Standing Regulations for the Joint Meeting of the UvA Central Works Council and the Central Student Council

July 2018

Definitions and abbreviations

Central Student Council: CSR
Central Works Council: COR

Joint Meeting:
The Joint Meeting of the COR and the CSR as referred to in the 2011 Joint Meeting Regulations (‘Reglement voor de Gezamenlijke Vergadering 2011’), adopted by the Executive Board, UvA on 14 February 2012, decision number 2012cb0032.

2011 Joint Meeting Regulations (Regulations):
The Regulations as adopted by the Executive Board, UvA on 14 February 2012, decision number 2012cb0032.

Standing Regulations for the Joint Meeting:
The Standing Regulations as referred to in Article 4.2 of the Regulations.

Article 1 - General provisions
1. The Joint Meeting consists of the members of the COR and the CSR in accordance with Article 3 of the Regulations.
2. The members of the Joint Meeting are independent and not bound by any instructions.

Article 2 - Chairing the Joint Meeting
1. The Joint Meeting will elect a chairperson and vice-chairperson from among its number in accordance with Article 4.1 of the Regulations. The chairperson and vice-chairperson must come from the two sections of the Joint Meeting, the CSR and the COR.
2. The chairperson and vice-chairperson will jointly serve as press spokespersons. They will represent the standpoint of the Joint Meeting. In urgent cases, the chairperson can serve as spokesperson. He/she will notify the vice-chairperson about this immediately.
3. The chairperson and vice-chairperson are jointly responsible for effective communication with the Executive Board. Contacts between Joint Meeting members and the Executive Board will be via the chairperson and vice-chairperson, unless determined otherwise.
4. Correspondence from the Joint Meeting will be signed by the chairperson and vice-chairperson.
5. The chairperson and vice-chairperson will ensure that the annual report of the Joint Meeting is compiled.

Article 3 - Meetings
1. Members will be expected to attend meetings.
2. At meetings, all members will be given the opportunity to present their position.
3. The chairperson and vice-chairperson are responsible for convening the Joint Meeting and drawing up the agenda.
4. The chairperson and vice-chairperson will convene meetings when they consider it necessary. They will also convene a meeting at the request of at least five Joint Meeting members.
5. Efforts will be made to schedule Joint Meetings on Fridays (mornings).
6. Efforts will be made to announce the Joint Meeting at least two weeks in advance.
7. Efforts will be made to send out the agenda to members one week in advance.
8. There will be at least four meetings annually.

Disclaimer: Every effort has been made to provide an accurate translation. However, the official text is in Dutch; any differences arising from the translation are not binding and have no legal effect.
Article 4 - Guests
1. The person who convened the meeting is responsible for inviting guests and including a reference to the invitation and its purpose in the agenda. The invitation will describe the agenda item, the subject and the standing regulations.
2. If, prior to the meeting, five members submit notice in writing to the Secretariat, objecting to the presence of a guest or to an invitation, the invitation will no longer apply. Written notices of objection will be handled confidentially, unless the person submitting the objection indicates otherwise.
3. The ad hoc conversion of a Joint Meeting into a Joint Consultative Meeting with the Executive Board will require a vote of the Joint Meeting.

Article 5 - Decision-making
1. Every Joint Meeting member has one (1) vote.
2. In votes, the options are ‘for’, ‘against’, ‘abstention’ or ‘blank’. An ‘abstention’ vote will be considered not to have been cast and will not count towards the quorum.
3. Votes about persons will be cast in writing, anonymously. Votes about issues will be by a show of hands, unless otherwise determined.
4. In accordance with Article 7 of the Regulations, the relative weighting of a vote will be equal to 1 (one), divided by the number of sitting members of the council of which the person is a member.
5. The Joint Meeting has the option of organising a vote by email, an e-vote. An e-vote will be sent to members by the chairperson or vice-chairperson. The period for voting will be at least 24 hours and 48 hours as standard. The result of an e-vote will be determined taking due account of the vote weightings as stipulated in Article 7 of the Regulations. The quorum for an e-vote is the same as that stipulated under Article 5.6 of these regulations.
6. The Joint Meeting will have a quorum if the following conditions have been met:
   a. The number of members present is equal to half plus one (1) of the number of sitting members of the Joint Meeting.
   b. The number of COR members present is equal to 1/3 of the number of sitting members of the COR.
   c. The number of CSR members present is equal to 1/3 of the number of sitting members of the CSR.
7. If the number of votes cast does not meet the quorum conditions, the vote will be invalid.
8. A simple majority of votes means that more votes are cast for than against. Blank votes do not count in this.

Article 6 - Secretariat
1. The responsibility for the Secretariat of the Joint Meeting is held by the Secretary of the COR.
2. The Secretary is responsible for secretarial matters relating to the Joint Meeting, including facilitating requests for advice and approval, correspondence, the agenda and related documentation and archiving.
3. The Secretary updates the outline agenda, process monitoring and the list of agreements made by the Joint Meeting, ensuring that all members are kept up-to-date.
4. After each meeting, the Secretary compiles the minutes and sends them to all members as soon as possible.
5. The Secretary is responsible for editing the annual report of the Joint Meeting.

Article 7 - Adoption of and amendments to the Standing Regulations
1. These regulations will be adopted by a qualified majority of 2/3 of members of the Joint Meeting present, providing that the conditions stipulated in Article 5.6 b and 5.6c have also been met.
2. Every amendment to the regulations will be adopted by a qualified majority of 2/3 of members of the Joint Meeting present, providing that the conditions stipulated in Article 5.6 b and 5.6c have also been met.
Explanatory notes to the Standing Regulations for the Joint Meeting of the UvA Central Works Council and the Central Student Council

Article 2, paragraph 1
The intention here is not necessarily to break with the tradition of having the CSR chairperson also chair the Joint Meeting and the COR chairperson serve as vice-chairperson. However, what is intended is that from now on this should be determined at the first meeting of the Joint Meeting; if this no longer happens automatically, it is advisable to hold a meeting immediately at the start of the term of office of the Joint Meeting. This article also leaves room to make a choice to appoint an impartial internal or external chairperson for the meeting. In accordance with Article 4 of the Regulations, the chairperson represents the Joint Meeting in law; in his or her absence, the vice-chairperson represents the Joint Meeting.

Article 2, paragraph 4
In the past, this was not always automatic; by including it here, it is also clear to executive officers that letters with only a single signature are not legally valid (and the Joint Meeting can therefore not be called to account in such instances).

Article 4, paragraph 2
It is not practical to convene a Joint Meeting for a decision on the question of whether a guest is permitted to attend the next Joint Meeting. A guest will therefore be invited to a meeting on the understanding that the Joint Meeting will approve this. However, if five members object to the presence of a guest, irrespective of the reasons for the objection, the invitation will no longer be valid and it will be necessary to wait until the next Joint Meeting to determine who actually can be invited as a guest.

Article 4, paragraph 3
This situation arises if the Joint Meeting decides during a meeting that it wishes to have the Executive Board join the meeting.

Article 5, paragraph 2
Blank votes do not count when determining the proportion of votes, but do count towards the quorum, which means that blank votes can be seen as neutral; abstentions do not count towards the quorum.

Example to illustrate the difference between blank and abstention votes in voting results:
- 5 for, 4 against, 11 blank
  The proposal is adopted; this is because there is a quorum and more votes in favour than against, with the rest being neutral.
- 5 for, 4 against, 11 abstentions
  This proposal is not adopted; this is because there is no longer a quorum since a majority has abstained.

Article 5, paragraph 5
(No longer applicable)