General regulations of the Student Council and the Council for Student Services for the Vrije Universiteit Brussel

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These regulations implement the provisions of the Higher Education Codex\(^1\), Part II, Title V, Chapter 4, relating to the student council, and Chapter 5 on the student services in higher education, as well as the provisions on the Student Council and the Council for Student Services in the General Organisational Statute of the VUB\(^2\).

The intention is that the VUB Student Council and the Council for Student Services will have the same composition insofar as possible under the Codex of Higher Education. The same goes for what concerns the chairmanship and vice-presidency of both councils.

These regulations should be read in conjunction with the VUB student participation regulations\(^3\).

The General Regulations of the Student Council and the Council for Student Services deal, in particular, with:
- the composition of the Student Council and the Council for Student Services;
- the powers of the Student Council and the Council for Student Services;
- the rules of procedure for the Student Council and the Council for Student Services;
- the electoral procedure.

**TITLE I  Composition of the Student Council and the Council for Student Services**

**CHAPTER I  Composition of the Student Council**

**Article 1  Composition**

The Student Council is composed of:
- 4 students, who are directly elected to the Student Council \(^4\) from among the constituency representing the entire student population;
- 2 students per faculty, who are directly elected from among their faculty constituency.

**Article 2  Successors**

All non-elected candidates will be ranked per constituency as successors based on the number of votes they each obtained (from high to low).

**Article 3  Advisers**

The Vice-Rector for Educational and Student Affairs\(^5\) and the general manager, or their representatives, shall be invited to attend in an advisory capacity. The managers of the student services departments, the Chairmen of the "Geen Taal, Geen Vrijheid" [No language, No Freedom] Brussels Student Society and the Centre for Free Enquiry and the chief editor of The Moeial, or their representatives shall be invited to attend in an advisory capacity.

Per faculty, one student representative from the Faculty Council shall be invited to attend the meeting in an advisory capacity.\(^6\)

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4. These 4 students are also directly elected to the Brussels University Association Student Council (BAST).
5. In 2015-2016, this will still be the Vice-rector for Student Affairs, in accordance with the transitional provision of the new General Organic Statute, see art. 94(3).
6. These student representatives are invited by the Dean (the composition of the Faculty Council is the Dean’s responsibility).
Members of the Council for Student Services, who do not serve in the Student Council will also be added to the Student Council to serve in an advisory capacity.

The government commissioner and the representative of finance have the right to attend meetings of the Student Council in an advisory capacity by virtue of the power vested in them by decree. Advisers shall not be members of the Student Council.

Article 4  Term of office
The term of office of a member of the Student Council shall run from the first to the last day of the academic year.
Only the inaugural meeting may already take place in the previous academic year. The agenda may then only contain items relating to the inauguration, as laid down in article 12.

Article 5  Chairman, Deputy Chairman and coordinators
Each year, during the inaugural meeting, the elected members of the Student Council must elect a Chairman and at the latter's proposal, a Deputy Chairman from among the members.
At the same time, at least 2 coordinators must be elected who shall have the powers set out in article 16.

CHAPTER II  Composition of the Council for Student Services

Article 6  Composition
The Council for Student Services is composed with equal representation.

- Half of the members are appointed by indirect election by the Student Council from among its members.
- The other half of the members are appointed by the competent administrative body on nomination by the Student Council.

The indirect election and nomination shall take place during the inaugural meeting of the Student Council. Because of the parity requirement imposed by Decree and the gender criterion, the number of members may vary from year to year.

The indirect election and nomination procedure is annexed to these Regulations.

Article 7  Successors
All candidates not elected in the Student Council election will be ranked per constituency as successors based on the number of votes they each obtained (from high to low).

Article 8  Advisers
The same advisers shall be invited as for the Student Council.
Advisers may not be members of the Council for Student Services.

Article 9  Term of office
The office of the members of the Council for Student Services has the same term as that for the Student Council.
Only the inaugural meeting can already take place in the previous academic year. The agenda may then only contain items relating to the inauguration as laid down in article 12.

Article 10  Chairman and Deputy Chairman
On nomination by the Student Council a Chairman and Deputy Chairman are elected by the Council for Student Services.
CHAPTER III  Inauguration of the Student Council and Council for Student Services

Article 11  Acknowledgement of the outcome of the electoral process

Once the current Student Council has taken due note of the outcome of the electoral process, the newly elected members shall be convened for the inauguration of the Student Council for the next academic year.

Article 12  Agenda of the inaugural meeting of the Student Council

Until a Chairman is elected, the newly elected Student Council will meet under the chairmanship of the oldest member present.

The agenda for this meeting shall contain the following items, in the order given below:

1. Inauguration of the new Student Council;
2. Election of the Chairman;
3. Election of the Deputy Chairman after nomination by the Chairman;
4. Establishment of two joint quotas of the Council for Student Services, one "elected by and from among the students" and the other "to be appointed by the competent administrative body";
5. Election of coordinators
6. Appointment of student representatives to the vacant offices within the bodies in accordance with the VUB Organic Statute and the Student Participation Regulations;
7. Appointment of student representatives to the vacant offices within internal councils and committees;
8. Appointment of student representatives to vacant positions within external councils and committees;
9. Fixing of the date of the first meeting of the Student Council and of the inaugural meeting of the Council for Student Services.

Article 13  Agenda of the inaugural meeting of the Council for Student Services

Until the Chairman is elected, meetings of the Council for Student Services shall be chaired by the Chairman of the Student Council.

The agenda for this meeting shall be limited to the following items, in the order given below:

1. Inauguration of the new Council for Student Services;
2. Election of the Chairman through acceptation of the nomination by the Student Council;
3. Election of the Deputy Chairman through acceptation of the nomination by the Student Council;

CHAPTER IV  Election of the Chairman, Deputy Chairmen and coordinators of the Student Council

Article 14  Election of the Chairman

The Chairman shall be elected as follows:

1. The candidates must submit their applications, containing an application letter and CV, to the Vice-rector for Educational and Student Affairs no later than the day before the meeting at which the Chairman will be chosen.
2. Candidates shall be given the chance to clarify their applications during the meeting.
3. The members must be granted the opportunity to pose questions to the candidates.
4. The members will discuss the applications. No minutes will be taken of these deliberations. The candidates may be asked to leave the meeting during the deliberations. A request to this end from at least one member is all that is required.
5. The candidates will rejoin the meeting following the deliberations and the vote will be taken by secret ballot. All the members of the Student Council, including the candidates, shall take part in the vote, casting one vote for a single candidate.

6. If necessary, a fresh vote is taken until one candidate has the absolute majority, as laid down in article 42. Applications may be withdrawn and new applications submitted between the different rounds of voting. Where appropriate, the above procedure shall be repeated from point 2.

7. The Student Council nominates the elected person as Chairman for the Council for Student Services.

**Article 15**

**Election of the Deputy Chairman**

The Deputy Chairman shall be elected as follows:

1. The Chairman nominates a candidate Deputy Chairman.

2. If necessary, a fresh vote is taken until the candidate has the absolute majority, as laid down in article 42. The Chairman may nominate another candidate between the different rounds of voting.

3. The Student Council nominates the elected person as Deputy Chairman for the Council for Student Services.

**Article 16**

**Election of the coordinators**

At least 2 coordinators shall be elected who shall be responsible for a work area and ensure coordination of that area.

The Chairman, the Deputy Chairman or the candidate coordinators themselves may propose a work area for which they hold coordination to be desirable.

The coordinators shall be elected as follows:

1. The candidates shall be given the chance to clarify their applications during the meeting.

2. The members must be granted the opportunity to pose questions to the candidates.

3. The members will discuss the applications. No minutes will be taken of these deliberations. The candidates may be asked to leave the meeting during the deliberations. A request to this end from at least one member is all that is required.

4. The candidates will rejoin the meeting following the deliberations and the vote will be taken by secret ballot. All the members of the Student Council, including the candidates, shall take part in the vote, casting one vote for one or more candidates.

5. To be elected, the candidate must have an absolute majority of the votes cast, as laid down in article 42.

**CHAPTER V**

**Resignation as member and resignation from an office**

**Article 17**

**Resignation as member**

Any member wishing to resign must notify the Chairman promptly. The resignation shall be noted at the next meeting.

The successor from the same constituency ranking first shall then be asked to fill the vacant seat. If he/she declines, the alternate from the same constituency ranked next shall be selected.

If no more successors are available, the seat of the resigning member will no longer be filled nor will it be taken into account in determining the quorum.

A member who has been duly convened but who has been absent three times per year without prior written excuse will be invited at the council to explain these absences. The council then motivates whether this member has to resign or not.

From the academic year 2016-2017 a member will be invited at the council to explain his or hers absences as soon her or she would have been absent without prior written excuse.
Article 18 Resignation as Chairman, Deputy Chairman or coordinator

A Chairman, Deputy Chairman or coordinator who wishes to resign from the office held must notify the Student Council immediately. The resignation shall be noted at the next meeting.

The office can then be filled again in accordance with the election procedure set out above in articles 14, 15 and/or 16.

Article 19 Motion of no confidence

A reasoned motion of no confidence against the Chairman, Deputy Chairman or a coordinator must be brought by at least 5 members of the Student Council or Council for Student Services.

A reasoned motion of no confidence against the Deputy Chairman or a coordinator may also be brought by the Chairman.

Any such a motion shall be communicated to the member against whom it is brought immediately and at least 14 days before the next meeting.

He/she may append documents in his/her defence to the notice convening the meeting and is entitled to be heard at the meeting. For the handling of the motion of no confidence the normal quorum shall apply.

If the motion is adopted, the member concerned may no longer perform the corresponding duties. The member shall, however, continue to be a member of the Student Council or Council for Student Services.

Article 20 Election after a motion of no confidence

If a motion of no confidence brought against the Chairman is passed, the Student Council shall, within one week, convene at a special meeting, with the election of a new Chairman as sole agenda item.

The replacement of the relevant Chairman, Deputy Chairman or coordinator can be placed on the agenda of the next ordinary meeting.

TITLE II Powers of the Student Council and the Council for Student Services

Article 21 Powers of the Student Council

The powers of the Student Council are governed by the Higher Education Codex and in accordance with the provisions of the participation rules and the Organic Statute of the VUB.

The Student Council also has the power to:

- appoint student representatives to the bodies as laid down in the VUB Organic Statute with regard to the powers of the Student Council and in the Student Participation Regulations;
- appoint or nominate representatives to other internal councils and committees upon their submission of a request to this end to the Student Council;
- appoint or nominate representatives to external councils and committees upon their submission of a request to this end to the Student Council;

Powers that are delegated to it by the competent VUB administrative body shall be exercised in full by the Student Council.

Article 22 Powers of the Council for Student Services

The powers of the Council for Student Services are governed by the Higher Education Codex and in accordance with the provisions of the VUB Organic Statute.

7 The Chairman and Deputy Chairman must belong to a different quota of the Council for Student Services (as required by decree)

8 (Management Committee Library, Buildings Committees, Governance Committee (GOCO), ICT Council, etc.)
Powers that are delegated to it by the competent VUB administrative body shall be exercised in full by the Council for Student Services.

### TITLE III  Rules of procedure

#### CHAPTER I  General provisions

**Article 23**  Representation of the student community

The Chairman of the Student Council represents the student community of the Vrije Universiteit Brussel.

**Article 24**  Replacement of the Chairman

If the Chairman is absent, he/she shall be replaced by the Deputy Chairman.

**Article 25**  Incompatibilities

The office of core board member of a recognised student association or of board member of the Brussels "Geen Taal, Geen Vrijheid" Student Society, Research Freedom Study Circle or the De Moeial journal is not compatible with the chairmanship or deputy chairmanship of the Student Council and Council for Student Services.

**Article 26**  Supervision of implementation of resolutions

The Chairman and Deputy Chairman of the Student Council and the Council for Student Services are responsible for supervision of the implementation of all resolutions passed by those councils.

#### CHAPTER II  Support

**Article 27**  Secretariat

The secretariat of both the Student Council and the Council for Student Services shall be provided by a University staff member. The secretariat shall draw up the draft minutes, send out the meeting notices, draft the resolutions and ensure their follow-up, in conjunction with the Chairman and Deputy Chairman.

**Article 28**  Preparation and implementation of decisions

For the preparation and implementation of their resolutions, the Student Council and the Council for Student Services may request the help of the University’s heads of department.

#### CHAPTER III  Agenda

**Article 29**  Preparation of meetings

The Chairman and Deputy Chairman are in charge of preparation of the meetings and agenda of the Student Council and the Council for Student Services.

**Article 30**  Agenda Consultation

The Chairman and Deputy Chairman shall finalise the agenda in an Agenda Consultation as soon as possible after the deadline for putting items on the agenda as prescribed in article 31. The Vice-rector for Educational and Student Affairs, the manager of the Vice-Rectorat, the General Manager and the Secretary, or their representatives, shall be members of this Agenda Consultation.

The chairman can enlarge the agenda consultation by inviting any advisors needed to judge possible effects on specific target groups.

**Article 31**  Agenda items

Items can be tabled on the agenda of the next meeting, provided that the written motion reaches the Chairman at least 14 calendar days before the meeting date.

The Chairmen of the competent administrative bodies, the Vice-rector for Educational and Student Affairs and the General Manager may, on their own initiative, table an item for the agenda of the Student Council or the Council for Student Services.
Any member of the Student Council and Council for Student Services may submit a written request to the Chairman for an item to be tabled on the agenda.

All motions supported by at least 30 students that have been submitted timely to the Chairman will be put on the agenda of the Student Council or Council for Student Services. The person who has put forward the motion will be invited to clarify his/her proposition.

Article 32 Agenda items submitted at the meeting as a matter of urgency

Items that are submitted after distribution of the agenda may only be added to it if the Chairman acknowledges the motives of the urgency of the matter.

These items can be communicated until 24 hours before the meeting is planned.

If the chairman wishes to add another item to the agenda during the meeting he/she will have to obtain therefor the consent of the majority.

Article 33 Agenda items submitted as a matter of urgency using the written procedure

If the Student Council or Council for Student Services is unable to meet with the required quorum or if the urgency so requires, the Chairman may decide to submit a matter for approval by the members using the written procedure.

On receipt of the written motion, the members must inform the Chairman of whether or not they consent to it or abstain from voting. A member who does not respond within the prescribed period shall be deemed to have abstained. If the quorum is not reached, the Chairman may, if the urgency dictates, take a decision him/herself, as provided for in article 34.

Article 34 Extremely urgent resolutions

The Chairman of the Student Council and Council for Student Services shall him/herself take any extremely urgent resolutions. This is possible only if the procedure set out in article 33 has not led to a result or if the need could not have been foreseen earlier and there is a need of extreme urgency. He/she shall inform the Student Council and/or Council for Student Services on the decision that had been taken at the next meeting.

CHAPTER IV Meeting procedure

Article 35 Public nature of meetings

Meetings are open to all members of the university community, unless otherwise decided by the Student Council or Council for Student Services.

However, those members of the university community may not take part in the meeting, unless the Chairman asks for their opinion.

Article 36 Frequency of meetings

The Student Council and Council for Student Services shall convene at least 4 times per year, and whenever deemed appropriate by the Chairman.

If at least 5 members submit a written request to this end, the Chairman must convene the Council, which must meet within 15 working days of receipt of the notice to this end.

Article 37 Invitation/Convocation to attend the meeting

The Student Council and Council for Student Services shall be convened by the Chairman.

The invitation shall give the date, time and place of the meeting, as well as the agenda. It will, together with the meeting documents thereto, be sent to the student representatives.

Save where there is an unexpected need for urgency, meetings must be convened at least 5 full working days before they take place.

After communication of the agenda, changes to the meeting documents can only happen after consent of the chairman.
Article 38  Quorum
Resolutions shall be validly adopted only if the majority of the members is present or represented.
If this quorum is not reached and urgency dictates, the Chairman may decide to submit a matter for approval by the members using the written procedure.

Article 39  Course of the meeting
The meetings shall be declared opened and closed by the Chairman, who will chair the meeting.
The agenda items shall be discussed in the order previously determined by the Agenda Consultation, as set out in article 30. However, if justified, the Chairman may change the order of the items or give absolute priority to any particular item.
The Chairman must introduce each item submitted for deliberation. He/she may, however, ask any other member or an adviser to introduce the item.

Article 40  Deliberation of agenda items
The Chairman will give the floor to the members of the Council in the order in which their requests are submitted.
The Chairman may limit the number or duration of the interventions or cut off the speaker.
The Chairman may take part in the deliberations without being required to relinquish his/her chairmanship.
The Chairman may also put an item to the vote if he/she is of the opinion that the members are sufficiently informed.
The Chairman may suspend the meeting for a maximum period of fifteen minutes.

Article 41  Voting
If no member asks for a vote to be taken on a given item, a resolution is deemed to have been passed.
A motion will be put to the vote if so requested by a voting member on completion of the deliberation. Voting will normally take place by a show of hands. Any voting member may ask for a vote to be taken by secret ballot.
It is up to the chairman to decide whether resolutions relating to persons should be taken by secret ballot.
The outcome shall be announced immediately after the vote. The outcome shall be reported in the minutes.

Article 42  Resolutions by absolute majority
All resolutions shall be passed by absolute majority, except in the case of extremely urgent resolutions which may be passed by the Chairman as provided for in article 34.
An absolute majority is where the number of votes in favour of a motion is just over half the votes cast. Abstentions, invalid and blank votes are deemed to be votes cast.

Article 43  Irrevocability of resolutions
Resolutions are, in principle, irrevocable unless they are found to be incompatible with internal or external regulations.
No second round of voting may take place on a single motion, unless the Student Council or Council for Student Services decides that new facts have emerged which make it necessary to reopen the agenda item.

Article 44  Any other business
No voting may take place during discussion of items falling under ‘any other business’, nor may resolutions be passed.
The Chairman may refuse to proceed to the ‘any other business’ item if he/she believes that this would lead to an item being put to the vote.
CHAPTER V The minutes

Article 45 Draft and approval

The secretariat shall draw up draft minutes of each meeting. This draft shall be communicated at the latest with the agenda for the meeting at which the draft will be submitted for approval.

At the invitation of the Chairman, the members may make known any comments they may have and the meeting shall decide on any comments or corrections made. If the comments relate to members’ contributions, they should ideally be submitted in writing to the secretary.

Individual members may explicitly request that their statements at a meeting be recorded in the minutes to be drawn up. This also applies to the advisers.

During approval of the minutes of the previous meeting, individual members may ask for the statements they have made to be incorporated. The meeting shall decide whether the request is justified and, where appropriate, on the suitability of the content of the statement made.

Resolutions may be made public before the minutes are approved. The meeting may, however, decide to keep certain resolutions secret for the time being.

At the start of the new terms of office, the Student Council and/or Council for Student Services in the previous composition shall approve or annotate, by e-mail, the last minutes of the Council concerned. These minutes shall be submitted for information to the next meeting of the newly constituted Student Council and Council for Student Services.

Article 46 Publication of the minutes

Only approved minutes of the meetings shall be made public.

Article 47 Conservation

The minutes approved and resolutions passed shall be conserved by the Council secretariat. The members shall have the right, at all times, to inspect them.

Article 48 Signing of resolutions

Resolutions shall be signed by the Chairman.

CHAPTER VI Rights and obligations of members of the Student Council and the Council for Student Services

Article 49 Presence

Members have a moral obligation to attend the meetings.

Article 50 Absence

The Chairman and Secretary must be informed in writing, if possible in advance, of any absence from a meeting.

A member who is absent from a meeting may give a written proxy to another member. These proxies shall be taken into account in determining the quorum. Each member shall represent no more than two other members.

Article 51 Conflicts of interest

The Chairman may decide that a member present must leave the meeting due to a potential conflict of interest. However, a member cannot be prevented from taking part in the vote.

If, during the meeting, a matter is addressed that touches upon the personal interests of a member, his/her partner or his/her relatives up to and including the second degree, the member shall leave the meeting prior to deliberation.

Article 52 Remuneration

Neither the members of the Student Council nor the members of the Council for Student Services shall receive remuneration.

General regulations Student Council and Council for Student Services, as accepted by the Student Council and Council for Student services of September 2nd, 2016 with changes accepted by the Student Council of December 19, 2016 and the Stuvo Council of februari 23, 2017.
CHAPTER VII Consultation of persons and committees

Article 53 Ad hoc invitations

The Chairman may decide to invite or hear all persons prior to the meeting, for a specific agenda item, if he/she believes that this could be expected to provide useful information.

Article 54 Ad hoc committees

Both the Student Council and the Council for Student Services may be assisted in their tasks by committees, which may investigate issues of both a general and specific nature. These committees may be set up ad hoc. The Chairman or his/her representative may attend the meetings of these committees.

The Chairmen of these committees shall be appointed by the committees themselves and shall report on their activities. The committees shall furnish advice at the request of the Student Council or Council for Student Services and may formulate proposals.

CHAPTER VIII Expenses and payments

Article 55 In accordance with the prevailing VUB rules

All expenditure and payments must be undertaken in accordance with the prevailing VUB rules.

Article 56 Budget

The Chairman shall present a budget for approval to the first meeting of the newly constituted Student Council.

Article 57 Financial report

The Chairman shall submit a financial report for approval to the last meeting of the Student Council.

All members shall be allowed to inspect the expenses on request. They must address any such request to the Chairman or Secretary, who shall provide the information requested as quickly as possible.

TITLE IV Election procedure for the Student Council

CHAPTER I Voters

Article 58 Electoral college

All students enrolled on the first day of the first week of lectures of the second semester with a diploma contract, a credit contract or an exam contract, are voters.

Article 59 Constituencies

There is one constituency per faculty and one constituency representing the entire student population.

The electoral rolls shall be drawn up by the Education and Studentadministration.

The electoral rolls shall include, for each voter, in addition to the name, his/her enrolment for a study programme with associated faculty, the associated number of study points, the VUB NetID, and e-mail address.

If a student is enrolled in several faculties, he/she shall, as far as the faculty constituency is concerned, be assigned to the faculty where he/she has enrolled for the highest number of study points. If he/she is enrolled in several faculties with an equal number of study points, he/she shall, as far as the faculty constituency is concerned, be assigned to the faculty where he/she has been enrolled the longest.

Article 60 Compulsory voting

Compulsory voting is a moral duty. This moral duty is a personal obligation and cannot be undertaken by a proxy.
Article 61 Eligibility to vote

Students who are of the opinion that they have been unjustly excluded from the elections must, with proof of their eligibility to vote, contact the electoral office, which is vested with powers as provided for in article 63.

CHAPTER II Electoral commission and electoral office

Article 62 Electoral commission

The electoral commission will ensure that the election takes place in an orderly fashion and, if appropriate, takes decisions that are immediately enforceable to facilitate or guarantee such proper conduct.

This commission is composed by one member per faculty with eligibility to vote and a chairman who holds at least a MSc in Rights. Candidates for the present elections cannot be members of this committee.

The members of the electoral commission will be appointed by the Student Council.

Article 63 Electoral office

The secretariat of the Council shall act as electoral office and report any irregularity to the chairman of the electoral commission.

It may add voters that were unjustly omitted to the electoral rolls and is also authorised to determine the faculty constituency to which a student is to be assigned in case of uncertainties. It may also take other urgent ad hoc decisions that must later be taken note of by the electoral commission.

CHAPTER III Electoral calendar and publication

Article 64 Electoral calendar

The calendar for the electoral procedure to be applied shall be set out and approved by the Student Council.

The electoral committee may change the calendar in exceptional circumstances.

Article 65 Publication

The publication of the election of the Student Council shall take place no more than one month before the first day of the election by communication to the student community. These Regulations and all relevant documents shall also be published.

CHAPTER IV Applications

Article 66 Eligibility

To be eligible, one must be a voter.

Article 67 Applications

The candidates must apply in writing in a personal capacity either or the faculty constituency or for the constituency covering the whole population. They address their candidacy to the president of the election committee.

They send their application to the Chairman of the electoral commission, no later than two weeks before the first day of the start of the election.

Candidates must be nominated by at least 10 students from the same constituency. The candidates must moreover subscribe to the principle of Research Freedom, acknowledge these general regulations, and declare that they intend to enrol as a student in the next academic year.

The electoral commission shall convene no later than the working day following the last day for the submission of applications to check the admissibility of the applications.

The list of admissible applications shall be communicated to the student community no later than on the day fixed for this purpose given in the electoral calendar, as defined in article 64.
Article 68  Electoral publicity
The electoral office shall ensure the communication of the publicity of the candidates and the printing of a maximum of 1 recto/verso page per candidate, limited to maximum 25% of the number of eligible voters in his/her constituency.

Article 69  Complaints against the admissibility of applications
Any voter can lodge a written and reasoned complaint against applications to the Chairman of the electoral commission within two working days of publication of the admissible candidates.

Article 70  Review of complaints against the admissibility of applications
The electoral commission shall rule on any complaints made against one or more applications. If the complaint does not meet the provisions of article 69, the complaint shall not be admissible. The electoral commission shall examine the complaint and hear the parties involved if they so desire. The deliberations shall be held behind closed doors. The electoral commission shall draw up a report on the deliberations, including the decisions taken.

The electoral office shall forward the decision of the commission to the complainants and the parties involved. If the decision relates to the inadmissibility of an application, this shall be done no later than the working day following the decision.

CHAPTER V  Voting process

Article 71  Secret ballot
The ballot is secret.

Article 72  Manner of voting
Voting takes place electronically.

Article 73  Voting period
The Student Council is elected every year and as soon as possible during the second semester of the academic year preceding the academic year for which the Student Council is to be set up. The voting period lasts a minimum of 3 weeks but may be extended by the electoral commission by one week at the time as long as was not achieved in all constituencies. It ends at the latest 2 weeks prior to the start of the pre-exam study period preceding the second exam period. The exact dates are included each year in the schedule by the Student Council.

Article 74  Ex Aequo
In the event of a tie for the last seat to be filled per constituency the seat will be allocated by the drawing of lots.

Article 75  Presentation of the candidates
Prior to the election, the names of the candidates per constituency shall be listed on the electronic ballot papers in an order determined by the drawing of lots. This shall be done under the supervision of the electoral commission.

Article 76  Number of votes to be cast
The number of votes cast on each ballot paper must not exceed the number of seats to be filled. The procedure also provides for the casting of blank votes.

Article 77  Summons
The electoral office shall summon the voters as soon as possible after the electoral commission has decided on any complaints against the applications. Summons are issued electronically. The summons shall include all relevant information.
The voting shall, in any event, take place, irrespective of the number of candidates standing except if there were no candidate.

CHAPTER VI  Result of the voting

Article 78  Quorum

For the election of a member of the Student Council to be valid, a quorum of 25 per cent is required in the relevant constituency. This quorum is determined by the number of voters who have cast their vote in proportion to the total number of eligible voters.

Article 79  Elected candidates

Provided that the quorum is reached, the candidates are ranked per constituency based on the number of votes they each receive.

The candidates who have obtained the most votes per constituency are elected to the positions to be filled.

Article 80  Successors

The remaining candidates are ranked as laid down in article 2.

Article 81  Report

The electoral office shall count the number of votes cast and the abstentions. Blank ballot sheets shall be deemed to be abstentions.

In all cases, the count shall be rounded, even if the quorum was not reached.

A report shall be drawn up giving the number of votes obtained by each candidate, and indicating whether or not the quorum of voters was reached.

Article 82  Publication

The names of the persons elected and their successors must be communicated to the student community on the working day following the last day of the voting process. This communication shall contain information required for any appeal against the outcome of the elections.

Article 83  Complaints against the result of the voting

All candidates may lodge a written and reasoned appeal in their own name with the Chairman of the electoral commission against the conduct of the voting and vote counting within 24 hours of notification of the outcome. If these conditions are not met, the complaint shall be inadmissible.

Article 84  Review of complaints against the result of the voting

The electoral commission shall rule on any complaints.

The electoral commission shall examine the complaint and hear the parties involved if the latter so desire. The deliberations shall be held behind closed doors. The electoral commission shall draw up a report on the deliberations, including the decisions taken.

The electoral office shall forward the decision of the electoral commission to the complainants and the parties involved. The decision of the commission shall be communicated, the day after it meets, in the same way as the outcome of the elections was published.

Article 85  Annulment

The electoral commission may declare the elections null and void in the event of irregularities that influenced the outcome of the elections.

The electoral office shall advise the electoral commission on the validity or invalidity of the result of the voting. All that is needed to examine the correctness of the voting and counting operations shall be made available to the electoral office immediately after the end of the process until expiry of the period of appeal.

If the electoral commission declares the elections null and void, the election process shall be repeated as soon as possible after the annulment.