



# Standing Orders for the Education Commission

## 1. Introduction

1.1. These are the standing orders of the Education Commission also known as Kummissjoni Edukazzjoni (KE) which conform to Article 20.6 of the KSU Statute as amended in the Annual General Meeting of 2012.

1.2. These Standing Orders should be read in reference to the last amended version of the KSU Statute (2014).

1.3. The standing orders should serve the Education Commission in conjunction with the “KSU statute” and the “KSU’s guide to student representation (July 2009)” and should not be considered as a replacement of the same statute.

## 2. Definitions

2.1. The “KE Commissioner” is the chairman of the Commission (Article 19.1.1) and shall be responsible for the enforcement of these standing orders.

2.2. According to Article 19.1 of the KSU statute “members of the Education Commission” take their place on the Commission ex-ufficio once <sup>[ ]</sup><sub>[SEP]</sub> elected in the academic post for which they had contested. These are:

- the Education Commissioner as the head ex-ufficio of the Education (Commission. (
- the KSU executive, through the president or in his absence through (
- the Secretary General, or their delegate; (
- three representatives elected on Council of the University of Malta; (
- five representatives elected on Senate of the University of Malta; (



- three representatives elected by the students on each Faculty Board; (
- two representatives elected on the board of Junior College; (
- one representative acting as a Gozo Liaison Officer; (
- two representatives elected by the students on each Board of an (institute/centre/school which has a minimum of 100 students and (which offers undergraduate degrees. (

2.3. “Board Meetings” means the faculty board meetings, the meetings of an institute / centre, or the meetings of senate and of council.

### 3. KE Meetings

3.1. Meetings should be held not less than once every three (3) months according to Article 18.1.3 of the KSU statute.

3.2. The Maltese language shall be the language of the Education Commission meetings and all the meetings shall be conducted in that language. Where any person attending the meeting is solely English-speaking the meetings shall be held in English after a vote is taken by the Commission.

3.3. The first meeting of the Education Commission must serve as a handing over to the newly elected student representatives. <sup>[L]</sup><sub>[SEP]</sub>

3.4. The agenda and minutes of KE meetings will be forwarded by e-mail. Agenda and minutes will be sent at least three days prior to the meeting, unless in extreme circumstances where the agenda and minutes may not be sent earlier. These circumstances are to be decided jointly by the Education Commissioner and Education Coordinator.



3.5. This would not apply in meetings that fall under the nature of urgent or extraordinary. The urgency is at the discretion of the KE Commissioner and Coordinator.

3.6. other matters on the agenda will not be included if Commissioner or Coordinator have not been informed prior to starting of meeting. [SEP]

3.7. Meetings may be adjourned at the KE Commissioner's discretion by means of a simple majority vote. The remaining agenda must be continued in the following meeting.

3.8. According to Article 19.3 of the KSU statute, if a student representative fails to attend 3 consecutive meetings without a valid reason or expresses in writing to the Education Commissioner that he/she does not want to qualify anymore as a representative in the Commission, the same representative automatically loses the right to attend and vote within the Commission. The Education Commission is then obliged to ask the faculty/centre/institute/school-based organization to nominate or elect a student representative that is capable to take the vacant post of the representative on the Commission for the rest of the term as indicated in Article 19.4 of the KSU statute.

3.9. As indicated in Article 22.7 of the KSU statute, the Education Commissioner should call the meetings of the Education Commission. However any 3 members of the Commission who occupy a different post can also call a meeting after sending a request in writing to the Education Commissioner (Article 22.8) provided that they state why this meeting is being held (Article 22.9). The Education Commissioner shall than call a meeting in not less than ten (10) days from the date in which the request is done (Article 22.10). If fifteen (15) days elapse from the date of the request and the Education Commissioner fails to do his duty, the members who made the request can call a meeting and inform the other members with the place, time and date of the meeting in the best way they can (Article 22.11).

3.10. Each member should make his/her utmost to attend all KE meetings. Reasoning behind an excused absence should be objective. Members absent shall duly inform the education commissioner by e-mail explaining the reasoning behind the absenteeism. It shall be at the commissioner's discretion whether a reason for absenteeism is excusable or not. If members



have not informed the commissioner at least 1 hour before the meeting of a valid excuse for not attending the meeting they will be automatically noted as 'absent'.

## 4. Votes and Quorum

4.1. The Education Commissioner has no right to vote except in case of parity where the Commissioner exercises the casting vote as indicated in Article 20.1 of the KSU statute.

4.2. The Education Coordinator has no right to vote as indicated in Article 22.4 of the KSU statute.

4.3. Each member in the Commission has the right of one vote only as indicated in Article 20.1 of the KSU statute. However votes in the Education Commission are related to the post and not with the individual and therefore a person that occupies more than one post has the right of vote for each post he occupies. Yet, no member of the Commission has the right to have more than three votes; as indicated in Article 20.2 of the KSU statute.

4.4. Each decision in the Education Commission is taken when a majority of votes are in favour. However a change in any educational policy can only be approved by at least a minimum of two thirds (2/3) of the members present as indicated in Article 20.3 of the KSU statute.

4.5. The Quorum of the Commission is one fourth (1/4) of all the representative members.

4.6. In the case of quorum only those posts that are occupied should be considered and any board which post is vacant, the posts vacant are not considered for the quorum.<sup>[1]</sup>

4.7. A member of the Commission who is not able to attend a KE meeting should primarily send a valid excuse. They may also give a proxy to another KE member by means of the proxy form attached to this document. This should reach the Education Commissioner 24 hours prior to the start of the meeting.



4.7.1. Each KE member shall be able to hold a TOTAL of 3 proxies, excluding his own vote or votes in case of occupation of other valid posts.

## 5. Elections of the KE Commissioner.

5.1. Nominations for the new Education Commissioner must reach the Education Commissioner at least 24 hours before the KE Meeting convened to elect this post.

5.2. Nominations should include a proponent and a secondant both of who must be from the KE Commission. Nominees must sign the nomination.

5.3. Nominees have to be present in the KE meeting convened to elect the new Educational Commissioner to approve their nomination and present their manifesto and ideas before a vote is taken.

5.4 Candidates cannot be present at the KSU Office between the deadline of the acceptance of nominations for the post of Education Commissioner and the start of the respective meeting, except in the circumstances that the nominee is making use of any services offered by the Students' Council.

5.5 A member of the Board of Discipline appointed during the last KSU Annual General Meeting, shall be present during the counting of votes to monitor the process.

5.6 The election of the Commissioner takes place by means of a secret vote and the Commissioner is elected by more than fifty percent (50%) of the votes presented.

5.7 In the case of more than two candidates, if no one exceed fifty percent (50%) of the votes present, another election between the two candidates who obtained most votes, takes place.



## 6. Table A Motion

6.1 These motions shall being as follows:

- Countermotion to the motion; [L] [SEP]
- Motion for the suspension or adjournment of the meeting; [L] [SEP]
- Motion for the adjournment of an agendum (subject under discussion); [L] [SEP]
- Motion for the termination of a debate with a subsequent vote; [L] [SEP]
- Motion to refer a subject to a Commission or Committee or to be discussed at another meeting. [L] [SEP]

6.2 Each motion, amendment or countermotion must have a proposer and a seconder

6.3 The motions put forward shall only be related to the fields that fall within the competencies of KSU. [L] [SEP]

6.4 The motions shall be subject to discussion. [L] [SEP]

6.5 The motions may be amended. [L] [SEP]

6.6 A motion or amendment shall be put to a vote during the respective Commission meeting in which it is tabled.

6.7 In the case of a countermotion to the principal motion or countermotion or amendment, it is the countermotion presented to the Chair that is first put to vote. [L] [SEP] During the voting, no one may interrupt unless due to a point of order connected with the current proceedings of the voting. [L] [SEP] A member has the right to a recorded vote or may request a secret vote. Voting takes place in this sequence: votes in favour, votes against, and abstentions. [L] [SEP]



## 7. Viewing Gallery

7.1 Education or Academic Officers of Faculty-based organisations together with Board of Studies members of the respective Faculties, Institutes and Centres may attend and discuss during the KE Meetings, but are not eligible to vote.

## 8. Online Survey

8.1 A member can make a written request to the KE to create an online survey, in the form of an online vote. The online voting is a consultative one that helps to guide decisions taken by KSU.

8.2 This should be in the form of an open or closed question and should be presented on the KSU website between its members regarding educational issues.

8.3 This request must be discussed by the KE and must be taken into consideration by the members after approval by 2/3 of the members present at the commission within 15 days within its approval.

8.4 The commission must ensure that this survey is made available to all its members online.

## 9. Standing Committees

9.1 Standing Committee shall consist of a number committees, each made up from the different Faculties, Institutes and Centres that form part of the Education Commission. The Standing Committees shall be reviewed yearly at the first Education Commission meeting and shall be approved by a vote.

9.2 Faculty Board meetings held in each faculty, if matters discussed are relevant, may also be points of discussion during the Education Commission and Standing Committee meetings.



9.2.1 Relevance of matters discussed shall be subject to the discretion of the Education Commissioner and Coordinator

9.3 Each Standing Committee must meet no less than once every three (3) months.

9.4 Each standing Committee shall appoint a Head of Committee to preside over it, together with The Education Commissioner and the Education Coordinator. The Head of Committee may only be appointed following the yearly review of each Standing Committee.

9.4.1 Student representatives that form part of the Education Commission can apply for the position of the Head of Committee through the submission of the relevant application form.

9.4.2 The application form must be circulated to each member of the Education Commission no later than two (2) working days after the first Education Commission meeting.

9.4.3 The application form for Head of Committee must be handed in to the KSU Office no later than fifteen (15) days from the circulation of the form.

9.4.4 In the case of more than one applicant for the position of Head of Committee for the same Standing Committee, each applicant will be asked for a presentation of credentials and motivation and one applicant will be chosen by a board consisting of the Education Commissioner, the Education Coordinator and two other members of KE





- 9.4.5 The responsibilities of the Head of Committee will be as follows:
- To prepare the agenda for each meeting of the Standing Committee
  - To chair the meetings of the Standing Committee together with the Education Commissioner and the Education Coordinator

9.5 The Standing Committee shall compile a bi-monthly report of the respective important points discussed in the Faculty Board Meetings that have been attended by the members of that Standing Committee.

9.6 Any concerns or issues with the functioning of any of the Standing Committees and/or the respective Head of Committee shall be addressed to the Education Commissioner who must in turn consult with the Education Coordinator and decide on the matter within fifteen (15) days upon receiving the said complaint.

(Last amended: 11<sup>th</sup> October 2018)

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Jean Claude Scicluna

**KSU Education Commissioner**

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Naomi Attard

**KSU Education Coordinator**