

Rules of Procedure for the Study Board for Public Health at the University of Southern Denmark

These standard rules of procedure have been prepared in accordance with the Rule of procedure for the collegial bodies at the University of Southern Denmark, which was adopted by board of directors on December 9, 2022. The Rule of procedure regulates the formal framework for the activities of the study board.

Meetings of the Study Board for Public Health

Section 1. The Study Board for Public Health conducts its activities in meetings, primarily virtual meetings. However, routine cases may be settled by written procedure if all the members of the board agree. The meetings are public, but cases may be addressed behind closed doors if considered necessary or advisable due to the circumstances of the cases.

Subsection 2. Matters containing information on personal circumstances must be addressed behind closed doors

Subsection 3. If decided by the Study Board or its chair, matters of closed-door proceedings must be negotiated prior to the proceedings.

Subsection 4. Matters addressed behind closed doors should preferably be addressed at the end of the meeting.

Subsection 5. Anyone has the right to attend the public case handling of the Study Board for Public Health, provided the observers conduct themselves in an orderly manner. If an observer interrupts the discussions, the chair may exclude him or her or, if necessary, all observers from the meeting.

Subsection 6. Meetings must be held in accordance with [SDU's language policy](#).

Section 2. The Study Board for Public Health meets once a month. No ordinary meeting will be held in July.

Meeting times are published on the [university's website](#) at least one semester at the time.

Subsection 2. Extraordinary meetings shall be held whenever the chair deems it necessary. Furthermore, the chair must convene the collegiate body when $\frac{1}{4}$ of the members submit a written request and provide the agenda. In that case, the meeting must be held within 14 days after the secretary/chair has received the request.

Section 3. If a member is prevented from attending a meeting of the study board the chair must be notified before the meeting is held. The agreed minutes of each meeting must state which members were absent.

Convening meetings and presenting matters

Section 4. The chair shall issue a notice convening a meeting, together with the agenda, at least five days before the meeting is held. If required by special circumstances, the meeting may be convened at a shorter notice. The agenda must state which matters will be discussed at the meeting.

Subsection 2. The agenda shall be sent to each member of the Study Board. The chair shall also circulate the relevant material for the prior information of members. The open part of the agenda is published on the University's website.

Subsection 3. The agenda shall indicate how members and other interested parties may access any virtual meetings.

Subsection 4. Members of the collegiate body and the rector may request matters to be included on the agenda. Agenda matters and material for ordinary meetings must be received by the secretary/chair at least eight days before the meeting.

Management of meetings and presentation of matters

Section 5. The chair, or in his/her absence the deputy chair, or alternatively another member authorized by the chair, shall chair the meetings of the body. The chair decides on all matters concerning the conduct of the discussions and the maintenance of order during the meeting. In addition, the chair formulates the proposals on which to vote.

Subsection 2. Members of the Study Board who request the floor shall address the chair, who will give the floor to the individual in the order in which it is requested. If several people request the floor at the same time, the chair will decide the order.

Subsection 3. During the discussion, any proposal shall be addressed to the chair. When the chair deems it necessary, or when requested by at least three members, it shall be decided by vote whether a discussion is to be concluded.

Section 6. The matters are considered in the order decided by the chair, and consequently the chair may deviate from the order of the agenda. However, when at least three members request a vote on this, the Study Board will decide the order in which the matters are discussed.

Subsection 2. At the beginning of a meeting, any member of the Study Board may request the floor regarding the agenda, including asking questions about transferring matters from closed-door discussions to public discussions and vice versa.

Section 7. Routine matters that may be decided upon in writing according to Section 1 will be circulated by the chair to each of the members, stating the deadline for their reply. In their reply, any member may request that the matter be discussed at a meeting. In that case, the chair will arrange for it to be included on the agenda at the next ordinary meeting.

Holding meetings

Section 8. At the beginning of each meeting, the chair will state whether the Study Board has been convened in due time.

Subsection 2. The Study Board forms a quorum when at least half of the member are present.

Subsection 3. Decisions can only be made on matters that are included as independent items on the published agenda.

Subsection 4. If important for the discussion of a matter, the chair may invite third parties to join the meetings and make statements or participate in the discussions without the right to vote.

Section 9. At the chair's discretion, voting shall take place by a show of hands or by roll call. If desirable due to special considerations, voting may take place in writing on ballot papers issued by the chair. If the chair considers the outcome of a vote to be a given in advance, (s)he may simply state his or her opinion of the outcome of the vote. If no member subsequently requests a vote, the chair may declare the matter settled in accordance with the opinion (s)he has expressed.

Subsection 2. Decisions shall be taken by a simple majority of the members present, unless otherwise provided. In the event of a tie, the chair's vote is decisive.

Subsection 3. Proposals which have received more than half of the votes cast are adopted. If more than two main proposals have been made, the chair shall decide whether the vote is to be taken by a relative majority, so that the proposal which has received the most votes is adopted, or whether the vote is to be taken in several rounds, so the most far-reaching proposal is put to the vote first. The latter approach is used if the proposals made are formulated as main proposals, amendments thereto and any sub-amendments. The chair shall decide the order of votes on the amendments, but in such a way that the vote on them is always completed before the vote on the main proposal.

Subsection 4. If requested by at least 1/3 of the members of the body, the chair shall allow the questions referred to in subsection 3 concerning the method of voting and the order of voting to be decided by the collegiate body.

Committee/working group

Section 10. Prior to the appointment of committee/working group, the collegiate body will by majority vote decide on the committee's/working group's terms of reference and size as well as on the convening of the constituent meeting.

Subsection 2. The committee/working group shall – unless otherwise decided by the Study Board – elect its own chair and submit a written report.

Subsection 3. The committee/working group shall be deemed to be dissolved when its terms of reference are fulfilled.

Participation of members in discussions and voting

Section 11. Members of the University's collegiate bodies are obliged to attend their meetings.

Subsection 2. If a member of the Study Board loses his or her eligibility, resigns during the term of office or is declared disqualified, cf. the general disqualification rules, or if a member for at least two months is unable to attend the meetings due to illness, a study trip or the like, a substitute will be summoned by the body. The Study Board alone decides whether grounds for a substitute exist.

Section 12. A member of the Study Board is excluded from participating in discussions and voting on matters in which the person in question has a private interest, cf. the general disqualification rules.

Subsection 2. The member must inform the Study Board of circumstances that cause or may give rise to a presumption of disqualification. If at all possible, notification of this must be given to the chair before the meeting. The Study Board will then decide whether the member in question must step aside, cf. Section 11, subsection 2. A member is not precluded from voting on his or her competence to act.

Minutes and execution of considered matters

Section 13. The decisions of the Study Board for Public Health shall be recorded in agreed minutes. The minutes must contain information about which members were present at the beginning of the meeting and the discussion of the individual items, as well as the result of any vote stating the individual members' voting.

Subsection 2. Any of the members as well as any third parties summoned in accordance with Section 8, subsection 4, may demand that views which deviate from the discussions be included in the minutes. In matters which are to be forwarded to another authority, the members may also request that said authority be made aware of the contents of the minutes when forwarding the matter, as they have the right to have it accompanied by a statement of reasons.

Subsection 3. The minutes shall be submitted for approval at the next meeting of the body or by written consultation of the members and shall then be published as soon as possible in the manner laid down in Section 4(2).

Section 14. The chair is responsible for the handling of matters considered by the collegiate body. All inquiries to authorities outside the institution are forwarded by the Rector.

Authority of the chair of the Study Board

Section 15. The Study Board may authorize the chair to arrive at a decision in urgent cases in cases covered by Section 18(4), no. 4 of the University Act and §§ 38 – 40 of the SDU Statutes, if the following conditions are met:

The case must be urgent and due to its nature and time constraints, cannot be dealt with by the Study Board at an ordinary meeting or at an extraordinary meeting.

- The decision must not create a new practice on the matter.
- The decision shall not be contrary to current practice.

- The decision may not change current practice.
- The decision shall not be particularly harsh on the party.
- These must be individual cases.
- The Study Board shall subsequently be informed of the chair's decision.

Subsection 2. As a rule, the authorization shall apply until the Study Board has to constitute itself with a new chair. However, the authorization must at least be discussed at the first meeting of the year and may be amended at any time by the Study Board.

Election of chair and deputy chair of a board of studies

Section 16. After ordinary elections to the Study Board, the Study Board shall elect their chair and deputy chair at the first meeting. The deputy chair is elected from among the students. If the deputy chair resigns during his or her term of office, a new election will be held for the remainder of the term. The election of a chair and deputy chair is subject to the dean's approval.

Subsection 2. If only one candidate has been nominated for the election of chair or deputy chair, he or she is considered elected without a vote. If more than one candidate has been nominated, the candidate who has obtained more than half of the valid votes cast (including blank votes) is elected. If no candidate has achieved this, a re-election will be held between the two candidates with the highest number of votes. If more than two candidates have obtained the highest number of votes, they will participate in the re-election. If one candidate has obtained the highest and several candidates the second highest number of votes, they will all participate in the re-election. In the re-election, the candidate who has obtained the highest number of votes is elected. If more than one candidate has obtained the highest number of votes in the re-election for the office of deputy chair, lots will be drawn between them.

Subsection 3. The deputy chair is the substitute of the chair with the rights and obligations mentioned in the rules of procedure.

Questions concerning the understanding of the rules of procedure

Section 17. The interpretation of the provisions of the rules of procedure shall be the responsibility of the chair, and each member shall be bound to abide by the decision of the chair as to the understanding of the provisions of the rules of procedure. If three or more members disagree with the chair's decision, the decision shall be put to the vote. Questions concerning the understanding of the standard rules of procedure must, however, be submitted to the Rector.

Subsection 2. The chair may leave questions which, according to the rules of procedure are to be decided by him/her, to be decided by the collegiate body.

Approved by the Study Board of Public Health on April 26, 2023.