



UNIVERSITY OF AMSTERDAM  
*Central Student Council*

**Standing Regulations governing the Central Student Council (CSR) of the  
University of Amsterdam**

*Adopted by the CSR during the plenary meeting on October 31, 2018.*

**Chapter 1 - The CSR**

**Definitions**

- CSR: Central Student Council of the University of Amsterdam.  
HR: The Standing Regulations governing the Central Student Council of the University of Amsterdam.  
PV: Plenary Meeting of the Central Student Council of the University of Amsterdam.  
DB: Daily Board of the Central Student Council of the University of Amsterdam.

**Article 1: General provisions**

1. These are the Standing Regulations as referred to in Article 25.5 of the Regulations for Participation in Decision-Making for Students of the University of Amsterdam and for the Central Student Council of the University of Amsterdam.
2. These Standing Regulations are binding for all Council members and Council assistants.
3. For members of the Advisory Council, the provisions of Article 8 apply *mutatis mutandis*.
4. These Regulations may be cited as: "Standing Regulations of the CSR".
5. These regulations are the translation of the Dutch counterpart "Huishoudelijk Reglement der CSR", if these regulations and the mentioned document conflict, the Dutch document will be leading.

**Article 2: The Council**

1. The Central Student Council has 14 seats.
2. Decisions by or on behalf of the CSR are taken in the Plenary Meeting (hereafter referred to as PV).
3. Council members appoint from among their number a Chair, Vice-Chair and a maximum of three other members who together constitute the Executive Committee (hereafter referred to as DB) of the Central Student Council (hereafter referred to as CSR).
4. The Plenary Meeting at which the Chair is chosen is chaired by the Secretary until the moment that the Chair has been selected.
5. When choosing the DB members and the Treasurer, Articles 15 and 17 of the Standing Regulations of the CSR apply.
6. In the event of a failure to function or function properly, the CSR may decide to dismiss a council member from the committee. The provisions of Articles 15 and 17 of the Standing Regulations of the CSR apply to this decision, taking into account the procedure as formulated in Appendix 1.



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**Article 3: The Daily Board**

1. The DB is responsible for the order and the smooth running of affairs within the CSR.
2. The DB meets once a week.
3. The DB sets the draft agenda for the PV.
4. The DB discusses strategy, general affairs of the CSR and the functioning of Council members.
5. The Chair represents the CSR in legal proceedings.
6. If the Chair is unavailable, the duties of the Chair are passed on to the Vice-Chair.
7. In the event that a member of the Executive Committee does not perform satisfactorily or does not perform the relevant tasks correctly, the CSR may decide to dismiss that member from the Executive Committee. The provisions of Articles 15 and 17 of the Internal Regulations of the CSR apply to this decision, taking into account the procedure stipulated Appendix 2.

**Article 4: The Secretary**

1. Under Article 4 of the Regulations on Facilities for Student Council Members and Central Student Council Members 2009, and after hearing the CSR, the Executive Board provides a Secretary. The Secretaries tasks are determined in consultation. As a minimum, these tasks include taking minutes, secretarial support and managing the budget.
2. The Secretary primarily provides support to the Chair. The tasks of the Secretary are determined in consultation with the Chair.

**Article 5: Facilities**

1. The facilities regarding the CSR are as mentioned in the Profiling Fund paragraph 2 article 9 and paragraph 3 article 9.

**Article 6: Powers of the CSR**

1. The CSR has differing hearing, consenting or advisory rights per relevant university subject and/or sector. These rights are mentioned in the Higher Education and Research Act (WHW) Chapter 9, Title 2, Section 1, the University Regulations and the CSR-Regulations.

**Article 7: Committees**

1. All members of the CSR with the exception of the Chair, belong to at least one of the standing committees.
2. The CSR has the following standing committees: Research and Education, Organisation and Finance, and Public Relations.
3. The CSR appoints a Chair for each of the committees.
4. The CSR may also set up ad hoc committees for the duration of the Council year.



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**Article 8: The Advisory Council**

1. There is an Advisory Council.
2. The CSR appoints members of the Advisory Council, taking into account that only former CSR members may be appointed.
3. Members of the Advisory Council are appointed for a period of not more than one year, starting on 1 January and ending on 31 December.
4. Members of the Advisory Council are automatically nominated for a second term. They also determine the number of new members to be recommended to the Advisory Council.
5. The Advisory Council consists of no fewer than five and no more than 25 members.
6. The Advisory Council advises the CSR, upon request or otherwise, on its activities.
7. The appointment of a member to the Advisory Council becomes effective the moment after a written statement has been signed and submitted to the CSR, stating that the member concerned shall participate in the Advisory Council for the relevant calendar year and shall treat the information to which the member has access in the member's capacity as a member of the Advisory Council confidentially. A model statement is included in Appendix 3.
8. If a Council member infringes any of the provisions of the statement, as referred to in Article 8.9 of the Standing Regulations of the CSR, that member will be expelled.
9. Subsequently, the expelled Council member will not be nominated for a new term, as referred to in Article 8.3 in conjunction with Article 8.4 of the Standing Regulations of the CSR.
10. Members of the Advisory Council receive a copy of the agenda, the documents required for the meeting and the minutes of the plenary meeting and the consultative meeting, if requested. The CSR may decide not to make confidential documents available to the Advisory Council.

**Article 9: The Council year**

1. The legislative term of the Council begins on 1 September and ends on 31 August.
2. The outgoing Council member is responsible for handing over to the new CSR. The outgoing Council member makes a written proposal to this effect to the new CSR. This proposal outlines the work agreements that have been made.
3. For the first five days after the handover, former members do not come to the Council office.

**Article 10: Council assistants**

1. In the event that the CSR, due to circumstances as referred to in Article 11 of the Standing Regulations of the CSR, is no longer complete, a vacancy for a Council assistant is announced. The CSR decides how to publicise this vacancy, and is responsible for ensuring that all students at the University of Amsterdam are aware of the vacancy.
2. The CSR is responsible for making decisions regarding the appointment of a Council assistant. The provisions of Articles 15 and 17 of the Standing Regulations of the CSR apply to this decision.
3. The Council assistant replaces the elected, outgoing Council member and in doing so has the same powers and duties as a 'regular' Council member, excluding voting rights.
4. In the event that the Council assistant does not perform satisfactorily or does not perform the relevant tasks correctly, the CSR may decide to dismiss the Council assistant. The provisions of Articles 15 and 17 of the Standing Regulations of the CSR apply to this decision.
5. Council assistants are entitled to apply for a standard Administrative Body Membership Grant.
6. Council assistants are not entitled to vote on CSR decisions.



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**Article 11: Terminating CSR membership**

In accordance with the provisions of Article 7 of the Regulations governing the Central Student Council, the membership of the directly elected or representative Council members terminates by operation of law with immediate effect:

- a. At the end of the term.
- b. Upon the death of the member.
- c. By notice in writing to the Chair of the CSR.
- d. If the Council member loses the member's status, by virtue of which the Council member was nominated for the position.

**Article 12: Press contact**

1. The content of press releases is limited to the positions taken by the CSR.
2. Press releases should be discussed internally before publication. The definite version of a press release may only be published once the DB has been informed and has been able to respond to and subsequently approve the content.
3. When communicating with the press, the Chair is the CSR's spokesperson at all times. If the Chair is not available, the Vice-Chair assumes this role. If both the Chair and Vice-Chair are not available, the Chair of the Information and Communication committee acts as spokesperson.
4. In the event that the media unexpectedly tries to contact the CSR by phone and the Chair is unavailable, Council members should observe the following procedure:
  - 1) The Council member refrains from passing comment and informs the caller that the Chair will return their call. The Chair must return the call before the agreed time.
  - 2) If the Chair is unavailable and is therefore not in a position to speak to the press, the Vice-Chair returns the call before the agreed time and provides a comment.
  - 3) If both the Chair and the Vice-Chair are unable to speak to the press, the Chair of the Information and Communication committee is responsible for returning the call before the agreed time and providing a comment.
5. Council members who speak to the press must limit their comments to reflect the positions taken by the CSR.
6. Council members who have spoken to the press are required to immediately inform all members of the CSR.

**Article 13: Internal finances**

1. The Secretary is responsible for the CSR budget.
2. Expenses may not be charged to the budget without first being approved by the CSR. Article 13.3 of the Standing Regulations of the CSR outlines which instances require prior approval.
3. Expenses which:
  - a. *amount to more than 50 euros* must first be approved by the Executive Committee or the Treasurer.
  - b. *amount to more than 100 euros* must first be approved by the CSR. Payments which need to be made speedily, thereby making it impossible to seek approval from the CSR beforehand, are decided by the Chair and the Vice-Chair. The CSR is immediately informed of the decision.
4. Expenses which are charged to the budget are reported to the CSR.
5. Notwithstanding the role of the Secretary, the CSR is answerable to the Executive Board for its pursued financial policy. The CSR appoints from among its number a Treasurer who shapes this policy, monitors the Secretary's financial activities and duties, and defends the budget on behalf of the CSR.



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**Article 14: Amendments to the Standing Regulations of the CSR**

1. Amendments to the Standing Regulations of the CSR are decided upon by the CSR. Members are informed about the Plenary Meeting at least seven days before the date on which it is to be held, together with the notice that a proposal to amend the Standing Regulations will be discussed.
2. Those who have convened the Plenary Meeting to discuss a motion for amending the Standing Regulations of the CSR must make available, at least thirty-six hours before the day of the meeting, a copy of this motion in which the proposed amendment is set out verbatim, at a place appropriate for this purpose, for inspection by the Council members, until the end of the day on which the Plenary Meeting is held.
3. A decision to amend the Standing Regulations requires at least two-thirds of the valid votes cast. The provisions of Articles 16 of the Standing Regulations of the CSR apply to this voting procedure.
4. Amendments to the Standing Regulations come into effect from the day following the adoption of the minutes of the Plenary Meeting at which the decision to make the amendment was taken.

**Chapter 2 Decision-making in the CSR**

**Article 15: General provisions governing decision-making**

1. Decision-making in the CSR takes place during the Plenary Meeting (hereafter referred to as PV).
2. At the PV, the CSR may decide to use a different method to make decisions (for example, by phone or by email).
3. Decisions can only be made if the subject of the decision has been included as an agenda item for the relevant meeting.
4. Decisions made within the CSR are only valid if a quorum of half of the sitting Council members plus one has been met.
5. Decisions regarding internal appointments, votes on persons or points of internal order are only valid if a quorum of two-thirds of the sitting Council members has been met.
6. An impartial Chair formulates the statement which is then put to the vote. This statement is read aloud, in an intelligible and understandable manner, after which the impartial Chair explains the voting options and inquires as to whether all Council members have understood the statement and voting procedures.
7. The impartial Chair counts the votes, formulates the result of the vote and reads this result out loud.
8. The impartial Chair's conclusion of the result of the vote is decisive.
9. In the event that the correctness of the conclusion or the formulation of the result of the vote is challenged after the impartial Chair has announced the impartial Chair's conclusion, a new vote will be held, if this is requested by one quarter of the Council members. The new vote shall nullify the original vote.
10. All Council members have the right to have documented in the minutes whether they voted for or against a motion, returned a blank vote, or if they abstained from voting.

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**Article 16: Votes on matters**

1. Votes on matters, not including votes on candidates, take place by show of hands. Upon the request of a Council member, a decision may be taken to vote by ballot. Council members are requested to use this power sparingly in order to speed up the proceedings of the meeting.
2. The CSR votes on the statement as formulated by the impartial Chair. A Council member votes:
  - 1) *For*, if a Council member agrees with the statement.
  - 2) *Against*, if a Council member does not agree with the statement.
  - 3) *Blank*, if a Council member does not agree with either option. Blank votes count towards the quorum. A blank vote is generally considered to be an objection to the voting procedure.  
A Council member may also *abstain from voting*; abstentions do not count towards the quorum. Technically speaking, an abstention is the same as being absent. Council members may abstain if they do not have a preference or, for whatever reason, they wish to remain neutral.
3. To determine majorities in the Council: The CSR accepts the statement as a Council position if, for votes on matters, at least a simple majority of the total number of votes cast are 'for' the statement. In all other cases, the statement is rejected and not adopted as a Council position.
4. In the event that a decision has been taken to hold a vote by ballot instead of a show of hands, Council members vote in secret and the votes are counted publicly. The procedure outlined in Appendix 4 applies.
5. Upon the request of a Council member, a decision may be taken to count the votes in secret. The procedure outlined in Appendix 4 applies.
6. Council members may mandate other Council members to vote on their behalf, with a maximum of one mandate per Council member. The impartial Chair must be notified in writing of such authorisation before voting commences. Authorised votes count towards the quorum.
7. Council assistants may not be authorised to vote on behalf of Council members.
8. If Council members are not present at the PV, they may participate in the vote by submitting a written explanation of vote. An explanation of vote is submitted to the impartial Chair. Explanations of votes count towards the quorum.

**Article 17: Votes on candidates**

1. All Council members are entitled to put themselves forward for a position in the CSR.
2. Votes on candidates take place by secret ballot. The procedure outlined in Appendix 4 applies.
3. The discussion and vote on candidates take place in a closed PV meeting.
4. Candidates are not present at the discussion or vote, with the exception of the section of the discussion in which they are given the opportunity to explain their position or candidacy.
5. Sitting Council members are Council members who have been appointed for the academic year in which the vote is taking place.
6. For votes on candidates, Article 16.2 of these Regulations apply *mutatis mutandis*.
7. For votes with one or two candidates, the successful candidate is the one who receives two-thirds of the total number of votes cast by sitting Council members. In the event that neither of the candidates receives the required majority of the votes, the vote is repeated.
8. For votes with three or more candidates, voting may take place in two rounds. If in the first round no single candidate receives the majority of the votes, this is followed by a second round of voting in which the two candidates who received the most votes in the first round participate. If in the second round neither of the candidates receives the required majority of the votes, the vote is repeated.
9. If after the repeated vote no candidate has received the required majority of the votes, the CSR decides how to proceed. It can choose one of the following options:
  - 1) To suspend the meeting. The vote will then be repeated at a later date.
  - 2) To draw lots, whereby the CSR decides the way in which the lot is to be conducted.
  - 3) Another option which is accepted by the CSR with two-thirds of the sitting Council members.
10. For votes on persons, it is not possible to authorise another member to vote on another Council member's behalf nor submit an explanation of vote.

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**Chapter 3: The Plenary Meeting**

**Article 18: Organisation of the Plenary Meeting**

1. The CSR meets once a week, apart from during periods of recess, which are decided by the CSR.
2. During periods of recess, a PV is convened within two weeks if two or more members submit a request to the Chair to that effect.
3. The PV is convened by the Chair. If the Chair is absent, the PV is convened by the Vice-Chair.
4. The Executive Committee sets the draft agenda.
5. The draft agenda is announced and published by the Secretary at least 36 hours before the meeting takes place. All documents relevant for the meeting must also be supplied within this period.
6. The Secretary is responsible for taking correct and complete minutes of the PV.
7. The draft agenda, agenda and minutes for the PV are public and are published on the CSR website. They are also made available to anyone who requests them.
8. The CSR may decide to declare a meeting document, agenda item or part of the minutes confidential. Confidential documents are not published on the website or provided to third parties, and are marked “confidential” in the CSR archive.

**Article 19: Access to the Plenary Meeting**

1. The PV is public. Items may be discussed publicly, taking into account the media protocol stipulated in Article 12 of these Regulations.
2. As an exception to the provisions of Article 19.1, the CSR may decide to discuss an agenda item in a closed meeting. This item may not be discussed publicly.
3. Any Council member may request that a meeting take place behind closed doors. This proposal to have a closed meeting is also discussed behind closed doors.
4. The documents which are required for the closed meeting are included in the minutes as ‘confidential’, unless otherwise decided. Items marked confidential are only distributed and discussed among Council members of the CSR and the Advisory Council.

**Article 20: Order of the Plenary Meeting**

1. The impartial Chair of the meeting decides the order of the plenary meeting, taking into account the Regulations.
2. Other members present at the meeting are only permitted to speak when invited to do so by the impartial Chair.
3. The impartial Chair is obliged to give every Council member present the opportunity to speak. The impartial chair may also give other persons present the opportunity to speak. If three Council members object the speaking right is revoked and a vote must be held. The procedure outlined in Appendix 4 applies.
4. All members of the Council are entitled to submit a procedural motion. A procedural motion concerns proceedings at the plenary meeting and must not contravene the Regulations.
5. The person who submitted the proposal is given the opportunity to briefly explain the proposal, after which the impartial Chair immediately puts the proposal to the vote, with a brief comment if necessary but without a discussion.
6. In the event of a disagreement at the meeting about the order of the meeting, the impartial Chair maintains this as far as possible, in accordance with these Regulations.

**Article 21: Plenary Meeting during the summer recess**

1. During the summer recess, votes take place via email and members have 7 days in which to respond. The standard quorum applies to these votes.
2. During the summer recess, mandates by email count towards the quorum.
3. During the summer recess, Council members who cast their vote by email may have received a mandate from another Council member.