

Simplified Rules of Procedure for Level 3 Councils at UiT the Arctic University of Norway

Determined by:	The Administrative Director, cf. decision in board case S 11/19 on March 13, 2019
Prepared by:	Administrative Director
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Note:	The translations are not official; they are provided for information purposes only. In the event of any inconsistency, the Norwegian version shall prevail.

The simplified rules of procedure (meeting order) are prepared by the administrative director, based on the Governance and Decision-Making Rules (rules of procedure) for collegial bodies at UiT the Arctic University of Norway. Reference is also made to the Instructions for Boards and Councils at level 3 units at UiT the Arctic University of Norway.

Meeting Invitations

The institute management calls for meetings. Invitations with discussion notes must be sent at least five days before the council meeting is held, unless the situation dictates otherwise. Meetings are normally held 1-2 times per semester, and additionally as needed.

Agenda

The council's leader determines which topics and issues will be discussed. The invitation must include an overview of relevant issues and topics for the council meeting. All members of the council can propose topics and issues for discussion, which should be submitted to the council's leader well in advance of the meeting.

Documentation

The council's leader must ensure that relevant notes and documentation related to topics and issues are presented, so that the council has a satisfactory basis for its discussions and advice. Documentation should mainly be in writing but can be supplemented orally during the meeting.

Leadership and Announcement of Council Meetings

The head of the institute or their deputy leads the council meetings. In case of illness, the institute management appoints the leader of the council meeting. The meeting is held with open doors. Meetings

should be announced on the unit's intranet pages and/or through other information channels so that employees and students are informed.

Minutes

Minutes must be kept for the council meetings. The minutes should include the time and place of the meeting, participants, presented documentation, and a simple summary of the council's recommendations. The council's leader must ensure that the content of the minutes is communicated to employees, students, and institute management. There should be the greatest possible transparency about the council's work.