
4. Rules of Procedure for Boards and Committees

Decided by the vice-chancellor on 13 Apr. 2018.

4.1 *Common regulations*

4.1.1 Minutes

Minutes are to be kept at meetings. They are signed by the keeper of the minutes and adjusted by the chair as well as by the adjuster appointed by the meeting. Minutes should be expedited and should normally be adjusted at the latest three weeks after the meeting. Decisions are only effective after the minutes have been adjusted.

4.1.2 Dispatching decisions

It is the duty of the official involved to ensure that decisions are dispatched.

4.1.3 Student representation

Student representatives are appointed by the student representative body with student union status. If there is no student union, the university needs to arrange for the election of student representatives

4.1.4 Disqualification

The handling of matters at the university is subject to the stipulations on disqualification in the Administrative Procedure Act [*förvaltningslagen*] (FL). Disqualification of persons charged with handling a matter is appropriate if confidence in their impartiality is likely to be undermined by special circumstances. Circumstances that may lead to a conflict of interests shall voluntarily be considered and reported.

4.2 *Work environment committee*

4.2.1 Establishment

Stipulations about a safety committee (work environment committee) may be found in the Work Environment Act [*arbetsmiljölagen*] (AML 1977:1160). AML 6:8 stipulates that there shall be a safety committee at workplaces employing at least fifty persons. The vice-chancellor has determined the more detailed guidelines for Karlstad University's work environment committee.

4.2.2 Mandate

According to AML 6:9, a work environment committee shall participate in the planning of work environment measures and also follow up the implementation of such measures. The committee shall carefully monitor developments in matters relating to protection against illnesses and accidents and shall promote satisfactory work environment conditions. The work environment committee shall deal with issues such as:

- Occupational health;
- Action plans for systematic work environment measures (AML 3:2);
- Planning of new or modified premises, arrangements, work processes, working methods and the division of labour;
- Planning of the use of substances that may cause illness or accidents;

- Information and training as regards the work environment;
- Adjustment of work and rehabilitation activities.

At Karlstad University, the work environment committee is additionally tasked by the vice-chancellor with:

- Initiating, driving and promoting the continual improvement of work and study environments;
- Disseminating knowledge on the work environment;
- Promoting the visibility of work and study environment measures in daily work;
- Treating issues related to diversity and equal opportunities, employment ethics, work environment surveys, policies and guidelines in the work environment area as well as security issues.

The work environment committee shall take the lead in issues related to the work environment. The committee shall follow up work environment measures. The committee takes advisory decisions that shall be decided and implemented by decision makers with the appropriate authority.

4.2.3 Composition

AMF § 8 stipulates the following composition of a safety committee (work environment committee): “The number of members of a safety committee is decided with reference to the number of employees at the workplace, the nature of the work and the conditions under which it is performed. If possible, one of the members should hold a managerial (or comparable) position in the organisation. The committee should also include a member who is part of the local steering group of a labour union. In addition, the safety officer should be a member of the committee. The chair and secretary are appointed by the employer, unless otherwise agreed.”

With reference to the AMF stipulations, the vice-chancellor has decided on the following composition and mandate periods for the work environment committee.

Members		Appointed/Elected	Mandate
Chair	1	As per decision of the vice-chancellor	3 years
Vice chair	1	As per decision of the vice-chancellor	3 years
Three employer representatives	3	As per decision of the vice-chancellor	3 years
Two representatives of labour unions	2	Each of the two largest labour unions, SACO and OFR, appoints a representative. These persons shall be part of the local SACO or OFR steering groups.	
Principal safety officer	1	Elected by the labour unions	
Two student representatives	2	Elected by the student representative body with student union status	1 year (academic year)
Total members	10		

4.2.5 Rules of procedure

4.2.5.1 Call

The call is determined by the chair and the final agenda is set at the committee meeting. The call, agenda and supporting documentation are normally distributed to members at the latest six workdays before an ordinary meeting.

4.2.5.2 Meeting procedure

The work environment committee is quorate when more than half of its members are present, including the chair or vice chair.

Members have a duty to attend meetings. Members with valid reasons for absence shall report to the secretary of the work environment committee. Members shall keep the secretary informed about changes of address.

The chair or vice chair may decide to give additional persons the right to attend and speak at a specific meeting. The head of security, a representative of the occupational health services and a representative of Student Health Services should regularly be invited to the committee's meetings. The secretary is appointed by the chair of the committee.

Minutes are kept by the secretary. At each meeting, the work environment committee tasks one of its members with adjusting the minutes together with the chair.

The work environment committee decides matters by acclamation, unless voting is required. Voting shall be open and results are determined by simple majority. The voting regulations are stipulated in FL § 18.¹ In event of a tie, the chair has the deciding vote.

AMF § 9 stipulates that if the representatives of the employer and employees cannot agree on a decision in the safety committee, members may refer the matter to the Swedish Work Environment Authority, which then has to review the matter, provided that it falls under its jurisdiction.

Decisions made by the work environment committee should include a timeframe for implementation.

According to FL § 19,² a committee member has the right to record a reservation. This involves having a dissenting opinion noted in the minutes, so that the member is seen not to have participated in the decision. Rapporteurs and other officials who have not been involved in a decision, but who have been involved in the handling of a matter, also have the right to have dissenting opinions noted. Dissenting opinions have to be recorded before decisions are despatched or otherwise made public. If a decision is not to be made public, the notification of dissent has to be made at the latest when the minutes are adjusted or in equivalent order. Dissenting opinions ought to be registered and noted already at the meeting where the decision in question is taken.

¹ From 1 July 2018, § 18 of the Administrative Procedures Act (1986:223) is replaced by § 29 of the Administrative Procedures Act (2017:900).

² From 1 July 2018, § 19 of the Administrative Procedures Act (1986:223) is replaced by § 30 of the Administrative Procedures Act (2017:900).

4.3 *Disciplinary board*

4.3.1 Establishment

In accordance with Ch. 10 § 3 of the Swedish Higher Education Ordinance [*högskoleförordningen*] (HF), the university board has established a disciplinary board tasked with handling disciplinary matters involving students.

4.3.2 Mandate

The disciplinary board takes disciplinary measures against students. Actions that may lead to disciplinary measures are specified in HF 10:1.

Disciplinary measures comprise warnings or suspension (HF 10:2).

Suspension may mean that the student is prohibited from participating in instruction, tests or other course- or programme-related activities for one or more periods, for at the most six months. Suspension may also mean that the student is not granted access to certain premises.

Usually a student may visit Student Health Services and a study counsellor during his/her suspension, unless decided otherwise by the vice-chancellor.

“Advice and guidelines for handling disciplinary matters” [*Råd och anvisningar för hantering av disciplinärenden*] describes examples of disciplinary offences, the reporting process, the handling of and inquiry into matters, as well as the consequences of warnings or suspension.

4.3.3 Composition

According to HF Ch. 10, a disciplinary board shall be composed as follows:

Members		Appointed/Elected	Mandate
Vice-chancellor as chair (HF 10:4) with appointed deputy (HF 10:7). (The vice-chancellor is the permanent chair.)	1	The vice-chancellor acts as chair, as per HF 10:4. If the vice-chancellor is unable to attend, his/her appointed deputy or another specifically appointed deputy acts as chair, as per HF 10:7.	
A teacher representative (HF 10:4) with an alternate (HF 10:7).	1	The vice-chancellor appoints a member and alternate, as per recommendation of the deans.	3 years
Two student representatives (HF 10:4) with personal alternates (HF 10:7).	2	Elected by the student representative body with student union status.	1 year (academic year)
A legally qualified member (HF 10:4) with an alternate (HF 10:7)	1	The vice-chancellor appoints a legally qualified member and an alternate (HF 10:5 and 7).	3 years (HF 10:5)
Total members	5		

4.3.4 Rules of procedure

4.3.4.1 Call

Meetings are called by the chair. The call and agenda are determined by the chair and are distributed with the necessary documentation to members, usually at the latest six workdays before the meeting. The final agenda is set by the meeting.

4.3.4.2 Meeting procedure

The disciplinary board is quorate when at least three members are present, including the chair and the legally qualified member (HF 10:8).

Members have a duty to attend meetings. Members with valid reasons for absence shall report to the secretary of the disciplinary board.

HF 10:11 stipulates the following: “The board shall give the student involved in the matter an opportunity to address the board on the issue. The student is also entitled to be present when others address the board, unless there are special grounds to the contrary.”

The chair may decide to give additional persons the right to attend and speak at a specific meeting or on a specific matter. Persons involved should be available during the meeting so that they can attend the handling of a matter, if necessary.

The disciplinary board shall decide matters after the submission of reports based on careful scrutiny of the matters at hand. The vice-chancellor tasks an official with the responsibility to investigate disciplinary matters and to act as rapporteur during meetings of the board.

Matters are decided by acclamation, unless voting is required. Voting shall be open and results are determined by simple majority. The voting regulations are stipulated in FL § 18.3 Decisions made by the disciplinary board involve the exercise of public authority and accordingly all present members have the duty to vote, although each member may only vote for a single recommendation. In event of a tie, the chair has the deciding vote.

HF 10:8 includes the following stipulation: “If there are differences of opinion when a decision is to be made on any matter, the provisions of Ch. 29 of the Code of Judicial Procedure [*rättegångsbalken*] relating to votes in courts of law consisting exclusively of legally qualified members shall apply.”

Ch. 29 stipulates that voting shall be open and that results are determined by simple majority. Should two recommendations each receive half of the votes, the mildest or least invasive decision shall prevail. If neither of the recommendations may be seen as milder or less invasive, the recommendation the chair votes for shall be followed.

Minutes are kept by the secretary. At meetings, the board tasks one of its members with adjusting the minutes together with the chair.

According to FL § 19,4 board members have the right to record reservations. This involves having

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a dissenting opinion noted in the minutes, so that a member is seen not to have participated in the decision. Rapporteurs who have not been involved in a decision, but who have been involved in the handling of a matter, also have the right to have dissenting opinions noted. Members who do not exercise this right are seen to have participated in the decision.

Dissenting opinions have to be recorded before decisions are despatched or otherwise made public. If a decision is not to be made public, the notification of dissent has to be made at the latest when the minutes are adjusted or in equivalent order. Dissenting opinions ought to be registered and noted already at the meeting where the decision in question is taken.

4.3.5 Disciplinary measures

4.3.5.1 General regulations (HF Ch. 10 § 1)

Disciplinary measures may be taken against students who

1. Use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance;
2. Disrupt or obstruct teaching, tests, or other activities that form part of the courses and programmes offered by the higher education institution;
3. Disrupt activities at the library or another establishment at the higher education institution;
or
4. Subject another student or member of staff at the higher education institution to harassment or sexual harassment of the kind stipulated in Ch. 1 § 4 of the Discrimination Act [*diskrimineringslagen*] (2008:567).

Disciplinary measures may not be taken more than two years after an offence had been committed.

4.4 *Staff disciplinary board*

4.4.1 Establishment

In accordance with HF Ch. 2 § 15, the university board has established a staff disciplinary board with a mandate as per the Government Agency Ordinance [*myndighetsförordningen*] § 25, i.e. to take decisions involving assessment of staff liability.

4.4.2 Mandate

The staff disciplinary board decides in matters stipulated in § 25 of the Government Agency Ordinance, i.e. regarding

- Termination of employment due to personal circumstances, yet not after probationary periods;
- Disciplinary matters;
- Prosecution;
- Suspension.

Termination of employment due to personal circumstances may take place through either termination or dismissal and is regulated in the Employment Protection Act [*lagen om anställningskydd*] (LAS), the Public Employment Act [*lagen om offentlig anställning*] (LOA), the Employment Ordinance [*anställningsförordningen*] (AF) and the General Salary and Benefit Agreement for Government Employees [*allmänt löne- och förmånsavtal*] (ALFA).

Disciplinary matters and prosecutions are regulated in LOA.

Suspension may result, taking into account LAS § 34. (Medical examinations are however restricted to power of attorney appointments that do not exist at Karlstad University.)

Matters concerning professors and involving dismissal, disciplinary action or prosecution shall be handled by the National Disciplinary Board [*Statens ansvarsnämnd*], while termination of employment due to personal circumstances shall be handled by the local staff disciplinary board (HF 4:16 and 2:15).

4.4.3 Obligation to inform and negotiate

The head of Human Resources is responsible for preparing each matter handled by the staff disciplinary board in accordance with the obligation to inform and negotiate as per current labour legislation and agreements.

4.4.4 Composition

According to HF Ch. 2 § 15, the staff disciplinary board shall consist of the vice-chancellor, staff representatives and at the most three additional members appointed by the university board. The vice-chancellor shall chair the board.

The university board has decided to appoint three members to the staff disciplinary board. The vice-chancellor appoints the secretary to the staff disciplinary board.

Members		Appointed/Elected	Mandate
Vice-chancellor as chair	1	The vice-chancellor acts as chair, as per HF Ch. 2 § 15.	
Two staff representatives with personal alternates	2	Staff representatives are those specifically appointed to represent university employees in the university board, as per § 2 of the Staff Representation Ordinance [<i>personalföreträdarförordningen</i>] (1987:1101).	
Three members	3	Appointed by the university board, as per HF Ch. 2 § 15.	As per university board decision
Total members	6		

4.4.5 Rules of procedure

4.4.5.1 Call

Meetings are called by the chair. The call and agenda are determined by the chair and the final agenda is set by the meeting.

The call, agenda and supporting documentation are distributed to members, usually at the latest six workdays before the meeting.

4.4.5.2 Meeting procedure

The staff disciplinary board is quorate when the chair and at least half its members are present (Government Agency Ordinance § 25).

Members have a duty to attend meetings. Members with valid reasons for absence shall report to the secretary.

The vice-chancellor appoints rapporteurs and secretaries for each matter. The secretary of the staff disciplinary board, the head of Human Resources and the person(s) appointed as rapporteurs have the right to attend and speak at meetings of the staff disciplinary board.

The staff disciplinary board shall determine matters after the submission of reports. The supporting documentation distributed to members should recommend decisions in each matter.

Minutes are kept by the secretary. At meetings, the board tasks one of its members with adjusting the minutes together with the chair.

Decisions taken by the staff disciplinary board shall conform to the stipulations of AF (1994:373) § 20: “When more than one person is involved in deciding the termination of employment, disciplinary matters, prosecution, suspension, or medical examinations according to the Act on Power of Attorney Appointments [*lagen om fullmaktsanställning*] (1964:261), the provisions of Ch. 29 of the Code of Judicial Procedure shall apply.”

Ch. 29 stipulates that voting shall be open and that results are determined by simple majority. Should two recommendations each receive half of the votes, the mildest or least invasive decision shall prevail. If neither of the recommendations may be seen as milder or less invasive, the recommendation the chair votes for shall be followed.

According to FL § 19,⁵ board members have the right to record reservations. This involves having a dissenting opinion noted in the minutes, so that a member is seen not to have participated in the decision. Rapporteurs or the head of Human Resources who have not been involved in a decision, but who have been involved in the handling of a matter, also have the right to have their dissenting opinions noted. Members who do not exercise this right are seen to have participated in the decision. Dissenting opinions have to be recorded before decisions are despatched or otherwise made public. If a decision is not to be made public, the notification of dissent has to be made at the latest when the minutes are adjusted or in equivalent order. Dissenting opinions ought to be registered and noted already at the meeting where the decision in question is taken.

This is an unofficial translation of a Swedish document and has no legal force.

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