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Definitions

University	The University of the Arts The Hague
Bye-laws	The bye-laws as referred to in article 2.8 of the participation regulations of the University of the Arts The Hague
CMR	University Council
Members	The members elected in accordance with chapter IV of the participation regulations.
Executive Committee	The Executive Committee of the CMR comprising the chairman or vice chairman and secretary
Straightforward majority	A number equal to half + one of the votes validly cast
Executive Board	Executive Board of the University of the Arts
Supervisory Board	Supervisory Board of the University of the Arts
She	"She" is to be read as referring to she or he

Article 1: Meeting of the CMR

- 1.1. The CMR meets as a rule twelve times a year. This includes:
 1. six plenary CMR meetings;
 2. four consultative meetings with the Executive Board (once every quarter);
 3. one consultative meeting with the Supervisory Board;
 4. one meeting of the CMR with the Executive Board and the Supervisory Board;
 5. any meetings of committees if committees are set up. The frequency is established by the committees as they see fit. In the case of a higher frequency of meetings in committees it may be decided for there to be a lower frequency of plenary meetings.
- 1.2. If there is a reason for convening extra meetings the CMR consults with the Executive Board on whether expenses are available.
- 1.3. If the CMR sees a reason to convene meetings more often than the permitted maximum of twelve meetings, the Executive Board, on request, will grant permission or otherwise.
- 1.4. The Executive Committee of the CMR convenes the meeting by means of a written notification to members that must be despatched a minimum of seven days before the meeting in question. The

notification is accompanied by the agenda for the meeting in question and insofar as is possible the documents that are to be discussed during the meeting. A note should be added as to whether the CMR is being asked to give its recommendation or consent to the document in question. The agenda is also sent for information to the Executive Board and is made public within the University of the Arts The Hague.

- 1.5. The agenda is agreed at the beginning of every meeting. Every member of the CMR is entitled to propose amendments and/or additions to the agenda.
- 1.7. The meeting may decide to deal with subjects that have not been placed on the agenda. In principle decisions on such subjects take place at a subsequent meeting.
- 1.8. The secretary sees to it that there is an attendance list for signing by the members at each meeting. With the chairman's consent the list is submitted to the secretary of the Executive Board who sees to the payment of the attendance fee.
- 1.9. The chairman is responsible for ensuring that the meeting proceeds properly. She is entitled to terminate discussion on a subject unless the majority of the meeting desires the discussion to continue.
- 1.10. In the event of the absence of the chairman the vice-chairman takes her place; if both are absent the meeting appoints its own chairman.

Article 2: Executive Committee

- 2.1. The meeting chooses from its midst an Executive Committee for the duration of the term of service. The members of the Executive Committee are elected in office.
- 2.2. The posts in the Executive Committee are: chairman, vice-chairman, secretary. In principle the tasks of the treasurer are carried out by the chairman and/or the secretary.
- 2.3. If possible one member of the Executive Committee comes from the student ranks and one member is from among the staff.
- 2.4. If a member of the Executive Committee leaves a post in the interim the meeting elects a successor as soon as possible.
- 2.5. A member of the Executive Committee can be relieved of his or her post by the CMR by a straightforward majority of votes in a meeting at which at least two third of the number of members eligible to vote are present.
- 2.6. The Executive Committee is responsible for preparing the meetings and drawing up the agenda.
- 2.7. The chairman or her replacement keeps in touch with the Executive Board and represents the CMR vis-à-vis third parties.
- 2.8. The Executive Committee is only authorised to make provisional recommendations or give provisional consent in highly exceptional, urgent and/or pressing cases. Such a provisional decision is submitted for approval to the CMR at the next meeting.
- 2.9. The chairman is responsible for:
 - opening, suspending, reopening and closing the meeting;
 - formulating and summarising the decision to be taken and already taken by the meeting;
 - putting to the vote the proposals made at the meeting and recording the outcome of the voting.

- 2.10. The vice-chairman is responsible for:
- taking over the tasks of the chairman in the event of her (temporary) absence.
- 2.11. The secretary is responsible for:
consulting with the chairman
- timely convening the members to come to a meeting;
- keeping members and their constituency informed of the state of affairs;
- sending the documents to the Executive Board in good time;
- drawing up the minutes of the meetings;
- keeping records of the incoming and outgoing mail;
- drawing up the annual report of the CMR;
- initiating the elections in good time.
- 2.12. Treasurer's tasks:
- managing the CMR's finances;
- drawing up the annual financial report of the CMR;
- accounting for the attendance fees.

Article 3: Facilitation

- 3.1 In conformity with the collective labour agreement for higher professional education, article V-4 Facilities for Participation Councils, the employer grants facilities in terms of time to employees who act as chair or who are members of a Participation Council. The University of the Arts The Hague has fewer than 4.000 students and therefore comes into the category of small universities.
- 3.2 In the case of membership of a Faculty Council and CMR the applicable facilities should be added together.
- 3.3. The point of departure is that the facilities to be awarded in full-time equivalents (fte) in the first instance are made available within the existing appointment.
- 3.4. Facilities for staff who are members of the Faculty Council of the Royal Academy of Art or the Royal Conservatoire on an annual basis:
- | | |
|------------------------|---------------------|
| Chairman and secretary | 0.0750 (125 hours) |
| Members | 0.0375 (62,5 hours) |
- 3.5. Facilities for staff who are members of the CMR of the University of the Arts The Hague on an annual basis:
- | | |
|------------------------|--------------------|
| Chairman and secretary | 0.1500 (250 hours) |
| Members | 0.0750 (125 hours) |
- 3.6. The Executive Board has decided to give students the choice of either receiving remuneration for their attendance at meetings of the participation council (see paragraph 3.7) or receiving a maximum of 3 credits (ECTS) for their activities as a participation council member for the free choice part of the study's curriculum (see paragraphs 3.8 and 3.9). If the maximum number of credits for the free choice part of the study has been awarded for participation council activities, remaining activities are paid in the form of an attendance fee if necessary.
- 3.7. Facilities for student members irrespective of whether they are members of the CMR or Faculty Council:
- € 70,- if the student serves as chairman or secretary
 - € 50,- per meeting for ordinary student members up to a maximum on an annual basis of eight Faculty Council meetings and twelve CMR meetings
 - € 35,- if the student member participates in the Committee Quality Agreements up to maximum on an annual basis of six committee meetings.

- 3.8 Facilities for student members of the Faculty Council in credits on an annual basis:
- | | |
|------------------------|----------|
| Chairman and secretary | 5 ECTS |
| Members | 2.5 ECTS |
- 3.9 Facilities for student members of the CMR in credits on an annual basis:
- | | |
|------------------------|--|
| Chairman and secretary | 5 ECTS for the first six meetings and for the remaining meetings
an attendance fee in conformity with article 3.7 |
| Members | 3 ECTS |
- 3.10 In the event of exceptional efforts by the chairman and secretary these regulations may be derogated from by the Executive Board.

Article 4: Voting procedure

- 4.1. A meeting can take decisions if a minimum of half of the number of members of each represented group is present.
- 4.2. If the above quorum is not present a second meeting takes place within three weeks at a different time to the meeting at which the quorum was not present. This second meeting can take decisions irrespective of the number of members present.
- 4.3. In case of absence a member can cast a vote by written proxy. Proxies are handed over to the chairman at the beginning of the meeting. A CMR member may be represented at each meeting by a maximum of one other member to cast her vote in that meeting. The authorised person votes without order or consultation.
- 4.4. Written proxies are not counted in determining the quorum.
- 4.5. In taking decisions an endeavour is made to reach agreement. If no consensus is achieved decisions are taken by a straightforward majority vote.
- 4.6. If on the first vote the vote is tied a re-vote takes place after discussion. If the votes are tied again after re-voting the proposal is considered to have been rejected.
- 4.7. A proposal is not passed if one of the represented groups of which the quorum is present votes unanimously against the proposal.
- 4.8. Votes on matters are carried out orally unless one of the members requests a written vote. The meeting decides on this request.
- 4.9. Votes on persons are cast in writing with closed ballot papers unless the meeting unanimously decides that the vote will be oral.
- 4.10. Each member is entitled to have it recorded in the minutes that she cannot agree to the decision that has been taken.
- 4.11. For amendments to the Participation Regulations of the University of the Arts The Hague a majority of two-thirds of the number of members entitled to vote is required.

Article 5: Minutes

- 5.1. Minutes are made of the matters dealt with at the meetings of the CMR.
- 5.2. The minutes always contain:
 - the names of the chairman and the other members present;
 - the names of the members absent;
 - a list of the contents of the statements made;
 - an indication of the subjects dealt with, a concise summary of the points discussed and the decisions taken;
 - if applicable: the outcome of voting.
- 5.3. Each member of the CMR receives the (draft) minutes as soon as possible after the meeting.
- 5.4. The minutes are discussed at the next subsequent meeting and passed after which the final minutes are sent to the members.
- 5.5. The approved minutes are public unless determined otherwise by the meeting.

Article 6: Openness and right to speak

- 6.1. The meetings of the CMR are open to students and members of personnel of the University of the Arts The Hague.
- 6.2. The CMR can determine that the meeting or part thereof should be closed if the subjects require confidential treatment. On the notice convening the meeting it is indicated whether the meeting or part thereof is closed or otherwise.
- 6.3. During the meeting all the members of the CMR have the right to speak.
- 6.4. The right to speak can be accorded to a non-CMR member after consultation and provided the meeting agrees by straightforward majority.

Closing provisions

- I. In the event of any provision of the Bye-laws being in contravention of a provision of the CMR's regulations the latter prevails.
- II. Amendments or supplements to the Bye-laws are decided by straightforward majority.
- III. In cases in which the Bye-laws make no provision, the CMR decides by a straightforward majority.

Thus agreed by the CMR on 11 June 2019 and approved by the Executive Board on 9 July 2019.

These bye-laws come into force on 1 January 2019.