

Lunds University Students'  
Unions Associations Student  
Representative Handbook



## Acknowledgements

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## Introduction

We would like to welcome you as student representative and congratulate you on your post within Lund University Students' Unions (LUS)! The aim of this handbook is to explain what is entailed in being an elected representative, and to act as a support resource along the way if you should feel uncertain about something relating to your duties. Appendix 3 contains more detailed explanations of some of the words that appear in the handbook.

In this handbook, the role of student representative also covers those who are research students. As a student representative for LUS, you represent all students at Lund University. This means that you are to represent the students' collective views and not your own personal views. As the student corps is a constantly changing group, it means that the students' views sometimes vary. For that reason, you will not find opinions on specific matters in this handbook, as it is intended as a guide on how to find out what the unions and, by extension, the students think. The easiest way to find out what the students think is to examine what views LUS has presented previously by visiting [dokument.lus.lu.se](http://dokument.lus.lu.se) and reading 'standpoints' and 'matters for consideration & comments'.<sup>1</sup> You can also contact the LUS Presiding Committee and the LUS policy body, the President's Council (see below).

Also, contact your predecessor in the relevant post and discuss what they have presented concerning the matter at hand during the previous term of office.

When you take up your position as student representative you are expected to have read the post description, this handbook, and to have made contact with your predecessor (appendix 1). It is also a good idea to have read through the policy documents, which describe the guidelines that your body must follow, and/or old minutes of the body of which you are a member, and have made contact with the other student representatives in the body.

If you are in need of guidance, please contact the LUS Presiding Committee.

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Visiting address *AF-Borgen, 3<sup>rd</sup> floor.*

Internal post *HS 31*

Telephone President *070-821 31 17*, Vice-President *070-821 31 19*

Email *lus@lus.lu.se*

Website *www.lus.lu.se*

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<sup>1</sup> These documents are in Swedish. For help contact LUS board.

## Lund University (LU)

Lund University is divided into eight faculties according to discipline. These are the:

- School of Economics and Management (EHL),
- Faculties of Humanities and Theology (HT),
- Faculty of Law (J),
- Faculty of Fine and Performing Arts (K),
- Faculty of Engineering (LTH),
- Faculty of Medicine (M),
- Faculty of Science (N) and
- Faculty of Social Sciences (S).

Each faculty is led by a dean and has a students' union linked to it, with the exception of the Lund Doctoral Students' Union, which is a cross-faculty students' union. Above the Faculties we have the University Management, which consists of the vice-chancellor of Lund University, a deputy vice-chancellor and a number of pro vice-chancellors, university director and the senior advisor to the vice-chancellor. The vice-chancellor is the University's highest and foremost representative, the deputy vice-chancellor is the vice-chancellor's substitute, but also has special responsibility for certain areas and the pro vice-chancellors are each responsible for one or more areas. The students' organisation reflects many aspects of the University's structure with a LUS Presiding Committee that corresponds to the vice-chancellor and deputy vice-chancellor and the students' unions that correspond to the faculties (see organisation map).

### Students' union(s)

A student's union is a non-profit association that has union status in accordance with the Students' Union Ordinance (2009:769). Put simply, it can be said that a students' union is an interest organisation involved in exercising student influence. One right that students have in accordance with the Higher Education Ordinance is to be represented in all drafting and decision-making bodies that are significant for education at their higher education institution. One condition for being able to call yourself a students' union is to be a democratically structured organisation. Those students who become representatives in the University's bodies are appointed by the students' unions and the elected representatives consequently represent the students on their course and programme, and in their department, faculty or higher education institution. The students' unions generally have a high level of ambition and sometimes work on matters delegated by the faculty or higher education institution such as labour market issues and welcoming new students.

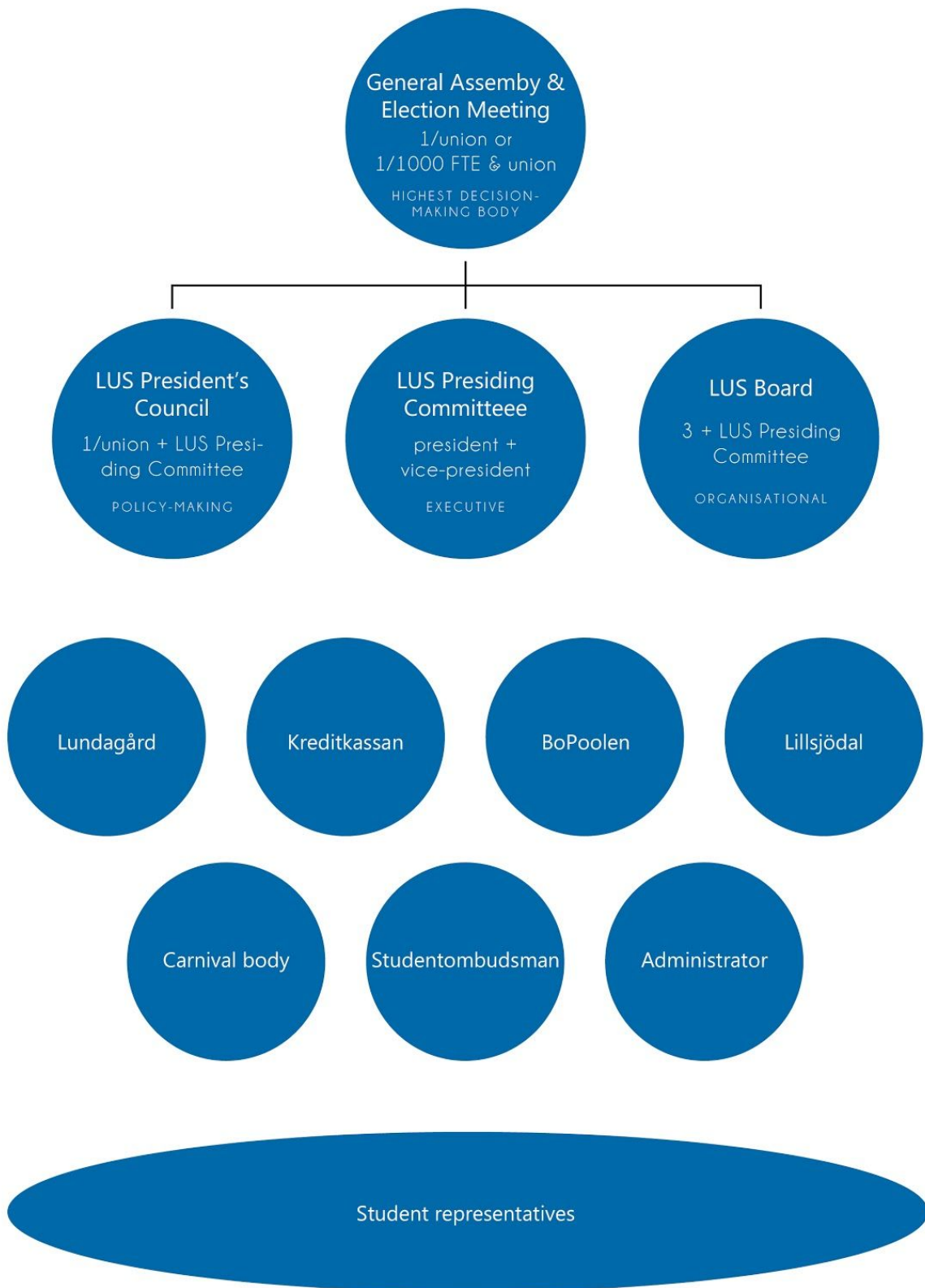
The nine students' unions at LU are:

- Faculty of Medicine Students' Union (Corpus medicum, CM) which consists of
  - Medical Association (Medicinska föreningen, MF),
  - Nursing Science Student Association (Vårdvetenskapliga studentföreningen, VÅVS) and
  - Southern Sweden Physiotherapist Institute (Sydsvenska sjukgymnastinstitutet, SSGI),
- Humanities and Theology Students' Union (Humanistiska och teologiska studentkåren vid Lund University, HTS),
- Faculty of Law Students' Union (Juridiska föreningen, JF),

- School of Economics and Management Students' Union (LundaEkonomerna studentkår LE),
- Lund Doctoral Students' Union (Lunds doktorandkår, LDK),<sup>2</sup>
- Faculty of Science Students' Union (Lunds naturvetarkår, LUNA),
- The Social Sciences Students' Union (Samhällsvetarkåren vid Lunds universitet, SAM),
- Faculty of Fine and Performing Arts Students' Union (Studentkåren vid konstnärliga fakulteten i Malmö vid Lunds universitet (SKFM)
- Faculty of Engineering Students' Union (Teknologkåren vid Lunds tekniska högskola, TLTH).

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<sup>2</sup> *The Lund Doctoral Students' Union represents all doctoral students at Lund University with the exception of doctoral students at the Faculty of Engineering, who are represented by the Faculty of Engineering Students' Union.*



## Lund University Students' Unions (LUS)

Lund University Students' Unions is a cooperation body for all student's unions at the faculties at Lund University. LUS has its historical origins in the Lund Students' Union, which was founded in 1867. Lund Students' Union existed until 1995 when it was broken up and the faculty students' unions were formed. The cooperation body, LUS, was subsequently formed.

A Presiding Committee (see below) works at LUS consisting of a President and Vice-President who are elected by the Electoral Meeting (see below) for a one-year period. In addition to the LUS Presiding Committee, there are officers in the LUS office. At present, there is one administrator, who works on LUS internal organisation and a Student Ombudsman, who supervises and provides assistance to the students and unions on student matters.

Together, the students within LUS are the collective voice of Lund University's approximately 45 000 students. All students' unions at Lund University cooperate with LUS to appoint student representatives to university-wide bodies. LUS shall work for the students' interests in relation to the University, municipality, region and other stakeholders of importance to the students. In addition to its student-political task, LUS is also responsible for other operations namely: the magazine Lundagård, the Lillsjödalen outdoor facility, Lund students' union nursery school for children, Kreditkassan, which is a loan institution offering low-interest loans, and the sub-letting agency for housing, BoPoolen.

### **The General Assembly**

The highest decision-making body of LUS is the General Assembly which has two forms: General Assembly and Election Meeting. The General Assembly is composed of one representative from each union. It makes decisions on operations, budget and the policy documents that form the basis for the work of LUS. There are also other matters that are referred to the General Assembly by the President's Council or Board (see below) depending on the nature of the matter. The Election Meeting convenes mainly in the spring to appoint students and doctoral students for approx. 170 elected positions within LUS. At the Election Meeting, each union has a certain number of seats based on the number of students they represent.

LUS has two different boards under the General Assembly. An organisational board, called the Board, and a policy board, called the President's Council.

### **The Board**

The Board consists of the LUS Presiding Committee and three members, all elected by the Election Meeting. The Board is responsible for the organisational activities within LUS and work on matters that are relevant to LUS administration, foundation activities and finances. The Board also prepares matters for the General Assembly.

### **The President's Council**

The President's Council is composed of one representative from each union and is led by the LUS Presiding Committee, which however does not have a right to vote. The President's Council is a policy body that directs all policy activities within LUS and meets once a week. The policies that LUS pursues are independent of party politics and religion, and mainly focus on



education issues. The President's Council is also a decision-making body that among other things approves comments on consultation papers and, if required, appoints students and doctoral students to university bodies and working groups. If the President's Council and the Board do not reach an agreement, whether on a policy or organisational matter, it becomes a matter for the General Assembly. The President's Council may be interested in how your work as a student representative is going and may therefore request information, orally or in writing.

### **LUS Presiding Committee**

The LUS Presiding Committee is composed of a President and a Vice-President, who both are full-time remunerated students. They are the link between the General Assembly and the President's Council, and are consequently only involved in organisational and policy issues. This means the Presiding Committee keeps an eye on most issues. It is *always* possible to contact the Presiding Committee if you have any questions. They can help you to book premises if you and/or your co-representatives want to use a meeting room to prepare for a forthcoming meeting. The LUS Presiding Committee has an office on the third floor of AF-Borgen at Sandgatan 2, which is also the base for other LUS staff.

### **Laws and regulations**

The Higher Education Act (HL) (SFS1992:1434) and the Higher Education Ordinance (HF) (SFS1993:100) regulate Swedish higher education. These rules and regulations, along with the Students' Union Ordinance (2009:769), stipulate the student representatives' right to influence. In addition, Lund University has its own policies for further regulation of student influence. Appendix 2 contains suggestions for other documents recommended for further reading.

#### *The Higher Education Act*

##### Chapter 1, Section 4A

Students shall be entitled to exert influence over the courses and study programmes at higher education institutions.

Higher education institutions shall endeavour to enable students to play an active role in the continued development of courses and study programmes.

Ordinance (2000:260).

##### Chapter 2, Section 7

The students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students.

#### *The Higher Education Ordinance*

Chapter 2, Board of governors, vice-chancellor and other organisational provisions

##### Student representation

Section 7 of Chapter 2 of the Higher Education Act (1992:1434) contains a provision on the entitlement of students to representation when decisions or preparations are made.

If decisions or preparations are to be made by one single individual, information is to be provided and consultation take place with a student representative in ample time before the decision is made or preparations concluded.

If a decision is to be made by a group of individuals pursuant to the second paragraph of Section 6 of Chapter 2 of the Higher Education Act, the students are entitled to representation



by at least three members. The number of student representatives in such a group may however be fewer if there are special grounds in view of the total number of members in the group.

In other respects the higher education institution itself decides on the entitlement of students to the representation stipulated in the first paragraph above. Ordinance (2010:1064).

### *Students' Union Ordinance*

#### Section 8

A student representative shall also represent students who are not members of a union. Ordinance (2010:1776)

#### Section 7

A students' union at a higher education institution may appoint such members on the board that students in accordance with Chapter 2, Section 4 of the Higher Education Act (1992:1434) are entitled to appoint. A students' union at a higher education institution may also appoint and remove such representative as referred to in Chapter 2, Section 7 of the Higher Education Act.

If there are several students' unions at a higher education institution, the task of appointing members in the higher education institution's board in accordance with the first sentence of the first paragraph, is to be conducted in a way agreed on by the unions. When the students are entitled to be represented in a body at the higher education institution that covers several students' unions' areas of activity or otherwise in a decision or preparation that affects several students' unions', the information stated in the second sentence of the first paragraph is to be complied with in a way agreed on by the unions.

If the students' unions cannot reach an agreement, the higher education institution, after a consultation with the unions, decides how the members of the board or representatives of the students are to be appointed. Ordinance (2016:748).

The difference between an act and an ordinance is that the former is legislated by parliament and the latter by the government. If an act and an ordinance clash on some point it is the act that is accorded more weight and is deemed valid. In general an ordinance is more detailed than an act.

## Your role as a student representative

### **What is a student representative?**

LUS appoints student representatives for university-wide bodies, LUS internal posts and to a

number of other bodies. As a student representative, you are a full member/representative in a body and take part in meetings on matters big and small within the University. Being a student representative for LUS means that you have a considerable opportunity to influence the decisions that are made, and that you are a very important link between the students and the University. Being an elected representative within LUS also means that in your post you represent *all students at Lund University, regardless of education*. As a representative you can be selected as a regular member or substitute member of the body.

### Your rights and obligations as a student representative

In accordance with the Higher Education Ordinance, students are entitled to be represented in all nominating and decision-making bodies at their higher education institution. You are also entitled to be given meeting documents in time before the meeting and to have access to notes and minutes. It is also possible to receive assistance and advice from the Presiding Committee and to have a matter addressed by the President's Council. If meetings of your body and compulsory course components clash, as a student representative you are entitled to retake this course component on another occasion. If you have a substitute post, you are entitled to take part in all meetings, but without the right to vote if the regular representative is there.

Student representatives also have a number of obligations. When you take on an elected post, you are obliged to represent all students' views, to be present at meetings of your body or communicate that you cannot be present and then contact your substitute. You are also to inform both the LUS Presiding Committee and the chair of a meeting of your body (see below) if you resign from your post or change your email address. You are also to arrive at meetings on time and be fully prepared. In the LUS regulations, it states:

#### “Section 9.2 Obligations

It is the obligation of student representatives within LUS

- to* firmly establish support for views in suitable bodies within LUS,
- to* provide the President's Council with a report after each meeting, if the Council should so wish
- to* participate in focus and working groups that relate to work within the body in which the student representative is a member

#### Section 9.3 Special obligations

There are special obligations, in addition to the obligations listed in Section 9.2

Obligations, for student representatives active in the following bodies:

- University Board,
- Electoral College,
- Education Board,
- Research Programmes Board,
- Board for the University's Specialised Centres and
- Research Board

*to* participate in pre-meetings with the LUS Presiding Committee before the respective bodies' meetings and

*to* meet with the President's Council should the Council so wish prior to the respective bodies' meetings

#### Section 9.4 Temporary working groups

There are obligations, in addition to the obligations listed in Section 9.2 Obligations, for student representatives in temporary working and project groups started by Lund University to report to the LUS President's Council, verbally or in writing, prior to the working or project group's completion of their assignment.”

## Meetings between the representative and the University

As a student representative within LUS, you will take part in meetings that address topics that affect the whole, or large parts, of the University. The LUS General Assembly chair and secretary (or their deputies) are responsible for reporting your contact information to Lund University and your body, so this is not something you are responsible for. If you do not receive a notice to attend from the body during the first months of the term of office it may be a good idea to double check that the reporting has been done correctly.

### Before the meeting

As a student representative, you are to read the documents in good time before a meeting. If you are unsure about anything in the documents you should ask the LUS Presiding Committee about it. If you have a co-representative in the same body it is advantageous if you go through the documents together and discuss the students' common position on the issues. If documents or background information for the meeting's discussions are not received, you should request this from the convenor of the meeting, so that you can prepare for the meeting. It is important prior to the meeting that you get all the information required to take a position for all the University's students on the matters that are being addressed. This is done most easily via the LUS Presiding Committee or through direct contact with the specific union or unions affected most by the matter.

It is important to be punctual for these meetings, as the meetings follow an agenda with a schedule.

### During the meeting

At your first meeting in your new post it may be appropriate to ask for a round of introductions, so that you can get to know all the members and all the members can get to know you. As a student representative, you are often the only new member of a body, which means that it is easily overlooked, so do not be afraid to suggest introductions yourself.

A general meeting is led by the chair of the meeting and has a meeting secretary who takes notes on the meeting. The chair of the meeting is always the same person, whereas the meeting secretary can vary from meeting to meeting depending on the body in question. In addition to the chair of the meeting and the meeting secretary, each meeting has a member who checks that what is stated in the minutes matches what was said in the meeting. The member who checks the minutes varies from meeting to meeting, and you may need to act as the member who checks the minutes at a meeting. However, the great majority of meetings consist of several members. If it is not possible for you to attend a meeting, inform the chair of the meeting about it and contact your substitute.

Most meetings consist of three different elements: information, discussion and decisions. When a decision is to be made there is a need for a *motion* to decide on. A motion is a proposal for a

decision that is formulated in such a way as to be clear about what the decision in question is actually about. Decisions are made in different ways in different bodies, but often the decision is made through an *acclamation*, or more simply put, by everyone saying yes. You will be there as a member, which means you are entitled to vote in making decisions and the student vote is very important in such contexts. Dare to speak and dare to believe in yourself. The only time that you as a student should abstain from voting is if there is a *conflict of interest* that involves you personally. A conflict of interest arises when a person can be considered to be biased or there are special circumstances that can undermine confidence in the person's impartiality or that the person in question can gain personally from the decision. A person considered to have a conflict of interest in a specific matter is not to participate in the decision relating to that matter.

As a member of a body, you need to stand behind the decisions the body makes, regardless of how you voted. If you consider that a decision deviates from the student's views, you are entitled to register *dissent* against it. This means that you as an individual do not need to stand behind the decision that the body or board has made. We would, however, urge you to use dissent with respect, as it is a strong stand against the decision. Dissent is *not* to be used every time a representative disagrees with a decision that has been made. If you want to point out something important that you consider should be recorded in the minutes, you can request that an *addition to the minutes* is written. The meeting secretary will note the viewpoint as a comment on a decision or a discussion

If a vote, through acclamation, is so even that you consider the chair of the meeting has misinterpreted the result, you can *call for a vote*. The meeting will then be compelled to vote openly so that the chair of the meeting can actually count how many votes a specific proposal receives and can then determine with certainty which proposal has won. If the meeting feels that there is insufficient foundation for making a decision at the time, the meeting has the possibility to *postpone* a matter, which means that the matter will be taken up at a later date. The meeting can also decide that a decision is to be made *by circulation*, which means the decision is made via email instead of at a physical meeting. In such situations, it is expected that all member will reply to the email as soon as possible. A decision can also be sent back to the instance or person that wrote the proposal for correction. This is known as the decision being sent back *for reconsideration*.

*Lists of speakers* are often used to ensure meetings run smoothly. This means that the person leading the meeting makes a note of all those who want to speak on a list and asks the next person on the list to speak. If a member wants to be on the list, this is indicated to the person leading the meeting by simply raising a hand. In certain contexts, *double lists of speakers*, are used in which people who have already spoken previously are included on a second list of speakers. Those who have not yet spoken during the meeting are then given preference on the first list of speakers and therefore get to speak first, even if someone else was included in the list of speakers before them.

Many abbreviations are often used in meetings at the University and sometimes it can be difficult to know their meanings. For this reason, LUS has a living document on its website ([dokument.lus.lu.se/info-till-studentrepresentanter](http://dokument.lus.lu.se/info-till-studentrepresentanter)), which lists commonly used terms and abbreviations and their definitions. Using this and the Internet, you should be able to find the meanings of most abbreviations and terms mentioned.

### After the meeting

After the meeting it is again a good idea to review the meeting together with any co-representatives and summarise the most important points that were addressed. Decide which things need to be passed on to LUS and the unions, and the things you need to address before the next meeting. If you are unsure about anything that was discussed at the meeting, we urge you to contact the LUS Presiding Committee for guidance – better once too many than once too few.

### When you leave

At your last meeting of the body in which you have been a representative, it is a good idea to mention that it is your last meeting, so that the members know there will be a new student representative. When you leave your post you are to find out who will succeed you and contact them. The easiest way to find out is to ask the LUS Presiding Committee when your term of office nears its end. You are to ensure that your successor receives all the important information necessary to perform their duties. This includes a summary of the year's most important matters, expectations for the future and a short presentation of the body's meeting procedures. If your successor is taking up their first student representative role within LUS, it is also appreciated if you discuss the role of the student representative and the most important principles to follow. If it is not possible to hand over in person, you are urged to write a detailed and clear document that your successor can refer to containing the same information as above. If you choose to end your appointment earlier than expected, you are to communicate this clearly to the LUS Presiding Committee and the chair of the meeting for your body.

### A few words on your role

In conclusion, we would like to say a few words to help you on your way to success as a student representative. Being a student representative for all students at Lund University is an honourable assignment that helps to shape a top-class University, and is to be treated with the greatest respect. Unfortunately, there are various forms of master suppression techniques in use around the University and this is something that we want to constantly oppose by highlighting the problem and organising workshops for learning ways to counteract master suppression techniques. If you feel that master suppression techniques have been used against you, there is help available in the form of books and other resources (appendix 2). It is important to remember that there is no one who knows better how education works at the University than those who actually experience it – the students. Dare to believe in yourself and the students' voice. Dare to ask questions and query things, but above all, make sure you also enjoy your assignment. As students, we have unique chances to influence our University and it is an honourable assignment that we want you to enjoy.

If you feel that anything is still unclear regarding your appointment you are always welcome to contact the LUS Presiding Committee, and remember, Google is your friend!

To conclude, those of us on the LUS Board would like to wish you luck in your new role!

## Appendix 1 – Pre-appointment checklist

Interactive checklist that summarises what needs to be done before taking up the appointment.

- Read the description of your post at [reg.lus.lu.se](http://reg.lus.lu.se).
- Contact your predecessor to discuss the post and important matters during the previous year. If this is not possible, contact the LUS Presiding Committee.
- Contact the other student representatives (if there are any) in the same body as you.
- Contact the chair of the meeting/convenor for the body you are a member of to present yourself and to ensure that they have received your correct contact information.
- Read through old minutes or policy documents relating to the body you are a member of.

## Appendix 2 – Resources

Some documents can be more important than others for your role. It is also important to bear in mind that there are organisations that can help you, if required. The LUS Presiding Committee can in all probability assist you if you need to book a meeting room, or need a fortifying cup of coffee.

Some document that may be worth checking out<sup>3</sup>

- [Higher Education Act](#)
- [Higher Education Ordinance](#)
- [Lund University's Rules of Procedure](#)
- [Lunds University's Appointment Rules](#)
- [List of Rights for students at Lund University](#)
- [LUS Statutes<sup>4</sup>](#)
- [LUS Regulations](#)
- [LUS political standpoints](#)
- [LUS Abbreviations and Definitions](#)
- [Policy and Regulations for Student Influence at Lund University](#)
- [Students' Union Ordinance](#)

Some organisations that can be worth checking out

- [Student Chaplains](#)
- [Student Health Centre](#)

Last, but not least, remember that LUS has a Student Ombudsman who can provide you with support if you are treated badly. If required, you can also talk to the Student Ombudsman about how to respond to master suppression techniques. The Student Ombudsman is most easily reached at [studentombudet@lus.lu.se](mailto:studentombudet@lus.lu.se). Read more about the Student Ombudsman at: [studentombudet.se](http://studentombudet.se).

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<sup>3</sup> Hyperlinks to these documents and activities can be found in the digital version of the Student Representative Handbook at [dokument.lus.lu.se/info-till-studentrepresentanter](http://dokument.lus.lu.se/info-till-studentrepresentanter).

<sup>4</sup> LUS statues, regulations, political standpoints, Abbreviations and Definitions are documents in Swedish. For help contact LUS board.



## Appendix 3 – Glossary

### Definitions

**Acclamation** – a decision-making procedure in which a group of people are expected to register assent through jointly saying 'yes'. In brief, decisions are made by answering yes to a question. The formulation of the question is what determines whether the meeting votes for or against.

**Postponement** – the decision-making body decides not to deal with a matter at the present meeting, but to defer the matter to a later meeting. Postponement is not to be confused with adjournment, in which the meeting is stopped temporarily.

**Call for a vote** – a member has the right to call for a vote in a decision-making body if they consider that an acclamation did not produce a clear result and that the chair of the meeting misinterpreted the acclamation's outcome. If a vote is called, all votes cast are counted and this leads to a clearer decision.

**Agenda** – a schedule for the meeting, listing the matters that the meeting intends to address.

**Elected representative** – a person who has been selected by the highest decision-making body of LUS; the General Assembly or Election Meeting (see below). This consequently includes the LUS Presiding Committee, LUS Board and all student representatives.

**Conflict of interest** – a legal or decision-making situation in which a person can be considered to be biased or there are special circumstances that can undermine confidence in the person's impartiality. The person is said to be *challengeable*. A challengeable person is not allowed to participate in decisions or in preparatory procedures for the decision. For a conflict of interest to arise it is not required that the person is biased, but that the situation is such that there would typically be grounds for suspected bias, which is not always completely unproblematic.

**Summons** – this is sent out to all members of the body to remind them that the meeting will soon take place. A summons generally includes the time and place of the meeting, as well as the points that will be addressed during the meeting. The timing of a summons is generally determined by the body's policy documents.

**Term of office** – refers to the period in which you are an elected representative.

**Co-representatives** – a term we use to refer to other students in the same body.

**Decisions by circulation** – a decision made outside a regular meeting. Decisions by circulation are only to be used when a matter cannot wait until the next meeting. The form of decisions by circulation is often regulated for the decision-making body. A common method is to take decisions by circulation via email.

**Addition to the minutes** – in public administration, a member of a decision-making group generally has an opportunity to register views by adding a paragraph as an appendix to the item in question in the minutes. An addition to the minutes is considered to be a weaker objection

than dissent (see below). An addition to the minutes can, for example, be used to state arguments against the decision, to state reasons for how the member voted, or that a substitute who is not on duty can have their views recorded in the minutes.

**Presiding Committee** – a word used for the chair and the vice-chair(s) of an association, meeting or other organised group of people. The LUS Presiding Committee consists of the President and a Vice-President who both receive full-time remuneration from the students' unions.

**For consultation** – refers to a matter that has been referred to an authority or organisation for comments before a decision is made. This is generally a document including background that explains the matter, followed by a proposal for some type of change. The authority or organisation consulted can present comments on the proposal or send it back for reconsideration (see below).

**Dissenting opinion** – a way to record a difference of opinion in a board or other decision-making body for those who object to the decision. Those who register dissent, do so after, and in direct connection with, the decision. The person can also record that they support another resolution, as well as submitting dissent in writing. Dissenting opinion in political terms is a stronger objection than an addition to the minutes or abstaining from a vote. In public administration, a person is considered in legal terms to have supported the decision if dissent has not been registered.

**Policy documents** – documents stating rules and regulations.

**List of speakers** – this is commonly used at meetings, particularly large or more formal gatherings, to determine the order in which meeting participants will speak. **Double list of speakers** – refers to when the list of speakers is divided into two parts – an upper part, which lists those speaking for the first time, and a lower part, which list those who have already spoken on the same matter. Those on the upper list get to speak before those on the lower list.

**Motion** – a proposal for a decision that a member has submitted. Those in the body with a right to vote then take a position on the motion, through assent (for) or rejection (against).

**For reconsideration** – when a decision-making body refrains from making a decision and sends the matter back – for reconsideration – to whoever prepared it for further processing.