

Assignment description for the Deputy Speaker.





Type of governing document: Assignment description

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Assignment description for the Deputy Speaker

Purpose

The Representative Assembly of Göta studentkår convenes 4–6 times per year. These meetings are chaired by a meeting presidium, which is appointed at the beginning of each meeting. To facilitate preparations and ensure continuity, a Speaker and a Deputy Speaker are elected for the operational year at the constituting meeting of the Representative Assembly.

Responsibilities of the Deputy Speaker

The Deputy Speaker is responsible for operating the digital meeting platform during meetings of the Representative Assembly and supporting the rest of the meeting presidium when needed. The Deputy Speaker must be well-acquainted with the meeting documents and have thorough knowledge of the Rules of Procedure of the Representative Assembly, as well as the bylaws of Göta studentkår and other governing documents. The Deputy Speaker acts as a substitute when the Speaker is absent.

Tasks

Before meetings:

- › Read meeting documents
- › Participate in preparatory meetings with the union presidium when needed

During meetings:

- › Administer the digital meeting platform
- › Support the meeting presidium with voting procedures, proposals, and the establishment of the voting register

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- › To the best of their ability, assist members of the Representative Assembly with technical issues related to the digital meeting platform

After meetings:

- › When necessary, evaluate the meeting together with the union presidium

The Deputy Speaker's impartiality

The Deputy Speaker must always strive to remain impartial during meetings of the Representative Assembly. The Deputy Speaker shall not insert personal values or opinions during the meeting.

Remuneration

The Union Board may decide to remunerate the Deputy Speaker.

Organisation and Powers

The Deputy Speaker is elected by the Representative Assembly of Göta studentkår during the Representative Assembly constituting meeting. The Deputy Speaker does not need to be an ordinary member of Göta studentkår and holds no rights beyond those specified in this assignment description.

The assignment description shall be updated by the sitting Union Presidium prior to the opening of nominations for elected positions each spring term and shall be made available when the nomination period opens.

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