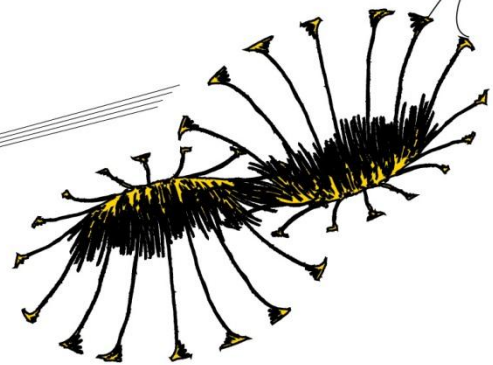




**Faculty Council Rules of Procedure for Electrical  
Engineering, Mathematics and Computer Science (EEMCS)**



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In view of the provisions of the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*, abbreviated WHW), the Faculty Council of Electrical Engineering, Mathematics and Computer Science adopted the Rules of Procedure for the Faculty Council of Electrical Engineering, Mathematics and Computer Science of the University of Twente on 11-04-2025. These rules entered into effect on 11-04-2025.

In the case of discrepancies between the English and Dutch versions of the Rules of Procedure, the Dutch text shall prevail.

For the powers of the Faculty Council, please refer to Chapter 7 of the University Council Regulations. This contains the Council's general powers, the powers of consent and advise, of the Faculty Council and the powers of staff delegations.

## **Chapter I General provisions**

### **Article 1 Terms and definitions**

1. The following definitions are used in these regulations:
  - a. University the University of Twente
  - b. law, the WHW the Dutch Higher Education and Scientific Research Act
  - c. Faculty the Faculty of Electrical Engineering, Mathematics and Computer Science
  - d. Faculty Council (also: Council) the council as referred to in Article 9.37 of the law
  - e. Faculty Board the dean, portfolio manager for education, portfolio manager for research and the managing director of the Faculty
  - f. Chairperson the person who chairs the Council
  - g. administrative secretary person who provides administrative support to the Council
  - h. Presidium the Daily Board of the Council
  - i. internal meeting meeting of the Faculty Council that is not a plenary meeting
  - j. plenary meeting the joint meeting of the Council and Faculty Board
  - k. delegations the staff or students elected into the Council
  - l. written letter or email
2. Any use of masculine grammatical forms in these regulations is to be interpreted as including their feminine equivalents.

## **Chapter II Structure and bodies**

### **Article 2 Chairperson**

1. The Council shall elect a Chairperson from among its members.
2. The Council shall elect at least one Vice Chairperson from among its members.
3. The Chairperson and Vice Chairperson(s) shall be elected at the commencement of the new council year.
4. If both the Chairperson and the Vice Chairperson(s) are prevented from attending a meeting of the Council, or the Council has not yet elected a Chairperson, the Council shall appoint a Temporary Chairperson to chair that meeting.
5. The Chairperson shall be responsible for, among other things:
  - a. Convening and leading internal meetings
  - b. Convening and leading plenary meetings
  - c. Drawing up the agenda for meetings in consultation with the administrative secretary
  - d. Conducting regular consultations with the Faculty Board

- e. Maintaining contact with the media on behalf of the Council as a whole, and informing them accordingly
- f. Archiving documentation generated and received by the Council
- g. Supervising compliance with these House Rules
- h. Conferral of new members, as referred to in Chapter VII

### **Article 3 Administrative secretary**

1. The dean appoints, after consultation with the Presidium, an administrative secretary of the Faculty Council to support the Faculty Council.
2. The administrative secretary shall assist the Chairperson in all his tasks as mentioned in this document.
3. The administrative secretary shall be responsible for drawing up and publishing an annual report for the Council, whereby the reporting period runs from 1 September up to and including 31 August of the ensuing year. The annual report shall consist of an abstract of all the minutes and documents in the public domain.
4. The administrative secretary shall be in regular contact with the Chairperson to prepare meetings.
5. The Council shall make annual arrangements with the Faculty Board regarding the administrative support for the Council (WHW Article 9.48 (3)).

### **Article 4 Presidium (Daily Board)**

1. The Presidium shall consist at least of the Chairperson and the Vice Chairperson(s), with representation of both delegations.
2. The Presidium shall be tasked with, among other things:
  - a. Preparing meetings, such as maintaining contacts and making agreements with portfolio managers and/or officials
  - b. Coordinating the Council's work and its committees
  - c. Maintaining contacts with various groups across the whole breadth of the Faculty community
  - d. Anything else required to ensure affairs proceed properly
3. If the Council is required to act before the complete Council meets on an issue, or can be expected to meet, the Presidium may act on the Council's behalf, pursuant to the law or the Faculty Regulations, provided the Council gives its approval afterwards.

### **Article 5 Committees**

1. The Council shall set up committees to deal with specific key issues, as it deems necessary.
2. The Council shall determine the membership of the committees, based on the Chairperson's proposals.
3. Committee members may solely be drawn from members of the Council.
4. The committees are tasked with preparing the substance of agenda items for plenary meetings but have no formal decision-making powers.

## **Chapter III Meetings**

### **Article 6 Internal Meetings**

1. Internal meetings shall be for procedural preparation of plenary meetings or for reflection thereof.
2. During internal meetings, the Council ascertains whether a proposal put forward by a committee could lead to a provisional standpoint of the entire Council or a portion thereof.
3. Additionally, internal housekeeping or Council matters shall be discussed at internal meetings, as well as non-agenda items, such as points from other business and motions.
4. The Council shall be authorised to take legally valid decisions during internal meetings, with due observations of the provisions of article 11.

## **Article 7 Plenary meetings**

1. In plenary meetings, the Council shall discuss with the Faculty Board proposals or points put forward by the Faculty Board and/or the Council.
2. The Council shall be authorised to take legally valid decisions during plenary meetings, with due observation of the provisions of article 11.

## **Article 8 Committee meetings**

1. The committees meet, in principle, at their own discretion to prepare internal and plenary meetings if specific agenda points of one or both of those meetings require to have a preparatory committee meeting. One or more members of the Faculty Board and/or policy officers may participate in meetings at the invitation of the committee to provide explanations to current agenda items.
2. Committee meetings shall be public. The chairperson may declare a meeting closed in advance backed up with argumentation, for the following valid reason:
  - if the agenda items to be discussed require confidentialityCommittee meetings shall always be open to Council members who are not members of the relevant committee.
3. The committees shall assess whether the Faculty Board has followed the required procedure in drawing up proposals and whether information relevant to decision making is sufficiently available. This concerns among other things making documentation available in good time, consulting with study programme committees, where necessary, and the authorisations of the Council (consent, advise or information).
4. The committees shall draw up a procedural proposal for each agenda item to be discussed, and where necessary, a draft text of a resolution for consent or advise.

## **Chapter IV Convening meetings and drawing up the agenda**

### **Article 9 Convening meetings**

1. The Council shall meet as much as possible during normal working hours.
2. Council meetings shall in principle only be held on specified dates and times set in advance in a meeting schedule determined by the Chairperson and executive secretary. Normally, internal meetings shall take place ten working days prior to and five working days after each plenary meeting.
3. The Chairperson shall convene each meeting no later than five working days before the date of that meeting by means of a written notice addressed to the members. This time period shall not apply if:
  - a. the Council deems extra internal deliberation necessary after a plenary meeting has taken place;
  - b. the Council has decided on its own by a minimal consensus to hold a series of meetings in succession in the short term.
4. The notice convening a meeting shall always contain the following documents:
  - a. The Chairperson's proposed agenda;
  - b. A draft report of the previous meeting;
  - c. Documents accompanying agenda items.
5. In exceptional circumstances, the Chairperson is authorised to deviate from the meeting schedule and organise an extra meeting or to cancel a meeting.
6. The Chairperson shall convene an extra meeting if this has been requested by at least one-third of the Council members in writing, accompanied by an outline of the topic to be discussed. The Chairperson shall set the meeting date in consultation with the Presidium.

### **Article 10 Drawing up the agenda and participation in meetings**

1. The Chairperson shall draw up the agenda for the meeting, in consultation with the Presidium and Faculty Board.

2. The agenda must in any case contain the following items:
  - a. Opening the meeting and adopting the agenda
  - b. Announcements
  - c. Adopting the minutes of the previous meeting
  - d. A list of the documents received from the Faculty Board
  - e. Proposals for initiatives or topics to be discussed put forward by a member or committee, where applicable
  - f. Letters received, at the discretion of the Presidium
  - g. Summary and adoption of resolutions and action points
  - h. Question round
  - i. Closing
3. Council members may submit a request to have a topic put on the agenda at the opening of the meeting. The Council shall decide whether the request to have the topic put on the agenda will be honoured.
4. The Council is authorised to invite non-members to participate in deliberations on a certain topic. They shall have an advisory vote.
5. Council members shall notify the Presidium in a timely manner if they will be prevented from attending a meeting.
6. If in (a part of) a meeting the personal interest of one of the Council members is at stake, the Council may decide that the member concerned shall not participate in (that part of) the meeting.

## **Chapter V Decision making and reporting**

### **Article 11 Quorum**

1. Legally valid resolutions may only be adopted at a meeting if at least half the members of each delegation required for the adoption of a resolution are present.
2. In the absence of a quorum, the proposed resolution shall be put on the agenda for the next meeting.

### **Article 12 Voting procedure**

1. A vote shall be carried out on the request of any of the members of the Council. If no vote has been requested for a resolution, the resolution shall be regarded as having been adopted.
2. Every member present during the vote and who is not required to refrain from voting on the grounds of article 10.6 shall be obliged to vote in favour, against or to abstain.
3. The Council shall adopt resolutions by a majority of votes cast. A resolution shall be adopted if the number of votes in favour is greater than those against.
4. The Chairperson shall ascertain whether a quorum is present prior to a vote, whereby a member who is required to refrain from voting on the grounds of article 10.6 shall be considered not to be present and hence will not count as part of the quorum.
5. Voting, in principle, takes place via oral votes. Each member of the Council may request voting via written ballots.
6. If multiple resolutions pertaining to one topic have been tabled, the Chairperson shall choose the resolution that in the Chairperson's opinion is most comprehensive for the first vote.
7. If a Council member wishes to amend part of a resolution, the Chairperson shall first submit this proposed amendment to a vote. The provisions of article 12.6 apply mutatis mutandis.
8. If during a meeting it is evident that no vote can be held on an agenda item, the Council can decide to transfer decision making to the Presidium, in conformity with article 4.3.
9. For specific topics, such as those described in the University Council Regulations, the powers of the staff delegation and student delegation may differ.

### **Article 13 Points of order and postponement of meetings**

1. A point of order may be submitted orally at any moment in time and shall be immediately dealt with. The Council shall resolve a point of order without delay.
2. A point of order concerns the course of procedure during meetings and may, among others, pertain to:
  - a. The agenda;
  - b. Application of the Rules of Procedure;
  - c. The public nature of the meeting, with due observation of article 15;
  - d. Suspending or closing deliberations, and/or postponing decisions on any item on the agenda.
3. The Chairperson can postpone a meeting for a period to be decided by the same at the request of a Council member and/or if the Chairperson deems it desirable for the course of the meeting or for maintaining order.

### **Article 14 Reports of meetings**

1. The Chairperson ensures that a report is made of each internal and plenary meeting. The report is an interpretation in writing.
2. On the contents and outcomes of committee meetings is reported back orally in the internal meetings.
3. The report shall always contain resolutions adopted by the Council during the meeting.
4. Council resolutions shall be communicated to the Faculty Board as quickly as possible in writing.
5. The report (or portion thereof) that is confidential shall be treated as a confidential document.

## **Chapter VI Public nature and attending meetings**

### **Article 15 Public nature of meetings**

1. Meetings of the Faculty Council shall be open to the public. The Council publishes her meeting schedule, including dates and locations, on her website. Employees and students from the University of Twente may visit a Council meeting without announcement but need to show their employee or student card as identification.
2. The Faculty Council may rule in advance and backed up with reasoning, that a meeting, or part thereof, shall be held in closed session. When the reporting of this portion of the meeting should be made public shall be decided during the meeting.
3. The Council shall always deliberate in closed session on:
  - a. Documents designated as confidential by the Faculty Board or submitter;
  - b. Appointments or dismissals of a member of the Faculty Board.
4. The Council may refuse to deliberate on a document designated as confidential.

### **Article 16 Inspection of documents for Council meetings**

Any member of the University community is entitled to inspect the Council's documents, agendas, and reports, to the extent these are not confidential, with the administrative secretary. To this end, documents, agendas and reports are published in a public Teams channel accessible to anyone with a Teams account from the University of Twente.

### **Article 17 Right to speak from the public tribune**

Anyone attending a meeting of the Council from the public tribune can request to receive the right to participate in the discussion for one or more agenda items. This request needs to be made with the Chairperson and at least one workday before that meeting. At the start of the meeting, the Chairperson shall announce the request as well as their decision to grant the request or not, backed up with reasoning. Right to speak in this way cannot be transferred to another person, nor does it transfer to other meetings even if the same topic is treated.

## **Chapter VII      Handover to the new Council**

### **Article 18      Transition period**

When new Council members are appointed, they will be invited to meetings by the Chairperson.

### **Article 19      New member administration**

1. When new Council members are appointed, they shall be added to the Council's email list, Faculty website, the Microsoft Teams environment and the list server.
2. Former members shall be removed from items mentioned in paragraph 1 at the commencement of the new Council year.

### **Article 20      Introduction documents**

Before the first meeting that they are invited to, as per article 18, the current Chairperson shall send new Council members: the Faculty Regulations, the University Council Regulations, the Council House Rules, the "Code of Conduct", and the participation compensation scheme.

## **Chapter VIII      Final provisions**

### **Article 21      Cases omitted by the Rules**

The Council shall decide on situations not provided for by these Rules.

### **Article 22      Derogations from provisions in the Rules**

In exceptional cases, the Council can decide to derogate from the provisions of these Rules, with the unanimous consent of all members.

### **Article 23      Date Rules enter into force**

These Rules enter into force with immediate effect on the day following their adoption by the Council.

### **Article 24      Citation title**

These Rules can be referred to as: "Faculty Council House Rules for Electrical Engineering, Mathematics and Computer Science of the University of Twente".