

Code of Order of the Faculty Council

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CHAPTER 1: DEFINITIONS

Article 1

In this article the following definitions are understood:

- a. Dean: the individual given the task of the general management of the RSM Erasmus University of the Erasmus University Rotterdam;
- b. Chair: the chair of the RSM's faculty council of the Erasmus University
- c. Faculty: the government-financed section of the Rotterdam School of Management Erasmus University (RSM) of the Erasmus University Rotterdam (EUR);
- d. Faculty Council: the faculty council of the RSM of the Erasmus University Rotterdam, as installed at the beginning of the new academic year. The Faculty Council is further referred to by the abbreviation 'FC';
- e. Faculty Regulations: the Regulations of the RSM of the Erasmus University Rotterdam, as intended in article 9.14(3) of the Law governing Higher Education and Academic Research (WHW in Dutch).
- f. Official secretary: the staff member appointed by the Dean to support the Faculty Council;
- g. Personnel: personnel linked to the EUR with temporary or permanent employment, regardless of its fte size;
- h. Student: someone who is registered as such at the EUR;
- i. Vice-chair the person replacing the chair of the faculty council of the RSM Erasmus University of the Erasmus University Rotterdam who takes the place of the chair in the chair's absence in observing proceedings

CHAPTER 2: WORKING METHOD OF THE FACULTY COUNCIL

Section 1: Attendance at the first meeting

Article 2

1. The chair of the outgoing FC will call a meeting with the newly elected members of the FC within a month after the results of the election have been made known. The FC will dedicate this special session to the new members to help them prepare for their responsibilities as FC members.
2. In addition, new members will also be invited to attend the external part of the final meeting of the outgoing FC for that academic year.
3. The official secretary of the council - as a neutral party - will be responsible for organizing the

procedure to elect the chair and vice-chair for the new term. The chair or vice-chair of the former FC will chair the first meeting of the newly elected FC in order to assist in the election of the new chair.

4. The chair of the outgoing FC conducts the activities of the chair until the moment at which the new FC has chosen a chair.
5. The chair and the vice-chair will be elected at the beginning of each new FC. A chair and vice-chair from a previous year's FC can stand for re-election.
6. Members of the FC vote as to whether they want the chair to be a member of the FC or an external chair, who is not a member of the FC.
7. The vote on whether the FC wants an external chair will be done by secret ballot, in writing, during the internal meeting. Members must be present in order to vote. Digital voting is only allowed in accordance with Article 6 (5). Members can vote "Yes" when in favour of having an external chair or "No" when in favour of appointing an internal chair. It is not an option to abstain from a vote ("Blank"). The votes will be counted and the result announced by the official secretary. If the vote is tied, the FC will discuss the issue once more. Following that, the matter will be voted on a second time. If it is tied again, the option of having an external chair will be discarded.
8. If the vote is for an external chair:
 - a. The vacancy for the external chair - open to everyone at the Erasmus University - should be posted immediately. It should outline the responsibilities of the chair and the role of an external chair.
 - b. The FC will appoint a selection committee, which should consist of two student and two personnel representatives. Both the student and personnel sections should - respectively - determine who shall represent them in this committee. It will be up to the selection committee to inform the FC openly and transparently about their progress and decisions.
 - c. If no suitable candidate is available, the option of having an external chair will be discarded.
 - d. If more than one suitable candidate is available, the select committee will ultimately select two candidates it deems suitable for the position. Members of FC will vote on these candidates.
9. If the FC has voted for an internal chair, candidates for this position must be announced no later than a week before the vote is scheduled to take place.
 - a. The vote will be conducted by means of a secret ballot, in writing, during the internal meeting.
 - b. Members must be present in order to vote. Digital voting is only allowed in accordance with Article 6 (5).
 - c. The votes will be counted and the result announced by the official secretary.
 - d. If the vote is tied, the FC will vote on the chair via a secret ballot a second time. If the vote is still tied, the FC will decide upon the most appropriate way to break the gridlock.
10. The vice-chair(s) will be elected according to the same procedure as for the internal chair.

[Section 2: Chair, vice-chair, official secretary](#)

Article 3

1. The FC chooses a chair for a term of one (1) academic year. In accordance with article 2, the chair can either be a member of the FC or an external chair.
2. If the chair is not a member of the FC:
 - a. the chair does not have voting rights, but may give advice.
 - b. the FC must elect two vice-chairs, one from the student representation and one from personnel.
 - c. The vice-chair will be responsible for the casting vote as referred to in Article 13 (4) and will also represent the FC externally. Which vice-chair will take on this responsibility is determined in accordance with paragraph 6.
3. The chair should be bilingual, being able to present the discussion or explain issues in both Dutch and English when required.
4. The FC has one or more (maximum two) vice-chairs. Two vice-chairs are mandated if the chair is not a member of the FC (see paragraph 2). One of these vice-chairs should be from the student representation in the FC, the other from personnel. In the absence of the chair of the FC, the vice-chair takes over the chair. In that case, the same provisions which apply to the chair will apply to the vice-chair. As the vice-chair is always a member of the FC, the vice-chair will have member voting rights.
5. The chair of the FC has the following duties:
 - a. Chairing the FC meetings;
 - b. Giving instructions to the official secretary
 - c. The (re-)opening, suspending and closing of meetings;
 - d. Appointing people to speak
 - e. Maintaining order during meetings; He/she can prevent a FC member from disrupting the order or using inappropriate language.
 - f. Formulating the proposals that the FC has to decide upon;
 - g. Announcing the results of the votes;
 - h. Maintaining contact with relevant parties;
 - i. Supervising the compliance of these regulations.
 - j. Where the chair may have a conflict of interest concerning any agenda point, the meeting can then be chaired by the vice-chair.
6. The chair, or in his/her absence (one of) the vice-chair(s), represents the FC in law and in fact. If there is more than one vice-chair, the vice-chair who is the longest serving member of the FC will be the vice-chair representing the FC. If both vice-chairs are new members, the FC can opt to vote upon which vice-chair will take over the tasks of the chair by way of a written vote.
7. The official secretary ensures, in cooperation with the chair, the internal coordination and external communication, as well as the administrative support.
 - a. The official secretary is present at all meetings and gatherings of the FC. If the official secretary is absent, the official secretary will be replaced with an appointed official.
 - b. The official secretary will consult with the chair of the FC about the concept agenda for the FC meetings.
 - c. The official secretary will consult with the chair of the regular committees about

- the concept agenda for the respective committee's meeting.
- d. The official secretary will call for the meetings and will make sure the relevant documentation for the meeting is sent.
 - e. The official secretary will make a report of all meetings. The official secretary will send this report to all of the members.
 - f. The official secretary will formulate relevant letters, such as for advice and for approval.

Section 3: Frequency of meetings and meeting schedules

Article 4

1. The FC meets at least 6 times per yearly term of office and as often as necessary in respect of the Faculty Regulations and to be able to fulfil its task on the basis of, and in observance of, the WHW.
2. The FC establishes a preliminary meeting schedule for the yearly term of office at its first meeting, in consultation with the dean.
3. In the second meeting, the schedule should be confirmed. In consultation with the Executive Board, amendments may be made to the schedule if the dean or members of the FC representing students or personnel request an additional meeting or a change to the meeting schedule. The request should be in writing and given at least 2 weeks in advance.

Section 4: Preparation and announcement of the meeting

Article 5

1. The chair prepares the agenda for the meetings and makes a proposal.
2. The chair indicates in the proposal which subjects should be dealt with in a closed meeting, taking into account that which is stipulated in article 17 and the following.
3. A FC member can make a request in writing to the chair for a subject to be included on the agenda up to fifteen days before the day the meeting will take place. Possible related materials should be submitted together with the request.
4. In special cases the FC can, at the request of its members, decide to add a subject to the agenda. This subject cannot be in reference to persons.
5. An interested party can request a member of the FC to add an item to the external agenda. Members of the FC can decide by majority vote whether the requested item will be added to the external agenda.
6. If a subject is to be placed on the agenda, the relevant documents for that subject must be available for inspection at least 7 working days before the meeting, as should the agenda. Relevant

documents should also be available in English where feasible.

Article 6

1. The FC members are invited to the meeting in writing by or on behalf of the chair seven days before the day of the meeting. The term of notification can only be changed in cases as referred to in the fourth paragraph of this article.
2. The FC establishes the agenda for both the internal and the external meeting.
3. The proposal for the agenda and all related items are sent together with the notification. Hereby is included, in any case:
 - a. the minutes and the 'to do list' of the previous meeting;
 - b. the relevant documents for the agenda points
 - c. The external agenda will be sent to external participants within 7 days of the meeting.
4. The chair can call the FC members for a meeting at shorter notice for the treatment of an urgent subject. The term of notification may not be shorter than twenty four hours.
5. Members of the FC have the duty to be present at FC meetings. There is only an exemption from this duty in cases of serious personal circumstances, study obligations, educational obligations and/or research obligations. A FC member that is unable to attend a meeting must provide proper advance notice, a minimum of 48 hours (unless that which is defined in paragraph 4 is the case) to the official secretary of the FC, where possible in writing.
6. As a result of a violation of the duty to be present by:
 - a. A member of the personnel party, a proportional part of the compensation for time invested in the organizational part will be withheld.
 - b. A member of the student party, the board membership grant will be reduced proportionally.

[Chapter 3: Consultation and decision making](#)

[Section 1: Quorum and voting](#)

Article 7

1. The chair opens the meeting first, after he/she has established that at least the majority of the number of members are present.
2. After the meeting has opened the FC can make consultations and decisions until the compulsory number of members is no longer present.

Article 8

1. If the compulsory number of members is not present fifteen minutes after the commencement time specified in the notification, the chair establishes that the meeting will be of a consultative nature only and no decisions can be made.
2. If a meeting, on the basis of that established in the previous paragraph, has not been able to proceed, the chair will declare a new meeting as quickly as possible, taking into account that which is established in article 6 paragraph 1 of the Code.
3. If in a newly declared meeting, as defined in paragraph 2, the compulsory majority of the number of members is again not present, only consultations can be made regarding the matters listed on the agenda.

Article 9

1. The FC establishes the agenda after the opening of the meeting.
2. Items related to subjects, differing from that proposed in the agenda but included in the agenda, are distributed for the benefit of the meeting.
3. The handling of the subjects occurs in principle according to the sequence on the agenda. The chair introduces the agenda points for discussion.
4. The chair can, in so far as the FC is in agreement with this, introduce a limit to the speaking time permitted. This limitation will be implemented at the beginning of the handling of the agenda point in question.

Article 10

The FC can only make decisions regarding matters included on the agenda, unless the decision concerns proposals of order. A proposal of order regards the state of affairs during a FC meeting. Digression regarding this regulation can only occur if the FC personnel representation is present in full and can therefore decide unanimously (or in the case as referred to in article 10 of the Faculty Regulations).

Article 11

The chair can suspend the meeting before the completion of the meeting if, in agreement with the chair and the majority of the FC this is deemed desirable.

Article 12

A FC member that disrupts the progress of the meeting regularly through his/her behaviour and hinders the FC from carrying out its task can be suspended by the FC at the request of the chair or vice-chair in the absence of the chair. For such a decision, a qualified majority (3/4 of the votes of the FC members present at the meeting at that moment) is necessary. The FC will determine the term of suspension.

Article 13

1. Voting about matters occurs either verbally or in writing. This is determined by a majority of the FC members present at that moment at the meeting in question. Voting about people always occurs in writing. For the calculation of the number of votes cast, abstained votes do not count.
2. In exceptional circumstances, voting can be digital if a member cannot be present. The FC will decide by majority vote in advance of the meeting whether the circumstances for the absence of the member are in accordance with Article 6 (5).
3. If there is no majority or no qualified majority of votes of those present in the FC for a proposal or if the votes are equally divided, the proposal will be voted upon again after further discussion. If the votes are then still equally divided due to the lack of the necessary (qualified) majority, the proposal, whether concerning matters or people, will be postponed to the following meeting.
4. The item postponed to the following meeting will be voted on again. If the deadlock persists, the chair will have a casting vote. If the chair is absent for reasons stated in Article 6 (5), a digital vote by the chair is permissible. However, a chair may not exercise a casting vote if the chair has a personal interest in the matter. The casting vote will then fall to the vice-chair. If there is more than one vice-chair, the vice-chair who has no personal interest will have the casting vote. If neither has a personal interest, the vice-chair who has served the longest in the FC will have the casting vote. If both vice-chairs are new, members of the FC will vote in writing as to which vice-chair will have the casting vote. This will be organised by the official secretary.

[Section 2: Committee and experts \(invited\)](#)

Article 14

1. The FC can establish a committee or request an expert for advice in handling a particular subject.
2. The FC does not make any decisions about the subject in question until the committee or expert in question has been given an opportunity to provide advice. The FC determines the term within which the advice should be given.
3. An advice is provided in writing unless it is of an urgent character. In that case the FC can decide that a verbal advice is sufficient.
4. In the case that an advice is given in writing, the committee or expert will be given the opportunity to be present at the meeting in which the subject is discussed, in order to provide information where necessary regarding the advice.

Article 15

1. The FC can invite one or more experts to be present at its meeting, with regard to the handling of a particular subject.
2. The FC can extend a similar invitation to the dean, who may be accompanied by one or more members of the management team.
3. The chair invites those of the faculty community that regarding Article 5 paragraph 3 have submitted a subject for the agenda.
4. The agenda of the meeting in question and the items that are needed for this are provided to those persons mentioned as in paragraph 1, paragraph 2 and paragraph 3.
5. The members of the FC can request information and advice in the meeting from the persons mentioned in the first and second paragraph.

Section 3: Public nature of meetings and secrecy

Article 16

The FC can decide that the meetings or a part thereof should not be made public, if the faculty, the person/persons involved in the matter or third parties see this public nature as disproportionate in relation to damaging their interests.

Article 17

1. The FC deliberates in any case in a closed meeting:
 - a. If matters of personal interest demand it;
 - b. If about confidential issues
2. If it should happen that at a particular meeting or a part thereof a pre-eminently personal interest of one of the members of the FC is under discussion, the FC can decide that the member concerned should not take part in the meeting or that part thereof. The FC decides then also that the handling of the matter in question should take place in a closed meeting.
3. Confidential issues, as implied in the first paragraph under b, are items that are seen as such by the chair or the person proposing the agenda point (the submitter).
4. The FC can refuse to handle an item in confidentiality. In that case the chair or submitter respectively can declare the confidentiality qualification null and void or remove the matter from the agenda.

Article 18

The members of the FC are obliged to treat confidentially that which is entrusted to them in confidence or shared in a closed meeting. The same obligation rests with the official secretary of the FC and with the persons that -on invitation- are present at the consultation of the FC.

Article 19

1. The advice of the FC to the University Board regarding the decision for appointment, the (interim) suspension or the (interim) dismissal of the dean, is prepared in a closed meeting.
2. The chair calls the FC members in the case of preparing such advice as in paragraph 1, in relation to Article 6 paragraph 3 of this Code, at short notice together in a meeting.
3. The members of the FC and the people that by virtue of their position are informed of that which has been discussed in a closed meeting, are obliged to secrecy with respect to that closed meeting. This obligation applies just as much to the related items and advice that is given to the University Board.

[Section 4: Reporting and giving notice](#)

Article 20

1. For each meeting of the FC the minutes and a 'to do list' are produced.
2. The minutes and 'to do list' of the external meeting are sent as soon as possible to the members of the FC by the official secretary in consultation with the chair, in any case at least 14 days before the new meeting takes place.
3. FC members are given the opportunity to raise objections to the minutes as reported. The member must give reasons for this objection within a week after the minutes have been sent. The official secretary draws up minutes and 'to do list' in consultation with the chair and communicates this to the members of the faculty community and to the dean
4. If an objection as implied in paragraph 3 is made, the official secretary will only share the minutes and 'to do list' in consultation with the chair after the FC has made a decision regarding the objection.
5. The minutes and 'to do list' is communicated by e-mail to all members of the faculty community as soon as possible after approval of the minutes by the FC. The minutes of the external meeting should be made public by publication on the FC website.

[CHAPTER 4: FINAL PROVISIONS](#)

Article 21

1. This Code can be adjusted or supplemented by the FC.
2. In a meeting in which it has been decided to adjust or supplement the Regulations, there must be at least 7 members of the FC present.
3. Such a decision as mentioned in paragraph 2 demands a majority of votes cast.

Article 22

1. This Code comes into operation when the FC have decided to lay down these regulations.
2. This code should be revised when changes are made to the Faculty Regulations and/or the Law governing Higher Education and Academic Research (WHW)
3. In the event of a conflict between the English language version of these regulations and the Dutch language version of these regulations, the Dutch language version prevails.

Article 23

1. In situations that arise which are not covered by the regulations, the FC will decide by majority vote.
2. In special circumstances, the FC can vote to deviate from these regulations. Any such vote must be unanimous.

Last adjusted by FC June 2019