STANDING ORDERS

As adopted at the 71st Board Meeting in Gdansk, Poland
1st to 4th of December 2016

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General

1. Definitions (mandatory item)

STUDENT	For the purposes of all ESU events, documentation and policy, a student refers to all those seeking a qualification in higher education.
MANDATORY ITEM	A section, point or paragraph on the current standing orders that cannot be suspended and, in case of conflict, takes precedence over auxiliary items. The following sections are considered to be mandatory items: 1, 4.10, 4.11, 5, 7.2, 7.4,7.6 8.1,10.1, 13, 14.1, 14.4, 15, 16
AUXILIARY ITEM	A section, point or paragraph on the current standing orders that can be suspended by the BM.
VOTING	Unless otherwise specified all called votes are to be decided by an absolute majority of votes cast. The Board Meeting can only take valid decisions when an absolute majority of all members and a two-thirds majority of the possible full vote in are present.
VOTE (CAST)	The number of votes cast inclusive of the number of votes in favour, against and abstentions at the time of a vote. Invalid votes are not taken into account.
ABSTENSION	An abstention is not a vote in favour or against. Persons not voting while in the voting arena will not have their vote considered as an abstention.
ABSOLUTE MAJORITY	An absolute majority is reached if 50% of votes cast plus one vote are in favour.
SIMPLE MAJORITY	A simple majority is achieved if there are more votes in favour then against.
2/3 MAJORITY	A 2/3 majority is reached if 2/3 of the votes cast are in favour.
3/4 MAJORITY	A ¾ majority is reached if ¾ of the votes cast are in favour.
WORKING YEAR	The working year will coincide with the mandate of the EC and will

	run from the 1st of July till to the 30th June.
ESU OFFICE	The EC and Secretariat, located at the Head Office of ESU as defined in article 2 of the Statutes.
NOTIFICATION	For the purposes of these standing orders, unless otherwise specifically stated, an e-mail *sent* to an address given by a member shall be deemed sufficient for purposes of notification. It is the duty of the member to inform the EC of any changes in said the e-mail. Additionally, the notification must be posted on the Board section on the ESU extranet.
TRANSITION PERIOD	The period between the elections and the start of a mandate.
GENDER	Gender is the biological sex (male/female) of a person

2. Denomination

The official name of the organisation is The European Students' Union (ESU). In all non-official documents ESU can be used.

3. Three-year strategic framework, plan of work and policy

a. ESU functions according to a three-year strategic framework and an annual plan of work. The strategic framework includes the general action lines ESU has to work on intensively for the upcoming three years. A yearly plan of work lines out the short-term goals and priorities in order to advance the action lines outlined in the strategic framework. The plan of work will include a clear prioritisation of the different tasks by points.

b. Both the strategic framework and the plan of work will be presented by the Executive Committee (hereafter referred to as EC) and adopted by absolute majority at the Board Meeting (hereafter referred to as BM). The plan of work must be proposed until the last Board Meeting preceding the period when it would become effective. The adopted strategic framework as well as the adopted plan of work must be sent to members within 14 days of the end of the BM. In addition, every three years a Financial Strategy has to be presented to the Board.

c. To promote the views of students the BM adopts the policies of ESU. Policies should be revisited every 8 BMs by the EC. If they see a reason to update or cancel the policy, they should bring it up to the board. Otherwise the policies should not be changed.

d. All ESU elected representatives and institutions should follow the prioritisation given by the strategic framework and the plan of work and in representing or advocating for ESU, follow the policy of ESU.

Involvement in ESU

4. Membership issues

4.1. Applications

a. In case of application for membership the applicant shall submit the documents specified in the Statutes of ESU. The documents will be presented to the BM.

b. The EC as well as the coordinator for membership issues can comment on the documents and the EC may direct any other ESU structures or elected representatives to also do so.

c. Circulation of all documents to all ESU members shall be arranged by the ESU Presidency not less than 30 days before the BM.

d. Applications shall be valid until the BM has taken the vote on the status of the applicant.

4.2. Decisions on Membership and Associate Status

The BM can decide to:

1. Grant membership;
2. Revoke membership;
3. Dismiss the candidate from ESU;
4. Prolong the candidate status for a set period of time defined by the BM;
5. Grant associate organisation status;
6. Revoke associate organisation status.

4.3. Candidate Membership and Study Visits

a. After becoming a candidate member or in case of prolongation, the status of a candidate shall be reviewed within a year of the BM where the decision was taken. The BM has to establish the study visit team to provide the BM with a report on each of the candidates. The report should include:

    1. The developments of the candidate in regards to the fulfilment of the criteria for membership;
    2. Recommendations for further action in helping the candidate to fulfil the membership criteria.

b. No decision to grant full membership can be taken without a study visit. After this point the only decision that can be made without a study visit taking place is to either deny the application, or to extend the candidate status for a given number of BMs. Whenever a study visit team is established, it will submit a written report to the BM, stating whether the union is eligible for membership and/or which actions should be taken in the future.

c. A study visit team is consisting of the membership coordinator, at least two but at most three representatives from different member NUSes and if needed a member of the Executive Committee. If the membership coordinator becomes unavailable or the position is open, the EC can appoint an EC member or coordinator to take the coordinator`s place instead.

d. The EC is responsible for deciding on the composition of the rest of the team on the proposal of the coordinator for membership issues. Unless the Board delegates the responsibility to the EC, the Board decides on the representatives of NUSes.

e. If the report contains a recommendation for change in the status of membership, the Chair of the BM shall automatically put this to a vote. In case of report not having a concrete recommendation on membership status, the Chair of the BM shall ask the Board to vote by simple majority to choose which decision will be voted upon next.

f. Once published to the Board, the coordinator for membership issues as well as the EC can comment on the study visit report and the EC may direct any other ESU structures or elected representatives to also do so.

g. During the period of candidacy, the NUS should provide information on its work and take part in regular ESU activities.

h. In general, the full costs for a study visit need to be covered by the reviewed or visited NUS. This includes travel for the ESU representative(s) as well as local travel, accommodation and food costs for the study visit team for the entire period of the review. If the reviewed or visited union cannot afford to pay all the costs of the study visit the members of the study visit team have to cover the remaining costs. The division of expenses has to be decided before the study visit takes place.

4.4. Advisory Partner to a NUS

a. If an applying NUS does not receive membership status the BM can decide to elect a member NUS which will then function as advisory partner to the rejected NUS in order to support the development of the latter. The rejected NUS has to agree to the proposed advisory partner. The advisory partner NUS together with the coordinator for membership issues will report at every BM about its work and the reforms of the applying NUS, until the status of the respective NUS changes.

b. If an applying NUS does receive membership status the BM can decide to elect a member NUS which will then function as partner to the NUS to help the NUS to integrate in ESU and to ensure a strong and stable communication between the new

member and ESU represented by the coordinator for membership issues. The new member needs to agree to the elected partner.

4.5. Membership Applications from NUSes that have been part of ESU

If an NUS applies for membership in ESU and parts of this NUS already is or has been a member of ESU, the NUS can apply for candidate status with preliminary documents. If the application for candidate status is accepted by the BM, the applicant has to provide the final documents as outlined in §4 of ESU's statutes at least 30 days before the study visit.

4.6. Membership Criteria and Review of Membership

The membership criteria employed in determining the membership of an applicant shall be the same criteria that were in use at the time of their application. Any subsequent change to the membership criteria shall have no effect on the above-mentioned application.

The EC or the Board and in consultation with the coordinator for membership issues can propose to re-assess the membership of a member of ESU. Before proposing to the BM to reassess a member the concerned member must be given the chance to comment on the proposal and the reasons for the reassessment. If the BM votes in favour of a review, a study visit team will be established in which the NUS which is to be re-assessed cannot be a member. The study visit team reports latest at the BM after the next where then a decision can be taken.

4.7. Merger of full members

If two or more full member unions of ESU merge, fuse or dissolve themselves to erect one organisation that covers all of the previous member unions, the full membership of ESU will be inherited from the respective previous organisations. However, the membership is inherited under the condition of a membership assessment Study visit that has to be conducted before and reported at the second BM after the merge or fusion has been officially announced to the Board. Meanwhile, the votes in ESU Board Meetings of the previous organisations will be inherited, until the Board Meeting has agreed on the results of the study visit. The Board can decide to change the membership status, following the membership assessment report.

4.8. Criteria for associate organisations

Organisations fulfilling the following criteria are eligible to become associate organisations:

- have students or local/national student organisations as members;
- are democratically run for students and by students;

- have objectives in line with ESU objectives laid down in ESU Statutes;
- have members from at least 8 countries parties to the European Cultural Convention.

4.9. Applications for the status of associate organisations

Circulation of all documents as stated in the statutes of ESU to all ESU members shall be arranged by the ESU secretariat not less than thirty (30) days before the BM. Applications shall be valid until the BM has taken the vote on granting the status of an associate organisation to the applicant.

The organisation is granted the status of an associate organisation for an unlimited period of time. The EC together with the coordinator for membership issues shall monitor the activities of the organisation on a regular basis. If the organisation ceases to fulfil the criteria laid down in the preceding paragraph, the EC in consultation with the coordinator for membership issues will propose to the BM to revoke the status of the associate organisation. Any member, seconded by another can also propose to the BM to revoke the status of an associate organisation.

4.10. Additional rights of members (mandatory item)

Members can be mandated by the EC or Presidency to represent ESU in whatever capacity deemed necessary.

Members are eligible to chair working groups.

4.11. Additional duties of members (mandatory item):

Update the information in the membership questionnaire of ESU regularly.

Attending the Board Meetings.

Paying the established membership fees.

4.12. Membership Fees

Membership fees shall be paid in accordance to the regulations in the Financial Standing Orders. The membership fee will be based on a clear calculation, as proposed by the EC in consultation with the Commission for Internal Auditing (hereafter referred to as the CIA), which will be approved by the BM and will be stipulated in the Financial Standing Orders.

4.13. Quality Enhancement Visits

Members of ESU can apply for a voluntary Quality Enhancement Visit conducted by ESU. The quality enhancement visit team is selected by the EC in coordination with the coordinator for membership issues. This team then conducts the visit and reports

back to the NUS as well as to the EC. The costs for this need to be covered by the NUS that asks for the visit.

4.14. Exploratory Visits

ESU may conduct Exploratory Visits upon the decision of the Board. These visits share the goal of trying to widen the view ESU has of the students' movement in Europe and higher education environments in general, thus increasing ESU's ability to forward the students movement as a whole.
The Exploratory Visit Team is selected by the Board and conducted by a selected coordinator. ESU's Board decides on the selection procedures of the team for each Exploratory Visit. This team then conducts the visit and reports back to the EC and to the Board.

Working structure

5. Institutions (mandatory item)

The elected institutions of ESU shall be:

- The Board Meeting (hereafter referred to as the BM)
- The Executive Committee (hereafter referred to as the EC) including the Presidency
- Commission for Internal Audit
- Working groups

Additionally, the following appointed structures are also to be considered ESU institutions:

- Secretariat
- Coordinators
- Task forces
- Expert Pools

6. Reporting and minutes

a. All institutions of ESU are ultimately accountable to the Board Meeting or with the exception of CIA and WGs to the Executive Committee in the duration between Board Meetings. All institutions of ESU report regularly in written on their activities to the Board Meeting (with the exception of the Secretariat) and if requested, to the Executive Committee. All reporting should be based on the 3-year Strategic Plan of ESU and Plan of Work and other adopted strategies and should reflect the actual situation.

b. Reports have to be circulated like other documents relevant for the BM. Each member of the Presidency as well as the EC must also present an individual report to the BM. All reports are voted upon by the BM and are adopted with a simple majority of votes cast. The President of ESU will present the general report of the activities of ESU.

c. Reports should be archived and made available to respective institutions and the Board to be consulted at any given time.

d. When any person or organisation has represented ESU, they have to present a written report to the EC, within 14 days of the meeting having taken place. Unless the information is considered confidential from the provider of that information, the EC shall provide these documents to the Board.

e. All elected institutions of ESU must keep minutes of their meetings. The minutes should clearly point out the decisions that have been taken. These minutes have to be made available to all members within 14 days of the meeting. The only exception are the BM Minutes. BM's minutes shall be sent to all members, associates and candidate members of ESU not later than 60 days after the end of the BM.

f. The WG chairs (for WGs meetings) and the EC are responsible for publishing the minutes of their meetings. The next meeting of the institution concerned should approve these minutes, by simple majority. The minutes of the CIA meetings are to be considered as excluded from the requirement of making minutes available to members. All minutes are kept at the disposal of the members by the ESU secretariat.

7. Board Meeting

7.1. Competencies of the BM

The competencies of the BM are outlined in the ESU statutes.

7.2. Voting at the BM (mandatory item)

The BM shall endeavour to reach the widest possible measure of agreement. Decisions shall be taken by an absolute majority unless otherwise specified or except:

- The adoption of policy or internal motions and resolutions (2/3 majority)
- Amendment of the Statutes or mandatory item on the standing orders (3/4 majority)
- Amendment of the auxiliary items on the Standing Orders (2/3 majority)
- Changes in membership status for full members, associate members, candidate members and potential candidate members (3/4 majority)
- Approve the financial report and balance with (2/3 majority)
- Dismiss EC members, the EC, Presidency, Coordinators, CIA members, the CIA by vote of no confidence with (2/3 majority)

7.3. Organisation

The BM shall be convened by the EC and organised by a member, as approved by the BM, in association with the ESU secretariat. The EC shall comment and provide recommendations, including the financial feasibility on the whole application to host the BM, before they are subject to a decision by the Board.

7. 4. Meeting documents (mandatory item)

a. Unless otherwise specified, all documents to be voted upon will be circulated 30 days before the BM to all members, associates and candidate members.

b. If the documents are not circulated at least 8 days before the BM in a final version, the documents being late are not to be dealt with or voted upon. The Board may accept documents that where circulated 8 days earlier, but did not meet the 30 days delay, with a 2/3 majority.

c. The adopted documents from the BM, shall be uploaded and shared by the Presidency, with the members, within 60 days after closing the meeting.

7.5. Closed Meeting

a. The BM can decide to have a closed meeting or to have closed sessions during the meeting. This is done by proposing a procedural motion.

b. Closed meetings are only open to full members and student representatives who are part of an institution of ESU, either as a person or as a representative. During the closed sessions, the Board may decide to allow the presence of any guests.

7.6. Delegations (mandatory item)

a. Each member and candidate member or associate organisation shall have the right to have two delegates with speaking rights on each point of the agenda. There may be more than two delegates speaking during the entire BM, but no more than two delegates per organisation at any specific point. The organisations have to register the number of their delegates in advance and the delegation has to present the credentials prior to the BM to the EC.

b. If a member or an associate organisation sends more than one person to a meeting, it shall take positive measures to see that the delegation is gender balanced.

7.7. Mandates

Transfer of mandate may also be applied during sessions of a Board Meeting, where a member NUS provides the Chair of the BM with a written statement of consent giving

a reason acceptable to the chair. A member can carry the mandate of maximum one other member.

7.8. Chairing of the Board Meeting

a. At the beginning of the BM, the President of ESU; or if necessary, a member of the EC, shall declare the meeting open and do the roll call. Immediately following this the BM shall elect a Chairing team of three people for the meeting based on a proposal by the EC. The Chairing Team of the BM are elected by a simple majority.

b. The Chairing Team of the BM shall hereafter chair the rest of the BM. Immediately following the election of the Chairing Team, the BM will approve the BM agenda. To attain a possible maximum of neutrality the Chairing Team shall not take part in any vote and should avoid taking part in the discussion. The BM may replace the Chairing Team of the meeting by a motion of distrust supported by 2/3 majority. The BM would then proceed to elect a different Chairing Team, who cannot be the members of the Executive Committee, before proceeding with any further point of the meeting.

c. With exception to the preceding paragraph, the BM Chairing Team shall declare each meeting open and closed, shall direct the discussion, ensure observance of the rules, accord the right to speak, put questions to the vote and announce decisions. They shall rule on points of order and shall have in particular the power to propose adjournment or closure of the debate or adjournment or suspension of the meeting. They shall in case of dispute interpret the Statutes and Standing Orders.

d. The Board Meeting can overrule the decision of the Chairing Team of the BM by absolute majority

e. It is up to the Chairing Team to decide on the task division of the responsibilities of chairing the BM as well as dividing the physical chairing of the BM during specific agenda points, should they decide to do so.

f. The Chairing Team may at any moment during the BM use a time-out to clear a situation or for any reason they want. The Chairing Team communicate the length of the time-out.

7.9. Speakers

a. Every speaker has the right to have three minutes to present his or her views without interruption. The speaking time can be altered by a procedural motion. This time limit should not apply to presenters of any report.

b. During the discussion the Chairing Team shall give the floor first to speakers wishing to make points of order (about the procedure), then to speakers requesting a right of response, then to speakers requesting information or who wish to make a point of information and only then to other speakers. The Chairing Team in internal consultation may disregard any points of order or requests for information and direct

that they shall not be included in the minutes if they deem any statement made is not a point of order or request for information.

7.10. Closing the list of speakers

a. During a discussion, the Chairing Team may announce the list of speakers and with the consent of the meeting declare the list closed, provided that the proposer of the motion has the right to speak immediately before the vote.

b. The Chairing Team however may still accord the right to reply to any delegate if a speech delivered, after the list was closed, makes this desirable in an effort to reach widest possible measure of agreement.

7.11. Motions and amendments

a. Motions and amendments may be put forward in writing at any time during the BM until the deadline as directed by the Chairing Team. The proposer may change the motion or amendment any time before the proposal is voted. During the BM, where motions do not relate to the items on the agenda, the BM should vote on whether or not to accept those motions onto the agenda. These are accepted to the agenda with a 2/3 majority.

b. If a new policy supersedes any existing policy, then the most recent policy shall automatically replace the outmoded document. Policy statements do not overrule policy papers.

c. The Chairing Team may rule that motions and amendments dealing with the same issue are to be considered together.

7.12. Procedural motions

During the discussion, the following procedural motions shall have precedence in the following order over all other proposals or motions before the meeting:

1) motion to reverse the decision of the Chairing team concerning the conduct of the meeting.

2) motion to make the meeting a closed one.

3) motion for the suspension or adjournment of the meeting (e.g. continuing discussion in an informal session before resuming back to the meeting on the same agenda item)

4) motion to adjourn the item under discussion (e.g. moving on to another agenda item before coming back to the adjourned item).

5) motion for the closure of debate and an immediate vote.

6) motion to refer the matter to the EC, WG or to the next meeting.

7) motion for a limitation of the individual and collective speaking time for the point under discussion.

(Should any procedural motion be defeated the same motion cannot be accepted again unless the Chairing team is of the opinion that circumstances have radically changed in the meantime.

7.13. Procedure to motion

a. All motions put forward by members shall have a proposer and at least one seconder.

b. Candidate and associate organisations may put forward any motion but these must be seconded by a full member or the EC.

c. The EC may put forward motions on any point without a seconder.

d. All institutions, with the exception of the Secretariat, may put forward motions within their area of work without a seconder. The Chairing Team decides if a given motion falls within the area of work. Any motions that are deemed to be out of the area of work would require a seconder, which is either the EC or a full member. The Chairing Team decision may be overturned in accordance with these standing orders.

e. After moving a motion, the proposer or one of the seconders if the proposer chooses not to speak, shall have the right to speak, for a maximum of three minutes, in order to motivate the motion. The motion shall then be opened to discussion and amendments; the proposer may exercise a right of reply immediately before the vote is taken.

7.14. Amendments

a. When a change is proposed to an amendment or a motion, which isn't Three-year strategic framework, Plan of Work, Budget or a Policy document, only the proposer of the amendment has the right to include it or change the amendment or motion. If the proposer refuses a change, the amendment will be put to vote as it stands. Proposers have the right to withdraw motions at any time before the vote of adoption.

b. All amendments to Board Meeting documents must be submitted by the deadline established by the Chairing team and handed to them in a written form. After the deadline, proposals to change amendments may still be made orally during discussion. However, oral proposals will not be voted on.

c. When an amendment is proposed to a motion, the amendment shall be voted on first.

d. When two or more amendments are proposed, the meeting shall first vote on the amendment furthest removed in substance from the original motion and then on the amendment next furthest removed there from, until all the amendments have been put to the vote.

e. An amendment shall be proposed and discussed in accordance with the procedure for motions. A proposal to change a motion shall be considered as an amendment to a motion only if it adds to, deletes or revises part of that motion.

f. A proposal to abolish or replace an already existing policy document shall be considered a motion.

7.15. Ne bis in idem

a. A motion accepted or rejected at a BM shall not be discussed or voted upon again during the same BM. This rule will not apply to any motion or policy that is discussed, in part or in whole, but not voted upon in whole.

b. If only a part of any motion is accepted or rejected by the BM, the Ne bis in idem rule will not apply to that part voted upon.

7.16. Not enough votes cast

If a decision is not taken due to the fact that not enough votes were cast, then the decision is postponed to the next Board Meeting in order for NUSes to make up their mind on the decision. If once again, at the following BM, not enough votes are cast, then the decision is considered as rejected and the principle of ne *bis in idem* is applied.

7.17. Voting procedures

a. Each country will receive the same number of voting cards or, in the case of a secret ballot, ballot papers. The amount of votes will be divided equally among the NUSes from the same country.

b. Any member may request a secret ballot or recorded vote for any issue. The Chairing Team have to agree to the request. When there is a conflicting request for a secret vote or recorded vote on the same issue then the BM will decide which procedure to adopt by simple majority of votes cast and this vote in no case can be recorded or secret.

c. Elections of representatives to ESU institutions must be decided by secret ballot. The election of the Chairing Team is excluded from this clause.

d. Parts of a proposal shall be voted on separately if a member requests that the proposal is divided. These parts of the proposal that have been approved shall then be put to the vote as a whole; if all the operative parts of a proposal have been rejected, then the whole proposal is considered as rejected.

e. After the voting has commenced, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

7.18. Personal privilege & Right of response

a. A member that disagrees with a decision taken by the BM can have their position noted in the minutes of the BM.

b. If any elected ESU representative, member, candidate or associate member feels that, at any point during any official discussion they have been accused of something or referred to in a way that solicits a response, the Chairing Team will grant them a maximum time of 2 minutes to respond. Such response will be given even after the list of speakers has been closed and preference in speaking order will be given to such members requesting this right of response according to the relevant parts of the Standing Orders.

7.19. Extraordinary Board Meeting

An Extraordinary BM shall be convened at the request of the EC or at least 50% of the possible full vote with reasons made in writing to the ESU secretariat. It must take place within 60 days of the secretariat receiving the request.

ESU Elected Representatives

Any person nominated for an elected position must be a student or an active student representative within a member NUS at the time of election. Candidates for the Commission for Internal Audit need not be students.

There is a limit of five years an ESU elected representative may serve, with the exception of the Commission of Internal Audit.

No elected member of ESU can also act as a representative of any member union or other association or organisation during any ESU event, whether organised in whole or supported by ESU, or when attending any ESU internal event or while on external representation when mandated to do so. Elected members of the ESU Executive Committee cannot hold positions in any decision-making bodies of a full or candidate member. If an Executive Committee member has a position in such body, they are considered resigned from the Executive Committee.

8. Executive Committee (EC)

8.1. Composition of the EC (mandatory item)

a. The EC consists of eight to ten people elected by the Board Meeting. This number includes the Presidency composed of a President and two Vice-Presidents. The number of people in the EC is decided by a motion to be treated before the EC elections and supported by an absolute majority and this decision will stay in force unless decided otherwise.

b. The term of mandate of all the members of the EC is for one (1) year and starts on the first of (1) July and ends on the thirtieth (30) of June. The period between the elections and the first (1) of July is to be considered one of transition between the present EC and the elected members.

c. A gender balance of at least 40% of both of the genders in the ESU Executive Committee excluding the members of the Presidency must be assured. The Presidency (excluding the President) needs to be equally gender balanced.

8.2. Competencies of the EC

Further to what is defined in the Statutes, the EC shall:

1. Draw up the agenda for the Board Meeting and decide on proposed decisions for BM approval
2. Implement the decisions of the BM
3. Be responsible for external representation and advocating for ESU policy
4. Develop ESU positions and working on policy content;
5. Define the political strategy of ESU;
6. Take policy related decisions within the remit of the policy decided by the BM
7. Select coordinators and appoint internal task forces and the Secretariat;
8. Establish, and if necessary implement, a procedure for setting up steering committees of any expert pools
9. Ensure that all ESU institutions and bodies are informed about the decisions of the EC of relevance to the work of those institutions; and serve as the contact point for coordinators as well as the steering committees of the expert pools.
10. Draw up a portfolio of competencies for all ESU institutions and elected representatives being in line with the ESU plan of Work and the three-year strategic framework;
11. Keep all members, candidate members and associates regularly informed of the activities of the organisation in between BMs;
12. Support the Presidency in financial issues and take responsibility over the financial implications of their own work.

The EC may delegate competencies and responsibilities to the Presidency who must report to the EC at every meeting. The EC may not delegate issues concerning setting the political strategy, the selection of coordinators and appointing internal task forces and steering committees of expert pools, and the overall financial wellbeing and development of the organisation.

8.3. Decision-Making in the Executive

Every member in the Executive has one vote during EC meetings. The EC meetings are prepared and chaired by the ESU Presidency. Minutes are to be taken and disseminated by the Presidency.

When voting, decisions are taken by a simple majority vote. In case of a tie, the acting President's vote is decisive. Secret ballot is used whenever at least two members of the EC request it.

During the transition period the newly elected members do not have the right to vote during EC meetings.

Without prejudice to the preceding Article, every elected EC member has the right to attend EC meetings and be kept informed by the present EC during the period of transition.

8.4. Working methods of the Executive Committee

8.4.1. General working procedures of the Executive Committee

a. The EC adopts rules of procedure of its own work and makes them public towards ESU' s members.

b. These rules should include procedure of decision-making, of meetings and every day work. These rules of procedure can be adopted and changed by the agreement of the EC by two-thirds majority.

c. No part of these procedures or any other similar working document can go against ESUs Statutes or Standing orders. In case of conflict the statutes and standing orders are to be considered supreme.

d. EC members divide the different areas of work and content responsibilities between themselves and make these divisions transparent to the members

8.4.2. Meetings of the Executive Committee

a. EC meetings are called by a member of the Presidency who also sets the agenda, on advice of the Presidency and the rest of the EC. Every EC member can ask the Presidency to call an extraordinary meeting in writing, who must do so within five (5) days of receiving the request. The EC will meet at least once a month.

b. The EC meetings are to be open only to ESU EC members. Coordinators have the right to participate without a voting right to part of the meetings dealing with agenda items related to their area of work. The President may invite anyone else to the meeting to act as an observer or to talk about a specific point or points on the Agenda. The EC may grant anyone else a right to participate as an observer or to talk about a specific point or points on the Agenda.

8.5. Competencies of the Presidency

a. The Presidency consists of the President and two Vice-Presidents. The Presidency is the operational decision-making body within the organisation and is responsible for day-to-day coordination and management of the organisation and steering of its institutions.

b. The Presidency is responsible for the preparation of the EC meetings and must report on its activities to the EC at every meeting.

c. The Presidency is responsible for monitoring and coordinating the work of the EC, the Secretariat, the coordinators and internal task forces.

d. The members of the Presidency are fully located at the ESU headquarters and remunerated equally in accordance to the law.

e. Among other competencies, the Presidency should:

    1. Coordinate the administration and management of ESU
    2. Coordinate the reporting to the Board Meeting
    3. Coordinate the external representation of ESU
    4. Be responsible for overall financial well-being and development of the organisation

8.6. Competencies of the President

a. The President is the principal representative of ESU and represents the total of the other institutions of the organisation and must act accordingly during the entire term of their mandate.

b. The President is a member *ex officio* of every structure or institution within ESU, except the CIA.

c. The President is responsible for the overall coordination and carries out the financial administration of the organisation in cooperation with the Presidency.

d. Among other competencies and duties, the President should:

    1. Assure that the whole political priorities of ESU are coherent and keep to the principle of continuity as a basis for these considerations.
    2. Keep contact with all the institutions of ESU and keep them updated of the developments in all spheres of activities of ESU.
    3. Call EC meetings and together with the Presidency and the EC, develop an agenda.
    4. Be the primary coordinator for all political activities in cooperation with the rest of the EC and the Presidency.

8.7. Competencies of the Vice-Presidents

a. The Vice-Presidents are elected by the members of ESU. They share responsibilities related to organisational aspects, finances, administration, lobby work and coordination of policy making together as discussed and agreed upon by the Executive Committee. Both Vice-Presidents may also call an EC meeting. In doing so, they should develop an agenda together with the Presidency and the EC.

b. The specific task division between Vice-Presidents should be decided upon by the Executive Committee based on a proposal from the Presidency. Once decided, that task division should be communicated to the Board.

c. Among other competencies and duties, at least following duties should be divided or shared between the Vice-Presidents:

    1. Together with the President and EC coordinate the administration of ESU;
    2. Coordinate communication and relations with ESU associate members;
    3. Coordinate the relations and communication between the different ESU structures;
    4. Coordinate, together with the EC, correspondence with ESU members;
    5. Ensure that all institutions of ESU are kept up-to-date with the developments of the organisation;
    6. Disseminate the minutes of the EC meetings to the ESU members and other ESU elected representatives;
    7. Coordinate the reporting to ESU members;
    8. Together with the EC and other relevant ESU structures, be responsible for the internal development of the organisation;
    9. Carries out the day-to-day financial administration of the organisation within the Executive Committee, in cooperation with the President and the Secretariat. This is without prejudice to the competencies of the CIA as outlined in these Standing Orders.
    10. Together with the President and the EC, work in promoting the political principles of the organisation
    11. Implement the political strategies of the organisation
    12. Together with the President and the Secretariat, coordinate external communication and relations with the media;
    13. Ensure that all institutions of ESU are kept up-to-date with the policy developments within the organisation.

8.8. Election procedure

In all ESU elections, the Secretariat shall act as Returning Officers, and shall be responsible for administration of nominations, conduct of elections and the counting of ballots. The Board Meeting may appoint helpers as they see fit and in numbers prescribed by the Chairs of the BM who can also take part in the conduct of the elections.

8.9. Nominations

a. Nominations for President, Vice- Presidents or EC must be submitted in writing to the ESU secretariat and copied to the members of the EC not less than thirty (30) days in advance of a BM. The ESU Secretariat shall distribute all the information relating to the nominations of candidates to all members within ten days of receiving the nominations.

b. A nomination shall consist of a nomination letter from a full ESU member, a copy of the nominated person's CV and a letter of motivation from the nominated person.

c. When there are not enough candidates before the nomination deadline the Presidency will re-open the call for nominations. This call will be re-opened for 7 days, during which time no names, letter of motivation, CV or nomination of candidates that submitted applications before the initial deadline will be released. If after this 7 days' deadline there are still not enough candidates to fill the position(s) then the nominations will be re-opened till the start of the Board Meeting. The names, CVs and letters of nomination and motivation of all candidates will be notified only after this 7 days' deadline.

8.10. Election procedure for the President and Vice- Presidents

a. Before the election each candidate shall be afforded the opportunity to make a presentation while other candidates for the position have been escorted out of the room, not lasting more than 5 minutes. Before the start of the formal BM procedures an election debate has to take place. The election debate should be recorded when possible.

b. The elections for President and Vice-Presidents shall take place separately using the Single Transferable Vote System (STV). Where there is one candidate, that candidate shall stand against Re-open Nominations (RON) in an STV election. Where there is more than one candidate, those candidates will contest an STV election with RON as an additional candidate.

c. In the event of RON being elected, nominations shall re-open immediately for a period of five working hours. If, after this period, no further nominations have been received, the candidate with the highest number of votes after RON shall be deemed designated. Otherwise, a new STV election is conducted.

d. All candidates may send a nominated representative to observe.

8.11. Election Procedure for the Vice-Presidents

The Election of the Vice-Presidents will follow the procedure of the President with the exception that for voting, the procedure to be followed will be as set out in annex 1 of these Standing Orders.

8.12. Election Procedure for other members of the Executive Committee

a. Elections are carried out separately in the committee by a preferential voting system as outlined in the annexes to these standing orders. Before the election each candidate shall be afforded the opportunity to make a presentation while other candidates for the committee have been escorted out of the room, not lasting more than 5 minutes. Before the start of the formal BM procedures an election debate has to take place. The election debate should be recorded when possible. In case candidates apply after the election debate, will be questioned by the Chairing Team who has the right to choose at least 3 questions submitted in writing by the Board before the deadline set by the Chairing Team of the BM.

b. Elections are carried out separately for both genders and additionally for the gender open position in the committee by a preferential voting system as outlined in annex two to these standing orders. Votes for all ballots are cast at the same time. Every nomination for a male or female position of the EC is automatically seen also as a nomination for the gender open position.

c. Each gender gets minimum 40% of the seats excluding the Presidency. If one of the genders is not reaching the 40% of the elected members in the EC excluding the Presidency, the entire EC is deemed to be not elected. If that is the case, the nominations will reopen for five working hours for the remaining open positions.

d. The following restrictions shall be observed:

    - No member of ESU has the right to nominate more than one person to the Executive Committee, including the President and Vice-Presidents.

8.13. Resignation of a member of the EC

a. Until discharged by the BM all members of the EC shall be fully accountable to the BM for their actions.

b. Only the BM can grant resignation to a member of the EC. In case of resignation of an EC member, more than thirty (30) days before the start of a BM, the Executive Committee has to open a call and select a new EC member. This selection has to be ratified by simple majority by the following Board meeting. If the resignation of an EC member falls within thirty (30) days of the start of the BM, a call must be issued and an election takes place at the BM.

c. In case of resignation of more than one third of EC simultaneously the Board Meeting decides on how to proceed.

8.14. Report of the EC

a. The BM will first discuss the general report of the whole Executive Committee, and after that the personal reports of individual members of the EC. All reports, both general and personal have to be approved by the BM by a simple majority. In between BMs the EC should on a regular basis inform the candidates, associates and members of their activities.

b. In addition to the general report and individual reports, the EC should inform the candidates, associates and members of their activities on a regular basis in between the BMs.

8.15. Non-Election of EC and President or Vice-Presidents of ESU

a. In case no President is elected, the current President can by a simple majority vote, continue until the next Board Meeting. If the current President does not wish to continue, one of the current Vice-Presidents can by a simple majority vote continue as President until the next Board Meeting. If one or both Vice-Presidents(s) of ESU are not elected and the President and the member(s) of the EC are elected, the EC will decide which member(s) of the EC shall be deemed as the Vice-President (s). This decision must be ratified by the Board by absolute majority at the subsequent Board Meeting.

b. If one or more positions under five people in the EC (except for the President and Vice-President) remain unfilled by the closing of the Board Meeting, the EC shall issue a call to select person(s) to form part of the EC within two months of the end of the BM. This decision must be ratified by absolute majority at the subsequent Board Meeting.

c. In case the EC has more than eight members and one or more positions over the eight is left unfilled, the EC will be considered to be complete in the size it has been elected until the next ordinary Board Meeting.

8.16. Substitution of absent EC members

a. In the case of the President resigning or becoming absent from duties due to an extraordinary reason that prohibits acting or fulfilling the duties of the President, one of the Vice-Presidents shall take over the role as acting President until the return of the President or an election of a new President.

b. In the case one of the Vice-Presidents resigns or becomes absent from duties for an extraordinary reason that prohibits acting or fulfilling the duties of the Vice-Presidents, the EC will decide which member of the EC shall be deemed as the acting

Vice-Presidents until the return of the Vice-Presidents or an election of a new Vice-President.

c. In the case of an EC member other than the President or one of the Vice-President resigning or becoming absent from duties due to an extraordinary reason that prohibits acting or fulfilling the duties of the respective EC member, the EC shall decide which members of the EC will take over the responsibilities of the absent member.

9. Coordinators

9.1. Competencies of the Coordinators

The Coordinators are the responsible experts for issues that are of priority to ESU on a constant basis.

The mandate of a coordinator shall be defined by the call issued by the Executive Committee, but shall not be longer than 2 years. There is no restriction to the number of consecutive mandates for a coordinator.

The Coordinator for Human Rights and solidarity shall:

1. Provide support to answering solidarity requests in cooperation with the EC.
2. Work on the promotion of the Students' Rights Charter & prepare ESU's actions for the international students' day
3. Develop policy contents and represent ESU in other topics pertaining to the field of Human Rights according to what the EC mandates them to

The Coordinator for Equality shall:

1. Implement the Gender Mainstreaming Strategy
2. Oversee implementation of equality measures in all of ESU's work and activities
3. Develop policy contents on issues of equity and equality in and outside ESU
4. Attend and organise trainings in the field of Equity and Equality
5. Represent ESU in external events discussing fields relating to equity according to what the EC mandates them to

The Coordinator for Membership Issues shall:

1. Handle the requests concerning the ESU membership
2. Coordinate, and where applicable partake in, study visits
3. Give training on the pillars of the student movement and coordinate other trainings for NUSes
4. Elaborate information tools with best practices for the members to facilitate capacity building in the NUSes and local unions.

9.2. Selection of Coordinators

Coordinators are selected by the Executive Committee. The Executive Committee establishes a procedure that will seek to find the most competent candidates in an open decision-making procedure.

9.3. Resignation of Coordinators

Coordinators can be discharged only by the support of 2/3 majority of the EC. Until discharged by the EC, all coordinators shall be fully accountable to the EC for their actions. Only the EC can grant resignation to a Coordinator.

9.4. Report of Coordinators

Coordinators must present a written report of their activities to the BM and in between Board Meetings to the Executive Committee at least once a month, which has the right of scrutiny and oversight regards to fulfilment of the plan of work. These reports will also be made available to the Board and other ESU institutions for information purposes.

10. Working Groups

10.1. Competencies of the WGs (mandatory item)

The WGs shall deal with specific areas of work relevant to the work of ESU or in the interests of its members. These working areas should be out of the scope from the main tasks of the Executive Committee as decided by the ESU Plan of Work.

The WGs shall:

1. Prepare policies and propose these to the BM in cooperation with the Executive Committee and Coordinators
2. Make suggestions to the Board within their report on how to continue the work of ESU in the respective field.
3. Endeavour to collect information in their fields and circulate it
4. Be given preference with the external representation of ESU to any external events concerning their fields unless it overlaps with that of an elected representative in which case the latter is preferred.

WGs are chaired by one NUS. The chair of the WG shall ensure that the EC, members of the WG and the Secretariat are informed of ongoing work of the Working Group.

Save for the exception laid down in Article 10.3 a member of the EC that serves as a contact point may not act as Chair of a WG.

10.2. Plan of work of the WGs

WGs are established by a motion passed at BM detailing the mandate of the WG, the chair and a proposed plan of work. Following the approval of the motion, the chairing NUS should issue a call for further unions to join the WG.
The EC or any other structures or ESU members, in cooperation with other ESU elected representatives should outline specific tasks that could be dealt with before the BM. This proposal can be fully or partially taken up by a WG in their plan of work. The plan of work should contain concrete description of tasks and deliverables with a timeline for operationalising.

The Plan of Work of a WG as approved by the BM in the motion will be incorporated in the Plan of Work of ESU as an annex.

10.3. Resignation of chair of working groups

In case a chair resigns, the next BM will have to elect a new chair. In the meantime, a member of the EC or another NUS from the Working Group shall take over the role of acting-chair.

11. Task Forces

11.1. Establishment of a Task Force (TF)

a. Task Force (TF) can be established by the EC or by the Board. The EC can recommend or the Board can request the creation of a Task Force. The EC selects the members of the Task Force.

b. The members of a Task Force are individuals.

11.2. Competencies of a Task Force

a. The planned length of mandate as well as the competencies of a Task Force should be included in the mandate.

b. The Task Forces can be mandated either by the EC or the Board, coordinated by the EC and are accountable and report both to the EC and the Board.

c. Whenever the work of the Task Force touches on competencies of the EC as defined in the Standing Orders or the Plan of Work, the mandate has to include a clear outline of the split of responsibilities and accountability.

d. The motion to create a Task Force should include size, time-frame, working methods and desired outcomes of the Task Force's work.

e. The Task Forces should regularly update the EC and the Board on its progress.

12. Expert Pools

12.1. Competencies of Expert Pools

a. Expert pools are autonomous structures that in general deal with areas of providing expertise and consultancy externally, training and development and external representation.

b. Expert pools constitute a group of selected current of former students that have specific knowledge and expertise in the field of work of an expert pool. Expert pools have no decision-making power and members of such pools are there on the basis of individual capacity. Members of the expert pool can represent ESU only if mandated specifically to do so.

12.2. Establishment of Expert Pools

a. Expert pools are established through a motion passed by the Board Meeting. The motion must define the purposes and scope of expert pools and their organisational structure that should include a steering committee of a pool. The expert pools will remain in force until the Board decides otherwise or passes a motion amending their mandate.

b. The responsibility for implementing the decision of establishing expert pools lies within the EC who thus has the right to decide on the procedure of setting up a pool and a procedure on selecting the steering committee for each pool.

12.3. Coordination of Expert Pools

a. The expert pools are coordinated by steering committees that have the right to decide on the composition of the expert pools, set guidelines and the plan of work for the individual pools.

b. The steering committees are accountable to the Presidency and reports to the Board Meeting about the activities of the pool.

c. The steering committee of any pool also carries the responsibility for day to day management of a pool in coordination with the Presidency and the Secretariat in administrative matters.

d. The steering committee of any pool works in cooperation with the Presidency and any other relevant body of ESU that concerns the working area of the expert pool.

13. Secretariat (mandatory item)

All staff issues are matters of the Presidency, which is responsible for ESU's day-to-day work.

Members of the secretariat are employed professional staff and should where necessary have the necessary knowledge in the fields of management and finances. The secretariat should not be considered to have any political role, unless mandated specifically in extraordinary circumstances by the EC or the Presidency.

13.1. Staff Protocol

a. All ESU Staff are accountable to the EC and on a daily basis to the Presidency. They are not politically responsible for the conduct of ESU, and implement the policies and procedures passed by the BM or any other tasks delegated to them by the EC or the Presidency, in accordance with their appointment.

b. As such, any political issues related to the area of responsibility of a staff member should be addressed to a member of the EC or the Presidency. Likewise issues arising from the work or conduct of a staff member should be addressed to the EC or the Presidency, and not raised with the staff member concerned.

c. There shall be a staff protocol for relations between staff and ESU elected officials and members agreed by staff and the EC, presented to the BM, and adhered to by all ESU elected officials and members.

13.2. Competencies of the Secretariat

The secretariat shall

1. Collect, and distribute relevant information to the member NUSes and all other institutions together with the Vice-President responsible for organisational affairs.
2. Provide contacts between member NUSes and other bodies in the field of education.
3. Administer the finances of ESU as mandated by the Executive Committee under the coordination of the Presidency.
4. Raise funds for ESU under the mandate of the Executive Committee and the Presidency.
5. Coordinate the execution of decisions taken by the BM or EC.
6. Support any work of ESU as directed by the Presidency or the EC.
7. Coordinate media, public relations, communication and press contacts as directed by the Presidency and in coordination with the EC
8. On direction from the Presidency or the EC, be responsible for any project applications and events organised or jointly organised by ESU.

14. Auditors

14.1. Commission for Internal Auditing (CIA) (mandatory item)

a. The Commission for Internal Auditing will do the internal audit of ESU. The CIA will consist of three individual persons elected by the BM. Members of the CIA cannot be elected representatives or staff in any NUSes.

b. At least once a year the Commission for Internal Auditing will overview the bookkeeping and the report of the external auditor. Every three months they are updated by the EC or any member of the secretariat as directed by the EC, on the financial matters of ESU. After closing the books of a fiscal year they will report to the BM.

14.2. Election for members of the Commission for Internal Audit

a. The members of the CIA are elected by the Board Meeting. The procedure is the same as for EC elections (not being the procedure for Vice-President and President).

b. Positions in the CIA shall have a 3-year mandate.

c. An election will be held each year to elect a new member of the CIA who is to substitute an outgoing CIA member. In case of more than one open position in the CIA the BM is supposed to fill all open positions while respecting the remaining original length of the mandate of the individual positions.

d. The CIA must have at least one position of the other gender.

14.3. Resignation for members of the Commission for Internal Audit

Only the BM can grant resignation to a member of the CIA.

14.4. External auditor (mandatory item)

The Presidency and the secretariat are responsible for the annual external audit of ESU, which will be done by a professional external auditor.

15. Disciplinary code (mandatory item)

15.1. Members

15.1.1. Basic provisions

Acting against the Statutes, Standing Orders will necessitate disciplinary action. The decision for disciplinary actions is passed with a two-third majority of the number of votes cast.

The BM decides on the following consecutive disciplinary actions:

- first warning;
- removal of voting right;
- second warning;
- expulsion.

The disciplinary actions can only be passed in consecutive order, one on every BM. They can be cancelled partly or in all respects by the following BM.

15.1.2. Specific provisions

a. Excluded from the basic provisions are the following specific provisions.

b. If a member does not attend four consecutive ordinary BMs, that member will be deemed to have withdrawn from ESU. The member involved will be notified in writing after missing three consecutive BMs and at least 60 days in advance of the next BM. Only physical absences to the whole meeting are considered for this purpose.

c. If a member fails to pay membership fee and/or declare TDI or has any other debt with ESU invoiced not later than 30 days before the Board meeting the voting rights will be removed automatically, unless an agreement has been reached between the EC and the debtor. This decision should be based on official documentation, put in writing and be available to the Board. Once the obligations are met, the voting rights will be returned automatically.

d. If a member defaults on payment of membership fees or has any other debt with ESU for two or more years without the consent of the BM, this member will be deemed to have withdrawn from ESU. The member involved will be notified in writing 3 months prior to the two years expiring.

15.2. Elected representatives

a. Any elected member including the President and Vice-Presidents, can be dismissed from the organisation and relieved of their roles within the ESU institutions by a vote of no confidence.

b. Any such vote of no confidence must be proposed by a full member or the EC and seconded by at least one full member. This vote of no confidence must be by secret ballot.

c. If the vote of no confidence passes there will be immediately new elections for the concerned seat. If the seat is not filled through elections at BM, the EC can proceed as according to the standing orders to fulfil the position.

15.3. EC

To dismiss the EC as a whole, including the President and Vice-Presidents, a full member can propose a motion, seconded by another full member, for a vote of no confidence. This vote of no confidence must be by secret ballot.

15.4. Working Groups

To dismiss a Working Group by the Board Meeting a full member can propose an internal motion, seconded by another full member, for dismissal of the Working Group.

16. Signature (mandatory item)

Financial matters up to 1000 Euro are the competency of all members of the Presidency and by the EC mandated staff. Each of them individually can engage ESU for these matters after agreement from the rest of the Presidency.

All other acts that engage ESU are, except special powers of attorney, signed by two members of the Presidency or at least one member of the Presidency, being the President or the Vice-President who is responsible for ESU finances, and one mandated member of the ESU staff.

17. Budget

ESU's activities shall be financed by:

1. Membership fees
2. Funding from outside sources, provided that acceptance of such revenue does not conflict with the aims of ESU

18. Accounts

Full accounts are submitted to the BM at least once per fiscal year, and a detailed report of the current financial position will be made to each BM. The BM taking notice of the auditing report and will by voting explicitly approve or reject the budget for ESU before the beginning of every fiscal year.

18.1. Financial Report Balance and Budget

The BM, taking notice of the auditing report can approve or reject the financial report, balance and budget for ESU. The Budget must be voted upon before the beginning of the fiscal year.

19. Language

The official language of ESU is French.

The working language of ESU is English.

All the meetings and publications of ESU will be exclusively in English although translation by third bodies would be encouraged. The official language will only be used in communications with the Belgian government.

General arrangements

20. Suspension of Standing Orders

Specified auxiliary Items on the Standing Orders may be suspended for a specified part of a BM by 2/3 majority of the BM.

21. Amending the Statutes and Standing Orders

Amendments to the Statutes and the Standing Orders will only be in force after the BM where they were adopted.

The amended articles should be discussed in the light of the chapter of the article.

The notice of the proposed amendments has to be submitted to the ESU secretariat not less than forty (40) days in advance of the BM, and the ESU secretariat has notified all members of ESU of such amendments not less than thirty (30) days prior to the BM.

ANNEX to the Standing Orders

Annex 1: Procedures for elections with gender balance

1. Definitions:

A "ballot" is paper or card, or set of papers or cards, on which a voter has marked a candidate, or ranked one or more candidates.

A "continuing candidate" is a candidate who is not yet elected or eliminated.

A “non-eliminated candidate” is a candidate who is a continuing candidate or an elected candidate.

To "transfer" a ballot is to assign it to its highest-ranked continuing candidate.

A "transferable ballot" is a ballot that lists or designates at least one continuing candidate.

As a noun, a "transfer" is an instance of transferring one or more ballots.

An "allocation" is any transfer of every ballot whose transfer is ordered in the same paragraph of this count specification.

"N" represents the number of seats in the election.

“The quota” is the number of valid votes cast in the election, divided by N+1 and added plus one in the end. Quota = (valid votes cast/N+1)+1

"A quota" is a vote total numerically equal to the quota.

2. Each ballot, at the beginning of the count, shall have the value of one (1) vote. Each candidate, at the beginning of the count, shall have a vote total of zero (0).

3. When a ballot is transferred to a candidate, this candidate’s vote total is increased by the value of the ballot. When a ballot is transferred from a candidate, his vote total is decreased by the value of the ballot.

4. Immediately after each allocation, either paragraph 4a, or paragraph 4b shall be carried out, depending on whether or not that allocation has resulted in a candidate acquiring a quota.

4a. If any candidate has acquired a quota as a result of the allocation that has just been completed, then that candidate is elected as of that time. If this candidate’s vote total exceeds a quota then the candidate has a "surplus", and this surplus is the amount by which his vote total exceeds the quota. The rest of this paragraph shall be carried out for every candidate who has a surplus as a result of the allocation that has just been completed. For each such candidate, this surplus shall be divided by the candidate’s vote total, and the value of each of the candidate’s transferable ballots shall be multiplied by the result of that division. Each of the candidate’s transferable ballots shall then be transferred.

4b. If no candidate has acquired a quota as a result of the allocation that has just been complete, then the candidate with the lowest total vote shall be eliminated and this candidate's transferable ballots transferred until the number of candidates of that gender remaining equals the number of positions to be filled by that gender. Once half of the positions available have been filled by one gender, all remaining candidates of that gender will be eliminated one by one and their transferable ballots transferred.

4c. If at any round, the number of candidates of the same gender exceeding the quota, is greater than the number of positions left unfilled for that gender, the candidate/s with the greatest number f ballots will be deemed elected and the candidate/s with a lesser number will be eliminated.

4d. If at any time when a candidate should be elected of eliminated and two or more affected candidates have the same number of votes, the matter will be decided by the tossing of a coin or rolling of a dice.

4e. Candidates will stand against Re-Open Nominations (RON) in the election. In the event of RON being elected, candidates who have reached the quota in previous rounds or in the same round as RON will be elected. Nominations will open immediately for a period of five working hours and a further election will be held for the remaining unfilled position.

5. The count shall end either when N candidates have been elected, or when only N candidates remain un-eliminated (in which case those N candidates are declared elected), whichever happens first. However, no candidate who is not listed on any ballot will be declared elected.

6. Start the count by transferring all the ballots in the ballot box according to the above rules.

Annex 2: Procedures for elections without gender balance

1. Definitions:

A "ballot" is paper or card, or set of papers or cards, on which a voter has marked a candidate, or ranked one or more candidates.

A "continuing candidate" is a candidate who is not yet elected or eliminated.

A "non-eliminated candidate" is a candidate who is a continuing candidate or an elected candidate.

To "transfer" a ballot is to assign it to its highest-ranked continuing candidate.

A "transferable ballot" is a ballot that lists or designates at least one continuing candidate.

As a noun, a "transfer" is an instance of transferring one or more ballots.

An "allocation" is any transfer of every ballot whose transfer is ordered in the same paragraph of this count specification.

"N" represents the number of seats in the election.

“The quota” is the number of valid votes cast in the election, divided by N+1 and added plus one in the end. Quota = (valid votes cast/N+1)+1

"A quota" is a vote total numerically equal to the quota.

2. Each ballot, at the beginning of the count, shall have the value of one (1) vote. Each candidate, at the beginning of the count, shall have a vote total of zero (0).

3. When a ballot is transferred to a candidate, this candidate’s vote total is increased by the value of the ballot. When a ballot is transferred from a candidate, his vote total is decreased by the value of the ballot.

4. Immediately after each allocation, either paragraph 4a, or paragraph 4b shall be carried out, depending on whether or not that allocation has resulted in a candidate acquiring a quota.

4a. If any candidate has acquired a quota as a result of the allocation that has just been completed, then that candidate is elected as of that time. If this candidate’s vote total exceeds a quota then the candidate has a "surplus", and this surplus is the amount by which his vote total exceeds the quota. The rest of this paragraph shall be carried out for every candidate who has a surplus as a result of the allocation that has just been completed. For each such candidate, this surplus shall be divided by the candidate’s vote total, and the value of each of the candidate’s transferable ballots shall be multiplied by the result of that division. Each of the candidate’s transferable ballots shall then be transferred.

4b. If no candidate has acquired a quota as a result of the allocation that has just been completed, then the continuing candidate with the lowest total vote shall be eliminated, and this candidate’s transferable ballots transferred.

4c. If at any time when a candidate should be elected or eliminated and two or more affected candidates have the same number of votes, the matter will be decided by the tossing of a coin or rolling of a dice.

4d. Candidates will stand against Re-Open Nominations (RON) in the election. In the event of RON being elected, candidates who have reached the quota in previous rounds or in the same round as RON will be elected. Nominations will open immediately for a period of five working hours and a further election will be held for the remaining unfilled position.

5. The count shall end either when N candidates have been elected, or when only N candidates remain un-eliminated (in which case those N candidates are declared elected), whichever happens first. However, no candidate who is not listed on any ballot will be declared elected.

6. Start the count by transferring all the ballots in the ballot box according to the above rules.

Annex 3: Eligible countries for ESU membership

Block 1: Members of the European Union

Block 2: Accession countries to the European Union

Block 3: Candidate countries to the European Union

Block 4: EFTA countries not previously listed

Block 5: Full members of the Council of Europe not previously listed

Block 6: Other countries that are not members of any above-mentioned European structure: Belarus, Israel, Holy See.

Block 7: Regions/Provinces within European Countries with autonomous governance or special administration

Block 8: European Islands that currently have no Higher Education