

On the basis of Article 51 of the Statute of New University and on the basis of a prior opinion from the Student Councils of the members of New University, on 30 September, 2019, the Governing Board of New University adopted the following

## **RULES OF PROCEDURE OF THE STUDENT COUNCIL OF NEW UNIVERSITY**

### **I. GENERAL PROVISIONS**

#### **Article 1**

These Rules of Procedure regulate the instalment, organisation and means of operation of the Student Council of New University (hereinafter: SCNU) as well as the exercise of the rights and duties of its members.

The Student Council of a member or associate member of the University can adopt its own rules of procedure which must be in accordance with these Rules of Procedure and publicly accessible.

The issues pertaining to the organisation and operation of the SCNU and its bodies that are not regulated by these Rules of Procedure may be regulated by another act in accordance with these Rules of Procedure.

#### **Article 2**

The SCNU is a body of the students of New University (hereinafter: the University) which operates professionally, independently and impartially.

The SCNU comprises student representatives enrolled at the members and associate members of the University.

The relationship of the SCNU with the University, the University's bodies as well as the members and associate members of the University is determined in the Statute of New University, Higher Education Act, legal acts of the University and these Rules of Procedure.

#### **Article 3**

The SCNU operates at meetings which are public in nature.

The public nature of the meeting is assured if the interested public is enabled to monitor the meeting directly where the meeting takes place as well as if the date and place are posted on the University's website.

The public nature can be limited by the decision of the SCNU on the proposal of a member if the discussed material contains personal information.

Acts and minutes are posted on the University's website where, if necessary, personal information is redacted due to the protection of personal information.

#### **Article 4**

The representative of the SCNU is its President. In the event of their absence, the representative is the Vice President upon the President's written authorisation.

## **II. CONSTITUTING THE SCNU**

### **2.1. Confirmation of terms of office**

#### **Article 5**

Members of the SCNU are appointed by the members of the Student Councils of the members and associate members of the University from among themselves. The members of the Student Councils of the members of the University appoint 3 members from each member of the University, whereas the members of the Student Councils of the associate members of the University appoint 1 member from each associate member of the University.

The term of office of the SCNU members lasts one year.

The SCNU performs its tasks until the newly elected SCNU is constituted.

The term of office of a member of the SCNU ceases on the day the SCNU is informed of the cessation or on the day of the termination of the student status.

A member whose term of office has ceased, performs their tasks until the term of office of a new member is confirmed.

#### **Article 6**

The SCNU confirms the terms of office at a constituent meeting which is convened and chaired by the President of the SCNU in the current term of office.

In the event that the appointment at the member or associate member of the University has not been conducted yet, the member of the SCNU from the previous term of office is invited to perform tasks until the Student Council of the member or associate member of the University is constituted.

After the President of the SCNU has reported on the appointment of representatives, the SCNU confirms the terms of office of the members. The SCNU decides on a potentially disputed term of office based on provided reasons. A candidate whose term of office is in dispute must not vote on the confirmation of their term of office. The decision of the SCNU is final.

In the event that the SCNU denies the term of office or that the appointment has not been conducted, the function is temporarily performed by a member of the member of the University or associate member of the University from the previous term of office. If the member from the previous term of office does not have the student status, the function is performed by their deputy or representative who has the student status.

#### **Article 7**

The meeting of the SCNU has a quorum if the majority of its members are present.

### **2.2. Election of President and Vice President of the SCNU**

#### **Article 8**

Members of the SCNU elect the President and the Vice President from among themselves at the constituent meeting. Only appointed members of the SCNU can be candidates for the positions of the President or the Vice President of the SCNU.

The candidates for the positions of the President or the Vice President must announce their candidacy no later than the last day prior to the constituent meeting of the SCNU. The candidacy can be announced in person, by email to the previous President of the SCNU or is sent to the address of the SCNU at the registered office of the University. The candidacy is valid if it is announced correctly and in due course.

A candidate for whom a two-thirds majority has voted is elected.

### **2.3. Election of Secretary and Secretary's Deputy of the SCNU**

#### **Article 9**

The President of the SCNU nominates the Secretary from among the members of the SCNU who do not perform any functions yet.

A candidate for whom the majority of members present have voted is elected.

### **III. FIELDS OF WORK OF THE SCNU**

#### **Article 10**

The SCNU performs the following tasks:

- gives its opinion to the competent bodies of the University on the Statute of the University as well as on all matters that refer to the rights and duties of students,
- adopts and implements extracurricular programmes for the students of the University in collaboration with the student community,
- elects, appoints or nominates members from among students to working bodies of the University bodies and to other working bodies in accordance with the Statute of the University as well as to other bodies determined in the Statute of the University,
- adopts acts of the SCNU,
- encourages critical thinking among students and by its conduct demonstrates the values of the University as well as sets an example to all students,
- raises students' awareness of the responsibility to their colleagues, professors and to other employees at the University as well as to society, particularly on ethical and moral principles.

### **IV. BODIES OF THE SCNU**

#### **Article 11**

The bodies of the SCNU are:

- President,
- Vice President,
- Secretary.

The bodies are accountable to the SCNU for their operation. At the request of at least a third of the members, the bodies must give clarifications relating to the performance of their function.

#### **4.1. President of the SCNU**

#### **Article 12**

The President of the SCNU:

- convenes and chairs the meetings of the SCNU,
- ensures the execution of the decisions of the SCNU,
- ensures the cooperation with the Rector and other bodies of the University,

- ensures the cooperation with the Student Councils of the universities at home and abroad,
- ensures workflow in accordance with the Rules of Procedure,
- performs other tasks determined with these Rules of Procedure.

The President performs their tasks until a new President is appointed.

## **4.2. Vice President of the SCNU**

### **Article 13**

The Vice President assists the President with their tasks and performs individual tasks in their field of work in agreement with the President. In the event of the President's absence, the Vice President performs the President's tasks upon written authorisation.

The Vice President performs their tasks until a new Vice President is elected.

## **4.3. Secretary of the SCNU**

### **Article 14**

The Secretary assists the President in preparing and chairing meetings as well as performs other tasks at the President's request. The Secretary takes minutes of the meetings and is, together with the University administration, responsible for sending invitations and materials to the members in due course.

The Secretary is responsible for keeping records of the SCNU, which include acts, minutes, candidacies, requests for the inclusion of items on the agenda, and the materials discussed at the meetings of the SCNU or at the meetings of working bodies.

## **V. MEETINGS**

### **6.1. General information about meetings**

#### **Article 15**

The meetings of the SCNU are regular, extraordinary and correspondence meetings.

#### **Article 16**

Regular meetings are convened and chaired by the President of the SCNU in accordance with the annual work programme or with the decision of the SCNU at least once every three months, with the exception of study holidays, so that the SCNU can perform its tasks regularly and that the members are given the possibility of greater participation. In the event of the President's absence, the meetings are convened and chaired by the Vice President of the SCNU.

The notification of the calling of a regular meeting together with the invitation, the draft agenda and the materials are sent to the members by the Secretary no later than seven days prior to the meeting.

The request for the inclusion of items on the agenda can be submitted by each member no later than three days prior to the meeting, or can be exceptionally submitted at the meeting where the request must be confirmed by the majority of all members present.

#### **Article 17**

An extraordinary meeting can be requested by the President of the SCNU, one fourth of the members of the SCNU, the Rector and the Student Council of the member or associate member of the University.

The President is obliged to convene an extraordinary meeting within three working days following the received request. The President can convene an extraordinary meeting sooner than it is determined for regular meetings.

#### **Article 18**

A correspondence meeting is convened by the President in the same way as an extraordinary meeting. The meeting is held by email and must last at least 24 hours. Everything can be decided upon at this meeting except for elections, appointments, dismissals and issues requiring a debate. It is only possible to vote "for" or "against" at a correspondence meeting.

#### **Article 19**

The draft agenda of the meeting is prepared by the President in accordance with the annual work programme, the decisions of the SCNU as well as the requests of the proposers of the call of the meeting.

The request for the inclusion of an item on the agenda can be submitted by each member of the SCNU, the Rector and the Secretary of the University.

The request must be submitted no later than three days prior to the meeting and must include the name of the item on the agenda, the materials and the draft decisions.

### **6.2. Conduct of meetings**

#### **Article 20**

At the beginning of the meeting, the chairperson determines whether the SCNU has a quorum and adopts the agenda.

The SCNU has a quorum if the majority of all members are present.

During the meeting, the chairperson can appropriately change the order of discussion of the items on the agenda.

#### **Article 21**

The chairperson gives the floor in the debate and can limit the duration of the debate at their discretion. The members and persons invited to the meeting have the right to debate.

#### **Article 22**

After the debate has ended, the draft decisions on the individual items on the agenda are voted on. In the event of many drafts, they are voted on in the order in which they have been put forward. In the event of two opposing drafts, only the one which was put forward first is voted on.

### **6.3. Decision-making at the meetings**

#### **Article 23**

The SCNU decides validly if it has a quorum.

#### **Article 24**

The SCNU decides by the majority of votes of members who are present except when a different majority is provided by legal acts of the University or these Rules of Procedure.

#### **Article 25**

The SCNU decides by public voting by the majority of members who are present unless it is determined otherwise with these Rules of Procedure.

A member has the right to explain their vote. At their request, a dissenting opinion can be recorded separately in the minutes.

#### **Article 26**

If the SCNU has not ended the debate on a discussed matter, or there are no conditions for decision-making, or the SCNU does not want to decide on the matter at that meeting, the debate or the deciding on the matter is adjourned until a subsequent meeting.

#### **Article 27**

The chairperson is responsible for maintaining order at the meeting of the SCNU.

The chairperson ensures that no one disturbs a speaker while speaking.

A participant who violates order at the meeting can be issued a verbal warning by the chairperson. If they continue violating order, the chairperson decides on the expulsion from the meeting. The expulsion is recorded in the minutes.

If the chairperson is not able to maintain order at the meeting of the SCNU through regular measures, they suspend the meeting.

### **6.4. Minutes of the meeting**

#### **Article 28**

Minutes of the meeting of the SCNU are taken by the Secretary of the SCNU. In the event of their absence, the minutes are taken by the recording clerk who is appointed by the President.

The original and the copy of the materials submitted or discussed at the meeting are attached to the minutes.

The adopted minutes are signed by the President and the minute taker.

The minutes of the meetings are public and are posted on the University's website, with the provisions of the law regulating the protection of personal information taken into consideration.

#### **Article 29**

The originals of the acts as well as the materials formulated and discussed by the SCNU or its body are kept in the archives of the SCNU.

## **VI. ANNUAL WORK PROGRAMME AND FINANCIAL PLAN**

### **Article 30**

The SCNU prepares the annual work programme which includes a time schedule and a proposed financial plan, and proposes its adoption at the first meeting after it has been elected. The proposed financial plan is submitted to the Governing Board of the New University for consideration and approval.

### **Article 31**

The SCNU rules by decision, unless stated otherwise in these Rules of Procedure, the legal acts of the university, or the Higher Education Act.

The decisions are formulated by the proposer of the item on the agenda or the chairperson of the meeting in accordance with the discussion on the item.

Opinions of the SCNU establish the general positions towards the questions, important for the University, they propose measures to solve student issues and regulate other issues, prescribed in the Statute of the University and other SCNU acts.

## **VII. ELECTIONS, APPOINTMENTS, DISMISSALS AND SUGGESTIONS**

### **9.1. General provisions**

#### **Article 32**

President of the SCNU calls the beginning of the nomination procedure for the election of student representatives to the bodies or working bodies of the University. The call is published at least seven days prior to the voting.

The SCNU votes for the student representatives to the bodies and working bodies of the University.

The candidacies are submitted electronically via the email address of the SCNU, based on a previously formatted e-form for the submission of candidacy. The proposer of the candidacy or the candidate has the right to explain their proposition or their candidacy.

The Secretary of the SCNU forwards the documentation, necessary for the inspection of the candidacies, to the email addresses of all the members prior to the voting.

The voting is public, with a raise of hands, or secret, if at least one member of the SCNU requires so.

#### **Article 33**

The candidate with the majority of valid votes from the members present is elected.

#### **Article 34**

The secret voting is conducted by the Election Commission.

The Election Commission comprises three members: the President and two members who are elected by the SCNU on a proposal by the President.

The members of the Election Commission can be the SCNU members, outside associates, or other students with an active student status.

#### **Article 35**

If there is more than one candidate for the same function and nobody gets the required majority of the votes, a new round of voting is conducted. In the second round of voting, only the two candidates with the majority of votes in the first round of voting stand for election.

If none of the two candidates get the required majority in the second round of voting, or if the only candidate for the position does not get the required majority, the candidacy procedure and the voting procedure are repeated on the basis of a new proposal of candidacies.

#### **Article 36**

If two candidates get the same number of votes, the vote is repeated only for those two candidates. In case of a tied vote in the second round of voting as well, the winner is drawn by lot.

#### **Article 37**

The SCNU elects or appoints student representatives into:

- Senate,
- Habilitation Committee,
- Quality and Evaluation Committee,
- other bodies and working bodies where student representatives hold mandates.

#### **Article 38**

The SCNU appoints such a number of representatives into the University Senate that the students account for one fifth of the members of the University Senate.

### **9.2. Dismissal procedure**

#### **Article 39**

The members, office holders of the SCNU and student representatives of the University bodies can be dismissed on the basis of the following reasons:

- final findings of liability to disciplinary actions, in accordance with the provisions of the Rules and Regulations regulating disciplinary liability of students at the University,
- a three-time warning in the minutes due to disturbance of order at the meetings,
- deliberate infringement of these Rules of Procedure,
- longer inactivity.

The dismissal procedure of the President and Vice President starts if suggested by at least half of the members of the SCNU, whereas the dismissal procedure of the rest of the members from among the students starts if suggested by the President of the SCNU or at least one fourth of the members of the SCNU.

The suggestion for the dismissal must be presented in writing and must include a substantive explanation as well as a timeline explanation for the dismissal and a request to include the item on the agenda.



### **9.3. Resignation of an office holder of the SCNU, a member of the SCNU, and a student representative in the bodies of the faculty**

#### **Article 40**

Every office holder of the SCNU, a member of the SCNU and a student representative in the bodies of the faculty has the right to resign and state the reasons for their resignation.

#### **Article 41**

An office holder of the SCNU or a student representative in the bodies of the faculty who hands in their resignation letter performs their work until the SCNU, in accordance with these Rules of Procedure, elects a new office holder or a new student representative in the bodies of the faculty.

The letter of resignation is valid if sent in a written form to the President and to other members of the SCNU.

#### **Article 42**

Student representatives in the bodies and working bodies of the University, and other office holders of the SCNU regularly report about their work, either orally at the SCNU meetings or in writing to the President of the SCNU.

### **VIII. FINAL PROVISION**

#### **Article 43**

These Rules of Procedure have been adopted and come into force when adopted by the Governing Board of the New University.

Amendments and supplements to these Rules of Procedure are applied by the SCNU independently with a two-thirds quorum of all the members.

The SCNU is competent for the interpretation of these Rules of Procedure.

Nova Gorica, 30 September 2019

Prof. Dr. Peter Jambrek  
Chairman of the Governing Board of New University