

Rules of Procedure for The Union Board.





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Rules of Procedure for The Union Board

Purpose

The Union Board is the executive body of Götastudentkår and acts on behalf of The Representative Assembly.

Composition

The Union Board consists of eight (8) members elected by The Representative Assembly of Götastudentkår.

Responsibilities of the Union Board

In accordance with Chapter 5 of the bylaws of Götastudentkår, the Union Board is collectively responsible for the day-to-day operations of Götastudentkår and for the development of the organisation. Furthermore, the Union Board is responsible for the planning, coordination, and management of Götastudentkår's activities.

The Union Board holds overall responsibility for the work related to Götastudentkår's Operational Plan. Section 5:4 of the bylaws of Götastudentkår sets out the responsibilities of the Union Board.

Motions

In accordance with Section 3:9 of the bylaws of Götastudentkår, the Union Board shall submit a statement on motions received by The Representative Assembly. When a motion to be considered by The Representative Assembly is submitted to Götastudentkår, the motion shall be raised at the next meeting of the Union Board. During the meeting, the Union Board shall be given the opportunity to discuss the contents of the motion and the

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proposed decision and collectively decide on its recommendation regarding how The Representative Assembly should decide on the motion. In addition to providing a recommendation to The Representative Assembly, the Union Board shall also prepare a written response to the motion. As a rule, the response is drafted by the Union Presidium with support from Götastudentkår's employed Organisational Coordinator. It is advantageous for the response to be considered by the Union Board before it is distributed to The Representative Assembly so that all members of the Union Board have the opportunity to decide on the response.

Ordinary members also have the right to submit motions directly to the Union Board when the proposed decision falls within the decision-making authority of the Union Board. Motions submitted to the Union Board shall be considered as ordinary decision items at the next meeting of the Union Board. The Union Board may, by unanimous decision, refer a motion that falls within its decision-making authority to the next meeting of The Representative Assembly.

Decisions on Incident Reports

The Union Board is the body within Götastudentkår responsible for making decisions concerning the handling of incident reports. An exception applies to incident reports concerning a full-time elected representative. Incident reports shall be handled in accordance with Götastudentkår's Procedures for Incident Management.

Operational Plan and Operational Strategy

The Union Board is responsible for preparing a proposal for the Operational Plan for the upcoming operational year. The Operational Plan shall be based on the Organisation Strategy adopted by The Representative Assembly and may also include other matters relevant to the organisation. The Union Board is furthermore responsible for drafting a proposal for an Organisation Strategy every fourth year. The Organisation Strategy shall be based on Götastudentkår's values and vision and aims to support the organisation's long-term strategic development.

Meetings of the Union Board

Prior to Union Board Meetings

The Union Board shall meet upon notice from the Union Chairperson. Notice of a meeting shall be distributed to the members of the Board and to kallelse@gota.gu.se no later than ten (10) working days before the meeting. In the absence of the Union Chairperson, the Vice

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Union Chairperson shall convene meetings of the Union Board in their place. The agenda and meeting documents shall be distributed no later than three (3) working days before the meeting. The notice of meeting and meeting documents shall be published on Götastudentkår's website.

Any inability to attend shall be reported to the Union Presidium of Götastudentkår as soon as possible.

Any matter proposed for inclusion on the agenda shall be submitted in writing to the Organisational Coordinator no later than five (5) working days before the meeting of the Union Board.

During Union Board Meetings

Meetings of the Union Board are, as a rule, open to all ordinary members of Götastudentkår, who are granted the right to attend and speak. Members of the Presidium Council of Götastudentkår have the right to attend and speak at meetings of the Union Board. The rights to attend, speak, submit motions, and vote at meetings of the Union Board are vested in the members of the Union Board.

The Union Board has the right to close an agenda item where special circumstances so require. The Meeting Secretary and the auditors of Götastudentkår have a standing right to attend and speak at meetings of the Union Board.

The Chair of the Meeting is responsible for maintaining the speakers' list and allocating the floor. Voting shall normally take place by acclamation. Members of the Union Board have the right to request a counted vote or a secret ballot if they so wish.

Any reservations or minutes statements shall be declared in direct connection with the decision to which the reservation or statement relates. The reservation or statement shall subsequently be submitted in writing to the Meeting Secretary before the close of the meeting.

A member may enter a reservation against a decision for which they do not wish to assume responsibility. A reservation shall be recorded in the minutes and serves to demonstrate that the member opposed the decision to such an extent that they formally reserved themselves against it and therefore are not responsible for any positive or negative consequences resulting from the decision.

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A minutes statement may be used to clarify matters that would otherwise not be recorded in the minutes, for example that a member held a different opinion from the one that was adopted, while nevertheless being willing to accept the collective responsibility that accompanies membership of the Union Board.

Decision-Making

The Union Board shall make decisions by a majority of the valid votes cast. In the event of a tied vote, the matter shall be reconsidered. If the members present decide that postponement is not possible, the Union Chairperson shall have the casting vote. In the absence of the Union Chairperson, the casting vote shall be vested in the Vice Union Chairperson. If both members of the Union Presidium are absent, the casting vote shall be vested in the Chair of the Meeting elected for that meeting.

To make a decision on a matter that has not been distributed in accordance with the bylaws, all members present must unanimously agree that the matter may be considered.

Elections of individuals to Positions of Trust

Elections to positions of trust shall be conducted in accordance with Göta studentkår's Policy for Elections to Positions of Trust.

In accordance with Section 5:4 of the bylaws of Göta studentkår, the Union Board is responsible for appointing members to Göta studentkår's committees and to other positions of trust that are not elected by The Representative Assembly or the Section Boards. Where vacancies remain on a Section Board following the Constituent Meeting of The Representative Assembly, the Union Board may appoint Section Board members throughout the remainder of the operational year.

Elections to positions of trust shall always be conducted by secret ballot unless the Union Board unanimously decides otherwise. To be elected, a candidate must receive more than half of the valid votes cast by the Union Board. If no candidate receives the required majority, a new round of voting shall be conducted between all candidates except the candidate who received the fewest votes in the previous round.

Elections conducted by secret ballot shall take place using ballot papers or a digital meeting platform. For digital meetings, secret ballots shall be conducted through the

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digital meeting platform. The following shall not constitute valid ballots in a secret ballot: marked ballots, ballots containing an incorrect number of names and blank ballots.

Conflict of Interest

In the event of a conflict of interest, a member of the Union Board shall remove themselves from the voting register for the relevant agenda item. A member of the Union Board may raise a point of order alleging a conflict of interest concerning another member of the Union Board. If the member concerned does not wish to remove themselves from the voting register, the members present shall decide whether a conflict of interest exists and whether the member shall be removed from the voting register for the relevant decision item. A conflict of interest shall be deemed to exist where a decision may result in a significant benefit to the member concerned or where the member's impartiality may reasonably be questioned.

After Union Board Meetings

The minutes of the meeting shall be approved by the Chair of the Meeting, the Meeting Secretary, and one to two adjusters. Approved minutes from meetings of the Union Board shall be published on Göta studentkår's website no later than three (3) weeks after each meeting. All decisions shall be compiled in the decision-tracking document by the employed Organisational Coordinator. The document shall be updated regularly and reported to the Union Board and The Representative Assembly at least once per semester.

Per Capsulam decisions

Per capsulam decisions may be made in urgent matters that cannot wait until the next board meeting. A per capsulam decision is valid only if all members of the Union Board have been reached. The decision may be executed if at least half of the board members approve the proposal.

The Union Chairperson sends out a proposal, after which the board members have 72 hours to respond. Responses must be sent to the Union Chairperson and to a pre-appointed vote counter. If no response is received, or if it is submitted too late, the members' vote will be counted as blank. For a vote to be considered valid, the members must respond with one of the following: "BIFALL" (*approve*), "AVSLAG" (*reject*) or "AVSTÅR" (*abstain*).

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The result of the per capsulam decision shall be communicated by the Union Chairperson to the board members via email, recorded by the Organisational Coordinator, and confirmed and entered into the minutes at the next board meeting.

Per Capsulam Decisions

Per capsulam decisions may be made in urgent matters that cannot await a meeting of the Union Board. A per capsulam decision shall only be valid if all members of the Union Board have been reached. A decision may be implemented if at least half of the members of the Union Board vote in favour of the proposal.

The Union Chairperson shall distribute the decision documentation and proposed resolution by email. Following the distribution of the per capsulam proposal, members of the Union Board shall have 72 hours to submit their votes. Votes shall be submitted to the Union Chairperson and to a vote counter appointed in advance. If a vote is not received, or is received after the deadline, the member's vote shall be counted as a blank vote. For a vote to be considered valid, a member may respond only with "BIFALL" (approve), "AVSLAG" (reject) or "AVSTÅR" (abstain).

The outcome of the per capsulam decision shall be communicated by the Union Chairperson to the members of the Union Board by email, noted by the employed Organisational Coordinator, and ratified and entered into the minutes at the next meeting of the Union Board.

Presidium Decisions

The Union Presidium may make Presidium Decisions where a matter requires urgent action. As a rule, Presidium Decisions shall only be made where it is not possible for the Union Board to convene and where the timeframe required for a Per Capsulam decision would be too long. Presidium Decisions shall be used sparingly. Presidium Decisions shall be ratified at the next meeting of the Union Board. Financial Presidium Decisions may only be made within the financial decision-making authority delegated to the Union Presidium.

Where a Presidium Decision cannot be made due to absence, a conflict of interest, or a vacancy, the decision shall instead be made by the available member of the Union Presidium together with another authorised signatory, under the same conditions that apply to Presidium Decisions.

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Presidium Decisions shall be reported at the next meeting of the Union Board and shall be followed up in accordance with the decision-tracking template.

Meetings of The Representative Assembly

The Union Presidium has a particular responsibility for coordinating the work of the Union Board in preparation for meetings of The Representative Assembly. Any inability to attend a meeting of The Representative Assembly shall therefore be reported to the Union Chairperson as soon as possible.

All members of the Union Board shall, within their respective areas of responsibility, prepare an operational report prior to each meeting of The Representative Assembly.

Items on the agenda of The Representative Assembly shall be presented by a representative of the Union Board unless another presenter has been appointed. The Union Board shall therefore appoint a presenter for each item. To the greatest extent possible, the Union Board shall adopt a position either in favour of or against each proposed resolution to be considered by The Representative Assembly. In the event that new proposals are introduced during the meeting, the members of the Union Board present shall confer and subsequently advocate the position supported by the majority of the Board.

When speaking during meetings of The Representative Assembly, a member of the Union Board shall speak on behalf of the Union Board and shall not express personal opinions on the matter under consideration. A member of the Union Board who intends to speak against the Board's position on a particular matter shall notify the Union Presidium in advance, no later than three (3) days before the meeting of The Representative Assembly. The member of the Union Board is responsible for informing The Representative Assembly that they hold a dissenting opinion on the matter.

Implementation of Decisions by The Representative Assembly

The Union Chairperson is responsible for ensuring the implementation of decisions made by The Representative Assembly. The Union Presidium may delegate the implementation of decisions to a member of the Union Board or to another appropriate body within Göta studentkår.

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All decisions made by The Representative Assembly shall be compiled in the decision-tracking document by the employed Organisational Coordinator. The document shall be updated regularly and, where deemed relevant, progress reports on specific decisions shall be presented to The Representative Assembly.

Delegation

Below is the Union Board's framework for delegations and decision-making, organized by subject. For each delegation, there shall be one or more delegated authorities, a description of which decisions are delegated, and the conditions that apply to the delegation.

Finance and Agreements

Within the area of finance and agreements, several levels of authority apply. Financial matters generally consist of three distinct and consecutive stages: decision-making authority, certification authority, and payment authorisation. Financial decision-making authority refers to the authority to make decisions that have financial consequences for the organisation within the framework of the approved budget. The Union Board's financial decision-making authority is regulated in this delegation of authority. Certification authority, payment authorisation, and related authorities shall be regulated annually at the Constituent Meeting of the Union Board.

Financial Decision-Making Authority

Delegation Authority: The Union Presidium, The Educational Monitoring Coordinator, The Event and Associations Coordinator

Delegations: The Union Board delegates to each individual member of the Union Presidium the authority to make financial decisions of up to SEK 10,000 per decision.

The Union Presidium collectively has the authority to make financial decisions of up to SEK 40,000 per decision.

Delegations: The Union Board delegates to the Educational Monitoring Coordinator the authority to make financial decisions of up to SEK 5,000 per decision.

Delegations: The Union Board delegates to the Event and Associations Coordinator the authority to make financial decisions of up to SEK 10,000 per decision.

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Request of funds

Delegation Authority: The Union Presidium

The Union Board delegates to the Union Presidium the joint authority to decide on incoming funding requests up to the limit corresponding to the Union Presidium's financial decision-making authority. Decisions regarding larger funding requests shall be made by the Union Board.

Other Conditions: The Union Presidium's preparation and decisions must comply with established governing documents. Decisions concerning funding requests shall be reported at the next Union Board meeting.

Decisions on Remuneration

Delegated Authority: The Union Presidium

Delegation: The Union Board jointly delegates the authority to appoint and remunerate, or to employ on a project basis, an individual, provided that the decision falls within the financial decision-making authority of the Union Presidium. The Union Board shall make decisions regarding remuneration that fall outside the financial decision-making authority of the Union Presidium.

Additional Conditions: Decisions regarding remuneration shall be reported at the next meeting of the Union Board.

Contract Matters

Delegation Authority: Authorized Signatories

Delegation: The Union Board delegates to the authorized signatories the joint authority to decide on signing, amending, and terminating minor agreements. Minor agreements refer to agreements concerning one-time events or those considered to fall within the Presidium's financial decision-making authority. As a general rule, contract matters shall otherwise be decided by the Union Board.

Other Conditions: Decisions regarding contract matters shall be reported at the next Union Board meeting.

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Referrals and Nominations

Delegation Authority: The Union Presidium

Delegation: The Union Board delegates to the Union Presidium the authority to decide on consultation responses and nominations for external assignments in the name of Göta studentkår. The Union Presidium shall act as the coordinating body for consultations and nominations, which includes receiving consultation requests and nominations and determining the appropriate decision-making authority.

Other Conditions: For both consultations and nominations, the Union Board shall be consulted and thus have the opportunity to provide feedback to the decision-making authority prior to a decision. Finalized consultation responses and nominations shall be reported at the next Union Board meeting.

Representation

Delegation Authority: The Union Presidium

Delegation: The Union Board delegates to the Union Presidium the authority to decide on permanent representation in or related to collaborative bodies, with the exception of the election of members to the boards of Göteborgs Universitets Studentkårers (GUS), Göteborgs Förenade Studentkårers (GFS), and the delegation to the Representative Assembly of Sveriges Förenade Studentkårer (SFS).

In the aforementioned exceptions, decisions shall instead be made by the Union Board.

Personnel and Employer Matters

Delegation Authority: Specific delegation to the Chairperson

The Union Board holds overall responsibility for personnel and employer matters within Göta studentkår. The ongoing work concerning the work environment and management must function efficiently to ensure that the capacity of Göta studentkår's staff can be utilized sustainably.

Delegation: The Union Board delegates to the Union Chairperson the responsibility for work environment, management, and salary matters concerning Göta studentkår's staff.

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Other Conditions: The Union Board shall make decisions regarding significant changes to the personnel situation.

Approval and Revision of Governing Documents Adopted by the Board

Delegation Authority: The Union Presidium

Delegation: The Union Board delegates to the Union Presidium the authority to decide on consequential amendments to governing documents.

Decisions regarding the approval, revision, and repeal of governing documents shall be made in accordance with Chapter 14 of Göta studentkår's bylaws.

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