



# Instructions for the Nomination Committee

Has the task of preparing the election for the committees of the student body.

## 1. Composition

- 1.1. Chairman, elected by a general assembly.
- 1.2. Four to six members, elected by a general assembly.

## 2. Operations

- 2.1. **to** appoint nominations for the committees of the student body.
- 2.2. **to** prepare elections and by-elections for elected office within the student body.
- 2.3. **to** carry out the preparation of the election in a way that benefits the student body and that protects the integrity of the individual.
- 2.4. **to** inform the members of the student body regarding positions open for application and the process of election in equitable time before General Assembly.
- 2.5. **to** contact and inform each applicant who did not get nominated for their primary choice of committee with the decision and a brief justification per request.
- 2.6. **to** plan the 3 week aspiring period in study period 2.

## 3. Procedure of committee meetings

- 3.1. The Nomination Committee meets when needed or when so requested by members, at least twice per term.
- 3.2. Notes shall be taken during meetings of the Nomination Committee, and all decisions shall be recorded.
- 3.3. The chairman is entitled to co-opt one or more persons to the meeting.

## 4. Quorum

- 4.1. All members mentioned in 1 have voting rights.



- 4.2. Every member present has the same number of votes. Decisions are made with simple majority. In case of undecided voting, the chairman has the casting vote.
- 4.3. Member with interest in proceedings or bias has no voting right.
- 4.4. The Nomination Committee has a quorum with at least half of its members present.

## 5. Appeal

- 5.1. Decisions of the Nomination Committee can be appealed at General Assembly. The appeal shall be justified and the Inspector of the student body shall be present, alternately one representative of the Student Union might be present as a neutral part.

## 6. Recruitment

- 6.1. For recruitment of a new Nomination Committee the Nomination Committee shall, in consultation with the Board of the student body, distribute information regarding the election in the fourth study period.

## 7. Miscellaneous

- 7.1. The Nomination Committee shall actively inform other members of the student body of its' operations and take part in events with this purpose.
- 7.2. The Nomination Committee shall strive to have continuity in its' operations and perform a well-planned hand-over when the new Nomination Committee has been elected.
- 7.3. The Nomination Committee shall follow the regulations, statutes and policies of the student body.

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