decision for issues given to the FTV at least seven (7) days before the
80 meeting.

81

82 **§2.5 Attending Duty**

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

88

89 **§2.6 The General Meetings**

90 **§2.6.1 Permanent Items on the Meeting Agenda:**

- 91 1. The summoner welcomes attendees
- 92 2. The assembly chooses a meeting chair
- 93 3. The assembly chooses a secretary to write a meeting report
- 94 4. The assembly chooses two (2) protocol signatories
- 95 5. The assembly approves the meeting summons
- 96 6. The assembly approves the meeting agenda
- 97 7. Agenda items are addressed
- 98 8. Any other business
- 99 9. Critique of meeting
- 100 10. Meeting chair concludes the meeting
- 101 11. Protocol signatories approves the meeting report

102

103

104

105 **§2.6.2 Proceedings**

- 106 • The summoner are administrators in issues to be addressed at all general meeting. SL has the
107 rights to propose recommendations at general meetings.
- 108 • It is not possible to reach a decision on issues addressed as “any other business,” and they are to
109 be addressed at the next general meeting.
- 110 • If an issue only affects one study program, it is possible to organize a separate general meeting,
111 where the students can reach a decision.

112

113 **§3 Elections**

114 **§3.1 General Information**

115 The electronic elections are to be held at the same time as the rest NTNU.

116 Each position is held for two (2) semesters. A retiring representative are to contribute to the
117 training of the newly elected representative during the first month after the election.

118

119 **§ 3.1.1 Fall**

120 In the fall semester there are to be elected two (2) new FTVs, one (1) ITV IHG, one (1) IHÅ, one
121 (1) ITV IKOM, one (1) ITV INB, one (1) ITV IPH, one (1) ITV ISM, one (1) ITV ISB og one (1)
122 ITV KIN.

123

124 **§ 3.1.2 Spring**

125 In the spring semester there are to be elected two (2) new FTVer, one (1) ITV IHG, one (1) ITV
126 IHÅ, one (1) ITV INB, one (1) ITV ISM, one (1) SPV master og one (1) SPV medisn.

127

128 **§3.2 Resignation from a Position**

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

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

132

133 **§3.3 Mistrust**

134 It is possible to raise mistrust representatives of SL. This proposal has to be raised by at least
135 15 students or a majority of the members of SL. A general meeting has to be arranged in the
136 case of a mistrust proposal. The mistrust can be passed by common majority. The
137 representative in question resigns immediately. A new representative is elected by electronic
138 election as soon as possible. A new candidate is to elected as soon as possible, see § 3.4.

139

140 **§3.4 Supplementary Election**

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

145 The general meeting can by common majority grant SL the authority to fill the ITV positions
146 without a supplementary election. Candidates for FTV and SPV have to be elected by
147 supplementary election.

148

149 **§4 The Student Council Leader Group**

150 **§4.1 General Information**

151 SL is highest administrative and executive organ for the students. SL consists of four (4)
152 FTVs, three (3) SPVs, two (2) ITVs for INB, two (2) ITVs for ISM, one (1) ITV for IKOM, one (1)
153 ITV for ISB, one (1) ITV for IPH, one (1) ITV for KIN, two (2) ITV for IHG and two (2) ITV for
154 IHA.

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

159

160 The Student Council MH works as a trust representative group, with issues regarding the
161 students at MH. The Student Council is an advisory organ for SL. The Student Council is to be
162 available for the students at MH, and protect the students' interests. All students have the right to
163 bring forward issues to meetings. The ITVs are obligated to keep the Student Council updated on
164 cases affecting the students.

165

166 **§4.2 Meeting Activities**

167 **§4.2.1 Meetings**

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

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

174

175 **§4.2.2 Open and Closed Meetings**

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

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

182

183 **§4.3 Resolutions**

184 SL reaches decision by common majority.

185

186 **§4.4 Rights to Sign**

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

188

189 **§4.5 Annual Report**

190 SL has an obligation to publicize next year's budget and last year's accounts as soon as it is ready
191 on its homepage. The students can leave feedback for fourteen (14) days after the publication. SL
192 have an obligation to discuss any feedback at the next SL-meeting where the final budget will be
193 decided.

194

195 **§5 Complementary Guidelines**

196 **§5.1 Order of Business**

197 SL can alter the order of business with a common majority vote within SL.

198

199 **§5.2 Instructions**

200 Instructions related to each position in the student democracy at MH is written in another
201 document. This document is revised annually by SL and is available on the Student Councils
202 webpage. SL can alter the instructions with a common majority vote within SL.

203

204 **§5.3 Criterias for Distribution of Welfare Funding**

205 SL is responsible for distributing welfare funds according to the faculty's criteria. These criteria will
206 be available on the Student Councils website. Welfare funds are distributed once (1) per semester.

207

208 **§5.4 Financial Regulations**

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

210 MH. Financial Regulations have to be passed by common majority within SL. Proposals for
211 changes from SL are to be made public to the students at least ten (10) days before the vote.
212 Counterproposals from students are to be sent to SL at least four (4) days before the vote,
213 and must be made public immediately by SL.

214

215 **§6 Liquidation**

216 A proposal to liquidize the Student Council MH has to be raised by at least 15 students or a majority
217 of the members of SL. A general meeting has to be arranged in the case of a liquidation proposal.
218 The liquidation proposal can be passed by 2/3rds majority on two (2) electronic votes least thirty
219 (30) days apart. For the electronic vote to be valid the voter turnout has to be over 50%.
220 SL must be informed of any liquidation proposal at least four (4) days before the general meeting is
221 to be held. The Student Parliament must comment on the matter.

222

223 **§7 Validity**

224 Changes in the statutes have to be passed by common majority in an electronic election. SL
225 strive to coordinate these elections with elections of student representatives. The changes take
226 effect immediately.
227 SL has the freedom to make editorial changes.
228 The latest changes to the statutes were passed by the general assembly December 5th 2016, and
229 took effect immediately.