

General regulations of the Student Council and the Council for Student Services for the Vrije Universiteit Brussel

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These regulations implement the provisions of the Higher Education Codex¹, Part II, Title V, Chapter 4, relating to the student council, and Chapter 5 on the student services in higher education, as well as the provisions on the Student Council and the Council for Student Services in the General Organisational Statute of the VUB².

The intention is that the VUB Student Council and the Council for Student Services will have the same composition insofar as possible under the Codex of Higher Education. The same goes for what concerns the chairpersonship and vice-presidency of both councils.

These regulations should be read in conjunction with the VUB student participation regulations³.

The General Regulations of the Student Council and the Council for Student Services deal, in particular, with:

- the composition of the Student Council and the Council for Student Services;
- the powers of the Student Council and the Council for Student Services;
- the rules of procedure for the Student Council and the Council for Student Services;
- the electoral procedure.

TITLE I Composition of the Student Council and the Council for Student Services

CHAPTER I Composition of the Student Council

Article 1 Composition

The Student Council is composed of:

- 4 students⁴⁵, who are directly elected to the Student Council⁶ from among the constituency representing the entire student population;
- 2 students per faculty, who are directly elected from among their faculty constituency.

Article 2 Successors

All non-elected candidates will be ranked per constituency as successors based on the number of votes they each obtained (from high to low).

Article 3 Advisers

The Vice-Rector for Educational and Student Affairs⁷ and the general manager, or their representatives, shall be invited to attend in an advisory capacity. The managers of the student services departments, the Chairmen of the "Geen Taal, Geen Vrijheid" [No language, No Freedom] Brussels Student Society and the Centre for Free Enquiry and the chief editor of The Moeial, or their representatives shall be invited to attend in an advisory capacity.

The student representatives from the Faculty Councils shall be invited to attend the meeting in an advisory capacity.

Members of the Council for Student Services, who do not serve in the Student Council will also be added to the Student Council to serve in an advisory capacity.

1 <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=1465>

2 https://www.vub.ac.be/sites/vub/files/reglementen/organiek_statuut_vub_2016-06-30.pdf

3 <https://student.vub.be/en/regulations-and-forms#student-council>

4 *In accordance with the definition in the Codex Hoger Onderwijs, we consider a student as the person who is enrolled at the Vrije Universiteit Brussel.*

5 *Members of the Student Council who unsubscribe from the Vrije Universiteit Brussel during the academic year, resign as member of the Student Council.*

6 *These 4 students are also directly elected to the Brussels University Association Student Council (BAST)*

7 *In 2015-2016, this will still be the Vice-rector for Student Affairs, in accordance with the transitional provision of the new General Organic Statute, see art. 94(3).*

On the designation of the International Relations and Mobility Office, the president of a group who represent the international students at the VUB or another international student with a state of merit shall be invited to attend in an advisory capacity.

The government commissioner and the representative of finance have the right to attend meetings of the Student Council in an advisory capacity by virtue of the power vested in them by decree.

Advisers shall not be members of the Student Council.

Article 4 Term of office

The term of office of a member of the Student Council shall run from the first to the last day of the academic year.

Only the inaugural meeting may already take place in the previous academic year. The agenda may then only contain items relating to the inauguration, as laid down in article 12.

Article 5 Chairperson, Deputy Chairperson and coordinators

Each year, during the inaugural meeting, the elected members of the Student Council must elect a Chairperson and at the latter's proposal, a Deputy Chairperson from among the members.

At the same time, at least 2 coordinators must be elected who shall have the powers set out in article 15.

CHAPTER II Composition of the Council for Student Services

Article 6 Composition

The number of seats in the Council for Student Services corresponds to the number of elected representatives for the Student Council. The number of members will only be increased if:

- the total number of members does not meet the gender balance for the Council for Student Services, imposed by Decree: at least one third of the members belongs to the opposite sex; and then
- in case of an odd number – with one additional seat to meet the decretal parity requirement.

The Council for Student Services is then composed with equal representation in a contingent "indirect elected by the Student Council" and a contingent "appointed by the competent administrative body". The elected chairperson of the Student Council is appointed to the contingent "indirect elected by the Student Council", the elected deputy chairperson to the contingent "appointed by the competent administrative body".

The other members are arranged in a sequence determined by lottery. The first half of this is considered to be elected indirectly by the Student Council, just like the chairperson. The second half will be presented to the competent administrative body to be appointed to the Council for Student Services, just like the deputy chairperson.

If seats have to be added to the Council for Student Services, then non-elected candidates for the Student Council are nominated for these seats in the first place. Those candidates belong to the required sex to meet the gender balance imposed by Decree, and are ordered according to the percentage of votes obtained per constituency. If this is not enough, a call will be launched and the members of the Student Council will nominate extra candidates based on their motivation.

The indirect election and nomination shall take place during the inaugural meeting of the Student Council. Because of the parity requirement imposed by Decree and the gender criterion, the number of members may vary from year to year.

Article 7 Successors

All candidates not elected in the Student Council election will be ranked per constituency as successors based on the number of votes they each obtained (from high to low).

Article 8 Advisers

The same advisers shall be invited as for the Student Council.

Advisers may not be members of the Council for Student Services.

Article 9 Term of office

The office of the members of the Council for Student Services has the same term as that for the Student Council.

Only the inaugural meeting can already take place in the previous academic year. The agenda may then only contain items relating to the inauguration as laid down in article 12.

Article 10 Chairperson and Deputy Chairperson

On nomination by the Student Council a Chairperson and Deputy Chairperson are elected by the Council for Student Services.

CHAPTER III Inauguration of the Student Council and Council for Student Services

Article 11 Acknowledgement of the outcome of the electoral process

Once the current Student Council has taken due note of the outcome of the electoral process, the newly elected members shall be convened for the inauguration of the Student Council for the next academic year.

Article 12 Agenda of the inaugural meeting of the Student Council

Until a Chairperson is elected, the newly elected Student Council will meet under the chairpersonship of the oldest member present.

The agenda for this meeting shall contain the following items, in the order given below:

1. Inauguration of the new Student Council;
2. Election of the Chairperson;
3. Election of the Deputy Chairperson after nomination by the Chairperson;
4. Establishment of two joint quotas of the Council for Student Services, one "elected by and from among the students" and the other "to be appointed by the competent administrative body";
5. Election of coordinators
6. Appointment of student representatives to the vacant offices within the bodies in accordance with the VUB Organic Statute and the Student Participation Regulations;
7. Appointment of student representatives to the vacant offices within internal councils and committees;
8. Appointment of student representatives to vacant positions within external councils and committees;
9. Fixing of the date of the first meeting of the Student Council and of the inaugural meeting of the Council for Student Services.

Article 13 Agenda of the inaugural meeting of the Council for Student Services

Until the Chairperson is elected, meetings of the Council for Student Services shall be chaired by the Chairperson of the Student Council.

The agenda for this meeting shall be limited to the following items, in the order given below:

1. Inauguration of the new Council for Student Services;
2. Election of the Chairperson through acceptance of the nomination by the Student Council;
3. Election of the Deputy Chairperson through acceptance of the nomination by the Student Council.

CHAPTER IV Election of the Chairperson, Deputy Chairmen and coordinators of the Student Council

Article 14 Election of the Chairperson and the deputy chairperson

Candidates for the chairpersonship submit their application, containing an application letter and CV, to the Vice-rector for Educational and Student Affairs no later than the day before the meeting at which the Chairperson will be elected.

For the deputy chairpersonship the chairperson nominates a candidate. Other members can also apply as deputy chairperson.⁸

The Chairperson and deputy chairperson shall be elected as follows:

⁸ *The Chairman and Deputy Chairman must belong to a different quota of the Council for Student Services (as required by decree)*

1. Candidates shall be given the chance to clarify their applications during the meeting.
2. The members must be granted the opportunity to pose questions to the candidates.
3. The members will discuss the applications. No minutes will be taken of these deliberations. The candidates may be asked to leave the meeting during the deliberations. A request to this end from at least one member is all that is required.
4. The candidates will rejoin the meeting following the deliberations and the vote will be taken by secret ballot. All the members of the Student Council, including the candidates, shall take part in the vote, casting one vote for a single candidate.
5. The candidate who obtains the absolute majority of votes, laid down in article 41, is elected (deputy) chairperson.
If no candidate has obtained the absolute majority of the votes and if there are several candidates for (deputy) chairperson, a second voting round will be held. In the second round, the members bring out their vote on the two candidates who obtained the most votes in the first round of voting. In case of an ex aequo in the first round of voting, the candidate who obtained the largest number of votes, in terms of percentage, per constituency for the Student Council elections, is eligible for the second round of voting.
The candidate who obtains the absolute majority of votes in the second round of voting, is elected (deputy) chairperson. In case of an ex aequo in the second round of voting, the candidate who obtained the largest number of votes, in terms of percentage, per constituency for the Student Council elections, is elected (deputy) chairperson.
6. The Student Council nominates the elected persons as Chairperson and deputy chairperson for the Council for Student Services.

Article 15 Election of the coordinators

At least 2 coordinators shall be elected who shall be responsible for a work area and ensure coordination of that area.

The Chairperson, the Deputy Chairperson or the candidate coordinators themselves may propose a work area for which they hold coordination to be desirable.

The coordinators shall be elected as follows:

1. The candidates shall be given the chance to clarify their applications during the meeting.
2. The members must be granted the opportunity to pose questions to the candidates.
3. The members will discuss the applications. No minutes will be taken of these deliberations. The candidates may be asked to leave the meeting during the deliberations. A request to this end from at least one member is all that is required.
4. The candidates will rejoin the meeting following the deliberations and the vote will be taken by secret ballot. All the members of the Student Council, including the candidates, shall take part in the vote, casting one vote for one or more candidates.
5. To be elected, the candidate must have an absolute majority of the votes cast, as laid down in article 41.

CHAPTER V Resignation as member and resignation from an office

Article 16 Resignation as member

Any member wishing to resign must notify the Chairperson promptly. The resignation shall be noted at the next meeting.

The successor from the same constituency ranking first shall then be asked to fill the vacant seat. If he/she declines, the alternate from the same constituency ranked next shall be selected.

If no more successors are available, the seat of the resigning member will no longer be filled nor will it be taken into account in determining the quorum.

A member who has been duly convened but who has been absent two times per year without prior written excuse will be invited by the council to explain these absences. If the member can't be present at the session to justify himself, he will hand over a written account to the Student Council. The Student Council takes note of the

General regulations Student Council and Council for Student Services, as accepted by the Student Council and Council for Student services of September 2nd, 2016 with changes accepted by the Student Council and the Council for Student Services of December 13, 2017.

justification or of the lack of justification for the absence of that member. The council can make a motivated decision about whether or not this member has to resign.

From the academic year 2016-2017 a member will be invited at the council to explain his or hers absences as soon her or she would have been absent without prior written excuse.

Article 17 Resignation as Chairperson, Deputy Chairperson or coordinator

A Chairperson, Deputy Chairperson or coordinator who wishes to resign from the office held must notify the Student Council immediately. The resignation shall be noted at the next meeting.

The office can then be filled again in accordance with the election procedure set out above in articles 14 and/or. 15.

Article 18 Motion of no confidence

A reasoned motion of no confidence against the Chairperson, Deputy Chairperson or a coordinator must be brought by at least 5 members of the Student Council or Council for Student Services.

A reasoned motion of no confidence against the Deputy Chairperson or a coordinator may also be brought by the Chairperson.

Any such a motion shall be communicated to the member against whom it is brought immediately and at least 14 days before the next meeting.

He/she may append documents in his/her defence to the notice convening the meeting and is entitled to be heard at the meeting. For the handling of the motion of no confidence the normal quorum shall apply.

If the motion is adopted, the member concerned may no longer perform the corresponding duties. The member shall, however, continue to be a member of the Student Council or Council for Student Services.

Article 19 Election after a motion of no confidence

If a motion of no confidence brought against the Chairperson is passed, the Student Council shall, within one week, convene at a special meeting, with the election of a new Chairperson as sole agenda item.

The replacement of the relevant Chairperson, Deputy Chairperson or coordinator can be placed on the agenda of the next ordinary meeting.

TITLE II Powers of the Student Council and the Council for Student Services

Article 20 Powers of the Student Council

The powers of the Student Council are governed by the Higher Education Codex and in accordance with the provisions of the participation rules and the Organic Statute of the VUB.

The Student Council also has the power to:

- appoint student representatives to the bodies as laid down in the VUB Organic Statute with regard to the powers of the Student Council and in the Student Participation Regulations;
- appoint or nominate representatives to other internal councils and committees⁹ upon their submission of a request to this end to the Student Council;
- appoint or nominate representatives to external councils and committees upon their submission of a request to this end to the Student Council.

Powers that are delegated to it by the competent VUB administrative body shall be exercised in full by the Student Council.

Article 21 Powers of the Council for Student Services

The powers of the Council for Student Services are governed by the Higher Education Codex and in accordance with the provisions of the VUB Organic Statute.

9 (Management Committee Library, Buildings Committees, Governance Committee (GOCO), ICT Council, etc.)

Powers that are delegated to it by the competent VUB administrative body shall be exercised in full by the Council for Student Services.

TITLE III Rules of procedure

CHAPTER I General provisions

Article 22 Representation of the student community

The Chairperson of the Student Council represents the student community of the Vrije Universiteit Brussel.

Article 23 Replacement of the Chairperson

If the Chairperson is absent, he/she shall be replaced by the Deputy Chairperson.

Article 24 Incompatibilities

The office of core board member of a recognised student association or of board member of the Brussels "Geen Taal, Geen Vrijheid" Student Society, Research Freedom Study Circle or the De Moeial journal is not compatible with the chairpersonship or deputy chairpersonship of the Student Council and Council for Student Services.

Article 25 Supervision of implementation of resolutions

The Chairperson and Deputy Chairperson of the Student Council and the Council for Student Services are responsible for supervision of the implementation of all resolutions passed by those councils.

CHAPTER II Support

Article 26 Secretariat

The secretariat of both the Student Council and the Council for Student Services shall be provided by a University staff member. The secretariat shall draw up the draft minutes, send out the meeting notices, draft the resolutions and ensure their follow-up, in conjunction with the Chairperson and Deputy Chairperson.

Article 27 Preparation and implementation of decisions

For the preparation and implementation of their resolutions, the Student Council and the Council for Student Services may request the help of the University's heads of department.

CHAPTER III Agenda

Article 28 Preparation of meetings

The Chairperson and Deputy Chairperson are, together with the secretary of the Student Council, in charge of preparation of the meetings and agenda of the Student Council and the Council for Student Services.

Article 29 Agenda Consultation

The Chairperson and Deputy Chairperson shall finalise the agenda in an Agenda Consultation as soon as possible after the deadline for putting items on the agenda as prescribed in article 30. The Vice-rector for Educational and Student Affairs, the manager of the Vice-Rectorat, the General Manager and the Secretary, or their representatives, shall be members of this Agenda Consultation.

The chairperson can enlarge the agenda consultation by inviting any advisors needed to judge possible effects on specific target groups.

Article 30 Agenda items

Items can be tabled on the agenda of the next meeting, provided that the written motion reaches the Chairperson at least 14 calendar days before the meeting date.¹⁰

¹⁰ To deliver via Studentenraad.stuvoraad@vub.be

The Chairmen of the competent administrative bodies, the Vice-rector for Educational and Student Affairs and the General Manager may, on their own initiative, table an item for the agenda of the Student Council or the Council for Student Services.

Any member of the Student Council and Council for Student Services may submit a written request to the Chairperson for an item to be tabled on the agenda.

All motions supported by at least 30 students that have been submitted timely to the Chairperson¹¹ will be put on the agenda of the Student Council or Council for Student Services. The person who has put forward the motion will be invited to clarify his/her proposition.

Article 31 Agenda items submitted at the meeting as a matter of urgency

Items that are submitted after distribution of the agenda may only be added to it if the Chairperson acknowledges the motives of the urgency of the matter.

These items can be communicated until 24 hours before the meeting is planned.

If the chairperson wishes to add another item to the agenda during the meeting, the Student Council has to accept the agenda item.

Article 32 Agenda items submitted as a matter of urgency using the written procedure

If the Student Council or Council for Student Services is unable to meet with the required quorum or if the urgency so requires, the Chairperson may decide to submit a matter for approval by the members using the written procedure.

On receipt of the written motion, the members must inform the Chairperson of whether or not they consent to it or abstain from voting. A member who does not respond within the prescribed period shall be deemed to have abstained. If the quorum is not reached, the Chairperson may, if the urgency dictates, take a decision him/herself, as provided for in article 33.

Article 33 Extremely urgent resolutions

The Chairperson of the Student Council and Council for Student Services shall him/herself take any extremely urgent resolutions. This is possible only if the procedure set out in article 32 has not led to a result or if the need could not have been foreseen earlier and there is a need of extreme urgency. He/she shall inform the Student Council and/or Council for Student Services on the decision that had been taken at the next meeting.

CHAPTER IV Meeting procedure

Article 34 Public nature of meetings

Meetings are open to all members of the university community, unless otherwise decided by the Student Council or Council for Student Services.

However, those members of the university community may not take part in the meeting, unless the Chairperson asks for their opinion.

Article 35 Frequency of meetings

The Student Council and Council for Student Services shall convene at least 4 times per year, and whenever deemed appropriate by the Chairperson.

If at least 5 members submit a written request to this end, the Chairperson must convene the Council, which must meet within 15 working days of receipt of the notice to this end.

Article 36 Invitation/Convocation to attend the meeting

The Student Council and Council for Student Services shall be convened by the Chairperson.

The invitation shall give the date, time and place of the meeting, as well as the agenda. It will, together with the meeting documents thereto, be sent to the student representatives.

¹¹ To deliver via studentenraad.stuvoraad@vub.be

Save where there is an unexpected need for urgency, meetings must be convened at least 5 full working days before they take place.

After communication of the agenda, changes to the meeting documents can only happen after consent of the chairperson.

Article 37 Quorum

Resolutions shall be validly adopted only if the majority of the members is present or represented.

If this quorum is not reached and urgency dictates, the Chairperson may decide to submit a matter for approval by the members using the written procedure.

Article 38 Course of the meeting

The meetings shall be declared opened and closed by the Chairperson, who will chair the meeting.

The agenda items shall be discussed in the order previously determined by the Agenda Consultation, as set out in article 29. However, if justified, the Chairperson may change the order of the items or give absolute priority to any particular item.

The Chairperson must introduce each item submitted for deliberation. He/she may, however, ask any other member or an adviser to introduce the item.

Article 39 Deliberation of agenda items

The Chairperson will give the floor to the members of the Council in the order in which their requests are submitted.

The Chairperson may limit the number or duration of the interventions or cut off the speaker.

The Chairperson may take part in the deliberations without being required to relinquish his/her chairpersonship.

The Chairperson may also put an item to the vote if he/she is of the opinion that the members are sufficiently informed.

The Chairperson may suspend the meeting for a maximum period of fifteen minutes.

Article 40 Voting

If no member asks for a vote to be taken on a given item, a resolution is deemed to have been passed.

A motion will be put to the vote if so requested by a voting member on completion of the deliberation. Voting will normally take place by a show of hands. Any voting member may ask for a vote to be taken by secret ballot.

It is up to the chairperson to decide whether resolutions relating to persons should be taken by secret ballot.

The outcome shall be announced immediately after the vote. The outcome shall be reported in the minutes.

Article 41 Resolutions by absolute majority

All resolutions shall be passed by absolute majority, except in the case of extremely urgent resolutions which may be passed by the Chairperson as provided for in article 33.

An absolute majority equals more than half of the votes cast. Abstentions and blank votes are deemed to be votes cast.¹²

Article 42 Irrevocability of resolutions

Resolutions are, in principle, irrevocable unless they are found to be incompatible with internal or external regulations.

No second round of voting may take place on a single motion, unless the Student Council or Council for Student Services decides that new facts have emerged which make it necessary to reopen the agenda item.

Article 43 Any other business

No voting may take place during discussion of items falling under 'any other business', nor may resolutions be passed.

¹² *Invalid votes are not deemed to be votes cast.*

The Chairperson may refuse to proceed to the 'any other business' item if he/she believes that this would lead to an item being put to the vote.

CHAPTER V The minutes

Article 44 Draft and approval

The secretariat shall draw up draft minutes of each meeting. This draft shall be submitted for approval at the next meeting.

At the invitation of the Chairperson, the members may make known any comments they may have and the meeting shall decide on any comments or corrections made. If the comments relate to members' contributions, they should ideally be submitted in writing to the secretary¹³.

Individual members may explicitly request that their statements at a meeting be recorded in the minutes to be drawn up. This also applies to the advisers.

During approval of the minutes of the previous meeting, individual members may ask for the statements they have made to be incorporated. The meeting shall decide whether the request is justified and, where appropriate, on the suitability of the content of the statement made.

Resolutions may be made public before the minutes are approved. The meeting may, however, decide to keep certain resolutions secret for the time being.

At the start of the new terms of office, the Student Council and/or Council for Student Services in the previous composition shall approve or annotate, by e-mail, the last minutes of the Council concerned. These minutes shall be submitted for information to the next meeting of the newly constituted Student Council and Council for Student Services.

Article 45 Publicity of reports

The draft and approved reports of the meetings are made public.¹⁴

Article 46 Conservation

The minutes approved and resolutions passed shall be conserved by the Council secretariat. The members shall have the right, at all times, to inspect them.

Article 47 Signing of resolutions

Resolutions shall be signed by the Chairperson.

CHAPTER VI Rights and obligations of members of the Student Council and the Council for Student Services

Article 48 Presence

Members have a moral obligation to attend the meetings.

Article 49 Absence

The Chairperson and Secretary must be informed in writing of any absence from a meeting.

A member who is absent from a meeting may give a written proxy to another member. These proxies shall be taken into account in determining the quorum. Each member shall represent no more than two other members.

Article 50 Conflicts of interest

The Chairperson may decide that a member present must leave the meeting due to a potential conflict of interest. However, a member cannot be prevented from taking part in the vote.

¹³ Via studentenraad.stuvoraad@vub.be

¹⁴ via https://vub.sharepoint.com/sites/ORG_StudRaad

If, during the meeting, a matter is addressed that touches upon the personal interests of a member, his/her partner or his/her relatives up to and including the second degree, the member shall leave the meeting prior to deliberation.

Article 51 Remuneration

Neither the members of the Student Council nor the members of the Council for Student Services shall receive remuneration.

CHAPTER VII Consultation of persons and committees

Article 52 *Ad hoc* invitations

The Chairperson may decide to invite or hear all persons prior to the meeting, for a specific agenda item, if he/she believes that this could be expected to provide useful information.

Article 53 *Ad hoc* committees

Both the Student Council and the Council for Student Services may be assisted in their tasks by committees, which may investigate issues of both a general and specific nature. These committees may be set up *ad hoc*. The Chairperson or his/her representative may attend the meetings of these committees.

The Chairmen of these committees shall be appointed by the committees themselves and shall report on their activities. The committees shall furnish advice at the request of the Student Council or Council for Student Services and may formulate proposals.

CHAPTER VIII Expenses and payments

Article 54 In accordance with the prevailing VUB rules

All expenditure and payments must be undertaken in accordance with the prevailing VUB rules.

Article 55 Budget

The Chairperson shall present a budget for approval to the first meeting of the newly constituted Student Council.

Article 56 Financial report

The Chairperson shall submit a financial report for approval to the last meeting of the Student Council.

All members shall be allowed to inspect the expenses on request. They must address any such request to the Chairperson or Secretary, who shall provide the information requested as quickly as possible.

TITLE IV Election procedure for the Student Council

CHAPTER I Voters

Article 57 Electoral college

All students enrolled on the first day of the first week of lectures of the second semester with a diploma contract, a credit contract or an exam contract, are voters.

Article 58 Constituencies

There is one constituency per faculty and one constituency representing the entire student population.

The electoral rolls shall be drawn up by the Education and Studentadministration.

The electoral rolls shall include, for each voter, in addition to the name, his/her enrolment for a study programme with associated faculty, the associated number of study points, the VUB NetID, and e-mail address.

If a student is enrolled in several faculties, he/she shall, as far as the faculty constituency is concerned, be assigned to the faculty where he/she has enrolled for the highest number of study points. If he/she is enrolled in several faculties with an equal number of study points, he/she shall, as far as the faculty constituency is concerned, be assigned to the faculty where he/she has been enrolled the longest.

Article 59 Compulsory voting

Compulsory voting is a moral duty. This moral duty is a personal obligation and cannot be undertaken by a proxy.

Article 60 Eligibility to vote

Students who are of the opinion that they have been unjustly excluded from the elections must, with proof of their eligibility to vote, contact the electoral office, which is vested with powers as provided for in article 62.

CHAPTER II Electoral commission and electoral office

Article 61 Electoral commission

The electoral commission will ensure that the election takes place in an orderly fashion and, if appropriate, takes decisions that are immediately enforceable to facilitate or guarantee such proper conduct.

This commission is composed by one member per faculty with eligibility to vote and a chairperson who holds at least a MSc in Rights. Candidates for the present elections cannot be members of this committee.

The members of the electoral commission will be appointed by the Student Council.

Article 62 Electoral office

The secretariat of the Council shall act as electoral office and report any irregularity to the chairperson of the electoral commission.

It may add voters that were unjustly omitted to the electoral rolls and is also authorised to determine the faculty constituency to which a student is to be assigned in case of uncertainties. It may also take other urgent *ad hoc* decisions that must later be taken note of by the electoral commission.

CHAPTER III Electoral calendar and publication

Article 63 Electoral calendar

The calendar for the electoral procedure to be applied shall be set out and approved by the Student Council.

The electoral committee may change the calendar in exceptional circumstances.

Article 64 Publication

The publication of the election of the Student Council shall take place no more than one month before the first day of the election by communication to the student community. All relevant documents shall also be published.

CHAPTER IV Applications

Article 65 Eligibility

To be eligible, one must be a voter.

Article 66 Applications

The candidates must apply in writing in a personal capacity either or the faculty constituency or for the constituency covering the whole population. They send their application to the Chairperson of the electoral commission.

Candidates must be nominated by at least 10 students from the same constituency. The candidates must moreover subscribe to the principle of Research Freedom, acknowledge these general regulations, and declare that they intend to enrol as a student in the next academic year.

The electoral commission shall convene no later than the working day following the last day for the submission of applications to check the admissibility of the applications.

The list of admissible applications shall be communicated to the student community no later than on the day fixed for this purpose given in the electoral calendar, as defined in article 4 of the Participation Rules for the Vrije Universiteit Brussel.

Article 67 Electoral publicity

The Student Information Hub supports the election publicity of the candidates. This includes at least the provision of campaign space on the student portal. In addition, each candidate can take own campaign initiatives in which the electoral commission finances a maximum of €75 per candidate. This financial intervention applies to initiatives in function of reaching the student community and on presentation of expense reports.

Article 68 Complaints against the admissibility of applications

Any voter can lodge a written and reasoned complaint against applications to the Chairperson of the electoral commission within two working days of publication of the admissible candidates.

Article 69 Review of complaints against the admissibility of applications

The electoral commission shall rule on any complaints made against one or more applications.

If the complaint does not meet the provisions of article 68, the complaint shall not be admissible.

The electoral commission shall examine the complaint and hear the parties involved if they so desire. The deliberations shall be held behind closed doors. The electoral commission shall draw up a report on the deliberations, including the decisions taken.

The electoral office shall forward the decision of the commission to the complainants and the parties involved. If the decision relates to the inadmissibility of an application, this shall be done no later than the working day following the decision.

CHAPTER V Voting process

Article 70 Secret ballot

The ballot is secret.

Article 71 Manner of voting

Voting takes place electronically.

Article 72 Voting period

The exact dates are recorded annually by the Student Council in the calendar.

Article 73 Presentation of the candidates

Prior to the election, the names of the candidates per constituency shall be listed on the electronic ballot papers in an order determined by the drawing of lots. This shall be done under the supervision of the electoral commission.

Article 74 Number of votes to be cast

The number of votes cast on each ballot paper must not exceed the number of seats to be filled. The procedure also provides for the casting of blank votes.

Article 75 Summons

The electoral office shall summon the voters as soon as possible after the electoral commission has decided on any complaints against the applications. Summons are issued electronically. The summons shall include all relevant information.

The voting shall, in any event, take place, ~~irrespective of the number of candidates standing~~ except if there were no candidate.

CHAPTER VI Result of the voting

Article 76 Quorum

For the election of a member of the Student Council to be valid, a quorum of 25 per cent is required in the relevant constituency. This quorum is determined by the number of voters who have cast their vote in proportion to the total number of eligible voters.

Article 77 Elected candidates

Provided that the quorum is reached, the candidates are ranked per constituency based on the number of votes they each receive.

The candidates who have obtained the most votes per constituency are elected to the positions to be filled. In the event of a tie for the last seat to be filled per constituency the seat will be allocated by the drawing of lots.

Article 78 Successors

The remaining candidates are ranked as laid down in article 2.

Article 79 Report

The electoral office shall count the number of votes cast and the abstentions. Blank ballot sheets shall be deemed to be abstentions.

In all cases, the count shall be rounded, even if the quorum was not reached.

A report shall be drawn up giving the number of votes obtained by each candidate, and indicating whether or not the quorum of voters was reached.

Article 80 Publication

The names of the persons elected and their successors must be communicated to the student community on the working day following the last day of the voting process. This communication shall contain information required for any appeal against the outcome of the elections.

Article 81 Complaints against the result of the voting

All candidates may lodge a written and reasoned appeal in their own name with the Chairperson of the electoral commission against the conduct of the voting and vote counting within 24 hours of notification of the outcome. If these conditions are not met, the complaint shall be inadmissible.

Article 82 Review of complaints against the result of the voting

The electoral commission shall rule on any complaints.

The electoral commission shall examine the complaint and hear the parties involved if the latter so desire. The deliberations shall be held behind closed doors. The electoral commission shall draw up a report on the deliberations, including the decisions taken.

The electoral office shall forward the decision of the electoral commission to the complainants and the parties involved. The decision of the commission shall be communicated, the day after it meets, in the same way as the outcome of the elections was published.

Article 83 Annulment

The electoral commission may declare the elections null and void in the event of irregularities that influenced the outcome of the elections.

The electoral office shall advise the electoral commission on the validity or invalidity of the result of the voting.

All that is needed to examine the correctness of the voting and counting operations shall be made available to the electoral office immediately after the end of the process until expiry of the period of appeal.

If the electoral commission declares the elections null and void, the election process shall be repeated as soon as possible after the annulment.