

*This document is a translation of the original document in Swedish "Reglemente för Fullmäktige". If the information in English is different from the Swedish version, it is the Swedish version that applies.*

## **Regulation for the Union Council (FuM)**

Adopted: 2004-12-15

Translated: 2021-08-09

### **§1 Function**

The Union Council manages, as the Association's highest decision-making body, the Association's business in the way prescribed in Medicinska Föreningen's bylaws.

### **§2 Responsibility**

The Union Council is, in its operations, accountable to all Association members through elections and the Association meeting. Provisions regarding the Association meeting can be found in the bylaws.

### **§3 Composition and number of members**

The Union Council's composition and number of members are made clear in Medicinska Föreningen's bylaws.

### **§4 Election**

The Union Council is elected as stipulated in Medicinska Föreningen's bylaws.

### **§5 Members and speaker/vice speaker**

Provisions for Union Council members and substitutes, as well as for the speaker and vice speaker can be found in Medicinska Föreningen's bylaws. Additionally, the following applies:

- A member or substitute who exits the Union Council meeting must notify the record keeper when this happens. A member or substitute who enters the meeting after it has started must likewise report this to the record keeper. In the meeting minuting it must be noted when members and substitutes arrive at and exist the meeting. Remaining participants with the right to speak should also notify the record keeper when they arrive at or exist the Union Council meeting.
- The speaker must, at the beginning of the meeting or when a member so demands, adjust the electoral roll. Substitutes enter into the place of the regular member as prescribed in the bylaws.
- If the speaker is absent from the meeting, the meeting is opened and led by the person among the present members who has been a member at the Union Council for the longest time (the Oldest member), until the Union Council has chosen a speaker for the meeting. If two or more members have been a part of the Union Council just as long, the oldest one of them takes precedence. The same shall apply before the speaker is chosen. The same shall also apply if a certain matter is treated where both the speaker and the vice speaker have a conflict

of interest. The speaker is replaced in the same way if they are prevented from completing other tasks that they are obliged to complete according to the bylaws or a regulation.

**§6 Obligations**

The obligations of the Union Council is made clear in Medicinska Föreningen's bylaws.

**§7 Convocation**

Prescriptions concerning convocation and the right to call for a meeting can be found in Medicinska Föreningen's bylaws.

**§8 Matters to address at a meeting**

Provisions regarding how matters are added to the agenda and at which point during the year certain matters ought to be treated, are found in Medicinska Föreningen's bylaws.

**§9 The treatment of the matters at a meeting**

At a Union Council meeting the matters are separately treated accordingly:

1. Formalities: Order issues that are to be addressed at every meeting, like if the meeting has been properly announced, electing adjusters, vote counters and the vice speaker, report of meeting minutes, setting the agenda and adjusting the electoral roll.
2. Election points: Elections that the Union Council must administer and dismissals from the same posts. Matters concerning elections and dismissals can also be delegated in certain cases unless otherwise prescribed in the bylaws, a regulation or an instruction.
3. Decision points: Points where a decision must be made concerning a factual question. The Union Council has the full right to make a hands-on decision or otherwise decide upon the coming processing of the matter.
4. Discussion points: Points that must be discussed in preparation for an upcoming meeting or that are discussed out of common interest. The matter may not be finally concluded. However, decisions can be taken concerning postponing, reporting for comment on further investigation of presented proposals and development of decision proposals and also adding the issue as a decision point at an upcoming meeting's agenda.
5. Report and notifications points: Written reports, oral reports and notifications from union bodies and people in a position of trust. If the report or notification is approved, the Union Council shall decide to add it to the record. Otherwise, they can decide to postpone, refer back for consideration, report for comment on further investigation of presented proposals and development of decision proposals and also add the issue as a decision point at an upcoming meeting's agenda.
6. Information points: Oral information from present members, substitutes, union bodies and people in a position of trust and staff.
7. Remaining matters: Matters of an informative nature, inquiries to people in a position of trust or less important matters.

**§10 Permission to attend, speak, plead and vote at a meeting**

Provisions concerning permission to attend, speak, plead and vote at Union Council meetings can be found in the bylaws.

The speaker or the chairperson of the Union Council meeting may not voice their opinion in the factual matter when a point added to the agenda is being debated. However, they may freely present factual information.

All attending participants with permission to speak, plead and/or vote must be noted in the minutes. Attending Association members who only have the right to attend shall not be noted in the minutes, but if there are doubts concerning a person's student union membership, there must be a control done to check if the person is a member.

At a meeting, nobody is allowed to speak inappropriately about somebody else or use expressions that insult another person or otherwise in words or actions behave in a way that disrupts the good order. The one speaking shall limit their statement to the subject in question. If anybody breaks these rules and does not conform to the speaker's reminders, the speaker may take away their right to speak in the ongoing debate.

**§11 Decision procedures**

Prescriptions concerning quorum, polls, voting, elections and other rules connected to decisions can be found in Medicinska Föreningen's bylaws.

**§12 Conflict of interest**

At a meeting, nobody may participate in treating an issue if it concerns themselves or someone close to them on a personal level.

**§13 Meeting minutes**

There are provisions in the bylaws regarding the Union Council's meeting minutes.

**§14 Training**

Newly elected members and substitutes of the Union Council, if they wish so, shall be given training/information concerning the Association's organisation, meeting techniques and Union Council routines. The Board and the speaker from the previous term are responsible for making this happen. The Union Council must also have a document of standing orders where you can find rules, praxis and routines for Union Council meetings.

**§15 Account of operations**

It is up to the speaker to write the Union Council's part in the Association's account of operations and submit it to the Board. The Board will incorporate it in the Association's account of operations, which is then submitted to the Union Council for decision in accordance with the bylaws.