

## **Regulations regarding Landskap**

### **1. Day for Landskap**

Day for the Landskap is decided by the First curator in consultation with the Chairperson of the Landskap as well as the Vice chairperson.

Every semester, there shall be three Landskap according to the following:

The Spring semester's first shall be held during the time from 1 to 20 February;

The Spring semester's second shall be held during the time from 20 Mars to 10 April;

The Spring semester's third shall be held during the time from 10 to 31<sup>st</sup> of May, on which the books for the past year shall be put in front of the Landskap for approving.

The Autumn semester's first shall be held during the time from 10 to 30<sup>th</sup> of September;

The Autumn semester's second shall be held during the time from 20<sup>th</sup> of October to 10<sup>th</sup> of November;

The Autumn semester's third shall be held during the time from 1<sup>st</sup> to 20<sup>th</sup> of December.

### **2. Urtima Landskap**

Urtima Landskap shall be held when so is demanded by

- Lagtima Landskap
- At least five members of the board
- At least two accountants, or
- At least fifteen members of the Nation.

Request for Urtima Landskap shall be handed in to the First curator in a written statement about which matter or matters shall be taken up to the Urtima Landskap.

At the Urtima Landskap, no other matter than the one stated can be brought up for decision.

If Urtima Landskap has been requested, it shall be held as soon as possible and no later than 30 days after the request has come. The date shall be decided after consultation between the First curator, the Chairperson of the Landskap and the Vice chairperson of the Landskap.

### **3. Agenda for the Landskap**

The First curator shall establish an agenda that shall include the following points:

1. Opening of the Landskap
2. Question if the summons have been made according to the statutes
3. Election of two adjustors of the meeting-minutes
4. Election of two vote counters
5. Newly reported matters
6. Approval of the agenda
7. Eventual co-options
8. Messages
9. Eventual postponed matters from the last Landskap
10. Eventual matters that has been referred to the Landskap by the Urtima Landskap
11. Eventual matters that has been referred to the Landskap by the accountants
12. Eventual matters that has been referred to the Landskap by a committee
13. Statutory matters
14. Other matters

## Rules for Landskap

15. Discussions and questions
16. Closing of the Landskap

At the Urtima Landskap can, apart from the matter for which the Landskap has been summoned, only points 1-4, 6-7 and 15-16 of the above stated points be taken up for decision.

### **4. Adjustors of the minutes**

The Landskap elects two adjustors to adjust the meeting minutes of the Landskap. If an adjustor leaves the meeting, a replacement shall be elected immediately.

### **5. Vote counters**

The Landskap elects two vote-counters. If the vote-counter is affected by the result of a vote, a temporary replacement shall be elected. If a vote-counter leaves the meeting, a replacement shall be elected immediately.

### **6. Other matters**

A member of the Nation shall report a new matter before the agenda has been approved.

### **7. Matters of order**

A member of the Nation can at any point during the Landskap, state a matter of order at which point the ongoing debate will be paused. A list of speakers about the matter of order shall be made. When the matter of order has been decided, the debate can resume according to the agenda.

The following matters of orders occur:

Ending the debate;

The Chairperson summarizes the arguments for the Landskap, after which a debate about the matter of order ensues. If the Landskap decides to end the debate, it means that the persons that are not already on the list of speakers have the right to add their names to it. As soon as that is done that list of speakers is closed. After the list has been closed, no more arguments about the matter can be made.

Requesting that the Landskap shall not make a decision;

Postponing; this means that the matter will be postponed to the next Landskap without further preparations.

Referrals; this means that the matter is left to another instance that will get the opportunity to speak about the matter before the Landskap makes a decision; or that the Landskap returns the matter to the one that brought it up for further preparation.

Delegation; this means that the Landskap, while observing the limit of the statutes, tasks someone else with the decisions making.

Leave without further measure; this means that the Landskap will not handle the matter.

Matters of formalities; this can refer to matters about adjourning, matters about facts, clarification of the suggestion order etc.

### **8. How decisions are made**

Decisions about matters are taken according to the following:

Presentation;

## Rules for Landskap

Presentation, that is made by the First curator or whomever is for that appointed (for example the relevant office holder or the person making the proposition), consists of a presentation of the matter, meaning a proposition about what the Landskap should decide.

Debate;

The debate follows after the presentation has finished and the chairperson of the Landskap declares that the floor is open. During the debate each member of the Nation has the right to speak and to make suggestions. Suggestions that are made during the debate shall, when the presidium so asks, be handed in as a written statement.

A person that wished to speak about the matter, will report that to the Chairperson of the Landskap, who will put that person's name on a speaker list. The speakers first statement shall be no longer than three minutes. After that, a new submission to speak should be made to the chairperson of the Landskap. Further arguments about the matter is limited to one minute at a time. When the list of speakers is empty and no one else wishes to contribute, the Landskap will move towards a decision.

Decisions;

Decisions are taken through acclamation. If voting is requested, the votes shall be counted. Closed votation will be held if someone asks for it.

If no other suggestion than the one that was presented is given, the voting will be whether to accept or reject the proposition.

If two opposing propositions are at hand, these will be posed against each other before the winning proposition will have the vote regarding accept or reject.

If more than two opposing propositions are at hand, these are posed against each other until one winning proposition remains. The winning proposition will then have the vote for accept or reject.

The final decision will be clubbed by the Chairperson of the Landskap at which point eventual notes or reservations shall be noted in the meeting-minutes.

### **9. Applicability at elections**

For election of Inspector, Proinspector, Curator, Skattmästare, honorary member and senior there are special regulations in the Nation's statutes and these regulations are applicable in parts.

### **10. Decision at elections**

The decision at elections include:

Nominations;

After the summons to the Landskap has been posted at the Nation's noticeboard, each and every member of the Nation have the right to enter nominations for the elections of which the Landskap will decide.

Presentation;

The presentation is made by the Chairperson of the election committee.

Debate;

The candidate introduces themselves or is introduced by someone else after which there will be an opportunity to ask questions.

Pleading;

## Rules for Landskap

A member of the Nation can ask for a plead. A plead means that the candidate is presented by someone else if the candidate could not attend the Landskap. When the plead has finished, the nominees are called back to the meeting locale and the Landskap will move for decision.

Decision;

Decisions are taken through acclamation. If voting is requested, the votes will be made through closed voting. In matters where both committee members and substitutes are appointed, a decision about the committee members will first be taken.

When electing Inspector, Proinspector, Curator and Skattmästare where there are more than one candidate, the two candidates that have had the majority of votes are put against each other in a following election.

### **11. Post voting**

An ombud for votes cannot represent more than one member of the Nation. The authorization for the ombud is valid for a vote in a sealed envelope. The authorization shall be written on the envelope, as well as which election the vote is for, be issued for the ombud and be witnessed by two persons. When a voting needs to happen in more than one round of voting, the post vote will be counted for in every round as a vote, and if the candidate that the vote is for does not go further in the voting the vote will be nullified.

### **12. Closed voting**

Closed voting shall happen when someone requests it or if the statutes says so. The Chairperson of the Landskap is responsible for making sure that there are voting slips available at the Landskap.

The voting slips shall be blank and similar in size and looks.

The vote counters are responsible for the voting procedure and counting the votes.

The votes are given by handing the voting slips to the vote counters that thereafter put the vote in the voting urn.

### **13. Vote counting and result**

When all votes has been given the votes will be counted in the locale of the Landskap.

A voting protocol will be written by the vote counters. The Landskap's proceedings will continue during the counting of the votes unless the Landskap asks for adjournment.

The vote slips will be declared as invalid if they contain more names than the number of posts that are eligible or if they contain names of persons that are not nominated. Post votes will be marked as such by the vote counters to be able to be used in a second voting round.

When the counting of the votes is finished the vote counters shall tell the Chairman of the Landskap the result who will then announce the result to the Landskap.

All of the voting slips will thereafter be put in an envelope that shall be sealed and afterwards be available at the curators office until the protocol of the Landskap is final.

### **14. Protocol**

The protocol shall include all matters that has been taken up at the Landskap, the suggestions and propositions that have been put forward as well as all decisions made. If a vote has taken place, the protocol should state the result. Discussions that has been held, even if not resulting in a decision, shall be summarized in the protocol.

If a suggestion for Inspector, Proinspector, honorary member or senior is rejected, it should only be noted that the matter was treated.

## Rules for Landskap

The Secretary decide in consultation with the Chairperson and the adjustors of the meeting-minutes time and place for adjustment of the protocol.

The protocols from the Landskap and the protocols from the board (förvaltningsstyrelsen) for the current five year period, shall together with the statues of the Nation, the regulations and post descriptions be available at the presidium during the Landskap.

### **15. Other matters**

Smoking and consuming food or alcohol is not allowed in the meeting locale during the meeting, unless the Landskap decides otherwise.