CHAPTER 1: DEFINITIONS

Article 1

In this article the following definitions are understood:

the faculty: the government-financed section of the Rotterdam School of Management Erasmus University (RSM) of the Erasmus University Rotterdam (EUR);

the council: the faculty council of the RSM of the Erasmus University Rotterdam;

the chair: the chair of RSM’s faculty council of the Erasmus University Rotterdam;

the vice-chair: the person replacing the chairman of the faculty council of the RSM Erasmus University of the Erasmus University Rotterdam who takes the place of the chairman in the chairman’s absence in observing proceedings;

the dean: the individual given the task of the general management of the RSM Erasmus University of the Erasmus University Rotterdam;

the official secretary: the staff member appointed by the Dean to support the Faculty Council;

the 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).

CHAPTER 2: WORKING METHOD OF THE FACULTY COUNCIL

Section 1. Attendance of 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.

2. The council members appoint a voting committee from their midst comprising three people. This voting committee prepares the voting procedure for a new chair and a new vice-chair. The meeting will be convened in accordance with article 6.

3. The chair of the outgoing faculty council conducts the activities of chairmanship until the moment at which the new faculty council has chosen a chair.

Section 2. Chair, vice-chair, official secretary and facilities
Article 3

1. The faculty council chooses, though not necessarily from their midst, a chair for a term to be fixed at the time of voting. The chair is directly re-electable after his term of office expires.

2. The faculty council has one or more (maximum two) vice-chairs. One of these should be from the student representation in the faculty council. In the absence of the chair of the faculty council the vice-chair takes over the chairmanship.

3. The chair sees to it that order is maintained at the meetings. He can prevent a council member from disrupting the order or using inappropriate language.

4. The chair, or in his absence the vice-chair, represents the faculty council in law and in fact.

5. The official secretary ensures, in cooperation with the chair, the internal coordination and external communication, as well as the administrative support.

Section 3 Frequency of meetings and meeting schedules

Article 4

1. The faculty council meets at least 6 times per yearly term of office and as often as necessary in respect of article 8 paragraph 5 of the Faculty Regulations and to be able to fulfill its task on the basis of, and in observance of, the WHW.

2. The faculty council establishes a temporary meeting schedule for the yearly term of office at its first meeting, in consultation with the dean.

3. In accordance with article 8 paragraph 5 of the Faculty Regulations, the chair is obliged, by means of an appropriate written application from the dean, the faculty council, the section of the council composed of and by personnel, as well as the section of the council composed of and by the students, within three weeks after submitting the request for a meeting of the council with the Dean to be established. That which is established in article 6 paragraph 1 will be applied.

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 council 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 council can, at the request of its members, decide to add a subject to the agenda. This subject cannot be in reference to persons.

Article 6
1. The council 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 third paragraph of this article.

2. The proposal for the agenda and all related items are sent together with the notification. Hereby is included, in any case:
   a. the report and the decree list of the previous meeting;
   b. the items received
   c. the item, of which the chair or a council member sees as desirable to make the council members aware of;
   d. the submitted items accompanying a request as implied in article 5 paragraph 3.

3. The chair can call the council 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.

4. A council 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 3 is the case) to the official secretary of the council, where possible in writing.

Section 5 Consultation and decision making

Article 7

1. The chair opens the meeting first, after he has established that at least the majority of the number of members are present.

2. After the meeting has opened the council 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 cannot proceed.

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 council 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.

Article 10
1. The handling of the subjects occurs in principle according to the sequence on the agenda. The chairman introduces the agenda points for discussion.

2. Each member can ask questions regarding the order of the meeting.

3. The chair can, in so far as the council 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 11**

The council can only make decisions regarding matters, included on the agenda, unless this concerns decisions of order. Digression regarding this regulation can only occur if the council, or in the case as referred to in article 10 of the Faculty Regulations, the personnel representation, is present in full and can therefore decide in unanimity.

**Article 12**

1. The chair can suspend the meeting, if he deems this desirable before the completion of the meeting.

2. The chair suspends the meeting, if the majority of council members present request this. The council thereby establish the duration of the suspension.

**Article 13**

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

**Article 14**

1. Voting about matters occurs either verbally or in writing. This is determined by a majority of the council 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 the case of the implementation of the special empowerment in the manner of Article 9.50 WHW and Article 10 of the Faculty Regulations a majority of the council from the votes to be cast by this representation is compulsory for a decision by the Personnel representation of the council.

3. If there is no majority or qualified majority of votes achieved or in the case that the votes are equally divided, the proposal is again voted upon. If the votes are again equally divided due to lack of the compulsory (qualified) majority, the proposal is deemed reprobate.

**Section 6 Committee and experts (invited)**

**Article 15**

1. The council can establish a committee or request an expert for advice in handling a particular subject.

2. The council does not make any decisions about the subject in question, until the committee or expert in question has been put in a position to provide advice. The council 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 council 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 16

1. The council can invite one or more experts to be present at its meeting, with regard to the handling of a particular subject.

2. The council can extend a similar invitation to the dean, who may be accompanied by one or more members of the management team.

3. The chairman in any case 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 council can request information and advice in the meeting from the persons mentioned in the first and second paragraph.

Section 7 Public nature of meetings and secrecy

Article 17

The faculty council 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 18

1. The council deliberates in any case in a closed meeting:
   a. if matters of personal interest demand it;
   b. 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 council is under discussion, the council can decide that the member concerned should not take part in the meeting or that part thereof. The council 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 chairman or submitter.

4. The council can refuse to handle an item in confidentiality. In that case the chairman or submitter respectively can declare the confidentiality qualification null and void or reclaim the matter.

Article 19
The members of the council 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 council and with the persons that -on invitation- are present at the consultation of the faculty council.

Article 20

1. The advice of the council 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 chairman calls the council members in the case of paragraph 1, in relation to Article 6 paragraph 3 of this Regulation, at short notice together in a meeting.

3. The members of the council 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. This obligation applies just as much to the related items and advice that is given to the University Board.

4. The members of the council are obliged at the end of the meeting to submit to the secretary the items transferred to them by the University Board in preparation for the advice.

Section 8 Reporting and giving notice

Article 21

1. For each meeting of the council a report and decision list is produced.

2. The report (and decision list) are sent as soon as possible to the members of the council by the official secretary in consultation with the chairman, in any case at least 14 days before the new meeting takes place.

3. Unless a member of the faculty council objects to the contents of the concept report and/or concept-decision list and gives reasons for this objection within two weeks after this has been sent, the official secretary draws up the report (and decision list) in consultation with the chairman 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 report (and decision list) in consultation with the chairman after the council has made a decision regarding the objection.

5. The decision list is communicated by e-mail to all members of the faculty community as soon as possible after approval of the report by the faculty council.

CHAPTER 3: FINAL PROVISIONS

Article 22

1. This Code can be adjusted or supplemented by the faculty council.

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 faculty council present.

3. Such a decision as mentioned in paragraph 2 demands a majority of votes cast.

Article 23
These Regulations come into operation when the council have decided to lay down these Regulations.

1998-02-07
Last adjusted by FC in meeting 2007.5 d.d. 9 October 2007