

Rules of Procedure in the General Assembly

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The union meetings of the National Union of University Students in Finland (SYL) follow these rules of procedure and general meeting practice insofar as the union's rules do not state otherwise.

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The chair of SYL will decide on the interpretation of these rules of procedure.

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Matters will be dealt with at union meetings in the following order:

1. Introduction
2. General discussion
3. Detailed handling of the items on the agenda
4. Decision-making.

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The discussion is based on the proposal of the board of SYL. Proposals for amendments to the board's proposal must be made in writing at the latest before the detailed discussion as a counter-proposal to all or part of the board's proposal.

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The union meeting may set up the working groups necessary for the adoption of the rules of procedure and assign them tasks in accordance with those rules.

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When taking decisions, the union meeting may approve one or more proposed resolutions that are materially related to the matter under consideration, as requested at the union meeting. Proposals for resolutions must be submitted no later than the meeting in which they are discussed in detail.

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Permission to address the attendees may be granted at assemblies of the union:

1. Addresses related to a motion
2. Addresses in support of a proposal
3. Responses
4. Addresses related to the rules of procedure.

After a decision has been taken, permission to address the attendees can be granted in any of the following situations:

1. Statements on voting behaviour at the meeting
2. Dissenting opinions or
3. An objection for entry in the minutes of the meeting.

The address must be related to the specific matter being discussed at the time. The chair of the union has the right to cut short addresses that are not relevant to the matter at hand.

The right to make a response may be requested from the chair of the board stating that it is a response to an address in support of the motion. The speaker who has made an address in support of a motion will be granted the opportunity to reply to the responses. The address made in response to the speaker should be restricted to a few sentences, as should the speaker's reply to this response. The chair has the authority to restrict the use of the right to respond to a speaker. No further rights of response will be granted in the case of responses to a speaker or addresses related to the rules of procedure.

An address in support of the matter may be requested from the chair at any stage before chair has declared the debate closed, provided that the person making the request indicates that it is an address in support of the motion.

Addresses in support of a motion cannot contain any new proposal. In requesting the right to make an address of this sort, the person must clearly state which proposal the address would support. An address in support of a motion may include a brief statement of the reasons for supporting it. An earlier proposal which the person who made it has since abandoned can be taken up by another person in an address in favour of a motion.

An address related to the rules of procedure may include a proposal to limit the amount of time given to dealing with addresses, speaking time or matters themselves, or to suspend or adjourn the handling of a matter or a meeting itself. An address related to the rules of procedure may include a request or recommendation related to any of the aforementioned matters, or an important statement.

An address related to rules of procedure may be requested from the chair by informing the chair that it will be an address of this kind

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Addresses related to a motion and addresses in support of a motion will be granted in the order in which they are requested. The right to give an address related to rules of procedure must be granted before other addresses are given, however not in the middle of another person's address.

The chair has the right to limit the number of addresses in the debate. The chairman may limit the length of an address related to a motion, but not to less than one minute.

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The first address in every presentation is reserved for the person making the presentation. The chair will determine whether and how the detailed discussion of the matters at hand is to be divided.

Draft resolutions and resolutions must be made in writing. The chair will decide whether the draft decision is to be considered relevant to the matter on the agenda of the meeting.

Once the requested addresses have been made, the chair closes the discussion and notes the supported proposals that will be drawn on in the decision-making.

10

The chair will decide whether a trial vote will be taken. If a trial vote is taken and gives a clear result, the matter will be decided accordingly.

When the actual vote is required, the chair will decide whether it will be held by roll call or by a show of hands. However, if at least five attendants at the union meeting request it, the vote will always be taken by roll call. Minutes will be taken of the vote by roll call, showing the vote of each member of the union meeting. The minutes will be appended to the minutes of the union meeting.

The chair will call the vote-counters.

Closed ballot voting can only be used in elections.

11

If there are several draft resolutions, either a detailed or a short voting order will be followed in accordance with the decision of the union meeting.

In the order of detailed voting order, voting begins by first contrasting the two proposals that most deviate from the draft resolution and call for its rejection. The proposal that receives the most votes in this vote will be contrasted with the proposal that is next-furthest from the main proposal. This process will continue until all counter-proposals have been voted on. The last winning counter-proposal will then be contrasted with the main proposal. The proposal that wins in this vote will be contrasted with the proposal that rejected it in the previous vote. The proposal that lost in each round of voting will be conclusively rejected, and the proposal that wins in the last round of voting will be declared the decision of the meeting.

The short voting order is based on the main proposal. In the first vote, the main proposal is contrasted with the proposal for rejecting it. If the latter proposal wins, it is declared the decision of the meeting. If the main proposal wins, it and all its counter-proposals will be set against each other in the second ballot. If the main proposal wins, no further votes are required, but if the counter-proposals win, the main proposal and the counter-proposal determined by the chair of the board will be contrasted with each other. The proposal that wins in the latter vote will be contrasted with the next counter-proposal in the next vote, and so on until all the proposals have been voted on. The decision that is adopted as the decision of the meeting will be the proposal that wins the final vote.

Based on the aforementioned procedure, the chair will determine the order in which the vote on the supported proposals will take place. Before the voting begins, the chair must explain the order of voting for the meeting in full.

The chair will hold the vote in such a way that each vote can be one of three kinds: accept, reject, or abstain.

After the votes are counted, the chair will state the result of the vote.

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When a motion to table a matter until the next meeting (tabling) has been proposed and supported, the matter will be thereby deferred and the chair of the board will request that addresses related to the matter be reserved for the next meeting, and for declaring the matter urgent. When the requested addresses have been made, the chair will, at their discretion, call for a show of hands or a roll-call as a vote on whether there is sufficient support for tabling the aforementioned matter.

If this is the case and no declaration of urgency has been made, the matter will be considered postponed until the next meeting. In that case, the chair will decide whether to continue the discussion regarding the requests that have been made to address the meeting. This procedure will also be followed if the proposal for a declaration of urgency does not receive sufficient support. When sufficient support for tabling a proposal has not been received or the matter has been declared urgent, handling of the matter will continue.

The chair of the board will interpret whether the matter is to be regarded as having been raised in the past; if so, a majority decision will be required to defer it to the next meeting.

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When a proposal to replace the chair of the board or a proposal regarding the handling of meetings by the chair has been made, it must be dealt with immediately.

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The chair will decide whether breaks in negotiating or other breaks are held.

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Upon arrival or departure, the union meeting representative must register with the secretary for the meeting.

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Any general assembly delegate or other person can be removed from the meeting by the chair if they interfere with the course of the meeting. temporarily or permanently.

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Amendments to these rules of procedure will be decided on by the general assembly.