Policy for Assembly Procedure

Adopted by the Assembly 2024-04-27

This policy describes the procedure of the Assembly, beyond what is regulated in the Statutes and the By-laws of the Social Sciences Student Union.

Meetings

The Assembly convenes at least twice per semester. According to the Statutes *§4.8.1 Time for Meetings*, both the Board and the Assembly hold the right to decide when the Assembly is to convene. Decisions on the time for meetings should, however, preferably be made by the Assembly.

Meeting series

At the beginning of the operational year, the Assembly decides upon a meeting series for the year, consisting of dates for all the ordinary meetings intended to take place. The Presiding Committee of the Assembly is responsible for suggesting a meeting series, in consultation with the Presiding Committee of the Social Sciences Student Union.

Fixed meetings

The meeting series of the Assembly shall include certain fixed meetings, with recurrent and predetermined errands:

- **Start-of-Term Assembly**
  The Assembly should convene for the first time during a semester in close connection to the start of term. This is so that the Assembly can conduct by-elections at an appropriate time that promotes the recruitment of active members for the operational year/semester.

- **Winter Assembly**
  The Winter Assembly is the last ordinary Assembly meeting for the fall semester, and shall take place in November or December. At the Winter Assembly, the following recurrent errands are treated:

  - Annual and Economic reports for the previous operational year,
  - Audit reports and decision on discharge of liability for the previous Board,
  - Ordinary election of delegates to the SFS General Council, and Inspectorate.

- **Spring Assembly**
  The Spring Assembly is the last ordinary Assembly meeting for the operational year, and shall take place in May. At the Spring Assembly, the following recurrent errands are treated:

  - Action Plan, Political Action Plan and Budget for the coming operational year,
  - Strategic Plan (every three years),

- Report on the Political Action Plan,
- By-elections for the coming operational year.

Thematic meetings

The Assembly may, if it so wishes, devote a meeting to a specific theme. In conjunction with this, the Assembly may choose to extend a special invitation to any party, within or outside of the student union, that holds expertise on that theme and/or works with the theme that is to be treated. During a thematic meeting, any other errands that the Assembly has received shall also be provided with time for treatment.

Other meetings

In other Assembly meetings than the ones described above, the Assembly simply treats any errand that has been received on time before the meeting.

Meeting climate

Assembly meetings shall occur in accordance with the student union's Equality Policy, and in particular the provisions therein that concern work environment, accessibility and meeting climate. Beyond this, the meeting climate of the Assembly shall promote active participation from all Assembly members, and make it easy for other members of the student union to participate in the meeting and make their voices heard. The Assembly has a common responsibility for this. Particular responsibility falls upon the Presiding Committee of the Assembly to lead Assembly meetings in a way that promotes a good meeting climate and easy participation for all members.

Preparations

This section describes further provisions regarding formalities to be considered in the preparations before Assembly meetings, as well as other means of preparation that are available to the Assembly.

Call for meeting

The Speaker of the Assembly makes the call for Assembly meetings no later than 15 business days before the meeting. The call is sent by email to Assembly members and those constantly co-opted, and is posted for all members to see on the student union's website. In the call, information about how to submit errands for the meeting, and the deadlines associated, as well as information about how to candidate for by-election or in an ordinary election that may be conducted at the meeting, and associated deadlines, shall be communicated.

Agenda

The Speaker of the Assembly is responsible for creating and proposing an agenda for Assembly meetings, with account for the received errands and any other information that needs to be considered. Unless called for by special circumstances, errands shall be treated by the Assembly in the following order:

1. Opening of the meeting,
2. Establishing the list of voters,
3. Rules of notification,
4. Election of meeting functionaries,
5. Co-options,
6. Approving the agenda,
7. Previous meeting minutes,
8. Information points,
9. Election errands,
10. Proposals,
11. Motions,
12. Interpellations,
13. Discussion points,
14. Miscellaneous,
15. Closing of the meeting.

Documents

Documents for Assembly meetings are sent by email to Assembly members and those constantly co-opted no later than 5 business days before the meeting, and are posted for all members to see on the student union's website. The meeting documents shall include the agenda and any document belonging to an errand that was submitted on time before the meeting. Any documents that were submitted late, shall be marked as such and be made available for Assembly members and all members of the Social Sciences Student Union promptly after they have been received by the Speaker.

Preparatory meeting

In case it is deemed necessary, the Presiding Committee of the Assembly may call the Assembly members for a preparatory meeting before an Assembly meeting. The purpose of the preparatory meeting shall be clearly stated in the call.

Training for Assembly members

New Assembly members shall be offered an introductory training for their role within a month after they step into the position, with exception for those periods when the Assembly is not allowed to convene (15 June–31 August and 16 December–15 January).

Errands

The Assembly handles many different types of errands. In this section, the deadlines for submitting different kinds of errands are described, as are certain errands which are recurringly treated by the Assembly, though without a fixed timing.

Motions

Proposals for decision that are submitted by individual members of the student union are called *motions*. A motion shall contain clear decision points (in the form of a *to*-phrase), and should contain a descriptive background text where the proposal is motivated. Motions shall be submitted no later than 10 business days before an Assembly meeting. This is so that the Board of the Social Sciences Student Union has time to treat the motion, and write a response to it where they recommend the Assembly to approve or reject the motion. The motion response from the Board shall be included in the documents for the Assembly meeting.

Proposals

Proposals for decision that are submitted by the Board of the Social Sciences Student Union, or proposals regarding political matters that are submitted by the Education Committee, are called *proposals*. A proposal shall contain clear decision points (in the form of a *to*-phrase), and should contain a descriptive background text where the proposal is motivated. Proposals shall be submitted to the Speaker of the Assembly no later than 6 business days before an Assembly meeting.

- **Recurrent proposals without a fixed timing:**
    - Dates for the Assembly election,
    - Proposal to update the Equality Policy (every two years).

Discussion points

Discussion points shall be submitted to the Speaker of the Assembly no later than 6 business days before an Assembly meeting, and should be accompanied by a written document that clearly outlines the question at hand and provides relevant background information.

Information points

Information points can be raised by the internal bodies and trustees of the student union, and shall be submitted to the Speaker of the Assembly no later than 6 business days before an Assembly meeting. Large information points should be documented in writing, and such documents shall also be submitted 6 business days before a meeting. When trustees of the student union report to the Assembly on their work, it is done as an information point.

- **Recurrent information points without a fixed timing:**
    - Midway reports on the Action Plan and Budget (is done at the Winter Assembly or at the spring Start-of-Term Assembly.
    - Progress report on the Political Action Plan,
    - Information about resignations,

Interpellations

An interpellation is a formally submitted question to an individual trustee or a body within the student union, who is obligated to respond to the question before the Assembly. Interpellations shall be submitted in writing to the Speaker of the Assembly, who is responsible for conveying the interpellation onwards, no later than 10 business days before an Assembly meeting. An interpellation shall contain a clearly stated question and clearly state to whom it is addressed. It should also contain a descriptive background text where the question is motivated. The interpellated shall submit a written response to the interpellation no later than 6 business days before the meeting, and be included in the meeting documents. An interpellated trustee or the chair of an interpellated body should also be available to answer any follow-up questions at the Assembly meeting. An interpellation errand is concluded by a decision from the Assembly on whether or not the submitted question can be considered answered.

Vote of no confidence

The elected trustees of the student union may be relieved of duty through a vote of no confidence. A motion of no confidence shall be submitted to the Presiding Committee of the Social Sciences Student Union no later than 6 business days before an Assembly meeting, and should be accompanied by a descriptive background text where the motion of no confidence is motivated. The Presiding Committee of the student union is responsible for conveying the errand to the Speaker of the Assembly, and to, before the meeting documents are made public, notify the concerned trustee.

Section errands

The sections of the Social Sciences Student Union are semi-autonomous parts of the student union. This means that the sections have extensive freedom in shaping their own operations and organisation, but that the operations and steering documents of a section may not go against the Statutes, By-laws and other decisions of the central student union. Therefore, certain section errands shall be brought to the Assembly of the student union. Changes to the statutes of a section shall be ratified by the Assembly, and meeting minutes from the Section Meeting shall be forwarded to the Assembly for information. Decisions made by the Section Meeting can only be changed by the Assembly of the Social Sciences Student Union.

Sections of the student union also hold exclusive rights to nominate to student representative positions within their respective departments, while the Assembly of the student union decides on the election to these positions. Nominations from the sections are prioritised in the same order as regular election errands.

Candidacy

By-election to vacant positions of trust may be conducted at all ordinary Assembly meetings, unless otherwise decided. If the Nominating Council prepares candidates for election, their nominations shall be made public no later than 10 business days before the meeting. Counter-candidacies to positions with nominated candidates shall be submitted to the Speaker of the Assembly no later than 6 business days before the meeting. To any position without a nominated candidate, one may candidate on the spot at an Assembly meeting. Candidate presentations shall be submitted to the Speaker of the Assembly no later than 6 business days before the meeting to be included in the meeting documents.

Late submissions

Decision errands and other errands that have been submitted late to the Assembly, according to the above-defined time frames, may only be treated if a qualified majority of the Assembly agrees to it.

Election meeting

Outside the ordinary meetings of the Assembly, the Assembly shall convene for a special election meeting during March or April, in order to handle most of the ordinary election errands for the

coming operational year. The Assembly is free to divide the election errands into several election meetings.

Election errands

Unless called for by special circumstances, ordinary elections to the Social Sciences Student Union's positions of trust shall be conducted in the following order:

1. **Board**
    a. Full-time remunerated positions
        i. Presidial responsible for General Faculty Matters
        ii. Presidial responsible for General University Matters
        iii. Presidial responsible for Student Welfare Matters
        iv. Event Coordinator
        v. Labour Market Coordinator
    b. President of the Social Sciences Student Union
    c. Board members
2. **Elected Committees**
    a. Education Committee
        i. Chairperson, Vice Chairperson
        ii. Members
3. **Vice Event Coordinator**
4. **Vice Labour Market Coordinator**
5. **Student representatives**
    a. Remunerated positions at faculty level
    b. Other positions at faculty level
    c. Positions at department level
        i. Department of Gender Studies
        ii. Graduate School
        iii. Department of Communication and Media
        iv. Department of Psychology
        v. Lund University Centre for Sustainability Studies (LUCSUS)
        vi. Sociology of Law Department
        vii. Department of Sociology
        viii. Department of Political Science
    d. Election following nomination from a section
        i. Human Geography Department (following nomination from Pluto)
        ii. Department of Strategic Communication (following nomination from Agora)
        iii. Department of Service Studies (following nomination from Agora)
        iv. School of Social Work (following nomination from Socionomsektionen)
6. **Assembly-related bodies**
    a. Presiding Committee of the Assembly
        i. Speaker
        ii. Vice Speaker
        iii. Secretary
        iv. Vice Secretary
    b. Nominating Council
        i. Chairperson

ii. Members
iii. Alternate members

c. Election Committee
   i. Chairperson
   ii. Members
   iii. Alternate members
d. Activity auditors
   i. Ordinary auditors
   ii. Alternate auditors

Preparation of candidates

The Nominating Council is responsible for preparing candidates to ordinary election errands. The Nominating Council is responsible for announcing the opportunity to candidate to the student union's positions of trust for the coming operational year at an appropriate time, and to set the deadlines for submitting applications and nominations to positions of trust. The Nominating Council shall announce their nominations no later than 10 business days before the election meeting. The Nominating Council shall no later than in the meeting documents convey the motivation behind their nominations. The Nominating Council does not prepare candidates for the Nominating Council.

Counter-candidacy

Counter-candidacies to positions with nominated candidates shall be submitted to the Speaker of the Assembly no later than 6 business days before the election meeting. To any position without a nominated candidate, one may candidate on the spot at the election meeting. Candidate presentations shall be submitted to the Speaker of the Assembly no later than 6 business days before the meeting to be included in the meeting documents.

Order of negotiations

In the third chapter of the Statutes, an *Order of negotiation* that is common for the entirety of the Social Sciences Student Union is defined. Beyond those provisions, the order described in this section applies to Assembly negotiations.

Rights

- **Right to attend**
  All ordinary members of the student union have the right to co-opt themselves to Assembly meetings, according to the Statutes *§2.5 The Rights of Members*, unless the Assembly decides to conduct the meeting behind closed doors.

- **Right to speak**
  The members and Presiding Committee of the Assembly, and all those co-opted to the meeting have the right to speak in the negotiations.

- **Right to move**

Unless otherwise decided, only members of the Assembly and those who in the capacity of their roles are constantly co-opted with the right to move, according to the Statutes *§4.8.6 Co-options*, have the right to move for a decision during open negotiations.

- **Right to vote**
  Serving members of the Assembly are the sole holders of the right to vote in Assembly negotiations. An Assembly member's right to vote gains effect when they are established as on the list of voters.

Meeting functionaries

- **Speaker**
  The Speaker of the Assembly leads the negotiations. In their absence, negotiations are led by the Vice Speaker. If both the Speaker and Vice Speaker are absent, the Assembly shall elect a substitute Speaker for the meeting. The responsibilities of a substitute Speakers are not completed until the protocol for the meeting has been certified.

- **Secretary**
  The Secretary of the Assembly records the negotiations in a protocol, and keeps the speaker's list. In their absence, the responsibilities of the Secretary are carried out by the Vice Secretary. If both the Secretary and Vice Secretary are absent, the Assembly shall elect a substitute Secretary for the meeting. The responsibilities of a substitute Secretary are not completed until the protocol for the meeting has been edited and certified.

- **Certifiers and vote counters**
  Two members of the Assembly are elected to certify the meeting protocol and count votes when a closed vote is held, or when a vote count is requested during an open vote. The responsibilities of elected certifiers and vote counters are not completed until the protocol for the meeting has been certified. Certifiers and vote counters should be present for the entirety of the meeting, and may not be up for election during the same meeting.

Discussion

The Assembly discusses errands in the following structure:

1. The errand is presented by the initiator of the errands,
2. Opportunity to ask questions about and for clarification about the errand,
3. Discussion about the errand,
    a. During the discussion, Assembly members and those constantly co-opted with the right to move have the opportunity to present moves on or amendments to the errand,
4. The Assembly goes into decision.

Speaker's list

When Assembly meetings take place in person, Assembly members and co-opted participants ask for the floor by raising cards with their participant's number on it. The person asking for the floor is then put in a queue to speak, through a so-called speaker's list. Assembly negotiations

utilise a double speaker's list. This means that individuals who ask for the floor for the first time, on any given errand, are given priority over those who have already spoken. Those who ask for the word for a second time are placed on the second speaker's list, and are given the floor only when the first speaker's list is empty. The speaker's list is reset each time an errand is concluded.

Reply
A reply can be requested by a person who has been directly addressed or mentioned by another speaker. A reply is requested by raising one's participant card and uttering "Reply", and the request must be made in connection to their being mentioned. The Speaker decides if the request to reply shall be granted. A granted request to reply breaks the speaker's list. A reply may not be used to present new motions.

Point of information
A point of information can be requested in order to bring forgotten facts to attention, or to bring attention to direct inaccuracies that are expressed in the discussion. A point of information is requested by raising one's participant card and uttering "Point of information". The Speaker decides if the request for a point of information shall be granted. A granted request for a point of information breaks the speaker's list. A point of information can be provided by the person requesting it, or may be directed as a request for information from someone else present. A point of information may not be used to present new motions or argue for a certain position, but should be used to provide the meeting with factual information.

Point of order
A point of order can be raised in order to bring attention to breaches against Assembly procedure or other agreements about the order of the meeting, or to raise a motion regarding the forms of the meeting (e.g. to end the debate, to adjourn for a break). A point of order is raised by raising one's participant card and uttering "Point of order". A point of order breaks the speaker's list, and shall be handled before the interrupted errand is resumed.

End of debate
The debate can be ended if the Assembly feels that the discussion has gone on for too long. If the Assembly decides to end the debate, all participants are given the opportunity to put themselves on the speaker's list one last time. Once the speaker's list is empty, the Assembly goes into decision. Followingly, a decision to end a debate also means a last opportunity to present motions or amendments on the errand at hand.

Amendments
An amendment is a motion to change something, add something or remove something from the proposal for decision that has been presented by the initiator of an errand. Amendments shall be submitted in writing to the Presiding Committee of the Assembly, and should be formulated as a clear *to*-phrase.

Decision

When the Assembly goes into decision, the Speaker shall repeat the proposals on the table, and propose a voting order.

Voting

In an open vote, the Assembly votes using acclamation, which means to vote using your voice by uttering "Aye" to affirm the Speaker's statements ("All those in favour", "All those against"). If a vote count is requested before the gavel hits the table, the Assembly shall repeat the vote by means of raising their voting card. For election errands, a particular set of voting rules apply, which are defined in the Statutes *§3.5.2 Election Procedure*.

Abstain from voting

An Assembly member may abstain from voting on an errand when it wishes not to participate in a certain decision. An abstention from voting must be reported before the Assembly makes a decision on the errand. One reason to abstain from voting may be that they are biassed in relation to the errand. On request, abstention from voting on a certain point may be noted in the protocol.

Reservation

The members of the Assembly are collectively responsible for decisions made by the Assembly. If an Assembly member disagrees with a decision to the point where they wish to renounce responsibility for the decision, they have the opportunity to reserve themselves against the decision. This is done by notifying the Presiding Committee of the Assembly of one's reservation, and this should be done immediately following the decision in question. Reservations are noted in the protocol for meeting. Board members also have the opportunity to reserve themselves against Assembly decisions, as does the initiator of errand at hand.

Note in the protocol

Assembly members, Board members and the initiator of a given errand may hand in a note to the protocol, and thereby convey their position on an errand of convey information that they consider of importance to record in the student union's written records. A note in the protocol may, for example, be used to motivate one's reservation against a certain decision.

Table an errand

If the Assembly wishes not to make a decision on an errand during the present meeting, the Assembly may decide to table an errand until the next meeting. An errand that has been tabled by the Assembly shall be presented to the Assembly in the exact same shape as it was received to the present meeting.