Bylaws of the Faculty Council of Rotterdam School of Management, Erasmus University

Adopted 19 June 2025

Preamble

The Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek; "WHW") establishes the existence of a Faculty Council for Rotterdam School of Management, Erasmus University. These bylaws describe the structure and manner of operation of this body.

> *Informal explanation.*[1] The WHW establishes legal boundaries for the FC. These bylaws describe how the FC is organized and lays out the rules governing how it operates.

Article 1: Name

The name of this body is the Faculty Council of Rotterdam School of Management, Erasmus University, or RSM Faculty Council ("the FC").

Article 2: Object

The object of the RSM Faculty Council is to exercise the rights of consent and advice to the Dean of RSM as well as the rights to get information and to take initiative in matters concerning the school, as set out in the WHW, EUR's *University Council Regulations,*[2] and RSM's *Faculty Regulations*.[3]

Article 3: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* ("RONR") shall govern the FC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the FC may adopt.

> *Informal explanation.* By default, the FC follows the rules of order described in RONR, but the bylaws always take precedence over RONR. In essence, RONR covers everything that isn't explicitly mentioned in these bylaws.

[1] In this document, the indented sections titled "Informal explanation" are meant to help members who are unfamiliar with parliamentary procedure gain a better understanding of what the bylaws are trying to accomplish. These short texts do not comprise any part of the bylaws themselves.
[2] *Regulations for University Council* ("*University Council Regulations*")
[3] *Faculty Regulations, Rotterdam School of Management, Erasmus University* ("*Faculty Regulations*")

Article 4: Members

1. *Election.* Per the *Faculty Regulations*, election of *Members* to the FC is governed by the procedure described in *Election Regulations for Rotterdam School of Management, Erasmus University*.
2. *Member Sections.* Per the *Faculty Regulations*, members are elected to either the *Student Section* or the *Staff Section* of the FC. The student and staff sections differ in their participatory rights and responsibilities, per the WHW. All elected members are entitled to full participation in the FC, which includes, but is not limited to, the right to attend meetings, to make motions, to speak in debate, and to vote, within their participatory rights under the WHW.[4]
3. *Good Standing.* Members shall abide by the *Faculty Council Code of Conduct* (see Appendix) or face disciplinary procedures as provided in RONR, including but not limited to expulsion from the FC.[5]
4. *Resignation*. Any member wishing to resign from the FC shall submit their resignation in writing to the officers, specifying the date of resignation. An officer who resigns from the FC shall also resign their term of office on or before the date of resignation from the FC.

Article 5: Officers

1. *Officers and Duties.* The *Officers* of the FC shall be (in order of seniority) a *Chair*, a *Vice-Chair*, and an *Official Clerk*. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the FC.
2. *Election of Officers.* The Chair, Vice-Chair, and Official Clerk shall be elected by ballot. An election shall take place during the opening meeting of the FC at the beginning of each academic year (1 September – 31 August). If an office becomes vacant during the academic year, an election to fill the vacancy shall take place either at the next internal meeting after the office becomes vacant, or at a special meeting called for the purpose of holding an election.
3. *Term of Office and Removal from Office.* Elected officers serve until officer elections take place at the next opening meeting, and their term of office shall begin at the close of the meeting during which they are elected. Officers may be removed from the office by the FC.[6]

> *Informal explanation.* Officers serve terms of approximately one year. Normally, their term of office ends not at the end of the academic year, but rather when their replacement is elected after the start of the next academic year. This means that an officer no longer serving as a

[4] See e.g. RONR 1:4. Footnotes referring to RONR serve as pointers to relevant background information. They do not comprise any part of these bylaws and do not restrict the applicability of the parliamentary authority in any way.
[5] See e.g. RONR 61.
[6] See e.g. RONR 62:16.

> member as of 31 August will continue to hold that office until their replacement is elected in (say) mid-September. This allows the FC to maintain continuity as members come and go.

4. *Office-Holding Limitations.* No member shall hold more than one office at a time, and no member shall be eligible to serve three consecutive terms as Co-Chair (Chair or Vice-Chair), or three consecutive terms as Official Clerk.

Article 6: Duties of Officers and the FC Secretary

1. *Co-Chairs.* The Chair and Vice-Chair shall be referred to as "Co-Chairs" for the purpose of internal and external communication. The titles "Chair" and "Vice-Chair" shall be used only when the distinction between their respective duties is relevant (e.g., in these bylaws). It is preferred (but not required) that one of the Co-Chairs comes from the staff section and the other from the student section. Among such other duties applicable to the office as prescribed by the parliamentary authority adopted by the FC, the Co-Chairs
    a. organize and circulate meeting agendas for regular and special meetings;
    b. lead the process of drafting official correspondence, administering online votes, and signing official documents;
    c. prepare and make available on the RSM web site an annual report of the FC's activities, per WHW 9.32(8), and any other reports so ordered by the FC;
    d. maintain contact with external parties and conduct general correspondence on behalf of the FC;
    e. ensure the FC is represented in the Chairs Meeting organized by the University Council;
    f. promote and safeguard the inclusion of all members' viewpoints in FC deliberations, enforcing rules of order and decorum within the FC when needed; and
    g. expedite business in every way compatible with the rights of members.
2. *Chair.* Among such other duties applicable to the office as prescribed by the parliamentary authority adopted by the FC[7] and these bylaws, the Chair
    a. presides over meetings for which a Chair Pro Tem (i.e., a temporary presiding officer appointed to lead a meeting) was not previously chosen by the FC;
    b. ensures the duties of the Official Clerk are performed (typically by another member) if the Official Clerk is absent from a meeting; and
    c. represents the FC in court, per the WHW.

[7] See e.g. RONR 47:5.

3. *Vice-Chair.* Among such other duties applicable to the office as prescribed by the parliamentary authority adopted by the FC[8] and these bylaws, the Vice-Chair

    a. ensures the duties of the Chair are performed if the Chair is absent from a meeting; and

    b. ensures the duties of the Chair and/or Official Clerk are performed if either office becomes vacant until such time as a new Chair and/or Official Clerk is elected.

4. *Official Clerk.* Among such other duties applicable to the office as prescribed by the parliamentary authority adopted by the FC[9] and these bylaws, the Official Clerk ("Clerk")

    a. produces draft meeting minutes (or edits draft meeting minutes produced by the FC Secretary) and distributes them to the FC for approval per the FC's *Standing Rules for Organizing Regular Meetings*;

    b. ensures the duties of the Chair are performed if both Co-Chairs are absent from a meeting;

    c. ensures the duties of the Vice-Chair are performed if that office becomes vacant until such time as a new Vice-Chair is elected;

    d. maintains a digital repository containing a record of all FC business, including but not limited to official letters of advice and consent to the EB and the EB's responses to such correspondence;

    e. informs the University Council of the newly elected FC officers; and

    f. at the request of either Co-Chair, mediates substantive disputes between the Chair and Vice-Chair related to FC business, resolving such disputes if needed by choosing a course of action from a set of alternatives offered by the Co-Chairs.

5. *Faculty Council Assistant ("FC Secretary").* Per the Faculty Regulations, the Dean of RSM appoints the FC Secretary to support the FC.[10] The FC Secretary shall not be a member of the FC nor derive any special rights of an FC member from their appointment. Among such other duties applicable to the office as prescribed by the parliamentary authority adopted by the FC, the FC Secretary

    a. facilitates scheduling and logistics of business and informal meetings, and facilitates the distribution of meeting agendas and relevant materials for such meetings;

    b. attends regular meetings (and as needed, committee meetings) and drafts meeting minutes on behalf of the Clerk;

[8] See e.g. RONR 47:23.
[9] See e.g. RONR 47:32.
[10] In the *Faculty Regulations,* this position is called "Official Secretary."

c. ensures external meeting agendas, minutes, and any other relevant materials ordered by the FC are posted to the RSM web site;

d. ensures that members of the FC obtain RSM staff email accounts for the purpose of accessing the FC email account;

e. maintains a presumption of confidentiality for all matters discussed within the FC;

f. formats official letters approved by the FC; and

g. performs any other reasonable administrative tasks ordered by the FC in support of its business.

Article 7: Business Meetings

1. *Quorum*. A quorum is the number of members who must be present at a meeting for business to be transacted.[11] Except where specified elsewhere in these bylaws, one half of the current membership of the FC, rounded down if the current membership is an odd number, shall constitute a quorum. If a quorum of members is not present, the Chair Pro Tem establishes that the meeting will be of a consultative nature only, and no decisions can be made until a quorum is established.

> *Informal explanation*. A quorum is a number whose value depends on the number of members currently serving on the FC. When there are 12 members serving on the FC, the quorum requirement means that business can only be conducted in a meeting at which six or more members are in attendance. When there are 11 members serving (e.g., one has resigned and not yet been replaced), business can only be conducted in a meeting with five or more members in attendance.

2. *Majority Vote*. Majority vote (i.e. more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions) is the basic requirement for approval of an action or choice by the FC except where a rule or bylaw provides otherwise.[12]

> *Informal explanation*. Whereas a quorum depends on the current number of members serving on the FC, the number of votes required to reach a majority depends on the total number of *votes* cast, not counting members who choose not to vote (*abstain*). For instance, say that there are 11 members attending a meeting, a vote is held, but only six members cast votes (the other five *abstain* from voting). In that case, the vote passes if four or more votes are cast in favor of the question ("more than half of the six votes cast"). The vote fails if three or fewer votes are cast in favor.

3. *Language*. The working language for meetings and correspondence, and preferred language for supporting documents and other materials, is English.

4. *Informality by Default*. Conduct in meetings is prescribed by the parliamentary authority adopted by the FC, but with the stipulations in RONR 49:21 applying by default. This means, for example, that members can raise their hands to be recognized, remain seated while speaking, are not limited in how frequently or for

[11] See e.g. RONR 40.
[12] See e.g. RONR 44.

how long they can speak, and can engage in informal discussion with each other. Proposals that are clear to all members can be passed by unanimous consent; or voted on without a formal motion and by a show of hands. [13] If a member wants the FC to take a more formal approach for a particular topic, they may put forward a motion to "Do it by the book." If the motion is seconded by another member, then the informality stipulations in RONR 49:21 shall be suspended until the conclusion of the agenda item at hand, at which point the informality stipulations in RONR 49:21 will again come into force. While the stipulations in RONR 49:21 are suspended, members cannot make a motion or speak in debate without being first recognized by the Chair Pro Tem,[14] motions must be seconded by another member,[15] and procedures for conducting business prescribed by the parliamentary authority adopted by the FC will prevail over informality if the two are in conflict.

5. *Regular Meetings*. The FC regularly holds two types of regular meetings:[16] *Internal Meetings* and *External Meetings*. Both types of meetings shall each be organized at least eight times per year, and no more frequently than once per month, unless otherwise ordered by the FC; and scheduled with no less than 14 days' notice. The FC shall maintain *Standing Rules for Organizing Regular Meetings*. These rules shall not comprise any part of these bylaws, although they may be collated in an appendix to the digital file for these bylaws.

   > *Informal explanation*. There are important differences between bylaws and standing rules. Bylaws are written so that they do not need to be updated frequently; accordingly, the procedure for amending bylaws is somewhat strict (see Article 11). Standing rules can be amended by unanimous consent or majority vote just like any other item of business. Procedures for how the FC operates, which one would expect to need updating over time, are usually recorded as standing rules.

6. *Internal Meetings*. Internal meetings are attended by FC members and the FC Secretary. Attendance by non-members is allowed at the invitation of the Co-Chairs or if ordered by the FC, provided attendance by non-members is indicated on the meeting agenda.

7. *External Meetings*. In parallel to EUR's *University Council Regulations*, external meetings are open to the public. Their scheduling and agendas are developed in coordination with the Executive Board, and their time, location, and agenda are published to the RSM web site prior to the meeting. After approval by the FC, minutes for external meetings shall be published on the RSM web site, per the WHW.

8. *Special Meetings*. By request of all three officers, or any number of members equal to a quorum, a *Special Meeting* may be called. The call for the special meeting shall include the business to be conducted and the agenda; no other business shall be conducted during the meeting. Special meetings are not open to the public and may

[13] See e.g. RONR 4:35, 4:58.
[14] See e.g. RONR 3:30.
[15] See e.g. RONR 4:9.
[16] See e.g. RONR 9:1.

be organized as online meetings. Special meetings should be called with at least seven days' notice. Alternatively, a special meeting may be called with fewer than seven days' but at least 24 hours' notice, in which case the quorum required to open the meeting shall be two-thirds of the current membership, rounded up if the current membership is not divisible by three.

9. *Opening Meeting*. The first internal meeting organized after 1 September each year is referred to as the *Opening Meeting*. In order of preference, this meeting shall be opened and presided over by (a) the most senior officer of the FC still serving as an elected member, (b) the most senior officer of the FC not currently serving as an elected member, or (c) the staff section member with the longest current employment at EUR. The first point of business in the opening meeting shall be the designation of a member to draft meeting minutes (if the FC Secretary is not present). The second point of business in the opening meeting shall be the election of officers, with the Chair elected first, followed by the Vice-Chair, and then the Clerk.

10. *Agendas*. Agendas for regular meetings shall be organized by the Co-Chairs based on input from FC members, the Executive Board (for external meetings), and other members of the RSM community. The FC shall specify procedures for the organization and distribution of meeting agendas as part of its *Standing Rules for Organizing Regular Meetings*.

11. *Minutes*. The FC shall specify procedures for drafting, editing, distributing, and approving minutes as part of its *Standing Rules for Organizing Regular Meetings*.[17]

12. *Chair Pro Tem*. The FC may choose an individual to open and preside over a business meeting in the role of Chair Pro Tem. An individual serving as Chair Pro Tem does not derive any special rights apart from those necessary to preside over a business meeting.

13. *Confidentiality.* The Co-Chairs or persons proposing agenda points may request confidential treatment in matters of personal interest or other exceptional circumstances. The FC can refuse to handle an agenda item in confidentiality. If the FC agrees to confidentiality; the members of the FC, the official secretary to the FC, and persons invited to the relevant meeting are obliged to treat confidentially that which is entrusted to them in confidence or shared in the meeting.

Article 8: Informal Meetings

1. *Informal Meetings*. *Informal Meetings* may be organized by the FC as it shall from time to time deem necessary to carry on its work, for example, for the purposes of training, communicating with the RSM community, or socializing. No official business shall be conducted at such meetings and minutes shall not be recorded.

[17] See e.g. RONR 48.

> *Informal explanation*. Regular meetings are formal—they are opened and presided over by the Chair or a Chair Pro Tem, they follow an agenda, and minutes are recorded—so that the FC can conduct business in an orderly manner. By contrast, informal meetings are those where there is no presiding officer and no minutes recorded. Hence, no business can be conducted. Informal in this context does not mean "skip," "show up late," or "be rude," it simply means the FC is meeting, but will not formally conduct business.

2. *New Member Introduction and Legal Training*. After the results of the election for new members are known, the Chair shall organize one or more informal meetings to introduce new members to the FC and train new members on legal aspects of FC business. The FC shall maintain *Standing Rules for New Member Introduction and Legal Training*. These rules shall not comprise any part of these bylaws, although they may be collated in an appendix to the digital file for these bylaws.

Article 9: Digital Business

1. *Digital Tools*. The FC shall maintain *Standing Rules for Digital Tools and Online Voting*. These rules shall not comprise any part of these bylaws, although they may be collated in an appendix to the digital file for these bylaws.
2. *FC Email Account*. The FC shall specify procedures for the use of the FC email account as part of its *Standing Rules for Digital Tools and Online Voting*.
3. *Online Attendance to Meetings*. Members have the right to attend internal and external meetings online if in-person attendance is infeasible, provided this is communicated in advance to the officers. Remote attendees are responsible for their Internet connection during the meeting; a member's inability to participate remotely, regardless of the reason, shall not interfere with the FC's ability to carry out its business. Members' rights are not otherwise restricted when attending a meeting online unless ordered by the FC.
4. *Online Votes*. The FC may choose to hold an online vote, outside of a business meeting, for certain matters such as approval of the final wording of official correspondence. The FC shall specify procedures for online voting as part of its *Standing Rules for Digital Tools and Online Voting*.

Article 10: Committees

1. *Committees*. Committees are bodies of one or more FC members elected or appointed by the FC to, among other things, consider, investigate, or give advice to the FC on certain matters or subjects. Committees typically coordinate with the RSM community with respect to matters related to the FC's rights of consent, advice, or taking initiative. *Standing Committees* perform a continuing function; *Special Committees* (a.k.a. Ad Hoc Committees) cease to exist upon presentation of their final report to the FC.[18]

[18] See e.g. RONR 50, 50:7, 50:10.

2. *Budget Committee.* A *Budget Committee* shall be established as a standing committee for the purpose of advising the FC in how to exercise the FC's right of consent over RSM's annual budget, per the WHW, and any other work related to overall school finances directed to it by the FC.
3. *Education Committee.* An *Education Committee* shall be established as a standing committee with the primary purpose of advising the FC in how to exercise the FC's right of consent over the adoption or amendment of the school's Teaching and Examination Regulations (TER), per the WHW, and any other work related to the provision of education directed to it by the FC.
4. *Other Committees.* Such other committees, standing or special, may be established or dissolved by the FC as it shall from time to time deem necessary to carry out its work.
5. *Committee Chair.* The FC shall designate for all committees a *Committee Chair*. The Committee Chair is responsible for informing the FC on work carried out by the committee. The FC Secretary shall assist the Committee Chair in organizing committee meetings and recording minutes, unless otherwise ordered by the FC.

Article 11: Amendment of Bylaws

1. These bylaws may be amended at any regular meeting of the FC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.
2. These bylaws shall be amended as appropriate when changes are made to the *Faculty Regulations* and/or the WHW.
3. Neither the text in the bylaws titled "Informal explanation" nor footnote references to RONR comprise any part of the bylaws. As such, these parts of this document can be amended by the FC as it shall from time to time deem necessary (i.e., without need for a two-thirds vote or prior submission of the amended text in a previous regular meeting).

Appendix: Standing Rules

The standing rules collated below do not comprise any part of these bylaws; they are included here for reference.

Faculty Council Code of Conduct

Adopted: 19 June 2025

Members shall strive to act in accordance with following core principles:

1. *Transparency.* The Faculty Council's (FC) activities and decisions should be transparent while respecting the confidentiality of sensitive information. Members should be accessible for questions, input, and feedback from the RSM community.
2. *Independence.* Members should act independently, free from conflict of interest and influence from parties external to RSM.
3. *Inclusion*. Members' viewpoints are equally important regardless of which member section (or sub-section of the Staff Section) they represent. There is no hierarchy among FC members in terms of the fundamental rights obtained from FC membership. Within RSM, FC members shall seek to monitor discrimination and promote equal treatment of all people in the community per the WHW.
4. *Accountability.* The FC bears responsibility for its decisions, and members should be aware of its impact on the RSM community. Members should avoid the appearance of speaking on behalf of the FC (unless it would be appropriate to do so) and should never misrepresent the will of the FC. When speaking informally about topics related to FC business, members are encouraged to proactively clarify that their opinions may not reflect the will of the FC.
5. *Attendance.* Members should respond to meeting invitations and digital correspondence in a timely manner and prepare for all internal and external meetings. Members have the duty to attend FC meetings. Exemptions from this duty are cases of serious personal circumstances, study obligations, educational obligations and/or research obligations. Student members are expected to prioritize study obligations over attending meetings. Members who cannot attend a meeting should communicate about this (including the reason for the absence) on the FC's team collaboration platform as soon as possible. In-person attendance to meetings is the norm.

Standing Rules for Organizing Regular Meetings

Adopted: 19 June 2025

Regular meetings

1. All regular meetings for the coming year should be organized as soon as possible after new the members are elected in adherence to as many of the following principles as possible:
    a. the internal and external meetings should be scheduled on the same day, for 1.5 hours each, with the internal meeting scheduled just prior to the external meeting;
    b. the internal and external meetings should be scheduled for the same day of the week and same week of the month;
    c. meetings should not be scheduled outside regular working hours, and in particular respect the schedules of any staff members who work part-time; and
    d. meetings should be scheduled to the extent possible anticipating potential conflicts with student members' need to attend class.
2. If sensitive matters need to be discussed with the Executive Board, these should be scheduled first on the agenda of an external meeting, or handled in a special, non-public meeting. If sensitive matters are to be discussed in an external meeting,
    a. those discussions shall not be open to the public;
    b. minutes for the external meeting shall respect the sensitivity of the matter discussed and the privacy of all individuals, possibly redacting the minutes prior to being shared with the public; and
    c. the start time for the external meeting announced to the public shall coincide with the first non-sensitive item on the agenda.
3. Business meetings are opened by and presided over by a Chair Pro Tem. Unless otherwise decided by the Faculty Council (FC), the Chair assumes this role. With the goal of increasing member participation, every member is encouraged to preside over at least one meeting. The Chair Pro Tem for regular meetings should be chosen by the FC in a previous internal meeting.
4. Input for regular meeting agendas shall be facilitated through the team collaboration platform of the FC:
    a. The Co-Chairs shall create threads on the team collaboration platform to collect proposed agenda items, with separate threads for internal and external meetings, at least three weeks prior to the meetings.

b. Members may propose agenda items for internal meetings by replying to the thread, describing the issue to be discussed, and providing supporting materials (if applicable).

c. The regular period for members to propose agenda items ends seven days prior to an internal meeting, and two weeks prior to an external meeting.

d. Seven days prior to an internal meeting, or two weeks prior to an external meeting, the Co-Chairs shall evaluate whether discussion of all proposed agenda items can be feasibly addressed in one meeting. If there appears to be more items than meeting time permits, the co-chairs shall determine which items do not appear on the agenda. The Co-Chairs shall determine the order of items on the agenda in accordance with any relevant bylaws, standing rules, or special rules.

e. Members may continue to propose agenda items prior to the internal and external meetings. Unless these items require supporting documents, they will be added to the end of the agenda and addressed during the meeting if time permits.

f. At the opening of a regular meeting, the Chair Pro Tem shall ask if any members wish to add items to the end of the agenda or modify the order of existing agenda items. New items will be discussed only if time permits.

g. Individuals from the RSM community can ask an FC member to propose agenda items for internal or external meetings. Members should indicate that the proposed agenda items originated outside of the FC when proposing them as agenda items.

5. The Clerk is responsible for producing draft minutes for regular meetings, although the FC Secretary shall normally produce an initial draft. The FC Secretary's draft minutes shall be shared with the Clerk as soon as possible after the meeting. The Clerk may then edit the draft minutes before sharing them with the rest of the FC (internal meetings) or the Executive Board Secretary (external meetings).

6. Minutes shall record the topics discussed and actions taken by the FC. They may record brief summaries of information shared during the meeting, but should not contain accounts of specific opinions, arguments, or positions taken by individual members. They should be transparent and informative to readers who did not attend the meeting but not provide so much detail that attendees would refrain from speaking openly. [19]

7. After the Clerk posts meeting minutes to the team collaboration platform, they are presumed approved by the FC unless a member objects via the team collaboration platform within one week of posting. If a member objects to the minutes, approval of

[19] See e.g. RONR 48.

(possibly edited) meeting minutes will be the first agenda item in the next internal meeting.

8. The minutes for the last internal and external meetings of the FC before September can be approved online or in a special meeting in the event a member objects per rule #7.

Internal meetings

9. Internal meetings shall be attended only by FC members and the FC Secretary; although attendance by non-members shall be allowed at the invitation of the Co-Chairs or if ordered by the FC, provided this is indicated on the meeting agenda.
10. The Co-Chairs shall distribute a meeting agenda for the internal meeting no fewer than 48 hours prior to the meeting.
11. Internal meetings are not shared with the public unless otherwise ordered by the FC.
12. Internal meetings may be recorded for the purpose of keeping minutes only if ordered by the FC at the start of the meeting. The recording should be, to the extent possible, destroyed after a transcript has been created.

External meetings

13. External meetings shall be scheduled, and their agendas developed, in coordination with the Secretary of the Executive Board.
14. The FC Secretary shall ensure that any materials required for an external meeting are posted to the team collaboration platform no less than 48 hours in advance.
15. The FC Secretary ensures that the time, location, and agenda for external meetings shall be published to the RSM web site at least 48 hours in advance.
16. After approval by the FC, the FC Official Clerk shall ensure that the minutes for external meetings are published to the RSM website.
17. Draft minutes for external meetings shall be shared with the Secretary of the Executive Board so that the Executive Board can propose edits. If the Executive Board has proposed edits, the Clerk shall, at their discretion, and in consultation with the Co-Chairs if necessary, incorporate such edits. The (edited) draft minutes are then posted to the team collaboration platform per rule #7.
18. If the FC does not approve minutes for an external meeting due to edits suggested by the Secretary of the Executive Board, the Co-Chairs and Clerk shall seek to resolve the issue with the Secretary of the Executive Board (and other members of the Executive Board if appropriate). If the issue cannot be resolved, the minutes may be annotated with a record of the disagreement in order to secure approval by the FC and ensure their speedy distribution to the public.
19. Minutes for external meetings, to the extent possible, should record the number of public attendees. The names of public attendees shall not be recorded in the

minutes unless their attendance was necessary to conduct business on the published agenda.

20. External meetings may be recorded for the purpose of keeping minutes only if all FC members, individuals representing the Executive Board, and guests invited by the FC agree to it at the start of the meeting. The recording should be, to the extent possible, destroyed after a transcript has been created.

Standing Rules for New Member Introduction and Legal Training

Adopted: 19 June 2025

1. The co-chairs of the outgoing Faculty Council (FC) shall organize an informal meeting with newly elected FC members within one month after the results of the election have been certified by the Election Committee. The purpose of this meeting is to help new members prepare for their responsibilities on the FC.
2. If no student or staff members from the previous FC will continue serving in the next academic year, the new members shall be given contact information for one or more previous members from their section (with permission of the previous member) so members can seek guidance as needed in the coming the year.
3. The Co-Chairs shall organize an informal meeting to train members on legal aspects of FC business. The meeting should be organized prior to the opening meeting, or soon thereafter. An external consultant may be hired to provide legal training.
4. The Clerk shall maintain a guidance document that shall be shared with new members. This document shall provide information about the bylaws and current standing rules, and in particular members' rights and responsibilities, and strive to answer common questions about participation in the FC.
5. Newly elected members shall be invited to at least one internal meeting before their term begins so that they can observe how meetings are conducted. Newly elected members are encouraged to also attend external meetings of the FC as public attendees.

Standing Rules for Digital Tools and Online Voting

Adopted: 19 June 2025

1. *EUR Email*. Meeting invitations are communicated to members via their EUR/RSM email account; members shall respond to such invitations in a timely manner. Members shall not use email accounts other than those provided by EUR/RSM for FC business.
2. *Team Collaboration Platform*. The Faculty Council (FC) conducts business using MS Teams; members shall monitor MS Teams regularly as part of their work on the FC.
3. *Document Repository*. The FC uses the centralized document repository provided by EUR/RSM to store digital documents; this repository can be accessed via, e.g., MS Teams, MS SharePoint, or MS OneDrive.
4. *Online Voting*. The FC may choose to hold a vote on specific matters via MS Teams:
    a. The decision to hold an online vote on a particular matter shall first be taken in an internal meeting after specifying the matter to be voted on, supporting materials (e.g., draft letters) that will be distributed to members prior to the online vote, and the expected timing of the online vote (with respect to distribution of the supporting materials, if applicable).
    b. Unless otherwise ordered by the FC, a new thread for the vote shall be created on MS Teams with a clear indication that the thread will be used for voting. All information relevant to the vote shall be included in a post at the top of the thread. Members shall vote by replying to the thread and stating their vote (e.g., “Yes” or “No”). Members shall not edit their votes after posting. A member wishing to abstain from a vote does not need to take any action; abstention shall be inferred by the absence of a reply to the thread.
    c. Voting ends when a position has received votes equal to one half the current number of members, rounded up; or three working days after voting started. If after three working days the number of votes cast (not counting abstentions) is less than half the number of current members, the vote shall be considered null.
5. *Faculty Council Email Account*. All members have access to the FC Email Account, but its use shall be restricted in the following ways:
    a. non-officer members shall endeavor to mark emails as unread after reading them as a courtesy to others;
    b. only officers shall send email from the account unless otherwise ordered by the FC;
    c. all official letters from the FC to the Executive Board shall be sent from the FC Email Account; and

d. it shall be preferred that all other official FC business be sent from the FC Email Account, or else sent from the member's EUR email account with the FC Email Account in CC.