The Rules of Procedure and Agenda for the Student Parliament (ST) at NMBU

1. General part

1.1 All who have a voting right who are in attendance must register at the beginning of the meeting by a role call and gets a voting sign to use for voting.

1.2 If someone with a voting right leaves before the meeting is adjourned, a written message and their voting sign must be delivered to the secretary.

1.3 The meeting leaders consist of two chairmen.

1.4 The organization secretary shall write a protocol. This shall include:

- Who is leading the meeting
- Which compulsory attendance representatives that were present
- What cases that were treated
- Suggestions received
- Results of votes
- Election results
- Any protocol additions

1.5 The case papers are to be translated into English

1.6 Case papers and protocol are to be sent to the student parliament representatives, the Control Committee, student representatives in the University Board (US), Research committee (FU), Education committee (SU), Tuntreet, the Student Society Committee, the Student Councils (SR), the International Student Union (ISU), student representatives in SiÅs, candidates who are running for positions, the Norwegian Student Organization (NSO) and the NMBU leadership.

1.7 Case papers and protocol are to be made available on the Student Board (AU) website, on electronic learning platforms, and at the AU office.

1.8 The majority voting follows the statutes.

2. Conduction of the Meeting

2.1 Meetings at the Student Parliament are to be conducted after this Rules of Procedure and normal meeting practices. In cases of doubt, the Rules of Procedure and practice are to be interpreted by the chairmen. The chairmen's interpretation can be overruled by a 50% majority.

2.2 Cases are to be handled according to the agenda.

2.3 All amendment and decision proposals shall be given in a written form and delivered to the meeting leaders.

2.4 All decision and discussion cases start with an input round amongst the faculties. Speaking time is two minutes per faculty.

2.5 The following rules apply to input and replies:

- Speaking time for input must not be longer than two minutes.
- Two responses and a question response per question is allowed. The speaking time for this is under 1 minute.
- The meeting leader and the Student Parliament representatives can propose a change to the above mentioned points if they feel it is needed
- With a sign to the case information/rules of procedure, a half minute of speaking time is given immediately after a current response exchange is finished.
- When the meeting leader sees it as necessary they can propose to prioritize speakers who have not spoken on the matter.

2.6 Signals:

- One finger in the air to signal input.
- Replies are two fingers in the air as a V. This should be used to comment on input and must be used while the input is being given. Answers to responses must be signaled while the answers are being given.
- A "T signal" is used for inputting a case, to the agenda and to the rules of procedure. The sign should only be used to come with cases or proposals to change the agenda or rules of procedure.

2.7 The meetings can propose to draw the line on a speech. The chairmen then decide if it is possible to continue after the following response and response decision. If the limitation is upheld this can be overruled with a qualified majority.

2.8. At least one representative from each faculty must be proficient in Norwegian. At this point, input, responses or case proposals brought forward in English must be answered in English. The chairmen are responsible for translating if it is necessary.

2.9 If one is included in the speaking list they can receive a response from the meeting leader if it is done. This can, for example, be done with a nod. If the leader shakes their head means that they cannot be included in the speaking list.

2.10 The meeting leader shall inform when the speaking time is almost up

2.11 The meeting leader shall periodically refer to the speaking list and after each response inform about the responses to the input

3. Elections and voting

3.1 The Meeting leader informs about how elections and voting shall be conducted.

3.2 With elections and voting, the moderator makes a proposal to the Student Parliament about the speaking time and number of questions.

The counting body has the responsibility for collecting and counting votes.

3.3 If there are many decision proposals the moderator can find an appropriate form of voting. With a 50% majority the Student Parliament can choose one of the forms of voting. As a rule, two opposing methods are proposed against each other.

3.4 After a vote, each candidate has the right to hear the number of votes they received.

3.5 The meeting cannot be adjourned before all results are announced.

Agenda

Different cases can be a part of the agenda:

1. Constituting

- Cases that handle conduction of the meeting, approvals and appointments. Other cases must be sent in before or during the constituting.

2. Orientation cases

- Cases that are only to orientate. The Student Parliament can consider themselves orientated, or not orientated. If a debate is desired, the case must be put as a discussion case or decision case for the next Student Parliament.
- Minutes from The University Board, The Education Committee, The Research Committee, The SiÅs Board, Students' and Academics' International Help Fund (SAIH), The International Student Union (ISU), The Learning Environment Board (LMU) and the Student Parliament's Student Board (AU). This opens up for questions about the minutes. If a debate is desired for certain elements in the minutes, this must submitted.

3. Decision Cases

- Cases that require a binding decision. This applies to elections and appointments, changes in the statutes or other committee documents, new or clarifications of policies, economic cases and other cases that require a vote.
- If necessary, electronic decisions can be used between Student Parliament meetings.
- Electronic decisions cannot be used if the topic is of a significant nature, unless the Student Parliament has approved of it before hand, in accordance with the instructions for electronic decisions.

4. Discussion Cases

Are not to be voted over, but are the basis for AU to work further on the case.

5. Cases that handle elections and appointment.

Cases are closed after a written vote or voting with acclamation.

6. Other

Under "other," all participants can bring forward cases that were not in the Agenda, and they must be brought forward before or during constituting. No form of decisions can be made on these cases.

7. Evaluation of the Meeting

Here, participants can give feedback about the conduct of the meeting.