




Faculty Council House Rules for <NAME OF FACULTY>



Template Faculty Council House Rules

On the grounds of Article 9.37 of the WHW, every faculty must be accountable to a faculty council. The Template Faculty Council House Rules are guidelines for these faculty councils. Each individual Faculty Council can use the Template to devise their own house rules. The Template will be evaluated every five years to ensure their compliance with current laws and regulations and practical utility.

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Reference:
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Contents

- CHAPTER I GENERAL PROVISIONS 1
 - Article 1 Terms and definitions 1
- CHAPTER II STRUCTURE AND BODIES 1
 - Article 2 Chairperson 1
 - Article 3 Secretary General 2
 - Article 4 Presidium 2
 - Article 5 Committees 2
- CHAPTER III MEETINGS 3
 - Article 6 Committee meetings..... 3
 - Article 7 Internal Meetings 3
 - Article 8 Plenary meetings..... 3
- CHAPTER IV CONVENING MEETINGS AND DRAWING UP THE AGENDA 3
 - Article 9 Convening meetings..... 3
 - Article 10 Drawing up the agenda and participation in meetings 4
- CHAPTER V DECISION MAKING AND REPORTING 4
 - Article 11 Quorum 4
 - Article 12 Voting procedure 4
 - Article 13 Points of order and postponement of meetings 5
 - Article 14 Reports of meetings 5
- CHAPTER VI PUBLIC NATURE AND ATTENDING MEETINGS 5
 - Article 15 Public nature of meetings 5
 - Article 16 Inspection of documents for Council meetings 5
 - Article 17 Right to speak from the public tribune 6
- CHAPTER VII HANDOVER TO THE NEW COUNCIL 6
 - Article 18 Transition period..... 6
 - Article 19 New member administration..... 6
 - Article 20 Introduction documents 6
- CHAPTER VIII FINAL PROVISIONS 6
 - Article 21 Cases omitted by the Rules..... 6
 - Article 22 Derogations from provisions in the Rules 6
 - Article 23 Date Rules enter into force 6
 - Article 24 Citation title..... 6

In view of the provisions of the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*, abbreviated WHW), the Faculty Council of **<NAME OF FACULTY>** adopted the House Rules for the Faculty Council of **<NAME OF FACULTY>** on **<DATE>**. The regulations entered into effect on **<DATE>**.

In the case of discrepancies between the English and Dutch versions of the House Rules, the Dutch text shall prevail.

For the powers of the Faculty Council, please refer to Chapter 7 of the University Council Regulations. This contains the Council's general powers, the powers of consent and advise, of the Faculty Council and the powers of staff delegations.

Chapter I General provisions

Article 1 Terms and definitions

1. The following definitions are used in these regulations:
 - a. University the University of Twente
 - b. law, the WHW the Dutch Higher Education and Scientific Research Act
 - c. Faculty the Faculty of **<NAME OF FACULTY>**
 - d. Faculty Council the council as referred to in Article 9.37 of the law
 - e. Faculty Board the dean, portfolio manager for education, portfolio manager for research and the portfolio manager for operations of the Faculty
 - f. Chairperson the person who chairs the Council
 - g. Secretary General the member of Council who is responsible for the Council's administrative support
 - h. administrative support person who provides official support to the Council
 - i. Presidium the executive board responsible for day-to-day functioning
 - j. internal meeting the meetings of the Faculty Council
 - k. plenary meeting the joint meeting of the Council and Faculty Board
 - l. delegations the staff or students appointed to the Council
 - m. written letter or email
2. Any use of masculine grammatical forms in these regulations is to be interpreted as including their feminine equivalents.

Chapter II Structure and bodies

Article 2 Chairperson

1. The Council shall elect a Chairperson from among its members.
2. The Council shall elect at least one Deputy Chairperson from among its members.
3. The Chairperson and Deputy Chairperson shall be elected at the commencement of the new council year.
4. If both the Chairperson and Deputy Chairperson are prevented from attending, or the Council has not yet elected a Chairperson, the Council shall appoint a Temporary Chairperson to chair the meetings.
5. The Chairperson, or if prevented from attending the Deputy Chairperson, shall represent the Council in disputes between the Council and the Faculty Board.
6. The Chairperson shall also be tasked with, inter alia:
 - a. Convening and leading internal meetings
 - b. Convening and leading preparatory meetings

- c. Convening and leading plenary meetings
- d. Drawing up the agenda for meetings in consultation with the Secretary General
- e. Conducting regular consultations with the Faculty Board
- f. Maintaining contact with the media on behalf of the Council as a whole, and informing them accordingly
- g. Supervising compliance with these House Rules
- h. Conferral of new members, as referred to in Chapter VII

Article 3 Secretary General

1. The Council shall elect a Secretary General from among its members.
2. The Secretary General shall assist the Chairperson in the aforementioned tasks, and be responsible for taking minutes and reporting on the Council's deliberations and those of any committees. Where appropriate, paragraph 6 shall apply.
3. The Secretary General shall be responsible for drawing up and publishing an annual report for the Council, whereby the reporting period runs from 1 September up to and including 31 August of the ensuing year. The annual report shall consist of an abstract of all the minutes and documents in the public domain.
4. The Secretary General shall be in regular contact with the Chairperson in order to prepare meetings.
5. The Secretary General shall be responsible for archiving documentation generated and received by the Council.
6. The Council shall make annual arrangements with the Faculty Board regarding the administrative support for the Council (WHW Article 9.48 (3)).

Article 4 Presidium

1. The Presidium shall consist of the Chairperson and Secretary General, with representation of both delegations, at a minimum.
2. The Presidium shall be tasked with, inter alia:
 - a. Preparing meetings, such as maintaining contacts and making agreements with portfolio managers and/or officials
 - b. Coordinating the Council's work and its committees
 - c. Maintaining contacts with various groups across the whole breadth of the Faculty community
 - d. Anything else required to ensure affairs proceed properly
3. In the event that the Council is required to act before the complete Council meets on an issue, or could reasonably be expected to meet, the Presidium may act on the Council's behalf, pursuant to the law or the Faculty Regulations, provided the Council gives its approval afterwards.

Article 5 Committees

1. The Council shall set up committees to deal with specific key issues, as it deems necessary.
2. The Council shall determine the membership of the committees, based on the Chairperson's proposals.
3. Committee members may solely be drawn from members of the Council.
4. Committee meetings shall be led by a committee chairperson elected by the Council, who shall have the same powers in relation to the committee's work as those assigned to the Chairperson of a Council meeting.
5. The committees are tasked with preparing the substance of agenda items for discussion meetings, but have no formal decision-making powers.
6. The committee chairperson shall become and remain well informed about the state of affairs in their assigned domain, and shall ensure compliance with agreements concluded with the Faculty Board and/or the Faculty Board's support departments.

Chapter III Meetings

Article 6 Committee meetings

1. The committees shall, in principle, meet once during each meeting cycle to prepare internal and plenary meetings. One or more members of the Faculty Board and/or policy officers may participate in meetings at the invitation of the chairperson in order to provide explanations to current agenda items.
2. Committee meetings shall be public. The chairperson may declare a meeting closed in advance backed up with argumentation, for the following valid reason:
 - if the agenda items to be discussed require confidentialityCommittee meetings shall always be open to Council members who are not members of the relevant committee.
3. The committees shall assess whether the Faculty Board has followed the required procedure in drawing up proposals and whether information relevant to decision making is sufficiently available. This concerns among other things making documentation available in good time, consulting with study programme committees, where necessary, and the authorisations of the Council (consent, advise or information).
4. The committees shall draw up a procedural proposal for each agenda item to be discussed, and where necessary, a draft text of a resolution for consent or advise.

Article 7 Internal Meetings

1. Internal meetings shall be for procedural preparation of plenary meetings.
2. The purpose of the meetings shall be to ascertain whether a proposal put forward by a committee could lead to a provisional standpoint of the entire Council or a portion thereof.
3. Additionally, internal housekeeping or Council matters shall be discussed at internal meetings, as well as non-agenda items, such as points from other business and motions.

Article 8 Plenary meetings

1. In plenary meetings, the Council shall discuss with the Faculty Board proposals or points put forward by the Faculty Board and/or the Council.
2. The Council shall be authorised to take legally valid decisions during discussion meetings, with due observation of the provisions of article 11.

Chapter IV Convening meetings and drawing up the agenda

Article 9 Convening meetings

1. The Council shall meet as much as possible during normal working hours.
2. Council meetings shall in principle only be held on specified dates and times set in advance in a meeting schedule determined by the Chairperson and Secretary General. Normally, preparatory meetings shall take place five working days prior to discussion meetings.
3. The Chairperson shall convene the meeting no later than five working days before the date of the meeting by means of a written notice addressed to the members. This time period shall not apply if:
 - a. the Council deems extra internal deliberation necessary after a discussion meeting has taken place;
 - b. the Council has decided on its own by a minimal consensus to hold a series of meetings in succession in the short term.
4. The notice convening the meeting shall always contain the following documents:
 - a. The Chairperson's proposed agenda;
 - b. A draft report of the previous meeting;
 - c. Documents accompanying agenda items.
5. In special circumstances, the Chairperson is authorised to deviate from the meeting schedule and organise an extra meeting or to cancel a meeting.

6. The Chairperson shall convene an extra meeting if this has been requested by at least one-third of the Council members in writing, accompanied by an outline of the topic to be discussed. The Chairperson shall set the date of the meeting in consultation with the Presidium.

Article 10 Drawing up the agenda and participation in meetings

1. The Chairperson shall draw up the agenda for the meeting, in consultation with the Presidium.
2. The agenda must in any case contain the following items:
 - a. Opening the meeting and adopting the agenda
 - b. Announcements
 - c. Adopting the report of the previous meeting
 - d. A list of the documents received from the Faculty Board
 - e. Proposals for initiatives or topics to be discussed put forward by a member or committee, where applicable
 - f. Letters received, at the discretion of the Presidium
 - g. Summary and adoption of resolutions and action points
 - h. Other business
 - i. Closing
3. Council members may submit a request to have a topic put on the agenda. The Council shall decide whether the request to have the topic put on the agenda will be honoured.
4. The Council is authorised to invite non-members to participate in deliberations on a certain topic. They shall have an advisory vote.
5. Council members shall notify the Presidium in a timely manner if they will be prevented from attending a meeting.
6. If in a meeting, or any part thereof, the personal interest of one of the Council members is at stake, the Council may decide that the member concerned shall not participate in the meeting or any part thereof.

Chapter V Decision making and reporting

Article 11 Quorum

1. Meetings shall only take place if at least half the members of the Faculty Council from both delegations are present.
2. If there are not enough members to make a quorum, the Chairperson shall decide whether the meeting shall proceed or not regardless.
3. Legally valid resolutions may only be adopted at a meeting if at least half the members of both delegations are present.
4. In the absence of a quorum, the proposed resolution shall be put on the agenda for the next meeting.
5. If a resolution requires adoption by one of the two delegations, the quorum only applies to that particular delegation (the provisions of paragraph 4 apply mutatis mutandis).

Article 12 Voting procedure

1. A vote shall be carried out on the request of the Chairperson or any of the members. If no vote has been requested for a resolution, the resolution shall be regarded as having been adopted.
2. Every member present during the vote and who is not required to refrain from voting on the grounds of article 10.6 shall be obliged to vote in favour, against or to abstain.
3. The Council shall adopt resolutions by a majority of votes cast. A resolution shall be adopted if the number of votes in favour is greater than those against.

4. The Chairperson shall ascertain whether a quorum is present prior to a vote, whereby a member who is required to refrain from voting on the grounds of article 10.6 shall be considered not to be present and hence will not count as part of the quorum.
5. Oral votes shall be used for business matters, while written ballots shall be used for matters pertaining to people.
6. If multiple resolutions pertaining to one topic have been tabled, the Chairperson shall choose the resolution that in the Chairperson's opinion is most comprehensive for the first vote.
7. If a Council member wishes to amend part of a resolution, the Chairperson shall first submit this proposed amendment to a vote. The provisions of article 12.6 apply mutatis mutandis.
8. If during a meeting it is evident that no vote can be held on an agenda item, the Council can decide to transfer decision making to the Presidium, in conformity with article 4.3.
9. For specific topics, such as those described in the University Council Regulations, the powers of the staff delegation and student delegation may differ.

Article 13 Points of order and postponement of meetings

1. A point of order may be submitted orally at any moment in time and shall be immediately dealt with. The Council shall resolve a point of order without delay.
2. A point of order concerns the course of procedure during meetings and may, inter alia, pertain to:
 - a. The agenda;
 - b. Application of the House Rules;
 - c. The public nature of the meeting, with due observation of article 15;
 - d. Suspending or closing deliberations, and/or postponing decisions on any item on the agenda.
3. The Chairperson can postpone a meeting for a period to be decided by the same at the request of a Council member and/or if the Chairperson deems it desirable for the course of the meeting or for maintaining order.

Article 14 Reports of meetings

1. The Secretary General shall be responsible for making a report of the meeting. The report is an interpretation in writing.
2. The report shall always contain resolutions adopted by the Council.
3. Council resolutions shall be communicated to the Faculty Board as quickly as possible in writing.
4. The report (or portion thereof) that is confidential shall be treated as a confidential document.

Chapter VI Public nature and attending meetings

Article 15 Public nature of meetings

1. Meetings of the Faculty Council shall be open to the public. The Faculty Council may rule in advance, backed up with reasoning, that a meeting, or part thereof, shall be held in closed session. When the reporting of this portion of the meeting should be made public shall be decided during the meeting.
2. The Council shall always deliberate in closed session on:
 - a. Documents designated as confidential by the Faculty Board or submitter;
 - b. Appointments or dismissals of a member of the Faculty Board.
3. The Council may refuse to deliberate on a document designated as confidential.

Article 16 Inspection of documents for Council meetings

Any member of the University community is entitled to inspect the Council's documents, agendas and reports, to the extent these are not confidential, with the Secretary General.

Article 17 Right to speak from the public tribune

The Chairperson can bestow the right to participate in the discussion on persons who are attending the Council's meeting from the public tribune. The Chairperson shall inform the Council of this decision backed up with reasoning.

Chapter VII Handover to the new Council

Article 18 Transition period

When new Council members are appointed, they will be invited to meetings by the current Chairperson.

Article 19 New member administration

1. When new Council members are appointed, they shall be added to the Council's email list, Faculty website, Canvas, 'the archive' and the list server.
2. Former members shall be removed from items mentioned in paragraph 1 at the commencement of the new Council year.

Article 20 Introduction documents

New Council members shall receive: the Faculty Regulations, the University Council Regulations, the Council House Rules, the "Code of Conduct", and the participation compensation scheme.

Chapter VIII Final provisions

Article 21 Cases omitted by the Rules

The Council shall decide on situations not provided for by these Rules.

Article 22 Derogations from provisions in the Rules

In special cases, the Council can decide to derogate from the provisions of these Rules, with the unanimous consent of all members.

Article 23 Date Rules enter into force

These Rules enter into force with immediate effect on the day following their adoption by the Council.

Article 24 Citation title

These Rules can be referred to as: "Faculty Council House Rules for **<NAME OF FACULTY>**."