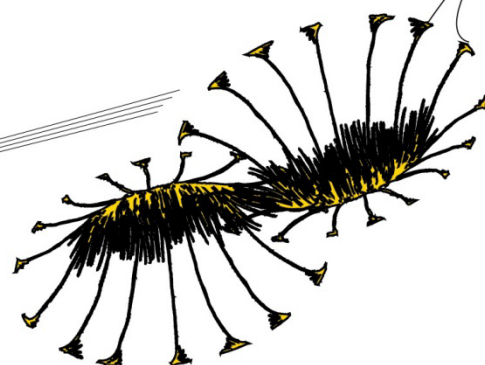




Faculty Council House Rules

Faculty of Engineering Technology



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Given the provisions of the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*, abbreviated WHW), the Faculty Council of **Engineering Technology (ET)** adopted the House Rules for the Faculty Council of **ET** on **16-12-2024**. The regulations entered into effect on **01-01-2025**.

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

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 Engineering Technology
d. Faculty 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 portfolio manager for operations of the Faculty
f. Chairperson	the person who chairs the Council
g. Vice-chairperson	the member of the Council who can act as chairperson of the council
h. Secretary-General	the member of the Council who can act as vice-chairperson of the Council
i. Administrative support	a person who provides official support to the Council
j. Praesidium	the Faculty Council representatives responsible for day-to-day functioning
k. Internal meeting	the physical, virtual or hybrid meetings of the Faculty Council.
l. Plenary meeting	the joint meeting of the Council and Faculty Board, which can be physical, virtual or hybrid.
m. Delegations	the staff or students appointed to the Council
n. 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 PURPOSE AND POWERS OF THE FACULTY COUNCIL

Article 2 Purpose

1. The Faculty Council is to promote to the best of its ability the development and implementation of high-quality policy in the interests of the Faculty and its staff and students while taking the various viewpoints and interests within the Faculty into account.
2. The Faculty Council represents the interests of the students and staff of the ET Faculty.
3. The Faculty Council promotes within their ability the following aspects within the Faculty:
 - a. the quality of primary processes related to scientific education and research within the Faculty, as well as the needed resources;
 - b. the involvement of staff and students in the general affairs of the Faculty;
 - c. formulating a shared point of view as Faculty Council;
 - d. openness, publicity and joint consultation in the Faculty;
 - e. the equal treatment of everyone, as well as bringing in people with a disability and people from other countries of origin

The powers of the Faculty Council described in articles 3 to 5 are, in accordance with Section 9.34 WHW, set down in the University Council regulations and have been translated directly from the Regulations of the University Council (UR 17-206), articles 23-25. The substance of these articles may not be amended here. These are included to ensure the Faculty Council House Rules can be independently read.

Artikel 3 General powers of the Faculty Council

1. The Faculty Council shall exercise towards the Dean of the Faculty the right of consent and the right of advice granted to the University Council insofar as it involves matters of particular concern to the Faculty and the relevant powers have also been granted to the Dean. The Faculty Council may interfere with the advisory powers of the programme committee with regard to bringing a dispute before it insofar as this is consistent with the advice of the programme committee.
2. The Faculty Council shall be heard confidentially on the appointment and dismissal of the Dean.
3. At least twice a year, the Dean shall allow the Faculty Council to discuss the general state of affairs in the Faculty with him. The Dean and the Council shall meet if the Dean, the Council, the staff or the student delegation give a substantiated request to do so. The meeting shall be held within a reasonable time after a request is made.
4. The Council is authorised to make proposals and express points of view to the Dean on all matters concerning the Faculty. The Dean replies to the proposals within six weeks in writing, stating reasons in the form of a proposal. Before issuing a response, the Dean shall give the Council at least one opportunity to consult with him on his proposal.
5. At the beginning of the academic year, the Dean provides the Council in writing with the basic information regarding the organisation of the Faculty and the main points of the policy already adopted. At least once a year, the Dean shall inform the Council in writing of his policy in the past year and its intentions for the coming year. The Dean also provides the Council with all the information it reasonably requires for performing its duties in a timely matter.
6. Suppose a particular meeting or part thereof involves a predominantly personal interest of one of the members of the Council. In that case, the Council may decide that the member concerned shall not participate in that meeting or part thereof. The Council shall then also decide that consideration of the matter in question shall take place in a closed meeting.
7. The Council shall annually report on its activities in writing and shall ensure that all parties involved in the Faculty can read the report. The Council shall ensure that the agendas and reports of the plenary meetings of the Council are sent to the Dean and made available for inspection by interested parties at a publicly accessible location within the Faculty.

Article 4 Faculty Council's right of approval and right of advice

1. The Dean requires the approval of the Faculty Council for each proposed decision with regard to the following topics:
 - a. The Faculty Regulations, as referred to in article 9.14 of the WHW.
 - b. The Education and Examination Regulations, as referred to in WHW article 7.13 with the exception of the topics mentioned in paragraphs 2 of article 7.13, topics a to g.
2. The right of approval also applies to:
 - a. The policy plan of the Faculty;
Regarding the policy plan of the Faculty, the Faculty Council has the following powers: The research chair policy plan is part of the Faculty policy plan, and significant deviations from the outlines stated in the policy plan require the approval of the Faculty Council.
 - b. the implementation of the system of quality assessment, as referred to in article 1.18 WHW, and the proposed policy in light of the results of the quality assessment, as referred to in article 2.9 WHW;
 - c. matters relating to health, safety and well-being in connection with work at the Faculty; the faculty occupational health and safety and environmental policies.
3. The right of advice pertains to:
 - a. the Faculty Budget and accompanying Annual Plan;
 - b. the Education and Examination Regulations, as referred to in WHW article 7.13, paragraphs a to g;
 - c. the educational and student facilities;
 - d. the housing policy and educational projects;
 - e. the faculty PR and information policy.

Article 5 Power of the staff delegation

1. The Dean ensures in a timely manner that the staff delegation of the Faculty Council can issue advice to the Dean and can consult about proposed measures regarding the following:
 - a. the manner in which employment and service conditions are applied at the Faculty;
 - b. the manner in which the general staff policy is implemented at the Faculty;
 - c. matters concerning safety, health and well-being in connection with work at the Faculty;
 - d. the organisation and way of working at the Faculty;
 - e. the technical and economic services at the Faculty.
2. The first paragraph is taken to mean at least the right of advice regarding reorganisation plans in accordance with the reorganisation code.
3. The rights of the staff delegation, referred to in the first paragraph, may be exercised to the degree the Dean has the relevant duties through a mandate from the Executive Board.
4. The staff delegation is entitled to propose to the Dean regarding the matters referred to in the first paragraph.
5. The Dean requires prior consent from the staff delegation for each measure he is entitled to take and on which the staff delegation has issued its advice based on the first paragraph.
6. In consultation with the staff delegation, the Dean establishes regulations regarding the exercise of rights as referred to in paragraphs 1, 4 and 5.

CHAPTER III STRUCTURE AND BODIES

Article 6 Composition

1. The Faculty Council consists of 5 staff members and 5 students.
2. The members of the staff delegation are elected for two years.
3. The members of the student delegation are elected for one year.
4. Membership of the Council starts on the first of September and ends on the 31 of August.
5. Retiring members of the FR are immediately eligible for re-election for a new term.
6. The method and organisation of the elections of members of the Faculty Council are formalised in the [UT Election regulations UC, FC and SC](#).

Article 7 Chairperson, Secretary-General, administrative support

1. The Council shall elect a Chairperson from among the staff delegation at the commencement of the new council year.
2. The Council shall select a Vice-Chairperson and a Secretary-General from among staff or student delegation at the start of the new academic year.
3. Suppose the Chairperson and Vice-Chairperson are prevented from attending, or the Council has not yet elected a Chairperson. In that case, the Council shall appoint a temporary Chairperson to chair the meetings.
4. The Chairperson, or, if prevented from attending, the Vice-Chairperson, shall represent the Council in disputes between the Council and the Faculty Board.
5. The Chairperson shall also be tasked with, among other things:
 - a. Convening and leading internal meetings
 - b. Convening and leading preparatory meetings
 - c. Convening and leading plenary meetings
 - d. Drawing up the agenda for meetings in consultation with the Secretary-General
 - e. Conducting regular consultations with the Faculty Board
 - f. Maintaining contact with the media on behalf of the Council as a whole and informing them accordingly
 - g. Supervising compliance with these House Rules
 - h. Conferral of new members, as referred to in Chapter VIII.
6. The Vice-Chairperson and Secretary-General shall assist the Chairperson in the aforementioned tasks,
7. The administrative support is responsible for taking minutes and reporting on the Council's deliberations and those of any committees.
8. The ET Faculty Office shall be responsible for archiving documentation generated and received by the Council.

Article 8 Praesidium

1. The Praesidium, which is elected for a period of 1 year, consists of at least 3 and no more than 5 members. The Praesidium shall consist of the Chairperson, the Vice-Chairperson and Secretary-General .
2. The Praesidium 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. Keeping connections with various groups across the whole breadth of the Faculty community
 - d. Anything else required to ensure affairs proceed properly
3. Suppose the Council is required to act before the complete Council meets on an issue or could reasonably be expected to meet. In that case, 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 9 Committees

1. The Council can set up committees to deal with specific key issues deemed necessary.
2. The Council shall determine the membership of the committees based on the Chairperson's proposals.
3. Committee members may be drawn from outside the Council as long as the Dean has been consulted beforehand.
4. Committee or workgroup meetings shall be led by a committee chairperson elected by the Council, who shall have the same powers in relation to the committee's work as those assigned to the Chairperson of a Council meeting.
5. The committee chairperson shall become and remain well-informed about the state of affairs in their assigned domain and shall ensure compliance with agreements concluded with the Faculty Board and/or the Faculty Board's support departments.
6. Committees meet at a frequency determined by the group based on the subject matter.

Artikel 10 Facilities of the Faculty Council

1. The Dean authorises the Faculty Council to use all means to fulfil its duties reasonably.
2. The resources the Faculty Council needs to fulfil its duties reasonably are charged to a budget specified by the Dean.
3. Any costs that may exceed the budget specified by the Dean are only charged to the Dean if the Dean was given prior notification of these costs and if he gave his consent.
4. Reasonable costs incurred for litigation and legal assistance by the Council shall be charged to the Faculty.
5. In legal proceedings between the Dean and Council, the Faculty bears the legal costs should the Council be ordered to pay the legal costs.
6. Members of the Faculty Council receive compensation according to [Participation compensation scheme University of Twente](#) adopted by the Executive Board in agreement with the University Council.

CHAPTER IV TRANSPARENCY AND CONFIDENTIALITY

Article 11 Duty of disclosure

1. The Dean provides the Faculty Council, upon request or otherwise, in time with all the information it needs to fulfil its duties reasonably.
2. Any decision to be taken by the Dean requiring the approval or advice of the Faculty Council is put to the Faculty Council in writing.
3. The Dean notifies the Faculty Council immediately of important developments and intentions regarding the matters described in the policy plan of the Faculty.
4. Any member of the University community is entitled to inspect the Council's documents, agendas and reports to the extent these are not confidential.

Article 12 Public nature of meetings

1. Meetings of the Faculty Council shall be open to the public. The Faculty Council may rule in advance, backed up with reasoning, that a meeting, or part thereof, shall be held in closed session.
2. 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.
3. A confidential report is made of the private discussion meeting or part thereof. When the reporting of this portion of the meeting should be made public is to be decided during the meeting.

Article 13 Public nature of meeting documents

1. All documents communicated to the Faculty Council, all discussions within and with the Council, and all documents drafted by the Faculty Council are public unless otherwise stated in a clear statement of confidentiality.
2. The Council may refuse to deliberate on a document designated as confidential.
3. The Council ensures that the agendas and reports of council meetings are made available for inspection in a publicly accessible place in the Faculty.
4. A statement of confidentiality will make clear which written or oral information is confidential, how long confidentiality is in effect and whether there are people in respect of whom confidentiality need not be observed.
5. The obligation to observe confidentiality does not lapse when membership of the Faculty Council or of the committees involved is terminated.

Article 14 Protection against prejudice

The Dean shall ensure that members of the Council and the administrative support, by virtue of their membership of the Council, are not disadvantaged in their position in relation to the Faculty. This applies mutatis mutandis in respect of prospective and former Council members.

CHAPTER V MEETINGS AND WAY OF WORKING

Article 15 Internal meetings

1. The Council shall, in principle, meet at least once during each meeting cycle. One or more experts from the Faculty may participate in meetings at the invitation of the Chairperson in order to provide explanations for current agenda items.
2. Internal meetings are at least used to prepare for the plenary meetings. During the internal meeting, the Council 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 advice.
3. Additionally, internal housekeeping, Council matters, and non-agenda items, such as points from other business and motions, shall be discussed at internal meetings.
4. The Council 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 a timely matter, consulting with programme committees, where necessary, and the authorisations of the Council (consent, advice or information).

Article 16 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 Faculty Board may be assisted by one or more persons working at the Faculty during the plenary meeting.
3. In consultation between the Dean and Council, it is determined who chairs the plenary meeting.
4. The chairperson can suspend the plenary meeting on request of either the Faculty Board or Faculty Council if a separate deliberation regarding a particular matter is desired.
5. The Council shall be authorised to make legally valid decisions during discussion meetings, with due observation of the provisions of Article 20.

Article 17 Convening meetings

1. The Council shall meet as much as possible during regular working hours.
2. In principle, internal and plenary meetings shall only be held on specified dates and times set in advance in a meeting schedule determined by the Presidium in consultation with the Faculty Board.
3. The chairperson convenes the meeting through a notice to all members. The notice shall always contain the following documents:
 - a. The proposed agenda;
 - b. A draft report of the previous meeting;
 - c. Documents accompanying agenda items.
4. In exceptional circumstances, the Chairperson is authorised to deviate from the meeting schedule and organise an extra meeting or to cancel a meeting.
5. 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 Praesidium.

Article 18 Setting the agenda and participation in meetings

1. The Praesidium shall draw up the agenda for the meeting in consultation with the Secretary of the Faculty Board.
2. The agenda must, in any case, contain the following items:
 - a. Opening the meeting and adopting the agenda
 - b. Adopting the report of the previous meeting
 - c. A list of the documents received from the Faculty Board
 - d. Proposals for initiatives or topics to be discussed put forward by a member or committee, where applicable
 - e. Letters received, at the discretion of the Praesidium
 - f. Closing
3. Council members may submit a request to have a topic put on the agenda. The Council shall decide whether the request to put the topic on the agenda will be honoured.
4. The Council is authorised to invite non-members to participate in deliberations on a certain topic.
5. Council members shall notify the Praesidium promptly if they will be prevented from attending a meeting.
6. If in a meeting, or any part thereof, the personal interest of one of the Council members is at stake, the Council may decide that the member concerned shall not participate in the meeting or any part thereof.
7. The Chairperson can bestow the right to participate in the discussion on persons attending the Council's meeting from the public tribune. The Chairperson shall inform the Council of this decision backed up with reasoning.
8. Guests have no voting rights, no right of consent, no right of advice: they can only listen, provide background information and ask questions. They should treat the documents, information and discussions confidentially if requested by the Council.

Article 19 Points of order and suspension or 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 other things, pertain to:
 - a. The agenda;
 - b. Application of the House Rules;
 - c. The public nature of the meeting;
 - d. Suspending or closing deliberations and/or postponing decisions on any item on the agenda.
3. A meeting can be suspended or postponed by the Chairperson on request by a member of the Faculty Board or the Council and/or if the Chairperson deems it desirable for the course of the meeting or for maintaining order.

CHAPTER VI DECISION-MAKING AND REPORTING

Article 20 Quorum

1. Meetings shall only occur if at least half the members from both delegations of the Faculty Council are present.
2. If there are not enough members to make a quorum, the Chairperson shall decide whether the meeting will proceed.
3. Legally valid resolutions may only be adopted at a meeting if at least half the members of both delegations are present.
4. Without a quorum, the proposed resolution shall be put on the agenda for the next meeting.
5. If a resolution requires adoption by one of the two delegations, the quorum only applies to that particular delegation.

Article 21 Voting procedure

1. A vote shall be carried out at the request of the Chairperson or any of the members. If no vote has been requested for a resolution, the resolution shall be regarded as adopted.
2. Every member present during the vote who is not required to refrain from voting on the grounds of Article 18.6 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, regardless of the number of blank votes. The vote of a member of the Faculty Council counts as one vote.
4. A member unable to attend a Council meeting may, by written proxy and stating their position on a matter described, allow another member belonging to the same delegation to cast their vote. Any member may vote by proxy for no more than one other serving member of his delegation.
5. 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 18.6 shall be considered not to be present and hence will not count as part of the quorum. A written proxy does count towards the quorum.
6. Oral votes shall be used for business matters, while written ballots shall be used for matters pertaining to people.
7. 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.
8. If a Council member wishes to amend part of a resolution, the Chairperson shall first submit this proposed amendment to a vote.
9. In the event of a tie on a vote not related to the appointment of a person, this proposal is put up for a vote again at the following meeting. In the event of another tie, the proposal is deemed to have been rejected.
10. In the event of an election of a person with three or more candidates, none of the candidates receives an absolute majority, the candidate with the least support is dropped from consideration, and a second vote is held.
11. If an election of a person results in a tie, the decision will be taken by lot.
12. 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 Praesidium, in conformity with article 8.3.
13. For specific topics, such as those described in the University Council Regulations, the staff and student delegation's powers may differ.

Article 22 Reports of meetings

1. The administrative support shall be responsible for making a report of the meeting. The report is an interpretation in writing.
2. The report shall always contain resolutions adopted by the Council.
3. Unless a member of the Faculty Council submits a reasoned objection to the report within 1 week of sending it, the administrative support will disclose the report. The report to be disclosed does not contain information agreed to be confidential.
4. If an objection, as referred to in the above paragraph, is made, the administrative support publishes the report only after the Faculty Council has decided on the report.

5. The administrative support ensures that the reports of the council meetings are sent to the Board and are made available for inspection in a publicly accessible place in the Faculty.
6. Council resolutions shall be communicated to the Faculty Board as quickly as possible in writing.

Article 23 Responses to advice and withholding approval

1. As soon as possible but no later than six weeks after the Dean receives written advice from the Council, the Council will be notified in writing of how the issued advice will be implemented or whether the advice will not be adopted.
2. Should the Board not wish to follow the advice or not in its entirety, the Faculty Council is informed in writing, stating reasons.
3. If the Dean is not following a piece of advice issued by the Council or not in its entirety, and the Faculty Council is of the opinion that the decision is detrimental to the interests of the Faculty or the interests of the Faculty Council, the procedure as described in article 25 is followed.
4. Within four weeks of receiving the written notification from the Faculty Council that it does not approve a proposed decision, the Dean notifies the Faculty Council in writing whether the proposed decision will be withdrawn or maintained.

Article 24 Annual report

1. The Praesidium 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.
2. The annual report shall consist of an abstract of all the minutes and documents in the public domain.
3. The annual report requires approval from the whole Faculty Council before publication to the faculty community.

CHAPTER VII DISPUTES

Article 25 Disputes

If a dispute arises between the Dean and the Faculty Council, the Dean or the Faculty Council notifies, following the provisions of Section 9.40 (4) WHW, the Executive Board of this dispute. The Executive Board submits the dispute to the national disputes committee, as referred to in section 9.39 *et seq.* WHW unless the Executive Board is of the opinion that the dispute can be resolved without the disputes committee intervening. It accompanies that opinion with a proposal to resolve the dispute, which both the Dean and the Faculty Council agree to.

CHAPTER VIII HANDOVER TO THE NEW COUNCIL

Article 26 New members

1. When new Council members are appointed, they will be invited to meetings by the current Chairperson.
2. New Council members shall receive an appointment letter by the ET Faculty Office. The Faculty Regulations, the University Council Regulations, the Council House Rules, and the participation compensation scheme will be shared by current Chairperson.
3. When new Council members are appointed, they shall be added by current chairperson to the Council's email list, Faculty and Council website, and Teams where they can have access to Faculty Regulations, the University Council Regulations, the Council House Rules, and the participation compensation scheme
4. Former members shall be removed from items mentioned in paragraph 3 at the commencement of the new Council year by Chairperson.

CHAPTER IX FINAL PROVISIONS

Article 27 Omissions and deviations

1. The Council shall decide on situations not provided for by these Rules.
2. In special cases, the Council can decide to deviate from the provisions of these Rules with the unanimous consent of all members.

Article 28 Citation title

These Rules can be referred to as: "ET Faculty Council House Rules".