



Facultaire
Studentenraad
RECHTSGELEERDHEID

REC A, Kamer A3.12
Nieuwe Achtergracht 166
(020) 525 3446
fdr@studentenraad.nl
studentenraad.nl/fdr

Rules of Procedure

for the Faculty Student Council of Law

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Rules of Procedure for the Faculty Student Council of Law

The Faculty Student Council of Law,
Seen Article 47, third paragraph of the Faculty Regulations for the Amsterdam Law School,
Hereby adopts the Rules of Procedure for the Faculty Student Council of Law:

Chapter 1 General provisions

Article 1 Definitions

In these Rules of Procedure, the following definitions apply:

Council: the Faculty Student Council of Law;

Member: the person who has been elected in accordance with the *Kiesreglement Centrale Studentenraad en Facultaire Studentenraden 2006*, and whose election has been confirmed by the Central Board of Elections;

Number of Members: The total number of appointed Members, regardless of their presence.

Article 2 Procedural provisions

1. The Rules of Procedure are binding for Members, Council Assistants and the Secretary.
2. The Chair is responsible for sending the Rules of Procedure to Members and assistants after approval or amendments.
3. The Rules of Procedure apply until they are amended or repealed.
4. Proposals to amend or repeal the Rules of Procedure can only be adopted by a majority of two-thirds of the number of Members. These proposals must be made in writing.
5. The text of the Rules of Procedure is accessible for anyone and will be publicised on the website of the Council.

Chapter 2 The Council and its positions

Article 3 The Council

1. The Council represents the students of the Amsterdam Law School.
2. The Council exercises the rights and duties as defined in the Act on Higher Education and Academic Research, the Faculty Regulations for the Amsterdam Law School and other applicable regulations. Members will make an effort for the optimal execution of these rights and duties.
3. The Council acts as a collective. When acting as a representative of the Council, the opinion of the majority will be the opinion of the entire Council. Without this majority, an opinion can only be expressed on personal title.
4. The *Kiesreglement Centrale Studentenraad en Facultaire Studentenraden 2006* applies to the Membership, resignation from the Membership, termination and subsequent

replacement.

5. A member, resigning from the Council, will inform the Chair thereof. In case of resignation by the Chair, the vice-Chair will be informed. Resignations will be recorded in the minutes of the next Plenary Meeting.

Article 4 Council assistants

1. The Council can decide to appoint one or more Council Assistants in the case that not all seats are filled after elections. The maximum number of Council Assistants is equal to the number of seats that have not been filled.
2. Appointment of a Council Assistant requires a majority of two thirds of the number of Members.

Article 5 Secretary

1. The Council can be supported by a Secretary.
2. The Secretary will be appointed by the Council on the recommendation of the Daily Board.
3. The Secretary will be compensated by the university.
4. The Secretary is, among other business, tasked with management of the e-mail address of the Council, taking of the minutes of the Plenary Meeting and archiving those minutes.
5. The Secretary will also keep an action-list for the Plenary Meeting. The action-list is to be reviewed by the Council at the beginning of each Plenary Meeting.

Article 6 Committees

1. The Council will have three Committees:
 - a. Education & Research;
 - b. Organisation & Finance;
 - c. Public Relations.
2. The Committees will meet regularly to, among other things, discuss topics and policies assigned to them, and will prepare documents or discussions for the Plenary Meeting.
3. Meetings of the Committees are presided over by a Committee Chair.

Article 7 The Daily Board

1. The Council has a Daily Board, consisting of the Chair, the vice-Chair and the Committee Chairs. They will be elected by and from the Council at the beginning of the academic year.
2. The Daily Board will meet regularly to manage the day-to-day business of the Council and to discuss proposals for the agenda with the Chair.
3. The Daily Board is responsible for the functioning of the Council.
4. Meetings of the Daily Board will be presided over by the vice-Chair, who also sets the agenda for these meetings. Members of the Daily Board may propose for the agenda.

Article 8 Additional provisions regarding the Chair

1. The Chair signs all outgoing mail and is responsible to the Council for the contents thereof.

2. The Chair can appoint others to sign outgoing mail in name of the Council.
3. In the case of inability of the Chair, the position will be temporarily fulfilled by the vice-Chair.

Article 9 CSR-delegate

1. The Council will elect from its members a Delegate to the Central Student Council, in accordance with the *Kiesreglement Centrale Studentenraad en Facultaire Studentenraden 2006* and the *Reglement voor de Centrale Studentenraad*.
2. The Delegate is simultaneously a member of the Council and the Central Student Council.
3. The Delegate represents the interests of the students and the Council in the Central Student Council. As a representative of the Council, the Delegate, for all activities in the Central Student Council, is bound to the same rules as any other member who represents the Council.
4. The Delegate informs the Council on the relevant activities of the Central Student Council.

Article 10 Treasurer

1. The budget that has been assigned to the Council will be managed by the Treasurer, for which the Treasurer is responsible to the Council.
2. The Treasurer will be elected by and from the Council at the beginning of the academic year.

Chapter 3 Plenary Meeting

Article 11 The Plenary Meeting

1. In principle the Council convenes once every week for the Plenary Meeting.
2. The Chair is responsible for the agenda and presides over the Plenary Meeting.
3. The agenda will be sent at least one day before the start of the Plenary Meeting to the Members, Council Assistants and the Secretary.
4. Every Member has the right to submit points for the agenda to the Chair.
5. During the Plenary Meeting additional points can be proposed during the approval of the agenda.
6. The Plenary Meeting is accessible for the public. The Council can decide that a point of the agenda is discussed behind closed doors.
7. Minutes of the Plenary Meeting will be publicised after approval by the Council on the website of the Council.

Article 12 Quorum and mandate

1. Decisions can only be taken when at least more than half of the number of Members is present, unless established otherwise. This will be the quorum.
2. The quorum will be established by the Chair at the beginning of the meeting.
3. Members will notify the Chair of their absence as soon as possible, but at least one day before the start of the meeting. Absence will be recorded in the minutes.
4. A Member who is absent can mandate another Member to take part in voting in their name. In this case, the absent Member is presumed to be present for the quorum,

unless established otherwise. The mandate is only valid if the Chair has taken notice before the start of the meeting and will be recorded in the minutes. The notice of a mandate must be in a written form and may be sent via digital communication. The Chair will confirm if Members have extended a mandate at the beginning of the Plenary Meeting.

5. On the request of one or more members, a vote can be postponed until two-thirds of the number of Members is present. Without this request, a vote can be held if the other conditions stated in this article are met.

Article 13 Voting

1. Unless established otherwise, the Council decides by simple majority.
2. Unless established otherwise, voting will be conducted by show of hands. This will be done in the order 'for'-'against'-'abstention'.
3. Members can abstain from voting.
4. In the case of an evident majority, the Chair can decide that a vote will not take place. At the objection of one or more Members, a vote will nonetheless take place.
5. In the case of a tie, the proposal will be voted on again at the next meeting. In the case of a new tie, or when all Members have been present at the first vote, the proposal will be rejected.
6. The result of the vote, including the votes of individual Members, will be recorded in the minutes.

Article 14 Voting on persons

1. Voting on persons will be conducted by secret ballot.
2. At least two-thirds of the number of Members has to be present for a vote on persons to be held.
3. Unless established otherwise, a person will be elected if more than half of the number of Members has voted for that person.
4. Council Members, who are a candidate, may take part in voting.
5. Besides the possibility of abstention, a Member can cast a blanco vote during voting on persons.
6. In the case of a tie, a new vote will be held where no votes can be cast for the candidate who received the least votes during the first vote. In the case of a subsequent tie, this process will be repeated until a majority is reached or two candidates remain. If there is still a tie between the two remaining candidates, fate will decide.
7. The result of the vote will be recorded in the minutes.
8. The Council can decide to have a vote, not being a vote on persons, by secret ballot. In that case, this article will apply mutatis mutandis.

Chapter 4 Final provisions

Article 15 Transition

The Members, at the end of their term, are tasked collectively and individually with the care for a sufficient and adequate transfer of information to their successors.

Article 16 'Escape' provision

1. In cases not provided for by the Rules of Procedure, the Council decides after advice by the Chair.
2. In cases where it is not clear how the Rules of Procedure should be interpreted or applied, the Council decides after advice by the Chair.

Article 17 Repeal of previous regulations

The previous Rules of Procedure and all other regulations of equal meaning under the responsibility of the Council are hereby repealed.

Additional article I Notice of absence for other meetings [adopted on October 18th 2021]

Article 12, third paragraph applies mutatis mutandis to other meetings where the presence of the Council as a whole is requested or required, such as Joint Meetings with the Works Council and the Dean.

Additional article II Long-term mandate for regularly absent Members [adopted on November 16th 2021]

Notwithstanding Article 12, paragraph 4, a Member, who at the beginning of a new bloc of the academic year concludes that their agenda is incompatible with the established regular moment for the Plenary Meeting and will therefore be, most likely, regularly absent during that bloc of the academic year, can mandate another Member to take part in voting in their name for a period longer than the duration of one Plenary Meeting, but no longer than the duration of the bloc of the academic year in question. The regularly absent Member wishing to use this option must state so in writing to the Chair, including the name of the mandated Member. When the regularly absent Member is nonetheless present at the Plenary Meeting, the mandate is subsequently null for the duration of that Plenary Meeting. When the mandated Member is absent for the Plenary Meeting, the Chair will inform the regularly absent Member in advance, if possible. At all time and without reason, a regularly absent Member may revoke a mandate as meant in this Article or designate another Member for the mandate. The regularly absent Member and the mandated Member will inform each other from time to time to ensure that the interests and opinion of the regularly absent Member are properly represented.