

Rules of procedure for the Liaison Committee

Faculty of Science

Meetings of the Liaison Committee

Section 1

The Liaison Committee shall normally hold meetings at least once per quarter. Additionally, the chairperson or vice-chairperson may convene the committee for meetings whenever they deem it necessary. Meetings are usually held during working hours.

Subsection 1.2

The chairperson must convene the committee when a majority of the employee representatives submit a written request specifying the issues to be addressed. In such cases, the meeting must be held within 14 working days of receiving the request.

Section 2

If a member is unable to attend a meeting, they must notify the secretary before the meeting takes place. The minutes of each meeting shall record which members were absent.

Notice of meetings and submission of matters

Section 3

The notice of meeting, along with the agenda, shall be sent to the members by the chairperson and vice-chairperson jointly at least one day before the meeting.

Subsection 3.2

Proposals for topics that committee members wish to have addressed must be received by the chairperson/vice-chairperson and the secretary at least 21 days before the meeting.

Subsection 3.3

Meeting materials shall be available no later than seven days before the meeting.

Subsection 3.4

The chairperson, vice-chairperson, and secretary shall jointly decide whether any materials should be distributed along with the agenda.

Management of meetings and presentation of matters

Section 4

The chairperson, or in their absence the vice-chairperson, shall preside over the meetings and make decisions on all matters concerning the conduct of the meeting and the maintenance of good order during the meeting.

Conduct of meetings

Section 5

The Liaison Committee may address the matters presented when at least half of the members are present.

Members' participation in meetings

Section 6

Members of the Liaison Committee are obliged to attend the meetings.

Subsection 6.2

Alternates shall join a committee meeting in the event of the absence of a regular member. A member who is unable to attend must ensure that their alternate is summoned.

Minutes

Section 7

Minutes of the meetings shall be prepared. The minutes shall be approved by the chairperson and vice-chairperson and sent to the members for approval no later than 14 days after the meeting. If no comments are received within five working days of distribution, the minutes shall be considered approved and posted on the faculty's website. An email will be sent to all employees of the Faculty of Science via the departments, informing them that the minutes have been posted on the website. If there are any comments from the members, the minutes shall be approved in writing.

Subsection 7.2

Any member may request that their dissenting opinion be briefly recorded in the minutes and, for matters to be forwarded, require that the recipient be made aware of the content of the minutes. The member in question may accompany the forwarded matter with a brief explanation of their position.

Section 8

The chairperson is responsible for the execution of matters handled by the Liaison Committee.

Adopted by the Liaison Committee on 31 January 2025.