



Working agreements

Central Student Council 2024/25

Adopted 05/09/2024

Amended 26/09/2024

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1) Roles and Responsibilities

Art. 1 Responsibilities of every council member

1. Will take care of their respective files, by proactively engaging with them. Will take care of the action points and deadlines, and make sure it is communicated and discussed in the committee meeting and the PV.
2. Will remain neutral on their files unless the official stance of the CSR is established.
 - a. In the absence of neutrality, the council can decide to change the ownership of the file. This needs to be decided during a PV. It needs to be decided during a committee meeting to bring it to the PV.
3. Will keep the file overview up to date with the latest developments of their files and (working group) meetings.
4. Discusses the content of working groups prior to the meetings in the respective committee and if necessary, in the PV.
5. Will upload meeting pieces in time, in accordance with art. 2:2, meeting pieces.
6. Will prepare themselves and be in time for committee meetings/PV/OV/GV/GOV and every other meeting they attend as CSR members.
7. Who will be speaking at an OV must be present at the OV preparation and be an assigned speaker for that specific point, unless otherwise internally agreed upon
8. Will keep the rest of the CSR updated through the weekly update form, which will be added to the PV minutes.
9. Will be a public representative of the student population of the UvA, so agrees to having their name and picture on the CSR social media and the website. Any other public coverage requires additional consent.

Art. 2 Delegates

1. Are partly responsible for communication between a respective Faculteit Studentenraad (Hereafter: FSR) and the CSR
2. Are the first contact person in case of lack of communication to a respective FSR.
3. Make sure to communicate CSR stances to their respective council, and the other way around, if necessary or applicable.

Art. 3 The DB

1. Attends all official CSR meetings.
2. Prepares the IAO and IO.
 - a. Takes the input from the IAO/IO to the respective committee, and vice versa.
3. Creates a concept agenda for the PV.
4. Creates the agenda for the GV.
5. Makes facilitating and organisational decisions, and accounts for these, if asked for, in the PV.
6. Maintains cohesion within the council.
7. Maintains transparency towards the council.
8. Updates the council in written form in the relevant weeks' DB minutes.
9. Keeps track of tardiness and absence in meetings.
 - a. Is responsible to discuss possible solutions or consequences for repeated absence or tardiness.

Art. 4 Chair

1. Stays updated with the general course of events in the CSR.
2. Chairs the PV.
3. Keeps the council informed of personal meetings with the CvB or other relevant people.
4. Attends the VZO and represents the CSR.
5. Aims to plan monthly meetings with the FSR chairs.

6. Is the main contact person for councils outside of the UvA, for example unions, etc.
7. Is the first contact person and face to the media.
8. Is responsible for contacting the Raad van Advies and plans meetings with them.
9. Is responsible for the outgoing advices and letters
 - a. Councilmembers who wrote the advice or letter will sign it unless they ask the chair to do so
 - i. The signature, by a member or the chair, will read under it "on behalf of the Centrale Studentenraad [Year-Year]"

Art. 5 Vicechair

1. Chairs and prepares DB meetings.
2. Is responsible for the general planning and keeping an overview (e.g., the OV-cycle).
3. Is responsible for planning PV meeting times, social events, and the evaluation and transfer weekends.
4. Is responsible for evaluations and maintaining productive and positive group dynamics.
5. Is responsible for annual planning in consultation with the committee chairs.
6. Replaces the chair in case of absence.
 - a. Tasks can be further delegated during the PV.
7. Is responsible for planning the OV preparation with the technical chair.
8. Organizes evaluative and confidential meetings with council members.

Art. 6 Committee chairs

1. Organize and prepare the committee meetings and set the agenda for these.
2. Add committee meetings to the shared calendar.
3. Are responsible for providing minutes from the committee meetings.
4. Have the primary responsibility of communicating the content of a respective committee meeting to the DB.
5. Keep an eye on the internal planning of the committee.
6. Are aware of all the active files within their committees and keep oversight.
7. Make a long-term plan for the committee and discuss this with the DB.
8. Are responsible for overviewing the OV strategy.
9. Are responsible for dividing the workload within the committee, with the help of the vicechair.
10. Have the final responsibility for the files in the committee.
11. Are responsible for correctly archiving important documents of their respective committee in the Teams environment
12. Have the final responsibility for the language-checking of outgoing communication of their respective committee.
13. Are responsible for the file transfer to the succeeding council.
14. Make committee work agreements with their committee.

Art. 7 Treasurer

1. Creates a budget for the fiscal year before the start of that year, which is discussed and decided on during a PV.
2. Oversees internal financial administration.
3. Takes due care that the money spent remains within the budget.
4. Ensures that council members follow the right procedures for using the budget. These procedures are stated in the financial regulations.
5. An anonymised overview of expenses will be sent to the council at the end of every block.

Art. 8 Inactive members

1. Members start their term as active members.
2. An active member becomes an inactive member when absent for 2 consecutive plenary meetings for more than half of the meeting.
 - a. If a plenary meeting is not set at least one week before its date, it will not

count as one for this article's purpose.

- b. The DB may decide to strip an inactive member from their voting right by voting with a two third majority during a DB meeting.
 - i. The motivation for this decision must be communicated to the council at the start of the next plenary meeting.
 - ii. This decision can be overturned by the general council in a vote with 2/3 majority
 - iii. The general council has the right of initiative to propose stripping members of voting rights.
 - iv. During a plenary meeting, the Chair and Vice Chair have the discretion to grant any inactive member voting rights for a duration as specified by the Chair but does not exceed that meeting.
 - v. The chair's decision can be overturned by 2/3 of the general council by vote.
- c. An inactive member regains their active member status at the plenary meeting after being present for 2 consecutive plenary meetings for over half of the meeting.

Art. 9 Vetrouwersonsop/Trust Person(s)

- 1. Serves as contact person whenever a conflict arises and as mediators when needed.
- 2. Safeguards the well-being of council members in ways that contribute to the cohesion and comfort of the council.
- 3. Monitors sensitive topics (such as mental health, diversity, social safety, and others) during any meetings.
- 4. Can be contacted regarding any concerns or problems.
 - a. May redirect a person seeking help to the other trust person (if applicable) or the Vice Chair, should they deem the concern to be outside of their limits. This will only be done following discussion with and consent from the individual seeking help.
- 5. Helps the vice chair with the planning of team building or evaluation activities.
- 6. Should meet regularly with the Chair and Vice Chair to update and discuss the general well-being of the council members.
- 7. Doesn't share personal information with other members of the CSR.
 - a. The trust person can discuss any issues/personal information with the other trust person(s) when agreed to by the involved CSR member.
- 8. More information on the role and responsibilities of the trust person(s) can be found under section 4.4 Council Safety of our diversity commitment.

Art. 10 Cleaning and Maintenance of Office

- 1. The CSR office should be routinely cleaned and maintained to an agreed upon cycle
 - a. Council members agree to equal efforts, in addition to agreed systems of upkeep, to make sure the floor, tables, desks, and the rest of the office space is free of rubbish, excessive dirt, and other forms of mess.
- 2. Each member is responsible for discarding, in an environmentally considerate way, their own rubbish. They should not be abandoned in shared spaces and create clutter.
- 3. Do not litter!
- 4. In the case of guests in the office, their respective host(s) is/are responsible for said guests properly disposing of their rubbish before leaving.
- 5. In the case of 'unwelcome guests' (mice, rats, birds, etc.), council members agree in advance to procedures of handling such guests, unless other pre-established and adequate procedures exist.
- 6. The mini fridge will be routinely checked to ensure no food spoils. Each council member is, however, responsible for ensuring that the food they bring themselves does not spoil in the office.
- 7. The office space should never be left in a state of disarray. The office should be ready for use at any point when left empty.
- 8. Delineations or changes to cleaning agreements should always be communicated in

agreed upon communication channels in advance.

9. In case of disagreements or concerns about cleaning procedures, the first person of contact will be the Vice-chair or one of the elected Trust people.

2) Internal meetings

Art. 1 Plenary meeting (PV)

1. The PV time for a block will be decided upon prior to the start of said block, after the suggested time is approved by the council.
2. Official decisions need to be decided on during the PV, voted on through email or mandated to a committee by decision of the PV.
3. Deviation from this procedure can only be decided upon during the PV.
4. Absences must be noted 12 hours in advance to the vice-chair.
 - a. Requests for hybrid meetings must follow this procedure as well.
 - i. The camera must be on to be online present at the PV, if possible. A reason must be given in advance if your camera is off during the PV.

Art. 2 Meeting pieces

1. Meeting Pieces (hereafter: MP) must be sent to the administrative secretary and relevant (committee) chair two working days before the PV by 16:30 to be included in the PV meeting materials.
 - a. Not abiding by this rule may result in this item not being discussed at the PV. Unless the chair decides otherwise, then the MP may be forwarded to the CSR members.
 - b. The AS will send the agenda and documents two working days before the PV at 18:00.
2. For an agenda point and meeting piece to be added to the PV agenda, at least one DB member and the committee chair (if a topic concerns a committee file) must have been informed before the DB meeting of that week and must bring up this agenda point during the PV agenda setting.
 - a. The DB has the final say in the setting of the concept PV agenda and may decide to not include an MP in the PV agenda if there is a valid reason for doing so (e.g., if the maximum meeting time has already been filled).
 - i. A change to the concept agenda can be proposed by any council member during the PV agenda point 'Setting the Agenda' and must be accepted by a majority to be added to the agenda.

Art. 3 Committee meetings

1. Committee meetings are to be attended by committee members. Art. 7(1) of the HR specifies the procedures and requirements related to committee membership.
2. Committee meetings are planned and communicated by the committee chair, at least one week in advance. It is advised to hold committee meetings on the weekdays after the PV.
 - a. Committee meetings will be scheduled at the time slot with the highest attendance. Changes in the schedule will be kept to a minimum.
 - b. If a committee member can't make it to official meetings due to classes, it is the responsibility of the committee member to take up contact with the relevant [committee] chair to discuss options.
3. During committee meetings general files are being discussed.
4. Meeting pieces are made based on the discussion in the committee meeting and send to the PV in accordance with art. 2(2).
5. Each individual committee should create a committee work agreement at the beginning of the year

Art. 4 Daily Board meetings

1. The daily board meetings are mandatory by all members of the daily board and the AS.
2. All CSR members can attend DB meetings, except when confidential points are discussed.
3. The daily board meeting usually takes place once per week, except exam or vacation

weeks.

4. The adopted minutes of the DB meetings are to be sent to the entire CSR by the AS along with the PV concept agenda.
 - a. If a DB meeting took place during a week where no PV meeting took place, the adopted DB minutes will be sent via a separate mail to the rest of the council.

Art. 5 Order of meetings

1. Every meeting has a technical chair, who leads and structures the meeting.
2. To speak during a meeting, the chair assigns turns according to the hand system.
 - a. When discussing a topic, a person can raise their hand, this is a request to speak.
 - b. During a discussion direct response can be given and replied to by raising of hands. If a member agrees with a statement, wiggling fingers in the air or lightly drumming fingers on the table is an appropriate response rather than speaking directly.
 - c. The chair of the meeting decides the discussion length.
3. Every member can call for a technical point.
 - a. A point of order points out to the chair of the meeting that the order of meetings is not followed correctly.
 - b. A point of order gives immediate speaking rights to the person calling for it.
4. Every member can call for an order proposal.
 - a. An order proposal is one to change the meeting order including retaking a vote or adding/removing/reordering agenda points.
5. An agenda point will not be discussed longer than the assigned amount of time unless the technical chair decides otherwise.
6. The technical chair can, on their own accord, deny speaking rights to a participant.
7. By decision of the meeting participants, a technical chair can be replaced during a meeting which is being conducted at that moment.

Art. 6 Communication

1. Emails are the primary means of formal communication. Discord is the main internal communication channel of the CSR.
 - a. Agenda's, relevant documents, minutes, and invitations are sent by email.
 - b. Keeping track of all action points is done in Teams.
 - c. Keeping track of meetings and activities is done in Teams. Absence from any activity is indicated via Outlook with a valid reason.

Art. 7 Decision making

1. Decisions are made by voting where each member with voting rights casts a vote.
2. Before the voting starts the quorum is counted. The quorum is defined as half + 1 of the CSR's members.
 - a. For every inactive member without voting rights, the quorum will be lowered by one.
 - b. If the quorum is not met the voting will be postponed.
3. Votes are anonymised in minutes only for confidentiality or unless an individual requests it.
4. Voting options are: 'In Favour'; 'Against'; 'Abstain'; 'Blanco'.
5. The chairperson of the meeting reads aloud the voting proposal and goes through the voting options, where the votes are cast after an option is read.
 - a. When all votes are cast the voting is closed.
 - b. The chairperson announces the decision.

6. When unable to attend, it is possible to mandate another active council member attending the meeting.
7. The statements used in proposed and adopted decisions should mirror the statements in meeting pieces, voting proposals and their consequential advice or other official communication.
 - a. The committee chair of said file has the discretion to unilaterally withdraw any official communication if they deem it not to mirror former information.
 - i. This decision must be brought to the council, who can overturn it with a 2/3 majority vote.
 - b. In the case of non-existing files, the vice-chair holds the discretion to unilaterally withdraw any official communication if they deem it not to mirror former information.
 - i. This decision must be brought to the council who can overturn it with a 2/3 majority vote.

Art. 8 External meetings

1. All official meetings where the CSR is represented are defined as external meetings.
2. The representative(s) are appointed by decision during a PV or by decision of the DB.
 - a. This appointment lasts the whole council year.
 - b. This appointment can be withdrawn by decision of the PV.

3) Media

Art. 1 General

1. In the media, the before agreed upon council's position is always represented. If there is no decision on the council's position, the opinion voiced is neutral/informative.
2. It is possible to discuss an already published message or media release in the PV. The PV can decide that a message or media release is inappropriate. If so, this should be removed within 2 hours after the decision.
3. In principle, the chairperson is responsible for the direct media representation, in consultation with the social media/communications file holder. Council members forward media requests to the chairperson and social media/communication file holder.

Art. 2 Social Media

1. The content posted by the CSR will remain within the general opinion of the CSR. The PV can decide that a message or media release is inappropriate. If so, this should be removed within 2 hours after the decision is made.
2. At the beginning of the year the O&M committee will decide on the social media file holders.
3. Council members can be made admin upon decision of the O&M committee.

Art. 3 Outreach & Media Committee

1. The O&M committee is responsible for keeping the social media and website of the CSR up to date.
2. O&M events will be communicated to the whole council at least a week in advance.
3. The O&M committee has the autonomy to plan and maintain social media presence. Politically charged content or content not in line with a council stance must be approved of during a PV before posting, or sent to a council chat for review before posting.

4) **Sustainability guidelines**

Art. 1 General

1. CSR strives to keep sustainability as a priority when making decisions. All council members will consider it while working on the files.

Art. 2 Good Practice Guidelines

1. A list of guidelines and good practices should be followed as much as possible. The list includes but is not limited to following points:
 - a. While working on our files, we always try to take sustainability into account.
 - b. We use our reusable cups as much as possible.
 - c. We encourage you to print as little as possible. If we print, we aim to print four pages on one paper (double-sided and two pages per page).
 - d. We reuse the name tags during the OV/GV.
 - e. For CSR paid meals and snacks, catering or food for events, the vegan option(s) should always be the preferred or standard choice. If no vegan choice is available, or there is legitimate reason to not choose the vegan option, a vegetarian option is also accepted.
 - f. We avoid wasting food. We encourage bringing our own food in boxes instead of plastic bags.
 - g. A strong emphasis is placed on local and non-corporate consumption

Art. 3 Green Commitment

1. All council members must follow the agreed-upon sustainability requirements stated within the Green Commitment.
 - a. Unless there is no other option, members must then choose the next best, sustainable alternative.

5) **Confidentiality**

Art. 1 Confidential Files, Agenda Points and Voting

1. Files and agenda points can be made confidential by decision.
2. Voting is made confidential when requested by a CSR member.
3. Voting on people is always done confidentially.
4. Be aware that DeepL stores translated documents and can cause an issue regarding confidentiality. Here we suggest asking someone who knows the language & is let into the confidentiality to translate for you.

6) **Language Policy**

Art. 1 Internal Language Policy

1. The CSR strives to follow the aim of the university to be bilingual. During the meetings, the spoken language is English, unless there is a legitimate reason or agreement beforehand to speak Dutch or another language.
2. Council members aim to prepare the meeting pieces in English, or in Dutch with the English translation available.
3. The meeting minutes can be recorded in the language spoken at the meeting, and an English version of the minutes must always be provided to the council
4. Advices can be written in Dutch, but a proper English translation must be provided to the council.

7) Working Hours and Holiday Regulations

Art. 1 Working Hours

1. The CSR strives to make sure that all official communication, meetings, and expectations to work or reply to messages are limited to the agreed upon working hours. For official communication, a 9 to 17:00 time frame applies. For meetings, a 9:00 to 20:00 time frame applies.
2. Outside of the working hours and on weekends, council members are not required to work. This means that there is no obligation to read or answer messages or to attend meetings. Therefore, enough time should be given to council members to prepare for meetings (e.g., reading meeting pieces, preparing documents, etc.) within working hours.
3. Official meetings such as DB meetings and PVs should, when possible, be planned between 10 am and 7 pm, to allow for preparation time or time after the meeting to finish up work for the day.
4. These arrangements do not apply in the case of urgent need for communication or in case of emergencies. Further, individual council members can make their own agreements regarding working hours, communication and meeting times with themselves or other individual council members.

Art. 2 Holiday Regulations

1. During the UvA wide teaching free days, the CSR is officially on holiday, making these days equivalent to non-working days.
2. For holidays of other religions that council members may be celebrating, these council members are exempted from work on these days. This should be communicated with the vice chair and relevant committee chair in advance, so that the other council members are aware and can respect this.

Art. 3 Leave

1. In the event of an emergency or unforeseen circumstances that require a council member's temporary absence, they must notify the Vice-Chair of their situation as soon as possible.
2. In the event of a planned leave that does not constitute an emergency, the council member informs the Vice-Chair at least three weeks in advance. They also inform the Vice-Chair of their (in)ability to fulfil their tasks during their absence, allowing the council to adjust the working schedule.
3. If the leave is due to an emergency or if it is timely notified, the CSR may grant the absent member an exception to the regulations governing inactivity described in Section 1, Article 9.